

# **2013-2014 Dickinson College Student Handbook**

## **COLLEGE POLICIES & PROCEDURES**

AIDS Policy for Students

Bias Incident Protocol

Community Standards

Disability Services - Documentation and Accommodations

Drug and Alcohol Policy

Election Activities Policy

Events with Alcohol

Car Policy (First-Year Students)

Class Absence Policy (Health Center)

Expectations for Fraternities and Sororities

Firearms and Weapons Policy

Grievance Policy

Hazing Policy

HUB Publicity Policy

Magnetometer (Metal Detector) Use

Missing Student Policy

Parental Notification Policy

Parking and Vehicle Registration Policy

Protection of Minors Policy

Religious Holidays Policy

Smoking Policy

Student Rights and Responsibilities

Technology Policies

# AIDS POLICY FOR STUDENTS

*This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

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](http://www.cdc.gov). Materials about HIV are incorporated into appropriate academic and extracurricular programs. Promoting safe behavior includes:

1. Stressing in programs that abstinence from high risk behavior is the only absolute way to prevent contracting HIV.
2. Discussing sexual behaviors that decrease the likelihood of transmission of sexually transmitted diseases including HIV.
3. Providing literature about Public Health Service recommendations, such as:
  - Toothbrushes, razors, and other items that could be contaminated with blood should not be shared.
  - Students with HIV or who engage in high risk behaviors should not donate blood, plasma, other body tissues, organs, or sperm.
  - 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).
  - The student should advise medical, dental, and eye care providers of the presence of HIV.
  - 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.

[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 wa

## **BIAS INCIDENT PROTOCOL**

### I. Purpose of Protocol

#### *Brief History*

In the spring of 2010, a group of faculty and administrators met to discuss a number of concerning incidents reported by students involving issues of race, gender, and sexual orientation. The key questions that were raised included what resources are available for affected individuals? How does the College respond to an expression that may be offensive or inflammatory to some but does not constitute a violation of our Community Standards or the law? What are the protocols for addressing these types of incidents?

In the spring of 2011, a group of faculty, students, and administrators gathered to pull together and expand upon policies and procedures already in existence related to issues of bias and discrimination. What follows is a product of those conversations, research of our peer institutions' policies, and our commitment as outlined in Strategic Plan III (2011) to "build a supportive and inclusive community characterized by respect, equality, and accountability".

#### *Purpose*

The Bias Incident Protocol will provide members of the Dickinson community with information on the process for reporting bias incidents and hate crimes; identify campus resources for targets, witnesses, and alleged perpetrators involved in the incident; and outline the purpose, structure, and make-up of a Bias Education & Response Team (BERT). The Protocol outlines steps for addressing incidents whereby students are targets and the alleged perpetrators are students, faculty, or staff of Dickinson College.

This protocol and the mechanisms created by it (such as the B.E.R.T.) are intended to serve as resources for students seeking assistance in navigating existing policies and procedures of Dickinson College, where such exist, and not to supersede policies and procedures already in place. For situations not covered by existing college policies and procedures, this protocol and the mechanisms created by it are intended to assist students in determining their options for redress and to support them as they seek resolution.

## II. Statement of Values

The following are supporting statements from the College's strategic plans that helped guide the development of this protocol:

### *The American Project*

As a College, we are committed to the American project-yet unfulfilled-of promoting principles of openness, pluralism, inclusiveness, and democracy. We believe that no college can achieve its academic and social goals without reflecting the richness of diverse peoples and voices in American and in the world. To reach our goals in this area, we will continue to enhance the diversity of our own community and broaden the range of other communities with which we must regularly interact in Carlisle, the nation, and the world. Our programs and activities will teach students respect for all peoples. (Dickinson College Strategic Plan II)

Diversity includes the presence of persons different from one another on a variety of parameters. It recognizes that each individual possess multiple characteristics that comprise their identity and impacts how they are perceived by and how they interact with others. These characteristics include but are not limited to race, age, color, gender identity and expression, national origin, sexual orientation, religious affiliation or non-affiliation, ability and disability status.

To this regard we continue to work toward our strategic objective to "support a climate on campus that builds community and encourages open dialogue on issues of intellectual, ethical and social importance, teach and model for students the practice of engagement with critical and controversial issues related to difference in our culture, and foster a sophisticated understanding of the balance between our diversity and the commonalities inherent in our shared humanity." (Diversity Strategic Plan-SP III)  
Dickinson welcomes reports of behaviors that a student believes are based on personal characteristics shared by a number of individuals. While there may be no formal solution to such acts, the College is committed to exploring opportunities to open communications and build community under these circumstances.

## III. College policy

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

Under this policy, no Dickinson College student, staff or faculty member shall, on the basis of a characteristic protected by law or college policy, be denied the benefits of, or be subjected to discrimination under any college program or activity.

## IV. Definitions

**Bias incident** is defined as a pejorative act or expression that a reasonable person would conclude is directed at and/or impacts a member or group based on but not limited to those characteristics outlined above. A bias motivated incident can occur whether the act or expression was intentional or unintentional.

**Hate crime** is “a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their [perceived] race, gender, religion, disability, sexual orientation or ethnicity.” (Clery Act cited in Handbook for Campus Safety & Security Reporting, p. 55)

While all hate crimes are bias incidents, not all bias incidents are considered hate crimes.

Although the expression of an idea or point of view may be offensive or inflammatory to some, it is not necessarily a violation of our Community Standards or law. Dickinson embraces the free exchange of ideas essential to an academic community of inquiry.

## V. Reporting, Response, & Resolution

### *REPORTING:*

The following options are available for students who believe they have been a target or witness to a bias incident or hate crime:

- Visit the *Interrupting Bias* website where you can fill out an online form to report the incident and/or contact the B.E.R.T Coordinator. If your report involves conduct for which there is already a reporting process in place, B.E.R.T. will help you access this process.
- File a complaint with the Department of Public Safety. Students who are targeted by or witness to a bias incident or hate crime are encouraged to contact DPS immediately. Whenever possible, physical evidence (emails, written statements, Facebook posts, etc.) related to the incident should not be disturbed or destroyed before it is documented and preserved as necessary by an officer.
  - You may also report information anonymously through the DPS Anonymous Tip website ([http://www.dickinson.edu/info/20247/department\\_of\\_public\\_safety/1654/crime\\_information/3](http://www.dickinson.edu/info/20247/department_of_public_safety/1654/crime_information/3)). Please note that reporting via the Anonymous Tip will make follow up by a staff member not possible.
- File or report directly under reporting processes outlined in existing College policies and procedures, such as the Community Standards, the Sexual Misconduct Policy and the Grievance Policy.

### *RESPONSE:*

When contact information has been provided in a non-emergency situation:

A member of the B.E.R.T will be in contact within 72 hours. A meeting will be scheduled which may include completing or filling out any missing information from the reporting form, providing the affected individuals with information regarding existing reporting processes, relevant campus resources and notifying DPS to begin an investigation of the incident (if DPS has not been previously notified).

When no contact information has been provided:

The form will serve as a record for institutional memory to identify any patterns regarding bias and hate crime incidents. To the extent that enough information is provided on the reporting form DPS will be asked to investigate the incident.

#### *RESOLUTION:*

The goals for resolving bias motivated incidents /hate crimes include the following 1) enhance the principles of openness, pluralism, inclusiveness, and democracy, 2) to restore for targets and witnesses a sense of safety and repair to one's sense of community, 3) to be educative rather than simply punitive, 4) to model for the community at large effective approaches for addressing and interrupting bias, and 5) to restore and maintain a discriminatory and bias free environment for all members of the campus community.

In cases where bias incidents are not violations of the Community Standards, the Sexual Misconduct Policy, the Grievance Policy or any other applicable policy of the College, the Bias Education & Response Team (B.E.R.T) will serve as primary coordinators for seeking resolution. Approaches to resolving incidents may include but are not limited to: conflict resolution sessions between target/witness and perpetrator(s), organizing community forums, community service requirement, etc.

#### VI. Bias Education & Response Team

**Function of B.E.R.T:** The Bias Education & Response Team (B.E.R.T) represents a cross section of the Dickinson community (faculty, administrators, and students) who serve to provide direct support to any individual(s) affected by a bias incident or hate crime, document the incident for information gathering and archival purposes, and coordinate responses to incidents of bias that take place on Dickinson's campus and/or between Dickinson affiliated individuals (e.g. employees, students).

**Support & Partner:** B.E.R.T members will provide direct support by guiding any individual(s) witness to or targeted by through the process for reporting bias-motivated incidents (see Section IV Reporting, Response, & Resolution). B.E.R.T members will also connect individual(s) to campus resources as additional sources of support. In addition, B.E.R.T members will partner with individuals affected by bias incidents and when appropriate hate crimes to identify appropriate responses for address.

**Documentation:** The B.E.R.T coordinator will maintain summary reports of bias incidents and hate crimes for information gathering and archival purposes. Through record keeping, the BERT will be better equipped to identify any patterns of bias and discrimination that exist on campus which will inform our efforts toward address of the incident as well as overall goals with regards to diversity education. The names of targets witnesses and perpetrator(s) will be excluded from these records for privacy purposes. In addition, documentation will allow for team to evaluate effectiveness of responses with the purpose to improve the College's response and education around incidents of bias and discrimination. Collection of data will be coordinated with DPS to ensure compliance with the Clery Act with regards to hate crimes occurring on college campuses.

**Coordinate Response(s):** B.E.R.T responders will work in conjunction with other campus resources to coordinate responses (e.g. Academic Affairs, Campus Life, Religious Life, Wellness Center) to bias- incidents/hate crimes. Responses to bias incidents will be both proactive and responsive. It is our aim that all responses are educative in nature, educating the community on what constitutes bias and the impact bias has on a community.



B.E.R.T responders will NOT be involved in the investigative aspects of bias incidents. Dickinson's Department of Public Safety (and when applicable Carlisle Police Dept.) will continue to be the primary investigators.

B.E.R.T will meet periodically throughout the academic year (a minimum of twice a semester) to review reported bias incidents and/or to receive relevant training. Each semester a report of bias incidents will be generated by the coordinator.

#### VII. Relevant College Policies

- a) Dickinson College Community Standards
- b) Grievance Policy
- c) Sexual Misconduct Policy

#### VIII. Campus & Community Resources

##### CAMPUS RESOURCES

###### **Department of Public Safety**

Kaufman Building (corner of W. Louthier & Cherry St)

24 hour service, Sunday-Saturday

[security@dickinson.edu](mailto:security@dickinson.edu)

717-245-1349 (non-emergency line); 717 245 1111 (emergency line)

Point of Contact: Dolores Danser, Chief of Public Safety

###### **Division of Student Life & Diversity Team**

Mon-Fri 8:30a-4:30p

Point of Contact: Paula Lima-Jones, Director of Diversity Initiatives

###### **Associate Dean of Students**

Campus Life Office

Mon-Fri 8:30a-4:30p

[harrisa@dickinson.edu](mailto:harrisa@dickinson.edu)

717-245-1556

Point of Contact: Angie Harris

##### COMMUNITY RESOURCES

###### **YWCA Carlisle**

301 G. Street (Carlisle, PA); 717-243-3818; <http://www.ywccarlisle.org/>

The mission of the YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

###### **LGBT Community Center Coalition of Central PA**

1306 N. Third Street (Harrisburg, PA); 717-920-9536; <http://www.centralpalgbtcenter.org/>

The mission of the LGBT Community Center Coalition is to create common ground for the LGBT community and allies in central Pennsylvania by providing services through spiritual, educational and cultural activities that foster wholeness

## **COMMUNITY STANDARDS AND STUDENT CONDUCT**

### **Introduction**

---

By choosing to attend Dickinson, students have the opportunity to benefit from a rich and stimulating learning experience. By accepting membership in our community, students also accept a critical role in contributing to an intellectual and social environment characterized by civility, understanding, accountability, and respect. Being a member of the Dickinson College community is a privilege that carries with it the responsibility for the well-being of all other members of the community.

This document provides information to help students understand the conduct that is expected of all Dickinsonians. It also outlines how the College will respond when behaviors occur that are inconsistent with the standards outlined in this document. All students are expected to know and uphold the Community Standards.

The Dean of Students office coordinates the administration of the student conduct process at Dickinson College, including social and academic misconduct. The Dean of Students office also has oversight responsibility for incidents involving social misconduct. The Provost and Dean of the College oversee cases that involve academic dishonesty. These responsibilities have been delegated by the President and faculty. [Charter and Bylaws of Dickinson College, Chapter IV, Section 2(a)]

### **Mission and Philosophy**

---

Dickinson's mission is inspired by our founder Dr. Benjamin Rush and his vision to educate citizens to meet the societal and economic demands of an emerging democracy. Our residential environment provides a laboratory for developing these leadership and citizenship skills as students learn to assume responsibility for self and for the welfare of their community.

In this environment, students may occasionally exercise poor judgment or conduct themselves in a manner that disrupts the community. For this reason, the College maintains Community Standards that set forth expectations for behavior, as well as outline educational procedures regarding student conduct. The goals and objectives of the College's Community Standards and policies differ from those of the civil and criminal justice systems. Ours is a process with education and accountability to

community as its top priorities. We do not adhere to “courtroom” principles but rather to educational procedures that seek to balance individual learning and community welfare.

The College affirms a student’s right to be treated fairly, which includes receiving appropriate notice of concerns about specific behaviors and the opportunity to respond to those concerns. In formal resolution proceedings, this also includes the right to be assisted by an advisor and to appeal the initial hearing outcome.

### **Dickinson Community Standards and Expectations for Conduct**

The expectations articulated in the Community Standards are designed to create an environment that supports a vigorous academic life and respectful community. Dickinson expects that its students will demonstrate standards of behavior that demonstrate:

- Respect for Ideas
- Respect for Self
- Respect for Others
- Respect for Community
- Respect for Property

These standards apply to on-campus behavior, to behavior while studying in a Dickinson program abroad, and to off-campus behavior that does or has the potential to adversely affect any member of the Dickinson College community or Dickinson College. While it is impossible to enumerate every possible violation of the five standards identified above, the section that follows provides students more specific guidance about conduct that clearly violates our expectations.

### **Academic Misconduct**

Respect for ideas—our own and others’—is a hallmark of academic integrity. We show respect by acknowledging when we have used another’s words or ideas in our work. We expect others to acknowledge when they use our ideas or words in their work. Students are expected to do their own work on quizzes, papers, examinations, class assignments, etc. Normally, a paper may be submitted in fulfillment of an assignment in only one course. Exceptions require permission from the instructors. Collaboration must be noted in writing and requires the consent of all instructors. Any of the following are considered cheating and are considered academic misconduct (this list is illustrative and not intended to be exhaustive):

*Cheating:* Cheating involves deception or the provision or receipt of unauthorized assistance. Students are expected neither to receive nor to provide unauthorized assistance with academic work. **Cheating may take many forms including plagiarism.** The examples below are illustrative but not exhaustive:

- Copying from another person's work or answers.

- Referring to and using prohibited materials in the preparation for assignments or the taking of examinations or quizzes.
- Obtaining and using a copy of the examination or answers to an examination without the knowledge of the instructor.
- Collaborating on assignments or examinations unless such collaboration has been permitted.
- Submitting the same paper or assignment in two courses without permission of both professors. Using substantive sections of an assignment or paper completed for another course also requires permission of both instructors.
- Assisting another to do any of the above or to cheat in a similar manner.
- Using online translators to complete assignments, quizzes or examinations in a language course
- *Plagiarism:* Plagiarism may take a number of forms but to plagiarize is to use without proper citation or acknowledgment the words, ideas, or work of another.

The most serious degree of plagiarism involves the wholesale and deceptive borrowing of written material from sources such as published authors, websites, other students, or paper-for-hire services. Students who submit papers or significant sections of papers that they did not write themselves are committing this type of violation.

Another serious degree of plagiarism involves less wholesale but still repeated and inappropriate borrowing from outside sources. In some of these cases, students borrow several phrases or sentences from others, and do so without both quotation marks and proper attributions. In other cases, students secretly collaborate on assignments in defiance of specific prohibitions outlined by their instructor.

Finally, there is a degree of plagiarism that involves the borrowing of specific words or phrases without quotation marks. In such cases, citations may be present, but they are inadequate. This problem most commonly occurs when students paraphrase sources by attempting to change a few words in a sentence or brief series of sentences. It can also occur when students rely too heavily on parents or friends for ideas or phrases which they mistakenly claim as their own.

Students can avoid plagiarism by following some very simple advice.

- Always provide clear and accurate citations for the sources that inform your work. This is an admonition that goes to the heart of your academic responsibility.
- Remember that almost all quotations and statistics require citations. Specific facts and ideas borrowed from others, even if expressed in your own words, also require citations.
- Summaries of an author's argument require citations. It is true that matters of general knowledge do not usually require citations, but when in doubt, students should provide citations for them.
- Students who rely on parents, friends or others for specific contributions to their work should acknowledge this indebtedness in a citation.

- Understand that paraphrasing means to summarize in your own words. The surest way to avoid plagiarism when summarizing is to write with sources and notes closed. If you cannot explain what an author argued from memory, then you probably do not understand it well enough to paraphrase.
- *Falsifying/Forging Academic Documents*: Falsifying or forging documents involves the unauthorized alteration of information provided by the College on records or documents. Falsifying/Forging Academic Documents includes, but is not limited to, the following conduct.
  - Altering information on a transcript
  - Changing a grade or the comments/markings on a paper, assignment or lab report

## **Social Misconduct**

---

Maintaining a civil, safe and respectful environment in which learning can best occur is the responsibility of all members of our community. Below you will find descriptions of specific departures of the community standards that will be addressed through our student conduct system.

The College has determined that certain violations are of such a serious nature that they will likely result in a student's or organization's interim separation, suspension or expulsion from Dickinson College. These terms are described in the **Outcomes** section of this document. Violations fall within this category when they cause, or have the potential to cause, significant adverse consequences for the safety, health and/or well-being of the student, others, or the community at large. These violations are noted with an asterisk (\*) below.

Students should also understand that, in addition to the sanctions that may be imposed for violations of the Community Standards, there may be other consequences that arise from their behavior. For example, a student's immigration status may be adversely affected, his or her financial aid may be impacted, he or she may not be eligible for other campus opportunities, including but not limited to, membership or participation in certain organizations, certain honors, awards and scholarships, leadership positions, club sports or varsity athletics.

- **Adulteration of Food and/or Beverage (\*)**. The intentional placement of drugs or other illicit substances into the food or beverage to be consumed by others, and without their knowledge and consent.
- **Discriminatory Conduct (\*)** Engaging in conduct that has the purpose or effect of creating a hostile environment or which deprives another person of the ability to fully participate in the programs or opportunities of the college based on that person's gender, race, color, religion, sexual orientation, ethnicity, national origin, disability or other characteristic protected by law or College policy is a violation of the Community Standards. Discriminatory 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.

- **Drugs (\*).** The possession, use, distribution, manufacture, cultivation, sale, transfer, or the attempt or conspiracy to possess, use, distribute, manufacture, cultivate, sell or transfer any substance the possession of which is prohibited by federal, state or local drug laws (*NOTE:* The intention to distribute, sell or transfer drugs may be inferred from the quantity and/or types of drugs involved).

Effective August 2011, Pennsylvania added certain **synthetic substances** to the list of drugs and substances it is illegal to possess, use or sale. These include chemical substances contained in bath salts, synthetic marijuana, or other synthetic drugs including, but not limited to, salvia and 2C-E.

- **Fire Safety Equipment (\*).** Tampering with fire safety equipment and/or the intentional or reckless starting of a fire.
- **Firearms, Weapons and Explosives(\*)** 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 complete Firearms and Weapons policy can be found in the *Student Handbook*.
- **Harm to Other (\*).** Physical, verbal or psychological abuse, harassment, intimidation or other harmful conduct that threatens, endangers, or has the potential to endanger the health, well-being or safety of another individual. It can include but is not limited to threats, intimidation, assaulting another person, and/or purposefully injuring another individual.
- **Hazing (\*).** 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. The complete Hazing policy can be found in the Student Handbook.
- **Sexual Harassment and Misconduct (\*).** The College’s policy and procedures for sexual harassment and misconduct situations can be found at [http://www.dickinson.edu/info/20226/student\\_development/1244/sexual\\_misconduct\\_policy](http://www.dickinson.edu/info/20226/student_development/1244/sexual_misconduct_policy).

The following are additional examples of conduct that are not compatible with Dickinson’s Community Standards and that, if committed, will be reviewed under our conduct system. These examples apply to individual students and organizations:

- **Alcohol.** 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 a possible violation of local, state and/or federal laws. Students are expected to comply with the Alcohol policy as outlined in the Student Handbook.

- **Alcohol Amnesty:** A student who contacts DPS or calls 911 to secure emergency medical care for another student who is in need of immediate medical attention to prevent death or serious injury will not be held responsible for his or her own consumption or possession of alcoholic beverage provided:
  - The reporting student reasonably believed s/he was the first person to make a call to DPS or 911;
  - The reporting student provides his/her own name when making the report, and
  - The reporting student remains with the person needing medical assistance until help arrives.
  
- **Complicity.** Assisting or facilitating the commission of a violation of the Community Standards.
  
- **Damage to Property.** Damage to college property or the property of others, as well as any attempt to damage such property.
  
- **Dishonesty.** Students and organizations are expected to be honest and truthful in all interactions with members of the Dickinson College community, including the College itself, its faculty and employees, alumni and fellow students, as well as with local, state and federal officials. This includes, but is not limited to falsifying, forging, altering or misusing any document or record.
  
- **Disruptive Conduct.** Conduct that is disorderly, annoying, disruptive, lewd, overly aggressive, obscene or which causes alarm.
  
- **Drug Paraphernalia.** The possession and/or use of any paraphernalia which is prohibited by federal, state or local drug laws is a violation of the Dickinson College Community Standards.
  
- **Electronic Conduct.** College-provided computers electronic devices and Internet access are available on campus. Students also use their own electronic equipment on campus as well. In all cases, policies governing the use of the College's electronic equipment, Internet access, network and computer system apply. The policies are posted on the Library and Information Services website at [http://www.dickinson.edu/info/20198/technology\\_services/2213/technology\\_policies](http://www.dickinson.edu/info/20198/technology_services/2213/technology_policies). Using any computer or other electronic device, and/or the college's network or Internet access in violation of these policies is prohibited.
  
- **Failure to Comply.** Students and organizations are expected comply with directions of College officials and follow all College policies. Specific expectations include:
  - following the directions of College officials and not hindering any College employee (including student employees) in the performance of their duties or interfering with the operations of the College.
  - complying with College policies and regulations, including but not limited to those found in the Student Handbook.
  - complying with the results of hearings and procedures in which they participate.
  - Student organizations are also expected to comply with the policies and regulations that govern their organization, including but not limited to risk management policies and regulations for behavior.

- **False Identification.** Creating(\*), distributing (\*) or possessing an identification card that falsely identifies or that is intended to falsely identify the bearer by name, age, date of birth, photograph, or other personally identifiable criteria or possessing or using the identification card of another or by possessing or using an identification card that has not been issued to or in the name of that person who possesses the card.
- **Harm to Self.** Engaging in activities or behaviors that intentionally or unintentionally jeopardize one's safety or well-being or which disrupt the community or any member of the community.
- **Interference with College Activities.** The obstruction or disruption of teaching, research, administrative duties, conduct proceedings or other college activities.
- **Safety and Security Equipment.** Tampering and/or the misuse of safety and security equipment.
- **Retaliation.** Seeking retribution or revenge, or attempting to seek retribution or revenge against anyone involved in the bringing, defense or resolution of allegations of any violation of the Community Standards, including the complainant, the respondent, anyone acting on behalf of either party, or anyone participating in the investigation, hearing and/or appeal.
- **Theft/Possession of Stolen Property.** Taking, attempting to take, and/or being in possession of the property of another without permission.
- **Unauthorized Access.** Unauthorized access to or use of College buildings, facilities or other properties. This includes but is not limited to: gaining access to a room, location, or building without authorization, unauthorized use of a college vehicle, and/or improper possession or duplication of a key or key card.
- **Violations of Law.** Students and organizations are expected to obey federal, state, and local laws. Any violation of such laws on Dickinson's campus or which affects Dickinson College or members of its community is also a violation of the Community Standards.

### **Procedures for Adjudicating Misconduct**

---

When the actions of a student(s) or organization violate the Dickinson College Community Standards, a process of review and resolution is implemented. This section describes the various procedures employed for the resolution of concerns about behavior and conduct that is inconsistent with our values and standards as an academic community. Generally, reports of violations of standards are submitted to the Dean of Students Office at which point they are resolved formally or informally. All academic misconduct cases must be heard through the formal resolution process.

#### ***Informal Resolution***

The College aims to respond to student misconduct in an educational and restorative manner whenever appropriate. Informal resolution seeks to resolve conflict, restore an individual or group's relationship



with the community and to promote and maintain community trust and civility. This is achieved through outcomes mutually agreed to by the college and the student. Outcomes of informal resolutions do not appear on a student or organization's conduct record; however, these outcomes can be taken into consideration if additional violations occur.

Informal resolution is reserved for allegations of social misconduct in which the facts of the incident are not in dispute, the student(s) or organization(s) involved has accepted responsibility for his/her/its actions and when, based upon the behavior at issue, the likely outcome does not alter a student or organization's relationship or status with the College. Amicable and respectful discussion must be honored throughout the process.

One or more of the following remediation options may be utilized as part of the informal resolution process: student (peer) panel meetings, restorative conferences with a College community member or conflict mediation. The resolution achieved in each situation will be based upon the specific incident under consideration. Regardless of which process is used, the success of informal 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.

Because the outcomes of informal 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 informal resolution proceeding, any party may request that the matter be resolved through formal resolution proceedings. Other than when the honesty of any person or organization offering information during the formal resolution process is at issue, no statements made during the informal resolution process may be used during the formal resolution proceedings.

Violations likely to alter a student's status at the college (asterisked in the Community Standards section of this document) are not eligible for review under informal resolution.

### ***Formal Resolution***

For conduct and behaviors that are not eligible for resolution through the informal resolution process, or where a party has so requested, formal resolution proceedings will be utilized. There are certain violations of the Community Standards, specifically those likely to alter a student's status at the college, which may only be resolved through formal resolution. Additionally, situations involving other violations of the Community Standards where the facts of the underlying incident are in dispute, the student(s) or organization(s) involved have challenged or have failed to acknowledge responsibility for his/her/its actions or where the outcome of a hearing may alter a student or organization's relationship or status with the College if responsibility is determined, must be resolved by formal proceedings. All academic misconduct cases must be heard through the formal resolution process.

Students' conduct resolved through Formal Resolution are entitled to the following

- The right to appropriate notice of concerns about specific behavior
- The opportunity to be assisted by an advisor
- The opportunity to respond to the concern

- The opportunity to appeal the initial hearing outcome if grounds for appeal are met

Violations which involve sexual offenses or sexual harassment or at the request of either the complainant or respondent are heard by one or more College community members who are specifically trained or experienced in dealing with such matters. Information regarding the resolution of these claims may be obtained in the Dean of Students Office.

Generally, there are two means of formal resolution: administrative hearings and hearing panels. Violations that do not meet the criteria for informal resolution and that are not likely to alter a student's or organization's status at the institution may be heard by a single administrative hearing officer. The administrative hearing officer is appointed by the Dean of Students office.

All other violations that will be resolved by formal resolution will be reviewed by a hearing panel. In cases which involve non-academic violations, the hearing panel consists of three members: a student, a faculty member and an administrator or staff member who serves as chairperson. In cases which involve academic conduct violations, the hearing panel consists of three members: a student, a faculty member and an Associate Provost who serves as chairperson.

The individuals who serve as hearing officers or on hearing panels are chosen from a pool of eligible panel members. The various members of the pool are chosen as follows:

**Students** who are members of the hearing panel pool are nominated by members of the College community, interviewed by the Dean of Students Office and then confirmed by Student Senate. The students are trained by the Dean of Students Office and Academic Affairs to hear incidents involving academic and non-academic violations of the College policy.

**Faculty** who are members of the hearing panel pool are elected by the faculty. The faculty members are trained by the Dean of Students Office and Academic Affairs to hear incidents involving academic and non-academic violations of the College policy.

**Administrators and staff** who are members of the pool from which hearing panel members are selected and appointed by the Dean of Students Office or the Provost's Office. The staff members are trained by the Dean of Students Office to hear incidents involving non-academic violations of the College policy.

The individuals from our community who may appear before a hearing panel are: the complaining party, the responding party, any individuals who are advisors\* and any individuals who appear as witnesses\*\*.

The **complaining party** may be any member of the College community, including students, faculty, other employees or the College itself who believe that a student or student organization has violated the Community Standards. In some instances, the complaining party may be a community member.

The **responding party** is any student, group of students, or organization accused of a violation of the Community Standards.

As used in this policy, “**parties**” refers collectively to the complaining party and the responding party.

\*The complaining party and the responding party may each be assisted by an **advisor**. This person may help prepare the party for the hearing and 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 and cannot speak on behalf of the responding party or complaining party during the hearing. The Dean of Students Office will provide a list of Dickinson College community members who have been trained on the student conduct process, if requested.

\*\* The complaining party and the responding party may each have witnesses who have relevant information pertaining to the incident appear during the hearing or, in lieu of appearing, submit statements from witnesses in writing in advance of the hearing according the schedule described in this policy. Witness information must be submitted in advance and witnesses must be approved by the Dean of Students Office before information will be shared with the hearing administrator or hearing panel. Similarly any written statements must be submitted in advance.

### *Notice of Hearing*

The Assistant Dean of Students or his/her designee, makes an initial determination of whether a student and/or organization may have violated the Community Standards and/or College policy. Throughout this document, Assistant Dean of Students refers to the Assistant Dean with oversight of the conduct process. A **notice letter** provides a student or organization with information about the policy or policies violation(s) that are alleged to have taken place. Notice of informal resolution or administrative hearing will be provided no less than two (2) business days in advance of the resolution proceeding. In general, notice of a hearing before a hearing panel will be given approximately fifteen (15) business days before the scheduled date of the hearing. Under extenuating circumstances, the timeframes set forth in this section may be extended by the Dean of Students. The time frames set forth in this policy are meant to provide guidance and the College may alter or set new time frames as appropriate. In addition, the notice 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. If the student or organization wishes to contest his or her hearing officer or panel member(s) based upon a perceived conflict of interest he/she should contact the Assistant Dean of Students as soon as possible, but in no less than one full business day before informal resolution or administrative hearing and no less than seven (7) business days before the date of a hearing before a hearing panel. A conflict of interest exists where, based upon facts and circumstances, the hearing officer or panel member cannot listen without bias or render a fair and impartial decision. Any documents a student receives related to a hearing are confidential and must not be shared other than with an advisor, who is also expected to maintain confidentiality.

### *Accommodations*

If a student requires accommodations for a disability during the hearing process, he or she must inform the Assistant Dean of Students no later than 24 hours after receiving notice of an informal resolution or administrative hearing and no later than seven (7) business days before the date of a hearing panel. The Assistant Dean will work with Disability Services and the student to determine if an accommodation is appropriate and the nature of the accommodation.

### *The Hearing Process*

The panel or administrative hearing officer will listen to and consider all relevant information presented at the hearing. Information supporting the violation(s) alleged may be offered in the form of documents or oral information from the complaining party and other individuals. The responding party shall be provided with an opportunity, and is encouraged, to respond to the allegations and present any information available to support his/her position regarding the alleged violation(s). Parties and other individuals who offer information at a hearing are expected to respond to questions presented via the hearing panel chair and/or by the panel members themselves.

Administrative and panel hearings are audio-recorded. 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 following the conclusion of the proceedings, including all appeals. Once all the information has been presented, everyone will be dismissed from the hearing room so that the panel or administrative hearing officer may deliberate in private.

The hearing panel or hearing officer will determine whether it is more likely than not, based upon the available information, that the responding party is responsible for the violation alleged. If it is determined that a violation of the Community Standards has occurred for which the responding party is responsible, the panel or hearing officer will determine sanctions, taking into account any previous disciplinary action for which the responding party has been responsible.

The result of the hearing and any sanction imposed are communicated to the responding party. Generally, this will occur within five (5) business days from the date of the hearing. There are some violations, as determined by law, for which a victim or victims will be notified about the outcome of a hearing.

Students and/or organizations are expected to attend scheduled hearings. If a student or organization fails to attend a hearing for any reason other than an emergency, the hearing may be held in the absence of the student or organization. Students and/or organizations can request to have a hearing rescheduled. Requests to reschedule must be submitted to the Assistant Dean of Students at least 24 hours after receiving a notice of an administrative hearing or seven (7) business days before the date of a hearing panel. Requests must come directly from the student receiving a notice letter.

If a hearing must be held at or after the end of the semester and/or a hearing panel cannot reasonably be convened, those cases will proceed either with a modified panel or to an administrative hearing. When proceeding as an administrative hearing, hearings for academic conduct violations will be heard by two Associate Provosts or designees of the Provost and hearings for social violations will be heard by the Assistant Dean of Students, or his or her designee.

Because the goals and objectives of the College's Community Standards and policies differ from those of the civil and criminal justice systems, in situations which give rise to both violations of the Community Standards and policies as well as violations of any local, state or federal law, student conduct proceedings may move forward without regard to pending civil litigation, criminal arrest, and/or

prosecution. Proceedings under the College's Community Standards and policies 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.

*Interim Separation:* The Dean of Students, or his/her designee may place a student or organization on interim separation for any behavior that, in his or her judgment, poses an ongoing risk of harm to the safety or well-being of an individual or other members of the campus community. Pending formal resolution of the situation as provided by the Community Standards, the student or organization will be denied access to the entire campus. During interim separation, a student may continue his/her coursework. When Interim Separation is imposed, the College will make reasonable efforts to complete the hearing within two weeks of the interim separation beginning.

*Interim Measures:* The Dean of Students, or his/her designee may impose conditions on any student or organization associated with a hearing process which, in the Dean's judgment, are necessary to maintain order, preserve the integrity of the hearing process and provide for the safety and well-being of individuals and organizations associated with the hearing process.

## **Outcomes**

---

Hearing panels or administrative hearing officers who find a student or organization responsible for a violation of the Community Standards or College policy, will issue sanctions, including but not limited to, those outlined 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 interest of the College community; the impact of the violation on the community, its members or its property; any previous conduct violations; and any mitigating or aggravating circumstances.

### ***Academic Misconduct Outcomes***

Academic honesty and integrity is a necessary foundation for scholarly work. Cheating in any form, including plagiarism, is unacceptable. Students found responsible for violations of the Academic Standards will receive sanctions as appropriate. In addition to the sanctions described in the Community Standards for social violations (such as warning, stayed suspension, suspension, expulsion, revocation and/or withholding of diploma), which are also applicable to academic violations, students found responsible for academic misconduct may also receive:

#### ***A failing grade on the assignment in question***

The lowest score that can be earned for the assignment in question will be given and the student's final grade calculated based on the grading information stated in the course syllabus.

#### ***Required withdrawal from the course with a penalty grade of "F."***

Students immediately lose the privilege of attending the class. A letter grade of "F" will be recorded on the student's academic record and calculated into the semester and cumulative GPA as 0.00. A failed course may be retaken for credit. Both the original grade and the new grade are calculated in the

average. All "F" grades continue to appear on the student's academic record regardless of course repetition.

**The typical sanction for academic misconduct is an F in the course and stayed suspension.**

In most cases, conduct files of students who have been found responsible for academic misconduct, but have not been suspended or expelled are destroyed upon their graduation. In incidents where a student is found responsible for an academic violation, the student's academic advisor and class dean will be notified of that outcome.

### ***Social Misconduct Outcomes***

The outcomes which may be imposed individually or in combination on a student or organization found to have violated the Community Standards include, but are not limited to, the following:

#### *Warning*

Notice to a student or organization that continuation or repetition of conduct found to be in violation of the Community Standards or policies may result in further disciplinary action.

#### *Restitution/Restoration*

Restitution includes the reimbursement for damages to or the misappropriation of property. Restoration includes the performance of appropriate services to repair or otherwise compensate for damages. Restitution and restoration may also include personal apologies, or other direct efforts to compensate for or address an issue.

#### *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, requirement to move on-campus at your own expense, removal of guest privileges, and/or restriction from autonomous housing options.

#### *Housing Relocation*

Housing relocation includes the involuntary relocation of a student from one residence hall to another residence hall on campus. If a student is relocated, he or she may be restricted from the prior residence.

#### *Off Campus Nuisance House*

Any off-campus residence currently occupied by Dickinson College students where one or more residents has been placed on probation may be designated by the College as a nuisance house. During the period of designation, exemplary community behavior is expected. Carlisle Police will also be notified of the designation. Additional violations of the Community Standards during this designation period may result in citations from the Carlisle Police and/or revocation of off-campus permission requiring all residents of the nuisance house to return to on-campus living.

#### *Assessment and/or Treatment*

Referral to the Wellness Center or approved off-campus agencies for various assessments, evaluations and/or treatment. This includes, but is not limited to: substance abuse assessment and/or treatment, anger management evaluation and/or treatment, conflict mediation, or sexual re-offense assessment and treatment.

#### *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.

#### *Parental Notification*

Disclosure to a parent that the student has been found responsible for a violation of the alcohol and/or drug provisions of the Community Standards. This is a typical sanction for an alcohol and/or drug violation.

#### *Probation*

A specified period of time requiring maintenance of exemplary conduct. Further violations during this time may result in more serious sanctions. This may also include all residents of a house, on or off-campus.

#### *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 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 and 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. An organization that is suspended shall be required to forfeit its ability to conduct group-sponsored activities, to participate in College-sponsored activities, and any College support for the organization will be withdrawn, during the period of suspension.

An organization that is suspended shall be required to forfeit its ability to conduct group-sponsored activities, 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, or otherwise satisfied the requirements for earning a degree, from Dickinson College before violations of the Community Standards 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. Failure to report conduct that may violate the Sexual Misconduct Policy before a potentially responsible student graduates is not an undiscovered violation.

#### *Expulsion*

For an individual, expulsion is 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. For an organization, expulsion is 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 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.



## **Appeals Process**

---

Decisions made by a hearing panel or hearing officer following a formal resolution can be appealed by either party within five business days of the date 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 Community Standards were not followed;
- The sanctions imposed were excessively harsh or excessively lenient for the violation;
- New and relevant information, not available at the time of the hearing, has arisen

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 Assistant Dean of Students shall determine whether one or more bases for the statement of appeal have been met. If they have, the appeal will be reviewed by an appellate officer or 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. 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 appeals panel must be persuaded to act by clear and convincing reasons. All appeal panel decisions are final, with the exception of cases of expulsion. The complainant and respondent will be notified of the appeal panel's decision by letter within five (5) business days, or as soon as reasonably possible after the decision is rendered.

In cases involving non-academic violations, the appeals panel is comprised of the Dean of Students, or his or her designee, one student and one faculty member none of whom were involved in the original hearing. In cases which involve academic conduct violations, the appeals panel is comprised of an Associate Provost, one student and one faculty member none of whom were involved in the original hearing. The appeals panel must be persuaded by clear and convincing evidence that is presented in writing in the appeal letter. The individual appealing will be notified of the appeal panel's decision by letter within five business days, or as soon as reasonably possible after the decision is rendered.

In cases where expulsion is the sanction recommended by either the hearing panel or the appeal panel, the responding party may appeal the decision of the appeal panel to the President. The President, or his or her designee(s), 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 five (5) business days of the date of notification of the decision by the appeals panel. The appeal may be based only on the grounds that procedures set forth in the Community Standards were not followed by the appeals board, the sanctions imposed by the appeals board were excessive for the violation, and/or new or relevant information, not available at the time of the hearing, has arisen.

If an appeal needs to be held at or after the end of the semester and/or an appeal panel cannot reasonably be convened, regardless of whether the hearing took place while classes were in session or not, the appeal shall be reviewed by the Provost/Dean of the College, or his or her designee, in cases of academic violations or to the Dean of Students, or his or her designee, in cases of social violations.

### **Student Records and Confidentiality**

---

All resolution proceedings, whether informal or formal, are conducted in compliance with the requirements of FERPA 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 information from a student's education record, including the disciplinary proceedings of the College, to parents. 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.

Informal resolution is an administrative proceeding, and matters resolved through informal resolution processes are not part of a student's conduct files, subject to the exception noted in the previous description of the Informal Resolution section.

Affirmative findings of responsibility in matters resolved by formal resolution proceedings are part of a student's conduct record. Once a student has been found responsible for violating the Community Standards by formal resolution proceedings, all records of matters addressed by informal 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, developing sanctions, and shall remain a part of a student's conduct record for all purposes.

Generally no disciplinary sanctions are noted on a student's transcript. The conduct files of students who withdrew with pending disciplinary action or have been suspended or expelled from the College are maintained in the Dean of Students Office forever. In most cases, conduct files of students who have not been suspended or expelled are destroyed seven years following 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 Office of Global Education are subject to a conduct record check. Information that will be shared with the Office of Global Education includes, but is not limited to; violations that resulted in the suspension of the student, violations that resulted in a student being placed on stayed suspension or conduct probation, violations involving illicit drugs or drug paraphernalia, sexual harassment, sexual offenses, other acts of violence, and major damage to

property. 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 and/or the Community Standards 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.

## **DISABILITY SERVICES- DOCUMENTATION AND ACCOMODATIONS**

### **Disability Services**

*This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

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 schedule a meeting with the Director of Learning Skills and Disability Services for a confidential consultation at 717-245-1734. Documentation can be sent by email to [disabilityservices@dickinson.edu](mailto:disabilityservices@dickinson.edu), or via fax to 717-245-1618.

### **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 as early as possible in the semester with Marni Jones, Director of Learning Skills and 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). Students should schedule a meeting with each professor they are seeking accommodations from to discuss how each accommodation will be implemented for that class. 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. Disability Services works in cooperation with Residence Life & Housing and relevant professionals in the Wellness 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 Web site](#)) by the following dates:

Incoming first year Dickinson College students:

- June 2nd for the Fall Semester
- November 21st for the Spring semester

All other Dickinson College students:

- March 28th for the Summer and Fall Semesters
- November 21st for the Spring Semester

Note that consideration of housing accommodation requests and possible subsequent assignments will begin two weeks prior to the above deadlines. While requests and documentation 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 lactose-free meals, gluten-free breads and meals, vegetarian and 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 Union Station and the Quarry. Please visit the [Dining Services Web site](#) 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 Web site](#)) 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 AND ALCOHOL POLICY**

### A. STANDARDS OF CONDUCT

**These standards of conduct apply to all members of the college community, including all students registered for one or more courses; all administrators, faculty, staff and employees; and, all organizations recognized by the college.**

#### *Illicit Drugs*

Dickinson College prohibits the unlawful manufacture, cultivation, possession, distribution, dispensation and use of any drug by any member of the college community on any college-owned property, at any college activity or activity offered by an organization recognized by the college, or during any college-sponsored event or travel. The possession of unlawful drug paraphernalia is also prohibited.

#### *Alcohol*

Dickinson College prohibits the use, sale, provision, and distribution of alcohol, except as permitted by law, on any college-owned property, at any college activity or activity offered by an organization recognized by the college, or during any college-sponsored event or travel. The following items and

activities are also prohibited on any college-owned property, at any college activity or activity offered by an organization recognized by the college, or during any college-sponsored event or travel:

- **Underage possession or consumption** – A person under the legal drinking age may not possess, consumer, 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, including but not limited to, activities such as beer pong, quarters, and flip cups.
- **Alcohol Paraphernalia** – The possession of materials used in drinking games or activities that promote or encourage the consumption of large amounts of alcohol is prohibited, including but not limited to beer pong tables, beer funnels, and beer bongs.
- **Hosting Underage Guests** – Students are prohibited from serving alcohol to underage guests and must have the service of alcohol monitored by a TIPS-trained bartender. If students under the legal drinking age are found to be in a location where alcohol is being consumed, the college will presume that the underage students are in the possession of and have been consuming alcohol.
- **Public Intoxication** – Creating a disturbance to any member of the college community, college officials, or law enforcement while under the influence of alcohol is prohibited.
- **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 that is required to be registered is prohibited.
- **Large Volume Containers** – Kegs, beer party balls, punch bowls, or other large volume containers of alcohol are prohibited unless pre-authorized by the Office of Campus Life.
- **Multiple Locations** – Events or activities, whether formally or informally organized, which encourage persons to consume alcohol in three or more places or encourage the consumption of large amounts of alcohol are prohibited, including but not limited “Around the World” or “progressive” parties.
- **Other Dangerous Conduct** – The consumption of quantities of alcohol or the sustained consumption of alcohol that interferes with a person’s participation in the college community and/or that pose a risk to the health or safety of students or others is prohibited.

Because issues around the use, misuse, and abuse of alcohol have an impact on the academic and social success of students, the college expects that students who are legally eligible to drink will use alcohol responsibly and in a manner that does not put underage students at risk. Additionally, the host of any event at which alcohol is provided is responsible for complying with applicable laws and policies of the college. The “host” is the person, persons, or organization who provides the food, beverages, or accommodations for any activity. The college reserves the right to prohibit or restrict consumption of alcohol at certain events and in certain facilities.

## B. COLLEGE DISCIPLINE

Dickinson College will impose disciplinary sanctions on members of the college community for violations of the College's Standards of Conduct regarding drugs and alcohol. Potential sanctions for violations of this policy include but are not limited to, warnings, assessment/treatment, suspension, expulsion, and discharge. Violations involving the possession, use, distribution, manufacture, cultivation, or sale of drugs are of such a serious nature that they are likely to result in the suspension or expulsion of a student or the suspension or discharge of a college employee.

Further information about the process for college discipline of students is available in the "Community Standards" portion of the Student Handbook. Further information about the process for discipline of college employees is available in the Employee Handbook.

In addition to any college discipline, the college may refer any violation of this policy to law enforcement agencies for prosecution or other action. The college will cooperate fully with law enforcement agencies regarding any unlawful conduct involving drugs or alcohol.

### C. LEGAL SANCTIONS

A person who violates any law governing illicit drugs and alcohol is subject to criminal sanctions provided by law. In addition, a student who is convicted of any offense under state or federal law involving the possession or sale of a controlled substance will not be eligible to receive certain kinds of financial aid. (See "Suspension of Financial Aid Eligibility for Drug-Related Offenses" in the Student Handbook).

A summary of the legal sanctions applicable under local, state, and federal laws for offenses involving drugs and alcohol is provided in the Appendix to this policy.

### D. HEALTH RISKS

All drugs, including alcohol, present health risks. Combining drugs and combining any drug with alcohol substantially increases health risks and may be fatal. To promote awareness of these risks, the College provides the following summary of information about risks associated with alcohol and certain categories of drugs.

**Alcohol** - Consumption of alcohol, even in low or moderate amounts, can significantly impair judgment, coordination, and mental functioning, including the ability to drive a vehicle. Statistics show that alcohol use increases the incidence of aggressive acts and misbehavior, including sexual misconduct, fighting, spousal and child abuse, and vandalism. Moderate to high doses impair higher mental functions, including a person's ability to learn and remember information. Very high doses cause respiratory depression and death. Repeated use of alcohol can lead to dependence, which can cause permanent damage to organs and deterioration of a healthy lifestyle.

**Cannabis/Marijuana** - The use of marijuana can result in slowed thinking and reaction time and impaired memory and balance. Marijuana smokers can suffer from respiratory problems, including cough, chest congestion, and heightened risk of lung infections.

**Club Drugs/Ecstasy/Ketamine** - Club drugs include a variety of psychoactive drugs that tend to be abused by young adults. Many club drugs create a sedative effect that can be incapacitating. Some club drugs cause amnesia, delirium, and anxiety. Repeated use may be physically addicting, resulting in

withdrawal effects.

**Cocaine** - Cocaine is a powerfully addictive stimulant that produces potentially dangerous physical effects such as raising heart rate and blood pressure. The use of cocaine can lead heart attack, stroke, and death. Binge use of cocaine may lead to irritability, restlessness, anxiety, severe paranoia, and hallucinations.

**Hallucinogens/LSD/Peyote/PCP** - Hallucinogens cause illusions, poor perception of time and distance, and profound distortions in a person's perception of reality. They can also cause rapid and intense emotional swings. The effects of hallucinogens are highly variable and unpredictable. Users may experience panic, despair, fear, paranoia, and loss of control. PCP is an addictive hallucinogen. PCP abusers may become violent or suicidal

**Opioids/Heroin** - Opioids, including heroin and some prescribed pain medications, can result in drowsiness and respiratory depression. Opioids present a high risk for addiction and uncontrollable drug-seeking. Chronic opioid use leads to physical addiction and withdrawal symptoms can be severe, including muscle and bone pain, diarrhea and vomiting, cold flashes, and kicking movements. Abuse of opioids is associated with fatal overdose, collapsed veins, and pulmonary difficulties.

## E. EDUCATION AND COUNSELING

Dickinson College offers drug and alcohol education programs regularly. Information about these programs is available at the Officer of the Dean of Students, Campus Life, the Wellness Center, and the Department of Human Resources.

## F. ASSISTANCE, TREATMENT AND COMMUNITY RESOURCES

If a member of the college community has a concern about drug or alcohol use by any student, the person can contact the Wellness Center or the Office of Student Life. If a member of the college community has a concern about drug or alcohol use by any employee, the person may contact the Employee Assistance Program or the Department of Human Resource Services. Contact information for these offices and other assistance, treatment, and community resources are listed below.

### **Emergency Assistance**

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

Off-campus, call 911

### **Medical Treatment**

Wellness Center – Health Services, call x 1835 (717-245-1835) – for students only

Carlisle Regional Medical Center Emergency Department, call 717-960-1695

### **Emotional Support**

Wellness Center – Health Services, call x 1835 (717-245-1835) – for students only

Counseling Center, call x1485 (717-245-1485)

Employee Assistance Program, call 717-243-1896 – for employees only

### **Community Resources**



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

## **Appendix – Penalties for Alcohol and Drug Offenses**

Pennsylvania Underage Drinking Law.....	i
Pennsylvania DUI Law Grading and Sentencing Guide.....	ii
Criminal Penalties for Drug Crimes under PA Law.....	v
Criminal Penalties for Drug Trafficking Crimes in PA.....	vi
Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana).....	vii
Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances.....	viii

### **Pennsylvania Underage Drinking Law**

A person under 21 who attempts to purchase, consume, or possess alcohol will be fined up to \$500 on the first offense and \$1,000 for each subsequent offense. The minor's driver's license may also be suspended for up to 90 days for the first offense and up to one year for the second offense.

Source: 18 Pa. C.S. § 6310.4, 18 Pa. C.S. § 6308

### **Pennsylvania Penalties for DUI**

There are now three levels of DUI:

1. [General Impairment \(.08 to .099% BAC\)](#)
2. [High BAC \(.10 to .159% BAC\)](#)
3. [Highest BAC \(.16% and higher\)](#)

Under the new DUI law minors, commercial drivers, school vehicle or bus drivers, and offenders involved in an accident that injures someone or causes property damage may be subject to the high BAC

penalties even if their BAC is not in the high category. Offenders who refuse breath or chemical testing may be subject to the highest BAC penalties. The following charts show the penalties for each of the BAC categories:

**General Impairment penalties (Undetermined BAC, .08 to .099% BAC)**

No prior DUI offenses	<ul style="list-style-type: none"> <li>- ungraded misdemeanor</li> <li>- up to 6 months probation</li> <li>- \$300 fine</li> <li>- alcohol highway safety school</li> <li>- treatment when ordered</li> </ul>
1 prior DUI offense	<ul style="list-style-type: none"> <li>- ungraded misdemeanor</li> <li>- 12 month license suspension</li> <li>- 5 days to 6 months jail time</li> <li>- \$300 to \$2,500 fine</li> <li>- alcohol highway safety school</li> <li>- treatment when ordered</li> <li>- 1 year ignition interlock</li> </ul>
2 or more prior DUI offenses	<ul style="list-style-type: none"> <li>- 2nd degree misdemeanor</li> <li>- 12 month license suspension</li> <li>- 10 days to 2 years prison</li> <li>- \$500 to \$5,000 fine</li> <li>- treatment when ordered</li> <li>- 1 year ignition interlock</li> </ul>

The new law creates a higher set of penalties for those having higher BAC levels. It allows for treatment at all levels, and requires alcohol highway safety school for all first and second time offenders.

**High BAC penalties (.10 to .159% BAC)**

No prior DUI offenses	<ul style="list-style-type: none"> <li>- ungraded misdemeanor</li> <li>- 12 month license suspension</li> <li>- 48 hours to 6 months prison</li> <li>- \$500 to \$5,000 fine</li> <li>- alcohol highway safety school</li> <li>- treatment when ordered</li> </ul>
1 prior DUI offense	<ul style="list-style-type: none"> <li>- ungraded misdemeanor</li> <li>- 12 month suspension</li> <li>- 30 days to 6 months prison</li> <li>- \$750 to \$5,000 fine</li> <li>- alcohol highway safety school</li> </ul>

	<ul style="list-style-type: none"> <li>- treatment when ordered</li> <li>- 1 year ignition interlock</li> </ul>
2 or more prior DUI offenses	<ul style="list-style-type: none"> <li>- 1st degree misdemeanor</li> <li>- 18 month license suspension</li> <li>- 90 days to 5 years prison</li> <li>- \$1,500 to \$10,000 fine</li> <li>- treatment when ordered</li> <li>- 1 year ignition interlock</li> </ul>
3 or more prior DUI offenses	<ul style="list-style-type: none"> <li>- 1st degree misdemeanor</li> <li>- 18 month license suspension</li> <li>- 1 to 5 years prison</li> <li>- \$1,500 to \$10,000 fine</li> <li>- treatment when ordered</li> <li>- 1 year ignition interlock</li> </ul>

For those at the highest BAC levels, the new law has strict penalties, but also allows for treatment. This even-handed approach allows for individuals to receive counseling for their alcohol problem, while still penalizing those who choose to continue the dangerous practice of drinking and driving.

In addition, drivers under the influence of controlled substances and those who refuse breath or chemical testing are subject to the highest BAC category penalties.

**Highest BAC penalties (.16% and higher) or Controlled Substance**

No prior DUI offenses	<ul style="list-style-type: none"> <li>- ungraded misdemeanor</li> <li>- 12 month license suspension</li> <li>- 72 hours to 6 months prison</li> <li>- \$1,000 to \$5,000 fine</li> <li>- alcohol highway safety school</li> <li>- treatment when ordered</li> </ul>
1 prior DUI offense	<ul style="list-style-type: none"> <li>- 1st degree misdemeanor</li> <li>- 18 month license suspension</li> <li>- 90 days to 5 years prison</li> <li>- \$1,500 to \$10,000 fine</li> <li>- alcohol highway safety school</li> <li>- treatment when ordered</li> <li>- 1 year ignition interlock</li> </ul>
2 or more prior DUI offenses	<ul style="list-style-type: none"> <li>- 1st degree misdemeanor</li> <li>- 1 to 5 years prison</li> <li>- \$2,500 to \$10,000 fine</li> </ul>

	- treatment when ordered - 1 year ignition interlock
--	---

### Criminal Penalties for Drug Crimes under PA Law

The most commonly charged drug crimes in PA are listed below with their corresponding penalties:

Offense	PA Statute	Penalty	Mandatory
Possession of a Controlled Substance	35 P.S. § 780-113(a)(16)	1st Offense - misdemeanor, up to 1 year in jail, maximum \$5,000 fine, or both;	
Possession of a Controlled Substance		Subsequent Offense - misdemeanor, up to 3 years in jail, maximum \$25,000 fine, or both	
Manufacture, Delivering or Possession with Intent to Deliver Controlled Substances (PWID)	35 P.S. § 780-113(a)(30)	Please see the Criminal Penalties for Drug Trafficking chart below.	Mandatory Minimum Sentences for Drug Trafficking
Manufacture, Delivering or Possession with Intent to Deliver Controlled Substances (PWID)			Mandatory Minimum Sentences for Drug Trafficking to Minors
Possession of a Small Amount of Marijuana	35 P.S. § 780-113(a)(31)	Misdemeanor, up to 30 days in jail, maximum \$500 fine, or both	
Drug Paraphernalia	35 P.S. § 780-113(a)(32)	Misdemeanor, up to 1 year in jail, maximum \$2,500 fine, or both	
Criminal Use of a Communication Facility	18 Pa. C.S.A. § 7512	3rd degree felony, up to 7 years in jail, maximum \$15,000 fine, or both	
Obtaining a Controlled Substance by Fraud or Misrepresentation	35 P.S. § 780-113(12)	Same penalties as PWID above, based on the drug at issue. See the Criminal	

		Penalties for Drug Trafficking chart below.	
--	--	---	--

### Driver's License Suspension for Drug Crimes in Pennsylvania

There are certain criminal offenses in Pennsylvania that carry a suspension of your driver's license as part of the penalty for that criminal offense, including some non-driving-related criminal offenses. Some common examples of criminal offenses that carry license suspension as part of the penalty include any offense under the PA Controlled Substance, Drug, Device and Cosmetic Act. Suspension of your driver's license is part of a separate administrative proceeding handled by the PA Department of Transportation (PennDOT).

### Criminal Penalties for Drug Trafficking Crimes in PA

The penalties listed below are for any person who violates Pennsylvania law under 35 P.S. 780-113(a)(12), 35 P.S. 780-113(a)(14), or 35 P.S. 780-113(a)(14) with respect to:

<u>Drug Type</u>	<u>Penalty</u>
Schedule I or II which is a narcotic drug	Felony, up to 15 years in jail, maximum \$250,000 fine, or both, or such larger amount as is sufficient to exhaust the assets utilized in and the profits obtained from the illegal activity.
Specific Drugs or Amounts:  PCP; methamphetamine (meth), including its salts, isomers and salts of isomers; cocaine and its derivatives; and marijuana in excess of 1,000 pounds	Felony, up to 10 years in jail, maximum \$100,000 fine, or both, or such larger amount as is sufficient to exhaust the assets utilized in and the profits obtained from the illegal activity.
Schedule I, II, or III not listed above	Felony, up to 5 years in jail, maximum \$15,000 fine, or both
Schedule IV	Felony, up to 3 years in jail, maximum \$10,000 fine, or both.
Schedule V	Misdemeanor, up to 1 year in jail, maximum \$5,000 fine, or both.

### Mandatory Minimum Sentences for Drug Trafficking in PA

Pennsylvania law, specifically §7508 of the PA Crimes Code, addresses mandatory minimum sentences for drug trafficking crimes. Mandatory minimum sentences under PA law provide little flexibility upon conviction. There are also additional factors that may amplify or aggravate the sentencing in your case, such as possession of a firearm.

[See Federal Trafficking Penalties](#)

## **ELECTION ACTIVITIES POLICY AT DICKINSON**

*This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

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.

## **OPEN/CLOSED SOCIAL EVENTS POLICY AT DICKINSON**

*This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

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:

## CLOSED SOCIAL EVENTS

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

1. 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.
2. 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.

## 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:

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

## 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 above 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.

## **COLLEGE ABSENCE POLICY**

**Professors determine course attendance policies, and students should communicate directly with their course instructors about any absences. In urgent circumstances, a student’s dean may provide additional information to course instructors and faculty advisors.**

Professors determine the attendance policy for their courses following college and department guidelines. Whenever possible, students should communicate directly with their course instructors about class absences. Student absences resulting from serious illness, departure from the campus,

and/or family emergencies may also be reported to course instructors by a student's dean. Such notification does not require the instructor to excuse the absence. Absences for participation in a sport or cultural activity may be considered permissible if the student's academic performance is satisfactory. **The course professor has complete discretion in these situations.**

When a student visits the Wellness Center and the staff recommends that students miss class or assignments because of illness, a staff member will send written confirmation of this recommendation directly to the student. With the student's permission, staff will copy the student's class dean.

The Wellness Center does *not* write excuses for class absences, and more information about Wellness Center procedures and students' right to privacy is available on the [Wellness Center Website](#).

## **CAR POLICY (FIRST YEAR STUDENTS)**

*This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

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. Requests for exceptions must be made in writing by the student and forwarded to the Chief 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.

## **EXPECTATIONS FOR FRATERNITIES AND SORORITIES AT DICKINSON**

*This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

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.

## **FIREARMS AND WEAPONS POLICY AT DICKINSON**

*This online policy content is provided as a resource for the students, faculty, staff and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

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.

## DEFINITION

**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, nun-chucks, 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 AT DICKINSON**

*This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

A student wishing to bring a complaint against the college or a member of the staff or administration regarding discrimination based upon sexual orientation, gender identity, gender expression, 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**

#### **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.

#### **Resolving a Complaint**

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.

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.

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.

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.

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.

### **Appeals**

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.

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.

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.

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.

## **HAZING POLICY AT DICKINSON**

*This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

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.

## **HOLLAND UNION BUILDING PUBLICITY POLICY**

*This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

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**

*This online policy content is provided as a resource for the students, faculty, staff and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

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**

*This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*



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 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 Residence Life & Housing. If the student is an on campus resident, Public Safety, working with Residence Life & Housing 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.

## **PARENTAL NOTIFICATION POLICY AT DICKINSON**

*This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

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 AT DICKINSON**

This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College through consultation with the Director of the Health Center as necessary. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.

### **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. 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 AT DICKINSON**

*This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

### **Purpose**

This policy is designed to educate our community members – faculty, staff, and students, -- about the state laws and regulations regarding the prevention, identification, and reporting of child abuse.

Dickinson College is committed to the protection and safety of minors. While the vast majority of the members of the Dickinson community are adults 18 years of age or older, our community also includes minors less than 18 years of age, both in formal relationship to the College, and more informally, as frequent visitors. For example, minors may be matriculated or prospective students, participants in camp programs, participants in volunteer programs or children in our Children's Center.

## **Policy**

It is the obligation of every member of the College community to report suspected child abuse as soon as possible as outlined below.

## **Duty to Report**

Every member of the Dickinson Community has a duty to report if he/she has reasonable cause to suspect that a child is a victim of child abuse based on:

1. Information shared with him/her by the child or any other individual; or
2. His/her own observations or knowledge.

The duty to report is triggered by reasonable suspicion or belief. There is no requirement that there be actual evidence of abuse, nor should any individual seek to investigate the matter for him/herself. Any doubt as to whether or not to report should be resolved in favor of making the report to ensure that the appropriate professionals in child protective services can assess the report and evaluate the safety of the child.

## **Procedure**

Under this policy, any Dickinson community member suspecting abuse is required to bring all suspicions or beliefs to the immediate attention of the Dickinson College.

## **Child Line: 1-800-932-0313**

As soon as the report is made, you must next contact the Director of Human Resource Services or to the Chief of Public Safety. These individuals, 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.

## **Definition of Child Abuse**

A child is defined as anyone under the age of 18. Child abuse includes any of the following:

1. Physical abuse: Any act or failure to act within the past two years which causes non-accidental serious physical injury to a child;
2. Sexual abuse: Any act or failure to act at any time in the past which causes non-accidental sexual abuse or sexual exploitation of a child, including sexual acts with a child, simulation of sexual acts with a child, or visual depiction of such acts.
3. Emotional abuse: Any act or failure to act at any time in the past which causes non-accidental serious mental injury to a child;
4. Imminent risk of physical injury or sexual abuse: Any act or failure to act or a series of such acts or failures to act within the past two years which creates an imminent risk of serious physical injury or sexual abuse to a child; and,
5. Serious physical neglect: Prolonged or repeated lack of supervision or the failure to provide essentials

Child abuse may be committed by any individual, including an employee, volunteer, parent, caregiver or other party in the child's life. The duty to report exists regardless of whether or not the suspected perpetrator is a member of the Dickinson community and regardless of the specific role he/she occupies in the child's life.

### **Permission to Report**

In addition to the duty to report as described, state law permits any individual to report suspected abuse directly to child protective services. In Pennsylvania, reports of suspected abuse must be made to Child Line at 1-800-932-0313. Consistent with this policy, however, it is expected that notice of this report will also be shared with the Director of Human Resource Services and/or the Chief of Public Safety.

### **Consequences of Abuse**

The employment of any college employee who is convicted of a charge related to abuse of a minor will be terminated, whether the abuse occurred on or off campus. Any employee against whom a credible allegation 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 a charge related to abuse of a minor will be expelled from the College, whether the abuse occurred on or off campus. 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 expulsion.

Sexual Harassment and Misconduct Policy  
Children's Center Policies and Procedures

**Responsible Division/Office:** Office of Human Resource Services

**Effective Date:** February 7, 2012

**Last Amended Date:** April 23, 2013

## **RELIGIOUS HOLIDAYS POLICY AT DICKINSON**

*This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

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.

If you have any questions, please feel free to visit Community Service and Religious Life's [website](#), or call the office at 717-245-1477.

## SMOKING POLICY AT DICKINSON

*This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

Dickinson College promotes a smoke-free environment, and smoking is permitted only in outdoor areas of the campus not within 25 feet of a building. No smoking is allowed in any building on campus. This includes private offices, residence hall rooms and public buildings. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. In all cases, the right of nonsmokers to protect their health will take precedence over a smoker's desire to smoke.

## STUDENT RIGHTS AND RESPONSIBILITIES AT DICKINSON

*This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

### **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 either directly or through the Student Senate.

E. Recognition 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 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 authorities 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.
  - 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, degree, and awards received;
  - For athletic teams, height and weight of student;
  - Participation in recognized student organizations and activities;
  - Enrollment in foreign languages (without grades) may be made available to faculty teaching or supporting courses which have a foreign language integration option;
  - 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. Residence Life & Housing 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 Residence Life & Housing staff or a Division of Student Life 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.

*This online policy content is provided as a resource for the students, faculty, staff and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

## **TECHNOLOGY POLICIES AT DICKINSON**

*This online policy content is provided as a resource for the students, faculty, staff, and administration of Dickinson College. Content is subject to change. Please contact the appropriate person or office to obtain the most current information.*

## 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, the Information Technology and Services 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 [atlis.dickinson.edu/Technology/Policies/peer-to-peer.htm](http://atlis.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. Examples of prohibited WAPs include streaming video devices, wireless printers, and smartphone personal 'hot spots'. 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.

For more information on any Technology Policies, please see their website [here](#).