

2017-2018 Dickinson College Student Handbook

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Bias Incident Protocol

I. 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, The Center for Service, Spirituality and Social Justice, and The 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.

II. 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.

III. 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 America 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.

IV. 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.

V. 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.

VI. 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.
 - o 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). 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.

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

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

bylander@dickinson.edu;

717-245-1392

Point of Contact: Joyce Bylander, Vice President & Dean

Popel Shaw Center for Race & Ethnicity

Landis House

Mon-Fri 8:30a-4:30p 717-245-1931

Point of Contact: Vincent Stephens, Director

Associate Dean of Students

Lower Level, Holland Union Building

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

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.ywcaCarlisle.org/>

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

LGBT Center of Central PA

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

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

Community Standards

The 2017-2018 Community Standards resource is produced for the students, faculty, staff and administration of Dickinson College. Please contact the Vice President and Dean of Student Life Office at (717) 245-1676 with any questions.

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 Vice President and Dean of Student Life's Office coordinates the administration of the student conduct process at Dickinson College, including social and academic misconduct. The Vice President and Dean of Student Life also has oversight responsibility for incidents involving social misconduct. The Provost and Dean of the College oversee situations that involve academic misconduct. 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 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 objectives 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.

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](#)
- [Social Misconduct](#)
- [Resolving Allegations of Misconduct](#)

Catering

I. Purpose and Objectives

This policy establishes procedures for the use of institutional funds to purchase food and beverage or catering services. The objectives include the following:

- A. Ensuring the college maximizes the value of limited resources used to buy food services and leverages opportunities found through internal resources.
- B. Providing guidance on how institutional funds shall be used, i.e. the requirement to give Dickinson College Catering the first-right-of-refusal for all events.
- C. Ensuring College community members execute advance planning and preparation to ensure successful College events for all parties involved.
- D. Providing guidance on purposes and circumstances under which institutional funds should and should not be used.
- E. Ensuring appropriate parties are involved in the decision to use institutional funds.
- F. Ensuring catered functions advance the mission of the College through application of the institution's strategic plan.

Use of Dickinson College Catering is required for on-campus events where food is served because the College has invested in the fixed resources (staff and equipment) associated with delivering complete dining and catering services. Giving discounts to the College's internal customers is appropriate to make budgets go further. However, it is also appropriate to charge internal customers for more than just the variable costs associated with food service. Charging internal customers only the variable costs would lead to higher (and wasteful) consumption. This would also over-extend the College's catering services in addition to creating higher, unnecessary expenses for the College.

This policy describes the general procedures to follow under normal circumstances as outlined in Section V. Should

other-than-normal circumstances occur, and deviation from the policy is contemplated, the consideration of such deviation shall follow the process outlined in Section V. It is also understood that this policy may be modified in the future from time-to-time. Proposed changes to this policy would be presented to the college's senior officers (i.e. President's Staff) and to the All College Committee on Planning & Budget (P&B) for recommendation to the President.

II. Policy Goal

The goal of this policy is to maximize to the greatest extent possible the overall value obtained from the use of institutional funds and to minimize the real dollars leaving the campus. The true incremental cost to the College associated with any catering order consists only of the variable costs (i.e. food and additional staff who are scheduled to work for the event). The use of outside vendors incurs true costs to the college consisting of both the fixed and variable costs. Maximum value can be achieved through the use of internal resources, i.e. reduced costs to the College by using Dining Services' volume purchase agreements, and utilizing production staff who are already on the schedule, as well as equipment which the college already owns.

III. Use of Institutional Funds

Use of institutional funds for any purpose is subject to the approval process described in Section V. Requests for all catered functions that are to be funded by institutional funds shall be made through Dickinson College Catering.

College internal customers will receive a 20% discount off the price of food and beverage services through Dickinson Dining and Catering Services¹; prices are based on the Catering Menu posted for the public and external customers. Pricing for external customers will be set at prevailing market rates and will be reviewed/adjusted annually. Discounts do not apply to additional services and non-food charges, i.e. delivery fees, linens, and TIPS servers.

The use of institutional funds for purchase of food, beverage, or catering shall be:

- A. To support College community events.
- B. To support officially recognized College group events.
- C. To support academic initiatives that broadly affect College community members.
- D. To support College fund-raising and community outreach efforts.

IV. Institutional Funding of Catered Services

Institutional funds for the purchase of food and beverage or for catered functions shall be requested through the College budgeting process. Budget requests shall be reviewed and approved or denied by the College Planning and Budget Committee.

V. Process for Requesting Catering Services Using Institutional Funds

- A. Provide catering services with written approval to use institutional funds by delivering a completed Internal Requisition or Student Senate Authorization Form. Provide catering services appropriate approval for service of alcohol as applicable.

¹ Custom menus are not eligible for a discount; cost is the published rate.

- B. Place request for services by following standards and guidelines published² by Catering Services. Customized, complex, or global and authentic themes require significant pre-planning and advance notification.
- C. Requests made after published deadlines may be declined or may be assessed an additional fee as published in the catering guidelines. Declined requests do not mean an event cannot be held; however, the event will not have food and beverage service.
- D. Catering requests may be granted an exemption from use of Dickinson College Catering at the discretion of the Director of Dining Services and the Catering Manager providing the request was submitted prior to established deadlines. Exemptions typically are granted if Catering Services' resources will be over-extended upon review of each event.
- E. There is an automatic exemption for events with fewer than 25 people and spending less than \$200. The rationale for these numbers is that food for groups of 25 or more people have greater risks of foodborne illness outbreaks and require more planning for food safety controls
- F. Other exemptions from the requirement to use Dickinson College Catering Services are requested through the Director of Dining Services and may include:
 - Contracts with "food trucks" to support Student Senate and Student Life programming
 - Specific ethnic cuisine to support a related cultural program or event

Deliveries and Solicitations

For the safety and privacy of all members of the campus community, solicitors, peddlers and door-to-door solicitation are not permitted on campus, including in any campus buildings.

Members of the campus community are not permitted to raise funds or sell products on campus without permission from the Office of Residence Life and Housing. No one, including members of the campus community, is permitted to solicit, raise funds or sell products in the residential facilities.

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

Disability Services - Documentation and Accommodations

Dickinson College is committed to ensuring that the college's programs and facilities are accessible to all qualified students on a nondiscriminatory basis. A student with a disability is not required to disclose a disability unless he or she is seeking accommodations.

The procedure for disclosing a disability and requesting accommodations is provided on the [Office of 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

² Standards at Dining Services' website or at: www.dickinson.edu/download/downloads/id/6402/catering_guide.pdf

substantially limiting one or more major life activities. Documentation should substantiate each functional limitation and its nexus to each 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 on the [ODS website](#). The Office of Disability Services will be happy to provide those who ask with a list of psychologists in the area who perform psychoeducational and neuro-psychological testing.

If you have a physical, psychological, learning, or other type of disability and are in need of accommodations in either the academic or living environment, or if you have any questions regarding your options, please contact the Office of Disability Services for a confidential consultation by emailing disabilityservices@dickinson.edu or by calling at 717-245-1734. Disability documentation can be sent by email to disabilityservices@dickinson.edu, or via fax to 717-254-8139.

Academic Accommodations

Students requesting academic accommodations are required to register with ODS 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. Students are not eligible to receive academic accommodations retroactively.

Eligible students will receive an accommodation letter to give to the professors of their choosing, informing them of the accommodation(s) for which they are eligible. Students should schedule a meeting with the professor of each class in which they are seeking accommodations to discuss how each accommodation will be implemented for that class. Both the student and professor are to complete and sign an Accommodations Implementation Plan form, which the student will need to return to ODS within three days of the meeting.

Students seeking test-taking accommodations will need to take both their schedule and each professor's schedule into consideration when determining whether or not test proctoring is needed. Requests for test proctoring are to be made at least one week prior to any scheduled exams. Questions regarding test proctoring can be sent to proctoring@dickinson.edu

Students seeking support with academic success strategies are encouraged to contact Marni Jones, Director of Learning Skills and Disability Services, at jonesmar@dickinson.edu and to refer to the numerous resources found on the Learning Skills and Study Strategies website.

Housing Accommodations

Dickinson is a residential college and the residential experience is understood to be an integral part of a Dickinson education. Dickinson is fully committed to the full participation of students with disabilities in all aspects of College Life, including residential life. At times, students with disabilities may require an accommodation in their living environment. The Office of Disability Services works in cooperation with professionals in Residence Life & Housing, the Wellness Center, and other relevant campus partners to evaluate requests for accommodation from students with documented conditions and will 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 need to have rendered to ODS all the documents outlined in the "Disability Housing Accommodations Procedures and Guidelines" (found at www.dickinson.edu/ODS-Housing)

Note that consideration of housing accommodation requests and possible subsequent assignments will begin two weeks prior to posted 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.

Dietary Accommodations

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 dietary needs based on documented health conditions, which may necessitate dietary-based accommodations. Dickinson College is committed to the full participation of students with disabilities in all aspects of College life, including dining experiences, and Dining Services can often accommodate these needs. Accommodations to the way in which a student participates in the meal plan are granted when a diagnosis and supporting documentation clearly demonstrates that an accommodation is necessary to mitigate a functional limitation resulting from the disability. Exemptions from participation in the Meal Plan are extremely rare, however and are only considered when needs cannot be accommodated by Dickinson Dining Services.

Dickinson College offers many dining options capable of accommodating a multitude of 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 the 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 dietary accommodation will need to complete and submit to ODS all the forms outlined in the "Dietary Accommodations" (found at www.dickinson.edu/ODS-Dietary) 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 Student Leadership & Campus Engagement.
- **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 Office of the Dean of Students, Office of Student Leadership & Campus Engagement, 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

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Pennsylvania Underage Drinking Law

A person under 21 who attempts to purchase, consume, or possess alcohol may be sentenced to pay a fine of not more than \$500 for the first violation and note more than \$1,000 for the second and each subsequent offense. In addition, the offender'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 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">- ungraded misdemeanor- up to 6 months probation- \$300 fine- alcohol highway safety school- treatment when ordered
1 prior DUI offense	<ul style="list-style-type: none">-ungraded misdemeanor- 12 month license suspension- 5 days to 6 months jail time- \$300 to \$2,500 fine- alcohol highway safety school- treatment when ordered- 1 year ignition interlock
2 or more prior DUI offenses	<ul style="list-style-type: none">- 2nd degree misdemeanor- 12 month license suspension- 10 days to 2 years prison- \$500 to \$5,000 fine- treatment when ordered- 1 year ignition interlock

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">- ungraded misdemeanor- 12 month license suspension- 48 hours to 6 months prison- \$500 to \$5,000 fine- alcohol highway safety school- treatment when ordered
1 prior DUI offense	<ul style="list-style-type: none">- ungraded misdemeanor- 12 month suspension- 30 days to 6 months prison- \$750 to \$5,000 fine- alcohol highway safety school- treatment when ordered- 1 year ignition interlock
2 or more prior DUI offenses	<ul style="list-style-type: none">- 1st degree misdemeanor- 18 month license suspension- 90 days to 5 years prison- \$1,500 to \$10,000 fine- treatment when ordered- 1 year ignition interlock
3 or more prior DUI offenses	<ul style="list-style-type: none">- 1st degree misdemeanor- 18 month license suspension

- 1 to 5 years prison
- \$1,500 to \$10,000 fine
- treatment when ordered
- 1 year ignition interlock

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"> - ungraded misdemeanor - 12 month license suspension - 72 hours to 6 months prison - \$1,000 to \$5,000 fine - alcohol highway safety school - treatment when ordered
1 prior DUI offense	<ul style="list-style-type: none"> - 1st degree misdemeanor - 18 month license suspension - 90 days to 5 years prison - \$1,500 to \$10,000 fine - alcohol highway safety school - treatment when ordered - 1 year ignition interlock
2 or more prior DUI offenses	<ul style="list-style-type: none"> - 1st degree misdemeanor - 1 to 5 years prison - \$2,500 to \$10,000 fine - 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	35 P.S. § 780-113(a)(30)	Please see the Criminal Penalties for Drug Trafficking	Mandatory Minimum Sentences for Drug

Deliver Controlled Substances (PWID)		chart below.	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:

Drug Type	Penalty
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.

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](#)

Drug Free College Community

Introduction

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

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

Standards of Conduct

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

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

When on college-owned property or at any college activity (on or off-campus), all individuals and groups will be

expected to observe and comply with drug and alcohol laws. The host of any event at which alcohol is provided in any way is responsible for complying with public laws, regulations and policies established by the college. The “host” is the person, persons or organization who provides the food, beverages or accommodations in which the activity takes place. The college reserves the right to prohibit or otherwise limit consumption of alcohol at certain events and in certain facilities. For more information, contact the Office of Student Leadership & Campus Engagement at 717-245-1671.

While the possession and use of marijuana for medical purposes is legal under Pennsylvania law, the manufacture, possession, distribution, dispensing and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana (even for medical purposes) continues to be prohibited while a student is on college owned or college controlled property, and/or at any function hosted, authorized or supervised by the college regardless of where held.

Illicit Drugs

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

Alcohol

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

Legal Sanctions

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

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

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

The legal sanctions for the unlawful possession, use or distribution of illicit drugs are more diverse than the sanctions governing alcohol. Sanctions may vary from fines, for first-time misdemeanor offenses involving simple possession of certain substances, to felony counts and multiple year terms of imprisonment for more

serious violations. A summary of penalties related to illicit drugs and alcohol may be found online at the [U.S. Drug Enforcement Administration](#) and the [Pennsylvania Liquor Control Board](#). Individuals seeking legal advice regarding drug or alcohol laws should consult legal counsel.

Health Risks

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

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

Education, Counseling and Treatment

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

College Sanctions

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

Assistance, Treatment, Support and Community Resources

Emergency Assistance:

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

Off-campus call 911

Medical Treatment:

Wellness Center - Health Services x1835 (717-245-1835) students only

Carlisle Regional Medical Center Emergency Department 717- 960-1695

Emotional Support:

Wellness Center - Counseling Services x1485 (717-245-1485) students only

Employee Assistance Program 717-243-1896 employees only

Community Resources:

Alcoholics Anonymous 717-249-6673

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

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

Election Activities Policy

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

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

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. For a fuller description of "Do's" and "Don'ts" of Political Campaign-Related Activities at Colleges and Universities, see the American Council of Education memorandum (September 2014) at <http://www.acenet.edu/news-room/Documents/Memo-Political-Campaigns.pdf>

Events with Alcohol Policy

Overview

Dickinson College expects the responsible use of alcohol at events that are hosted by students. Our support is demonstrated in the provision of clear expectations and education to student hosts, and is predicated on the expectation that students of legal age who choose to drink will drink responsibly and safely. It is the community's shared commitment to promote personal responsibility and respect for the well-being of self and peers.

The College recognizes the choice not to drink alcohol and actively discourages and holds students accountable for the irresponsible use of alcohol. In compliance with Pennsylvania laws and the Drug Free Schools and Communities Act, the College does not approve of the consumption of alcohol by students (or their guests) who

are under the age of 21, on or off the campus. Inappropriate behavior involving the furnishing or consumption of alcoholic beverages will result in appropriate disciplinary proceedings and penalties. The College recognizes and cooperates with law enforcement authorities in their efforts pertaining to alcohol, and will seek to educate students about laws pertaining to alcohol, as well as about the use and abuse of alcohol.

By establishing this policy, the college supports

- Events where alcohol is served to students of age;
- Educational efforts that will assist student hosts in the responsible management of events involving alcohol; and
- Organizations and individuals being held accountable to community standards for responsible use of alcohol.

POLICY

Events Requiring Registration

- Events where college space is being reserved
- Events with alcohol in a residential space (room, house, etc.), when attendance is double the room occupancy (as determined by fire code), plus one person
- Any event with more than 25 people in attendance

Event Approval Process

- Registration forms will be reviewed by SLCE to ensure they meet the guidelines in this policy as outlined below
- Registration forms received by CASE and approved for a specific space will be forwarded to SLCE (Student Leadership and Campus Engagement) and Public Safety event approval personnel
- Within 3 days the receipt of a completed registration form from the organization submitting the registration will be notified regarding the status of the event application

Community Standards and National Organization Guidelines

- All students are expected to be familiar with and adhere to the [community standards](#) as they relate alcohol and its use
- If the host of the event is an organization affiliated with a national organization with its own risk management policies and event guidelines, the group is expected to be in full compliance with the policies and guidelines of that national organization in addition to those of Dickinson College. Greek-letter organizations are included in this policy.

Registration of Events

- Events that require the reservation of college space must be registered two weeks in advance of the event
- Events being held in college owned or operated areas that do not require reservation of college space must be registered through the submission of the EngageD form to SLCE, two weeks in advance of the event

- A decision or required adjustments for an event from SLCE will be emailed to the listed party hosts within 72 hours of the start of the event. Required adjustments to the event to meet policy must be made and the SLCE notified by the date stated in the email.
- Students are encouraged to notify SLCE (through the application form or in person) of any event not meeting the registration requirement where alcohol is served. This allows Student Life and DPS to be informed of the event and to identify a contact person.
- Notification of an event not requiring registration can be made up to the start time of the event.

Requirements for Events Serving Alcohol

- Hosts of events serving alcohol may not be first-year students
- Hosts must be non-drinking during the event
- Hosts are responsible for proper management of events including, but not limited to:
 - Ensuring attendees who are underage do not have access to alcohol
 - Being present for the entire event
 - Assisting personnel performing an event check
 - Issuing or supervising the issuance of wristbands which must be worn by attendees who are of age to drink
 - A decision regarding the type of wristband will be made by SLCE in consultation with DPS
- A host is required for every registered event. If attendance is greater than 25 people, one additional host is required for every additional 25 attendees unless otherwise determined by the AERB
- Attendance at events serving alcohol is limited to members of the Dickinson community and approved guests
- TIPS trained servers are required. One TIPS trained server is required for every 50 people in attendance
- A host may not also act as a server for the event
- Alcoholic beverages to be served at an event must be checked to the TIPS server/bartender prior to the start of the event. The server will note who provided each item and at the end of the event any remaining item may be returned only to the person who provided it at the start of the event
- For attendance where attendance of 100 or more is anticipated, the event host and/or sponsor must meet with SLCE and DPS prior to the event
- All events of this type are subject to periodic checks by Student Life and/or Public Safety

Wristbands

- All student-organized events will require wristbands, with 1-3 removable tabs.
 - Some senior class events, such as Pints with Profs and Senior Cider Social have wristband exceptions. This is arranged between the senior class, Dining Services, and SLCE.
- Registered event hosts will receive wristbands with the number of tabs corresponding to number of hours of the event. (one tab for one hour, two for two, three for 3 or more hours)
- Students are given a wristband upon entrance to the event after showing appropriate ID. (state/national if no list of 21-year-olds available; Dickinson ID if a list of 21-year-olds is)
- To receive a drink students present their wristband to the TIPS server. The server then tears off the appropriate tab. If the student tears off their own tab they will not be given a drink.
- Hosts will also receive tab signage. This will be given to TIPS hosts to display during the event. Each sign will state which tab will be taken at which time. For example, "Tab 1 8:00 – 9:00 p.m."
- Students who arrive at the beginning of an event will receive all the tabs available. (Example: If the event is from 8:00 – 10:00 p.m. anyone who arrives when the event begins will receive two tabs.)

- During the event, one tab will be used per hour and no tab can be used after the designated hour is up. (Example: At the earlier party, if you arrive between 8:00 – 9:00 p.m. you could use “Tab 1” to get a drink. After 9:00 p.m. “Tab 1” is no longer accepted by TIPS servers.)
- As the event progresses the students handing out wristbands must tear off tabs as each hour passes. So a student who arrives at the two-hour event at 9:20 p.m. will only receive one tab on their wristband, the other having been torn off. Note: If a student arrives in the fourth hour of a three hour event they may receive one tab.

Length and Timing of Events

- Events must have a start and ending time. The maximum length of events will be four hours, during which no more than three (3) beverages may be served to any individual Any exceptions will be determined by SLCE, DPS, and Dining Services.

Types of Alcohol

- Beer in cans or bottles and boxed or bottled wine are allowed for events
- Other types of alcoholic beverages and types of alcoholic beverage containers may be considered and approved on a case-by-case basis

Quantity of Alcohol

SLCE determines the quantity of alcohol purchased. The number of guests 21 years of age and over, multiplied by the length of the party divided by the quantity of alcohol (either cases of beer, 24 cans, or glasses of wine, 5 in a bottle). Amounts are rounded down since not all students attend all events from the beginning. Quantity of alcohol is limited to a maximum of three drinks per person per event.

Example: If the Juggling Club held a three-hour dinner for 80 guests, 50 of whom were 21+, they could purchase 6 cases of beer, OR 30 bottles of wine, OR some combination of the two, 15 bottles of wine and 3 cases of beer.

Food and Non-Alcoholic Beverages Requirement

At any event where alcohol is served, food/snacks and non-alcoholic beverages must be available. Dining Services can assist with determining appropriate type and quantity of food.

Funding Events

- Event hosts may not charge for alcohol, charge an entry fee, charge for cups or other containers in which alcohol is served unless the host of provider has an appropriate Pennsylvania Liquor License.
- Student Senate-funded groups may use funds from their individual -06 accounts to pay for alcohol for events, as long as all other above guidelines are followed. If no -06 funds are available, clubs and organizations may apply for alcohol funding through Senate, per their finance standing rules.

Expectations for Fraternities and Sororities

The mission of the college is to prepare young people, by means of a useful education in liberal arts and sciences, for engaged lives of citizenship and leadership in the service of society.

- *Dickinson College Mission*

The purpose of this section of the Student Handbook is to set basic expectations between Dickinson College and its (general/social) fraternities and sororities which have collegiate chapters in operation at the College, and to explain the mutual benefits and responsibilities which the relationship between these organizations entail.

The College, by action of the President and Board of Trustees, has officially recognized the College Interfraternity Council and the College Panhellenic Council and their constituent member organizations as members of the College Community.

These relationships are founded upon the College's acceptance of fraternities and sororities as a constituent part of campus life and a source of support for the mission of the College. Student participation in sorority or fraternity life offers students a chance to find a group that shares common ideals, encourage leadership and personal development, and excel in academics and the development of a philanthropic mindset. The success of the fraternity and sorority community will depend upon the mutual efforts of the collegiate chapters, headquarters staff, faculty/staff and alumni advisors, and alumni volunteers and association. The College will support efforts through staffing in the Division of Student Life and by guidance and recommendations from the Enrollment Student Life Committee.

Expectations and Responsibilities

The relationship between members of the Greek Community and the College should be one of mutual respect, cooperation, understanding, and trust. This trust is based on shared goals and objectives, expectations of Dickinson College, the College community, fraternity and sorority chapters, and the responsibilities of each within this relationship.

Dickinson College will provide support to Greek Life in the following ways:

- *Advising*- Each chapter is required to have staff/faculty advisor, as well as an alumni advisor. The College will appoint a member or members of the Student Life staff to assist in advising the various Councils as well as serving as Greek Life Advisor.
- *Use of campus facilities*- All Greek organizations have access to campus facilities according to the guidelines for use within Conference and Special Events Office (CASE), the Student Handbook and Residential Life policies. Failure to adhere to guidelines or community standards may result in restriction of use or removal from housing.
- *Membership/Advisor Support & Development*- Student Life Staff will provide ongoing support and training for Panhellenic, IFC, Chapter Presidents & officers, and Alumni and Faculty Advisors in areas including but not limited to leadership development, scholarship, risk management, recruitment, and new member education.

Panhellenic, IFC, college fraternities and sororities are responsible for:

- *Scholarship*- Members of all fraternities and sororities are expected to be in good academic standards. Each chapter will have a member of the executive committee who is responsible for working with members on academic support and referral. Members falling below the chapter required GPA for membership for the college minimum of 1.75 for First years or 2.0 for Sophomore and above, whichever is higher, will be placed on social restriction or probation as defined in their bylaws. All members of each fraternity and sorority are required to sign a grade release at the beginning of the year.

- *Risk Management*- All chapters are expected to minimize the risk of liability and harm to people and property; to adhere to national chapter and FIPG standards for best practice in risk management; to have a written chapter risk management plan that meets the college's expectations and levels for appropriate insurance coverage and to work with membership on cultivating a culture that holds members accountable for their collective actions. Chapters and members will recognize that the group and individual members are expected to be in compliance with the College's Community Standards, as well as all applicable local, state, and federal laws.
- *Financial Management*- All chapters are expected to conduct their financial affairs responsibly; pay off debts in a timely manner; and maintain sound financial business practices with outside vendors.
- *Chapter Management*- Each chapter is expected to live into the ideals set forth by their founders through a strong program of chapter management that focuses on values that are congruent with the College; develops leaders; forges lifetime connections with individuals and the college; and provides a beneficial extracurricular experience for those involved.

Recognized/Unrecognized Fraternities and Sororities

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

The following organizations are officially recognized by Dickinson College as of Fall 2016:

Fraternities:

- Delta Sigma Phi - Theta Lambda Chapter
- Kappa Alpha Psi - Xi Kappa Chapter
- Kappa Sigma - Beta-Pi Chapter
- Phi Delta Theta - PA Epsilon Chapter
- Sigma Lambda Beta - Dickinson College Colony

Sororities:

- Delta Nu - Local Chapter
- Kappa Alpha Theta - Epsilon Lambda Chapter
- Kappa Kappa Gamma - Epsilon Omega Chapter
- Pi Beta Phi - PA Gamma Chapter
- Sigma Lambda Gamma - Beta Epsilon Chapter

Participation in organizations that have had their recognition suspended or revoked by the College is prohibited and is a violation of the Community Standards. These violations may result in individual sanctions up to and including suspension from the College. Organizations will also be charged when an individual is charged with unauthorized fraternity or sorority membership, and unrecognized organizations found to be operating (including participation in recruitment, new member activities, or living in a house or apartment run by or on behalf of an unrecognized group) will face an extension of current sanctions.

Unrecognized Fraternities:

- Alpha Chi Rho - Phi Beta Chapter
- Beta Theta Pi - Alpha Sigma Chapter
- Chi Phi - Omega Chapter
- Delta Chi - Dickinson Chapter
- Phi Epsilon Pi - Iota Chapter
- Phi Kappa Psi - PA Zeta Chapter
- Phi Kappa Sigma - Epsilon Chapter
- Sigma Alpha Epsilon - PA Sigma-Phi Chapter
- Sigma Alpha Mu - Sigma Chapter
- Sigma Chi - Omicron Chapter
- Theta Chi - Pi Chapter
- Theta Delta Chi - Sigma Chapter
- Zeta Beta Tau - Iota Chapter
- Zeta Psi - Alpha Chapter

Unrecognized Sororities:

- Chi Omega - Delta Chapter
- Delta Delta Delta - Gamma Epsilon Chapter
- Gamma Phi Beta - Delta Rho Chapter
- Phi Mu - Beta Delta Chapter
- Zeta Tau Alpha - Beta Beta Chapter

Currently the college is not entertaining any new groups or re-colonization of prior groups until the College has completed its review and prioritization of goals from the Fraternity and Sorority Coalition Report of February 2016. Recommendations made in the report regarding expansion will be carefully considered by ESLC and it should be noted that any expansion will be a collaborative conversation between the College and either IFC or Panhellenic as we seek to maintain the appropriate size of our Greek life community.

FERPA

Notification to Students of Rights under FERPA

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

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

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

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

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

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

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

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

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

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

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

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

Notice for Directory Information

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

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

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

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

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

Financial Responsibility Statement

PROMISE TO PAY

I understand that when I register for any class at Dickinson College or receive any service from Dickinson College I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes an agreement in which Dickinson College is providing me educational services, deferring some or all of my payment obligations for those services, and I promise to pay for all assessed tuition, fees and other associated and miscellaneous charges (hereinafter "my Student Account") by the published or assigned due date.

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund policy at www.dickinson.edu/studentaccounts. I have read the terms and conditions of the published tuition refund policy and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

METHOD OF BILLING

I understand that Dickinson College uses electronic billing (e-bill) as its official billing method for my Student Account, and therefore I am responsible for viewing and paying my Student Account e-bill by the scheduled due date. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time. E-bill information is available through your Dickinson Gateway E-Billing and Financial Aid channel. (www.dickinson.edu then log in to the Gateway).

BILLING ERRORS

I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at Dickinson College.

WITHDRAWAL

If I decide to completely withdraw from Dickinson College, I will contact my Class Dean to receive and complete the appropriate paperwork for the withdrawal from Dickinson College.

DEFAULT/COLLECTION

Default: I understand and accept that if I fail to pay my Student Account bill or any monies due and owing to Dickinson College by the scheduled due date or fail to make acceptable payment arrangements to bring my Student Account current, I will be in default of my obligation to Dickinson College and my Student Account will be considered delinquent. As a result, I understand and accept all of the following:

Financial Hold: I understand and agree that if I fail to pay my Student Account bill or any monies due and owing to Dickinson College by the scheduled due date, Dickinson College will place a financial hold on my Student Account, preventing me from registering for future classes, requesting transcripts, receiving a diploma and charging to my Student Account.

Late Payment Charge: I understand and agree that if I fail to pay my Student Account bill or any monies due and owing to Dickinson College by the scheduled due date, Dickinson College will assess late payment and/or finance charges at the rate of 1.5% per month on the past due portion of my Student Account until my past due amount is paid in full. July and December Invoices, only: If my Student Account is not paid in full by the due date indicated on the invoice for July and December, I understand Dickinson College will assess a late charge of \$50.

Returned Payments: If my financial institution returns a payment I have made, my Student Account will be in default. I agree to repay the original amount of the payment plus a returned payment fee of \$30.00. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with Dickinson College may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at Dickinson College.

Collection: If I am in default, I understand Dickinson College may refer my Student Account to an agency or an attorney for collection. I further understand that I am responsible for paying reasonable collection agency fees or attorneys' fees which may be based on a percentage of my Student Account, together with all costs and expenses necessary for the collection of my Student Account.

Credit Reporting: If I am in default, I understand Dickinson College may report my Student Account to one or more of the national credit bureaus.

COMMUNICATION

Method of Communication: I understand and agree that Dickinson College uses e-mail as an official method of communication with me and that therefore I am responsible for reading the e-mails I receive from Dickinson College on a timely basis.

Contact: I authorize Dickinson College and its agents and contractors to contact me at my current and any future cellular phone number(s), e-mail address(es) or wireless device(s) regarding my Student Account(s)/loan(s), any other debt I owe to Dickinson College, or to receive general information from Dickinson College. I authorize Dickinson College and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text message, and personal calls and e-mails, in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to Dickinson College, Student Accounts Office or in writing to the applicable contractor or agent contracting my on behalf of Dickinson College.

Updating Contact Information: I understand and agree that I am responsible for keeping Dickinson College records up to date with my current physical addresses, e-mail addresses, and phone numbers by following the procedure at www.dickinson.edu/studentaccounts. The linked procedure is incorporated herein by reference. Upon leaving Dickinson College for any reason, it is my responsibility to provide Dickinson College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Dickinson College.

Governing Law: I agree my acceptance of these terms and conditions governing my Student Account has been executed and delivered in Pennsylvania and the validity, construction, and enforceability of these terms and conditions shall be governed by the laws of the Commonwealth of Pennsylvania.

Firearms and Weapons Policy

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

The only exceptions to this policy are as follows:

1. Commissioned law enforcement officers to the extent they are legally permitted to possess weapons in the Commonwealth of Pennsylvania, Carlisle Borough;
2. Persons in the military in performance of their official duties to the extent they are legally permitted to possess weapons in the Commonwealth of Pennsylvania, Carlisle Borough; and
3. Faculty or staff legally permitted to possess weapons in the Commonwealth of Pennsylvania, Carlisle Borough, may do so on college property only to the extent that such possession is necessary as part of an academic or research activity. Such use must have received prior written approval by the Chief 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 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 of Public Safety. The Chief will review the request with the Vice President for Student Life 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 of Public Safety.

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

Definitions

Firearm - Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by CO₂. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc., and any ammunition for any such device.

Weapon - Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: (1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, 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, may cause a sudden generation of highly heated gases that results in 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.

First Year Vehicle Policy

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.

Gender Inclusive Housing

At Dickinson, we hold diversity and inclusion as a central tenet because it is an essential foundation for learning and excellence in a global society. The residential experience represents an important foundation for students overall academic and social success. As an integral part of the out-of-classroom experience, students living in college residences can expect an inclusive living environment to fully benefit from the Dickinson experience.

First Year Student Policy

What exactly is gender-inclusive housing?

Gender-inclusive housing is a residential space in which roommates of any combination of biological sexes, gender identities or gender expressions choose to live together. This includes small houses, apartments, suites and traditional rooms that comprise our current residential facilities.

Why does Dickinson College offer a gender-inclusive housing option?

There are some students for whom traditional, same-sex room assignments are not ideal or appropriate, and we believe it is important that housing policies evolve to meet the needs of all students to create an inclusive, welcoming environment. This policy helps create an environment that acknowledges, appreciates and respects the diverse nature of the Dickinson student body, while giving students more options in finding a roommate who is truly compatible.

This policy provides the opportunity for first-year students to share a multiple-occupancy bedroom regardless of students' sex or gender. This option may be meaningful for a variety of students: those who feel uncomfortable rooming with members of the same sex, transgender students in the process of discovering their gender identity, students who feel they would be more compatible with a roommate of a different sex or gender, and students who do not want sex or gender to be a primary factor in choosing a roommate.

How do I select gender-inclusive housing?

First-year students who feel that gender-inclusive housing will be the best option for them will signal this request on the housing preference form that goes out in May as part of the housing selection process.

Students who indicate a preference for this option will be contacted by a professional staff member for a conversation that will help us provide housing that best meets a student's individual needs.

Are bathrooms gender-inclusive as well?

Generally, there are two types of bathrooms within residential facilities: single person and group bathrooms. All single person bathrooms (one toilet, one sink and one shower) are gender-inclusive (anyone can use the bathroom).

Group bathrooms are those with multiple toilets, sinks and showers. These bathrooms are designated at the beginning of the year as male or female, but residents are given the opportunity to review and determine the final designation of these bathrooms.

Based on the conversation with a staff member, students will be assigned to a housing facility that will best meet their needs regarding housing and bathrooms.

How will vacancies be managed?

When there is a vacancy in a stand-alone gender-inclusive double room, the student remaining in the room may elect to pull in any new roommate. Both students must agree to live together. If a roommate cannot be identified, the room will default back to single-sex status. In this case, Residence Life and Housing may place a student of the same sex in the room.

Can students be randomly assigned to a roommate of the opposite sex?

No. Students who wish to take advantage of the new policy must enter into any roommate arrangement as willing partners.

What if a student chooses to live with someone in a gender-inclusive arrangement and becomes uncomfortable with the situation?

As with any roommate or housing issue, the college has an established room-change process, the outcome of which may allow for re-assignment in any living situation where there is a problem that cannot be resolved.

What if my parents don't want me to live in a gender-inclusive housing space? Will they be notified if I select this option?

Students 18 years of age and older may make decisions about their housing assignment without parental consent. We encourage students to maintain an open dialogue with their families so that they can be supportive of a student's housing decision. For adult students, it is the student's choice whether or not to tell their parents or guardians. Students under 18 should discuss housing plans with their families, as they must provide parental consent for a gender-inclusive option.

What if I want to learn more about gender identity and expression?

If you have questions regarding gender-identity, gender-expression, gender non-conforming or transgender student support, feel free to contact the Office of LGBTQ Services at LGBTQ@dickinson.edu.

For the purpose of gender-inclusive housing, the following definitions may be helpful:

Gender non-conforming: individuals whose gender expression is different from societal expectations related to gender.

Gender expression: the external manifestation of one's gender identity, usually expressed through "masculine", "feminine" or gender non-conforming behavior, clothing, haircut, voice or body characteristics.

Transgender: people whose gender identity, expression or behavior is different from those typically associated with their assigned sex at birth, including but not limited to transsexuals, cross-dressers, androgynous people, genderqueers and gender non-conforming people.

Definition Source: National Center for Transgender Equality; Mara Keisling, Executive Director, <http://transequality.org>.

Upper Class Student Policy

During the housing selection process for the 2013-2014 academic year, an explicit gender-inclusive housing option was implemented to continue the college's commitment toward an inclusive living and learning environment.

What exactly is gender-inclusive housing?

Gender-inclusive housing is residential space in which roommates of any combination of biological sexes, gender-identities or gender expressions choose to live together. This includes the small houses, apartments, suites and traditional rooms that comprise our current residential facilities.

Why does Dickinson College offer a gender-inclusive housing option?

There are some students for whom traditional, same-sex room assignments are not ideal or appropriate, and we believe it is important that housing policies evolve to meet the needs of all students to create an inclusive, welcoming environment. This policy helps create an environment that acknowledges, appreciates and respects the diverse nature of the Dickinson student body, while giving students more options in finding a roommate who is truly compatible.

While this housing option has been available for upper-level students, this new policy allows two or more students to share a multiple-occupancy bedroom, suite, or apartment regardless of students' sex or gender. Gender-inclusive housing is not intended for romantic couples. Rather, it provides options for a variety of students: those who feel uncomfortable rooming with members of the same sex, transgender students in the process of discovering their gender identity, students who feel they would be more compatible with a roommate of a different sex or gender, and students who do not want sex or gender to be a primary factor in choosing a roommate. Gender-inclusive housing intends to help create a campus climate that is welcoming, inclusive and supportive of all students.

What about the bathrooms? Are they gender-inclusive as well?

Generally, there are two types of bathrooms within residential facilities: single person and group bathrooms. All single-person bathrooms (one toilet, one sink and one shower) are gender-inclusive (anyone can use the bathroom).

Group bathrooms are those with multiple toilets, sinks and showers. These bathrooms are designated at the beginning of the year as male or female, but residents are given the opportunity to review and determine the final designation of these bathrooms.

With the exception of the following facilities that house upper-class students, a gender-inclusive bathroom facility is available in each residential unit.:

- Kisner-Woodward (KW)
- Cooper
- Reed House
- Baird-McClintock
- Todd House

While the option to designate a bathroom as gender-inclusive within the buildings above is extended to the residents, it cannot be guaranteed. Please take this information into consideration as you make your housing selection.

How do I select gender-inclusive housing?

The information below reviews Dickinson's approach to gender-inclusive housing for upper-class students. Incoming first-year and transfer students will receive housing selection information that will detail the way that they may request gender-neutral housing. Interested first-year and transfer students will have a conversation with a professional staff member so that the college can provide housing that best meets the needs of the student.

If you are a rising sophomore, junior or senior:

1. To live with a roommate of any sex or gender you will simply select to do so online through the MyHousing system and as a part of the roommate preferencing process.
2. You must apply with your prospective roommate(s) following the same processes and deadlines of all students entering the housing selection process.
3. Students will not be assigned to gender-inclusive housing unless they have elected to do so.
4. This housing option is intended for students who wish to share a room, suite or apartment with friends regardless of gender identity. As with any housing option, it is not recommended or encouraged that any couple, heterosexual or LGBTQQI live together. The majority of upper-class gender-inclusive room assignments are friends with similar living habits, regardless of gender.
5. We encourage students to maintain an open dialogue with their families. Students 18 and older are legally able to make decisions about their housing placements.
6. The gender-inclusive housing option is available in all residential facilities. This avoids segregation and offers students gender-inclusive housing within all housing styles and at the various housing price points. The default designation for a room, apartment or suite will be single-sex unless the students selecting into the space choose to create a gender-inclusive pair/group. Once a room, apartment or suite is gender-inclusive, that space will continue to be gender-inclusive as long as the residents can maintain the occupancy of the living space.

How will vacancies be managed?

When there is a vacancy in a stand-alone gender-inclusive double, the student remaining in the room may elect to pull in any new roommate. Both students must agree to live together. If a roommate can not be identified, the room will default back to single-sex status. In this case, the Office of Residential Life and Housing may place a student of the same sex in the room.

When there is vacancy in a gender-inclusive triple, apartment or suite, the residents may elect to pull in any roommate(s). If the residents in a triple, apartment or suite cannot fill the vacancies, the Office of Residential Life and Housing will first attempt to place students in the apartment or suite who are interested in living in a gender-inclusive space. If the Office of Residential Life and Housing needs to maximize use of all available spaces on campus and if the above is not possible, then the Office of Residential Life and Housing staff will work closely with the student group to determine next steps.

Is this a change in policy?

Mixed-gender housing options have been available at Dickinson for many years. Gender-inclusive housing is a more explicit and campus wide housing option, officially implemented during fall of 2013. As with all policies, gender-inclusive housing will be continuously reviewed and improved to most effectively meet student needs.

Can students be randomly assigned to a roommate of the opposite sex?

No. Students who wish to take advantage of the new policy must enter into any roommate arrangement as willing partners.

What are the differences between co-ed /mixed-gender and gender-inclusive housing?

The terms co-ed /mixed-gender operate on the assumption that there are two genders: male and female. It leaves no room for those who do not identify as their biological sex or those who are transgender or gender non-conforming. This idea is based on the notion that there are more than two genders, in fact an infinite

amount. Allowing for gender-inclusive housing, as opposed to co-ed /mixed-gender, shows more inclusiveness and room for diverse identities.

What if a student chooses to live with someone in a gender-inclusive arrangement and becomes uncomfortable with the situation?

As with any roommate or housing issue, the college's established room change process may allow for re-assignment in any living situation where there is a problem that cannot be resolved.

What if my parents don't want me to live in a gender-inclusive housing space? Will they be notified if I select this option?

Students 18 years of age and older may make decisions about their housing assignment without parental consent. We encourage students to maintain an open dialogue with their families so that they can be supportive of a student's housing decision. For adult students, it is the student's choice whether or not to tell their parents or guardians. Students under 18 should discuss housing plans with their families, as they must provide parental consent for a gender-inclusive option.

What if I want to learn more gender identity and expression?

If you have questions regarding gender-identity, gender-expression, gender non-conforming or transgender student support, feel free to contact the Office of LGBTQ Services at LGBTQ@dickinson.edu.

The Office of LGBTQ Services offers education, outreach, advocacy and support to the Dickinson LGBTQQIA community. Please visit the Office of LGBTQ Services' Web site for more information at dickinson.edu/LGBTQ.

For the purpose of gender-inclusive housing, the following definitions may be helpful:

Gender non-conforming: individuals whose gender expression is different from societal expectations related to gender.

Gender expression: the external manifestation of one's gender identity, usually expressed through "masculine", "feminine" or gender non-conforming behavior, clothing, haircut, voice or body characteristics.

Transgender: people whose gender identity, expression or behavior is different from those typically associated with their assigned sex at birth, including but not limited to transsexuals, cross-dressers, androgynous people, genderqueers and gender non-conforming people.

Assisted Problem Solving Policy

The college encourages a working atmosphere which involves healthy and productive dialogue. However, conflict between individuals may occur which requires support to be successfully resolved in a respectful and positive manner. The Conflict Resolution Resource Services offers conflict-coaching sessions and mediation services to all members of the college community. If faced with a conflict situation, it may be useful to have a neutral and confidential resource or someone to discuss approaches to conflict resolution, options, or clarify the underlying issue that is most important.

The conflict-coaching service allows an individual to seek confidential advice on how best to alleviate workplace conflict. Mediation, on other hand, is a confidential conversation between two parties in conflict, structured and assisted by a neutral third party, the mediator. The structure of a mediation session allows both parties to move beyond their initial positions to discover their own and the other's underlying interests. The parties can then generate options to address their needs. When mediation is successful, the parties review and select the best options, and conclude with a written agreement.

For more information about conflict resolution services, please contact Conflict Resolution Resource Services or Human Resource Services.

Issues Resolution

Dickinson College seeks to promote and maintain a work environment that provides for the full and satisfying performance of their duties. However, the college also recognizes that there may be occasions in which work related issues, misunderstandings and frustrations may arise that cannot be resolved in the normal day-to-day interaction with peers and supervisors.

Employees who believe that college policies have been inappropriately applied to them or who encounter situations in which they have work-related issues or concerns with other employees or visitors that require intervention by the college, or in which they have issues with the work setting itself that have not been resolved, may use these procedures. The college encourages employees to seek answers to work-related questions and concerns. Certain matters, specifically limitations included in the college benefits, job classifications, compensation and non-work-related issues or concerns are not subject to procedures beyond general inquiry. Additionally, reports or concerns of discriminatory harassment should be made in accordance with the specific reporting procedures set forth under the "Eliminating All Forms of Discriminatory Harassment" section of the Handbook.

Informal Process

With other concerns, as a first step, an employee is encouraged to direct a particular work-related issue or query, within 5 days, to an appropriate department administrator, for example an immediate supervisor or second-level supervisor. Alternatively, an employee may contact Human Resource Services, which will attempt to answer questions and advise the employee on how to resolve issues in the most appropriate and timely manner. To the extent consistent with the need to gather facts and try to assist in facilitating a resolution, employee communications relating to concerns will be held in confidence. Employees also may discuss these problems or concerns with a member of the college's employee assistance program (EAP) if they wish to discuss the issues confidentially with someone outside the college. The college encourages early discussion of problems and concerns in accordance with the above informal process so that there is the potential to resolve concerns when they first arise and where any resolution can be most efficient and effective.

Request for Review

If an employee has a concern that he or she feels has not been adequately resolved through the informal issues resolution procedure outlined above, the employee may file a formal request for review. The formal request for

review must be in writing and submitted to the employee's director or department head and Human Resource Services within a timely manner. If the employee is not satisfied with the determination of his/her director/department head and Human Resource Services, he or she may seek to address the matter further in writing with the appropriate dean or vice president. If the employee is not satisfied with that determination, the employee then may seek further consideration, within 10 days of the determination at the prior level, by presenting his/her concerns to the associate vice president of Human Resource Services. The decision of the associate vice president of Human Resource Services is deemed the final decision of the college.

Dickinson College is committed to a timely response at each level to assure that prior discussions relating to issues or concerns do not become stale. Absent extenuating circumstances, a decision should be expressed to the employee making the request for review within 5 days of the conclusion of the fact-gathering for each level in the process.

Hazing Policy

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

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

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

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

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

Hazing occurs across campus in a wide variety of student groups. Hazing is often about power and control, and does nothing to build group or team unity. More than half of students in colleges and universities have experiences hazing. On a yearly basis, across the country, a significant number of hazing incidents and death involve alcohol consumption.

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. Specific examples of hazing include:

- Requiring members to perform unnecessary duties not assigned to existing member
- Required calisthenics or other forms of physical exercise
- Sleep deprivation
- Required carrying of certain items
- Restriction of communication; confiscation of phone, tablets, or laptops
- Yelling or screaming
- Personal servitude or chores
- Lineups for purposes of interrogation, intimidation or debasement
- Assigning pranks such as stealing, painting objects, or harassing other groups
- Wearing embarrassing or uncomfortable clothing
- Restrictions on showering, bathing, or taking care of personal hygiene
- Pushing, showing, tackling, or other forms of personal contact
- Forced consumption of food, liquid, or alcohol
- Paddling or whipping
- Branding, cutting, labelling, or shaving parts of the body

Reporting Hazing

All members of the college community should report hazing when they see it occurring or believe that it has occurred. If you or someone you know is being hazed or if you have questions about anything that is being done as part of a membership experience, please say something. You can employ the following options:

- Contact the Department of Public Safety to speak to an Officer
- Talk to the IFC or Panhellenic Council Advisors or talk to your college dean
- Use the Anonymous Tip Form to provide information anonymously- assuming this is not an emergency or crisis situation- at [this link](#)
- IF SOMEONE IS IN IMMEDIATE DANGER, PLEASE DIAL 911.

Hazing Outcomes

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

In the event that the college must intervene in a situation involving hazing, the dean of students will determine the nature of the intervention by where along this continuum the behavior falls. The primary purpose of any intervention is to ensure that the hazing ends, and that those who participate in hazing are appropriately

accountable to the Dickinson community. Toward that end, individuals associated with the group (e.g. organizational executives) may be held personally accountable along with the group. The college also reserves the right to engage other authorities as appropriate (e.g. law enforcement agencies, Greek national offices, etc.)

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

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

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

HUB Publicity Policy

Dickinson College respects the needs for all students and student groups to express themselves publicly. Whether advertising an event or supporting a community issue, we want our students to feel that they are able to share their views. However, we have guidelines in order to be consistent among all groups.

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. All posters must have the name of the sponsoring individual or group as well as an email address or EngageD event link. They must also have an expiration date for when the poster can be removed (event dates or registration deadlines will be used as expiration date in most cases).

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

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

Any advertisement/promotion larger than 11" x 17" must be approved by the Office of Student Leadership and Campus Engagement at least 48 hours prior to placement. Exceptions to the policy contained in items 1-4 may be authorized by CASE or SLCE due to a need to post special 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 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. 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.

Library Policies

LIBRARY CELL PHONE POLICY

Cell phones are required to be set to vibrating/silent ring in the library. If you are planning on having a lengthy conversation (longer than 2 minutes), please move to the entrance of the library. All conversations, no matter the length, should be quiet. If you are having a conversation that disturbs others, you may be asked to leave the library. Thank you for your cooperation.

COLLECTIONS GUIDELINES

Materials acquired by the library are mainly for the benefit of undergraduate coursework and should be appropriate for undergraduate research. Librarians pro-actively purchase books, films, music scores, audio recordings, and primary source materials for curricular use. Faculty members may request specific books in either print or e-book format. We also welcome faculty recommendations for new subscriptions to journals and databases. Faculty members can send purchase requests to their liaison librarian at any time, and liaison librarians can also set up alerts of new books published in specific fields from which faculty can make purchase recommendations.

OPEN ACCESS

The Waidner-Spahr Library funds open access publishing efforts as a long-term, sustainable means of supporting scholarly communication. These activities are detailed on the "Open Access" tab of the Copyright & Scholarly Communication guide.

COPYRIGHT USE POLICY

Introduction

U.S. copyright law stems from the Constitutional clause giving Congress the power to “promote the Progress of Science and useful Arts, by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries.” In short, to encourage creativity and expression, copyright law protects the rights of creators of literary, artistic, musical or other creative works to exclusively use, promote, control or sell his/her creation for a specified period of time. The College affirms its commitment to respect copyright law and the protection of intellectual property, including the recognition that the law contains specific exceptions which provide for the permissible use of materials in educational settings without the consent of the copyright holder. The goal of this policy is to provide relevant, common sense guidelines to help faculty, students, and staff exercise their rights to use information in the furtherance of their education and research, while remaining within the legal parameters of existing copyright law. Dickinson supports the appropriate use of legal exceptions to copyright, with the expectation that each faculty member, staff member and student will respect copyright and act in good faith to comply with current copyright law and the College Copyright Use Policy. The College urges everyone at Dickinson to recognize that copyright law can be complicated, and to seek guidance when appropriate. This policy is not a substitute for advice on particular cases or situations and users are encouraged to seek help when this policy does not provide the answer needed.

Works protected by U.S. copyright law

Users of works authored, created, or performed by others are responsible for determining if those works are currently protected by copyright law and must limit their use of such works to uses permitted under copyright law.

Copyright protection is afforded to both published and unpublished works. While one cannot copyright an idea, the creative expression of an idea may be copyrighted. A copyright symbol or registration is NOT required for a work to be protected by copyright law. Determining the duration of copyright protection is complicated. The period of protection varies greatly depending on the nature of the work protected, when a work was first copyrighted and the actions of a copyright holder in renewing or maintaining copyright protection as permitted by law. It is safest to assume a work is subject to copyright protection until you are able to verify that it is not. Works that are no longer protected by copyright are considered to be in the “public domain” with the copyright holder’s rights having been extinguished by operation of law in favor of the benefits to society created by access to the work on a broad basis. Most, but not all, U.S. federal government documents are in the “public domain” and not subject to copyright. However, non-federal government documents, such as state and local government documents, may be copyrighted.

“Fair Use”

In keeping with the original spirit of the purpose of copyright law (to promote the progress of science and the useful arts), the law contains specific exceptions to requiring the consent of the copyright holder before a work may be used in the educational context. This is called the “fair use” exception to copyrights (17 U.S.C. §107). However, it is a myth that any use in an educational setting or by an educator or student is automatically “fair use”. There are four factors which must each be evaluated in determining if the “fair use” exception applies.

(1) **The purpose and character of the use** – Use of a copyrighted work or a portion thereof in a non-profit educational setting favors fair use, but the three other factors set forth below must also be weighed. A “transformative” use strongly favors fair use. A use may be transformative if it makes use of a prior work in a totally new and highly creative way, for example a parody of a song.

(2) **The nature of the copyrighted work** – Fair use is more likely when using works that are factual/non-fiction, rather than creative/fictional works.

(3) **The amount and substantiality of the portion used relative to the work as a whole** – Note that there is no set proportion, number of words, or number of pages that automatically constitute fair use. Use of the “heart of the work” may constitute a violation even if it is a relatively small proportion of the entire work.

(4) **The effect of the use on the potential market for or value of the work**

For movies and music, there are additional criteria that must be met in order for the fair use standard in the educational environment to apply. “Fair use” is a complicated doctrine and questions should be directed to staff at the Waidner-Spahr Library.

Other Copyright Exceptions

Other exceptions relevant to higher education exist in copyright law to provide for library copying and lending; public displays in libraries and galleries; computer software backup; photographing architectural works; and making specially formatted copies for people with disabilities. Users should contact the staff at the Waidner-Spahr Library for assistance.

Permission to Use Copyrighted Material

It is always acceptable to use copyrighted material if the permission of the copyright holder (who may or may not be the author or original publisher) has been secured. The grant by the copyright holder of some of the rights in the copyrighted work (but less than all of the rights) for a period of time is known as a license. A license should be secured in writing. If you ask for permission and do not get any response, you may NOT assume that your use is acceptable. In fact, without written permission to use a copyrighted work that is not otherwise subject to an exception for use, you must assume that you do not have permission to use the work.

In addition to securing permission to use copyrighted materials directly from the copyright holder, online information resources and software are often acquired under a license granted by the copyright holder to a third party to use or permit the further use of the copyrighted work. Examples include licensed Library databases and LIS distributed software.

College Response to Copyright Violations

Violations can occur by illegal reproduction, distribution, performance, or public display of copyrighted works or portions of copyrighted works, or by the production of derivative works which are not deemed sufficiently transformative to constitute a new, original work. Upon becoming aware of a copyright violation, the College will take immediate and appropriate action to stop the violation.

In addition to being a violation of federal and state law, violation of copyright law is also a violation of College policy, and may result in internal disciplinary action. Disciplinary actions involving Faculty will be initiated by the Provost and Dean of the College. Disciplinary actions involving College administrators or staff will be referred to employee’s division head who will work together with Human Resource Services to review an alleged violation. Disciplinary actions involving students will be referred to the Dean of Students or his/her designee. Members of the College community are individually responsible for all prohibited use of copyrighted material.

Violation of copyright may also result in legal action against the individual violator, as specified in copyright law.

Plagiarism vs. Copyright

Copyright violations are distinguishable from plagiarism. One can commit plagiarism by failing to cite a work, even if that work is not protected by copyright. Citing a work properly avoids plagiarism, but depending on how the original work is used, a copyright violation may still occur.

For Additional Guidance

General inquiries about copyright, coursepacks, and obtaining permissions may be directed to circ@dickinson.edu, and staff at the Waidner-Spahr Library will assist. Complex questions about copyright may be referred by Library staff to the Office of General Counsel.

This policy is subject to change to maintain compliance with current U.S. copyright law.

GIFTS

Giving to the Waidner-Spahr Library

The original Library of Dickinson College was started with a generous gift from John and Mary Dickinson in 1783. The continuing patronage of donors throughout our long history has endowed the Library with unique strengths. The Waidner-Spahr Library is grateful to accept gifts of books and other materials.

Book Donation Guidelines

The Library welcomes books that have college-level content relevant to the current Dickinson curriculum and are in like-new condition (clean, unmarked, secure bindings, with pages in good condition). Hardcover books or trade paperbacks are welcome, but we cannot accept mass-market paperbacks. Unmarked course textbooks less than 10 years old will be considered on a case-by-case basis, depending on the subject. General encyclopedias and directories are not typically acceptable. Print journals and magazines are also not typically acceptable, regardless of their condition.

Books that are acceptable for the Waidner-Spahr collection but which are already owned by the Library will be donated to Better World Books. Books that do not meet criteria for the Library collection or Better World Books will be recycled or sold. Funds resulting from the sale of donated books will be used for new Library purchases. Donors are asked to consult with the Associate Director for Library Resources and Administration to discuss proposed gifts of books. The Associate Director may be able to suggest other contacts if the intended gift is deemed inappropriate for the College. Materials must be boxed and delivered at the donor's expense. Email inquiries may be sent to library@dickinson.edu.

Audiovisual Materials Donation Guidelines

The Library welcomes commercially produced DVDs of films that have content relevant to the current Dickinson curriculum and are in like-new condition (include original artwork and case). Documentaries on relevant subjects or feature films appropriate for Dickinson's film studies program are welcome. Classical music on like-new, commercially produced CDs will be considered on a case-by-case basis. We cannot accept homemade tapes or bootleg copies of broadcasts, films, or performances. The following formats, even if commercially produced, are not appropriate for donation: VHS tapes, cassette tapes, vinyl records, laserdiscs. DVDs which are acceptable for the Waidner-Spahr collection but which are already owned by the Library will be donated to Better World Books. Other materials will be discarded.

Donors are asked to consult with the Associate Director for Library Resources and Administration to discuss proposed gifts of audiovisual materials. The Associate Director may be able to suggest other contacts if the intended gift is deemed inappropriate for the College. Materials must be boxed and delivered at the donor's expense. Email inquiries may be sent to library@dickinson.edu.

Financial Contributions to the Library

Financial contributions support the purchase of Library materials.

Gifts may be made online using Dickinson's giving website. Select The Waidner-Spahr Library from the drop-down list of possible designations.

To give by mail, please send a check (made payable to Friends of the Dickinson College Library) to:

Dickinson College

Friends of the Library

P.O. Box 1773

Carlisle, PA 17013-2896

Email inquiries may be sent to archives@dickinson.edu.

Donations of Rare & Unique Materials

Prospective donors of rare books, personal papers, photographs, artifacts, or other special materials will be referred to the College Archivist who will evaluate the appropriateness of the gift for addition to the Archives & Special Collections. Since the College Archives is a rich resource for our students as well as for the college community, we welcome publications and personal papers of college alumni and faculty, in addition to material relating to the College's history and the local community. Email inquiries may be sent to archives@dickinson.edu.

Receipts for Gifts

Monetary appraisals and/or appraisal fees for gifts of materials to the Library are the responsibility of the donor. Any donors wishing to receive a gift receipt from the College must provide the Library with an original copy of an appraisal report or receipts of purchase.

HONOR THESE FORMAT SPECIFICATIONS

In order to facilitate the binding and cataloging of honors theses for the Archives and Special Collections Department of the Dickinson College Library, the following guidelines shall be observed:

1. The top, bottom, and right hand margins shall be one inch, and the left margin shall be one and one quarter inches.
2. The thesis shall be fully paginated, including any forwards, prefaces, appendices, and bibliographies. Page numbers shall be centered approximately one half inch from the bottom of each page.
3. The title page of the thesis shall include the full title, author, date of submission, department for which the thesis is being submitted, the name of the thesis supervisor, and any designated readers of the thesis, as applicable. Also include the 'signature page' if possible. (An example of a properly constructed title page and signature page is included with these instructions.)
4. The copy of the thesis which is to be bound and permanently maintained in the College Archives shall be printed, single-sided, by the College Print Center and then sent to the Archives. This printed copy will then be sent out to a commercial bindery. (Additional copies of the thesis, if desired by the Department or by the student author of the thesis, need not necessarily be printed by the Print Center.)
5. The cost of binding the Archives copy of the thesis will be paid for by the Archives. Additional copies to be professionally bound for the Department or the student will cost \$34 per copy. If the Department is paying for this binding, please include an Internal Requisition with the order. (An example is included with these instructions.) If the student author is paying for any binding, he or she will need to make payment arrangements with the Archives.

6. If a copy of the thesis is bound for the Department, please include a contact person's name. If copies are to be mailed directly to the student, please include the desired mailing address.

If you have any questions, please do not hesitate to contact the Archives staff at archives@dickinson.edu or by phone at 245-1399.

INTERLIBRARY LOAN POLICIES

The purpose of Interlibrary loan is to support faculty and student research by providing access to materials that the Dickinson College library does not own and to materials owned but are currently unavailable by requesting those materials from other institutions. We reciprocate by lending our books and copying documents for other institutions.

Borrowing Materials Through Interlibrary Loan

Dickinson College faculty, administrators, staff, students and emeriti faculty are permitted to use Interlibrary loan services at no charge. If studying off campus, see our Guide for Study Abroad.

Dickinson College alumni and retirees, and Friends of the Library are permitted to use Interlibrary loan services at no charge when the material borrowed is obtained free of charge. However, some libraries bill for their services. These charges will be passed on to the patron making the request.

All patrons will be responsible for charges arising from damaged, lost or overdue materials. Non-compliance will result in suspension of interlibrary loan privileges.

We use two different systems to meet the needs of our patrons and the libraries who borrow from us, PALCI / EZ-Borrow for book loans and ILLiad for hard to get books and copies of articles and other documents.

PALCI / EZ-Borrow books are generally delivered to the library within 3-5 working days. You will be notified by e-mail when requested material is available for pick-up. Length of loan for PALCI / EZborrow is 28 days from the time the library has received it. You may self-renew using the library catalog's on-line renewal service or request a renewal at the circulation desk for another 28 days.

ILLiad books are generally delivered within 5-7 working days. You will be notified by e-mail when requested material is available for pick-up. Length of loan for ILLiad requested books is determined by the lending library. Renewals may be requested through your ILLiad account.

ILLiad articles are usually sent electronically within 1-3 days. Articles sent in paper format will be sent to your campus address. Articles are yours to keep.

BORROWING A LAPTOP COMPUTER

Laptop Loans for Students

The library has 35 dual boot MacBooks available for in-library use by students.

- Check out a laptop at the Circulation Desk.
- The initial check-out period is for two hours. Overdue fees will begin to accrue if the laptop is not renewed. Please see [Library Loan Periods](#) for more information.
 - In addition to checking out the computer, the patron will be required to sign a responsibility agreement form. Patrons will be responsible for lost or damaged laptops and/or parts.
- All laptops have current software installed and can be used on the library's wireless network. Please see [Wireless Computing](#) for more information.
- Failure to comply with policies may result in suspension of laptop borrowing privileges.

LIBRARY CARDS

Students, Faculty, Academic Professionals, Staff and Administration:

May borrow items with their college photo ID (issued at the Dining Services office).

Alumni:

Dickinson alumni should bring their Dickinson College ID (obtained from the college's ID office) to the main Circulation Desk. A library supervisor will assist you with registration.

Dickinson College Family Members:

The family member who works at Dickinson must send an e-mail to the Circulation Desk at circ@dickinson.edu with the names of his/her partner and/or children. The family member can then register to borrow at the library Circulation Desk between the hours of 8 a.m. and 4 p.m. Monday through Friday. A library supervisor will assist you with registration.

Consortia Borrowers (ACLCP, Oberlin Group, PALCI) Faculty and Students:

A member of a college/university community, who is currently registered or employed at an ACLCP, Oberlin, or PALCI member school, may borrow materials from the library. The prospective ACLCP patron may register for an account at the Circulation Desk by filling out a registration card and presenting a valid photo school identification card (a college ID without photo will be accepted if accompanied by a photo driver's license). Oberlin and PALCI consortia members will be required to submit a completed authorization form from their home library.

Friends of the Dickinson College Library:

Receive membership cards (issued by the Archivist in Special Collections).

Area High School Students:

The high school librarian provides students who wish to use Dickinson's library with an authorization form properly completed with the student's name, high school and the **one month borrowing period** for which the card is valid. The form must be signed by the librarian, verifying the high school's agreement to accept responsibility for that student. The high school student must present the request card at the Dickinson College library circulation desk when they wish to check out an item. The request card is not returned to the student, but is retained by Dickinson for our records. The student will be issued a bar coded library card which will be good for one month only.

Other Cumberland County and Perry County Residents:

Town Borrower privileges are limited to adult residents of Cumberland and Perry counties. A library card fee of \$40 is due upon registration. This is a lifetime membership as long as you keep your account active by borrowing each year. The prospective borrower may register for an account at the library circulation desk by filling out a registration card and presenting a valid driver's license.

LIBRARY LOAN PERIODS

Item Type	Borrow	Renew	Fines & Fees
Books, GovDocs and Scores	Unlimited number of items for 28 days	2 renewals	Fine per day per item \$0.25; Max \$25
Films and CDs	3 items for 5 days	2 renewals	Fine per day per item \$1; Max \$15
Library Laptops	1 laptop for 2 hours	2 renewals	Fine per hour per item \$1; Max \$50
Reserves	1 item for 2 hours unless otherwise noted	No renewals	Fine per hour per item \$1; Max \$50

PHOTOCOPYING, PRINTING & SCANNING

The library has 3 Toshiba multifunctional printers/copiers located at the Circulation Desk, Lower Level Service Desk and the Reference Area.

For more information: Multifunctional Printers/Copiers

Printing/copying dispute resolution can be sent to: studentprinting@dickinson.edu.

The library also provides a Toshiba coin copier and scanner located across from the Circulation Desk.

Please notify the circulation desk or the library service desk on the lower level if there is a problem with any of the Toshiba printers/copiers.

PUBLIC COMPUTER USAGE POLICY

Dickinson College offers the public the opportunity to make use of a wide array of electronic information resources. These include approximately 100 periodical, newspaper and electronic journal databases, as well as, access to the resources available freely on the World Wide Web.

Members of the public are welcome to use the two designated computer stations at the library's Circulation Desk. In order to be able to offer these services to the community, we have established the following rules for computer use by the public:

- The computers are made available principally for the academic enrichment of the community and not for entertainment. Use of these computers by a member of the public may be restricted to a maximum of 30 minutes per day.
- Networked laser printing is ten cents per impression and prints are available at the Circulation Desk. Cash only.
- During hours of peak use, priority will be given to members of the Dickinson College community.
- Use of these computers to view sexually explicit material or other items which may be offensive to other library users is prohibited.
- Loading or downloading of any software or other materials is strictly forbidden.
- Children under the age of 12 must be accompanied by an adult to use the library and its computers, unless they are using or accessing government documents.

STUDY ROOM USE & RESERVATION POLICY

The library has 13 study rooms located on the upper level, main level and lower level of the library. Several of the study rooms are quiet, enclosed spaces, but some of the study rooms are equipped with a flat panel television monitor, VCR/multi region DVD player and computer ready or computer installed. Dickinson college students, faculty and administrators always have priority in the use of the library's study rooms.

Reservations for study room use are required at least 12 hours in advance. [Use our online request form.](#)

Terms of reservations:

- Reservations last no longer than three hours per day.
- Rooms left unattended for twenty minutes will be forfeited and materials removed to the Circulation Desk.

You will be notified by e-mail the room number that has been reserved for you. A sign will be placed on the door of the room. In the event we cannot fill your request, you will be notified by e-mail.

Magnetometer Use

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

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

- At dances, parties and concerts, when these events are:

(1) open to the public outside of the Dickinson community (the Dickinson community consists of current Dickinson students, faculty, staff and alumni), and (2) the event is expected to draw more than 100 people.

- When deemed necessary by the Chief of Public Safety, or other appropriate college administrators.

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

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

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

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

Missing Student Policy

If a member of the college community has reason to believe a student is missing, they should **immediately** notify Dickinson Public Safety (DPS) at 717-245-1111, whether or not the student resides on campus. DPS will generate a missing person report and initiate an investigation. DPS will notify the Student Life On-Call (SLOC), the Chief of DPS and other appropriate personnel to initiate actions to locate the student. All possible efforts will be made to locate the student to determine their state of health and well-being. If the student is an on campus resident, DPS, working Residence Life personnel and the SLOC, may make an entry into the student's room to check on their welfare. If the student is an off-campus resident, DPS will enlist the aid of the 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, scheduled academic or organizational 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 will be made.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the college in the event the student is determined to be missing. If a student has identified such an individual, the college will notify that person no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact may do that through the housing registration process. A student's confidential contact information will be accessible only by authorized campus officials and police in the course of the investigation.

After investigating a missing person report, should DPS determine that the student has been missing for 24 hours, DPS will notify Carlisle Police (or other law enforcement agency with jurisdiction) and the student's emergency contact no later than 24 hours after the student is determined to be missing. The notification of the emergency contact will be made by SLOC or the Dean of Students. If the missing student is under the age of 18 and is not an emancipated individual, the SLOC or the Dean of Students will notify the student's parent or legal guardian immediately after DPS has determined the student has been missing for 24 hours.

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.

Noise Policy

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

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

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

For more specific guidelines in residential spaces see "[Noise Guidelines](#)" under the Residential Living Guidelines.

Non-Discrimination Policy

Dickinson College is an intellectual and social community that values justice, free inquiry, diversity, and equal opportunity. It is a fundamental policy of the college to respect pluralism and to promote tolerance, civility and mutual understanding within its community. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other protected class.

Open/Closed Social Events Policy

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

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.

Parental Notification Policy

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. When and under what circumstances the college will discuss information about a student with his or her guardian is subject to limits of this law. The college's complete FERPA policy and FAQs on the subject can be found at

[http://www.dickinson.edu/info/20088/registrars_office/264/ferpa.](http://www.dickinson.edu/info/20088/registrars_office/264/ferpa)

Parking and Vehicle Registration Policy

Registration of Motor Vehicles

Dickinson College parking decal are required to park on property under the control of the college. Dickinson College faculty, administration, staff, and upper-class students who are currently enrolled in Dickinson College classes are authorized to obtain a college parking decal after registering their vehicles with Public Safety. 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.

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 college motor pool vehicles used in accordance with college sponsored activities, or car sharing services such as ZipCar. This policy is in effect seven days a week. Exceptions to the policy are granted according to strict guidelines and may 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 at security@dickinson.edu. Requests for exceptions for medical reasons may require the submissions of documents from your health care provider. Public Safety may consult with the Wellness Center for requests of this type.

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 most 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 or the Kaufman Lot 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 third 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 within 7 days 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.

Preferred or Chosen Name Policy

Dickinson recognizes that faculty, staff and students may use names other than their legal name to identify themselves. These may include, but are not limited to, people who use their middle name instead of their first name, people who use nicknames of a legal name, people who use an anglicized name, or people who use a name that affirms their gender identity.

It is the policy of the college that students, faculty, staff, and administrators may use whatever preferred or chosen first name they want, regardless of whether they have legally changed their name, except where their legal names are required by law, industry standard or strong business need.

The use of a preferred or chosen name cannot be for illegal purposes.

Systems using Preferred or Chosen Name

The college administration will begin working as early as June 1, 2017 to implement preferred first name use on college information systems, reports, and processes. It is important that you review and update your preferred first name before this time.

This will be a phased implementation with a goal to have select systems using preferred first name by September 2017. A list of updated systems is provided [here](#).

The policy uses the language of both “Preferred” and “Chosen” names. Both terms describe the intent of this initiative. A person may prefer to be known by a shortened name or a nickname. Alternatively, a person may choose to be known by a different name. The FAQs below use the term “preferred name” or “preferred name use,” so whether you choose a different name or prefer a nickname, we will refer to it as preferred name.

1. Can anyone select a preferred name?

Yes. This option is available for all current students, faculty, staff, and administrators.

2. Do I have to specify a preferred name?

No, you do not have to specify a preferred name. This is an option for people who wish to use a name other than their legal name to identify themselves. If you use your legal name, you do not need to specify a preferred name.

3. How do I submit a preferred name request?

Current students and employees can view and request a preferred first name by using the “College Name Registration” widget on their Gateway home page.

4. Can I use my preferred name for everything at Dickinson College?

Dickinson College will strive to use your preferred name where possible, but your legal name will continue to be used in business and other processes that require use of a legal name.

Examples of where your legal name is necessary include but are not limited to the following.

- Financial Aid documents
- Payroll
- Billing records
- Medical records
- Federal Immigration documents
- Non-Resident Visas and supporting documentation
- Tax forms (i.e. W2, 1095C, 1099s)
- Checks and direct deposit files issued by Accounts Payable
- Student loan documents

Dickinson College's implementation of the Preferred or Chosen Name Use policy began in the summer of 2017. The goal of the implementation is to provide a consistent name experience across all college information systems and services. We strive to use your selected preferred name everywhere, except where legally necessary. Full implementation of this policy is ongoing as new information systems and services are added each year.

5. Where will my preferred name appear?

We strive to have your preferred name appear wherever legal name is not required. As we transition our information systems and processes to use preferred name, we will list them [here](#).

6. When will my preferred name show up in the campus directory or my class rosters?

Beginning in September 2017, you may expect your preferred name to be displayed within two weeks of submission.

7. Will professors receive a notification of my name change?

No. Your preferred name will display in the CLIQ Class Roster within 2 weeks of submission.

8. Can I change my preferred name to whatever I want?

We trust the members of the Dickinson community to choose preferred names after careful consideration, with good intentions, and with the community's best interests in mind. We don't anticipate having to deny a name change request or remove a preferred name. However, we do reserve the right to reject inappropriate requests and to remove preferred names with or without notice.

We cannot give an exhaustive account of which uses or names would be inappropriate, but we can illustrate the idea with a few examples. Name changes may not be used to avoid legal obligations or for illegal purposes. Names requested should not include offensive or derogatory language. The purpose of the preferred name policy is to foster a campus environment that is inclusive and that encourages self-expression; we expect to approve all name changes that do not contravene this purpose.

If you would like to speak with someone to determine whether use of a preferred name is right for your needs, please contact Erica Lawrence (lawrener@dickinson.edu), director of the Office of LGBTQ Service.

9. How do I delete my preferred name?

If you are a current student or employee who has submitted a preferred first name and later decide that you would prefer to use your legal first name or a different preferred first name everywhere on campus, you may delete your preferred first name.

Current students and employees can delete a preferred first name by using the “College Name Registration” widget on their Gateway home page. Click the “Remove Name” button on the “College Name Registration” form.

10. How do I change or correct my legal name at Dickinson College?

If you are a current student, visit the [Registrar’s website](#) for information about changing your legal name.

If you are an employee, visit the [Human Resource Services website](#) for information about changing your legal name or other personal information.

You will need to provide appropriate documentation.

11. Does changing my preferred first name automatically update my Dickinson username and email address?

No. If you would like to use your preferred first name as the basis for your username, please contact the [LIS Helpdesk](#).

Changing your username may have an impact on your ability to use Dickinson computing resources while your new username is synchronized across all campus information systems and services. Upon request, the LIS help desk can provide more information on the process of changing your username.

12. Will my preferred name appear on my Dickinson College ID card?

Cards issued after August 1, 2017 will have the preferred name printed on the front of the Dickinson College ID card.

In order for your preferred first name to appear on your ID card, you must have already indicated your preferred first name in Gateway. Note that the processing of your preferred first name request may take two weeks.

Visit the card office to request a replacement ID with your preferred name. The standard fee for ID card replacement will apply.

Your Dickinson College ID card is not a legal form of identification. Carry your driver's license or other legal identification when you leave campus or need to provide legal identification.

13. How does the preferred name policy affect F-1 & J-1 visa students?

Preferred name is for use within the college community. International students may feel free to select a preferred first name for on-campus use. However, this does not apply in situations where one's legal name is required. For the purpose of F-1 or J-1 student visa status, the legal name is required on I-20s and DS-2019s. An individual's legal name is what appears in the passport.

14. I have more questions about the Preferred Name Policy. Who do I contact?

Erica Lawrence, director of the Office of LGBTQ Services, will assist in answering questions about the Preferred or Chosen Name Use policy. She can be reached at lawrener@dickinson.edu.

For issues with your preferred name appearing in any information system or service, please contact the [LIS help desk](#).

- [Preferred or Chosen First Name Use - System Availability](#)

Protection of Minors Policy

Purpose: This policy is designed to educate our community members- faculty, staff, students, volunteers- 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 age 18 and over, 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, volunteer programs, outreach and enrichment programs or children in our [Children's Center](#).*

*Nothing in this policy is intended to supersede obligations imposed by law regarding the maintenance of privilege by specified professionals.

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 as soon as possible 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 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 (faculty, staff, students, volunteers) suspecting abuse of a child is required to bring all reasonable suspicions or beliefs to the immediate attention of the appropriate state authorities immediately.

Child Line: 1-800-932-0313

As soon as the report is made, you must contact the Associate Vice President of Human Resource Services and/or the Chief of Public Safety. These individuals, in turn, have the obligation to verify that appropriate authorities have been notified and to coordinate investigations by police or other agencies.

Failure by any member of the Dickinson community to report information related to suspected child abuse as soon as possible to either Child Line or 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. The term "child abuse" shall mean

intentionally, knowingly, or recklessly doing any of the following:

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning, or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of child.
8. Engaging in any of the following recent acts:
 - (i) Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - (ii) Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - (iii) Forcefully shaking a child under one year of age.
 - (iv) Forcefully slapping or otherwise striking a child under one year of age.
 - (v) Interfering with the breathing of a child.
 - (vi) Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
 - (vii) Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
 - (A) Is required to register as a Tier II or Tier III sexual offender under Pennsylvania law, where the victim of the sexual offense was under 18 years of age when the crime was committed.
 - (B) Has been determined to be a sexually violent predator under Pennsylvania law.
 - (C) Has been determined to be a sexually violent delinquent child as defined by Pennsylvania

law.

9. Causing the death of the child through any act or failure to act.

Child abuse may be committed by any individual, including an employee, student, volunteer, parent, caregiver or any 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.

Duty to Report:

Pennsylvania law requires that private colleges, including Dickinson College their employees and persons affiliated with the college, such as students, and volunteers (the Dickinson community), report suspected child abuse. Reports of suspected abuse must be made by members of the Dickinson community 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 as soon as possible with the Associate Vice President of Human Resource Services and/or the Chief of Public Safety after Child Line has been notified.

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.

Related Information

[Sexual Harassment and Misconduct Policy](#)
[Children's Center Policies and Procedures](#)

History/Revision Information

Responsible Division/Office: Office of Human Resource Services

Effective Date: February 7, 2012

Last Amended Date: July 1, 2016

Next Review Date: July 1, 2017

Also Found In: [Student Handbook](#)

* Nothing in this policy is intended to supersede obligations imposed by law regarding the maintenance of privilege by specified professionals

Religious Holidays Policy

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. Students of any faith who observe the major religious holidays or other minor religious holidays 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 Religious Holiday Policy reads: *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 contact Donna Hughes, Director for the Center for Service, Spirituality and Social Justice at 717-245-1577 or visit our [office website](#).

Residential Living Guidelines and Policies

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

Air Conditioning

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

Alcohol

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

Appliances

The following appliances have been approved for residential use within your bedroom:

- Personal refrigerator no larger than 4.1 cubic feet
- Microwave oven using less than 700 watts
- UL approved coffee makers
- Any appliances with concealed heating elements (ex. hot pots)
- Multiple strip outlets (fused, with at least 14 gauge wire, grounded cord) are allowed when needed to power electronic devices.

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

The following appliances are not permitted in residential facilities:

- Any electrical appliances with open heating elements (hot plates, George Forman Grills, barbeques, toasters/toaster ovens)
- Halogen lamps

- Concealed extension cords or multiple outlet adapters.

Balconies & Porches

Certain housing assignments have access to balconies and/or porches. Occupancy of these spaces is limited to the total number of residents in the housing assignment plus 2 additional students. Over-occupancy of these spaces is a potentially serious safety issue, and use of these spaces is monitored by College staff such as Department of Public Safety and Facilities Management. Students seen to be over-occupying these spaces will be asked to reduce the occupancy to established limits. Repeated reminders about safe occupancy limits may result in a loss of use of the space for a short- or long-term basis.

Bicycles

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

Break and Vacation Housing

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

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

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

At the end of the academic year, only graduating seniors and students involved in commencement are allowed to remain on campus. All students, other than graduating seniors, who need to stay on campus must request permission to remain in housing directly with the

Residence Life and Housing office. The student will then be notified if their request has been approved.

Business Ventures & Solicitation

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

For the safety and privacy of all members of the campus community, solicitors, peddlers and door-to-door solicitation are not permitted on campus, including in any residential buildings.

Members of the campus community are not permitted to raise funds or sell products on campus without permission from the Student Leadership & Campus Engagement. No one, including members of the campus community, is permitted to solicit, raise funds or sell products in the residential facilities.

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

Check In and Check Out

When checking in to housing, you will be issued a key(s) that will grant you access to your room and building assignment. You will also receive a Room Inventory report and be asked to note any previous damages to the room or furnishings to your RA, HAM, or the Residence Life and Housing office.

You are required to officially check out with the appropriate staff member when moving out of college housing which includes turning in your key(s). Plan to check out of your room **within 24 hours of your last final exam** unless given permission prior to the start of final exams.

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

Cleaning & Repairs

Facilities Management provides housekeeping services for the public areas of each traditional residence hall, including bathrooms, hallways and lounges. You are expected to keep your own

room clean and orderly. If you discover your room is in need of repair, you should contact Facilities Management directly.

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

Students can notify Facilities Management by completing a service request form online or by calling Service Response at x1700. For emergency repairs, after working hours, contact the Department of Public Safety.

The right to inspect and repair rooms at times convenient to the college or its authorized agents is unconditionally reserved by the college. If you have concerns or questions about the service provided in the residence halls, please contact Facilities Management at x1212.

Community Billing

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

Cooking

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

Damage Billing

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

Decorating your Residential Space

As part of personalizing your residential space, you are encouraged to decorate your room. You may not make any permanent or semi-permanent alterations to the room, including structure, painting, partitions, paneling and electrical system modifications. You may not affix anything to any internal or external structure of the housing facility (e.g., flag, signs, satellite television dish, antenna, etc.) or have anything hanging or protruding from the facility, unless approved by the Director of Residence Life and Housing. Organizations wishing to have identifying letters, signs, or flags visible from the outside of their residential facility must submit a letter to the Director of Residence Life and Housing to request approval.

- Lights - You may not have halogen or decorative lights, including string lights.
- Wall Decorations - You may not use screws, nails, staples and/or adhesives such as Scotch or duct tape on walls. Glue may not be used on walls, furniture or floors.
- Nothing may be hung on ceilings, sprinkler pipes, block fire safety devices or block any egress or exit, including any tapestries or other fabric items.
- Holiday Decorations - No cut or live trees or wreaths are permitted in college-operated residential facilities.
- Outdoor Furniture - Only furniture intended for use outdoors (patio/deck furniture) may be used or stored outside. Indoor furniture (i.e. couches, loveseats, etc.) may not be used or stored outdoors.

Drones

All members of the College community, including faculty, staff and students, as well as visitors to Dickinson College, are prohibited from operating Unmanned Aircraft Systems (UASs), also known as drones, without the permission of the Director of Academic Technology.

Entry & Inspection of Student Rooms

The College reserves the right to enter any room at any time without advance notice for the purposes of inspection, repair, maintenance, protecting the health, safety, and security of residents and in cases of emergency, as determined by the college. Entry may be made by members of the Student Life staff, including members of the Department of Public Safety.

The College further reserves the right to inspect a room at any time and its contents for violation of College policies, including the Community Standards, or residence hall regulations, including but not limited to possessing illegal substances or substances believed by the College to be illegal or conducting activities that could endanger the life, safety, order or welfare of another person.

Routine health and safety inspections of residential spaces will be announced at least one day in advance of the inspection. During any such inspection of residential spaces, any evidence of violations of the Community Standards may be confiscated and processed accordingly.

Fire Safety Equipment & Procedures

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

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

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

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

Fire Safety Guidelines

The following appliances have been approved for residential use within your bedroom:

- Personal refrigerator no larger than 4.1 cubic feet
- Microwave oven using less than 700 watts
- UL approved coffee makers
- Any appliances with concealed heating elements (ex. hot pots)
- Multiple strip outlets (fused, with at least 14 gauge wire, grounded cord) are allowed when needed to power electronic devices.

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

The following appliance/items are not permitted in residential facilities:

- Any electrical appliances with open heating elements (hot plates, George Foreman Grills, outdoor grills, toasters/toaster ovens)
- Halogen lamps or decorative lights, including string lights
- Concealed extension cords or multiple outlet adapters.
- Spark or flame-producing items such as fireworks, firecrackers, explosive materials, candles, incense burners, oil burning lamps and lanterns
- Gasoline motors of any type, including motorcycles, mopeds, etc. as well as fuels, such as gasoline, propane, or lighter fluids

- Nothing may be hung on ceilings, sprinkler pipes, block fire safety devices or block any egress or exit, including any tapestries or other fabric items
- Hoverboards (self-balancing scooters, battery-operated scooters, hands-free segways)
- Three-dimensional (3-D) printers

Flammable Materials

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

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

Fire pits are prohibited and cannot be used indoors or outdoors.

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

Furniture

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

- Waterbeds are prohibited.
- Do not place mattresses directly on the floor.
- Only beds specifically designed to be lofted will be permitted.
- Do not use concrete blocks or bricks to raise the bed, as these cause unusual wear and tear and pose a potential safety hazard. Bed raisers specifically designed for this purpose are permitted.
- No college-issued furniture may be used for outdoor purposes, unless it is deck furniture on approved balconies, porches or other outside areas.
- Only furniture intended for use outdoors (patio/deck furniture) may be used or stored outside. Indoor furniture (i.e. couches, loveseats, etc.) may not be used or stored outdoors.
- Lounge or common room furniture may not be removed from the public area and/or placed in individual rooms.
- All college-issued furniture must remain in the room/apartment. Students will be charged for missing furniture.

Guest Policy

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

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

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

Hall Recreation

You may not play sports in any public areas or hallways of any residential building, including, but not limited to roller-blading, skateboarding, soccer, frisbee, basketball and bicycle riding.

Health & Safety Inspections

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

Housing Accomodations

If you need housing accommodations due to medical, psychological or disability reasons, you should download the required form and work with the Office of Disability Services. The form can be downloaded from their website. The Residence Life and Housing office works in collaboration with Disability Services and the Wellness Center to review all requests and recommendations for appropriate accommodation.

Insurance & Liability

The College cannot and does not assume responsibility for personal accident, injury or illness to residents, guests or visitors, or for the loss or theft of money or loss, theft or damage of personal property of students. Damages that result from unforeseeable maintenance issues (burst pipes, power failure, etc.) are the responsibility of the student. The college does not carry insurance covering residents or their property. You are encouraged to protect yourself from loss by purchasing appropriate insurance. In that regard, you should review any homeowner's policy that you or your caregiver's might have to determine whether the contents of your College housing are already covered or could be covered with a policy rider.

Keys

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

- In the event that keys are lost, stolen or misplaced, you are responsible for immediately reporting that the key is missing to the Residence Life and Housing office and the Department of Public Safety.
- Failure to return the key(s) upon departure from the room/apartment/house will result in a charge to your student account to change the key lock cylinder.
- You will be charged \$100 for a lock change if your key is lost or not returned after moving out. For houses, suites or apartments where two keys are assigned, there will be a \$75 charge per additional lock that must be changed. Your key(s) should be returned immediately upon moving out of your residential space.
- Students issued a temporary ID card for residential access at the beginning of the year are required to return this ID upon receipt of their permanent College ID. Anyone who loses or fails to return the temporary ID card will be charged \$25.

Residential facilities are locked at all times. Many residential areas are equipped with card access to exterior doors. Students should not take action that prevents the exterior doors from closing and locking such as propping the door or taping the lock.

Lock-outs

For the first two weeks of every semester there will be no charge for lock-outs. After the first two weeks there will be a \$25 charge for every lock-out handled by Residence Life and Housing staff or Department of Public Safety staff. If a student is locked out more than three (3) times in

a semester, the charge will increase to \$50 per occurrence. If you are locked out of your residence, you should contact the following as applicable:

- Traditional Residence Halls can contact the RA on duty for assistance from 7:00 pm until 1:00 am. You can contact an RA on duty by calling the duty phone for the area. The Department of Public Safety will handle lockouts from 1:00 am until 7:00 pm. On Saturdays and Sundays, please call the duty phone for the area between 9:00 am until 1:00 am.
- Houses/Apartments can contact the Department of Public Safety at all times.

Noise Guidelines

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

- Sunday through Thursday, 10:00 pm until 8:00 am the following morning
- Friday and Saturday, midnight until 10:00 am the following morning

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

Pets

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

Residents with appropriate documentation of a disability requiring the use of a service or support animal are encouraged to contact the Office of Disability Services (ODS) to discuss their disability-related housing accommodation requests.

Room & Board Agreement

All students are required to read and sign a Room and Board Agreement prior to moving into their residence at the beginning of the academic year. This document, together with other policies, procedures and regulations in this handbook or published by the Division of Student Life, constitutes the agreement between you and the College. Students can learn more about the Room and Board Agreement by visiting our website.

Room Changes, Reassignments, & Vacancies

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

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

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

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

Room Condition & Inventory

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

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

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

Room Selection

Room assignments for all returning students are completed through an online room selection program called MyHousing during the spring semester. Returning students who have registered for courses for the following fall semester and do not have any holds on their account may participate in the room selection process. Students receive a randomly generated lottery time and select a room in order of their class year. More detailed information about room selection and housing options is available from the Residence Life and Housing office early in the spring semester.

* Note to Students Studying Abroad

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

First year students receive room assignments and the name(s) of roommates via email. First year students are assigned rooms based on information provided to the Residence Life and Housing office. First year students generally are housed in double, triple or quad rooms and in facilities that are largely populated with other first year students.

Smoking

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

Storage

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

Windows

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

Smoking Policy

Dickinson College promotes a smoke-free environment, and smoking and the use of electronic cigarettes 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 use of electronic cigarettes is also prohibited in buildings on campus. 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.

Suspension of Financial Aid Eligibility

Conviction

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

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

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

Rehabilitation

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

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

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

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

Technology Policies

Policies pertaining to computer and network use at Dickinson are listed on the menu to the left. The policies serve as guidelines to support operational efficiencies and ensure compliance with applicable laws and regulations.

Responsible Use Information Technology Resources

Purpose

Dickinson College is a private institution fully committed to the ideals of academic freedom, freedom of expression and cultural diversity. This policy describes the appropriate uses of computers, networks, servers, hardware and software (“Information Technology”) at Dickinson College. In addition, it describes responsibilities of individuals and Dickinson College with respect to the confidentiality and privacy of information stored on institutional computers and servers.

Scope

This policy applies to all individuals using Dickinson College's Information Technology. Use of the college's Information Technology constitutes the user's agreement to abide by this policy, including consent to monitoring and inspection (as permitted and limited below). "Monitoring" refers to the observation and examination of system-wide general activity, usage patterns and performance metrics, including but not limited to, CPU loads, network traffic patterns, and volume, and attached devices. "Inspection" refers to the observation and examination of individual electronic communications, including electronic mail, mailboxes, Internet use, and the contents created or stored on any college computer, server or network-related equipment. 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 of employment in addition to any applicable civil or criminal penalties.

Individual Responsibility

Library and Information Services ("LIS") is responsible for monitoring. It is the responsibility of all individuals in the Dickinson community to use Information Technology resources in accordance with this policy. Inappropriate behavior or malicious misuse of Information Technology resources that in any way degrades college equipment and/or services or that violates the rights of others in the community or that violates the law or college policy is strictly prohibited. Each member of the community is responsible for using only those accounts or computers for which he or she has authorization and is responsible for protecting all passwords. Individuals are urged to report unauthorized use of computers, networks, or other LIS facilities on campus by calling the LIS Help Desk or by notifying the Vice President for Library and Information Services.

Institutional Privileges

Dickinson College reserves the right to monitor and allocate Information Technology resources. To accomplish allocation of resources, the system administrators may suspend or terminate privileges of individuals without notice if malicious misuse or use inconsistent with this policy, any other relevant college policy or applicable law is detected. Privileges may also be suspended, without notice, to meet time-dependent, critical operational needs.

Because of its obligations with respect to compliance and the integrity of services provided under this policy, except as outlined below, Dickinson asserts sole ownership of all electronic communications, including electronic mail, mailboxes, files and their contents, created or stored on any college computer/network related equipment.

Nothing in the policy is intended to supersede the rights, title and interests, including copyrights, of faculty and students in their intellectual property and Dickinson College asserts no ownership or proprietary rights in such works outside the intellectual property policies of the college regardless of the presence or storage of such works on any college computer, network or network related equipment.

Similarly, the college asserts no ownership or propriety rights in the works of other college employees where such works were not created for, and are not related to, their employment.

User Logins and Passwords

Access to Information Technology resources is provided via user login and password systems. Users are personally responsible for the security of the password that they select. Viewing, copying, altering or destroying any file, or connecting to a computer on the network without explicit permission of the owner is prohibited.

Passwords should be known only to the person responsible for the account and user login. Any suspected breach of password security should be immediately reported to the LIS Help Desk.

Protecting Desktop Equipment and Files

Backups and protection of files stored on employee desktop and laptop equipment are the responsibility of the user of the equipment. Users must back up their work files on a regular basis. LIS licenses software for this purpose that may be obtained by contacting the LIS Help Desk.

Individual users are responsible for safeguarding the equipment entrusted to them by the college. This includes reasonable protection of equipment from damage and theft.

Management of Personally Owned Devices

With the approval of the relevant senior officer, the college subsidizes the purchase and operation of personally owned computing devices such as smartphones to conduct college business. Employees participating in these programs are expected to treat these devices with the same care with regard to institutional information as they would college owned devices. This obligation includes the requirements that employees employ passcodes on these devices and that they establish the ability to remotely disable these devices in the event of loss or theft.

Use of Cloud Systems and Storage

Most cloud systems and storage services do not meet Dickinson College safety and security standards and are not compliant with federal data storage laws. Please contact the Help Desk (helpdesk@dickinson.edu) for information about which systems and storage options have been approved by the college.

Confidentiality and Right to Monitor and Inspect

Users of Dickinson College information technology should understand that uses of these resources are not completely private. Under normal circumstances, the General Counsel and

the relevant senior officer, in consultation with the Chief Information Officer, must approve in advance any individual inspection, other than that which is voluntary, required by law, or necessary to respond to emergency situations.

The circumstances under which such inspections without notice may occur include, but are not limited to, the following:

1. To protect the integrity, security, or functionality of college or other information technology resources, or to protect the college or individuals in the community from harm;
2. There is reasonable cause to believe that the user has violated, or is violating, any Dickinson College policy or applicable civil or criminal law; or
3. An information technology resource appears to be engaged in unusual or unusually excessive activity that disrupts the system, as indicated by system monitoring.
4. The normal operation and maintenance of the college's technology resources require backup and caching of data and communications, logging of activity, monitoring of general use patterns, and other such activities that are necessary to provide service.

The college, in its discretion, may use or disclose the results of any such inspection, including the contents and records of individual communications, as it considers appropriate, to college personnel, third parties, or law enforcement agencies.

Personal Use

Dickinson College provides Information Technology to faculty, staff and students for use in the pursuit of legitimate academic and business pursuits for the college. Incidental personal use of Information Technology 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 related to commercial activity.
- Does not directly or indirectly interfere with the college's operation of electronic mail services, computing capacity or network capacity.
- Does not interfere with other users' access to or use of the campus network.
- Does not violate federal, state or local laws, or college policy.

Legal Compliance

All existing federal, state and local laws and relevant college regulations and policies apply to the use of computing resources and all users of such resources are required to be in compliance with all such laws, regulations and policies at all times. This includes not only those laws and regulations that are specific to computers and networks, but also those that apply generally to personal conduct. As such, any of these resources may be subject to review by designated college personnel in accordance with college policies.

Inappropriate Uses – Examples

The following are examples of violations of this Acceptable Use of Information Technology Resources Policy. This list is not dispositive.

- **Malicious misuse.** Using logins or passwords assigned to others; disrupting the network; destroying information; intentionally erasing stored information or modifying equipment, accounts, disks or files that are not your own; removing software from public computers; spreading viruses; sending e-mail that threatens or harasses other people; downloading, uploading or sharing images or information that violates any law; invading the privacy of others; subscribing others to mailing lists or providing the e-mail addresses of others to bulk mailers without their consent; running a personal business, downloading material from the Internet that violates federal, state or local law, or college policy (except when disclosed in advance to the Provost and Dean of the College, and determined to be related to legitimate research or learning purposes); illegally duplicating or otherwise copying copyrighted or licensed software or using illegal copies of copyrighted materials; or using Information Technology in violating any federal, state or local law.
- **Unacceptable use of software and hardware.** Knowingly or carelessly running or installing unlicensed software on any computer or computer system or network; giving another user a program intended to damage the systems or network; violating terms of applicable software licensing agreements, including copying or reproducing any licensed software; or violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, music or other materials; using imaging equipment to duplicate, alter and subsequently reproduce official documents.
- **Inappropriate access.** Unauthorized use of a computer account; providing misleading information in order to obtain access to computing facilities; using the campus network to gain unauthorized access to any computer system; connecting unauthorized equipment to the campus network including wireless access points; unauthorized attempts to circumvent data protection schemes to uncover security loopholes (including creating and/or running programs that are designed to exploit security vulnerabilities and/or decrypt intentionally secure data); intentionally locking another user out of that user's account; knowingly or carelessly performing an act that will interfere with the normal operation of computers, peripherals, or networks; or deliberately wasting or overloading computer resources.
- **Inappropriate use of electronic mail and Internet access.** Initiating or propagating electronic chain messages; inappropriate mass mailing including multiple mailings to newsgroups, mailing lists, or individuals, forging the identity of a user or machine in an electronic communication; using another person's e-mail account or identity to send e-mail messages; attempting to monitor or tamper with another user's electronic communications; reading, copying, changing or deleting another user's files or software without the explicit agreement of the owner; using e-mail or personal web page advertising to solicit or proselytize others for commercial ventures, religious or political causes, or for personal gain related to commercial activity; any use that otherwise violates federal, state or local law, or college policy.

Noncompliance and Sanctions

LIS may suspend or terminate all computing privileges of any individual without notice who engages in any improper computing activities. Serious cases, as determined by the Vice President for Library and Information Services, and in consultation with the appropriate senior officer of the division with supervisory authority over the individual may result in disciplinary

action against the individual up to and including the suspension, expulsion, or termination of employment of the offending individual, as appropriate. Disciplinary actions involving faculty will be initiated in compliance with the processes outlined in the Academic Handbook. Disciplinary actions involving College administrators or staff will be initiated in compliance with the applicable personnel procedures. Disciplinary actions involving students will be referred to the student disciplinary hearing process by the Dean of Students or his/her designee or the Provost and Dean of the College or his/her designee. Where violation of federal, state or local law is involved, cases and related information may be referred to the proper legal authorities for action.

Visual Identity

The name “Dickinson College” is synonymous with high quality education and is a valuable asset of this institution. The use of the college’s name or other college marks, logos or seals, in whole or in part, by unauthorized individuals, clubs and organizations is prohibited. Those clubs and organizations recognized by the college and who are in good standing, are extended the privilege of using the college name and its marks and logos in association with their club or organization in ways that are consistent with the college's mission and that promote the college's image and reputation. Such use must not misrepresent the association between the college and the club, organization, or activity and must not suggest that the college endorses the product or activity. Use of the college name, marks, or logos in connection with vulgar language, profanity, sexually explicit graphics, words with inappropriate double meanings, weapons, illegal drugs, or alcohol is prohibited. Use of the college name, marks, or logos in a way that promotes dangerous, offensive, or illegal products or activities is prohibited. The college maintains an unlimited right to disapprove or stop any use of its name, marks, and logos that the college believes, in its sole discretion, violates this policy, creates a risk of liability, or causes or has the potential to cause reputational harm to the college.

Sexual Misconduct Policy

Dickinson will not tolerate any type of sexual harassment, misconduct or intimate partner violence. The college is committed to taking all appropriate steps to eliminate sexual harassment, misconduct and violence, prevent its recurrence and address its effects. This policy outlines Dickinson's institutional values, prohibited conduct, resources, reporting options, and complaint processes for the review, investigation and resolution of reports of sexual harassment, misconduct and violence.