



Student Handbook 2010–11



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Welcome

Dear Dickinsonians:

As a Dickinson student, you are a member of a very special community that is bound together by a rich historic legacy formed during the closing days of the American Revolution. Our founder and signer of the Declaration of Independence, Dr. Benjamin Rush, had the highest aspirations for Dickinson students - he intended for you to become the engaged citizens and leaders of your generation and, through your accomplishment and ambition, to leave the world a more just and compassionate place.

This shared legacy directs and shapes our daily lives at Dickinson College. Our ever changing, complex global society demands an education that is nimble, flexible and, above all, useful. At Dickinson College, you will find a vibrant “community of inquiry” that supports this activist notion of education. We provide you with a liberal arts education that is rigorous and pragmatic, rooted in reflection and study. Using this foundation, we offer you the opportunity to “cross borders” - intellectual, cultural, artistic and recreational - through your academic coursework, extracurricular activities and friendships. By becoming an active participant in not only on-campus organizations, but also those in the larger community, the region, and the world through our 12 overseas campuses, your years at Dickinson will serve as a laboratory for the life you will establish as a member of communities beyond these limestone walls.

Each of these endeavors is marked by our strong commitment to create a campus climate that values the free exchange of dialogue, a healthy respect for divergent points of view, a concern for the well-being of others, and an acknowledgement that we must wisely use our community’s resources to ensure a sustainable future. As a member of the Dickinson community, you will undoubtedly encounter others whose ideas differ from your own and with whom you will disagree. Through spirited, respectful and civil discussion, you and your fellow students will find ways to resolve or accept these differences and shape your own community of shared values and mutual responsibilities. By so doing, you will prepare yourselves to encounter the challenging, exciting and increasingly complex global world that awaits you upon graduation with creative, pragmatic and determined leadership.

This Student Handbook serves as a guide to your life as a Dickinson student. You will find within it much practical and useful information about academic and student life, as well as those policies and procedures that give structure to our community. The Handbook is, however, but a road map that directs you through the world of opportunity that awaits you as a Dickinson student. Use your own initiative, energy and enthusiasm to take advantage of all that this very special community has to offer and you will, I am confident, have a wonderful year.

Sincerely,

William G. Durden '71
President

Dear Dickinsonians:

The distribution of the student handbook is one of the many sure signs that a new academic year has begun. Whether you are a returning, first-year or transfer student, I'm sure that you are looking forward to the opportunities, challenges and experiences that the coming year will bring.

The primary reason for you to be at Dickinson College is to immerse yourself in the exceptional academic programs offered here. You will be guided by outstanding faculty who will challenge and support you as you expand your capacity for complex thinking and understanding. Ultimately, Dickinson offers a useful education that will prepare you for citizenship and leadership in the wider world.

You will also realize a useful education through meaningful engagement in life outside the classroom. Involvement in clubs, organizations, and other student initiatives has much to teach about group work, democratic principles, organizational dynamics, leadership, interpersonal skills, communication skills, conflict mediation, and so much more. These skills and abilities create a strong foundation for engaged citizenship. Additionally, many out-of-class experiences allow you to make direct connections between what is learned in the classroom and how it applies outside the classroom.

Within the pages of this handbook you will find information about getting involved and taking full advantage of the opportunities for learning at Dickinson. It's true that getting involved is a meaningful way to enhance your learning experience. But, it's also true that over-involvement can detract from your learning experience. Many students that I talk with believe that "more is better" when it comes to activities outside the classroom, and that employers and graduate schools will be impressed by a long list of activities. That's typically not the case. Demonstrating commitment and action in a few areas in which you have strong interest is a much more impressive and compelling credential for the world beyond Dickinson. And so, in the coming year, find the things you care about, make a substantive commitment to them, and learn from them.

This handbook also serves as an important resource for many of the policies and procedures that help our community work effectively.

Welcome to another academic year. I hope that I will have the opportunity to meet and interact with many of you over the coming months.

Best,

April Vari '82
Vice President for Student Development

Fellow Dickinsonians,

Welcome to Dickinson! To first years, welcome to the beginning of an amazing experience that will change how you perceive the world, help you to define yourself, and guide you to discover what truly matters. For seniors, welcome back to our final year at Dickinson: may the rest of our time here be engaging, enriching, and enjoyable. To all else, continue to pioneer and develop the rest of your experience at Dickinson in a way you will always remember.

Never forget who you are, what makes you unique, and which experiences you bring to Dickinson. Beyond being here for academics, we are also here for self-enrichment, for expanding our horizons. Be open to new ideas, challenge yourself, move outside your comfort zone. You will appreciate your growth resulting from your willingness to explore new ideas.

While at Dickinson, take advantage of every possible opportunity. Take classes that challenge you, meet with your professors and develop long-lasting relationships, and don't worry if you have yet to choose a major. Part of the benefit of a liberal arts education is being able to explore your academic interests. Join organizations of all different types: whether volunteering with CommServ, writing for the Dickinsonian, practicing with your sports team, planning an event with MOB, speaking Italian at the Italian table, or advocating on behalf of students in Student Senate, make sure to get involved.

It is truly a Dickinsonian principle to "Engage the World," and you will hear this many times throughout your stay here. Part of your time here should be spent learning how to engage yourself, those around you, and your community. You don't have to wait until you leave Carlisle to start.

Looking forward to meeting you all soon!

Sincerely,

Juan Carlos Flores '11
Student Senate President

Liberal Education

Our Intellectual Heritage

Dickinson College commits resolutely to offer its students the privilege and opportunity of the tradition of liberal education. Liberal education...

- intends to motivate individuals to thought and action for both leadership and engaged citizenship.
- liberates the mind from ignorance and cultivates social responsibility.
- confronts students relentlessly with issues that matter.
- asks students to engage ideas that they might not be inclined to, but as a result of which, they shall grow in intellectual maturity and character.

Liberal education is at once an uncomfortable and satisfying encounter.

Liberal education is more a way of thinking than specific content, although both are important. The specific disciplines of liberal education—all of which are to be engaged by the student—are called the Liberal Arts and comprise the humanities, social sciences, sciences and the arts. Liberal education embraces and addresses the way in which knowledge is actually used in the world of work and civil society.

Liberal education calls for a creative synthesis between liberal and practical education throughout the course of study. It is intentionally and ultimately pragmatic, while remaining conceptually rigorous. The ultimate accountability of a liberal education is the measure of its graduates to use knowledge thoughtfully in the wider world.

Dickinson College is committed to advancing among the general public a practical appreciation and support of liberal education not only for the college, itself, but also for all liberal arts institutions. Liberal education and the institutions that embrace it were envisioned by our nation's founding fathers as the most efficient and useful approach to education, an education necessary to establish and advance America's distinctive form of government and the qualities of a democratic society.

As such, a liberal education has served, and continues to serve, as an invaluable material asset to our nation. Dickinson College continues to commit itself to advancing this larger conception of a liberal education, a conception without which the United States of America loses its original and enduring distinction.

Our Contribution to Liberal Education

Chartered in 1783 by a most spirited signer of the Declaration of Independence, Dr. Benjamin Rush of Philadelphia, just days after the signing of the Treaty of Paris ended the American Revolution, and named for a signer of the United States Constitution, John Dickinson, Dickinson

College represents a revolutionary, bold heritage in higher education. The college offers the world-now as then-a distinctively original form of American education and ambition.

A Dickinson education is one of revolutionary intent and reform. Dr. Rush argued vociferously that a Dickinson undergraduate curriculum should spark a major break with the course of studies offered by America's colonial colleges, all of which he believed to pursue a course of privileged, ornamental studies unreflectively inherited from England and unchanged for at least 250 years.

Such dated curricula, Rush maintained, were incapable of providing the dynamic, practical education required for those expected to lead in a society governed by a democracy in which privilege was to be earned by individual effort and invention, and where new, emerging knowledge was as critical, if not more so, than the old. To that end, Dr. Rush proposed at Dickinson the rigorous study of the sciences as an important part of a liberal education and as the most direct connection to emerging knowledge. He encouraged the study of modern languages-German, French, Italian-to balance the historical dependency exclusively on Greek and Latin.

Dickinson today remains committed to a revolutionary course of study that pursues, in close cooperation with its students, new knowledge and promotes generous connections across disciplines that yield progressive insights and emerging innovation that would not occur within the confinement of strictly defined academic disciplines. A Dickinson liberal education offers students the opportunity to completely and passionately engage in the pursuit of knowledge, talent and character for a noble purpose- to be useful through leadership and high accomplishment, and through citizenship, to advance a just, compassionate democratic system of government and the manners and society appropriate to it.

A distinctively Dickinson liberal education prepares bright, aspiring young people to commit to lives of substantive contribution in all fields of endeavor necessary to advance a vibrant, globally engaged democracy, including the law, medicine and health services, scientific research, the arts, business and finance, public service, education, community service, the military and religion.

*A portion of this was adapted from *Practicing Liberal Education and Greater Expectations: A New Vision for Learning as a Nation Goes to College*, Association of American Colleges and Universities.*

Academics

Academic Advising

Location: Biddle House

Phone Number: 717-245-1080

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

Academic Advisors and Class Deans

All students have academic advisors who are faculty members. Throughout your college career, your academic advisor will serve as a consultant in planning your academic career and in finding information on which to base your decisions. Your advisor will also act as a mentor with whom you can explore ideas. As an entering first-year or transfer student you have been assigned to your first advisor. In almost every case the First-Year Seminar professor is your first academic advisor. Advisors for transfer students are assigned individually. Most students continue with their first advisor until they are ready to declare a major. After the first semester, if you wish to change advisors, you may ask another member of the faculty to become your advisor. When you declare a major, you will change to a “major advisor” who will be a faculty member in the department in which you major.

In addition to your academic advisor, there is a class dean for each class. Class deans serve as additional resources for academic advisors and general academic questions or concerns you may have. Shalom Staub is the first-year class dean, Rebecca Bliss is the sophomore and junior class dean, and Shirley King is the senior class dean. Dean Bliss and Dean King are located in the Office of Academic Advising in Biddle House and can be reached at 717-245-1080. Dean Staub is located in Old West and can be reached at 717-254-8917.

Disability Services

The college is committed to making reasonable accommodations to ensure that the college’s programs and facilities are accessible to all students on a nondiscriminatory basis. If you have a physical, learning, or other type of disability, please contact Disability Services at 717-245-1080 as early in the semester as possible. Marni Jones, Assistant Director of Advising/Coordinator of Disability Services, will review procedures and provide assistance in answering questions about accommodations and other resources available to students. Also, please take a few moments to view the information and resources available through our [Web site](#). For more information regarding accommodations for disabilities in the academic or living environment, please refer to the section on “Disability Services: Guidelines for Documenting a Disability” in this handbook.

Skills and Strategies for Academic Success

Among the academic resources available to Dickinson students are workshops and individual instruction to support the intellectual development of all students. These resources include evening workshops or individual sessions to assist students in developing time management and organizational skills, study skills, test-taking strategies, note-taking strategies, reading and writing skills. Workshops are offered to all students during the early part of each semester or at any time during the semester for groups as requested. Notices of workshops are posted in *The Compass* and on flyers throughout campus. For more information on these sessions or for one-

on-one instruction please visit our [Web site](#) or contact a learning specialist through the Office of Academic Advising at 717-245-1080.

Peer Advisors

The Office of Academic Advising has trained peer advisors working in Biddle House Monday through Friday, from noon to 4 p.m. Peer advisors are available to assist students with questions related to using the Banner system for Course Request and Schedule Adjustment periods each term. Peer advisors are also available to present programs on campus regarding basic academic issues and preparing students to meet with faculty advisors. For additional information please view our [Web site](#) or contact the Office of Academic Advising at 717-245-1080 to speak with a Peer Advisor.

Peer Tutoring

Many academic departments set up regularly scheduled group study and/or tutoring sessions to support courses in their discipline. Departments that provide tutoring sessions will post the schedule each semester. Check in the department office for details. If the department does not have group study sessions and you believe you could benefit by working with a tutor, contact your professor about the process for requesting a peer tutor. To request a peer tutor (contracted through the Office of Academic Advising), call 717-245-1080. Upper-class students who are interested in becoming peer tutors should view our [Web site](#) or call 717-245-1080 for more information.

Pre-professional Advising

There are five areas of pre-professional advising: Pre-Engineering, Pre-Master's of Business Administration, Pre-Health, Pre-Law and Teacher Education. If you are thinking about a career in one of these areas, contact the appropriate advisor for information and help as you plan your program. The earlier you begin to plan for specific requirements for pre-professional preparation, the more options you will likely have for your choice of major, to study abroad or to include internships in your program.

Pre-Engineering: For students who would like to enter the engineering field but also want a liberal arts education, Dickinson College offers such an opportunity through two options: the Binary Engineering Program (or 3/2 Program) and preparation for regular admission to an engineering school after completion of the Dickinson degree. Although both of these programs require some planning, the Binary Engineering Program requires careful planning for the three years at Dickinson. Contact: [Professor Hans Pfister](#) (717-245-1307)

Pre-Business/Management: Criteria for admission to MBA programs are: quality of full-time work experience, GMAT score, cumulative grade point average, letters of recommendation and extracurricular activities. Almost all graduate programs strongly encourage potential students to gain full-time work before applying. Persons with strong interpersonal skills, creativity, an ability to engage in critical thinking and an ability to communicate effectively are the most successful in business. For this reason, any liberal arts major can provide a solid base on which to build a successful business career. Contact: [Professor Dave Sarcone](#) (717-245-1261)

Pre-Health: If you are planning to apply to medical, dental, veterinary, optometry or podiatry school after graduation, you should speak with Professor Mike Holden, Chair of the Committee for the Pre-Health Professions (CHP). The CHP consists of faculty advisors and the Career Center pre-health advisor. Most professional schools expect applicants to have completed specific courses in biology, chemistry, physics and mathematics. Your pre-health advisors can help you through the application process and with taking the Medical College Admissions Test (MCAT). Most professional schools expect a letter of evaluation from a group such as Dickinson's CHP. The committee's evaluation is based partly on a file of faculty evaluations that you collect during your first three years at Dickinson. Contact: [Professor Mike Holden](#) (717-245-1481)

Pre-Law: Dickinson has a long history of sending its graduates to some of the most prestigious law schools in the nation. Law school admissions committees agree that the most appropriate and beneficial preparation for law school is a traditional liberal arts education combined with relevant extracurricular experiences. The pre-law advisor is available to help you through the process, from deciding if law is the right career field for you through the law school application process. Contact: [Pat Mullane](#), Executive Director, Career Center (717-245-1740)

Teacher Education: Dickinson College offers certification in secondary education for the Commonwealth of Pennsylvania. For a complete listing of the areas of certification, information on requirements and necessary forms, see the [Education Department's Web site](#). Students who are enrolling should refer to the sequence of courses required for teacher certification. Contact: [Professor Pamela Nesselrodt](#) (717-245-1839)

Academic Calendar

Dickinson College uses a two semester calendar. For the fall semester, there is a mid-term pause in October and a Thanksgiving vacation in November. Break runs from the middle of December to the middle of January. During the spring semester, a week-long vacation is provided in March and the semester ends in mid-May.

Academic Policies and Procedures

Consult the online [Dickinson College Bulletin](#) for important and current information for Dickinson students (degree and non-degree) regarding academic policies, requirements and courses.

Global Education

Location: Stern Center

Phone Number: 717-245-1341

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

Dickinson has emerged as one of the nation's top institutions for foreign-language majors, and it offers one of the world's most respected off-campus study programs. Our [global curriculum](#) includes 13 foreign languages and a spectrum of interdisciplinary programs, such as international business & management and Africana, East Asian, Middle East, Latin American and Russian studies. However, students in all majors have ample opportunities to hone their linguistic and intercultural skills, whether on the internationally vibrant Carlisle campus, or

within one of the college's international partner communities.

Approximately two-thirds of Dickinson students will study away from campus for a semester, a year, a short-term, or a summer program during their four years here. Students encounter cultures, values, beliefs, and attitudes different from their own and develop a new self-awareness through study all over the world. Academic year and/or semester Dickinson Programs abroad are located in Italy, France, Germany, Cameroon, England, Japan, China, Spain, Russia, Mexico, Australia, and South Korea. Dickinson Partner Programs are also available and often target a specific academic discipline that may not be represented on a Dickinson program. Partner programs allow students to apply their Dickinson financial aid to the programs and continue to pay their regular Dickinson comprehensive fee. Students seeking an academic option beyond the scope of Dickinson and Dickinson Partner programs may explore non-Dickinson programs. In all instances, students should consult with the staff of the Office of Global Education about application requirements and deadlines.

There are also programs in the United States to which students may apply through the Office of Global Education. In addition to the Dickinson in New York program (specifically for majors in economics and international business & management), Dickinson Partner programs include a semester of study at the Washington Semester Center in Washington, DC, the Jewish Theological Seminary in New York City, or the Thunderbird School of Global Management in Glendale, Arizona. For information on any of the programs listed above, consult our Web site.

Studying off campus is a *privilege*, it is not a right; the key is planning ahead. Programs have a variety of GPA requirements and course prerequisites. If you think you may want to study off campus, you should start mapping out your major and the courses you need to take. You should also discuss course selections with your advisor. Financial aid should be planned carefully as well, and students may consult with the Office of Global Education and with the Financial Aid Office for more information about financial aid policies and application procedures. Contact the Office of Global Education for more information at 717-245-1341, or stop by the Stern Center for Global Education.

Multilingual Writing Center

Location: Bosler Hall, Ground Floor

Phone Number: 717-245-1767

The Multilingual Writing Center assists writers of all levels and abilities who are working on essays written in Chinese, French, German, Italian, Japanese, Russian, or Spanish. Trained tutors and Overseas Assistants will work one-on-one with writers on a variety of concerns, including developing ideas; organizing material; crafting sentences; and improving grammar, vocabulary, and punctuation. Walk-in appointments are welcome if a tutor is available, but it is recommended that you schedule an [appointment](#) in advance at 717-245-1767.

Norman M. Eberly Writing Center

Location: Waidner-Spahr Library, Main Level

Phone Number: 717-245-1620

The Norman M. Eberly Writing Center assists writers of all levels and abilities and at any stage of the writing process. Trained tutors work one-on-one with writers on a variety of concerns, including developing ideas, organizing material, structuring paragraphs, and improving grammar and punctuation – in English. Walk-in appointments are welcome if a tutor is available, but it is recommended that you schedule an [appointment](#) in advance at 717-245-1620.

Registrar's Office

Location: Biddle House

Phone Number: 717-245-1315

Office Hours: Monday – Friday, 8:30 a.m. - 4:30 p.m.

The Registrar's Office maintains and issues official and unofficial transcripts, prepares information for fall, spring and summer course offerings, reports grades to students and advisors, reviews credentials of transfer applicants and readmitted students to assign credit toward the degree and distribution requirements, and clears seniors for graduation by checking for completion of graduation requirements. The Course Request Period, which is the process by which you request classes, is also overseen by the Registrar's Office. The Course Request Period for the upcoming semester occurs about two-thirds of the way through the current semester. You are encouraged not to wait until the last minute to work with your advisor on your overall academic program and course schedule. The best time to find your advisor is during his or her office hours. All students request courses online during the time announced by the Registrar's Office.

In order to request a course, students must have the required prerequisites. The Schedule Adjustment Period, when you can make changes to your schedule, occurs immediately following Course Request processing and continues through break into the Add/Drop Period. However, it is best to make all schedule changes for the upcoming semester before leaving for the semester or summer break.

Adding, Dropping or Withdrawing from a Course

If you are thinking about changing a course, speak to your advisor. Your advisor will be able to offer guidance about the wisdom of dropping the course. Generally, you should not have a problem with switching into another open class, provided you qualify for the course and decide to make the change before the Add/Drop deadline. The Add/Drop Period begins the first day of classes and ends five (5) days later.

Grades

Interim grades are issued at Roll Call for all students in every course. Roll Call grades indicate how you are doing in a course at that time. If you are doing poorly in a course, you may decide to withdraw from an individual course up to ten (10) days after Roll Call. You may use this

option for only two courses during your Dickinson career and you cannot withdraw from a Physical Education course. When you withdraw from a course, a grade of “W” is permanently entered into your transcript, indicating that you started a course and withdrew from it after the normal Add/Drop Period. “W” grades are not factored into your cumulative grade point average by the college. However, if you are planning to go to graduate school, check with the graduate schools you are interested in regarding their policy for withdrawn courses. Some schools re-calculate your grade point average to factor in “W” grades.

Transcripts

Unofficial transcripts are available to students on Banner Self-Service through the Dickinson Gateway. If you need an official transcript, for application to graduate schools, scholarships, internships or other needs, you must complete a [Transcript Request form](#) in the Registrar’s Office or online. Your signature is required to authorize the release of your transcript, along with the institution or organization name and address to whom the transcript is to be sent. Or you may [e-mail](#) your transcript request, including your full name, complete home address, telephone number where you can be reached, your birth date, your social security number or student ID, your dates of attendance, and the name and address of the institution or organization to which the transcript is to be sent. Loans and student account balances must be current to have a transcript sent. Official transcripts cannot be released to students. However, if your application instructions require that you include an official transcript with the other application materials, the Registrar’s office will provide it to you in a sealed envelope (a word of caution: if the seal is broken on the transcript envelope, the transcript will probably not be accepted).

Transfer Credit

The Registrar’s Office is the place to go if you are interested in taking classes at another college or university during the summer or January term. They can help you determine if a course taken elsewhere will count toward a general education requirement or a major or a minor. Decisions about whether or not a course counts are made on a case-by-case basis. If you want a course taken at another institution to count toward a general graduation requirement or toward a major or minor, you will need to talk to the chair of the department in which you want the class to count. The department chair will need to review the course syllabus and description. Depending on the school, you may be able to obtain this information from the Internet. Keep in mind that only the credit will transfer for courses taken at other institutions in which a grade of “C” or better is earned. The grade is posted to your Dickinson transcript but is not figured into your cumulative grade point average. You must complete the [Enrollment in Another Institution form](#) and obtain approval before taking the course. **Important Note:** If you hand-carry an official transcript from the other institution, be sure not to open it, as an opened transcript is no longer considered official and cannot be used by the Registrar’s Office to transfer credit.

Central Pennsylvania Consortium

The [Central Pennsylvania Consortium](#) also provides the opportunity for Dickinson students to take a single course, register for a semester or register for a whole year at Franklin & Marshall College or Gettysburg College. Courses taken at another Consortium college during the fall or

spring semester are considered in-residence credit and unlike courses taken at non-consortium institutions, the grade(s) will transfer. Through this program, students have a wider range of faculty and courses available to them. To find out more about this program, contact the Registrar's Office at 717-245-1315.

Technology Services

Location: Waidner-Spahr Library, Lower Level

Phone Number: 717-245-1000

Office Hours: User Services Help Desk: Monday-Friday, 8 a.m. – 5 p.m.

The Dickinson campus is completely networked. Each student's residence hall room has at least one wired network connection per occupant. Wired connections for laptops are also available in the HUB, the Waidner-Spahr Library and some classroom buildings. [Wireless internet access](#) is available at many campus locations, including the HUB, Library, Rector Science Complex, and most student residences. The entire campus network is connected to the Internet through a fractional T3 line.

Library & Information Services (LIS) supports computers running Microsoft Windows XP, Vista, and Windows 7, and Mac OS 10.4 or higher. Whether or not you bring your own computer, you are assigned an e-mail address which you must use while enrolled and may continue to use after you graduate. For more information regarding e-mail communication, please see the "Electronic Communications with Students" policy in the policy section of this handbook. Network storage is provided for each student. You may create your own personal web pages on the college's web server. The college uses Microsoft Office as its standard office suite. LIS offers short seminars, in-class sessions and on-line documentation with tips for using supported software and hardware.

There are public computer rooms that you may use throughout campus. Some of these computer labs also have laser printers to which you may direct your output. Some departments have their own labs configured for your use while you are taking their courses. There are more than 80 "smart" classrooms that are equipped with data projectors and network connections for classroom use. LIS has several locations that provide equipment for scanning images, video editing and other multimedia applications. Within the college's [Responsible Use Policy](#), students have unlimited access to the network. You must read and agree to this policy before you will be able to connect your personal computer to the campus network. To view this policy and all Dickinson computing policies, visit our [Web site](#).

Students are strongly encouraged to bring their own personal computers to campus. All student-owned computers that meet the minimum requirements may connect to the campus network and the Internet. For the recommended computer configuration, visit our [Web site](#).

Assistance with computing may be obtained via [email](#) or by calling the LIS Help Desk at 717-245-1000. If your personal computer is having a problem, the ResNet Services Annex (RSA) may be able to help. Specially trained student techs can provide assistance with your operating system, network connection and malware removal. The RSA can be contacted via [email](#) or by

calling 717-254-8108.

Waidner-Spahr Library

Phone Number: 717-245-1397 - Circulation Desk and Reference Assistance

Hours - Academic Year:

(see Web site for hours related to pauses, breaks, registration week, final exams and summer school)

Monday – Thursday, 8 a.m. – 2 a.m.

Friday, 8 a.m. – 10 p.m.; Saturday, 10 a.m. – 10 p.m.; Sunday, 10 a.m. – 2 a.m.

The Dickinson College Library is one of the finest liberal arts college libraries in the United States. Centrally located on-campus, the library provides a variety of research, study and learning spaces; multi-media collections; personalized services; and social events.

Spaces

The main library occupies three floors and includes group study rooms, individual study carrels, electronic classrooms and a wide variety of reading and study spaces. Wireless Internet access is available throughout the building. The library offers over 75 public computing workstations and connections to the campus network throughout the building, and laptops may be borrowed for use within the building. The Sharp Listening Room has equipment for listening to music or watching films. Thirteen study rooms are also available, many of which contain TV/video/DVD players. Two study rooms contain computers with large screen displays for group work or practicing presentations. Study rooms may be reserved in advance for groups. The lower level of the library houses the Information Commons, a computing facility for individuals and groups; as well as the Archives and Special Collections Department, where unique historic materials are available for personal or course-related research. On the upper level, the East Asian Reading Room houses a collection of approximately 10,000 monograph titles in Chinese, Japanese, and Korean. Several science reading rooms on-campus house current journals for Biology (Dana Hall) and Astronomy, Physics, Computer Science, Mathematics and Chemistry (Tome Hall). The Geology reading room in Kaufman Hall houses a large collection of geological maps.

Services

Nine librarians are available to provide group instruction and personal help guiding you through all stages of the research process. Research assistance from a librarian is available during reference service hours by asking for the on-call librarian at the Circulation Desk, or by e-mail, IM or phone. Liaison librarians assigned to academic departments also keep office hours by appointment. A total of twenty-four staff members provide many additional services, including checking out materials, finding items on reserve for classes, obtaining materials requested from other libraries, and acquiring and making available all the print and electronic resources available through the library.

Collections

The library's collection is rich and interdisciplinary, consisting of over 500,000 books, 168,000 microforms, 24,000 audio-visual materials and 3,300 print and electronic journals. Music scores and government documents are also part of the collection. Over 150 on-line databases, many of them containing full-text resources, available from the library's Web site. The increasing

number of electronic information resources are available 24/7, both on-campus and off, by logging into the campus network from anywhere in the world. The Archives and Special Collections department maintains an exceptional collection of rare books, diaries, letters, photographs and official college records. Students are encouraged to use these primary source materials in their research. The library's own holdings are supplemented by interlibrary loan services and by PALCI, a network of regional academic libraries that offer rapid access to over 20 million titles. For leisure reading, the "Dickinson Reads" collection includes contemporary graphic novels, literary award winners and best sellers. DVDs of recent classic films, documentaries and selected television series are also available for check-out. Newspapers from around the world are available. The library also mounts special book displays by and about Clarke Forum speakers and other campus and world events.

On-Line Tools

The library Web site provides access to the library catalog, on-line journals, databases and self-help research/ subject guides, as well as information about the library and its services. Digital tools available include a downloadable Web browser toolbar with library shortcuts and RefWorks®, software for saving and storing citations and generating your own properly formatted bibliographies. You can also add library channels to your Dickinson Gateway account.

Special Events

The library hosts many fun and informative social events. Monthly receptions provide a casual forum for learning about faculty research. In April, students can read their own original poems or just listen to others during the Poetry Month reading event. "Food for Thought" snack night during finals week provides a late evening break from studying with PB&J, cereal and other treats. The Photography Club receptions and exhibits throughout the year highlight the work of Dickinson students.

Student Development Offices & Resources

The work of the Division of Student Development is to encourage students' maturity as engaged citizens who are prepared to lead meaningful professional and personal lives that uphold the foundations of a just, compassionate and economically viable society.

Over the course of their experience at Dickinson College, students will become citizens who can and will be agents of change. Our role is to promote students' growth and development through intentional advising, program development, and educational service delivery. For information regarding our division, visit our [Web site](#), call 717-245-1639 or stop by the [Vice President for Student Development](#) and [Dean of Students](#) Office located in the upper level of the Holland Union Building, next to the information desk (Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.).

Asbell Center

Location: 262 West High Street (next to the Waidner Admissions House)

Phone Number: 717-254-8963 (General); 717-245-1636 (Director's)

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

The Milton B. Asbell Center for Jewish Life is at the heart of the Jewish experience at Dickinson College and brings together students, faculty and members of the community to celebrate the richness and diversity of Judaism. The Asbell Center fosters Jewish learning and Jewish community on campus through services, lectures, social-action projects and cultural or religious celebrations. Our "human scale" allows students to develop a close, family-like connection to each other. The Center is located in a beautifully restored building and has a number of multipurpose spaces, including a kosher kitchen, a large seminar/dining room, a lounge for students and office space for the Asbell Center staff. The second floor holds a sanctuary with stained-glass windows and an ark by renowned Judaica artist Gary Rosenthal. Freshly cooked kosher meals, supervised by the Star-K of Baltimore, are available in the dining hall.

Campus Life

Location: Holland Union Building, Lower Level (Student Life Office Suite)

Phone Number: 717-245-1556

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

The Office of Campus Life promotes the development of engaged citizens through active participation in a dynamic co-curricular experience. Recognizing that learning extends beyond the classroom, student involvement within the residential experience creates opportunities for engaging in a diversity of academic, intellectual, personal, and social activities. Through student involvement and residential living we encourage increased levels of independence and responsibility, seek to foster responsible self governance and leadership, and collaborate on the development of a healthy and respectful campus culture. The Office of Campus Life supports student success by connecting these learning experiences through the provision of leadership and community living programs and services.

Student Involvement

Students learn more when they are engaged in all aspects of their college experience. Students who are involved devote considerable energy to academics, participate in student organizations and activities, and interact regularly with faculty. The Office of Campus Life seeks to support these endeavors by shaping involvement opportunities that meet the needs of both the individual student and the residential community as a whole by providing student-centered leadership experiences through programs, workshops, and a variety of other information and services. Opportunities to learn about clubs and organizations are hosted at the beginning of each semester and are designed to provide insight into extracurricular activities at Dickinson.

New Student Orientation

New Student Orientation at Dickinson College occurs prior to the start of each academic semester to introduce newly enrolled students to the intellectual rigor of the academic experience as well as assist them in navigating the campus community and available resources. Infused in the programmatic experience are intellectual, developmental, and social programs that will ease the transition of new students and their family members into Dickinson College. Upper-class students selected as Orientation Leaders/Assistants provide mentoring and advising to new students throughout the orientation experience.

Student Organizations/Clubs

Student organizations at Dickinson provide a useful education to student as they develop their talents, skills, values, and social experiences through involvement. The benefits of being actively involved with campus organizations and activities are numerous. Students learn about themselves and the way organizations function, while making significant contributions to the college community. In order to be eligible for campus privileges such as reserving campus facilities, vehicles, sponsoring fund raisers and obtaining office space, all student organizations must be registered with the Office of Campus Life every semester, recognized by the college and attend an organization orientation session. The Office of Campus Life coordinates the registration process for all student clubs and organizations at the beginning of each semester.

Leadership Programs

Campus Life develops and conducts a variety of programs and interactive leadership experiences designed to develop the leadership competencies of students. These experiences are created to develop leadership skills in emerging leaders, as well as enhance the skills of those currently in leadership positions. These skills will assist students as they assume leadership roles at the college, as well as in the workplace.

Living On Campus

Residential living at any college provides an important transitional step in the development of young adults. The development of community within a diverse world requires that individuals respect one another and learn from one another. Dickinson's residential communities promote individual responsibility and accountability through the creation of shared agreements created by and for residents concerning how they will relate to and treat each other and their living environment. It is a process that involves dialogue, compromise, and commitment. The

development of an active community is critical to supporting this dialogue so that members of the community can know each other, and there create safe and comfortable living environment supportive of the academic mission of the institution.

Students must be enrolled, full-time students maintaining a minimum of 3 courses per semester. The college does not guarantee housing for part-time students. Unless granted permission to live off-campus, studying abroad, designated as a commuter student, or married and living with spouse, students are expected to live on campus for the duration of their college experience.

Residential living provides a variety of opportunities in which community can be experienced. Highlighted below are some of the programmatic initiatives that contribute to the diversity of the residential experience.

Residential Living

From traditional residence halls to more independent living accommodations, residential living creates a diversity of opportunities in which community can be experienced. Highlighted below are some of the programmatic initiatives that contribute to the diversity of residential experiences.

Special Interest Housing

Special Interest Housing (SIH) gives students a unique opportunity to collaborate with other students by creating affinity communities with common goals and purpose. SIH creates the conditions for engaged citizenship and self-governance that enable self-directed living environments around a shared theme, issue or interest. The SIH program encourages group and individual social and intellectual development while simultaneously contributing to the intellectual and social life of the college. Special Interest Houses may occupy a single building or a portion of a larger facility. They are reviewed annually by the Office of Campus Life. Special Interest Houses are available only to upper-class students.

Fraternity & Sorority Housing

Recognized fraternities and sororities in good standing with the college may have an on-campus house in order to assist with programmatic and logistical elements of Greek organizations. As space permits, the Office of Campus Life works with the Dean of Students Office and the Greek organizations to establish Greek houses and guidelines for living. Fraternity and Sorority houses are available only to upper-class students.

Substance Free Community

Students who choose to live in the substance free community share a common interest and commitment to personal wellness by making responsible decisions about alcohol, tobacco, and drug as a life style choice. Responsibility for the development of community values and standards that foster and promote this commitment is an expectation of all community members.

Special Housing Accommodation

Dickinson College is committed to making reasonable accommodations for students with specific health conditions, mental health conditions or disabilities. The Office of Campus Life works in cooperation with the Office of Academic Advising, the Counseling Center, and the Health Center to evaluate documented conditions and make reasonable accommodations. Special accommodations will be made only in situations where the documentation clearly demonstrates that the accommodation is medically necessary. Returning students desiring an accommodation for the next academic year should have their documentation submitted to the college prior to the beginning of the room selection process. First-year and transfer students should contact the Assistant Director of Advising/Coordinator of Disability Services in early summer months. Visit the Disability Services Web site to download the [Specialized Housing Request](#) form.

Roommate Relationships

While selecting a residential space is important, establishing a positive roommate relationship is essential to having a successful living experience. Roommate relationships will require personal adjustments in learning to live with another person while learning how to negotiate similarities and differences in living styles. Our expectation, then, is that the roommate relationship intrinsically requires commitment, flexibility and will likely experience points of tension and conflict. We affirm that having a roommate garners substantive life experience in conflict resolution and interpersonal relationships. To that end, students are charged with confronting roommate concerns directly and in a civil and constructive manner. We do not expect that each student inherently possesses all of the tools and skills to navigate these relationships; therefore, students have numerous resources at their disposal provided by student and professional staff members. In the collection of resources, a room change impacts relationships in a myriad of ways and is considered as a final option, not a first response.

Resources to support the development of your relationship with your roommate include:

- Roommate agreement and subsequent revisions and refinements
- Resident Adviser coaching through conversation
- Resident Adviser mediation
- Counseling center consultation
- Peer mediation with Community Advisers
- Campus Life professional staff
- Room changes
- Student Conduct and DPS, for conflicts involving violation of Community Standards or federal, state and local laws

Room and Board Agreement

All students are required to read and sign a Room and Board Agreement prior to moving into their residence at the beginning of the fall semester. Campus Life will require verification that you have read and accepted the terms of the agreement. Students can learn more about the Room and Board Agreement by visiting our [Web site](#).

Residential Staff

To assist students in addressing questions, concerns and provide resources/referrals on campus, residential communities have various staff resources available to them.

Residential Community Directors (RCDs) are full time master's level professional staff living on campus who serves as managers to multiple residential buildings. The primary responsibility of the RCD is to assist students in the development of an inclusive community experience that provides opportunities for students to engage in citizenship and self-governance. In addition, they serve as mentors and advisors for student involvement in the residential community

Community Advisers (CAs) are current seniors who have been RAs in previous years. CAs have the responsibility for the management of a building or residential area, working closely with the professional staff and RAs to maintain a positive living community.

Resident Advisers (RAs) are upper-class students responsible for developing a community of inquiry. As such, they are expected to be intellectual, academic, and social role models for other students.

House and Apartment Managers (HAMs) HAMs are upper-class students who work with apartments/small houses, providing administrative support in the operational logistics associated with these areas.

After Hours Support

If you need assistance after regular business hours, you should contact the on-call Resident Adviser. The RA on-call calendar for each month is posted near your RA's door. In the event of an emergency, you should contact the Department of Public Safety (DPS) at 717-245-1111. For non-emergency situations, contact DPS at 717-245-1349.

Additional information about residential guidelines can be found in the Residential Living Guidelines and Policies section of this handbook. It is your responsibility to familiarize yourself with these guidelines.

Living Off Campus

Dickinson College is a residential liberal arts college, operating on a belief that students living in close proximity have a unique opportunity to learn from each other, to extend lessons from the classroom into campus life, and to practice the art of engaged citizenship. Off campus living is not guaranteed but, is reasonable in the context of our residential program. Each year a limited number of seniors are permitted to live off campus each year. That number changes from year to year based on enrollment projections. Each spring, rising seniors will be able to apply for permission to live off campus. Decisions are made by a cross campus committee made up of faculty, staff, and students. The Office of Campus Life recommends that you **DO NOT** sign a lease until you have been granted permission to live off campus.

Career Center

Location: Biddle House

Phone Number: 717-245-1740

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

The mission of the Career Center is to teach you the skills necessary to make decisions and connect you with opportunities to make those decisions a reality.

Making Decisions

The staff at the Career Center helps you with decisions such as choosing a major, internship, summer job, graduate/professional school and career/job after graduation. We teach you how to apply the research and decision-making skills you are developing in your classes to your career-related decisions. The best way to start is to make an appointment with a counselor by calling 717-245-1740 or stopping by Biddle House. At that appointment, we will help you determine the best way to approach your important decisions. For more information on how we can work with you, visit our Web site.

Skills Development

In addition to helping you through the decision-making process, Career Center counselors will teach you how to search for an internship or job, apply to graduate/professional school, write a resume or personal statement, and effectively interview. Few people naturally know how to do these things; our job is to teach you the skills to be most effective at getting into graduate/professional school or finding employment. To start your career skills education, make an appointment to attend a workshop -- the sooner the better!

Connections

The Career Center has extensive Web-based resources and materials in its library to link you to internships and summer and post-graduation jobs. As a member of the Dickinson community, you have access to a database of over 1,400 national and international internship opportunities. At the Center, you will be able to register for regional job fairs and interviewing days across the nation (Boston, Chicago, New York and Washington, D.C.). To make your connections to thousands of opportunities, make an appointment today!

Going to Graduate or Professional School

The Career Center provides support services for your graduate and professional school search, including advising, assistance with applications and essays, workshops and programs, and information from a variety of national and international schools. Information about the Graduate Record Exam (GRE), Medical College Admissions Test (MCAT), Law School Admissions Test (LSAT), and Graduate Management Admissions Test (GMAT) is available in the Career Center. Preparation classes for some of these exams are held throughout the year.

If you are considering attending professional school for medicine, dentistry, law, business or other disciplines, you can meet with the Career Center staff and other professional advisors to discuss your options. The Career Center offers programs that support these professions,

including a pre-law advising program and a hospital rotation program for pre-health students.

The Career Center also maintains a letter of recommendation file for students. You should ask faculty members to write letters of recommendation and send signed copies to the office. Upon written request from you, copies of these letters will be forwarded to any school to which you apply. Additional letters can be submitted to your file at any time before or after graduation. It is recommended that you arrange for professors to write recommendation letters before leaving campus.

Internships

At Dickinson, internships are defined as “A closely monitored applied experience in a professional setting, with definite learning objectives incorporating reflection on and integration of theories and concepts with practice.”

Internships give you the opportunity to apply your theoretical knowledge in a professional setting. Students can work in a variety of settings in Carlisle, the U.S. or around the world. In the past, Dickinson students have interned in places like:

- The White House
- National Geographic
- The Smithsonian
- Cumberland County Courthouse
- Bank of NY Mellon
- NBC Universal
- The Brookings Institution
- The New England Aquarium
- Polo Ralph Lauren
- UBS
- U.S. Department of State
- American Embassy in London
- Paramount Pictures

The Career Center offers official recognition for internships through a transcript notation. For more information or to participate in this program, visit our Web site.

Community Services

Location: Holland Union Building, Lower Level

Phone Number: 717-245-1577

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

The Office of Community Services works to increase engaged citizenship, sustainable community partnerships and responsibility by helping students, community members, faculty and staff build connections, explore the complexity of identity and values and identify

community needs. This occurs in reciprocal relationships that foster an understanding of one's strengths, values and contributions to the community.

Enhancing your experience at Dickinson College can occur by making a contribution to the Carlisle Community and beyond. There are countless ways to engage the community at Dickinson: service learning, ALLARM, community studies, internships and volunteering. Are you ready to get involved but not sure where to start? Begin by visiting our [Web site](#). We invite you to Reflect, Lead, Connect, and Serve.

Counseling Center

Location: Kline Center Annex, 2nd Floor

Phone Number: 717-245-1485

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m. *(please call for an appointment)*

The Counseling Center is dedicated to enhancing the healthy psychological, social, and intellectual development of Dickinson College students through the provision of assessment, treatment, outreach, consultation, and crisis services. Our staff includes a variety of mental health professionals from different disciplines, including psychologists, counselors, social workers, and psychiatrists. The staff of the Counseling Center is bound by the legal and ethical guidelines regarding confidentiality common to the profession, meaning that individuals and offices outside the Counseling Center are not informed that a particular student has sought services without the student's consent except in cases where safety is a concern (e.g., potential harm to self or others; see website or call the office for more information on policies regarding confidentiality).

Assessment and Treatment Services: For assessment or treatment services, you may make an appointment at the Counseling Center by calling 717-245-1485. During your first appointment, you and the staff clinician will discuss your concerns, review available services, and collaboratively identify a plan for services. Plans for services may include, but are not limited to, any of the following: group therapy, short-term individual therapy, medication evaluation and management, referral to another individual or office on campus, and/or referral to outside resources. Substance use and other assessment services may also be available.

Outreach Services: The staff at the Counseling Center provides a variety of outreach services to the campus community. These include presentations and workshops on topics related to mental health, screenings for mental illness, as well as information about the services provided at the Counseling Center. These services are provided to students, faculty, and staff and can be tailored to a specific group's request if received with sufficient planning time. The Counseling Center website will also provide information on upcoming events.

Consultation Services: The Counseling Center is a resource for anyone concerned about a student's mental health. We provide consultation services to students, faculty, and staff regarding general information about mental illness, how to recognize signs of distress, how to refer someone to the Counseling Center, how to be supportive of someone with a mental illness, etc. While confidentiality cannot be guaranteed at the same level as treatment services,

the staff at the Counseling Center will assist you in thinking through the best next steps of your situation and will strive to keep the matter as confidential as possible under the legal and ethical guidelines of the profession. Limits to privacy will be reviewed during the consultation to the extent possible.

Crisis Services: The staff at the Counseling Center is available to assist during mental health crises. Students in crisis during office hours may call or stop by the Counseling Center in person for immediate assistance (email is not an acceptable way to initiate crisis services). After hours, the staff at the Counseling Center participates in the college's emergency response and consults regarding situations involving mental health. Students requiring emergency assistance after hours should contact the Department of Public Safety to initiate emergency services.

Dean of Students

Location: Holland Union Building, Upper Level

Phone Number: 717-245-1639

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

The Office of the Dean of Students, a primary liaison between our students and other campus constituents, serves in a consultative role to the general community, sharing knowledge and experience of students and their development during the college years. The Dean of Students provides oversight for the following offices and areas: Campus Life, Diversity Initiatives, Greek Life, Off-campus housing, Religious Life and Community Services, and Student Conduct.

Diversity Initiatives

Location: Landis House, 101 S. College Street

Phone Number: 717-245-1559

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

The Office of Diversity Initiatives (ODI) is a resource center open to the entire Dickinson community and charged with advancing Dickinson's commitment to broadening the understanding of—and building—a pluralistic society that promotes equality and integrity on the campus, in the community, and the world. The office provides individuals with the opportunity to broaden their views and enrich their cultural experiences through participation in diversity programs and training workshops. The office encourages and facilitates activities that allow students to voice their opinions, serve the community and advocate for making Dickinson a place that is reflective and responsive to our campus diversity.

The work of the (ODI) is guided by a vision of *interactive pluralism*; a framework that *affirms* the diversity of our student, faculty, and staff body, *stands for* mutual recognition and respect of difference, *pursues* community interaction along difference, and most importantly *challenges* our campus to committing to the work of building a multicultural community.

The Office of Diversity Initiatives (ODI) moves the vision of interactive pluralism in the following ways: *Identity development, Multicultural competence, Leadership/engagement, & Access, Equity, & Action*. Annual and biannual programming sponsored/cosponsored by the office

include Diversity Week, Tunnel of Oppression, Women at Dickinson Celebration, Ladies Night, What Matters Most Dinners, MLK Jr. Celebration, GSA Leadership Summit, diversity workshops, and an office publication titled *Diversity in Demand*. The office also works closely with identity-based and social justice student organizations as well as collaborating with a number of academic and administrative departments on a variety of projects.

Paid and volunteer opportunities are available through the office. As a paid position, Diversity Assistants (DAs) play a large role in developing new initiatives as well as organizing annual programs. Diversity Volunteers are also called to assist in major initiatives taken on by the office. To learn more about initiatives coming out of the office and across the campus, or to discuss your own ideas please contact the office via [email](#) or schedule an appointment to speak with the director.

Health Center

Location: Kline Center Annex, 1st Floor

Phone Number: 717-245-1835

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.; Saturday, 11 a.m. – 1 p.m.

Please call for an appointment – closed Tuesdays 1-2 p.m.

The Dickinson College Student Health Center is proud to be nationally accredited by the Accreditation Association for Ambulatory Health Care (AAAHC). Accreditation assures ongoing quality and continuous improvement in our services.

Services

The Health Center is open six days a week. Services include evaluation and treatment of illness and injury, limited lab and prescription medications, preventive care and health education. Some of the most common lab tests can be performed on-site in our state and federally CLIA certified moderate complexity medical lab. The center also provides preventive sexual health services for men and women, including STI (sexually transmitted infection including HIV) testing, gynecological exams, pap smears, breast and testicular exams and teaching self-exam techniques, birth control pills, and free condoms. Emergency contraception pills (ECP, also known as the morning after pill) is also available at the Center.

Fees

There is no visit charge to be seen at the Health Center. There are nominal fees for prescription medication, and lab tests. Sexual health services may be free or at a discounted rate for eligible students. See our website for more information about these programs. There is a fee for physical exams for employment purposes.

Staff

The Health Center is available to meet your health care needs. It is staffed by nurse practitioners, support staff, a certified medical assistant and part-time physicians. The center functions like your doctor's office. *Students must call for an appointment.* The appointment system has proven to be the most efficient way to assure students are seen in a timely manner.

Students who walk in without calling ahead for an appointment will be given the next available appropriate appointment time.

After Hours Care

For medical advice when the Health Center is closed, students are encouraged to contact NurseLine, Dickinson's 24/7 nurse advice after hours care service (toll free 866-409-1859). For illness or injury that is truly an emergency when the Health Center is closed, call 717-245-1111 for the Department of Public Safety. Carlisle Regional Medical Center has a state-of-the-art facility located at 361 Alexander Spring Road, approximately 2 miles from campus. The emergency department is open and staffed 24 hours a day. For non-emergency medical transport needs (to doctor appointments, pharmacy, physical therapy) there is a free medical transport van available from 8:30 a.m. to 4:30 p.m., Monday through Friday. To make non-emergency medical transportation arrangements please call the Department of Public Safety or the Health Center.

Confidentiality

Privacy is one of our greatest concerns. In the Commonwealth of Pennsylvania if a student has reached the age of 18 years or is a high school graduate, he or she is considered an adult in the eyes of the law regarding his or her medical care. There are strict medical confidentiality laws that prohibit the release of any information without the written consent of the patient. The Release of Medical Information form must state what information the patient wants to be released and to whom. A blanket consent form that is not specific and signed prior to the visit in question is not acceptable. The only time information will be released without the patient's consent is if he or she has a communicable disease that by law must be reported to the State Health Department, or if the student is in danger of harming himself/herself or others.

Student Health Insurance Program

Dickinson College is committed to providing and supporting a full and rich academic and social environment for students. In order for students to fully participate, free from illness, injury or unexpected and potentially overwhelming medical expenses, the college requires that all students have [health insurance](#) provided through the college at a reasonable premium. A student who has similar or greater coverage under a parent's medical policy is eligible for a waiver from this requirement. Students who hold citizenship from countries other than the United States are required to have the college-sponsored health insurance policy. Specific cost information and access to the on-line waiver form are available at the [Financial Operations Web site](#). Important Note: Regardless of insurance, all students are eligible to use the Health Center. There is no visit charge. If lab work is done, or medication is provided, a nominal fee may apply. These charges can be paid for by simply charging your student account, declining balance, VISA/Master Card, or using cash. A receipt will be provided for you to submit to your insurance company for reimbursement.

Peer Education Program

The Health Center staff advises the peer education group PALS (Peers Assisting Learning about Sex). This group is open to students interested in being trained to present peer education programs on safe sex, abstinence, birth control methods, sexually transmitted infections, and

breast and testicular self-examination. PALS meets weekly for training and program planning. For information on scheduling programs or to become a member, e-mail [PALS](#) or the [Health Center](#).

Public Safety

Location: 400 West North Street (Kaufman Building; Entrance on West Louther Street)

Phone Number: 717-245-1111 *emergency*; 717-245-1349 *non-emergency*

Office Hours: 24 hours a day/7 days a week

The Department of Public Safety (DPS) provides police and security services 24 hours a day/7 days a week for all members of the campus community and enforces federal, state and local laws and college regulations on-campus. DPS staff provide valuable educational information regarding personal safety and property protection as well as information regarding local regulations which affect every student. In addition, DPS staff provide a number of services, including programs in residential facilities on safety issues and basic self-defense courses. DPS operates the “Safe Ride/Safe Walk” accompaniment service so that members of the community do not have to walk alone at night on campus. Foot, bicycle and car patrols are made regularly by uniformed officers throughout campus.

DPS is committed to preventing crimes before they occur, reducing the potential victimization of members of the community. All DPS officers receive crime prevention training, and the department has a volunteer Crime Prevention Coordinator to promote prevention strategies for the college community. DPS personnel are available to provide prevention training, programming and materials upon request.

Personal Safety

Dickinson’s friendly, small-town setting makes it easy to become lax regarding personal safety and security. However, the college is part of a greater community and crime does exist. Crime statistics for the Borough of Carlisle may be viewed in the FBI’s [Crime in the United States publication](#). You should always take precautions to ensure your own safety. The safety and security of the Dickinson community must be a cooperative venture, one that requires the effort of each member of the community. The most important safety measure you can take is to be aware of your surroundings.

- Call DPS immediately on any campus telephone by dialing x1111. You can also reach DPS on your cell phone by dialing 717-245-1111 if you or someone else is in trouble or needs assistance.
- Never walk alone. Use the Safe Ride/Safe Walk service or walk with a friend.
- Be alert and aware of your surroundings and of other people in the area.
- Plan your route before you leave and know where emergency telephones are located along your route. Locations of emergency telephones are noted on an [interactive campus map](#).
- Avoid walking in dark and deserted areas.
- Carry your keys, identification and other valuables separately from your purse or backpack.
- Carrying mace or other chemical agents for protection is not recommended. Some

sprays may not have a disabling effect and as with any weapon, can be turned against you. Carry a small alarm or whistle on your key chain instead. Personal safety alarms are available at DPS.

- If you feel threatened, think first, then take action.
- If a threat is imminent, scream, make a commotion to attract attention and run toward other people or to nearby occupied areas.
- Familiarize yourself with the resources and support services contained in the Sexual Offenses and Healthy Intimacy section of this handbook and on the college Web site.

Emergency Telephones

If you need emergency assistance, pick up any campus telephone and dial x1111. You can also reach DPS on your cell phone by dialing 717-245-1111. A dispatcher will take information from you and send help as needed. In addition to campus telephones, there are “Blue Light” safety telephones located throughout campus. These telephones are placed in areas of campus where access to a campus telephone is limited. Simply press the button on the telephone and DPS personnel will be dispatched to your location to assist you. Locations of [emergency telephones](#) are noted on an [interactive campus map](#).

Safety and Security in Residential Facilities

All residential facilities are locked 24 hours a day; therefore you must carry your keys or access card at all times. You are encouraged to lock your room even if you are just leaving for a few minutes. A telephone intercom system is located at the main entrance of some residential buildings for guests to contact residents.

- Lock your room and secure your room key.
- Never prop exit doors open.
- Close and report any exit doors that are propped open.
- Report any problems with campus building doors to DPS immediately.

Theft Prevention

Following these simple safety precautions reduces opportunities for theft:

- Protect your personal information, including your Social Security Number, to avoid identity theft.
- Utilize the “Operation Identification” engraving program offered by DPS to engrave your driver’s license number on your valuables
- Record the serial numbers, brand names, models and descriptions of all valuables. Stolen property cannot be lawfully reclaimed unless it can be positively identified.
- Lock your room door, even if you will only be gone for a few minutes.
- Store easily removable, valuable items out of sight.
- Avoid leaving valuables in the common areas of any building on campus.
- When leaving your room for long periods of time, store valuables in a secure area or take them with you.
- Never prop open access doors to any building, including your residence or home.
- Do not attach your address or room number to your key chain or key.
- Insure valuables such as computers, audio-visual equipment and jewelry.
- Register your bicycle with DPS so that if it is stolen, it will be easier to recover.

Fire Safety

All residential facilities are equipped with fire detection and firefighting equipment. All residents should familiarize themselves with the emergency escape plan for their residential facility. Throughout the year fire alarm systems are tested to ensure they are in working order. When an alarm sounds (alarms sound different depending on what building you are in), **all occupants must evacuate the facility** for their own safety and so firefighters may work undisturbed. Such evacuation is required by law. In the event of an actual fire, the local fire department will notify residents when it is safe to re-enter a building. Students should assume all alarms are actual emergencies and should respond accordingly.

Guidelines for Building Occupants in the Event of a Fire:

- Gather and take with you important personal items when you evacuate: identification, medication, keys, and appropriate clothing
- Leave the building immediately, and if the fire alarm is not sounding activate a pull station
- Do not use elevators
- From a safe location on campus, call 911 and report the fire
- Proceed to the designated Emergency Assembly Area
- On your way out of a building, warn others nearby
- Do not re-enter the buildings until you have been instructed to do so by the emergency responders
- No one may shut off a fire alarm system during a fire emergency without the permission of the fire department officer in charge
- If you have been trained and are able to safely extinguish a fire, do so
- If you are unable to extinguish a fire, leave the area immediately and activate a pull station

Tampering with Fire Safety Equipment

Tampering with fire detection or fire safety equipment is a serious offense that could alter a student's status at Dickinson College. Discharging fire extinguishers or setting off fire alarms under false pretenses has life-threatening implications. In addition to any criminal action, the college reserves the right to file disciplinary charges as outlined in the *Community Standards*. Visit our [Web site](#) or the DPS Office for additional fire safety information.

Religious Life

Location: Holland Union Building, Lower Level

Phone Number: 717-245-1577

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

The Office of Religious Life at Dickinson College exists to provide support for students during a time when decisions about life's meaning, living in a community of pluralism, and religious beliefs are explored and shaped. Our office provides spaces for students to learn about other faith traditions, provides a place for questioning, and opportunities to articulate hopes, decisions, and meaning. Working with many partners on campus and in the community, Religious Life staff serve as a resource for students (both individually and within groups) who

want to explore personal religious traditions, practice various new religious traditions, and support leaders of religious groups. We welcome conversations with students (religious and non-religious) interested in exploring faith traditions.

The Director of Religious Life advises religious organizations, serves as a liaison with community religious centers, administers interfaith service trips and coordinates the Religious Life Council. A meditation and prayer room, open 24/7 on the lower level of the HUB, can be reserved for small groups and is a place for personal and private reflection.

Dickinson College is fully committed to tolerance, understanding and support of the diverse faith traditions to which members of our community adhere. Therefore, these specific religious holidays have been designated for no college or campus-wide events sponsored by offices and departments: Rosh Hashanah, Eid-al-Fitr, Yom Kippur, Eid-al-Adha, Christmas, Pesach (First night of Passover) and Easter. In addition, a calendar of selected religious holidays is available as a resource to increase familiarity with religious traditions and facilitate thoughtful planning of schedules and activities. For more information regarding religious holidays, communities of faith (campus and local), and Religious Life events, visit our [Web site](#).

Student Conduct

Location: Holland Union Building, Upper Level

Phone Number: 717-245-1676

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

The Dean of Students office is responsible for the administration of the student conduct process at Dickinson College and for the oversight of all situations involving social misconduct. The Provost and Dean of the College oversee cases that involve academic dishonesty. The college maintains a statement of Community Standards that sets forth expectations for behavior, as well as contains a set of constructive and educational procedures to assess these behaviors and to foster an understanding of the impact this conduct has on the individual, other students and the community at large. See the [Community Standards](#) for more information.

Women's Center

Location: Landis House, 101 S. College Street

Phone Number: 717-245-1931 (General); 717-245-1966 (Director)

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m. and evening & weekend hours

The Dickinson Women's Center supports empowerment and education on gender equity. The Center provides events, leadership opportunities, violence prevention, access to resources and facilities, and campus dialogue among Dickinson students to show how gender equity is central to the pursuit of intellectual complexity and engaged citizenship. To get support or expand your gendered mind, stop by the Landis House, 101 S. College Street (corner of College and Pomfret), call 245-1931 or [e-mail](#) us for more information!

Resources

LGBT Resources

[Office of Diversity Initiatives](#)

Phone Number: 717-245-1577

A resource center that promotes equality and integrity on the campus, in the community, and the world.

[Women's Center](#)

Phone Number: 717-245-1931

A cross-campus resource center for education, dialogue, leadership, service, events and activism on women's and gender issues.

Student Organizations: [Spectrum](#) and [Feminist Collective](#)
(contact via e-mail)

[Department of Women's and Gender Studies](#)

An academic department drawing on courses and faculty from across the college that fosters innovative teaching and cutting-edge research by focusing on how relations of gender, intersecting with race, ethnicity, class, sexuality, nation, and other differences, affect every aspect of society.

Resources for Sexual Offenses and Healthy Intimacy

Sexual offenses involve a spectrum of behaviors ranging from verbal harassment and inappropriate touching to coercive or violent assault. Dickinson is no exception to this broader cultural problem; as a community, we must engage one another to stop sexual violence across the spectrum. To learn more about strategies for you to prevent sexual violence and encourage healthy intimacy for yourself and others in your community, [visit the Division of Student Development's Web site](#). For a complete discussion of the college's policy, procedure, and consequences if you choose to report sexual offenses, please refer to the [Community Standards](#).

Understand the Reporting Process

You have the choice: to call just for information; to share your story; to seek counseling; to seek support; to report the assault to Public Safety; to file College Conduct charges; to pursue criminal charges; to file no charges.

If you are ever a bystander, witness or victim to any degree of sexual offenses on or off-campus, you can pursue one, all, or none of these options at any time. The list below illustrates what is likely to happen at each step. Ask questions and be sure to get support and information along the way.

- Go to a safe place and call someone you trust.
- Call one of the resources in the college support system.
- Go to Carlisle Regional Medical Center within 72 hours to receive medical attention and collect evidence. (Medical transportation is available through DPS.)
- File an anonymous or named report with DPS in person, [online](#), or the phone
- File charges through Dickinson's Conduct system

- File criminal charges
- Find support and strategies for healing and empowerment through the rape advocate, the Counseling Center, the Women's Center, friends, family, and other communities. Take action and take care of yourself!

Sexual Offenses - College Support Services

All of these offices provide information, support and/or resources to prevent and respond to sexual offenses.

Sexual Violence Resource and Advocate

Dickinson has partnered with the YWCA to provide a 24-7 resource and advocacy service for all Dickinson community members. Contact the advocate for:

- Crisis support and intervention
- Information about healthy relationships
- Advocacy through the conduct and criminal processes

To reach the advocate outside of the office hours, [email](#) or use the 24-hour toll-free YWCA hotline:

Step 1: Call 1-888-727-2877

Step 2: Ask for Dickinson advocate

Step 3: Advocate will call back, listen to you, and explain your options

Daytime campus offices

(8:30 a.m. – 4:30 p.m.)

Women's Center: 717-245-1931

Dean of Students: 717-245-1639

Counseling Center: 717-245-1485

Office of Student Conduct: 717-245-1676

Health Center: 717-245-1835

24-hour resources

Sexual Violence Resource & Advocate: 1-888-727-2877

Your Resident Adviser

Public Safety: 717-245-1349 (you can request a female officer)

Carlisle Regional Medical Center: 717-960-1695

Carlisle Borough Police Department: 717-243-5252 or 911

Confidentiality Information

All services through the Sexual Violence Resource and Advocate office, the Counseling Center and the Health Center are bound by confidentiality (which means your story will never be disclosed to anyone, even another college employee). You can also request to speak confidentially with the dean of students, the director of the Women's Center, or a Public Safety Officer without pursuing any charges against your assailant. If you report the offense to a faculty member or other college employee, that individual is required to report your information to DPS, though he or she may be able to keep your story anonymous. Any person you speak to can refer you to the appropriate office if you decide you want to move forward with a formal report.

Student Involvement

Dickinson College Student Senate

The Dickinson College Student Senate, established in 1908, is the college's student representative, parliamentary body that works together with the faculty, administration, and community at large to assure that the student voice and perspective is heard in the college policy making process. The Senate addresses student and campus concerns, assists student groups in their efforts by providing monetary and institutional support, runs Senate, class committee, and all-college committee elections, and organizes various community events.

Student Senate is governed by the Senate Cabinet, composed of the Senate Executive officers (President, Vice President, Treasurer, and Secretary) and the Senate committee chairs. The Senate body is composed of elected representatives from each of the four classes. Sophomore and junior elections are held in the spring and elections for senior and first-year positions are held during the first two weeks of the fall semester.

All-College Committees

Students, faculty and administrators have the opportunity to serve on all-college committees. The committees assist the President, Provost, Vice Presidents, Deans and Associate Provosts of the college in establishing and administering institutional policy. Members serve as liaisons between students, administrators and faculty. Student all-college committee members are elected each spring and fall and serve as voting members of both the committee and Student Senate. There are four all-college committees. They are Academic Programming and Standards (APSC), Enrollment and Student Life (ESLC), Information and Technology Services (ITS), and Planning and Budget (P&B).

Class Committees

Each class is represented by officers who are elected by the class. Their duties are to plan and implement events for the members of their class. Programs and events offer students the chance to bond with their classmates in a group activity. Classes often have fund-raisers to generate income for class events or programs or to raise money for charity. Each class is also advised by a variety of administrators from the Office of Academic Advising and the Office of Campus Life.

Standing Committees

Senate standing committees include Constitutional Affairs and Elections Committee (CAEC), Community Relations Committee (ComRel), Finance Committee, and Grievance Committee. Membership for these committees is drawn both from the Senate body and students-at-large, varying by committee.

Student Senate's weekly meetings are held on Tuesday at 6 p.m. in Denny 317. All meetings are open to the public. To share your concerns or to learn more about becoming involved, contact Senate via [e-mail](#) or phone at 717-254-8022 and visit their [Web site](#).

Greek Life

Dickinson College's Greek organizations are recognized by the Faculty of the College on the authority of the All-College Committee on Enrollment and Student Life because they provide opportunities to get involved, develop leadership skills, succeed academically, grow as an individual, make lasting friendships and serve the College and Carlisle communities. Greek organizations have been a part of Dickinson College for over 150 years.

The Greek community is advised by the Dean of Students Office. Fraternities are governed by the Interfraternity Council and sororities are governed by the College Panhellenic Association. These groups guide, support, develop and regulate their respective communities, promote academic excellence, provide opportunities for engaged learning among all fraternity and sorority members, and sponsor social and service activities throughout the academic year.

Intercollegiate Athletics

Intercollegiate competition is at the NCAA Division III level. Through competition in both the [Centennial Conference](#) and other regional institutions, Dickinson [athletes](#) compete against some of the best teams in the nation. For more information, contact [Athletics](#) at 717-245-1320.

Recreation and Fitness

Dickinson offers many opportunities for all students to become involved in their health and wellness, from athletic competition to recreation and fitness opportunities.

Kline Center

As a member of the Dickinson community, you are eligible to receive an ID card, which is required for admittance to the Kline Center. The main floor of the Kline Center is home to all indoor intercollegiate, intramural, and recreational activities. It includes three basketball courts, three volleyball courts, four tennis courts, six badminton courts, and a four lane 200 meter track. Also housed in the Kline Center is a climbing wall, a swimming pool, racquetball courts and squash courts. For information regarding hours of operation, equipment, facility schedules and access procedures, visit the [Web site](#) or contact the Kline Center Information Desk at 717-245-1362.

Fitness Center

This facility, dedicated to meeting the strength and aerobic training needs of the entire Dickinson community, offers a wide variety of training opportunities in both strength and conditioning areas. Completion of an orientation session and a valid Dickinson ID card are required for full access to this facility. For information regarding hours of operation, available strength and aerobic training equipment and access procedures, visit the [Web site](#) or contact the Fitness Center at 717-245-1056.

Recreational and Intramural Sports Program

The Recreational Sports Program at Dickinson College is a member of NIRSA, the National Intramural Recreational Sports Association. This program exists on a level between open recreation and varsity athletics. It offers students and faculty an opportunity to participate in a structured and competitive setting. Participation is available in individual, dual and team sports.

Sports with full-length seasons as well as one day competitions are offered. This program is designed so everyone involved can compete at a high level and have fun, so sportsmanship and proper conduct on the field are expected. For more information, visit the Recreational Sports Office in the Holland Union Building or contact us via [e-mail](#) or phone at 717-245-1662.

Important Resources

Center for Environment and Sustainability Education

Location: Kaufman 104-106

Phone Number: 717-245-1117

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

The Center for Environmental and Sustainability Education (CESE) is a campus-wide resource which provides students, and faculty and staff, with new opportunities to explore the integration of sustainability into their curricular and co-curricular interests. For every division and major of the college, The Center has resources to support creative projects related to sustainability and/or the environment. CESE employs student interns, provides all-campus and collaborative programming, and works with student organizations and individual courses to engage the campus community in environmental, human, social, and economic development issues. The Center coordinates Dickinson's "Living Laboratory" opportunities.

Clarke Forum for Contemporary Issues

Location: 249-255 West Louthier Street

Phone Number: 717-245-1875

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

The Clarke Forum for Contemporary Issues, founded in 1994 with a generous gift from Trustee Henry Clarke, brings the unique strengths of an interdisciplinary liberal arts perspective to the critical examination of pressing contemporary issues. The Clarke Forum believes that knowledge and understanding are gained through critical reflection and the informed exchange of divergent ideas across academic disciplines.

The Clarke Forum connects the students and faculty of Dickinson College and members of the broader community with scholars, practicing professionals and activists through the use of lectures, seminars, and conferences. By encouraging engagement with these visitors in ways that allow for dialogue and critical reflection, The Clarke Forum helps prepare students to become knowledgeable, productive, and intellectually active citizens and leaders. The Clarke Forum also provides a space where faculty from many perspectives can come together to discuss ideas and solutions to social problems. With programs that are free and open to the public, The Clarke Forum is a vital part of the community, continually enhancing public awareness and understanding of critical contemporary issues.

Students are involved in all aspects of Clarke Forum activities: designing, planning, producing and broadcasting programs. Much of The Forum's day-to-day program implementation is in the hands of its student project managers. Students gain valuable work experience and useful skills at The Forum.

Conflict Resolution Resource Center

Location: Landis House, 101 S. College Street

Phone Number: 717-245-1125

Office Hours: By Appointment

Conflict is a part of everyday life. In college life, the most common student conflicts play out with roommates or others in the residential environment, with fellow students on team projects for classes, or in the context of student organizations or student employment. Too often, students choose avoidance as the primary way to deal with conflict. In most cases, however, a conflict that is simply avoided will not solve itself.

Dickinson's Conflict Resolution Resource Center (CRRC) provides conflict mediation and conflict coaching to individuals or groups experiencing conflict, and offers conflict resolution skill building sessions to the campus community. All three programmatic resources are designed to help members of the campus community manage their own conflict experiences effectively before the conflict escalates, requiring higher levels of intervention. To obtain more information about CRRC resources, visit the Center's Web site or send a request via [email](#).

Landis House

Landis House Resources

Landis House, located at 101 S. College Street, is an educational lounge and office space for the entire Dickinson community. The Office of Diversity Initiatives, the Women's Center, the Conflict Resolution Resource Center, and the office of the Sexual Violence Resource and Advocate share the space and we'd love to see you! All students, staff, and faculty are welcome to use the building for meetings, lounging, creating community, checking out books, films and magazines, and more.

- Resource room: a living room ideal for discussion and casual hangout groups; can seat up to 14 on couches and comfortable floor pillows; radio/CD player and chalkboard
- Reading room: a work and lounge space that can seat up to 3 on chairs and hold up to 25 for larger discussions/film screenings/readings/other events
- Seminar room: ideal meeting space with seats for up to 20, whiteboard & seminar tables
- Upstairs conference room: lounge & meeting space with a four-person table and couch

It's a drop-in, open space Monday-Friday 8:30am-4:30pm. To reserve a key outside those hours, simply contact women@dickinson.edu or mediate@dickinson.edu or stop by Landis House during business hours. Since this is a student-centered space, our policy is to give priority to student events and organizations. You do not need to be a registered student organization to reserve these spaces and you can use the space anytime, though reserved users will be given priority.

Landis House People

Conflict Resolution Resource Center

Shalom Staub, Director, staubs@dickinson.edu
LeeAnn Kunkle, Administrative Asst, kunkle@dickinson.edu
General questions: mediate@dickinson.edu

Office of Diversity Initiatives

Paula Lima, Director, limap@dickinson.edu
Mia Jamison, Graduate Assistant, jamisonm@dickinson.edu
General questions: odi@dickinson.edu

Women's Center

Susannah Bartlow, Director, bartlows@dickinson.edu
Lori Loudon, Administrative Assistant, loudonl@dickinson.edu
Yoleidy Rosario, Graduate Assistant, rosarioy@dickinson.edu
General questions: women@dickinson.edu

Sexual Violence Resource and Advocate

Email: advocate@dickinson.edu
Toll-free phone: 1-877-727-2877

Useful Services

Bookstore and Devil's Den

Location: Holland Union Building, Lower Level

Phone Number: 717-245-1330 (Bookstore)

Bookstore Hours: Monday – Friday, 8:30 a.m. – 4 p.m.; Saturday, 11 a.m. – 3 p.m.

Phone Number: 717-245-1271 (Devil's Den)

Devil's Den Hours: Monday – Friday, 8 a.m. – Midnight; Saturday & Sunday, 11 a.m. – Midnight
(Hours subject to change over College break periods)

The Dickinson College Bookstore offers a variety of merchandise and services. The book department caters to all your book needs, including course books and general reading materials. You will also find all of your class supplies and a complete line of Dickinson insignia clothing, glassware and gift items. You can also sign up for a New York Times subscription and rent a Microfridge (microwave/freezer/refrigerator combination) for your residence hall room.

The Devil's Den convenience store provides a variety of products, including beverages and snacks, school supplies, laundry detergent, greeting cards, health and beauty aids, newspapers, magazines and discount movie tickets to the local theaters.

The Bookstore and Devil's Den accept cash, checks, Bookstore student charge account, Dining Services declining balance, MasterCard, Visa and Discover cards. At the beginning of each transaction please tell the cashier that you are using your student charge or declining balance. Students are encouraged to keep their receipt, as no return can be processed without the original sales receipt. See the Student Accounts section for more information on student charging privileges.

Cashier and Banking Services

Location: Holland Union Building, Lower Level

Phone Number: 717-245-1909

Office Hours: Monday – Friday, 10 a.m. – 2 p.m.

The Cashier's Office is available for basic money transactions. Services include personal check cashing for up to \$100 with a Dickinson student ID at no charge and making payments on college accounts. M&T Bank will cash checks larger than \$100, if they are stamped by the Cashier's Office, and if you have your Dickinson student ID. There is a \$30 charge if a check is returned. An automated teller machine (ATM) is located across from The Underground in the lower level of the HUB for 24-hour money access. There are also several [banks in Carlisle](#) within walking distance of the campus.

Conferences and Special Events

Location: Holland Union Building, Lower Level

Phone Number: 717-245-1900

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

The Office of Conferences and Special Events (CASE) books all reservable spaces on campus and provides audio and visual support for any function involving the Dickinson College community. Students, faculty, staff, and outside organizations are all welcome to take advantage of our facilities and professional staff. Most on-campus room bookings for college-sponsored events carry very little charge, if any. Before calling CASE, determine what type of function you have in mind, the number of people you expect and what services you would be interested in using (i.e. catering, audio/visual support, etc). Planning ahead will ensure a successful event.

Facility Reservations

During the academic year, contact CASE at 717-245-1900 to reserve any of the following spaces:

- Atriums, lobby spaces, etc., in academic areas
- Classroom/Academic spaces (Prior to the start of each semester, the Registrar will complete the initial assignment of all classroom space. Immediately prior to and during the semester classrooms will be scheduled by CASE.)
- College Guest Houses (i.e., Hartman House and Vincett House)
- Holland Union Building (i.e., Social Hall and Siderooms)
- Lecture Spaces (i.e., Stern Great Room, Memorial Hall, Weiss 235, etc.)
- Outdoor Spaces (i.e., Academic Quad, Morgan Field, Weiss Field, Britton Plaza)
- Seminar Spaces (i.e., McCauley Room, Old West Room 1)
- Theater/Performance Spaces (i.e., ATS Auditorium, Rubendall Recital Hall, The Depot)

Reservations for the following spaces may only be scheduled with CASE after securing prior approval from the department or office noted:

- Dining Hall: Director of Dining Services (717-245-1318)
- Kline Center: Kline Center Facility Manager (717-245-1320)
- Kade Center Seminar Space: Language Department (717-245-1819)
- Mathers Theatre: Department of Theatre & Dance (717-245-1239)
- The Cubiculo: Department of Theatre & Dance (717-245-1239)
- Weiss Rehearsal Room: Music Department (717-245-1568)
- Residential Common Spaces (Goodyear, Adams, etc.): Campus Life (717-245-1556)

Event Planning Guidelines

Campus facilities are used heavily during the academic year. It is recommended that you reserve space well in advance. Groups affiliated with the college should reserve a space at least one week in advance of the function. Groups not having a relationship with the college must work directly with the Director of Event Planning to reserve facilities and there will be a charge assessed for use by such groups.

Facility Reservations and Usage

1. Spaces for events can be reserved for the current semester or two semesters beyond the current semester.
2. Use of college facilities is a privilege contingent upon adherence to all college policies and regulations. Violation of these policies may result in cancellation of an event or refusal for future reservations.
3. Each registered and recognized student group, club, organization or class must designate two people from their organization to be their contact people for CASE. Those two students will be the only members who may request space. They will be responsible for arranging special set-ups, audio/visual needs, security, and ensuring the conduct of the group, including knowledge of and adherence to college policies. They will be the only students who are able to make changes to any reservations (i.e., date change, set-up change, etc.).
4. Student groups, clubs or organizations that are funded by Student Senate are prohibited from holding any meetings or events during the time Student Senate meets (Tuesdays, 6 - 8 p.m.)
5. No two major all-college events may be scheduled on the same evening, at the same time (athletic events excluded). Events will not be scheduled so as to cause conflict due to their location. When two events are scheduled for the same evening, every attempt will be made to arrange facilities for both groups. Event priorities are as follows: scheduled classes, special events (i.e., Homecoming and Family Weekend, Commencement, etc.), events scheduled in advance and routinely scheduled events.
6. No student class, club or organization sponsored social or co-curricular event will be scheduled during exam periods or reading days.

Dining Services and Outside Vendors

1. Dining Services can provide a full array of catering services for your event. Catering requests for smaller events (coffee breaks, refreshments, etc.) require a five-day minimum notice and major events (banquets, dinners, picnics, etc.) require a ten-day minimum notice.
2. Dining Services has the right of first refusal for all events on-campus that need or require food service. Student organizations must first check with Dining Services before securing an outside food vendor.
3. The college requires a certificate of insurance specifically naming Dickinson College as an additional insured. The name, date, location and time of the event to be insured must appear on the certificate. Blank or vague certificates will not be accepted.

Event Technical Support

Information regarding set-up and audio/visual requests must be made at least one week (7 days) prior to the date of the event. Requests made less than 7 days in advance will be accommodated based on the availability of staff and/or equipment. Set-ups are normally available to college groups without charge, however, demands for unusual set-ups or for equipment that is not available at the college could result in a service charge.

Event Registration Form

1. All student organizations desiring to schedule events in the following locations: Althouse 106, ATS, Dana 110, The Depot, Residential Common Spaces (Goodyear, Adams, etc.), HUB Social Hall, Kline Center, Memorial Hall, Rubendall Recital Hall, Stafford Lecture Room, Stern Great Room, Tome 115, Weiss 235 and any outdoor venue must complete an Event Registration Form.
2. Any student organization hosting events with an expected attendance of 50 or more individuals or if the event is open to the public must complete an Event Registration Form.
3. Students may reserve the desired space up to two semesters in advance of the event. The online [Event Registration Form](#) must be completed at least two weeks in advance of the event. Failure to complete this form at least two weeks in advance of the event will result in cancellation of the reservation. *NOTE: Once in the Gateway, click on "Event Registration" then click on "Submit an Event" to complete the online form.*
4. For more information, please contact CASE at 717-245-1900 or the Office of Campus Life at 717-245-1556.

Events with Alcohol

1. The use of alcoholic beverages (without proper alcohol event registration), smoking, the use of narcotics and gambling of any kind are not permitted in college facilities.
2. The Hosting Guide for Events with Alcohol is available in the Office of Campus Life.
3. Please be sure to review the Alcohol Policy that can be found in this handbook.

Event Publicity & Campus Media Resources

There are several different resources available for advertising events on campus. The most effective and frequently used place for advertising events on campus is the Holland Union Building (HUB). Student groups and offices can take advantage of several different advertising options listed below.

College Information Channel - The college Information Channel (Channel 19 on Dickinson's cable network) is used to broadcast campus announcements and upcoming events. To submit information to be posted on Channel 19, stop by the HUB Information Desk and complete a request form. CASE reserves the right to edit announcements as needed.

The Compass - This publication is available on the college's Web site and in weekly printed versions and contains listings for events, lectures, musical performances, films and other programs on campus and in the Carlisle community. Each edition also contains announcements, reminders, job opportunities, and other information for faculty, staff and students. To submit an item, use the [online form](#).

College Calendar - To find out what is happening on campus, browse the college's events calendar, which is updated daily. To have your events included on the calendar, contact CASE at 717-245-1900. To view this online calendar, select the [browse events tab](#).

[Extra Features](#) - Published biweekly, Extra Features highlights the accomplishments and uniqueness of students, faculty and staff as well as provides information for the on-campus Dickinson community. Extra Features is sent to all faculty and staff via e-mail. To submit information or ideas for Extra Features, contact [Media Relations](#) at 717-245-1289. The editors of the Extra Features reserve the right to edit information as needed.

[Poster Maker](#) - A poster maker is available in the Office of Campus Life to turn your 8½" x 11" flyers into large posters. There is a \$4.00 charge for each poster. The poster machine is available from 9:00 a.m. to 4:00 p.m. Monday through Friday.

[T-stands](#) - T-stands are available to hang flyers and posters in the HUB by the main entrances and at the top and bottom of the spiral staircase. T-stands in these locations are available on a first-come, first-served basis. T-stands can also be used in various ways at events. To use T-stands at your event be sure to ask for them when you make a reservation or contact CASE at 717-245-1900.

[Sheets on Britton Plaza](#) – The heavily traveled Britton Plaza is an ideal location for marketing your events. This exterior wall of the HUB is a popular location and is reserved on a first-come, first-served basis. The Office of Campus Life (717-245-1556) handles these reservations and provides the sheets and other necessary supplies.

[Spiral Staircase](#) - Many groups find the spiral staircase an excellent spot for hanging large banners. You must reserve the staircase to post large banners at the top. This area of the spiral staircase is reserved on a first-come, first-served basis. Plan ahead and make your reservation early for this very popular advertising spot. CASE handles these reservations at 717-245-1900. Anyone may post flyers without reserving the lower space as long as they are not posted on wood or glass surfaces.

[Dining Services](#)

Location: Holland Union Building, Upper Level

Phone Number: 717-245-1318

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

Dining Services is responsible for all food operations on campus, including the Dining Hall, Union Station, Underground, Quarry, Biblio Café and all snack and beverage vending machines. The staff makes every effort to provide you with the best food, served in comfortable environments. If you have special dietary needs, contact the office to schedule an appointment to discuss how Dining Services can work with you to meet these needs. The staff welcomes your suggestions and comments. Feel free to share comments via the phone, e-mail, in person or take advantage of the “napkin notes” comment board. The board is located in the Dining Hall and is a place for you to leave helpful comments and positive remarks on napkins or other paper.

Meal Plans

All students living in college-owned housing are required to purchase a meal plan. Four meal plans are available: Traditional, Flexboard I, Flexboard II and Apartment Flex. On the Traditional Plan, you can eat every meal throughout the entire semester. The Flexboard I and Flexboard II Plans afford you flexibility to manage your point usage and give you a declining balance of \$125/150; however you will not have enough points to eat every meal all semester. The Apartment Flex is only available to students who live off-campus or in college-owned apartments. You can use your meal plan at the Dining Hall, Underground, Union Station, Quarry and Biblio Café at various times during the day allowing for continuous food service with your meal plan from 7 a.m. to midnight. To obtain more information about the differences between the plans (i.e., when and where you can use your meal plan) contact the Dining Services office at 717-245-1318 or visit the [Dining Services website](#). You can open a declining balance account even if you are not on a dining plan by contacting the ID Office. Meal plan points and declining balance money that comes with your plan must be used within the semester purchased. Flexboard points may be used for catering events, barbecues and specials. The staff at Dining Services can assist you in planning your function.

Student ID Card

Dining Services provides you with a photo identification card which is your official College ID and is required for entry to the Dining Hall, Kline Center and special events. During orientation, a time is scheduled for new students to have their photo taken. Your photo ID also allows you to gain access to a number of buildings on campus, including the HUB, Library and Weiss Center. Your ID is also required to make charges to your account at the Bookstore, Devil's Den, Dining Services (all locations) FAS Mail Center, Health Center, access your declining balance account (DBA), check out materials at the library and to cash checks. See the Student Account section of this handbook for more information on student charging privileges. Purchases can be made via the DBA debit system at all of the above locations plus the Print Center and Library Copiers (these two locations are DBA only), after your printing allotment is used. There is a 10% discount for all DBA purchases made at any Dining Services location.

Your ID card is not transferable. The loan or transfer of your ID card to another person is not acceptable and is considered a College policy violation. If you misplace or lose your card, you may go to the ID Office for a meal pass. There is a \$1 charge for each meal pass written. Lost or mutilated cards may be replaced through the ID Office for a \$20 replacement fee. Returning students who need to replace a lost or stolen card should contact the ID Office.

Student Conduct in the Dining Hall

The Dining Hall is the dining room of the college. You are expected to abide by all College policies and to be pleasant and considerate to others while in the Dining Hall for the benefit of other diners and staff. All diners must wear shirts and shoes in the Dining Hall.

Facilities Management

Location: 5 North Orange Street

Phone Number: 717-245-1212 (General); 717-245-1700 (Service Response)

Office Hours: Monday – Friday, 7:30 a.m. – 4:30 p.m.

Facilities Management takes care of the buildings and grounds on campus. This includes everything from changing light bulbs to constructing new limestone buildings on campus – and everything in between. The department's goal is to provide excellent service to the community while protecting and enhancing the college's physical assets, its buildings and grounds. Facilities Management supports the college's mission and programs by providing safe, clean, functional, efficient, sustainable and aesthetically pleasing facilities for the college community, its neighbors and visitors.

Service Requests

If you need service in your residence hall room or elsewhere on campus, contact the Facilities Management Service Response Center. All requests, concerns, or ideas about facilities maintenance are welcome. Non-urgent requests can be made through our [Web site](#). Urgent requests should be called in at 717-245-1700. For after-hours emergency service, call the Department of Public Safety at 717-245-1349.

Sustainability at Dickinson

Energy and Water - Facilities Management's energy program provides comfortable living conditions for the community as efficiently as possible. Money saved by reducing energy expenditures is used to improve campus facilities and perform project work. Facilities Management asks the Dickinson community to help out with this effort by turning off lights in unoccupied spaces, turning off the water when brushing your teeth and reporting any water leaks or drips. During break periods, temperatures in unoccupied residential facilities are set back and all appliances are unplugged to avoid unnecessary consumption. Over 50% of Dickinson's electricity is generated by wind power.

Students living on campus will receive an allocation of 34 cycles of laundry each semester, equivalent to one load (wash and dry, or two washes if you prefer to sustainably air-dry) per week. Students can track their usage at the e-Suds machines. Additional cycles cost \$2.25/cycle, payable with coins at the machines or by purchasing a laundry card in the Bookstore or the Devil's Den. For more information, see the [facilities management Web site](#).

Recycling and Compost - Facilities Management recycles paper, commingled waste materials, cardboard, yard waste and motor oil. In each campus building containers for trash, recycled paper and commingled recyclables are provided for convenient disposal. Commingled recyclables include tin, aluminum, glass of any color, and plastics. Recyclable paper includes paper of any stock or color, including newspaper and magazine paper. The college also composts food waste from the Dining Hall and other select areas on campus, sending hundreds of pounds of material to the College Farm on a daily basis.

Student Sustainable Printing Program - This program was developed to discourage wasteful printing, conserve environmental resources, and control the amount of printing to avoid passing rising costs to students. All actively enrolled students receive a 600 page allotment per semester. For more information about the Equitrac program, visit the [campus operations Web site](#).

Financial Aid

Location: South College

Phone Number: 717-245-1308

Office Hours: Monday – Friday, 8:30 a.m. - 4:30 p.m.

Two-thirds of all Dickinson students receive some form of financial assistance. Aid is awarded on the basis of computed and documented financial need. Students who qualify are given a financial aid package which may include loans, Federal Work Study allocations and awards from one or more grant programs. For questions or help with applying for federal, state and institutional grants, loans or work study, visit our Web site or contact us via [e-mail](#).

Mail Services

Location: Holland Union Building, Lower Level

Facility hours subject to change over College break periods.

Student Mailroom

Phone Number: 717-245-1298

Hours: Monday – Friday, 9 a.m. – 6 p.m.; Saturday, 10 a.m. – 2 p.m.

The Student Mailroom is located at the bottom of the spiral staircase in the HUB and distributes all incoming student mail. If you receive a package, a notice will be placed in your HUB Box. In order to retrieve your package, you must take this package slip to the Package Pick-Up window, along with your photo Dickinson student ID. To ensure receipt of your mail, please utilize the proper mailing address:

Name
Dickinson College/HUB____
28 N College St
PO Box 1773
Carlisle PA 17013-2896

The physical street address is for carriers such as UPS and Fedex. The PO Box is for mail sent through the US Postal System. Always use your name and HUB Box number so your mail will not be delayed.

FAS Mail Center

Phone Number: 717-245-1210

Hours: Monday – Friday, 9 a.m. – 4:30 p.m.

The FAS Mail Center, located at the north end of the HUB's lower level, processes incoming and outgoing mail for the Faculty, Administration and Staff. Members of the campus community may also purchase stamps and send outgoing mail via UPS or the US Postal Service.

Package Pickup

Phone Number: 717-245-1973

Hours: Monday – Friday, 10 a.m. – 6 p.m.; Saturday, Noon – 2 p.m.

The Package Pickup window is located at the north end of the HUB's lower level. A photo Dickinson College ID and the package notice are required to retrieve a package.

Print Center

Location: 5 North Orange Street

Drop-Off and Pick-Up Window: Holland Union Building, Lower Level (in FAS Mail Center)

Phone Number: 717- 245-1270

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

Dickinson College's Print Center is a full-service copy center for high-quality, professional documents at competitive prices. Our professional graphic designers can create a great-looking project on time and within budget. Or take advantage of our new graphics area where you can come in to the Print Center and be assisted with your design projects at no cost. Web based job submission allows you to complete a job ticket on-line, attach your print job, receive a price quote and view a proof from the convenience of your computer. Finishing services include: cutting, folding, stapling and saddle-stitching, hole punch, coil and velobinding, laminating and drymounting. Bulk mailing services are also available. Let the Print Center take care of all of your design, printing and bulk mailing needs. Visit our [Web site](#) for more information.

Student Employment

Location: Budget Office, Old West, Third Floor

Phone Number: 717-254-8949

Office Hours: Monday – Friday, 8:30 a.m. - 4:30 p.m.

Dickinson College offers many opportunities for on-campus employment through both institutional and Federal work-study positions. Students are responsible for locating and securing on-campus jobs. To search on-campus employment listings, log-in to the student Gateway and access [DickinsonConnect](#). This system is available 24 hours a day, 7 days a week.

For a more detailed explanation of the student employment program, including guidelines for on-campus employment of first year students, visit our [Web site](#) or contact the Student Employment Office by phone or via [e-mail](#). Students must complete all necessary paperwork and become familiar with payroll policies and procedures before beginning employment. Questions concerning student payroll should be directed to Student Accounts at 717-245-1544.

Student Accounts

Location: Holland Union Building, Lower Level

Phone Number: 717-245-1953

Office Hours: Monday – Friday, 8:30 a.m. - 4:30 p.m.

The Student Accounts Office is located in the lower level of the Holland Union Building, next to the Micro Room. If you are experiencing difficulties with your student account or student loan, call 717-245-1953 or contact us via [e-mail](#).

General Information

An itemized statement of fees and charges is mailed to you approximately 7 weeks prior to the beginning of each semester. Payment is due and payable in full by the due date noted on the invoice. Accounts not settled by the due date may result in delayed registration and are subject to a late payment fee of \$50 in addition to a 1.5% per month late charge on the unpaid balance. Transcripts and diplomas cannot be released for any student whose account is in arrears, whether or not that student is currently enrolled. Educational loans issued by, through or upon approval of the college must be current as well.

There are times when pending financial aid will be expected to cover the balance on your account. If you anticipate any delays in clearing your student account prior to the payment deadline date, please consult Student Accounts regarding your federal financial aid. This may help you avoid late charges and registration delays. For your convenience a return form is enclosed in your semester billing statement. If you are not making a direct payment for the balance of the student account, this form will alert the office regarding your expected payment methods.

Student Charging Privileges

Students may charge items to their student account at the following locations: Bookstore, Devil's Den, Dining Services (all locations), FAS Mail Center and the Health Center. If your student account is not current, your charging privileges will be suspended. College Bookstore and additional Dining Services charges are transferred to the student account during the first week of the month. Current monthly charges will not be reflected on your account until the end of that month. Students and their families are able to pay their account balances via credit card. Credit card payment information is located on our Web site. Please have your student ID number available before you call or access the Internet site. A service fee will be required subject to your final approval prior to the completion of the transaction. The Bookstore (including the Devil's Den), 717-245-1330, Dining Services, 717-245-1318, or the Health Center, 717-245-1835, can answer specific questions regarding items on an account.

Student Health Insurance Program

Dickinson College is committed to providing and supporting a full and rich academic and social environment for students. In order for students to fully participate, free from illness, injury or unexpected and potentially overwhelming medical expenses, the college requires that all students have health insurance provided through the college at a reasonable premium. A student who has similar or greater coverage under a parent's medical policy is eligible for a

waiver from this requirement. Students who hold citizenship from countries other than the United States are required to have the college-sponsored health insurance policy. Specific cost information and the online waiver form are available at the [college Web site](#).

Important Note: Regardless of insurance, all students are eligible to use the Health Center. There is no visit charge. If lab work is done, or medication is provided, a nominal fee may apply. These charges can be paid for by simply charging your student account, declining balance, VISA/Master Card, or using cash. A receipt will be provided for you to submit to your insurance company for reimbursement.

College Policies & Procedures

AIDS Policy for Students

The policy of Dickinson College on Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)¹ is based upon concern for the welfare of the total campus community and for the infected individual within the community. It is essentially one of education and awareness, using the best resources available to convey current information. The college's education program will describe AIDS and will outline steps that all persons in the campus community can take to prevent it. It will assure the campus community that students with HIV do not pose a health risk to others by their presence in the residential, academic, or student employment setting. Thus, they will not be barred from participation in academic and campus activities or employment except on the basis of expert medical advice. Dickinson College assumes that persons who are, or who believe they are, at risk concerning HIV will want to take steps to protect their own health and to protect the welfare of the college community. Therefore, Dickinson College's policy encourages students to discuss confidentiality their concerns about HIV with the Director of the Health Center. Students who know they are HIV positive should notify the Director of the Health Center. The director will assess the need for further medical evaluation and referral. This policy is consistent with the recommendations of the American College Health Association and other medical groups and educational organizations that have proposed general policy guidelines concerning HIV and AIDS.

Guidelines for AIDS Policy for Students

The following guidelines expand upon Dickinson College's goals for ongoing education of the college community and early identification and medical follow-up of the individual with HIV.² Reported HIV cases will be evaluated on a case-by-case basis by the Medical Director in consultation with local specialists, as necessary.

The college's goal is prevention of the spread of HIV. HIV is a biological event, a disease caused by a virus most often transmitted by certain sexual or drug use behaviors. Individuals with a positive HIV may transmit the virus through anal or vaginal intercourse, sharing of needles, tattooing or piercing with unsterilized equipment, exchange of bodily fluids, and possibly through oral-genital contact (oral sex). HIV is not transmitted by any form of casual interpersonal contact (such as touching, sneezing, coughing, sharing eating utensils, toilet seats, etc.). No known safety risks are created by the presence of persons with HIV in normal academic, employment, or residential settings. AIDS education programs provide the best way for the college community to be safe and healthy. Everyone needs current information to make informed decisions.

Educational Priorities

A variety of educational strategies are used by the college, e.g., printed materials, discussions with groups and individuals to inform members of the campus community about healthy choices and living with HIV and AIDS. The latest information can be found on the CDC website at www.cdc.gov.

¹ As used in this policy statement, AIDS includes AIDS, AIDS-Related Complex (ARC) and a positive test for Human Immunodeficiency Virus (HIV).

² The Task Force on AIDS of the American College Health Association, AIDS on the College Campus, ACHA, 2nd Edition, Special Report, 1989 was the primary resource for these guidelines.

Materials about HIV are incorporated into appropriate academic and extracurricular programs. Promoting safe behavior includes:

- A. Stressing in programs that abstinence from high risk behavior is the only absolute way to prevent contracting HIV.
- B. Discussing sexual behaviors that decrease the likelihood of transmission of sexually transmitted diseases including HIV.
- C. Providing literature about Public Health Service recommendations, such as:
 - a. Toothbrushes, razors, and other items that could be contaminated with blood should not be shared.
 - b. Students with HIV or who engage in high risk behaviors should not donate blood, plasma, other body tissues, organs, or sperm.
 - c. Surfaces contaminated with blood should be cleaned with household bleach diluted 1:10 with water or with a commercial product which kills HIV (used by housekeeping).
 - d. The student should advise medical, dental, and eye care providers of the presence of HIV.
 - e. Although the efficacy of condoms in preventing infection with HIV is unproven, students should be informed that consistent use may reduce risk.

Testing

- A. HIV antibody testing prior to a student's admission to the college is not required nor must students respond to questions regarding a history of HIV.
- B. Students requesting information about HIV testing should call the Health Center for an appointment. The Health Center has been certified by the State Health Department to provide confidential, free HIV testing. The staff is trained in counseling students about HIV and the testing procedure and the limitations of the test. If the student wishes to go elsewhere to be tested they may call the local State Health Department office at 717-243-5151.
- C. In order to better protect the campus community and provide medical care to the student with HIV, that student should inform the Director of the Health Center as soon as possible upon discovery of having tested positive for HIV.

Confidentiality

- A. Privacy laws govern the confidentiality of medical records, including HIV-related information. Confidentiality of medical records is critical. Privacy laws outline under what circumstances personal medical information can be shared, and with whom. Please refer to the Health Center's Web site for a full description of our privacy policies. Specific information concerning a student with HIV will not be shared with faculty, administration, staff, other institutions, insurers or parents without written permission of the student, unless the student is putting him

or herself or others at risk related to the student's HIV status. If a clear risk is evident, action will be taken to protect the student and/or others as deemed necessary by the college in consultation with its health care advisors.

- B. Documentation of a student's HIV status in a student's medical record shall be made consistent with the Health Center's policies and procedures to protect confidentiality. Medical records include accurate information to facilitate continuity of high quality care for the individual.

Medical Follow-up

- A. If the college is advised of a student's positive HIV status, regular medical follow-up for the student with HIV is recommended. Counseling by a trained professional may also be recommended. The college will assist in these aspects of a student's needs, if the student chooses.
- B. In order to coordinate meeting the health care needs of the student, the student with HIV may wish to identify his or her private health care provider to the Director of the Health Center or the college physician. If the student does not have a physician, the Director of the Health Center will refer an individual to health care providers and/or agencies with expertise in AIDS.
- C. If a student chooses to disclose his or her HIV status to the Health Center, the student's knowledge about transmission of HIV will be assessed by the Director of the Health Center and/or the college physician. Detailed information will be given to the student regarding high risk behaviors.
- D. A student with HIV will not be required to take live virus vaccinations.
- E. Health reporting requirements for the Commonwealth of Pennsylvania are observed.

Residential, Academic and Work Considerations for the Student with AIDS

- A. A student with HIV must properly govern his or her behavior in light of known risks of transmission of HIV based on current medical knowledge. A student whose behavior endangers others will, through appropriate procedures, be isolated or removed from the campus. The decision to restrict or exclude will be rendered on a case-by-case basis.
- B. Residential housing issues will be made without consideration of a student's HIV status. There is no known risk to those sharing living facilities who follow the simple safety rules in this policy.
- C. Roommate(s) and/or other students in residential facilities will not be informed that a student has HIV unless the infected student chooses to do so.
- D. A student with HIV will be allowed regular classroom attendance.
- E. A student with HIV will be allowed to participate in college activities.
- F. Dining Services and Facilities Management student workers need not be restricted from work unless there is evidence of infection or illness for which such workers are normally restricted.

- G. The student will have access to all facilities including the gymnasium, swimming pool, cafeteria, and HUB.
- H. A student with HIV may participate in intercollegiate athletic programs, intramural and club sports following individual assessment by the college physician and appropriate precautions taken with regard to contact sports.
- I. Special consideration will be afforded the student who has reported a positive HIV test to help prevent the student's exposure during prevalence of such communicable diseases as measles and chicken pox.
- J. In accordance with OSHA regulations on Blood Borne Pathogens, employees (including student employees) determined to be at risk due to the nature of their work will receive training as outlined in the regulations, and will be offered Hepatitis B vaccine series. All other employees will be notified of the proper procedure to follow if a blood or body fluid spill occurs in their area.

Alcohol Policy

The college acknowledges and supports the safe, legal and responsible consumption of alcohol. The college requires that its students comply with legal standards for alcohol use. Misuse and abuse of alcohol impacts the academic and social success of students in our community and will not be tolerated due to their impact on the community at Dickinson College.

Further, it is the expectation of the community that those students who are legally eligible to drink will affirm their commitment the community by consuming alcohol responsibly and in locations that do not put underage students at risk. This Alcohol Policy, together with the Community Standards and the laws of the Commonwealth of Pennsylvania, provide the framework for guiding decisions around alcohol use.

Effects of Alcohol

Alcohol is a central nervous system depressant that is absorbed into the bloodstream and transmitted to all parts of the body. Moderate doses reduce physical coordination and mental alertness, while larger doses drastically impair an individual's ability to function, sometimes to the point of unconsciousness or death. Long term drinking increases the risk of developing liver and heart disease, circulatory and stomach problems, various forms of cancer and irreversible brain damage.

- Alcohol is the number one killer of young people in America.
- Over 70 percent of all acquaintance rapes involve alcohol.
- Every 21 minutes someone is killed in an alcohol-related accident.

For more information on the effects of alcohol, contact the Counseling Center or Health Center. If you need help managing alcohol use in your life or in the life of someone close to you, please refer to the Resources section of this policy.

The Law

In the Commonwealth of Pennsylvania:

- The minimum age for the purchase, consumption or possession of alcoholic beverages is 21 years.
- It is illegal to furnish or serve alcoholic beverages to any person under the age of 21.
- The law prohibits carrying or consuming alcoholic beverages in open containers out-of-doors on public property, regardless of a person's age.
- It is illegal to possess or use false identification or to misrepresent one's age for the purpose of obtaining or consuming alcoholic beverages.
- No group which is not licensed by the Liquor Control Board (LCB) may sell alcoholic beverages. The use of chits, chips, tickets or other means of exchange in place of cash violates LCB regulations.
- It is illegal to appear in any public place manifestly under the influence of alcohol to the degree that you may endanger yourself or other persons or property or annoy persons in your vicinity.
- A person under the age of 21 is prohibited from operating a motor vehicle with ANY alcohol in his/ her system.
- Driving under the influence of alcohol (blood alcohol level of 0.08% or greater) is illegal.

Community Standards

The Dickinson Community Standards state that "The possession, use, sale, provision and/or distribution of alcohol, except as permitted by law, is a violation of the Dickinson College Community Standards as well as possible violations of local, state and/or federal laws."

Incidents involving the misuse of alcohol will be reviewed by the Office of Student Conduct. Below is a non-exhaustive list of specific acts deemed to be misuse of alcohol at Dickinson College.

Underage Possession/Consumption

Any student under the legal drinking age may not possess, consume or be under the influence of alcohol.

Drinking Games

Any activity or game that promotes or encourages the consumption of large amounts of alcohol is prohibited. This includes, but is not limited to, such activities as beer pong, flip cup or drinking competitions.

Alcohol Paraphernalia

The possession of materials used in drinking games or other activities that promote or encourage the consumption of large amounts of alcohol is prohibited. This includes, but is not limited to, beer pong tables, beer funnels, beer/party balls, kegs and beer bongs.

Hosting Underage Guests

Any student who serves alcohol to underage students or does not have the service of alcohol monitored by a TIPS-trained bartender is violating College policy.

Public Intoxication

Any student who is under the influence of alcohol resulting in a disturbance to community members, college officials, law enforcement and/or property is violating college policy.

Hosting/Attending an Unregistered Event

Any event with alcohol and five (5) or more guests, in addition to the residents, must be registered. Hosting or attending an unregistered event with alcohol that should have been registered through the Office of Campus Life is prohibited.

Kegs/ Large Volume Containers

Kegs, beer/party balls, punch bowls or the equivalent are not permitted unless specifically authorized by the Office of Campus Life.

Multiple Locations

Events or activities, whether formally or informally organized, which simultaneously serve alcohol in three or more spaces, or encourage dangerous consumption, are not permitted (i.e., “Around the World” or progressive parties).

Other Dangerous Conduct

The consumption of large quantities of alcohol or the sustained consumption of alcohol that interferes with a student’s participation in the academic residential community and/or that poses a risk to the health or safety of the students or others is prohibited.

Violations of the Alcohol Policy

Violations of the Alcohol Policy will be handled via the Dickinson Community Standards and students will be held accountable by the Office of Student Conduct. Students who violate the law may also be held accountable by the Commonwealth of Pennsylvania. Be advised:

- If students under the age of 21 are found to be in a location where alcohol is being consumed, other than at an event being held in compliance with the college’s “Hosting Guide for Events with Alcohol,” the college will presume that the underage students are in the possession of, and have been consuming, alcohol. It is therefore best for those under the age of 21 not to be in situations that give the appearance of Alcohol Policy violations or violations of Pennsylvania Law.
- Those students over the age of 21 who are hosting unregistered events at which alcohol is provided should know that they bear a special responsibility under the Community Standards and Pennsylvania law to prove that they were not providing alcohol to minors and that persons under the age of 21 were not consuming or possessing alcohol.

A summary of penalties related to alcohol may be found online at the [Pennsylvania Liquor Control Board](#). For additional information regarding penalties for misuse of alcohol, see the Drug Free College Community section of this handbook. Individuals seeking legal advice regarding alcohol laws should consult legal counsel.

Events with Alcohol

Events where alcohol will be present must be registered with the Office of Campus Life in the Lower Level of the Holland Union Building. Guidelines for registering and hosting an event with alcohol can be found in the Dickinson College “Hosting Guide for Events with Alcohol” available from the Office of Campus Life.

Resources

Emergency Assistance:

On-campus call x1111 (717-245-1111) or contact your RA

Off-campus call 911

Medical Treatment:

Health Center x1835 (717-245-1835)

Carlisle Regional Medical Center Emergency Department 717- 960-1695

Emotional Support:

Counseling Center x1485 (717-245-1485)

Community Resources:

Alcoholics Anonymous 717-249-6673

Holy Spirit Hospital Drug and Alcohol Services 717-763-2369

The Letort Center 717-243-9000 (confidential treatment for addictions)

Car Policy (First-Year Students)

First-year students are not permitted to possess or operate motor vehicles on the Dickinson campus or in the Carlisle area. This restriction applies to any vehicle regardless of its type, ownership, or registration but does not apply to fleet vehicles used in accordance with college sponsored activities. This policy is in effect seven days a week. Exceptions to the policy are granted according to strict guidelines and can only be made by the Department of Public Safety through consultation with the Director of the Health Center as necessary. Requests for exceptions must be made in writing by the student and forwarded to the Department of Public Safety.

Violations of the first-year student car policy may result in loss of car privileges for the first full semester of the sophomore year, a fine and the immediate removal of the vehicle from the Carlisle area.

Class Absence Policy (Health Center)

The Health Center does not write excuses for students missing class due to most common illnesses.

The purpose of the policy is to eliminate unnecessary visits from students who make appointments for the sole purpose of obtaining class absence notes for their professors. Some illnesses may legitimately prevent a student from attending classes, but are not serious enough to require evaluation and treatment from the health care professionals in the Health Center. Students often provide self care, which is very appropriate for many common illnesses. When

professors require a note from the Health Center for class absence, it creates a situation that forces the student to make an appointment whether or not they need one. Often this occurs several days after the missed class when the student is no longer ill. When this happens appointment times are taken up by students for the sole purpose of obtaining a class absence note. These students take up valuable appointment slots leaving fewer appointment times for the truly ill student who should be seen sooner rather than later. When healthy students take up valuable appointment time, ill students then must wait until the next day to be seen. This delays treatment and recovery time which causes the ill student to miss more classes than otherwise necessary.

Students requesting class absence notices are told to speak with their professors directly and informed of the Health Center policy. The student may ask for an appointment card from the front desk personnel upon exiting. Professors may call the Health Center to verify a student visit. No other information regarding the student's condition will be given in accordance with HIPAA privacy laws.

If, in the judgment of the medical professional, the student will be out of classes for an extended period of time, with the student's permission, an e-mail will be sent to the class dean who will in turn notify the student's professors. Such situations may include but are not limited to:

- Mononucleosis, which requires bed rest and/or removal from campus.
- Hospitalization and/or surgery
- Severe back spasm requiring bed rest
- Severe flu and/or dehydration requiring bed rest
- Highly contagious diseases (chicken pox, measles)

There may be exceptions made on a case by case basis by the provider. For example, a written verification of illness may be needed for a student who will be missing ROTC or sports for a period of time due to an illness.

Disability Services (Guidelines for Documenting a Disability)

Dickinson College is committed to ensuring that the college's programs and facilities are accessible to all qualified students on a nondiscriminatory basis. A student with a disability is not required to disclose a disability unless he or she is seeking accommodations. If you have a physical, mental, learning, or other type of disability and are in need of accommodations in either the academic or living environment, please contact the Assistant Director of Advising/Coordinator of Disability Services at 717-245-1080.

Dickinson College acknowledges that each student's circumstance is unique, and that a flexible approach should be taken in determining reasonable accommodations. To establish that a student is covered under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), the student must submit appropriate documentation indicating that a disability exists and that the identified disability *substantially* limits one or more major life activities. Also, documentation must indicate each functional limitation and how it is related to an accommodation request. A student submitting documentation should take into account that

a diagnosis of a condition or syndrome, by itself, does not establish disability status under Section 504 or ADA.

In order to receive reasonable accommodations, a student must disclose his or her disability and provide documentation to support eligibility as an individual with a disability. The procedure for disclosing a disability and requesting accommodations is provided [online](#) for your review. A student who has been admitted to Dickinson College must, in order to be considered for accommodations in the academic or living environment, submit documentation that meets the college's guidelines to establish that the student has a physical or mental impairment substantially limiting one or more major life activities and establish a need for reasonable accommodations. *The college does not provide assessment for disabilities.* The student is responsible for obtaining the appropriate testing or evaluation report by referring to the [Guidelines for Documenting a Disability](#). Please contact the office of Disability Services for additional information or disability-specific guidelines at 717-245-1080.

Deliveries and Solicitation

For the safety and privacy of all members of the campus community, solicitors, peddlers and door-to-door solicitation are not permitted on campus, including in any campus buildings. Members of the campus community are not permitted to raise funds or sell products on campus without permission from the Office of Campus Life. No one, including members of the campus community, is permitted to solicit, raise funds or sell products in the residential facilities. No deliveries are to be made to an individual room in any campus building, including the residential facilities. All personnel delivering personal products should be directed to meet you at the main entrance to a campus building.

Drug Free College Community

Introduction

The Congress's Drug-Free Schools and Communities Act Amendments of 1989 require that, as a condition of receiving funds or any other form of financial assistance under any Federal program after October 1, 1990, all institutions of higher education must certify that they have adopted and implemented a program to prevent the unlawful manufacturing, dispensing, possession, use or distribution of illicit drugs and alcohol by students and employees. Likewise, anyone who submits research proposals to federal agencies must certify that they will not engage in any of the aforementioned activities during the period covered by the grant.

Individuals who do not make such certification and those who violate its terms will lose federal funds. As required by Federal regulations, this information was developed and distributed to inform all College community members of the seriousness of the use and abuse of illicit drugs and alcohol. It also sets forth standards of conduct regarding such activity.

Standards of Conduct

The unlawful manufacturing, possession, distribution, dispensing or use of illicit drugs or alcohol on college property or as part of any college activity by any member of the college community is strictly prohibited. Any violation of college policies and/or local ordinances, State

or Federal laws will result in appropriate disciplinary action. In addition to college sanctions, students should know that where appropriate, the college will cooperate fully with law enforcement agencies. A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance will not be eligible to receive any Title IV Federal grant, loan, or work assistance. See Suspension of Financial Aid Eligibility for Drug-Related Offenses section of this handbook.

When on college-owned property or at any college activity (on or off-campus), all individuals and groups will be expected to observe and comply with drug and alcohol laws. The host of any event at which alcohol is provided in any way is responsible for complying with public laws, regulations and policies established by the college. The “host” is the person, persons or organization who provides the food, beverages or accommodations in which the activity takes place. The college reserves the right to prohibit or otherwise limit consumption of alcohol at certain events and in certain facilities. For more information, contact the Office of Campus Life at 717-245-1671.

Illicit Drugs

Illicit Drugs are controlled substances that possess a high potential for abuse, have no currently accepted medical use in the United States and demonstrate a lack of accepted safety for use under medical supervision. Controlled substances so defined fall under seven headings: marijuana (marijuana, hashish); stimulants (amphetamines, cocaine); depressants (barbiturates, tranquilizers, hypnotics); hallucinogens (LSD, PCP); opiates or narcotics (heroin, morphine, opium, codeine); inhalants (sprays, solvents, glue); and designer drugs (synthetic drugs similar in effect to stimulants, hallucinogens and narcotics). To be used legally and safely, some of the drugs above must be prescribed by a physician. This list is not comprehensive; there may be substances omitted that are also illegal and fall under the designation of controlled substances.

Alcohol

Alcohol, the shortened term for ethyl alcohol, is a depressant that slows the activity of the central nervous system and the brain. Alcohol is a substance regulated by local, state and federal agencies with respect to its purchase, transportation, consumption and possession.

Legal Sanctions

In Pennsylvania, the following violations are punishable by fines and, in some instances, loss of driving privileges (not exhaustive list, illustrative only):

- purchase, consumption, transportation or possession of alcoholic beverages by a person under age 21;
- misrepresentation of age to purchase alcohol and altering, selling or manufacturing of false identification ;
- selling or furnishing of alcoholic beverages to those under age 21.

Lying about age to obtain alcohol, making a false ID and furnishing alcohol to individuals under age 21 are misdemeanor offenses.

The legal sanctions for the unlawful possession, use or distribution of illicit drugs are more diverse than the sanctions governing alcohol. Sanctions may vary from fines, for first-time misdemeanor offenses involving simple possession of certain substances, to felony counts and multiple year terms of imprisonment for more serious violations. A summary of penalties related to illicit drugs and alcohol may be found online at the [U.S. Drug Enforcement Administration](#) and the [Pennsylvania Liquor Control Board](#). Individuals seeking legal advice regarding drug or alcohol laws should consult legal counsel.

Health Risks

Illicit drugs can interfere with important brain activities including coordination, memory and learning. They increase the risk of lung cancer, destroy liver cells, initiate severe weight loss and may weaken the immune system. Users may also experience abdominal pain, nausea, vomiting, rapid heartbeat and irregular breathing. Convulsions, coma and death are also possible. Combining drugs can be fatal.

Alcohol is a central nervous system depressant that is absorbed into the blood stream and transmitted to all parts of the body. Moderate doses reduce physical coordination and mental alertness while larger doses of alcohol drastically impair an individual's ability to function, sometimes rendering them unconscious. Long-term drinking can increase the risk of developing liver and heart disease, circulatory and stomach problems, various forms of cancer and causes irreversible brain damage.

Education, Counseling and Treatment

Drug and alcohol education programs are conducted regularly to heighten everyone's awareness of the necessity to have a drug-free college community. Resources are provided to community members by sources such as the Health Center, Office of the Dean of Students, Office of Campus Life, Counseling Center and Human Resources Services.

College Sanctions

Dickinson College adheres to the laws, regulations and ordinances of federal, state and local authorities. Any student or employee violating them will be subject to referral and external prosecution through the college's Department of Public Safety and/or the state and local police. Students are also subject to disciplinary action through the Community Standards. Any questions regarding this policy should be addressed to the Dean of Students Office, the Department of Public Safety or Human Resources Services.

Assistance, Treatment, Support and Community Resources

Emergency Assistance:

On-campus call x1111 (717-245-1111)

Off-campus call 911

Medical Treatment:

Health Center x1835 (717-245-1835)

students only

Carlisle Regional Medical Center Emergency Department 717- 960-1695

Emotional Support:

Counseling Center x1485 (717-245-1485)
Employee Assistance Program 717-243-1896

students only
employees only

Community Resources:

Alcoholics Anonymous 717-249-6673
Holy Spirit Hospital Drug and Alcohol Services 717-763-2369
The Letort Center 717-243-9000 (confidential treatment for addictions)

Election Activities Policy

Dickinson College encourages its students to participate in national, state, and local political activities to prepare themselves for active lives as engaged citizens. While all students, faculty, and staff are free to express political opinions and engage in political activities, it is important that they avoid the appearance that they are speaking or acting for the college in political matters.

As a non-profit, private institution of higher education whose activities are regulated in part by Section 501(c)(3) of the Internal Revenue Code, Dickinson College may not participate or intervene in the political campaign of any candidate for public office. Federal Elections Commission regulations also prohibit Dickinson College from facilitating the making of contributions or funding communications that influence, or are intended to influence, the outcome of federal elections. Nevertheless, every individual has the right to organize and to join political associations and to advocate and publicize political opinions.

College facilities and funds may be used by political groups on campus so long as the use does not favor one political party over another. Student activities funds may not be used for direct political action, for disbursement to any organization that is not an officially recognized Dickinson College organization or contributed to a political campaign or other political fund or organization. Student organizations that use College facilities for political presentations must open such presentations to all members of the campus community. No campaign political rallies may be held on campus.

Electronic Communications with Students Policy

Dickinson College uses electronic mail (e-mail) as one means of conveying official notifications and communications to its students. Each student is provided with a Dickinson e-mail account for this purpose. You are responsible for receiving, reading, responding to, and complying with official e-mail communications from the college and college officials. These include, but are not limited to, communications from the President, Provost and Dean of the College, Vice President for Student Development, Dean of Students, Registrar, Financial Aid, Public Safety and other offices, as well as communications from your professors. If you do not have regular access to e-mail, you must make arrangements with the college for alternative means of communication. You are also responsible for ensuring that there is enough space in your e-mail accounts to receive messages. For instructions on maintaining and cleaning out Dickinson e-mail accounts, visit the [LIS Web site](#).

Expectations for Fraternities and Sororities

The fraternity and sorority community at Dickinson College is composed of organizations which have petitioned the college for recognition and have accepted and met the conditions for recognition. The fraternities and sororities are organized under the jurisdiction of their respective coordinating/governing bodies recognized by the college, the InterFraternity Council and the Panhellenic Association and its Council. These bodies and the individual fraternity and sorority chapters are recognized as components of the Dean of Students Office and contribute to the fulfillment of its mission and objectives as well as to those of the college.

Fraternities and sororities have been recognized by the college because they can:

- Enhance the diversity of student life.
- Foster the development of life-long relationships and friendships.
- Contribute to the educational and personal development of students.
- Create an environment that promotes and encourages academic achievement and intellectual development.
- Enhance the extra and co-curricular programs of the college and contribute to the life of the campus through participation in and support of programs and activities.
- Provide structured opportunities for self-governance, leadership and management skill development.
- Serve as a vehicle to involve students in service to the college and Carlisle communities.
- Foster a life-long affiliation with Dickinson College.

Under the oversight of the Enrollment and Student Life Committee, the Dean of Students Office requires all fraternities and sororities to submit to an annual evaluation process. The on-going goal of this annual evaluation process creates opportunities for the college to communicate to each fraternity and sorority the college's expectations, recognize areas of excellence and work with each organization on areas that need improvement. The basis of this process is to create an environment for on-going conversation, trust and support between the college and its recognized fraternities and sororities to ensure success for all involved.

Family Educational Rights and Privacy Act (FERPA)

Notification to Students of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review your education records within 45 days of the day the college receives a request for access.

You should submit to the Registrar a written request that identifies the record(s) you wish to inspect. The college official will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise you of the correct official to whom the request should be addressed.

(2) The right to request the amendment of your education records that you believe are inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.

If you wish to ask the college to amend a record, you should write the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it should be changed.

If the college decides not to amend the record as requested, the college will notify you in writing of the decision and your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

(3) The right to provide written consent before the college discloses personally identifiable information from your education records, except to the extent that FERPA authorizes disclosure without consent. While it is the policy of Dickinson College to deal only with the student on matters addressed within the education record, the college reserves the right to advise others of information within a student's education record without the student's consent to the fullest extent provided by FERPA.

The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including Public Safety personnel and staff of the Health and Counseling Centers); a person or company with whom the college has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

Upon request, the college also discloses education records without consent to officials of another school in which you seek or intend to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Notice for Directory Information

FERPA requires that College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Dickinson College may disclose appropriately designated "directory information" without written consent, unless you have advised the college to the contrary in accordance with College procedures. The primary purpose of directory information is to allow the college to include this type of information from your education records in certain publications. Examples include:

- The college directory, which is accessible via the Dickinson College website
- A playbill, showing your role in a drama production;
- The annual yearbook;
- Honors or other forms of recognition;
- Graduation programs; and
- Sports team activity sheets showing weight, height and other individual statistics of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want the college to disclose directory information from your education records without your prior written consent, you must notify the Registrar's Office in writing by within the first week of any fall semester, within one week of arrival as a new student in any spring semester, or within two days of the start of any summer session. Dickinson College has designated the following information as directory information:

- Full name
- Home address and telephone number
- Date and place of birth
- Campus address, local address, e-mail address, and telephone number
- Matriculated status (full-time, part-time, or non-matriculated) plus College major and class
- Dates of College attendance
- Most recent previous institution attended by student
- Date of graduation
- Degrees, honors and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph or likeness

Firearms and Weapons Policy

All members of the college community, including faculty, staff, and students, as well as visitors to Dickinson College, are prohibited from possessing firearms, explosives or weapons (hereafter collectively referred to as “weapons”) on the premises of the college or in any building under college control or at any college– sponsored event without the explicit authorization of Dickinson College, whether or not a federal or state license to possess the same has been issued to the possessor.

The only exceptions to this policy are as follows:

1. Commissioned law enforcement officers to the extent they are legally permitted to possess weapons in the Commonwealth of Pennsylvania, Carlisle Borough;
2. Persons in the military in performance of their official duties to the extent they are legally permitted to possess weapons in the Commonwealth of Pennsylvania, Carlisle Borough; and
3. Faculty or staff legally permitted to possess weapons in the Commonwealth of Pennsylvania, Carlisle Borough, may do so on college property only to the extent that such possession is necessary as part of an academic or research activity. Such use must have received prior written approval by the Chief, Department of Public Safety.
4. College sanctioned groups or events where a particular weapon(s) is a required part of the curriculum or activity, i.e. martial arts classes/clubs; fencing classes/clubs; theatrical events, etc. Such use must have received prior written approval by the Chief, Department of Public Safety.

Anyone possessing a weapon other than those in the exception categories will be asked to remove them from the campus or event immediately. They may also be subject to arrest and/or disciplinary action as discussed below. Exceptions to this policy may be requested in writing to the Chief, Department of Public Safety. The Chief will review the request with the Vice President for Campus Operations and General Counsel. Only under the most unusual circumstance would an exception be granted. Questions about the applicability of this policy to specific items may also be directed to the Chief, Department of Public Safety.

Any student, faculty or staff member violating this policy shall be subject to the disciplinary policies and procedures applicable to students, faculty or staff. Additionally, possession of unlicensed firearms or weapons may lead to criminal prosecution by the appropriate jurisdiction.

Definitions

- Firearm - Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered

by CO2. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc., and any ammunition for any such device.

- **Weapon** - Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: 1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nunchucks, throwing stars, etc.; 2) any object that could be reasonably construed as a weapon; or 3) any object legally controlled as a weapon or treated as a weapon under the laws of the Commonwealth of Pennsylvania.
- **Explosives** - Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

Grievance Policy

A student wishing to bring a complaint against the college or a member of the staff or administration regarding discrimination based upon sexual orientation or legally protected characteristics such as race, gender, religion, national origin, ethnicity, disability, or military status, or upon violations of federal, state or local statutes, must do so in writing to Vice President for Student Development. This procedure does *not* apply to grievances involving faculty or grievances arising solely from violations of college policy or grievances in connection with sexual harassment or the resolution of charges of misconduct against students, for which the college currently has independent procedures outlined in the Academic Handbook, Student Handbook, College Bulletin, and other documents.

The following procedures govern student complaints of discrimination or violations of federal, state or local statutes by the college or by members of the staff and administration.

Procedures

I. Filing a Complaint.

A student wishing to bring a complaint against the college or a member of the staff or administration regarding discrimination must do so in writing to the Vice President for Student Development's office. A complaint must be submitted no later than roll call of the semester following the alleged violation.

II. Resolving a Complaint.

- A. Upon receiving a complaint, the Vice President for Student Development or his or her designee shall refer the matter to the appropriate division for investigation and resolution. For example, this may be the Dean of Students, the Provost and Dean of

- the College, the Vice President of Human Resource Services, the Vice President of Library and Information Services or the Vice President of Operations. The Vice President for Student Development or Vice President of the office responsible for overseeing the matter complained of shall appoint at least one hearing officer or handle the matter himself/herself. The hearing officer shall be responsible for investigating the allegations, determining the outcome of the complaint, and imposing remedial action and/or sanctions appropriate under the circumstances.
- B. The hearing officer shall notify both the student and the office or employee against whom a complaint has been made of the allegations presented. The office or employee against whom a complaint has been made shall also receive a copy of the original letter of complaint.
- C. After reviewing available and relevant materials and talking with the student, the accused office or employee, and any other persons with relevant information, the hearing officer shall provide a draft letter outlining his/her determination to the Vice President for Student Development or Vice President of the division overseeing the matter, who may accept, modify or reject the determination of the hearing officer on the basis of the facts, the recommended response or both. The Vice President for Student Development or Vice President of the division overseeing the matter may also direct the hearing officer to further explore the underlying situation.
- D. The hearing officer 's draft report shall address the following points:
- In cases involving complaints against an office of the college:
1. The office is not responsible for the misconduct alleged; or
 2. The office is responsible for misconduct and shall be required to implement the remedial actions suggested by the hearing officer.
- In cases involving complaints against an employee:
1. The member of the staff or administration is not responsible for the misconduct alleged; or
 2. The member of the staff or administration is responsible for misconduct and shall be sanctioned, including but not limited to, the possibility of remedial actions or adverse employment action or both.
- E. Once the Vice President for Student Development or Vice President of the division overseeing the matter accepts the determination of the hearing officer, a final letter outlining the hearing officer's decision will be provided to the student and office or employee against whom the complaint was made normally within three (3) working days of the decision. If an employee is found responsible, a copy will be placed in the

employee's personnel file and in an administrative file. If an employee is absolved of responsibility, a copy of the letter will be placed only in an administrative file.

III. Appeals

- A. The student, office or employee may appeal the decision. Notice of the intent to appeal must be submitted to the Office of Human Resource Services. The appeal must be filed within one week of the date of the statement of intent to appeal. Such appeals shall be in writing and shall be delivered to the Office of Human Resource Services. The appeal shall consist of a plain, concise and complete written statement of the grounds for the appeal.
- B. The Vice President of Human Resource Services or his or her designee will consider the appeal. Appeals may be based only on the following grounds:
 - 1. Stated procedures were not followed.
 - 2. New and relevant evidence, not available at the time of the original investigation, has arisen.
 - 3. The decision reached is not consistent with the clear and convincing weight of the information developed during the investigation.
 - 4. The sanction or remedy determined by the hearing officer was inadequate or excessive for the misconduct alleged.
- C. The Vice President of Human Resource Services may take one of the following actions:
 - 1. Reject the appeal if he or she finds the grounds for appeal unsubstantiated by clear and persuasive evidence or if he or she finds that any procedural irregularities were minor in nature and would not have altered the outcome of the hearing or if he or she finds that the sanction or remedy imposed is not clearly and convincingly inadequate or excessive.
 - 2. Return the case for reconsideration if new and relevant evidence has arisen or if there were procedural violations determined to have unfairly influenced the decision or if the sanction or remedy requires adjustment based upon the standard set forth in paragraph C.1. above.
 - 3. Affirm the appeal and overturn or modify the decision of the hearing officer.
 - 4. Affirm the appeal, with or without modifying the remedial actions and/or sanctions determined by the hearing officer.

- D. The decision of the Vice President of Human Resource Services will be reviewed with the President prior to being conveyed to the parties. This decision shall be conveyed in writing to the student and the office or employee against whom the complaint was made, and the Vice President for Student Development or Vice President of the division involved, normally within three (3) working days of the decision. If an employee is found responsible, a copy of the decision will be placed in the employee's personnel file and an administrative file. If the employee is absolved of responsibility, a copy of the letter will be placed only in an administrative file.

Harassment Policy

Sexual Harassment

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct or communication of a sexual nature WHEN:

- submission to such conduct is an explicit or implicit condition of employment or academic success; or
- submission to or rejection of such conduct is used as the basis for an employment or academic decision; or

Such conduct has the purpose or effect of:

- interfering with an individual's work or academic performance; or
- creating an intimidating or hostile working or academic environment.

The college will not tolerate any type of sexual harassment. Sexual harassment is contrary to college policy and contrary to the values of the Dickinson community. It is prohibited by federal and state law.

Sexual harassment often takes place between individuals of unequal power status, e.g., supervisor to subordinate or teacher to student. Faculty, administrators and others who teach or supervise students (including resident advisers) as well as all those who supervise or otherwise hold positions of authority over others should understand the fundamentally asymmetrical nature of the relationship they have with students or subordinates. Power and authority are inherent elements of such relationships. For this reason, the college considers sexual relations between teachers and students, supervisors and employees, advisers and advisees or coaches and those coached to be extremely unwise, and they are strongly discouraged. Teacher-student or supervisor-subordinate sexual relations produce risks for every member of our community and can easily undermine the professionalism of faculty and supervisors.

Sexual relations between persons occupying asymmetrical positions of power, even when both consent, raise suspicions that the person in authority has violated standards of professional conduct and potentially subjects the person in authority to charges of sexual harassment.

Sexual harassment can take many other forms beyond the most obvious violations of Equal Employment Opportunity Commission (E.E.O.C.) guidelines and can occur between equals, e.g.,

student to student, staff to staff, faculty to faculty, visitor to staff, etc. A person can be sexually harassed regardless of sex or sexual orientation.

According to Pennsylvania law, harassment may include:

- Verbal harassment: sexual innuendo and other suggestive comments, humor and jokes about sex or gender-specific traits, offensive notes, sexual propositions, insults and threats that an individual communicates are unwanted and unwelcome.
- Nonverbal harassment: unwanted and unwelcome physical contact or suggestive body language.

Sexual harassment of a student by another student is a violation of the Community's Standards and consists of unwanted sexual attention, unwelcome sexual advances or intimidating, unwanted or unwelcome verbal and physical conduct of a sexual nature. In particular, sexual harassment includes conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating or hostile environment.

Dealing with Sexual Harassment

If individuals believe they have been sexually harassed, there are several options available to them at Dickinson College. Individuals do not have to deal with the situation alone. The following options are available:

- 1) They can try to resolve the problem directly with the person whose behavior they deem to be inappropriate by letting that person know that his or her conduct is unwelcome. Making it clear that the behavior is unwelcome may end the behavior. If, despite this effort, the conduct continues, the fact that the individual has clearly indicated that the behavior is unwelcome will assist him or her in making a formal complaint. The individual should keep a record of the conversation, including the date and location.
- 2) If an individual is uncomfortable doing that, he or she may ask the sexual-harassment officer, affirmative-action officer, or the vice president of human resource services to convey this message on their behalf.
- 3) Individuals may speak to a counselor in Counseling Services if they are a student, or to a member of the college's Employee Assistance Program staff if they are a faculty, staff or administrative member of the college. If the employee speaks with one of these individuals the conversation is confidential.
- 4) Employees may choose informal mediation, or
- 5) They may make a formal complaint.

If individuals choose options 2, 4 or 5, they need to understand the legal obligations of agents of the college. Agents of the college are staff, personnel, faculty and Resident Advisers. See the Confidentiality Regarding Sexual-Harassment Complaints section of this policy. It is important to note that the college cannot take appropriate action unless a responsible officer of the college is informed of the situation.

Sexual-Harassment Officer

The sexual-harassment officer is an individual appointed by consensus among the provost & dean of the college, the dean of students and the vice president of human resource services. At no time may the sexual harassment officer, affirmative-action officer and the vice president of

human resource services all be of the same gender. The sexual-harassment officer must be knowledgeable in state and federal laws that apply to matters of sexual harassment as well as college policy and procedure. The sexual-harassment officer is available to advise any individuals who believe they have been sexually harassed about the formal and informal courses of action available at the college. The sexual harassment officer is equally available to advise any individual against whom a complaint may have been made about the process of informal and formal complaints and what involvement that individual may or may not have in the process. The sexual-harassment officer does not participate directly in any part of an informal or formal mediation but may consult with the vice president of Human resource services or affirmative-action officer for policy or law clarification. His or her role is strictly advisory; the sexual-harassment officer serves all parties in an informed and neutral manner. While the sexual harassment officer can assist an individual in confronting someone whose conduct is unwelcome, the sexual harassment officer is required by law to report any serious complaints to the affirmative-action officer or the vice president of Human resource services for investigation. The college also is required to investigate and take action consistent with the law and its policies and procedures. This fact should not deter anyone from seeking help or making a complaint. This is simply a section of law that requires organizations to take action.

Confidentiality Regarding Sexual-Harassment Complaints

Students seeking to discuss incidents or situations in a confidential setting without the need for a formal record should speak to a counselor in the Counseling Services Center. All other staff, faculty or personnel should speak to a member of the college's Employee Assistance Program staff. Once any other college agent, including a mediator, resident adviser, faculty member, administrator, staff member or the sexual-harassment officer learns of a serious sexual-harassment complaint, written or unwritten, that official is required to report the situation, and the college is required by law to investigate and to take action consistent with the law and its policies and procedures. During such investigations, every effort will be made to protect the privacy of all parties. Confidential records of complaints will be maintained by the college's vice president of Human resource services and may be discoverable in a court of law, since such records may be subpoenaed.

Informal Mediation

Informal mediation involves going to one of the trained mediators that Dickinson makes available to all members of the college community or going to the sexual-harassment officer, affirmative action officer or the vice president of Human resource services. These agents of the college may provide information and counseling about the college's informal and formal mechanisms for resolving complaints.

For an informal complaint involving a Dickinson College employee, mediators will work with the vice president of Human resource services or affirmative-action officer to make certain that all complaints are handled in a consistent manner and will be required to file a report of the mediation with the vice president of Human resource services or the affirmative-action officer that includes specific details about the complaint, the resolution and the signatures of all parties agreeing to the resolution (when the issues are resolved) or agreeing to a statement of facts, as they see them, that are under dispute (if the issues are not resolved and the complaint

moves into a formal complaint stage). For charges involving student-to-student harassment, the report must also be filed with the dean of students.

Formal Complaint

A formal complaint requires the vice president of Human resource services or, if trained to do so, the sexual-harassment officer or affirmative-action officer to carry out a thorough investigation, to determine the facts of the case and, when harassment has occurred, to take appropriate actions that may include disciplinary and corrective actions designed to prevent future occurrences. This is the proper course of action if either party is dissatisfied with the outcome of informal processes or if formal charges are filed without pursuing informal resolutions. The vice president of Human resource services (or sexual-harassment officer or the affirmative-action officer, when trained) will conduct the investigation and may need to consult with any mediators previously involved. The individual conducting the investigation also may consult with the college's legal counsel. Complainants who believe that separation or other protection is necessary during the process of a formal complaint or appeal may, as part of their complaint or by separate letter, specifically request that the college arrange for separation or other protection. The office receiving the complaint or the individual making the complaint will inform the vice president of Human resource services, the provost & dean of the college or the dean of students of the request for protection. The vice president or provost & dean will determine the necessity and arrange for such protection pending the completion of the complaint and appeal. A decision to arrange for such separation or other protection need not be based on a finding of fault and shall not be interpreted as a finding of fault.

The Complaint Process

In instances of disagreement, an appeal of the decision will be submitted to the provost & dean of the college (for faculty), the president (for administrators or support staff) or the dean of students (for students) for resolution.

General Considerations

To the extent possible, the proceedings will be held confidential, and the process will be designed to protect the rights and names of all parties. Retaliation for filing harassment charges or for resisting harassment investigations will not be tolerated. The college will keep appropriate records of complaints and mediation results. In order to protect the innocent and to assure any complainant that there will be no recrimination or retaliation these records will be closed and kept by the director of human resource services. Access to these records will be granted only with the consent of the individual(s) involved as required by law in a legal proceeding. The vice president of human resource services, dean of students or provost & dean of the college should be alert to repetitive patterns of documented harassment over time. Should they detect a possible pattern of behavior, the matter will be brought to the attention of the sexual-harassment officer, affirmative-action officer or the vice president of human resource services and a course of action determined after such consultation.

Other Forms of Discriminatory Harassment

Harassment based upon sexual orientation or legally protected characteristics such as race, gender, religion, national origin, ethnicity, disability, or military status is strictly prohibited. The

college prohibits all forms of harassing conduct based upon these protected characteristics. No student or employee should be subjected to harassment or discriminated against because he or she is a member of a certain group. Certain conduct that may constitute discriminatory harassment, includes, but is not limited to: preferential or derogatory treatment based upon protected characteristics; using insulting or degrading language that would reasonably offend members of a given race, religion, age, national origin, disability or any other protected group; distributing or displaying any written or graphic materials that would be offensive to members of any protected group; and using racial, religious, or ethnic epithets. The college is committed to eliminating all forms of discriminatory harassment from the workplace. While some discriminatory stereotypes and prejudices unfortunately still exist in our society, no supervisor, manager or employee may express or act upon such unacceptable feelings and beliefs in the workplace or while conducting business. Any employee, supervisor or manager who commits or condones discriminatory harassment will be subject to disciplinary action, up to and including termination of employment.

Eliminating All Forms of Discriminatory Harassment

The college will take all reasonable measures to ensure that students and employees are provided with an environment free from all forms of discriminatory harassment (sexual harassment and other forms of discriminatory harassment). As part of this commitment, the college will act promptly and appropriately upon any information that it obtains that indicates that any discriminatory harassment has taken place. Discriminatory harassment is not and every effort will be made to eliminate it. All of students and employees play an extremely important role in our efforts to eliminate discriminatory harassment from our campus community.

It is absolutely necessary that all individuals inform the college immediately if they experience or observe any discriminatory harassment. In order to make sure that all individuals are able to report any discriminatory harassment that they experience or observe to an individual with whom they are comfortable making such a report, the college has established a reporting system that offers a choice concerning the avenue for making such a report. Reports of discriminatory harassment may be made to any of the following college representatives: 1) employee's supervisor, 2) vice president of Human resource services, or 3) dean of students.

When making a report of discriminatory harassment, it is important that the complaining party provide as much information as possible, including the details of the alleged harassing conduct, any physical evidence of the harassment that may exist and the names of all persons involved in the harassment, any others who may have experienced similar harassment and any individuals who observed or witnessed the harassment. The college will protect the confidentiality of the information provided to the extent possible consistent with the obligation to conduct a thorough and appropriate investigation. In certain circumstances, however, the investigation may disclose the identity of those persons who claim to have been harassed and the others involved. The college will not permit any retaliation against any person who has made a complaint or report of harassment. No person will suffer any adverse job related consequences as a result of having assisted the college by bringing harassment to its attention. Individuals who believe they have been retaliated against in violation of this policy should report the

situation to an appropriate representative immediately (see Informal Mediation and Formal Complaint sections above). Any individual who is found to have retaliated against any complaining party in violation of this policy will be subject to appropriate disciplinary action or judicial sanction. Prompt and appropriate action will be taken pending an investigation to ensure that any discriminatory harassment that might exist does not continue. If the investigation indicates that discriminatory harassment may have occurred, the college will take prompt and appropriate remedial measures to bring the harassment to an end. Any student or employee who is found to have committed or condoned discriminatory harassment will be subject to appropriate disciplinary action or judicial sanction. The person(s) involved will be informed of the action taken. Following the resolution of any complaint, the involved parties should continue to keep the college informed if the harassment persists. The college takes discriminatory harassment extremely seriously and asks that all students and employees play their respective roles in eliminating discriminatory harassment from our campus community.

Hazing Policy

Hazing is a violation of College policy and a criminal offense in the Commonwealth of Pennsylvania.

Dickinson College is committed to preserving the individual dignity and well-being of each and every member of the campus community, and supports students' desire to build community through groups and associations. These associations can offer powerful opportunities for student engagement and learning. The college also acknowledges the need for belonging that students often feel and values the contributions that student groups make toward fulfilling that need.

Within every group there exist organizational structures (e.g. hierarchies, practices) that define the relationships among its members. These structures can be:

- formal and/or informal
- explicit and/or implied
- planned and/or spontaneous

Groups are encouraged to consider these structures and relationships, as understanding them is critical to positive group development and the prevention of hazing. Groups are cautioned that within any of those structures, any activity which serves to reinforce, or has the effect of reinforcing dominant-subordinate relationships among group members must be approached with great care and guidance. This is particularly true when a group affiliates new members.

Definition

Dickinson College defines hazing as any act that, as an explicit or implied condition for initiation to, admission into, affiliation with, acceptance in, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical well-being of an individual, as causing mental distress to an individual, or as being disruptive to the campus community, regardless of the individual's willingness to participate. Such activities may include but are not limited to: the use of alcohol or other intoxicating substances; physical abuse in any form; sexual abuse or simulated sexual abuse; sexual harassment; the creation of excessive

fatigue; physical and psychological shocks or intimidation; quests, treasure hunts, scavenger hunts, road trips or any other such activities; public wearing of apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; degrading or humiliating games and activities; and any other activities which violate college policy.

Hazing Outcomes

The college recognizes a continuum of group development activities. At one end of the continuum are positive group development activities that do not constitute hazing because they stand the test of transparency, foster a sense of group unity and do not compromise the well-being of any individual participants. At the other end are behaviors that are clearly hazing because they are dangerous, abusive and/or disruptive, and involve only subordinate members of the group. In between are activities that could be seen by groups as benign, but are considered hazing because they serve no legitimate group-related purpose, could be considered disruptive to the academic community or when occurring in the context of individuals' personal history have the potential to cause physical, mental or emotional harm.

In the event that the college must intervene in a situation involving hazing, the dean of students will determine the nature of the intervention by where along this continuum the behavior falls. The primary purpose of any intervention is to ensure that the hazing ends, and that those who participate in hazing are appropriately accountable to the Dickinson community. Toward that end, individuals associated with the group (e.g. organizational executives) may be held personally accountable along with the group. The college also reserves the right to engage other authorities as appropriate (e.g. law enforcement agencies, Greek national offices, etc.)

Specifically, consequences for hazing for groups and/or individuals include but are not limited to:

- Warnings
- Mandated educational programs for members &/or others
- Community restitution
- Student status and/or housing restrictions
- Suspensions
- Expulsion

Students are also reminded that hazing is a violation of Pennsylvania law. The text of the law is available in the Dean of Students office and [online](#).

HUB Publicity Policy

1. All advertising must be distributed by recognized campus organizations and departments. Non-Dickinson advertising can be dropped off at the CASE Office and up to five copies will be posted on general use bulletin boards in the HUB.
2. Dickinson College disclaims all responsibility for the content of advertising materials posted on campus. All materials should be in compliance with college policies and regulations. Students, faculty and staff should be aware of current

laws regarding libel, defamation, obscenity, fair labor regulations, and other applicable laws.

3. Advertising may only be placed on available bulletin boards. Do not place advertising on the following: glass, wood, painted surfaces or exterior surfaces.
4. Advertising may not depict alcohol or suggest alcoholic beverages will be provided or served at an event. Promotion of specific brands or types of alcohol, by whatever means, is not allowed. Advertising that an event is BYOB is allowed.
5. Exceptions to the policy contained in items 1-4 may be authorized by CASE due to a need to post special academic announcements.
6. Permission for displaying authorized posters inside glass display cases or on bulletin boards assigned to specific organizations or departments must be obtained from that organization or office. Several bulletin boards which are not assigned to a specific organization or office are located throughout the HUB for general use.
7. All advertising should be removed by the sponsoring group within 24 hours following the event.
8. Violators of this policy will be issued a warning by CASE. Further violations may result in loss of advertising privileges in the HUB and disciplinary action.

Magnetometer (Metal Detector) Use

Dickinson College values the safety of all students, faculty, staff, and guests of the campus. Towards that end, the college reserves the right to employ a magnetometer (metal detector) at campus events.

Metal detectors may be used if any of the following criteria are met:

- At dances, parties, and concerts, when these events are:
 - (1) open to the public outside of the Dickinson community (the Dickinson community consists of current Dickinson students, faculty, staff, and alumni), and
 - (2) the event is expected to draw more than 100 people.
- When deemed necessary by the Chief of Public Safety, or other appropriate college administrators.

The following information should be provided to all individuals purchasing tickets for events in which a metal detector will be used:

All guests at this event are subject to search, including screening with a metal detector before being admitted. By seeking admission to this event, you are consenting to such a search.

The following should be posted at the entrances to events subject to the policy:

All guests at this event are subject to search, including screening with a metal detector, before being admitted.

Medical Accommodations

Housing

Campus Life works in cooperation with Disability Services, the Counseling Center, and the Health Center to evaluate documented conditions and make reasonable accommodations when warranted. Special accommodations will be made only in situations where the documentation clearly demonstrates that the accommodation is medically necessary. Returning students desiring an accommodation for the next academic year should have their documentation submitted to the college prior to the beginning of the room selection process. First-year and transfer students should contact the Assistant Director of Advising/Coordinator of Disability Services in early summer months. Visit the Disability Services Web site to download the [Specialized Housing Request](#) form.

Meal Plan

Dining Services works in cooperation with Disability Services and the Health Center to evaluate documented conditions and make reasonable accommodations when warranted. Special accommodations will be made only in situations where the documentation clearly demonstrates that the accommodation is medically necessary. Students seeking a meal plan accommodation due to medical disability should visit the Disability Services Web site to download the [Meal Plan Accommodation/Exemption Request Based on a Documented Health Condition](#) form.

Noise Policy

All members of the Dickinson College community are expected to respect the rights of students and area residents to live in an environment free from excessive noise pollution, thereby enabling all community members to pursue their academics free from harassing noise and excessively boisterous activities. Although students should expect that some events and activities will entail music and noise, they also have a right to expect that the level of noise will be reasonable and appropriate to the time and place. Responsibility for providing an environment free of excessive noise falls first upon individuals and groups who are expected to regulate themselves.

Any persons who object to the time, place and level of noise have the right to request that the noise be eliminated. When the complainant and the person or group responsible for the music or noise cannot agree concerning a reasonable level, the appropriate procedure is to ask a third party to mediate the problem. Appropriate third parties include: Resident Advisers, Community Advisers, House & Apartment Managers, Student Life staff, and Public Safety Officers.

In those cases where a third party is involved, disciplinary action may be initiated through the college conduct system. Sanctions for violations of the noise policy will be drawn from sanctions found in the Community Standards, individually or in any combination.

Open/Closed Social Events Policy

Dickinson College does not discriminate on the basis sexual orientation or legally protected characteristics such as race, gender, religion, national origin, ethnicity, disability, or military status. Its social policies reflect this commitment and strive to promote a campus-wide sense of community. In order to foster such an environment and to provide college organizations with choices based on purpose of social events, resources and support of the institutional mission, the college policy on open and closed social events is:

1. Closed Social Events

This means the social event is open to organization members only.

- a. All College organizations holding social events on College-owned facilities or premises may designate their social event as “Closed” when the purpose of the event supports this designation.
- b. Two or more organizations may co-sponsor a “Closed” social event in College-owned facilities or premises which are open to members of the co-sponsoring organizations only. Co-sponsorship involves use of the resources and assumption of responsibility for compliance with college policies in an equal manner by all organizations involved.

2. Social Events Open to Members and Invited Guests

If a social event is open solely to organization members and their invited guests, the only restrictions which can be made in advance regarding a guest list are on the basis of:

- a. Past behavioral problems
- b. Minimum age
- c. Status as a member of the Dickinson College community (student or potential student, faculty, administrator, staff, alumnus/a, parent/family member, trustee)

3. Open Social Events

An “Open” social event is one with no invited guest list and upon which no limits or restrictions on access are imposed. If a social event is open to the college community at large, the same restrictions listed under #2 apply. The only persons who may not be permitted access to an open social event are those whose behavior in the past has caused problems, those below the minimum age, and/or those who do not belong to the college community.

Note: Any organization whose inter/national bylaws and/or insurance guidelines contain restrictions on the type of social event the organization may host must comply with those restrictions.

Parental Notification Policy

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. There are times, however, when notifying parents/guardians of dependent students is beneficial to the college’s educational efforts, and the college reserves the right to do so. The college may notify parents of dependent students under the following

circumstances: health and safety matter, when a student's status at the college is in jeopardy, when student's conduct impacts the local community or to notify of disciplinary matters.

Parking and Vehicle Registration Policy

Registration of Motor Vehicles

All members of the Dickinson College faculty, administration and staff and upperclass students who are currently enrolled in Dickinson College classes are authorized to use motor vehicles on the Dickinson College campus, in Carlisle, or in the immediate vicinity of Carlisle. Dickinson parking decals are required to park on property under the control of the college.

Note: First-year students are not permitted to possess or operate motor vehicles on the Dickinson campus or in the Carlisle area. This restriction applies to any vehicle regardless of its type, ownership, or registration but does not apply to fleet vehicles used in accordance with college sponsored activities. This policy is in effect seven days a week. Exceptions to the policy are granted according to strict guidelines and can only be made by the Department of Public Safety through consultation with the Director of the Health Center as necessary. Requests for exceptions must be made in writing by the student and forwarded to the Department of Public Safety.

All members of the faculty, administration, staff and students must register their vehicles with the Department of Public Safety to receive a parking decal. Persons planning to use more than one motor vehicle must register each vehicle separately. Vehicles should be registered immediately upon being brought to campus.

There is no charge to register your vehicle and obtain a Dickinson parking decal. All persons associated with Dickinson College who expect to park a motor vehicle on campus at any time should acquire a Dickinson parking decal. It should be understood that this does not guarantee the registrant a parking space in any particular campus lot.

Parking and Operation of Motor Vehicles

Parking and operation of motor vehicles must conform to provisions of the laws and ordinances of the Commonwealth of Pennsylvania and the Borough of Carlisle. Parking a vehicle for extended periods (longer than 72 hours) is discouraged in central campus lots. If you need to park your vehicle for periods longer than 72 hours, please use the Facilities Management lot on North Orange Street and notify Public Safety. Motor vehicles which are abandoned or illegally parked in college parking lots will be removed in accordance with Section 3353 of the Pennsylvania Vehicle Code.

The following are not permitted:

1. Parking in a "no parking" or reserved space.
2. Parking in a handicapped space without a proper tag.
3. Parking in fire lanes marked with yellow curbs.
4. Parking in areas designated as "tow away" zones.
5. Parking so as to block access to refuse containers.

6. Parking in or blocking a driveway.
7. Parking on a sidewalk.
8. Exceeding the posted time limit in regulated areas.
9. Careless or imprudent operation of a motor vehicle on College property.
10. Invalid use of a visitor space.
11. Parking an unregistered vehicle on College property.

Penalties for Violations of Regulations

Failure to observe traffic regulations will result in the imposition of penalties as follows:

1. Parking offenses will be assessed a \$25 fine. A fourth offense in an academic year may result in the loss of parking privileges on campus.
2. Handicapped, no parking, service vehicle, visitor parking and shipping and receiving areas are tow zones. In addition to the towing charge, a \$25 fine will be imposed. A second towing offense will result in a towing charge, a \$25 fine and loss of all parking privileges on the campus.
3. All fines must be paid at the Cashier's Office in the Holland Union Building or dropped in the 24 hour payment box outside the Cashier's Office within 24 hours from the time the citation was issued.

Penalties for violations committed with a vehicle will be charged against the registration of the vehicle unless another person is clearly identified as the operator of the vehicle at the time of the violation.

Penalties assessed will, unless paid to as above, be charged to the individual's account with the college and treated on the same basis as any other amount owed to the college.

Parking Citation Appeals

Parking citations may be appealed within 7 days of the date issued. Citation appeal forms are available at Public Safety. Appeal forms are reviewed by a student panel and the appealing party is notified of the outcome of their appeal by e-mail.

Parking Over Winter Break

Persons needing to leave vehicles parked on campus during Winter Break must contact Public Safety to be directed where to park the vehicle. Vehicles parked on campus may be parked in the Kaufman Lot or the West Kline Lot, but only at the direction of Public Safety. In the event of a storm, cars not parked in areas designated by Public Safety may be towed at the owner's expense.

Religious Holidays

Dickinson College is fully committed to tolerance, understanding and support of the diverse faith traditions to which members of our community adhere. While classes will still be held, the administration and faculty will make every effort not to schedule College-wide and/or public events on major religious holidays. The traditional calendar already recognizes many major Christian holidays. In addition, the college calendar will also include Rosh HaShanah, Yom Kippur, the first evening of Passover, Eid-al-Fitr, and Eid-al-Adha. Notations will be made on the

CASE calendar to designate the official beginning and ending times of these and other major religions' holidays. Students of any faith who observe these religious holidays or others that typically restrict their participation in regular activities may also be excused from academic, athletic, and other responsibilities on those days by following the guidelines in the policy below.

The college (offices and departments) will not schedule public and/or college-wide events on the following major religious holidays: Rosh HaShanah, Yom Kippur, the first night of Passover, Eid-al-Fitr, and Eid-al-Adha. The college calendar already excludes events on Christmas and Easter. Students must make arrangements with their faculty members in advance when an exam (including quizzes), papers, and other work are due on major religious holidays. A student will not be penalized for missing class or not handing in work on a holiday due to religious observance. However, students must notify faculty, in writing, reasonably in advance of the holiday if they will be absent from class for religious observance. Likewise, students who observe these holidays must notify, in advance, their coaches should they have athletic practice or scheduled competition at a time of religious observance. While faculty and staff are expected to be sensitive to the needs of observant students of all faiths when planning lectures, field trips, work and other curricular activity that might conflict with observance of a major religious holiday, any course work or other obligation that is missed remains the student's responsibility to complete. Faculty members are expected to make reasonable arrangements for students to complete missed work; students must make up the work.

Residential Living Guidelines and Policies

Students living on-campus are expected to participate actively in their communities as well as fulfilling the obligations of a respectful and responsible citizen in the community. Residential policies and guidelines are designed to foster safe, productive and respectful environments that allow students maximal opportunities for growth and development. While living in college-sponsored facilities, you are expected to follow these guidelines and policies and any other guidelines established by an individual community.

Air Conditioning

Some residence halls are equipped with air conditioning. If you live in a building without air conditioning and have a documented medical condition that requires air conditioning, submit this information in writing to the Health Center. The installation of a personal air conditioning unit without documented medical needs is strictly prohibited.

Alcohol

In accordance with the college's Community Standards, students who are under the legal age for possession/consumption of alcohol may not have alcohol in their residential space. Guests who are of-age to possess/consume alcohol may not have alcohol in spaces where the residents are not of the legal age.

Appliances

The following appliances have been approved for residential use outside of pre-identified kitchen areas:

- Personal refrigerator no larger than 4.1 cubic feet

- Microwave oven using less than 700 watts
- UL-approved coffee makers
- Any appliances with concealed heating elements (ex. hot pots)
- Multiple strip outlets (fused, with at least 14 gauge wire, grounded cord) are allowed when needed to power electronic devices

Additional UL-approved cooking appliances may be permitted for use and storage in pre-identified kitchen areas with prior approval from the Office of Campus Life.

The following appliances are not permitted in residential facilities:

- Any electrical appliances with open heating elements (hot plates, George Foreman Grills, barbeques, toasters/toaster ovens)
- Halogen lamps
- Concealed extension cords or multiple outlet adapters.

Bicycles

You are permitted to have a bicycle on campus. Storage spaces or racks are provided around the campus at a variety of locations. You may not store bicycles in lounges, hallways or stairwells as this can block an exit in case of an emergency evacuation. If your bicycle is stolen or damaged, it is your responsibility to report it to the Department of Public Safety.

Break and Vacation Housing

Housing remains open during the following break periods: Mid-Term Pause, Thanksgiving vacation, spring vacation. During these breaks you may remain in your assigned room at no additional cost. You may leave personal items in your room during any break period; however, the college does not assume responsibility for personal articles. Campus services such as dining services may alter their hours during these times.

During Winter Vacation students are not permitted to remain on campus. Winter sport athletes are permitted to return to campus after December 31 and will be assigned to temporary housing spaces. The following spaces may be used to house students who are approved to be on campus during the break: McKenney Suites, Louther Street Townhouses (373, 377, 379, 381, 383), Todd House, Factory Apartments (230 and 236 W. North Street). If you live in any of these residences, your space may be temporarily reassigned to house other students over the break. You may, however, leave belongings in these rooms/apartments during the break.

Students requesting housing during any break period and/or after exams must request permission directly with the Office of Campus Life prior to the start of each break period. Students who have an active discipline record will not be permitted to remain on-campus over any break and/or after exams without permission from the Director of Campus Life.

At the end of the academic year, only seniors and students involved in graduation are allowed to remain on campus. All students, other than graduating seniors, who need to stay on campus must request permission to remain in housing directly with the Office of Campus Life. The student will then be notified if their request has been approved.

Business Ventures

You may not conduct or solicit business in college housing. This includes using your computer network access to conduct business through your computer or the internet. Failure to comply will result in disciplinary action.

Check In and Check Out

When checking in to housing, you will be issued a key(s) that will grant you access to your room and building assignment. You will also receive a Room Inventory report and be asked to note any previous damages to the room or furnishings to your Resident Adviser (RA), House and Apartment Manager (HAM), or the Office of Campus Life.

You are required to officially check out with the appropriate staff member when moving out of college housing which includes turning in your key(s) and Room Inventory. Failure to properly check out will result in a non-refundable \$50 service fee and charges for necessary repairs and damages will be assessed to your account. Plan to check out of your room **within 24 hours of your last final exam** unless given permission prior to the start of final exams.

- If you change rooms during the year, you are expected to check out of your initial room by having an RA or HAM evaluate the condition of your room when you leave. When you check into your new room, you should complete a new Room Inventory form.
- If you leave for any other reasons (Disciplinary action, Leave of Absence, Medical Leave, etc.) please contact the Office of Campus Life for further instruction.

Cleaning and Repairs

Facilities Management provides housekeeping services for the public areas of each traditional residence hall, including hall bathrooms, hallways and lounges. You are expected to keep your own room clean and orderly. If you discover your room needs to be repaired, you should contact Facilities Management directly.

Small houses and all apartments are independent living spaces. As such, students in these spaces are expected to maintain the cleanliness of these spaces on their own. At the end of the academic year, Facilities Management and Campus Life will inspect all small houses and apartments; if the condition of these spaces requires excessive cleaning or repair, the residents may be charged.

Students can notify Facilities Management by completing a [service request form](#) online, calling Service Response at 717-245-1700 or by sending an [e-mail](#). For emergency repairs, after working hours, contact the Department of Public Safety.

The right to inspect and repair rooms at times convenient to the college or its authorized agents is unconditionally reserved by the college. If you have concerns or questions about the service provided in the residence halls, please contact Facilities Management at 717-245-1212.

Community Billing

The purpose of community billing is to promote individual responsibility and to hold students mutually accountable for the condition of their shared living spaces. Public areas (i.e. corridors, stairways, lounges, bathrooms) are the collective responsibility of the residents of that suite, wing, floor, or building, apartment or small house. Charges for damages to those areas may be divided among the residents of those facilities. Areas covered under the community billing policy may include, but are not limited to vandalism, stolen furniture, or housekeeping charges in a common or public area when it is not directly possible to determine the responsible person(s).

Cooking

Cooking within a residential facility is permitted within pre-identified kitchen area or with approved appliances (see “Appliances”) within an individual room.

Damage Billing

Vandalism, damage, destruction of college or personal property, or creating a condition that requires clean up or repair is not permitted. Damage to your room and college-provided furnishings shall be the financial responsibility of you and other assigned occupants. In instances when unnecessary clean up or repairs are necessary, students may be subject to the financial responsibility either individually, or as a suite, wing, floor, or building in such instances when it is not directly possible to determine the responsible person(s).

Decorating your residential space

As part of personalizing your residential space, you are encouraged to decorate your room. You may not make any permanent or semi-permanent alterations to the room, including structure, painting, partitions, paneling, electrical system modifications. You may not affix anything to any internal or external structure of the housing facility (e.g., satellite television dish, antenna, etc.) or have anything hanging or protruding from the facility, unless approved by the Director of Campus Life.

- Lights - You may not have halogen or decorative lights, including string lights.
- Affixing Decorations - You may not use screws, nails, staples, adhesives such as Scotch or duct tape on walls. Glue may not be used on walls, furniture or floors. Nothing may be hung on ceilings, sprinkler pipes, block fire safety devices or block any egress or exit, including any tapestries or other fabric items.
- Holiday Decorations - No cut or live trees or wreaths are permitted in college-operated residential facilities.

Entry and Inspection of Student Rooms

The college reserves the right to enter any room at any time without advance notice for the purposes of inspection, repair, maintenance, protecting the health, safety, and security of residents and in cases of emergency, as determined by the college. Entry may be made by members of the Student Development staff, including members of the Department of Public Safety. Routine health and safety inspections of residential spaces will be announced at least one day in advance of the inspection. During any such inspection of residential spaces, any

evidence of violations of the Community's Standards may be confiscated and processed accordingly.

Fire Safety Equipment and Procedures

All residential facilities are equipped with fire detection and firefighting equipment. Tampering with fire safety equipment is strictly prohibited. Tampering with fire safety equipment, including discharging fire extinguishers or disabling smoke detectors, may result in suspension from the college, plus cost of restoring equipment to its original condition. Failure to comply with these policies will likely result in disciplinary action.

Students may be fined for a fire alarm resulting from the use of a prohibited appliance, such as a toaster, or prohibited activities (smoking, burning candles or incense, etc.).

It is vital that all fire alarms are taken seriously and you are expected to leave the building during a fire alarm. You must remain outside the building until such time as Department of Public Safety or Facilities personnel indicate that it is safe to re-enter the building.

Your Resident Assistant or House and Apartment Manager will have information on proper procedures for evacuating the building during a fire alarm. Failure to leave the building during a fire alarm may result in fine or disciplinary proceedings. Fire drills will be held during the semester and are sponsored by the Office of Campus Life and the Department of Public Safety.

Flammable Materials

Spark or flame-producing items such as fireworks, firecrackers, explosive materials, candles, incense burners, oil burning lamps and lanterns are prohibited in all residential spaces.

Grills may not be used indoors. All grills must be placed at least 25 feet from any building and may never be used on rooftops, roof decks or fire escapes. Do not dump hot coals onto the grass or into a trashcan. Cold coals may be emptied into trashcans.

You may not store gasoline motors of any type, including motorcycles, mopeds, etc., within residential spaces. You may not keep fuels, such as gasoline or propane, in residential spaces.

Furniture

All furniture must remain in the assigned room. No college-provided furnishings may be removed from the room. You may provide additional furnishings such as carpets, chair and sofas as long as the items meet federal fire resistance standards; however they may not block or unduly restrict exits to the room. All personal articles must be removed prior to your departure from your room or you may be charged for the removal of property not original to the room. Outlined below are additional guidelines to adhere to when furnishing your residential space:

- Waterbeds are prohibited.
- Do not place mattresses directly on the floor.
- Only beds specifically designed to be lofted will be permitted.

- Do not use concrete blocks or bricks to raise the bed, as these cause unusual wear and tear and pose a potential safety hazard. Bed raisers specifically designed for this purpose are permitted.
- No college-issued furniture may be used for outdoor purposes, unless it is deck furniture on approved balconies, porches or other outside areas.
- Lounge or common area furniture may not be removed from the public area and/or placed in individual rooms.

Guest Policy

A guest is considered anyone not currently assigned to the residential living space in question. The college encourages you to have guests visit you in your room with the consent of your roommate(s). Students are reminded that residential spaces are shared spaces and you should proactively discuss with your roommate(s) how to manage guests and any additional policies that will govern guests in the room. Especially in the case of an overnight guest, you should consult and work with your roommate(s) ahead of time to determine what will be most appropriate. A student should expect to have access to his or her room without the presence of inhabitants not assigned to that space by the college.

Guests are not permitted to stay in your room for more than any 2 consecutive nights. **No guests may visit more than a total of 7 days per semester.** You are responsible for the behavior of your guests and for informing your guests of the appropriate policies.

Guests to the college should remember that they are subject to the laws, rules and regulations governing behavior in the Commonwealth of Pennsylvania and Dickinson College. Dickinson students will be held responsible for the behavior of their guests and may face disciplinary proceedings within the Community Standards as a result of the behavior of a guest.

Hall Recreation

You may not play sports in any public areas or hallways of any residential building, including, but not limited to in-line skating, skateboarding and bicycle riding.

Health and Safety Inspections

The Office of Campus Life regularly conducts inspections of each residential area on-campus. Student rooms are given a brief inspection during the fall and spring semesters. The purpose of these inspections is to provide the appropriate education and assist with correcting any health or safety concerns. Policy violations that are discovered during these inspections may be referred to the college's conduct system and prohibited items may be confiscated. Students with questions about these inspections should speak with the Office of Campus Life.

Insurance and Liability

The college cannot and does not assume responsibility for personal accident, injury, or illness to residents, guests or visitors, or for the loss or theft of money or loss, theft, or damage of personal property of students. Damages that result from unforeseeable maintenance issues (burst pipes, power failure, etc.) are the responsibility of the student. The college does not carry insurance covering residents or their property. You are encouraged to protect yourself from

loss by purchasing appropriate insurance. In that regard, you should review any homeowner's policy that you or your caregiver's might have to determine whether the contents of your College housing are already covered or could be covered with a policy rider.

Keys

You will be assigned a key(s) that will allow you access to your building and individual room. Rooms should be locked and you should carry your keys with you at all times. You are prohibited from duplicating housing keys for any reason. You may not loan, sell, or transfer any housing key to any person for the purpose of allowing that person to enter college housing unescorted or use the residence hall or apartment's facilities. This includes College ID cards that provide access to college facilities.

- In the event that keys are lost, stolen, or misplaced, you are responsible for immediately reporting that the key is missing to the Office of Campus Life and the Department of Public Safety.
- Failure to return the key(s) upon departure from the room/apartment/house will result in a charge to your student account to change the key lock cylinder.
- For a standard double room, you will be charged \$50 for each lost or unreturned room key and an additional \$10 for each lost or unreturned exterior key. Houses, suites and apartments may incur additional costs based on the number of locks to be changed.

Lockouts

For the first two weeks of every semester there will be no charge for lock-outs. After the first two weeks there will be a \$25 charge for every lock-out handled by Campus Life staff or Department of Public Safety (DPS) staff. If a student is locked out more than three (3) times in a semester, the charge will increase to \$50 per occurrence. If you are locked out of your residence, you should contact the following as applicable:

- traditional residence halls - 7:30 p.m. to 1 a.m., contact the RA on duty for assistance (call duty phone for the area); 1 a.m. to 7:30 p.m., contact DPS (717-245-1349)
- small houses/apartments - contact DPS at all times.

Medical Accommodations

Dickinson College is committed to making reasonable accommodations for students with specific health conditions, mental health conditions or disabilities. The Office of Campus Life works in cooperation with the Office of Academic Advising, the Counseling Center, and The Health Center to evaluate documented conditions and make reasonable accommodations. Special accommodations will be made only in situations where the documentation clearly demonstrates that the accommodation is medically necessary. Returning students desiring an accommodation for the next academic year should have their documentation submitted to the college prior to the beginning of the room selection process. First-year and transfer students should contact the Assistant Director of Advising/Coordinator of Disability Services in early summer months. Visit the Disability Services Web site to download the [Specialized Housing Request](#) form.

Noise Guidelines

To support your academic success, the college maintains both quiet hours and courtesy hours in all residences. Courtesy hours means that residents are prohibited from making noise that significantly disturbs other residents, including those in the Carlisle community. During quiet hours, noise should not be heard outside your room, suite or apartment. Quiet hours are as follows:

- Sunday through Thursday, 10 p.m. until 8 a.m. the following morning
- Friday and Saturday, midnight until 10 a.m. the following morning

Quiet hours are in effect 24-hours a day during Reading Periods and Final Exams. Any disturbance of the larger community (floor, building or neighbors) is not permitted during these times.

Pets

You may not keep or host pets in residential facilities unless it is fish within a bowl or tank. The bowl or tank may not exceed 20 gallons in a residence hall. The college will not be responsible for the care of fish during break periods. Violation of the pet policy may result in damage billing for the replacement and/or refurbishment of carpeting, furniture, or other affected areas of the facility. Failure to remove the pet from the residence in a timely manner may result in removal by animal control services.

Room and Board Agreement

All students are required to read and sign a Room and Board Agreement prior to moving into their residence at the beginning of the academic year. This document, together with other policies, procedures and regulations in this Handbook or published by the Division of Student Development, constitutes the agreement between you and the college. Students can learn more about the Room and Board Agreement by visiting the [Campus Life Web site](#).

Room Changes, Reassignments, Vacancies

Requests for room changes must be made directly to the Office of Campus Life and are limited at times due to space availability. The change of rooms or substitution of one occupant for another without approval in writing from the Office of Campus Life is prohibited. You should work with a professional staff member in Campus Life to discuss options related to a room change request. Room/hall changes are not permitted during the first two weeks of each semester in order complete accurate occupancy reporting.

The college reserves the right to reassign students in order to make most efficient and beneficial use of available facilities, including the consolidation of spaces to create completely vacant rooms. Additionally, the occupancy of a room may be increased when, in the judgment of the college, it is necessary to do so to accommodate the housing needs of the student body.

Reassignment may also occur as a result of disciplinary action (violation of Community Standards), violation of the agreed upon standards of your floor, area, or building and/or administratively at the discretion of the Director of Campus Life.

When a vacancy occurs you may request a specific roommate to fill that space. If no request is made within five business days, the Office of Campus Life will make the space available for general occupancy and may reassign a vacant space at any time. If there is a vacancy in your room, you must leave the room ready for another student to move in at any time. The Office of Campus Life will notify you as soon as plans are made to fill the vacancy in the room you are occupying. Behavior which discriminates against or impedes an interested student or assigned occupant will be considered a violation of the Community Standards and reviewed as such.

Room Condition and Inventory Reports

During the move-in process, you have the obligation to conduct a thorough room inspection and report any concerns (condition of room, furniture, maintenance needs) to the Office of Campus Life. Any difference between your room's condition at check-in and check-out will be the responsibility of the room's occupants. Completed Room Condition and Inventories will be maintained annually in the Office of Campus Life for students to review by request.

Public areas (i.e. corridors, stairways, lounges, bathrooms) are the collective responsibility of the residents of that building, suite, apartment or small house. Charges for damages to those areas may be divided among the residents of those facilities.

If you change rooms during the year, you are expected to check out of your initial room by having a Resident Adviser or a House and Apartment Manager evaluate the condition of your room when you leave. When you check into your new room, you should complete a new Room Inventory form. Failure to check out with your RA or HAM may prevent you from appealing any damage charges that result from the final inventory of your room.

Room Selection

Room assignments for all **returning students** are completed through an online room selection program called MyHousing during the spring semester. Returning students who have registered for courses for the following fall semester and do not have any holds on their account may participate in the room selection process. Students receive a randomly generated lottery time and select a room in order of their class year.

Important Note: Students who plan to study off-campus are reminded that the room selection process will occur in the spring semester. Students have the option to select another student to act as a proxy on their behalf; however it is the responsibility of the individual(s) who will be away from campus to make and communicate these arrangements with the Office of Campus Life. The proxy will then be responsible for applying for off-campus permission or participating in the room selection process on behalf of the students away. The Office of Campus Life does not assume responsibility for selecting rooms or filing off-campus applications for students who are away from campus during the spring semester.

More detailed information about room selection and housing options is available from the Office of Campus Life early in the spring semester.

Room assignment notices, including name(s) of roommates, are mailed to **first-year students** in July. First-year students are assigned rooms based on information provided to the Office of

Campus Life along with first-year seminar course requests. First-year students generally are housed either in double, triple or quad rooms and in facilities that are largely populated with other first-year students.

Smoking

Smoking is prohibited in all areas of the residential spaces, including rooms, bathrooms, lounges, hallways and stairwells. Additionally, smoking is prohibited within 25 feet of residential buildings. Smoking is limited to a location that does not impede traffic flow in and out of residence halls and where smoke cannot drift into the interior of residence halls.

Storage

The college does not provide storage spaces during the summer months. Individual students, fraternities and sororities, and special interest houses are encouraged to make storage arrangements by working with area storage companies. Items left in and around residential facilities at the end of the spring semester will be given to the U-Turn project or discarded by Facilities Management. You may be charged for the removal of property not original to the room.

Windows

You may not remove window screens at any time. Throwing any object out of a residence window or balcony is prohibited. Food, plants, or other items are not permitted outside windowsills, balconies unless other granted permission by the Office of Campus Life.

Sexual Offenses Policy

Sexual offenses involve a spectrum of behaviors ranging from verbal harassment and inappropriate touching to coercive or violent assault. Additional policy information regarding sexual offenses can be found in the [Community Standards](#).

DEFINITION OF SEXUAL OFFENSES

Sexual offenses are defined by Dickinson College as a spectrum of behaviors that include threats of, or deliberate behavior of a sexual nature against another person's will or without effective consent. Effective consent is informed, freely and actively given, mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent can be withdrawn at any time. It is not effective if it results from incapacitation, the use of physical force, threats, intimidation or coercion. For more information about consent and healthy sexuality, please see *Resources for Sexual Offenses and Healthy Intimacy*, in the Student Development section of this handbook.

Examples of sexual offenses include, but are not limited to, the following:

Coercion

Coercion exists when a person uses pressure and/or other oppressive behavior that violates norms of respect in the community, such that the application of such pressure or behavior causes the object of the pressure or behavior to engage in unwanted sexual behavior. Coercion may be differentiated from seduction by the repetition of the coercive activity beyond what is

reasonable, the degree of pressure applied, environmental factors (such as isolation), and the initiator's knowledge that the pressure is unwanted.

Sexual Assault

Non-consensual sexual contact with another person, either directly or through clothing or with someone who is incapable of consent.

Rape

Any act of oral, vaginal or anal penetration, however slight, with any object or body part by a man or woman upon another person without consent.

Sexual Harassment

See *Sexual Harassment Policy*.

Sexual Exploitation

Acts committed by a person for sexual gratification, financial gain or advancement through the abuse or exploitation of another person's sexuality. Examples of sexual exploitation may include but are not limited to; prostituting another person, non-consensual audio or videotaping of sexual activity, unauthorized presentation of recordings of a sexual nature (even if the recording was consensual), allowing others to observe a personal consensual sexual act without the knowledge or consent of the partner, engaging in acts of disrobing, exposure, peeping or voyeurism.

Incapacitated Sex

Alcohol consumption by a perpetrator is not an excuse for violation of this policy. To have sex with someone who you know to be, or should know to be, incapable of making a rational, reasonable decision about a sexual situation is a sexual offense. This includes someone who has been drinking or consuming legal or illegal drugs, has taken or been given a so-called "date-rape drug," or is mentally or physically impaired. Even if an incapacitated person says "yes," by word or action, valid consent for sexual conduct has not been given.

Smoking Policy

Dickinson College is committed to providing a safe and healthy environment for all members of the college community and for all visitors to campus. This commitment is consistent with the college's efforts to promote wellness and those habits which support life-long healthy living. For these reasons, smoking is permitted only in outdoor areas of the campus (at least 25 feet from the entrance of any building). Smoking is prohibited in all areas of campus buildings, including individual rooms, offices, restrooms, hallways and stairwells.

The success of this policy depends upon the thoughtfulness and cooperation of each individual. All members of the Dickinson community share responsibility for its enforcement. Any violations which cannot be resolved informally will be handled via the usual disciplinary procedures of the college.

Student Rights and Responsibilities

Preamble

Dickinson College exists for the pursuit of truth, the transmission of knowledge, the development of students and the well-being of society. Free inquiry and free expression by all members of the academic community are indispensable to the attainment of these interrelated goals. Students, in particular, should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Academic freedom must, therefore, include both the freedom to teach and the freedom to learn. Both faculty and students should exercise these freedoms with responsibility. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. The responsibility to secure and to respect general conditions conducive to this freedom is shared by all members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

Nothing herein contained shall be read to be in conflict with the Charter and Bylaws of Dickinson College, which constitute the basis for the government of the college.

Academic Program

1. Students are responsible for learning the content of any course of study for which they are enrolled, but they shall be free to take reasoned exception to the data or views offered in any course and to reserve judgment about matters of opinion.
2. The evaluation of a student's performance shall not reflect other factors than those directly concerned with the project or semester's work in question. Students shall have protection against prejudiced or capricious academic evaluation through the publication of clear course objectives and evaluation policies and methods; through written explanation and evaluation policies and methods; through written explanation of grades upon student request; and through orderly procedures of appeal against clear failure to observe stated criteria, in the assignment of final grades. No later than the second class meeting, a written syllabus shall be distributed to the students containing the following:
 - a. A reasonable indication of the intent and scope of the course, and, where relevant, the role of the teaching assistant.
 - b. A reasonable indication of the works expected of the student - readings, papers, exams, quizzes, presentations, etc. and how they figure in the final grade.
 - c. Ideally, the due dates of the works expected of the student. If this is not possible or appropriate, the students should be given reasonable advance notification of the due dates.
 - d. The faculty member's own definition of plagiarism, if he or she does not accept the definition established by the Faculty.
3. Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered as confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.
4. Students shall have protection against arbitrary interference by others in their participation in authorized activities.

Student Grievance Procedures

Improper Discharge of College Responsibilities - Faculty Violations

A student wishing to bring a complaint against a faculty member regarding improper discharge of college responsibilities must do so in writing to the provost and dean of the college.

Improper Discharge of College Responsibilities - College, Staff or Administrator Violations

A student wishing to bring a complaint against the college or a member of the staff or administration regarding discrimination based upon legally protected characteristics such as race, gender, national origin, ethnicity, disability, or military status, must do so in writing to the dean of students. This procedure does not apply to grievances involving faculty or grievances in connection with sexual harassment or the resolution of charges of misconduct against students, for which the college currently has independent procedures outlined in the Academic Handbook, Student Handbook, College Bulletin, and other documents.

Student Organization, Expression and Participation in Governance

Association

- A. Students shall have the right to organize and join associations to promote their common interests.
- B. The membership, policies, and actions of official student organizations shall be determined by vote of only those persons who hold bona fide membership in the college community.
- C. Affiliation with an external organization shall not of itself disqualify a student organization from institutional recognition.
- D. Student organizations desiring recognition shall be required to submit a statement of purpose, criteria for membership, rules of procedure and a current list of officers or organizational representatives to the Dean of Students either directly or through the Student Senate.
- E. Recognized campus organizations shall be open to all students without discrimination.
- F. Although college facilities and services are available to faculty, students, administrators and staff members, college departments and recognized student organizations have priority when reserving space or services.
- G. Recognized student organizations are required to have a faculty, administrator or staff adviser.
- H. All contracts and student wages paid from monies collected by the college must be approved by the Office of Campus Life.
- I. Because of the distinguishing features of general or social fraternities and sororities, they are required to participate in a written agreement with the college which sets forth clearly the expectations of these organizations and their relationship with the college.
- J. No student organization may indicate or imply that it is acting on behalf of the college unless it is authorized to do so.
- K. Since volunteer participation is the essential characteristic of student organizations, recognized groups shall not use punitive measures such as fines without the option of disassociation.

Inquiry and Expression

- A. Students and student organizations shall be free to examine and discuss all questions of interest to them and express opinions publicly and privately. They shall be free to support causes by orderly means which do not disrupt the regular operation of the college. They are obliged to make clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
- B. Students shall be free to invite and hear any person of their choosing. Only to assure orderly scheduling of facilities and to assure proper arrangements may the college supervise the invitations extended to a guest speaker. Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group or the college.

Student Participation in College Governance

- A. Students are to be free individually and collectively to express their views on issues of college policy and on matters of general interest to the student body.
- B. They shall have clearly defined means to participate in the formulation and application of college policy affecting academic and student affairs. The responsibility and authority of student government shall be made explicit, and the actions of student government within the areas of its jurisdiction shall be reviewed only through orderly and prescribed procedures.

Student Publications

- A. Student publications shall be free of censorship and advance approval of copy. Their editors and managers shall be free to develop their own editorial policies and news coverage within the canons of literary or journalistic responsibility appropriate to the publication.
- B. Only for proper and stated causes shall editors and managers be subject to removal and then only by the agency responsible.
- C. Student publications shall explicitly state on the editorial page that opinions expressed are not necessarily those of the college or of the student body.

Students' Rights as Citizens

College students are both members of the academic community and citizens. As citizens, students should enjoy the same freedom of speech, peaceable assembly, and right of petition that other citizens enjoy. The college shall not inhibit such intellectual and personal development of students as may be prompted by their exercise of these rights both on- and off-campus.

Students who violate the law may incur penalties prescribed by civil authorities. College authority shall never be used merely to duplicate the function of civil laws; only where the college community's pursuit of its educational objectives is distinct, and clearly involved, shall its special authority be asserted. The student who, in the course of his or her off-campus activities, incidentally violates college regulations (such as those relating to course assignments) shall be subject to no greater penalty than would normally be imposed on-campus. College action shall be independent of community pressure.

The college shall clarify those general standards of behavior which it considers essential to its educational objective and its community life. These general behavioral expectations and the resultant specific regulations shall represent a reasonable regulation of student conduct in areas which have persuasive relevance to the educational aim of the college. Students detected or arrested in the course of violations of college regulations or infractions of ordinary law shall be informed of their rights. No form of harassment shall be used to coerce admissions of guilt or information about the conduct of other suspected persons. Unless convicted on charges brought against him or her, a student shall not have his or her status altered nor shall his or her right to be present on the campus and to attend classes be suspended, except for reasons of individual or community safety.

Students' Rights to Privacy

Confidentiality of Student Records Policy

This policy is based on provisions of the Family Educational Rights and Privacy Act of 1974, popularly known as the Buckley Amendment. The act in its entirety is available for inspection in the Registrar's Office or via the [Registrar's Web site](#).

This Act of Congress gives students access to student records which concern them as individual students. It governs access of others at the college to those records and restricts the release of records to a third party. It also gives students the right to challenge material in those records believed to be inaccurate. The broad purpose of this Act, therefore, is to guarantee that personally identifiable student records are accurate and will not be improperly disclosed.

Student's Education Records

Only information which is directly relevant to the educational processes of the college or which is voluntarily offered by the student should be included in student records. All such records and a log of the requests for such records are maintained by college academic and administrative personnel in the course of performance of assigned duties. Only those college officials who have legitimate educational interest shall have right of access to the following student records maintained by the college

- A. Academic Records
 1. Admissions application: high school transcript maintained in the Registrar's Office
 2. Dickinson academic record: supporting documents maintained in the Registrar's Office
 3. Student file maintained by academic advisers
 4. Student file maintained by academic deans
- B. Nonacademic Records
 1. Financial Aid (to include grant, loan, and scholarship information but to exclude parents' confidential financial statements)
 2. Student Development or Dean of Students' files
 3. Student conduct files
 4. Career Center and Office of Academic Advising files
 5. Cashier's Office files
 6. Library files

Note: All confidential financial statements from parents in the Financial Aid Office, student medical records kept in The Health Center, psychiatric and psychological records of students in the counseling center, confidential letters of recommendation written before January 1, 1975, and those to which students have waived access, are records defined as strictly confidential, privileged, and not accessible to students or to others except as provided by relevant policy and applicable law.

Disclosure of Student's Educational Records

- A. To Students: Each student shall have the right to inspect his or her own education records, subject only to reasonable restrictions as to time, place and supervision.
- B. To College Officials: Records can be disclosed only to those persons employed by the college in administrative, supervisory, academic, research or support staff positions, members of the Board of Trustees, or persons employed by or under contract to the college to perform a special task, such as the attorney or auditor with a legitimate educational interest such as performing a task that is specified in his/her position description or by a contract agreement, task related to a student's education, performing a task related to the discipline of a student, fundraising, providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- C. To Others without Student Consent: Information in official student's education records shall be disclosed to others outside the college without student consent only as follows:
 - 1. The Admissions Office may approve the disclosure of academic information on a student to high school counselors who inquire about performance of their graduates.
 - 2. Directory Information: The following directory information about a student may be released at the discretion of the appropriate college official.
 - a. Full name;
 - b. Home address and telephone number;
 - c. Date and place of birth;
 - d. Campus address, local address, e-mail address, and telephone number;
 - e. Matriculated status (full-time, part-time, or non-matriculated) plus college major and class;
 - f. Dates of college attendance;
 - g. Most recent previous institution attended by student;
 - h. Date of graduation, degree, and awards received;
 - i. For athletic teams, height and weight of student;
 - j. Participation in recognized student organizations and activities;
 - k. Enrollment in foreign languages (without grades) may be made available to faculty teaching or supporting courses which have a foreign language integration option;
 - l. Photograph or likeness.

Note: Students who object to release of the above "Directory Information" should express their objection in writing to the Registrar within the first week of any fall semester, within one week of arrival as a new transfer student in any Spring semester, or within two days of the start of any summer school session.

- D. To Parents and Guardians: Release of student grades and official college correspondence to parents and guardians of dependent students is permitted under the Internal Revenue Code of 1986. The test of dependency is determined by the Internal Revenue Code current at the time of the request.
- E. To Parents and Guardians: Release of information regarding violations of alcohol or drug laws or rules.
- F. To the Military without Student Consent in compliance with "Solomon Amendment directory information":
 - 1. Name
 - 2. Address
 - 3. Telephone
 - 4. Date and place of birth
 - 5. Level of education
 - 6. Academic major
 - 7. Degrees received
 - 8. The educational institution in which the student was most recently enrolled
- G. To others upon written request of the student:
 - 1. Local, state, and federal agency personnel may review student's record.
 - 2. Physician, psychiatrist, or other recognized health provider or professional may review medical records. (Exception may be made in cases of medical emergency when written request may not be possible.)
 - 3. Persons and organizations specified by student may review Career Center files.
 - 4. Another college or university in which a student seeks or intends to enroll will have transmitted academic transcripts and other requested student records.
- H. Without written consent of the student, but with prompt attempt to notify student at last known address:
 - 1. Upon subpoena, court order, or notice under court direction from one of the courts having jurisdiction, for production of student records, the college will comply.
 - 2. Upon subpoena of student records by Internal Revenue agents, the college will notify student at last known address within required response period as required by law, and then will comply with the IRS subpoena.
 - 3. To persons or organizations providing students with financial aid or who make financial decisions concerning eligibility, amount, conditions, and enforcement of terms of financial aid, the college will disclose certain student records.
 - 4. To Bureau of the Census, the college will release students' names and campus addresses for exclusive purpose of securing demographic data.

Letters and Interviews of Reference

College personnel may write letters of reference or grant interviews of reference upon specific request by the student or alumnus/a concerned. For these purposes, application for employment and/or application to transfer or enter another educational institution shall be considered as a request to supply reference information. Copies of notes of such reference information shall not be included in student records except if the alumnae/alumnus or student requests their inclusion in Career Center files. Copies of letters of reference may be maintained in the custody of faculty or staff who write them.

Copies of Student's Education Records

Students are entitled to receive copies of certain student records where failure to have a copy would affect right to review (a duplicating cost for such materials may be incurred by the student). Records created by other institutions may be reviewed but will not be copied. Students who desire copies of records from other schools must request the copy from the school that originated the document on record.

Rosters of Student Names and Addresses

Under no circumstances will these rosters be provided to any individual or group not affiliated with the college.

Challenges to Content of Student's Education Records

If a student discovers errors that he or she believes should be corrected in the student records, these should be pointed out to the faculty or staff member involved. The dean of students has been appointed as the hearing officer to resolve any disagreements that cannot be settled directly. The dean is available for informal meetings on such matters at any time. If the matter is not resolved through such informal means, a formal hearing can be arranged with the college Appeals Board. At such a hearing the student would have full opportunity to present evidence to the Board.

Entry and Search of Student Living Quarters

1. Routine safety inspections of student living quarters should be announced at least one day in advance of the date on which the inspection is to take place.
2. Student Life staff may enter individual student rooms when there is reason to believe that a college policy is being violated.
3. In situations apparently imperiling individual or community safety, or bringing into question the well-being of student or community, student rooms may be searched by authorized agents of the college, whether or not student occupants are present. All local, county, state and federal laws regarding searches are applicable to the Dickinson College campus.
4. Whenever practical, a member of the Campus Life staff or a Division of Student Development administrator shall be present when the rooms are searched.
5. Evidence found in any type of inspection or search conducted by an authorized agent of the college or law enforcement official may be used in campus judicial hearings.

Suspension of Financial Aid Eligibility for Drug-Related Offenses

Conviction

A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any Title IV Federal grant, loan, or work assistance during the period beginning on the date of such conviction and ending after these specified intervals:

1. If a student is convicted of an offense involving the **possession** of a controlled substance, ineligibility period is:
 - First offense 1 year
 - Second offense 2 years
 - Third offense Indefinite
2. If a student is convicted of an offense involving the **sale** of a controlled substance, ineligibility period is:
 - First offense 2 years
 - Second offense Indefinite

Rehabilitation

A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period if:

1. the student satisfactorily completes a drug rehabilitation program that complies with the criteria established by the Secretary of Education and includes two unannounced drug tests;
2. the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the Secretary of Education; or
3. the conviction is reversed, set aside, or otherwise rendered nugatory.

The term “controlled substance” has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)) and includes marijuana.

Title IV Federal Aid includes: Federal Work Study, Federal Direct Loans, Federal Pell Grants, Supplemental Educational Opportunity Grants, Academic Competitive Grants, Federal SMART Grants, Robert C Byrd Scholarships and Federal Perkins Loans.

Technology Policies

Computer Usage: Rights and Responsibilities

The Responsible Use Policy applies to all members of the Dickinson College community. It meets the needs of the college to provide a clear policy regarding the use of college-owned resources for electronic communications and Internet services.

This policy was developed after a review of policies that are used at other institutions of higher education and in consultation with subject and legal experts. It has been discussed with the Faculty Personnel Committee and other members of the college community. Careful attention has been paid to maintaining academic freedom as well as to safeguarding personal privacy. The policy strikes a reasonable balance between individual’s open access to electronic communications and the college’s need to protect itself as a provider of electronic services and the members of the community.

There are two ways material may be reviewed. The first is through the discipline process where someone has filed a complaint. The second is identified in the first paragraph of the policy and deals with monitoring. Monitoring means that as part of systems or performance monitoring, or upon receiving claims of wrongdoing or harassment, i.e. a complaint received by the Help Desk, Library & Information Services (LIS) staff can “look” to the extent necessary to determine that personal use is or is not in compliance with the policy. This means that authorized LIS staff would look first at the pattern of traffic, not the content of the traffic. If, based upon this monitoring, reason to be concerned arises, LIS staff may proceed to look further, but only to the point that a violation is established. At that point the LIS staff would refer the matter to the disciplinary process described in the policy.

Electronic Communications with Students Policy

Dickinson College uses electronic mail (e-mail) as one means of conveying official notifications and communications to its students. Each student is provided with a Dickinson e-mail account for this purpose. You are responsible for receiving, reading, responding to, and complying with official e-mail communications from the college and college officials. These include, but are not limited to, communications from the President, Provost and Dean of the College, Vice President for Student Development, Dean of Students, Registrar, Financial Aid, Public Safety and other offices, as well as communications from your professors. If you do not have regular access to e-mail, you must make arrangements with the college for alternative means of communication. You are also responsible for ensuring that there is enough space in your e-mail accounts to receive messages. Instructions on maintaining and cleaning out Dickinson e-mail accounts can be found on the [LIS Web site](#).

Policy for Responsible Use of Electronic Communications and Network Services

Use of college-owned computers and the campus network and other communications systems is considered a privilege, not a right. The college reserves the right to limit, restrict, or extend computing/networking privileges and access to computer resources. Electronic communications, including electronic mail, mailboxes, Internet and the contents, (subject to the intellectual property policies of the college) created or stored on any college computer/network related equipment, are the sole property of the college. Computers and the campus network are provided to assist students and employees in the completion of their academic pursuits and job duties and to support the college’s daily operations and long term goals. The college reserves the right to monitor computer/network communications, including Internet access and e-mail at its discretion for legitimate business and educational purposes. Legitimate purposes may include but are not limited to: periodic systems checks; checks for inappropriate personal use of college equipment, investigations into claims of wrongdoing; locating information stored in files required for the conduct of business; and quality control.

You should be aware that your e-mail messages, even those marked personal or those which must be accessed with personal identification or password, may be reviewed by the college to ensure proper usage consistent with this policy.

We urge you to use restraint when drafting e-mail messages. Employees and students should use the same caution in drafting and transmitting e-mail messages as they would when writing

a formal memorandum. Always assume that your messages will be saved and may be reviewed by someone other than the original addressee; these messages can be subpoenaed by court order.

The primary use of the computer and the Dickinson campus network must be related to legitimate academic pursuits, the college's business and/or the employee's job functions within the college. Personal computer use is permitted provided that such use:

- Does not affect productivity, quality or service to students and others whom we serve.
- Does not interfere with the user's job responsibilities or other obligations to the college.
- Does not create a conflict of interest or contribute to personal financial gain.
- Does not directly or indirectly interfere with the college's operation of electronic mail services, computing capacity or network capacity.
- Does not violate any of the guidelines and procedures contained in this and other applicable laws or Dickinson college policies including other Acceptable Use Policies currently in effect at Dickinson and the college's policy on harassment.
- Provided that established computer naming formats are followed.

Employees and students are prohibited from using college-owned computers and/or college-provided computer/network services to:

- Download offensive or derogatory material from the Internet.
- Duplicate copyrighted or licensed software or use illegal copies of software. These practices may also be violations of federal law.
- Send harassing or offensive communications over computer lines, including initiating or forwarding electronic chain letters.
- Gain or attempt to gain unauthorized access to or make unauthorized use of, another's individual ID and/or password, computer accounts, disks, files, equipment, networks or facilities.
- Violate the privacy of others by reading their files or computer mail.
- Intentionally erase stored information or modify equipment, accounts, disks, or files which are not your own.
- Attempt to deceive other computer users through false representation or forgery.
- Attempt to defeat any security mechanisms, including automatic idle session timeouts, which have been put in place to protect the integrity of computer systems, information, and networks.
- Intentionally introduce harmful software or release a virus, worm or other program that damages or otherwise harms a system or network.
- Interfere with any other person's fair use of computer systems.
- Compromise any computer system by releasing privileged or sensitive information, including personal passwords.
- Run a personal business.
- Violate any local, state or federal law.

- Establish workgroup file sharing, print sharing or peer to peer services on any segment of the Dickinson campus network without approval and verification from LIS.
- Implement private wireless access points on the Dickinson campus network per the policy for Wireless Internet Access.

The prohibited uses are not intended to restrict academic freedom. Nevertheless, members of the college community will remain responsible for prohibited uses which have no reasonable relationship to teaching, learning or scholarly research.

Employees and students are advised that continued use of the college's computers/networks constitutes consent to monitoring of electronic communications, including electronic mail, mailboxes, Internet and the contents created or stored on any college computer/network related equipment and is conditioned upon strict adherence to college policy. Failure to adhere to this policy may result in the loss of e-mail and/or computing/ networking privileges and discipline up to and including censure, expulsion or termination in addition to any applicable civil or criminal penalties.

Disciplinary actions involving faculty will be initiated by the Provost and Dean of the College after consulting with the Faculty Personnel Committee. Disciplinary actions involving college administrators or staff will be referred to the normal personnel procedures by the employee's division head. Disciplinary actions involving students will be referred to the student disciplinary hearing process by the Dean of Students or his/her designee. Continued use of the college's e-mail system constitutes acceptance of this policy.

Unauthorized Peer to Peer Networking Policy

Unauthorized peer to peer (P2P) networking involves at least two issues. First, unless authorized in advance by Library and Information Services (LIS), P2P networking in and of itself violates the Policy for Responsible Use of Electronic Communications and Network Services agreed to by all students as a condition for using the campus network. Such activity is generally prohibited because it has the potential of degrading overall network performance. Second, P2P networking may also involve illegal file sharing, a violation of federal law. The complete Unauthorized Peer to Peer Networking Policy can be found on the LIS Web site at lis.dickinson.edu/Technology/Policies/peer-to-peer.htm.

Wireless Access Policy

The Library & Information Services division (LIS) is solely responsible for installing and maintaining wireless access points (WAP) and wireless networking services on the Dickinson College campus network. LIS will support and maintain the devices that it installs. No other WAPs are permitted to be connected to the Dickinson College network. The Dickinson College Policy for Responsible Use of Electronic Communications and Network Services governs the use of the wireless network. Unauthorized WAPs will be removed from the Dickinson College network. The owner of the unauthorized WAP will be considered to have committed a violation of the Responsible Use Policy.

Use of College Name, Marks, Logos and Seals

The Name “Dickinson College” is synonymous with high quality education and is a valuable asset of this institution. The use of the college’s name or other college marks, logos or seals, in whole or in part, by unauthorized individuals, clubs and organizations is prohibited. Those clubs and organizations recognized by the college and who are in good standing, are extended the privilege of using the college name and its marks and logos, in association with their club or organization subject to the college’s prior approval, as well as the college’s unlimited right to stop any use in its sole discretion or which in the opinion of the college causes, or has the potential to cause, injury to the reputation of Dickinson College.