

2011-2012 Dickinson College Student Handbook

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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

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.

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.

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

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.

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

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.

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.

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.

A student with HIV will not be required to take live virus vaccinations.

Health reporting requirements for the Commonwealth of Pennsylvania are observed.

Residential, Academic and Work Considerations for the Student with AIDS

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.

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.

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.

A student with HIV will be allowed regular classroom attendance.

A student with HIV will be allowed to participate in college activities.

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.

The student will have access to all facilities including the gymnasium, swimming pool, cafeteria, and HUB.

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.

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.

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.

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 residence halls. No deliveries are to be made to an individual room in any campus building, including the residence halls. All personnel delivering personal products should be directed to meet you at the main entrance to a campus building.

Disability Services--Documentation and Accommodations

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.

The procedure for disclosing a disability and requesting accommodations is provided on the Disability Services Website. Dickinson College acknowledges that each student's circumstance is unique, and that a flexible approach should be taken in determining reasonable accommodations. To support eligibility for reasonable accommodations as an individual with a disability--covered under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA)--a student must disclose his or her disability and provide 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. Documentation should indicate each functional limitation and how it is related to an accommodation request.

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. The Office of Disability Services will be happy to provide you with a list of psychologists in the area who perform psychoeducational and neuro-psychological testing.

If you have a physical, psychological, learning, or other type of disability and are in need of accommodations in either the academic or living environment, or if you have any questions regarding your options, please contact the Director of Learning Support and Disability Services for a confidential consultation at 717-245-1080.

Academic Accommodations

Students requesting academic accommodations are required to register with Disability Services to verify their eligibility for reasonable and appropriate accommodations. Once documentation has been reviewed, students are to schedule an accommodations meeting within the first two weeks of the semester with Marni Jones, Director of Disability Services, to review any potential accommodations. Eligible students will receive an accommodation letter to give to the professors of their choosing, informing them of the entitled accommodation(s). This should be done through a scheduled meeting, where the student and professor will discuss how each accommodation will be implemented in the classroom. Both the student and professor are to complete and sign a Confirmation of Accommodation Letter Discussion form, which the student will need to return to Disability Services within 3 days of the meeting.

A student seeking test-taking accommodations will need to take both his or her schedule and each professor's schedule into consideration when determining whether or not a test proctor is needed. Requests for test proctoring are to be made at least one week prior to any scheduled exams. Students are not eligible to receive academic accommodations retroactively.

Housing Accommodations

Dickinson College is committed to making reasonable accommodations for students with specific health conditions, mental health conditions or disabilities. The Office of Disability Services works in cooperation with the Office of Campus Life and the Health Center, and consults with the Counseling Center, to evaluate documented conditions and determine eligibility for reasonable accommodations. Housing accommodations are made only in situations where the documentation clearly demonstrates that the accommodation is necessary to mitigate a functional limitation resulting from the disability.

Students who wish to request a housing accommodation will need to complete and submit to Disability Services all the forms outlined in the “Disability Housing Accommodations Procedures and Guidelines” (found on the Disability Services website) by the following dates:

Incoming first year Dickinson College students:

June 1st for the Fall Semester

November 30th for the Spring semester

All other Dickinson College students:

March 30th for the Summer and Fall Semesters

November 30th for the Spring Semester

While applications submitted after these dates will be accepted and considered, Dickinson College cannot guarantee that it will be able to meet late applicants’ accommodation needs, including any needs that develop during the semester.

Meal Plan Accommodations

Dickinson College is committed to the full participation of students with disabilities in all aspects of College life, including dining experiences. A major facet of living at a residential college is dining together, and the opportunity for developing a sense of community that arises in this setting. To this end, all students living on campus are required to purchase a Meal Plan. Occasionally, however, students have special needs based on documented health conditions, such as those resulting in certain dietary needs, which may affect their ability to participate in the dining program. Dickinson College Dining Services can often accommodate these needs. Exemptions from participation in the Meal Plan are rare, however and are only considered when needs cannot be accommodated by Dickinson Dining Services, and where the documentation clearly demonstrates that an accommodation is necessary to mitigate a functional limitation resulting from the disability.

Dickinson College offers many dining options capable of accommodating many different dietary needs, including but not limited to vegan options and kosher dining, in addition to a wide array of healthy eating choices. There are also a variety of atmospheres in which students can eat, ranging from a large Dining Hall to smaller venues, such as the Union Station Grill and Quarry cafe. Please visit the Dining Services website to learn more.

Students who wish to request a meal plan accommodation will need to complete and submit to Disability Services all the forms outlined in the “Disability Meal Plan Accommodations Procedures and Guidelines” (found on the Disability Services website) by the following dates:

July 31st for the Fall semester

December 31st for the Spring semester

While applications submitted after these dates will be accepted and considered, Dickinson College cannot guarantee that it will be able to meet late applicants’ accommodation needs, including any needs that develop during the semester.

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) *students only*

Employee Assistance Program 717-243-1896 *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 *(content prior to February 2012)*

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.

Harassment Policy *(content after February 2012)*

See Sexual Misconduct Policy

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

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.

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.

Advertising may only be placed on available bulletin boards. Do not place advertising on the following: glass, wood, painted surfaces or exterior surfaces.

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.

Exceptions to the policy contained in items 1-4 may be authorized by CASE due to a need to post special academic announcements.

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.

All advertising should be removed by the sponsoring group within 24 hours following the event.

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.

Missing Student Policy/Investigation

As a requirement of the Higher Education Opportunity Act and in an effort to assist in ensuring the safety of our residential students, Dickinson College has established a missing student notification policy that requires the college to alert an emergency contact designated by the student and/or the student's parents as well as local law enforcement if the student has been missing for more than 24 hours.

All students signing into the gateway for the first time after September 30, 2010 are prompted to provide the name and phone number of an emergency contact person for this purpose. This information is accessible to authorized campus officials who have the responsibility of notification and law enforcement officers in furtherance of a missing person investigation. The following procedures apply to all notifications:

If a member of the college community becomes aware that a student is missing, they should immediately notify the Department of Public Safety at 717-245-1111, whether or not the student resides on campus. Public Safety will then notify the Dean On-Call, the Chief of Public Safety and other appropriate personnel to initiate actions to locate the student. All possible efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of Public Safety and the Office of Campus Life. If the student is an on campus resident, Public Safety, working with Campus Life personnel, may make an entry into the student's room to check on their welfare. If the student is an off-campus resident, Public Safety will informally enlist the aid of the neighboring police agency having jurisdiction.

Concurrently, college officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings, or appearing for scheduled work shifts, will be established. If located, verification of the student's state of health and intention of returning to the campus is made. When and where appropriate, a referral will be made to the Health Center.

If not located, notification of the emergency contact and local law enforcement within 24 hours of receiving the initial report will be made to determine if they know the whereabouts of the student. The notification of the emergency contact will be made by the Dean of Students or his/her designee. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction.

Local law enforcement will be notified in all cases even if the student has not provided an emergency contact and the college will provide the necessary information to assist in locating the missing student.

If the missing student is under the age of 18 and is not an emancipated individual, Public Safety will notify the student's parent or legal guardian also.

If the circumstances related to a student's disappearance appear to be related to foul play, i.e., kidnapping or other criminal acts, then the appropriate notifications and actions will be initiated immediately.

Individuals who are concerned about someone who has not been missing for 24 hours but has failed to return to his/her residence are also encouraged to contact Public Safety.

Public Safety will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. If the student is an on-campus resident, Public Safety will open an official investigation and retain status as the primary investigative unit. Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case.

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.

Protection of Minors Policy *(added to online Student Handbook February 2012)*

Policy: Dickinson College is committed to the protection and safety of all visitors to its campus, and particularly to those who are minors. It is the obligation of every member of the college community to report suspected instances of the abuse of minors as soon as possible.

Procedure: While the vast majority of the members of the Dickinson community are adults age 18 and over, minors may also be members of our community and are frequently visitors to our campus. They may be matriculated or prospective students, participants in camp programs, participants in volunteer programs or children in our Children's Center.*

A. Duty to Report: Every member of the Dickinson community must report suspected sexual or physical abuse of minors committed on or off campus by members of our campus community or suspected abuse on campus by any visitors. A valid report means conveying all relevant information regarding the suspected abuse immediately to the Director of Human Resource Services or to the Chief of Public Safety. These officials, in turn, have the obligation to insure that appropriate authorities are notified and appropriate investigations are initiated. Failure by any member of the Dickinson community to report information related to suspected child

abuse as soon as possible to the designated officials will result in discipline up to and including termination for employees and dismissal for students. Failure of these officials to initiate timely notice and timely and appropriate investigation will result in discipline up to and including termination. Examples of “abuse” include rape, sexual assault, molestation, indecent exposure, sexual exploitation of a person under the age of 18 and acts that result in non-accidental serious physical injury to minors.

B. Permission to Report: In addition to the duty to report as described in the foregoing section, any member of the Dickinson community may also report suspected abuse directly to the appropriate authorities responsible for receiving such reports. In Pennsylvania, reports of suspected abuse can be made to Child Line at 1-800-932-0313.

C. Consequences of Abuse: Any college employee who is convicted of the abuse of a minor will be terminated, whether the abuse occurred on or off campus. Any employee against whom a credible accusation of child abuse has been made as determined by a preponderance of the evidence, on or off campus, is subject to college discipline up to and including termination. Any Dickinson student who is convicted of abuse, on or off campus, will be dismissed from the college. Any Dickinson student against whom a credible accusation has been made as determined by a preponderance of the evidence, on or off campus, is subject to discipline up to and including dismissal.

Related Information

Sexual harassment policy – Administrative and Support Staff Handbook

[Sexual misconduct policy](#)

History/Revision Information

Responsible Division/Office: Human Resource Services

Effective Date: February 7, 2012

Also Found In: Administrative and Support Staff Handbook; Academic Handbook

* Nothing in this policy is intended to supersede the policies and procedures in place in the Children’s Center for the reporting of and response to situations of suspected child abuse. Moreover, nothing in this policy is intended to supersede obligations imposed by law regarding the maintenance of privilege by specified professionals

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.

Housing Accommodation Based on a Disability

Dickinson College is committed to making reasonable accommodations for students with specific health conditions or disabilities. The Office of Disability Services works in cooperation with the Office of Campus Life and the Health Center, and consults with the Counseling Center, to evaluate documented conditions and determine eligibility for reasonable accommodations. Housing accommodations are made only in situations where the documentation clearly demonstrates that the accommodation is necessary to mitigate a functional limitation resulting from the disability. Refer to the policy and procedures section of this handbook for more information regarding housing accommodations (see Disability Services).

Students who wish to request a housing accommodation should refer to the “Disability Housing Accommodations Procedures and Guidelines” (found on the Disability Services Web site) for a list of deadlines and all the necessary forms.

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.

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 (content prior to January 2012)

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.

Sexual Misconduct Policy *(content after January 2012)*

Dickinson College Sexual Misconduct Policy

Final reported version from Enrollment and Student Life Committee

November 29, 2011

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Preamble

Dickinson College is a community of inquiry committed to the free exchange of ideas that foster human connection and healthy relationships. Every member of our community is equally valuable and equally valued as an individual. Every member of our community is responsible to every other, and to the entire community.

All sexual misconduct is a unique threat to the individual members of the community and to the community itself. It represents a fundamental failure by the offender to recognize and respect the intrinsic worth and dignity of other members of our community, and it will not be tolerated in any form. Dickinson defines sexual misconduct as a spectrum of conduct and responds accordingly, considering both the severity of the offense and the threat it poses to our community.

The purpose of Dickinson College's Sexual Misconduct Policy is to define the forms of sexual misconduct that violate the standards of our community, to identify resources, and to outline the College's student conduct process, including the outcomes imposed for violations of the policy. Dickinson College complies with Title IX and does not discriminate on the basis of sex in its educational programs and activities. Sexual harassment, including sexual misconduct as defined in this Policy, is a form of sex discrimination prohibited by Title IX, 20 U.S.C. §§ 1581 et seq. In addition, the College does not discriminate on the basis of sexual orientation or gender presentation in its educational programs and activities.

The College will take immediate action in all allegations of sexual misconduct to protect the safety of the community and individuals involved. The College encourages anyone who has witnessed or who has information pertaining to a potential violation of the Sexual Misconduct Policy to take an active role in reporting this behavior. All students of Dickinson College are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location. Off-campus behaviors that do, or have the potential to, adversely affect any member of the Dickinson College community or Dickinson College fall under this policy.

It is not a violation of the Sexual Misconduct Policy for someone to stand by without attempting to intervene when they have knowledge about an act of sexual misconduct that is about to take

place or is taking place. At the same time, the college community makes the following clear: Bystanders have a positive, moral obligation to take any reasonable and prudent action they can to prevent or stop an act of sexual misconduct from taking place.

I. PRIVACY STATEMENT

In any report, investigation, or resolution of an allegation of sexual misconduct, Dickinson College will preserve the privacy and confidentiality interests of the individuals involved as required by applicable law.

The College encourages reporting incidents of sexual misconduct. Information regarding any incident of sexual misconduct may be shared with any employee of Dickinson College. The employee is then required to report this information to the Dean of Students Office or the Department of Public Safety, who will assist in the investigation and/or resolution of the situation. All reports of sexual misconduct will be handled in confidence to the extent allowed by law. The information reported will be shared only with those College employees who will assist in the investigation and/or resolution of the complaint. [Click here for information on reporting options \(link to Reporting Section\).](#)

If a report of misconduct discloses an immediate threat to the College campus community, where timely notice must be given to protect the health or safety of the community, the College may not be able to maintain the same level of confidentiality. Immediately threatening circumstances include, but are not limited to, reported incidents of sexual misconduct that include the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to Dickinson College students, faculty, administrators, staff, or visitors.

Despite Dickinson's strong interest in having victims of sexual misconduct come forward, the College realizes not every student is prepared to report. If you are a victim of sexual misconduct but are not ready to inform the College, you are encouraged to contact the Dickinson College Wellness Center. As health professionals, the staff members of the Wellness Center are bound by separate laws of confidentiality and will not inform other members of the College of your contact under most circumstances, unless there is an imminent safety concern or as otherwise required by law.

II. RESOURCES & SUPPORT SERVICES

Dickinson College offers to any party involved in an incident of sexual misconduct assistance and non-judgmental support. Victims of sexual misconduct can expect to be treated with care and respect from the time the institution becomes aware of an incident, through the entire conduct process, and thereafter. The College understands that any party involved in an incident of sexual misconduct will have questions and may need the support of on- and off-campus services. Any party is encouraged to contact the Wellness Center, Dean of Students Staff, or Violence Prevention Coordinator for assistance and, in addition, to access the resources below.

24-Hour Resources

Dickinson Public Safety: 717-245-1111

One can request an officer of any gender; DPS can also assist in providing 24-hour access to Student Life & Counseling on-call teams

Carlisle Police Department: 717-243-5252 or 911

Carlisle Regional Medical Center: 717-960-1695

Your Resident Adviser

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

24-hour toll-free YWCA hotline: 1-888-727-2877

Ask for Dickinson advocate; Advocate will call back, listen and explain options.

Daytime Campus Resources (8:30 a.m. – 4:30 p.m.)

Dean of Students: 717-245-1639

Violence Prevention Coordinator: 717-245-1893

Wellness Center:

Counseling Services: 717-245-1485

Health Services: 717-245-1835

Women's Center: 717-245-1931

Additional Information for Victims

Reporting: Victims of sexual misconduct can be assured that all reports will be taken seriously, and that they will be treated with dignity, respect, and in a non-judgmental manner. The College provides resources to victims of sexual misconduct in making decisions, obtaining information about available resources, and assisting if she/he decides to make an official report and/or request resolution. Victims are not expected or required to pursue a specific course of action. All victims are afforded the following:

- Notification of available on- and off-campus resources, including medical assistance, mental health counseling services, law enforcement agencies, and campus conduct options.
- Information on their options to notify and if necessary file a complaint with proper law enforcement authorities (if other than DPS), and the option to be assisted by Department of Public Safety or other College officials in notifying such authorities, if the student so chooses.
- The opportunity to request that the college take steps to prevent unnecessary or unwelcomed contact or proximity to a Respondent. All requests should be directed to the Dean of Students. Such measures may include housing relocation of the victim or alleged offender, the imposition of no-orders on the parties, and adjustments to course schedules to prevent contact, as determined appropriate by the Dean of Students.
- Opportunity to report retaliation. Any concerns of retaliatory behavior should be immediately reported to DPS 24 hours a day.

Students have a variety of on- and off-campus resources that can be accessed via the Dean of Students website (<http://www.dickinson.edu/student-life/resources/dean-of-students/content/Resources-for-Sexual-Assault-and-Healthy-Intimacy>). These resources also include: Sexual Assault/Rape Crisis Services of Cumberland County, S.A.F.E. (Sexual Assault Forensic Examiner) units at local hospitals, Domestic Violence Services of Cumberland and Perry Counties, Borough of Carlisle Police Department, and/or the Cumberland County Office of the District Attorney.

Investigation and resolution of sexual misconduct: The College is dedicated to upholding its Title IX obligation to assist victims of sexual misconduct by recovering and restoring their sense of self and wholeness. Victims of sexual misconduct are encouraged, but never pressured, to participate in the College's investigation and hearing process so that the facts of each situation can be explored and responsible parties held accountable for their misconduct, if warranted. Where an allegation of sexual misconduct also appears to raise the possibility of criminal behavior, such as rape or sexual assault, victims are also encouraged to pursue criminal charges against an alleged offender.

When a victim requests that a hearing not occur, the College will make every reasonable effort to comply with that request. There may be exceptional circumstances when the College determines that the continued threat of a situation warrants a hearing despite the request of a victim. The victim will never be required to participate in such a hearing process. Prior to the hearing, the victim will be contacted by the Dean of Students and/or the Title IX Officer to discuss the reasoning for the decision.

Additional Information for Alleged Offenders and/or Individuals who believe they have Committed Sexual Misconduct: Individuals who believe they may have committed sexual misconduct and/or have been alleged to have committed sexual misconduct are treated with dignity, respect, and in a non-judgmental manner. The College provides resources to these individuals to make decisions, obtain information about available resources, and assist if an official report is made. These individuals are afforded the following:

- Notification of available on- and off-campus resources, including medical assistance and mental health counseling services.
- The opportunity to meet with a member of the Dean of Students Staff to answer questions or concerns regarding a potential complaint.
- The option to request a College-imposed no-contact order with other individuals involved.
- The option to request that the College take steps to prevent unnecessary or unwelcomed contact or proximity to an alleged victim and/or accuser, if other than the alleged victim. All requests should be directed to the Dean of Students. Such measures may include housing relocation of the alleged victim, accuser, or alleged offender, the imposition of no-contact orders on the parties, and adjustments to course schedules to prevent contact, as determined appropriate by the Dean of Students.
- Opportunity to report retaliation. Any concerns of retaliatory behavior should be immediately reported to DPS, 24 hours a day.

III. POLICY DEFINITIONS & VIOLATIONS

Sexual Misconduct is the overarching term used by the College to identify the conduct that constitutes sexual harassment by individuals or organizations that is prohibited by Title IX. For all individuals who are part of the Dickinson College community, sexually harassing conduct that is sufficiently severe, pervasive, and objectively offensive as to substantially disrupt or undermine a person's ability to participate in or to receive the benefits, services, or opportunities of the college is prohibited when such conduct substantially interferes with an individual's

educational performance, or equal access to the college's resources and opportunities; or such conduct creates an intimidating, hostile, or abusive educational environment. The College recognizes that anyone can be a victim or offender regardless of sex, gender, or gender identification. This policy is utilized by Dickinson College to comply with Title IX and to respond promptly to reports of potential sexual harassment violations, including sexual violence. Violations of the College's definition of sexual harassment as set forth above include:

Violations

- **Sexual Assault**: Having or attempting to have non-consensual sexual intercourse with another person. Sexual intercourse includes an act of oral, vaginal, or anal penetration, however slight, with an object or body part by any individual upon another person.
- **Non-Consensual Sexual Contact**: Having or attempting to have non-consensual, non-accidental contact of a sexual nature with another person. Sexual contact can include, but is not limited to, touching or kissing another individual.
- **Sexual Coercion**: The use of, or attempt to use, pressure and/or oppressive behavior, such that the application of such pressure or behavior causes the person who is the object of the pressure or behavior to engage in unwelcomed sexual activity. Coercion can take the form of pressure, threats, intimidation, or the use of physical force, either expressed or implied, which places a person in fear of immediate harm or physical injury. Coercion can also take the form of pressure to consume alcohol or other drugs prior to engaging in a sexual act.
- **Sexual Exploitation**: An act or acts attempted or committed by a person for sexual gratification, financial gain, or advancement through the abuse or exploitation of another person's sexuality. Examples include observing individuals without consent, non-consensual audio- or videotaping of sexual activity, unauthorized presentation of recordings of a sexual nature, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmittable infection or virus without his or her knowledge.
- **Stalking**: A course (more than once) of non-consensual conduct directed toward another person that could be reasonably regarded as likely to alarm, harass, or cause reasonable fear of harm or injury in that person, or in a third party, such as a roommate or friend. The feared harm or injury may be to physical, emotional, or mental health, to personal safety, to property, to education, or to employment. Stalking may include, but is not limited to, unwelcomed and repeated visual or physical proximity to a person, repeatedly conveying oral or written threats, extorting money or valuables, implicitly threatening physical conduct, or any combination of these behaviors directed at or toward a person.
- **Cyber-stalking**: A particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcomed contact with another person in an unsolicited fashion. Some examples of cyber-stalking include, but are not limited to, unwelcomed/unsolicited emails, instant messages, and messages on on-line bulletin

boards. It also includes, but is not limited to, unsolicited communications about a person, their family, friends, or co-workers, or sending/posting unwelcomed and unsolicited messages with another username.

- **Harassing Conduct:** Intentionally targeting an individual or group with conduct that (1) is unrelated to any legitimate educational purpose, (2) could reasonably be regarded as so severe, persistent, or pervasive as to interfere with or limit the victim's ability to participate in or benefit from the experience of being a student at Dickinson, and (3) is related to the targeted individual or group's sex, sexual orientation, or gender presentation. Harassing Conduct may occur in a single egregious instance or may be the cumulative result of a series of incidents and may include, but is not limited to, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, sexual orientation, or gender presentation, even if those acts do not involve conduct of a sexual nature, as prohibited by Title IX.

Dickinson recognizes that Harassing Conduct related to an individual's sex, sexual orientation, or gender presentation can occur in conjunction with conduct related to an individual's race, color, ethnicity, national origin, religion, age, or disability. Targeting individuals on the basis of these characteristics is a violation of the College's Community Standards. In these situations, the College will usually address, at the investigation and resolution stages, the Harassing Conduct related to the targeted individual's sex, sexual orientation, or gender presentation together with the conduct related to the targeted individual's race, color, ethnicity, national origin, religion, age, or disability.

- **Retaliation:** Acts or attempts to retaliate or seek retribution against anyone involved in or connected to an allegation and/or resolution of sexual misconduct.
- **Complicity:** Assisting, facilitating, or encouraging the commission of a violation of the Sexual Misconduct Policy.

Other Definitions

- **Advisor:** A member of the community each party has selected to help prepare for the hearing who may accompany the party that he or she is assisting to the hearing. An advisor must be a current student, faculty member, or staff member of Dickinson College. This person must not have a law degree, cannot be a parent/guardian of any student involved, and cannot speak on behalf of the respondent or complainant during the hearing. The Dean of Students Office keeps a list of trained advisors who can serve for any party. If the selected advisor is not trained, he/she must meet with the Dean of Students or his/her designee for training prior to the hearing.
- **Character Witness:** An individual(s) attesting to the character of either the complainant or respondent. Character witnesses provide information in written form for use by a hearing panel in the sanctioning phase of a hearing, if there is a sanctioning phase. A character statement must be requested by the party it is written to support.
- **Complainant:** An individual who invokes the College's investigation and resolution process to determine if the sexual misconduct policy has been violated and identifies

him or herself as a victim of the alleged misconduct. In some circumstance, the College may assume the role of complainant.

- **Consent:** Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent consists of an outward demonstration indicating that someone has freely chosen to engage in sexual activity. In the absence of an outward demonstration, consent does not exist. Consent is informed, knowing, and voluntary. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in sexual activity. Consent is not effective if it results from the use of physical force, intimidation, coercion, or incapacitation. If a sexual act is occurring and physical force, intimidation, coercion, or incapacitation develops, there is no longer consent.

Prior to engaging in any sexual activity, each participant should ask himself or herself the question “Has the other person consented?” If the answer is “no,” or “I’m not sure,” then consent has not been demonstrated and does not exist. Silence or the lack of resistance does not demonstrate consent. Relying on non-verbal communication can lead to misunderstandings. The responsibility of obtaining consent rests with the person who wishes to engage in sexual activity. Students who initiate sexual activity should be able to explain the basis for their belief that consent existed.

Consent to engage in sexual activity may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease. A previous sexual relationship, and/or current relationship with a partner, may not, in themselves, be taken to imply consent. Use of alcohol or drugs shall not diminish one’s responsibility to obtain consent, and does not excuse conduct that constitutes sexual misconduct under this policy.

- **Impact Statement:** A statement written by a complainant in a sexual misconduct hearing that outlines how s/he has been impacted by the events in question. The panel reviews impact statements only after an affirmative decision has been made by a hearing panel regarding responsibility for the violation(s) in question. Impact statements can be used to assist the hearing panel in determining the most appropriate sanctions under the circumstances.
- **Incapacitation:** The inability, temporarily or permanently, to give consent, because someone is mentally and/or physically helpless, unconscious, or unaware due to drug or alcohol consumption (voluntarily or involuntarily), or for some other reason. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Incapacitation means a person does not have the ability to give consent. Some indicators of incapacitation may include, but are not limited to, vomiting, being unconscious, or being unable to communicate for any reason.
- **Offender:** Any student who has harmed another student through an act or acts of sexual misconduct. Students are not referred to as offenders prior to a determination of responsibility being made by the College under the Sexual Misconduct Policy.
- **Parties:** A term referring collectively to the complainant and respondent.

- **Past Sexual History:** Any sexual behavior of any individual involved in a sexual misconduct incident. Past sexual history of a complainant or respondent is not relevant in determining responsibility in an incident of alleged misconduct and is not allowed to be discussed during the hearing except as described under Prior Misconduct.
- **Prior Misconduct:** Any finding of responsibility for Sexual Misconduct or Dishonesty related to accusations of sexual misconduct. Where the respondent's past sexual history has resulted in an affirmative determination of a similar violation of the Sexual Misconduct Policy or the complainant has been found responsible for Dishonesty related to accusations of sexual misconduct, that history is deemed relevant to the present situation. If the panel is unable to determine responsibility based solely on the information available regarding the violation in question, a discussion regarding such prior misconduct may be permitted by the hearing panel during deliberations.
- **Reporter of Sexual Misconduct:** An individual who notifies the College that a violation of the sexual misconduct policy may have occurred.
- **Respondent:** Any individual(s) or organization(s) alleged to have violated the sexual misconduct policy and against whom a complaint has been brought to the attention of the College.
- **Respondent Statement:** A statement written by the Respondent to be read by the hearing panel if a decision is made that the Respondent is responsible for violations of the Sexual Misconduct Policy. The panel reviews the respondent statement only after an affirmative decision has been made by a hearing panel regarding responsibility for the violation(s) in question. Respondent statements can be used to assist the hearing panel in determining the most appropriate sanctions under the circumstances.
- **Sexual Activity:** Conduct that occurs with the intent and/or result of arousal. Sexual activity may include, but is not limited to, an act of oral, vaginal, or anal penetration, however slight, with an object or body part, touching or kissing of another individual, or activities that increase sexual arousal.
- **Student:** Any student enrolled at Dickinson College at the time of the alleged sexual misconduct. For the purposes of this policy, student status begins when a student has accepted an offer for admission to Dickinson College and ends when the student has graduated, withdrawn, been expelled, or otherwise separated permanently from the College.
- **Title IX:** Title IX refers to the Educational Amendments of 1972 (Title IX), 20 U.S.C. §§1681 et seq., and its implementing regulations, 32 C.F.R. Part 106, which prohibit discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Dickinson College is required to comply with Title IX. Sexual harassment of students, which includes acts of sexual misconduct described in this policy, is a form of sex discrimination prohibited by Title IX.
- **Title IX Officer:** A senior administrator at the College appointed by the President to ensure Dickinson College complies with Title IX who can be contacted by any member of the Dickinson community with questions. The Title IX Officer is the Special Assistant to the President on Institutional and Diversity Initiatives. The office is currently held by

Joyce Bylander. She can be contacted with questions regarding Title IX compliance via e-mail at bylander@dickinson.edu or by phone at 717-245-1411.

- **Victim**: Any individual who has been harmed by an act or acts of sexual misconduct.
- **Witness**: Any individual who has seen, heard, or otherwise knows or has information about a violation or attempted violation of the Sexual Misconduct Policy.

IV. REPORTING OPTIONS

Dickinson's response to sexual misconduct allegations is pursued in three stages: report, investigation, and resolution. At each of these stages, the College is committed to maintaining fairness for all parties and to balancing the needs and interests of the individuals involved with the safety of the community as a whole.

Victims of sexual misconduct are encouraged to report. When reporting an allegation of sexual misconduct, victims have four options: (1) informing the College without pursuing any further resolution, including the College's Sexual Misconduct Policy hearing process or the criminal justice system; (2) invoking the College's Sexual Misconduct Policy hearing process but not the criminal justice system; (3) invoking the criminal justice system but not the College's Sexual Misconduct hearing process; (4) invoking both the College's Sexual Misconduct hearing process and the criminal justice system. (Note: Invoking the criminal justice system is an option only if the conduct may have violated the law).

Dickinson College encourages victims to pursue criminal action for alleged behaviors that may also be crimes under Pennsylvania law. The College, through the Department of Public Safety, will assist a victim in making a criminal report and will cooperate with local law enforcement agencies if the victim decides to pursue the criminal process to the extent permitted by law. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this Policy, criminal investigations are not determinative of whether sexual misconduct, for purposes of this Policy, has occurred. In other words, conduct may constitute a violation under this policy even if law enforcement agencies decline to prosecute or if a respondent has been found not guilty in the legal system.

Statement on Amnesty: The College encourages reporting and seeks to make the procedures for reporting transparent and straightforward. The College will generally not seek to hold any student reporting sexual misconduct accountable for his/her own violations of the Community Standards in which the reporting party may have been involved at or near the time of the event, provided that any such violations did not and do not place the health and safety of any person at risk. This means that students reporting sexual misconduct will generally not face disciplinary action due to those violations (e.g. underage drinking). However, if a reporter is to be held accountable for his/her own misconduct, such violations will be reviewed in conduct proceedings separate from the sexual misconduct proceedings.

Individuals are encouraged to report alleged sexual misconduct immediately in order to maximize the College's ability to respond promptly and effectively. Dickinson College does not limit the timeframe for reporting. If any party involved in a complaint is no longer a student, the College will still take steps to meet its Title IX obligation by taking steps to end the behavior, prevent its recurrence, and address its effects. If the accused individual is no longer a student, that step cannot involve a hearing. Reports can be made in the following manner:

Option 1: Informing a designated Dickinson College employee: The Dean of Students and the Director of Public Safety are the primary administrators at the College charged with ensuring reports are investigated and resolved. Students may file a complaint directly with either the Dean of Students or the Director of Public Safety.

If information regarding an incident of sexual misconduct is shared with an employee of Dickinson College, the employee is required to report this information to the Dean of Students or Director of Public Safety, who will assist in the investigation and/or resolution of the situation. Victims have the option to share as much or as little information as they are comfortable disclosing, and the College will keep the information private. Once it is disclosed, the employee will share the details, including any individuals identified, with the Dean of Students or the Director of Public Safety. The information will be shared only with those College employees necessary to assist in the investigation and/or resolution of the complaint. All reports of sexual misconduct will be handled in confidence, to the extent allowed by law. Generally, the Dean of Students and/or DPS will contact the victim as the first step in their investigation. Trained Title IX Deputy Officers who can also offer assistance are available in the following offices:

- Department of Public Safety
- Dean of Students
- Director of Physical Education and Athletics
- Provost and Dean of the College
- Vice President of Human Resource Services

In every situation reported, the College, with the assistance of the Department of Public Safety, will make an immediate assessment of any risk of harm to individuals or to the campus community and will take measures necessary to address those risks.

Option 2: Reporting to Department of Public Safety (DPS) and other law enforcement agencies: Victims can choose to make a report directly to the Department of Public Safety. DPS will notify the Dean of Students. DPS will then investigate the incident in a manner that ensures fairness to all parties involved, and, together with the Dean of Students, take those measures necessary to provide for the safety of the individual and of the College community.

Victims also have the option of reporting directly to an outside law enforcement agency. To the extent permitted by applicable law, Dickinson College will cooperate with outside investigators. However, outside law enforcement agencies do not respond to Title IX violations, and will only respond to allegations of criminal behavior. As a result, the College encourages reporting to both the College itself – through either DPS or any other office listed in Option 1 – and to an outside law enforcement agency, if the alleged sexual misconduct may also be a crime.

Because the goals and objectives of the College's Sexual Misconduct Policy differ from those of the civil and criminal justice systems, in situations which give rise both to violations of the Sexual Misconduct Policy and to violations of local, state or federal law, student conduct proceedings generally move forward without regard to pending civil or criminal proceedings. Proceedings under the College's Sexual Misconduct Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. On-campus adjudication does not preclude or limit a student's access to the state and federal justice systems.

If a victim reports sexual misconduct committed by an individual who is not a member of the College community, the victim can speak with the Dean of Students and DPS to discuss options such as contacting other law enforcement authorities and/or removing the individual(s) from campus. If an individual accused of violating the sexual misconduct policy is a guest, the host may be held accountable for his or her guest's behavior.

Option 3: Anonymous reporting: Anonymous reports of sexual misconduct can be made to DPS at <http://www.dickinson.edu/student-life/campus-safety/public-safety/content/Anonymous-Tips/>. The amount of information detailing the alleged incidents or identifying the alleged individual(s) responsible will determine the College's ability to react to an anonymous complaint.

No retaliation: An individual reporting sexual misconduct will not face conduct repercussions and is entitled to protection from retaliation for a report that is made in good faith, even if it is determined that the information was wrong or cannot be proven.

False accusation: A good-faith complaint that results in a finding of not responsible is not a false or fabricated accusation of sexual misconduct. The College takes the validity of information very seriously. A fabricated accusation of sexual misconduct is an especially serious violation of the Dishonesty provision of the Community Standards.

V. PROCESS FOR INVESTIGATING REPORTS OF SEXUAL MISCONDUCT

Dickinson is committed to providing all members of the College community with a safe place to live and learn. Consistent with this priority, the College will investigate all allegations of sexual misconduct. Any individual may bring an allegation under the Sexual Misconduct Policy and trigger an investigation of sexual misconduct.

The College's responsibility to investigate all allegations of sexual misconduct exists regardless of whether that investigation culminates in a hearing and exists independently of the criminal justice process. The investigation process will be thorough, prompt, and impartial.

In every case, an investigation will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, the investigation may continue depending on a variety of factors, such as the request of the complainant and the risk to the individual or campus community.

In investigating allegations of sexual misconduct, the College will collect information relevant to the report. This includes, but is not limited to, statements and physical evidence. Investigations may also include consideration of prior allegations of, or findings of responsibility for, sexual misconduct by the alleged offender.

The first step of an investigation will usually be a preliminary interview by the Department of Public Safety and/or the Dean of Students with the reporter of sexual misconduct. If a student does not wish to pursue resolution of any potential violations of the Sexual Misconduct Policy through the hearing process, the College will use the information gathered to evaluate, and if necessary, provide for, the safety of the College campus community. All College investigations will take place in compliance with applicable laws and college policies, including laws and policies pertaining to student privacy and confidentiality. If a hearing has been requested, the investigator will collect all relevant information for the hearing panel for its consideration and evaluation (see Addendum III: Investigation Recommendations).

The College will also take appropriate interim measures to protect the parties involved. This can

include, but is not limited to, the imposition of No-Contact Directives or Interim Separation. The Dean of Students, or his/her designee, may limit a student or organization's access to certain College facilities or activities pending resolution of the matter. In other cases, the Dean of Students, or his/her designee, may place a student or organization on interim separation in response to a report of sexual misconduct where that misconduct poses an ongoing risk of harm to the safety or wellbeing of an individual or members of the campus community. Pending resolution of the situation, the student or organization may be denied access to campus. During interim separation, a student may continue his/her coursework as outlined in the interim separation letter. When Interim Separation is imposed, the College will make reasonable efforts to complete the investigation and hearing (but not appeal), where a hearing is required, within two weeks of the interim separation beginning. [See Section D for *Subcommittee Recommendations on Investigation Section*]

VI. PROCESS FOR RESOLUTION

The resolution of sexual misconduct allegations takes three forms, which correlate to the type of process pursued.

No Hearing

Where a hearing will not take place, the College will inform, in writing, the student and the alleged offender (if s/he is aware of the allegation and investigation) when the investigation has concluded.

Voluntary Resolution

Voluntary resolution will be utilized only when the Dean of Students or his/her designee has determined this is a suitable option for resolving the concern, and both the complainant and respondent agree to use the process. Sexual assault allegations cannot be resolved using this process; they must go to a panel hearing. Voluntary resolution is used in situations where, based upon the conduct at issue, the likely outcome in a panel hearing would not alter a student's or an organization's status with the College. Amicable and respectful discussion must be honored by all parties throughout the process.

One or more of the following remediation options may be utilized as part of the voluntary resolution process: restorative conferences with a college community member or conflict mediation. Regardless of which option is used, the success of voluntary resolution requires that the meeting(s) include honest and candid dialogue, input from the parties involved, an acknowledgement and understanding of responsibility by the parties involved, and a resolution that is agreed upon by all participants. The resolution achieved in each situation will be based upon the specific incident under consideration.

Because the outcomes of voluntary resolution conversations are mutually developed and agreed upon by parties involved, an appeal of the process and its result is not permitted. If the parties are unable to agree on the outcomes of the voluntary resolution proceeding, any party may request that the matter be resolved through the panel hearing process. No statements made during the voluntary resolution process may be used during the hearing panel proceedings. However, if information is shared that clearly suggests that this Policy's definition of sexual assault has been violated, then the voluntary resolution process must end immediately and the hearing panel process initiated. The statements made in the voluntary resolution proceeding may not be used in the panel hearing.

Panel Hearing Process

For all other allegations of sexual misconduct, a panel hearing is utilized. The Assistant Dean of Students or his/her designee makes a preliminary determination of whether a student and/or organization may have violated the Sexual Misconduct Policy and/or any other College policies based upon the investigative report and materials submitted by the investigator, usually the Department of Public Safety.

A sexual misconduct hearing panel is also empowered to hear allegations of, and to impose sanctions for, any violations of the Dickinson College Community Standards directly related to the alleged incident of sexual misconduct.

In any hearing the complainant and respondent have the right to be assisted by an advisor.

When a hearing is deemed necessary, the Assistant Dean of Students or his/her designee will contact the complainant and respondent and ask each party, together with his/her advisor, to meet individually to receive an explanation of the panel hearing process and to ask any questions before the hearing occurs. If the respondent and/or complainant have elected to have advisors throughout the hearing process, they are encouraged to accompany them to this initial meeting. At that meeting, each party will have an opportunity to strike up to two members from the hearing panel pool. Parties may petition to have additional panelists removed provided they can demonstrate that a potential for bias exists.

Once both parties have met with the Assistant Dean or his/her designee, and the investigation is completed, a notice letter is sent to the complainant and the respondent. The letter provides both parties with a statement of the policy violation(s) that are alleged to have taken place and a summary of the facts underlying the allegations. In addition, the letter also provides a student or organization with the date, time, and place of the hearing, as well as the name(s) of the person(s) hearing the case.

All parties will be notified to pick up copies of hearing documents from the Dean of Students Office no later than forty-eight (48) hours before the hearing is to begin. If either party wishes to call witnesses, the following must be submitted no later than thirty-six (36) hours before the hearing to the Assistant Dean of Students via e-mail or in hardcopy format:

- the names of any witnesses that either party intends to call,
- a written statement and/or description of what each witness observed, if not already provided during investigation,
- a summary of why the information they have is relevant to making a decision of responsibility at the hearing.

The Assistant Dean of Students will determine if the witnesses have relevant information. If witnesses are approved to be present, the respondent and complainant are provided with a list of witnesses and any relevant documents related to their appearance at the hearing no later than twenty-four (24) hours before the hearing. All parties have the opportunity to ask questions of witnesses, regardless of who called them to the hearing.

Panel Composition: Sexual misconduct violations will be reviewed by a hearing panel. The hearing panel consists of three members of the College community: a student, a faculty member, and an administrator. The individuals who serve as panelists are chosen from a pool of eligible panel members. The various members of the pool are chosen as follows:

- **Student:** Student members of the hearing panel pool are nominated by members of the College community and apply to the Dean of Students Office. They are then interviewed by the Dean of Students Office and, if approved, advanced for confirmation by Student Senate.
- **Faculty:** Faculty members of the hearing panel pool are elected by the faculty.
- **Administrator:** Administration members of the hearing panel pool are selected and appointed by the Dean of Students Office.
- **Administrative Coordinator:** The administrators playing this role is appointed by the Dean of Students Office for each hearing, and whenever possible will be the Assistant Dean of Students. This individual will not be a voting member of the panel, but will meet with all involved parties prior to the hearing, be present during the hearing, serving as a resource for the hearing panel on issues of policy and procedure, and see that policy and procedure are appropriately followed throughout the hearing.

All hearing panelists, individuals managing a voluntary resolution process, and appellate officers must participate in training on non-discrimination, harassment, and the proper adjudication of sexual misconduct allegations. The training will be coordinated by the Dean of Students Office in conjunction with campus and external partners. The training includes, but it not limited to, burden of proof, standard of proof, questioning parties and witnesses, assessing credibility and relevance of information, determining consent, determining incapacitation, victim/offender behavior, and sanctioning.

Participants in Hearing Procedures: The individuals from our community who may appear before a hearing panel are: the complainant, the respondent, any individuals serving as advisors, and any individuals who appear as witnesses. The complainant, respondent, and panel all reserve the right to call witnesses. Witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak about an individual's character.

Hearing Procedures: All parties involved in a hearing are required to keep the information learned in preparation for the hearing and at the hearing confidential. No copies of documents provided are to be made or shared with any third parties. All copies provided must be returned to the College at the conclusion of the hearing and any appeals. Any breach of this duty is subject to further disciplinary action by the College.

A hearing will be called to order by the chairperson, who generally will be an administrative representative of the 3-person hearing panel. The chairperson will explain the hearing process and will provide an opportunity to all parties to ask procedural questions prior to initial statements being made and the presentation of information beginning.

The complainant will present information prior to the respondent and is encouraged to provide all pertinent information to the panel regarding the incident in question. Relevant information supporting the violation(s) alleged may be offered in the form of written statements, documents, items, or oral information from the complainant and witnesses. As the complainant presents his/her own account of the events, the respondent is encouraged to compile a written list of questions that s/he wants to have answered by the complainant. The list will be provided to the chairperson, and the hearing panel will determine the relevance of the questions. The

chairperson will ask the complainant those questions deemed relevant, as well as any questions developed by the panel. A similar process will be followed for each witness offered by complainant.

After the complainant is finished, the respondent will be given an opportunity, and is encouraged, to provide all pertinent information available in support of his/her position regarding the alleged violation(s). Information contesting the facts or violation(s) alleged, or the information presented, may be offered in the form of written statements, documents, items, or oral information from respondent and witnesses. As the respondent presents his/her own account of the events, the complainant is encouraged to compile a written list of questions that s/he wants to have answered by the respondent. The list will be provided to the chairperson, and the hearing panel will determine the relevance of the questions. The chairperson will ask the respondent those questions deemed relevant, as well as any questions developed by the panel. A similar process will be followed for each witness offered by the respondent.

Parties and other individuals who offer information at a hearing are expected to respond honestly, and to the best of their knowledge, without guessing or speculating to questions presented by the hearing panel. The panel reserves the right to recall any party or witness in the Sexual Misconduct hearing process for further questions and to seek additional information necessary to make a decision. The panel may consider a prior finding of responsibility against the Respondent, which indicates a pattern of behavior that is alleged to exist in the incident under review.

Once all the information has been presented, everyone will be dismissed from the hearing room so that the hearing panel may deliberate in private. The Administrative Coordinator is not an active member of deliberations but can answer questions during the panel's deliberations. The hearing panel must reach a decision on responsibility by majority vote. The vote itself shall not be shared with the parties. Respondent statements and impact statements will be reviewed once a decision is made on responsibility. The parties will be advised only of the decision on responsibility. Panel hearings are audio-recorded, but the deliberations of the panel are not. The audio recording is created for two limited purposes only: for reference by the hearing board or officer during deliberations and for review by the appellate officers during an appeal. No other recordings of conduct proceedings are allowed, and no other access to the recordings is permitted. The audio recording is destroyed promptly following the conclusion of all applicable proceedings under the Sexual Misconduct Policy, including all appeals.

Attendance at Hearings & Special Provisions: If a party does not attend a hearing, for any reason other than an emergency, the hearing may be held in his/her absence. Either party can request to have a hearing rescheduled. Requests to reschedule must be submitted to the Assistant Dean of Students at least two business days prior to the hearing. Requests must come directly from the individual receiving a notice letter.

If a hearing must be held at or after the end of the semester and a full hearing panel cannot reasonably be convened, those cases may be heard by three trained sexual misconduct panelists from the pool of trained sexual misconduct hearing officers.

Complainants can expect the following:

- The right to notice of violations of the Sexual Misconduct Policy against the respondent, (including for the respondent the identity of the alleged victim), as well as the date, time, and location of hearing (if applicable) where responsibility will be determined.

- Access to all relevant documents and written statements to be presented as evidence at least 24 hours in advance of any student conduct hearing.
- The option to seek legal advice, but not to have a lawyer present at the hearing.
- The opportunity to be assisted by an advisor.
- The opportunity to object to the inclusion of a member of the hearing panel.
- The opportunity to have a confidential conduct hearing in which the College will endeavor to keep all details of the hearing confidential including the names of the complainant, respondent, and witnesses.
- The opportunity to ask questions of the complainant/respondent via the panel.
- The opportunity to ask questions of the complainant's/respondent's witnesses via the panel.
- The opportunity to participate in person, or by other suitable means that would not require physical proximity to the respondent. This can include, but is not limited to, partitioning a hearing room or using technology to facilitate participation. Alternatives to physical presence in the room of the hearing may not work to the disadvantage of the respondent.
- The opportunity to be present while the respondent responds to the alleged violations.
- A hearing that does not discuss past sexual history.
- The opportunity to be present for the entire duration of the hearing, except for deliberations.
- Notification in writing of the outcomes of the student conduct hearing and/or appeals.
- The opportunity to provide an impact statement to be read by the hearing panel if the panel determines that the Respondent is responsible for violations of the Sexual Misconduct Policy.
- The opportunity to provide character witness letters to the panel to be read by the hearing panel if the panel determines that the Respondent is responsible for violations of the Sexual Misconduct Policy
- The opportunity to appeal the initial hearing outcome if grounds for appeal are met.

Respondents can expect the following:

- The right to notice of violations of the Sexual Misconduct Policy against the respondent, (including for the respondent the identity of the alleged victim), as well as the date, time, and location of hearing (if applicable) where responsibility will be determined.
- Access to all relevant documents and written statements to be presented as evidence at least 24 hours in advance of any student conduct hearing.
- The option to seek legal advice, but not to have a lawyer present at the hearing.
- The opportunity to be assisted by an advisor.
- The opportunity to object to the inclusion of a member of the hearing panel.
- The opportunity to have a confidential conduct hearing in which the College will endeavor to keep all details of the hearing confidential including the names of the complainant, respondent, and witnesses.
- The opportunity to ask questions of the complainant/respondent via the panel.
- The opportunity to ask questions of the complainant's/respondent's witnesses via the panel.
- The opportunity to respond to the alleged sexual misconduct violations before the panel renders a decision.
- The opportunity to see, hear, or otherwise observe the complainant and all witnesses appearing at the hearing against him/her during all questioning, statements and exchanges with the hearing panel.
- The assumption during the hearing that the respondent is not responsible until all information has been submitted and has been considered by the panel.
- A hearing that does not discuss past sexual history.
- The opportunity to be present for the entire duration of the hearing, except for deliberations.

- Notification in writing of the outcomes of the student conduct hearing and/or appeals.
- The opportunity to provide an impact statement to be read by the hearing panel if the panel determines that the Respondent is responsible for violations of the Sexual Misconduct Policy.
- The opportunity to provide character witness letters to the panel to be read by the hearing panel if the panel determines that the Respondent is responsible for violations of the Sexual Misconduct Policy
- The opportunity to appeal the initial hearing outcome if grounds for appeal are met.

VII. RESOLUTION OUTCOMES

Consistent with the U.S. Office of Civil Rights requirements, the hearing panel will determine a respondent's responsibility by a preponderance of the evidence. This means that the panel will decide whether it is "more likely than not," based upon the information provided at the hearing, that the respondent is responsible for the alleged violation(s). If it is determined that a violation has occurred for which the respondent is responsible, the panel will determine sanctions taking into account past disciplinary action for which the respondent has been found responsible.

Hearing panels that find a student or organization responsible for a violation of the Sexual Misconduct Policy and/or Community Standards will impose appropriate sanctions that may include, but are not limited to, those set forth below. Sanctions may be issued individually, or a combination of sanctions may be imposed. The determination of sanctions is based upon a number of factors, including: the harm suffered by the victim; any ongoing risk to either the victim or the community posed by respondent; the impact of the violation on the community, its members, or its property; any previous conduct violations; and any mitigating or aggravating circumstances.

In appropriate cases, a panel may determine that student misconduct was motivated by bias, insofar as a victim was selected on the basis of his or her race, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age or disability. Where the panel determines that student misconduct (such as stalking, property damage, trespass, etc.) was motivated by bias, the panel may elect to increase the sanction imposed as a result of this motivation. See Table 1, below, for a list of violations and the range of possible sanctions.

Possible Sanctions

- **Warning:** Notice to a student or organization that continuation or repetition of conduct found to be in violation of the Sexual Misconduct Policy and/or Community Standards may result in further disciplinary action.
- **Housing Restriction(s):** Housing restrictions include, but are not limited to, restricted access to any or all parts of residence halls, the loss of room selection/lottery privileges, the loss of off-campus lottery participation, relocation to another residence hall facility, requirement to move on- or off-campus, as appropriate at an individual's own expense, removal of guest privileges, and/or restriction from specific housing options.
- **Assessment and Treatment:** Referral to the Wellness Center or approved off-campus agency for assessment and/or treatment. This includes, but is not limited to, counseling for sex offenders, for sexual awareness and sensitivity, for substance use, for anger management, and for violence risk.

- ***Restrictions on Participation or Use:*** Restrictions on participation include the revocation, or the loss for a stated period of time or under a stated set of conditions, of a student's ability to participate in certain College-approved activities, including, but not limited to, varsity sports, clubs, organizations (including but not limited to Greek organizations), or leadership positions with such sports, clubs, and organizations. Restrictions on use include the denial of access to or use of certain College facilities, programs, or equipment for a stated period of time or under a stated set of conditions.
- ***Probation:*** A specified period of time requiring maintenance of exemplary conduct. Further violations during this time may result in more serious sanctions than are imposed in the absence of probationary status. During a probationary period, the terms imposed on an organization will also be binding on its members.
- ***Stayed Suspension:*** A student or organization on stayed suspension has been found responsible for conduct that warrants suspension from the College. In the exercise of its discretion, Dickinson College has determined to withhold immediate imposition of suspension and to allow the individual or organization to remain on campus, usually with additional terms of compliance. If a student or organization is found in violation of any aspect of the Sexual Misconduct Policy and/or the Community's Standards or of terms of compliance during the period of the stay, the stay on this suspension may be lifted and the suspension will become effective immediately, resulting in separation from the College for the remainder of the suspension period. In addition, any other sanctions for the new violation(s) will be imposed. During a period of stayed suspension, the terms imposed on an organization will also be binding on the members of the organization.
- ***Suspension from the College:*** A student suspended from the College may not participate in classes or other College activities and may not be on College property (except by appointment, arranged in advance with the Provost/Dean of the College or the Dean of Students or one of their designees) for the period of time specified in the notice of suspension. Suspension extending beyond the semester in which action is taken shall consist of units of full semesters, and/or summer sessions. In no case shall the suspension terminate prior to the end of a semester. Courses taken at another institution during this period of suspension will not be accepted for transfer at Dickinson. Conditions for resuming active status on campus following suspension may be imposed by the College. A sanction of immediate suspension will go into effect within 24 hours of receipt of the outcome letter unless otherwise noted in the outcome letter and shall remain in effect throughout any appeal process. An organization that is suspended shall be required to forfeit its ability to conduct group-sponsored activities or to participate in College-sponsored activities, and any College support for the organization will be withdrawn, during the period of suspension.
- ***Revocation or Withholding of Diploma and Degree:*** If a student has graduated from Dickinson College, or otherwise satisfied the requirements for earning a degree, before violations of the Sexual Misconduct Policy are discovered or before a determination of violations is complete, the College reserves the right to revoke the diploma and/or degree conferred, or to withhold the conferring of a degree or diploma otherwise earned for a specified period of time or indefinitely.
- ***Expulsion:*** For an individual, permanent termination of student status, which includes exclusion from any Dickinson College property, College sponsored, or College affiliated

events. A person expelled from the College is denied the rights and privileges of inclusion in the Dickinson College community both as a student and as an alumnus. Expulsion will go into effect within 24 hours of receipt of the outcome letter unless otherwise noted in the outcome letter, and shall remain in effect throughout any appeal process. For an organization, permanent termination of the organization's relationship and status with the College, which includes termination of access to facilities, funding, and/or right to assemble as an organization on College property and at College-sponsored or affiliated events. An organization expelled from the College is denied the rights and privileges of inclusion in the Dickinson College community as an organization.

- **Other:** Such other sanctions as may be appropriate in the judgment of the College.

The College identifies the following as standard sanctions for violating the Sexual Misconduct Policy when a formal hearing is utilized. These standard sanctions are specific to the student's status at the institution. Students found responsible for sexual misconduct via the formal hearing process can expect to have additional sanctions to assist in his/her learning and/or the safety of the campus and victim. In cases where the Voluntary Resolution Process is used, lesser sanctions may be appropriate but must be agreed upon by all parties.

Notice of Hearing Panel

The hearing panel will communicate the result of the hearing and any sanction(s) to the respondent and the victim. Generally, the outcome of the hearing will be final and communicated to the parties within five (5) business days from the date the hearing concluded and will be provided in writing.

Table 1: Violations and standard range of sanctions

Violation	Standard Sanction Range
<i>Sexual Assault</i>	One-Year Suspension to Expulsion
<i>Non-Consensual Sexual Contact</i>	Probation to Expulsion
<i>Sexual Coercion</i>	Probation to Expulsion
<i>Harassing Conduct</i>	Warning to Stayed Suspension
<i>Sexual Exploitation</i>	Probation to Expulsion
<i>Stalking</i>	Probation to Expulsion
<i>Cyber-Stalking</i>	Probation to Expulsion
<i>Retaliation</i>	Probation to Expulsion
<i>Complicity</i>	Warning to Stayed Suspension

VIII. APPEALS PROCESS

Hearing panel decisions can be appealed by either party within three (3) business days from the time of notification of the decision by the Dean of Students Office. The appeal may be based only on one or more of the following grounds:

- Procedures set forth in the Sexual Misconduct Policy were not followed;
- The sanctions imposed were excessively harsh or excessively lenient for the violation*;
- New or relevant information, not available at the time of the hearing, has arisen.

**If an appeal is based on excessive harshness or leniency, the outcome of the appeal outcome must still be within the outlined range for the violation*

Appeals must be in writing and submitted to the Assistant Dean of Students. The appeal shall consist of a plain, concise, and complete written statement expounding on the grounds for the appeal. The Dean of Students or his/her designee shall determine whether grounds for appeal have been met. If they have, the appeal will be heard by a panel of three new hearing panelists comprised of a student, administrator, and faculty member. When an appeal has been submitted, the Dean of Students will notify both parties. All parties will be notified by the Dean of Students in writing if the appeal is scheduled. The non-voting Administrative Coordinator may or may not be the same as on the original panel.

The appeals panel shall consider the merits of an appeal only on the basis of the information provided in the written request for appeal and the record of the original hearing. Appellate panels or officers can affirm the original findings, alter the findings, and/or alter the sanctions, depending on the basis of the requested appeal. If new and relevant information is presented and the appeal panel deems this information so significant that the hearing needs to be reopened, the appeal panel will ask the original panel to reconvene to consider the information and render a determination after considering the new facts. If the appeal is based on procedures not having been followed, and the appeal panel deems that information to be clear and convincing, the appeal panel can ask that a new hearing occur comprised of a new panel of hearing officers.

In cases where the sanction alters the status of the student or organization, the panel may request to meet with the hearing officers, respondent, and/or the complainant to seek clarification of the hearing record only. Any decision of the appeals panel shall be made by majority vote. The vote itself shall not be shared with the parties. The parties will be advised only of the decision on responsibility. The appeals panel must be persuaded to act by clear and convincing reasons. All appeals panel decisions are final, with the exception of cases of expulsion.

The appeal panel will communicate the result of the appeal to the respondent and the victim within five (5) business days from the date the hearing concluded and will do so in writing. Appeal decisions are final. In cases where expulsion is the sanction recommended by either the hearing panel and/or the appeals panel, the respondent may appeal the decision of the appeal panel to the President. The President, or his or her designee, shall conduct the final appeal. The appeal must be in writing, addressed to the President of the College, and be delivered to the Dean of Students Office within three (3) business days from the time of notification of the decision by the appeals panel.

The appeal may be based only on the grounds that (1) procedures set forth in the Sexual Misconduct Policy were not followed by the appeals board, (2) the sanctions imposed by the appeals board were excessive for the violation, or (3) new or relevant information, not available at the time of the hearing, has arisen.

If an appeal must be held at or after the end of the semester and/or a full appeal panel cannot reasonably be convened, those cases may be heard by two or more trained sexual misconduct hearing panelists.

IX. STUDENT RECORDS & CONFIDENTIALITY

All resolution proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, and College policy. No information shall be released from such proceedings except as required or permitted by law and College policy.

It is generally the policy of Dickinson College to obtain consent from a student before releasing to parents information from a student's education record, including the disciplinary proceedings of the College. However, where in the judgment of the College the release of such information to parents is appropriate and is not otherwise prohibited by FERPA or other applicable laws, the College reserves the right to release information without student consent. The College's complete FERPA policy may be found in the Student Handbook.

Voluntary resolution is an administrative proceeding, and matters resolved through this method of informal resolution are not part of a student's conduct file, subject to the exception noted in the Community Standards.

Affirmative findings of responsibility in matters resolved by the panel hearing process are part of a student's conduct record. If a student has been found responsible for violating the Sexual Misconduct Policy by the panel hearing process, all records of matters addressed by informal or voluntary resolution shall be transferred to and become a part of a student's conduct record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record.

Generally suspension, expulsion, and withdrawal pending disciplinary action are permanently noted on a student's transcript. The conduct files of students who have been suspended or expelled from the College are maintained in the Dean of Students Office for no fewer than five years after their departure from Dickinson. In most cases, conduct files of students who have not been suspended or expelled are destroyed upon their graduation. Further questions should be directed to the Assistant Dean of Students. Records of disciplinary action involving organizations (other than stayed suspension, suspension or expulsion) are destroyed after five (5) years.

Students who declare an interest in studying abroad through the Center for Global Study and Engagement are subject to a conduct record check. Information that will be shared with the Office of Global Education includes, but is not limited to, determination of sexual misconduct violations. It is within the sole discretion of the College, through the Office of Global Education, to determine whether a student who has violated College policy is eligible to study abroad. Consideration and qualification for study abroad are not disciplinary determinations but may be affected by a student's disciplinary record.

Reporting to the College Community

The Dean of Students Office will report to the Dickinson Community at the middle and end of fall and spring semesters any incidents of sexual misconduct. That report will include violations, findings, and sanctions imposed. No identifying information of any party involved will be shared in the report except for the gender and year of the student found responsible for violating the Sexual Misconduct Policy. The report will be included in the Student Development administrative report for the faculty in November, February, April and September of each year.

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

- A. 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.
- B. 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:
 - 1. A reasonable indication of the intent and scope of the course, and, where relevant, the role of the teaching assistant.

2. A reasonable indication of the works expected of the student - readings, papers, exams, quizzes, presentations, etc. and how they figure in the final grade.
 3. 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.
 4. The faculty member's own definition of plagiarism, if he or she does not accept the definition established by the Faculty.
- C. 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.
- D. 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.