

OLIVET

1844

COLLEGE

2011-12 Student Handbook



Education For Individual and Social Responsibility

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INTRODUCTION

Rooted in the academic vision of *Education for Individual and Social Responsibility* and expressed more fully in The Olivet College Compact is the Olivet College Student Handbook, which is the college's statement of expectations for student behavior. All students are expected to behave in a manner consistent with The Compact and are responsible for following the procedures and policies contained in this handbook.

Community Standards Bill of Rights

These standards describe the expectations for conduct by students and their guests regardless of class status, place of residence or group affiliation. The following rights articulate the standards by which Olivet College students are expected to conduct their lives:

- The right of free access to one's room and suite facilities
- The right to read, study and sleep free from undue interference in one's room.
- The right to personal privacy without violating college policies or local, state and federal laws.
- The right to host visitors. All students are responsible for their visitors and their visitors' actions, as well as the repercussions that come from such actions. Visitors are to respect the stated rights of students and to adhere to all responsibilities and regulations.
- The right to file an incident report with any college employee. Any member of the college community (student, faculty, staff or administrator) has the right to file an incident report against any student, or faculty, or administrator when rights, responsibilities or regulations have been violated.
- The right to receive fair and equitable treatment with regard to disciplinary proceedings, with provisions for appeals.
- The right to confidentiality compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, except when a student waives that right.

Code of Student Conduct

In developing students who are individually and socially responsible, Olivet College puts primary emphasis on leading by example, guidance and counseling. At the same time, disciplinary proceedings play a role in this process by holding students accountable to the standards of this community. Those standards are:

Respect for Oneself

The college values all of its students and is concerned about each student's total development. The college encourages students to take advantage of the resources available to them to enhance the quality of their lives while expecting them to assume responsibility for their personal well-being.

Respect for Others

The college believes each person has worth and dignity. Members of the Olivet College community are expected to demonstrate a mutual respect and concern for others. Students should learn to recognize, accept and appreciate those who are different from themselves and act in a manner which helps create a strong sense of community.

Respect for Authority

Olivet College accepts its duty to develop policies and procedures that provide for a safe and comfortable environment for all members of its community. College administrators and staff are responsible for creating and maintaining an orderly environment. Members of the community also share responsibility for supporting the college's efforts to preserve an environment that contributes to the overall mission of the college.

Olivet College Identification Card

Possessing an identification card that misrepresents your identification, your age, or using someone else's identification card is a violation of campus policy.

Respect for Property

The college devotes significant resources to provide excellent facilities, equipment and space for student use. It is the responsibility of all members of the community to take proper care of college property. Olivet expects students to respect property both on and off campus.

Honesty and Integrity

It is the responsibility of all students to uphold the high level of honesty and integrity that is inherent in the traditions that led to the founding of this college and are the basis for the laws and commonly accepted practices of society. Students are expected to abide by college policies and procedures and to obey laws enacted by local, state and federal governments.

Certain actions are incompatible with these standards and are subject to disciplinary action. Although the college has listed the types of infractions that are most common in collegiate settings, the college is not limited to the enforcement of these procedures and may initiate disciplinary proceedings for conduct which is not included therein. Examples of such behaviors include, but are not limited to:

1. Disrespect for oneself:

- a. Use, possession or distribution of narcotics or other controlled substances.
- b. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and the college's Alcohol Policy. It should be understood that the effects of alcohol do not relieve individuals of their responsibility to themselves or to the community.
- c. Physical abuse, or harming oneself, or intentionally placing oneself in danger.
- d. Violation of local, state, federal laws and ordinances.
- e. Indecent exposure

2. Disrespect for others:

- a. Sexual assault, rape or any form of sexual contact or conduct with another person without the consent of that person.
- b. Sexual harassment, including any behavior which does or could result in emotional or physical discomfort, embarrassment, ridicule or endangerment whether intentionally, for fun or by consent.
- c. Harassment or abuse of any other person. This includes, but is not limited to, harassment or abuse based on race, color, religion, gender, national origin, age, height, weight, marital status, sexual orientation, veteran status or disability.
- d. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person.
- e. Participating in hazing, which is defined as intentional or reckless involvement in conduct that creates a risk of mental or physical health and/or safety to a student for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization. Hazing is further defined as any action, which involves the forced consumption of alcohol and/or drugs for purposes of initiation into or affiliation with any organization.
- f. Disruption or obstruction of teaching, disciplinary proceedings or other college activities.
- g. Use, possession, and/or keeping of paintballs, knives, firearms, weapons, fireworks, ammunition, flammable or incendiary devices, or dangerous chemicals is prohibited on all Olivet College properties (this includes but is not limited to all campus facilities, athletic facilities, parking lots, and recreational spaces) and at all Olivet College events, regardless of location. This includes martial arts weapons and any device that may be used to propel a projectile such as BB guns, air guns, pellet guns or paintball guns.
- h. Making false fire or other emergency reports and/or misuse of fire safety equipment. This includes, but is not limited to, falsely pulling a fire alarm, extinguishing fire safety equipment when not necessary, and prank 911 calls.

- i. Cause or contribution to unreasonable noise in residence halls, society houses, or areas immediately surrounding these properties. Unreasonable noise is that which interferes with, or has the potential for interfering with, the legitimate rights of others.
- j. Interfering with attempts of others to study.
- k. Interfering with attempts of others to sleep during reasonable and/or posted hours.
- l. Interfering with posted or printed quiet hours.
- m. Interfering with the free access of another to and from his/her own room.
- n. Congregating in a group of three or more persons in a residence hallway during quiet hours. Congregation is defined as bringing or coming together in a group, crowd, or assembly. During quiet hours, all conversations in residence hallways should be kept to an absolute minimum to allow others to sleep and study.
- o. Use of scooters, bikes, roller skates, in-line skates or similar recreational devices in a residence hall, which is strictly prohibited.
- p. Sports of any kind in the residence halls, Gillette Student Village Long Apartments and theme houses are strictly prohibited. This includes sports in individual residents' rooms.
- q. Violations of the college's Visitation Policy.
- r. Violations of the college's Health and Safety Policies.
- s. Gambling. All sources of organized gambling (Texas Hold'em, 50/ 50 raffles, Bingo, etc.) must be approved by the Office of Student Life. Illegal gambling is prohibited and will be handled by the judicial board. Adherence to local, state and federal laws shall apply.

3. Disrespect for authority:

- a. Failure to comply with the direction of college staff/officials acting in the performance of their duties and/or failure to properly identify oneself to these persons when requested to do so.
- b. Violation of the college's published policies, rules, or regulations regarding on- and off-campus living.
- c. Obstruction of an official college investigation.
- d. Failure to make an effort to discourage another person from violating a regulation and/or to report a violation of which one has knowledge.
- e. Disruption or interference with the orderly conduct of a judicial proceeding, including failure to obey the summons of a judicial board or college official, or falsifying, distorting, or misrepresenting information before a judicial board.
- f. Abusing, threatening, harassing, or exhibiting behavior that intimidates any complainant, respondent, counsel, witness, or judicial board member prior to, during and after a judicial hearing.
- g. Failure to appear on violation matter.

4. Disrespect for property:

- a. Engaging in arson or irresponsible use of fire, or fire safety equipment, tampering with surveillance cameras or any tornado safety signs.
- b. Engaging in theft, misuse, vandalism or damage to the college, campus group or personal property.
- c. Theft of or tampering with computer equipment, including unauthorized entry or use, alteration of information or misuse of records.
- d. Engaging in unauthorized entry, trespassing or tampering with college premises, facilities or properties.
- e. Engaging in unauthorized possession, duplication or use of college keys.
- f. Playing any athletic games in a common area of a residence hall or theme house without the proper authorization from the hall director.
- g. Allowing any animal to enter a residence hall or theme house with the exception of harmless fish in a tank 10 gallons or less. Please also note that animal cruelty will not be tolerated if students are asked to remove animals from the residence hall. For example, if a

student is asked to remove an animal from the building, an acceptable manner is not harming or killing it. No pets are allowed in the Gillette Student Village.

- h. Having materials that constitute a hazard to the environment. Such hazards include, but are not limited to, open flames, incense, candles and appliances not approved for use in the residence halls, theme houses or society houses.
- i. Tampering with or borrowing without permission the personal property of others.
- j. Violation of the college's Health and Safety Policy.
- k. Violations of the college's Cooking and Electrical Appliances Policy.
- l. Participation in computer usage for a purpose that is not academic. Olivet College computers are to be used for academic purposes. If a student is using a computer for a reason that is not academic, and another student needs to use the computer for an academic reason, this constitutes violation of the computer usage policy and may result in computer privileges being revoked, a monetary fine assigned and/or suspension.

5. Dishonesty or lack of:

- a. Engaging in acts that violate the college's Academic Integrity Policy, or assisting others in doing so.
- b. Knowingly providing false information or identification to a college official (i.e. faculty, staff or student).
- c. Engaging in forgery, alteration or misuse of college records, documents, instruments or identification.
- d. Falsification of student ID and permits.

Michigan Intercollegiate Athletic Association Sportsmanship Policy

The Michigan Intercollegiate Athletic Association (MIAA) encourages and promotes good sportsmanship by student athletes, coaches and spectators. We request students' cooperation by supporting the participants and officials in a positive, respectful and civil manner. Cheers should be designed and used as a positive means to encourage a team and not used in any negative manner against an opposing team, any individual on that team or the officials. Spectators will not taunt team members, coaches or other fans, or direct negative comments at officials before, during or after contests. Profanity, racial, ethnic or sexual comments, or other intimidating actions will not be tolerated and are grounds for removal from the site of competition. The MIAA does not allow noisemakers of any type indoors. Also, consumption or possession of alcoholic beverages is prohibited.

Athletic Eligibility

All student-athletes are required to meet the following in order to participate in intercollegiate athletics.

1. Full-time Enrollment

All student-athletes must be enrolled full-time (a minimum of 12 semester hours) for practice and competition.

2. Good Academic Standing

All student-athletes must maintain good academic standing by continuing to show satisfactory academic progress throughout their career. Academic progress for all students will be reviewed after both the fall and spring semester and also after summer school sessions are complete. Evaluations will be performed immediately following the end of each period and will be based on the student's academic transcript at the time of evaluation. This will allow a student the possibility of reinstatement of aid eligibility over summer months. The review will be completed by the Academic Performance Committee, a standing committee of Olivet College faculty members. Acceptable academic progress toward one's degree completion is measured using two standards: minimum cumulative grade point average and academic pace as described below.

A. Cumulative Grade Point Average (CGPA). The CGPA that must be maintained by each student to indicate acceptable academic progress is dependent upon his or her academic year and is provided in the table below:

Academic Year	Satisfactory Academic Progress	
	Minimum GPA Scale	Hours Earned
Freshman Year	0 – 23	1.80
Sophomore Year	24 – 55	1.90
Junior Year	56 – 87	2.00
Senior Year	88 – higher	2.00

B. Academic Pace. Students' academic progress will also be measured by assessing academic pace, i.e., the ratio of total number of semester hours earned relative to the total number of semester hours attempted. Students are required to show a pace of degree progression which will ensure that the student completes his or her academic program within 150 percent of the published length of the program. The following table illustrates satisfactory academic pace:

Pace of Degree Completion Scale

Semester Hours Attempted	Semester Hours Earned															
	0-7	8-15	16-23	24-31	32-39	40-47	48-55	56-63	64-71	72-79	80-87	88-95	96-103	104-111	112-119	120+
12																
24																
36																
48																
60																
72																
84																
96																
108																
120																
132																
144																
156																
168																
180																

Satisfactory Academic Progress

A student is considered to be making Satisfactory Academic Progress providing he or she meets the qualifications listed in both the SAP Minimum GPA Scale and the Pace of Degree Completion Scale. For more information on maintaining good academic standing and satisfactory academic process, please see the Academic Standing section of this handbook.

Students who have received a Satisfactory Academic Progress (SAP) Warning and/or who are on SAP Probation are not eligible to practice or complete in athletics during the semester(s) that they have received a Warning and/or are on Probation. Athletic eligibility will resume when good academic standing and satisfactory academic progress has been restored.

3. Semester Hour Requirements by Residence Year

In addition to the requirements to maintain good academic standing stated above, student-athletes must also meet the following semester hour requirements:

First Year of Residence

Enrollment for a minimum of 12 semester hours each semester	
Beginning of the Second Year of Residence	24
semester hours earned at Olivet College	
Beginning of the Third Year of Residence	48
semester hours earned at Olivet College	
Beginning of the Fourth Year of Residence	72
semester hours earned at Olivet College	
Beginning of the Fifth Year of Residence	96
semester hours earned at Olivet College	

Transfer work earned prior to full-time enrollment at Olivet cannot be used to meet these requirements. However, students may use transfer credit earned subsequent to full-time enrollment at Olivet College to meet the requirements of both athletic eligibility and academic pace if they have been given prior approval by Olivet College officials (i.e., the registrar, the student's academic advisor, and the appropriate department chair) in accordance with NCAA Bylaw 14.4.1.3.

Years of residence for students who are midyear entrants run from January to January, with eligibility checked each January at the beginning of the second semester.

If the student-athlete does not meet the requirements at the beginning of their year in residence, they may meet the requirements in subsequent semesters.

Example: A student-athlete in basketball is required to have 24 semester hours in their second year of residence, but has only earned 23; this student is not eligible to participate fall semester. However, if the student enrolls and passes 13 hours during the fall semester, the student is eligible the second semester because he/she has earned a total of 36 semester hours and is only required to have 24, assuming they meet the GPA requirement.

4. Additional Information Regarding Athletic Eligibility

A. A full-time load requirement of 12 hours or more may be waived for seniors who are in their final semester of attendance and need less than a full-time load to graduate with a degree. Approval for this waiver must be granted in writing from the Office of Academic Affairs prior to its acceptance.

B. A student has the opportunity to complete all of their eligibility during any 10 full-time semesters (enrollment for a minimum of 12 hours) of attendance. However, under no circumstances is a student eligible for more than four years of competition in any sport at the collegiate level.

C. If a student drops out during the academic year for legitimate reasons (e.g., medical withdrawal) they will have the opportunity to appeal the standard athletic eligibility requirements if they have continued to maintain good academic standing (credits may be prorated). Students must make this appeal to the Faculty Athletic Representatives/Eligibility Certification Officers of the college.

5. Transfer Student Eligibility

A. In order to become immediately eligible to compete at Olivet, a transfer student who has participated (practiced and/or competed) at another institution must have been both academically and athletically eligible under the previous institution's guidelines and meet all applicable MIAA and NCAA rules and regulations.

B. A transfer student who has NOT participated in intercollegiate athletics at his or her previous institution(s) will, in most cases, be immediately eligible at Olivet College provided he or she meets the requirements stated in Sections 1 through 4 above.

Jurisdiction of the College

Generally, college jurisdiction and discipline shall be limited to conduct that occurs on college premises or which adversely affects the college community in the pursuit of its objectives. The premises includes all land, buildings, facilities and other property in the possession of, owned, used or controlled by the college; or in the possession of, owned, used or operated by organizations or groups affiliated with the college. However, the college reserves the right to investigate and to subsequently take action for behavior of Olivet College students in off campus situations when such behavior is believed to have an impact on the college or surrounding community, or to reflect on the fitness of the student for continued enrollment. Examples of such behavior include, but are not limited to, assault, disorderly and disruptive behavior, harassment, damage to property, as well as medical and psychological concerns. The decision to take action in such cases will be determined by the vice president for Student Life.

Administration of Discipline

Ultimate college authority and responsibility in matters of student conduct reside with the Olivet College president. The president has delegated immediate authority for student conduct under the general supervision of the vice president for Student Life. Although the college will do its best to adhere to the judicial process outlined in the student handbook, the college does reserve the right to hold administrative hearings and to adjudicate matters in a manner that it deems appropriate for a given incident. The authority to handle a matter through an administrative hearing will be made by the President of the college or by the President's designee.

Disciplinary processes are administered through one of the following levels of authority:

1. Vice President for Student Life
2. Judicial Board
3. Hall Directors

Involuntary Administrative Withdrawal

Students are assured of confidentiality, except in life-threatening situations where someone is a danger to oneself, and/or others, or someone who cannot care for his/her needs. In this case, a family member may need to be contacted so the student can receive appropriate care. In life-threatening situations and in cases of destructive behavior, withdrawal from the college and/or residence hall may be warranted. The vice president for Student Life will involve the student in that decision-making process as much as possible. Effort will be made to minimize the adverse academic and financial consequences of such an action. Other types of behavior on the part of the student may warrant different disciplinary actions.

Community Standards Overview

The college's academic vision of Education for Individual and Social Responsibility affects all aspects of a student's life at Olivet College. Each student possesses certain individual rights, which deserve the respect and regard of others in all instances. Each student must similarly respect the rights of every other student and member of the college community. Olivet is committed to a pluralistic and interactive environment where differences are acknowledged and valued, and where all individuals are expected to observe certain behavioral guidelines meant to ensure and protect the rights of others. Learning to live and work with and next to others is an important part of the educational experience at the college. Olivet College Community Standards are articulated in order to foster the educational and personal growth of students and to fulfill the educational and social goals of the college's vision. The standards address expectations of behavior, breaches of which may subject the student to disciplinary action under the enforcement procedures stipulated in the standards. Questions of interpretation or requests for further information regarding the standards should be referred to the Office of Student Life.

Student Rights

A student involved in a matter within the college disciplinary system has the following rights:

- The student has the right to receive a written description of the alleged charges against him/her and a notice of the hearing.
- The student has the right to be present throughout the hearing but not during the deliberation of the hearing officer or Judicial Board.
- The student has the right to remain silent (i.e. not to testify against oneself), but must understand that if silence is maintained, the case will be determined on the evidence presented.
- The student has the right to respond to the charges against him/her.
- The student has the right to hear all of the information presented and to question witnesses who testify at the hearing.
- The student has the right to present pertinent evidence and witnesses to substantiate his/her case.

- The student has the right to be assisted in all matters within the college disciplinary system by a member of the college community or by a student advocate. The advisor or student advocate role is to help a student prepare a case, but not to present it.
- The student has the right to request an appeal, if their case meets the qualifications of disciplinary action taken against him/her.

NOTE: FERPA/HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law passed by Congress intended to establish transaction, security, privacy, and other standards to address concerns about the electronic exchange of health information. However, the HIPAA Privacy Rule excludes from its coverage those records that are protected by FERPA at school districts and postsecondary institutions that provide health or medical services to students. This is because Congress specifically addressed how education records should be protected under FERPA. For this reason, records that are protected by FERPA are not subject to the HIPAA Privacy Rule and may be shared with parents under the circumstances described above and with other parties as permitted by FERPA. (FERPA QUESTIONS for Lee Rooker, Director of the Family Policy Compliance Office, U.S. Department of Education <http://www.ed.gov/policy/gen/guid/fpco/ferpa/library/copeuna.html>)

Confidentiality

The name, status and offense of any student will not be discussed with anyone other than the appropriate college officials. The outcome of any discipline matter will remain confidential, except as required by law. The Higher Education Amendments of 1992 require the disclosure of the results of any disciplinary hearing alleging sexual assault to the victim. Parents of students who sign a FERPA waiver may be notified of any Community Standard Violation.

Olivet College reserves the right to notify the parent(s) or guardian(s) of students who:

- Are minors in possession of alcohol and/or are intoxicated.
- Violate the drug policy.
- Have two alcohol violations regardless of age.
- Require medical attention as the result of alcohol or other drug abuse/use.
- Are placed on disciplinary probation.

When medical attention is necessary, and/or strong concern regarding a student's medical and/or psychological well-being, parents will be notified via telephone. Federal law allows colleges and universities to notify parents without the student's consent. It is our practice to notify the student when a letter is being sent to the student's parent(s) so as to provide the student the opportunity to contact her/his parent(s) before they receive notification from the college.

Procedures Pertaining to Anonymity

Anonymity will be granted: a) when there is reasonable evidence to believe that the physical or psychological welfare of the witness is in jeopardy, or b) the witness might be subject to harassment. Upon request of the witness, the vice president for Student Life will investigate the incident and make a recommendation on the granting of anonymity.

Judicial Process

Any member of the college community may file charges against any student for misconduct. Charges shall be prepared in writing, on an incident report, and directed to the vice president for Student Life, for non-resident students, and to the appropriate hall director for resident students. It is the responsibility of the student who is involved in an incident to contact the Campus Safety office or a hall director in person within the next 24 hours to fill out a report.

Campus Safety along with Residence Life staff, may conduct an investigation to determine if the charges have merit, or to obtain more specific information about the reported incident. After receiving a written incident report and conducting an investigation, if appropriate, the respondent will receive charges in written form from a judicial representative. The sanction letter will outline the process which will take place. A student will be notified in writing at least 48 hours prior to the hearing of the date, time, location and charges. Personal delivery or mailing to the last known address will constitute adequate notice. Disciplinary hearings will be conducted in accordance with the following procedures:

- Hearings will be closed to everyone except those persons specifically provided for in this procedure or persons whose presence at the hearing is authorized by the hearing officer or board.
- Since the purpose of the hearing is to determine the facts and select an appropriate action that will best suit the student's developmental process, there will be no legal counsel.
- Electronic or other verbatim record of the hearings may be made or preserved. In cases where suspension or expulsion from the college is a possible sanction, an audio tape of the hearing will be made.
- If a student fails to attend a scheduled hearing, the hearing may proceed in the absence of the accused student. Such an absence will not be considered grounds for an appeal. If a student cannot attend a hearing due to a scheduled class that conflicts with the hearing, the student is responsible for requesting a new hearing for him/herself.
- Where two or more cases involving common occurrences or involving the same student or students are pending simultaneously, the hearing officer or board may decide to hear the cases individually or together.
- The hearing officer or board may reasonably limit the scope and time devoted to each matter or item of discussion during the hearing, as well as the number of persons testifying or providing witness.
- At the beginning of the hearing, the student will be advised of his/her rights.
- In all cases, hearings will not be subject to limiting rules of evidence. The level of proof is a preponderance of evidence.
- If the student is found to be responsible, the hearing officer or board will take into account any previous disciplinary action in determining a sanction.
- Written notice of the outcome of the hearing will normally be delivered to the student within five working days.
- If suspended or expelled, the student will be banned from the Olivet College campus. A trespass notice will be sent to all Olivet College staff and personnel. If the student is seen on campus he/she will be considered trespassing.
- Sanctions go into effect immediately, unless otherwise stated. The sanctions remain in effect during the appeal process.

Appeal Process

A student has the right to request an appeal of disciplinary actions. Upon receipt of the disciplinary actions, a student has five school days to file a written appeal. Appeals shall be in writing and delivered to the vice president for Student Life in person or through email from the accused student's email account. All appeals will be reviewed by the vice president for Student Life. An appeal shall be limited to a review of the notes or audio tape of the initial hearing and supporting documents, except as required to explain the basis of new information. A student may appeal only on the following grounds:

- There was a denial of the elements of a fair hearing.
- To determine if the decision reached was based on complete information.
- To determine whether the imposed sanction(s) were appropriate for the violation.
- To consider new evidence or other facts not brought out in the

hearing because such information and/or facts were not known to the person appealing at the time of the original hearing. The written appeal must state the grounds and the rationale for claiming that an appeal is warranted. Failure on the student's part to attend a hearing will not be grounds for an appeal. If the appeal does not meet one of the criteria above, the student will be notified in writing that the request for appeal is denied. If the appeal meets one of the criteria above, a review of that issue will be considered and the student will be notified of the result as soon as practical. The following decisions may be made, but are not limited to: overturn the entire decision, uphold the decision but modify (increase or decrease) the sanction, or uphold the entire decision.

A student may request an appeal by the president after the decision has come from the Student Life Office. Upon receipt of the student life appeal outcome, a student has five working days from the final action to file a written appeal. Appeals shall be in writing and delivered to the Student Life office in person from the aggrieved party. The vice president of Student Life or their designee will deliver the appeal to the president's office. While there is no right to an interview or hearing, the president, in his sole discretion, may request an interview or hearing to aid in the review of the appeal. The president shall have the final and binding decision regarding the case, which may not be appealed again or reopened.

Complaints

Any and all complaints brought to the attention of the vice president for Student Life must meet three basic criteria:

1. Complaints must be in writing.
2. Complaints must be signed by complainant.
3. Complainant must state very sequentially the nature of the complaint; (e.g. against the college, an individual, program, policy, or an identified unit) as much supporting data as possible should be included.

Once the above criteria are met, the Office of Student Life initiates an investigation to document the accuracy or lack of, relative to complaints received. When this step has been completed, a written report of the entire process is compiled with data and all factual information ascertained. Findings of support or non support are presented in writing to the complainant. Findings are discussed with the complainant, and explanations are given which includes any actions or non actions that will be made relative to the complaint.

College Sanctions

Olivet College strives to foster an atmosphere that encourages and promotes individual and social responsibility, which includes mutual respect and consideration for others. Students are expected to learn from previous mistakes and poor choices. Therefore, violations of policies and sanctions given in previous semesters will impact sanctions imposed for future violations throughout the student's college career. Students who repeatedly violate college policy will be referred to the vice president for Student Life. Disciplinary sanctions will be determined based on the seriousness of the behavior, the level of the student's responsibility for the incident, and prior discipline history. College sanctions may include, but are not limited to:

Written Warning

A written warning declares that the behavior is unacceptable within the college community, and if the behavior continues, further action will be taken.

Educational Sanctions

Educational sanctions are required activities that are intended to engage the student in a positive learning experience related to the student's inappropriate behavior. Sanctions may include, but are not limited to, performing community service on and off campus, obtaining counseling, writing a paper, etc.

Limitations on Activities

While often coupled with probation, this action of limitations on activities may be taken as well. Limitations on activities may include, but are not limited to: ineligibility for service as an officer or member of a college organization; ineligibility as a member of a college committee, board or council; ineligibility as a participant in any intercollegiate activity; ineligibility to receive or maintain an award; exclusion from college events; etc.

Deactivation

Deactivation applies to groups and organizations only and entails the loss of all privileges, including college recognition or status, for a specified period of time.

Fines

Fines are a monetary sanction intended to make the student consider their behavior and decision-making. Fines should not be confused with restitution.

Restitution

A student may be required to make restitution for losses or damages.

Mediation

To help students involved in a dispute come to a mutual agreement or settlement, the college may facilitate or require mediation.

Assessment

A student may be required to obtain an assessment. The student is required to adhere to the findings of the assessment as part of their sanctions.

Notice of No Contact

Notice of no contact is a notice that one party may not interact with another for a specified period of time via phone, email, mail, in person or via a third party.

Residence Life Probation

Residence Life Probation is a formal notice to the student that the behavior in question is unacceptable within the Residence Life community, and if the behavior continues, more severe action may be taken, including the possibility of removal from college-owned housing.

Removal from College-Owned Housing

Removal from college-owned housing may be for a fixed period of time or on a permanent basis. A student who is removed from college owned housing is not permitted to enter or visit any college-owned housing and will forfeit any prepaid housing fees.

Disciplinary Probation

Disciplinary probation is a formal notice to the student that the behavior in question is unacceptable within the Olivet College community, and if the behavior continues or if other inappropriate behavior follows, more severe action will be taken, including the possibility of suspension or expulsion from the college. Probation is for a fixed period of time, which normally will not be less than one semester. During the probationary period, a student may not hold an elected or appointed office or serve as a team captain on any other leadership position. Probation may also affect other appointed or selected positions as required by departmental guidelines. During the probationary period, the student is not considered to be in good standing with the college.

Student Life Probation

Student Life probation is a formal notice to the student that the behavior in question is unacceptable within the Olivet College community. While on probation, the student is not allowed to attend

or participate in any Student Activities event/program at Olivet. This includes, but is not limited to, intramurals and any club or organization events.

Probation is for a fixed period of time, which normally will not be less than one academic year. During the probationary period, a student may not hold an elected or appointed office or serve as a team captain on any other leadership position. Probation may also affect other appointed or selected positions as required by departmental guidelines. During the probationary period, the student is not considered to be in good standing with the college.

Interim Suspension

While normally no action will be taken against a student until charges have been heard in accordance with the hearing processes established in these Community Standards, a student may be suspended pending a hearing on the charges when, in the judgment of the vice president for Student Life, the continued presence of the student would constitute a clear danger to themselves or to the safety of persons or property on the college premises, or would pose an immediate threat of disruptive interference with the normal conduct of college activities. Interim suspension is only in effect until a hearing board can meet and determine responsibility. During interim suspension, students shall be denied access to residence halls and to the campus (including classes) and all other college activities or privileges for which students might be eligible, as deemed appropriate by the vice president for Student Life.

Suspension

Suspension from the college involves the exclusion of the student from participation in any academic or other activities of the college for a specified period of time, which may be indefinite. Written notification of this action will be provided to the student. Suspension from the college further involves the following: a notice of suspension will accompany any official transcript requested by a student during the period of suspension; withdrawal from all courses carried the semester of the suspension; and forfeiture of all fees according to the normal withdrawal policy of the college. Any student suspended from the college is prohibited from visiting the college premises except when engaged in official conferences approved in writing by the vice president for Student Life. Suspension may include any other disciplinary action that is judged to be of value to the student.

Expulsion

Expulsion is the most serious college action and involves the permanent exclusion of the student from Olivet College. Expulsion from the college involves the following: forfeiture of all rights and degrees not actually conferred at the time of the expulsion; notification of the expulsion provided to the student; withdrawal from all courses; and forfeiture of all fees according to the normal withdrawal policy of the college. A notice of expulsion will accompany any transcript requested by a student for a period of five years. Any student expelled from the college is prohibited from visiting the college premises except when engaged in official conferences approved in writing in advance by the vice president for Student Life or designee.

Non-Compliance with College Sanctions

Failure to comply with college sanctions in the time accorded may result in a hold being placed on registration, graduation or transcripts, or a more serious sanction being imposed.

Emergency Administrative Action

Should an individual pose an immediate danger to, or severely disrupt the college community or endanger any individual, emergency administrative action may be taken to relocate an individual within campus housing, restrict activities of the individual on campus, or to remove the individual from the college community (e.g. residence halls, classroom) pending the outcome of disciplinary procedures. Within five

working days of the emergency administrative action, preliminary disciplinary charges will be filed, followed by formal charges once the investigation has been completed. The student must receive written notification of the charges as specified by Community Standards. The decision whether or not to take emergency administrative action will be at the discretion of the vice president for Student Life.

Psychological/Medical Emergencies

A student who is believed to be an immediate life threatening danger to himself/herself, or an immediate life threatening danger to others, due to psychological and/or medical difficulties, may be required to obtain professional evaluation and treatment. Failure to comply with this requirement can result in contact with parents of dependent students, disciplinary action, or mandatory withdrawal from the college. **All costs accrued due to medical and or safety reasons are the responsibility of the student.**

Account Balance/Account Maintenance/ Financial Responsibility

The amount of tuition and student fees assessed to every students account is processed through Student Services. These fees include judicial fines and community standard fines, including parking fees. It is the sole responsibility of the students to make sure that their account balances are paid in full prior to or on the appropriate due date. Any payment arrangements must be established in Student Services. Any unpaid balances, including those from parking fines, judicial fines and community standard fines, may cause students accounts to be placed on hold from registration. The account balances can also cause students to be dropped from their current schedule. Students who are transferring or graduating will be unable to receive their transcripts, walk at the graduation ceremony or receive their diplomas.

In order for federal funds to be applied to a student's account, students must sign a Title IV Fund authorization form. These funds include tuition remission and any grants or scholarships given by Olivet College. The Title IV funds are to be applied to tuition, room, board and other institutional charges such as, but not limited to, class fees, finance charges, telephone and parking fines that the student incurs at the students discretion. If applicable, the student authorizes Olivet College to apply Title IV funds to prior year charges. In addition, the student authorizes Olivet College to hold any access to Title IV funds in a student's account until the student requests a refund in writing. The student also understands that they have the right to revoke this authorization at any time upon written notification to Olivet College Student Services. The student promises to pay to Olivet College, upon demand by the college, in cash, check or charge, or be entering into the Tuition Management Payment Plan, all other charges incurred during the academic year which are not covered by scholarships or grants. All unpaid obligations under this note shall bear interest at 12 percent per annum. The student promises to pay all attorney's fees and other reasonable collection costs (up to 50 percent of the outstanding balance) and charges necessary for the collection of any amount not paid when due.

Olivet College offers two different payment plan options. These are Tuition Management Services and the Deferred Payment Plan. Please speak with a Student Services representative to establish which would be best for the student and the student's family.

Confidentiality of Records

With the exception of college expulsion or suspension, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall remain part of the student's confidential record. Upon graduation, the student's confidential record may be eliminated of disciplinary actions (other than residence hall expulsion, college suspension, or college expulsion) by application to the vice president for Student Life. Cases involving the imposition of sanctions other than residence hall expulsion, college suspension or college expulsion shall be eliminated from the student's confidential record three years after

graduation, or final disposition of the case, whichever comes later. Records may be released to third parties only after the student submits written permission to the vice president for Student Life. Information is also released to all necessary offices when a student is suspended from the college for any period of time. All athletes are requested to sign a waiver which allows the vice president for Student Life to release a record of infractions to their respective coach, when appropriate.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law which states that, a) a written institutional policy must be established, and b) a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

FERPA allows for the release of "directory information" without the student's permission or the need for in-person identification. Olivet College, in compliance with FERPA, has determined the following items as directory information:

- Student name
- Hometown
- Major, minor or program of study
- Dates of attendance
- Degrees and awards received
- Participation in official sports or activities
- Weight and height of athletic team members

A provision of FERPA affords students the right to withhold the disclosure of information designated as "directory information." A confidential hold may be placed on student records by coming into the Student Services and filling out the Request to Prevent Disclosure of Directory Information form. This request to prevent disclosure of information will mean that no information will be released about a student to a third party without the student's written authorization or as required by law. If a student breaks state or federal law, he or she is exempt from FERPA.

Records Not Considered Educational

The following items are not considered educational records under FERPA:

- Private notes of individual staff or faculty (NOT kept in student advising folders);
- Campus Safety records;
- Medical records; and
- Statistical data compilations that contain no mention of personally identifiable information about any specific student. Faculty notes, data compilation, and administrative records kept exclusively by the maker of the records that are not accessible or revealed to anyone else are not considered educational records and, therefore, fall outside of the FERPA disclosure guidelines. However, these records may be protected under other state or federal laws such as the doctor/patient privilege.

Institutions do **not** need prior written consent to disclose nondirectory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where, as a result of a crime of violence, a disciplinary hearing was conducted by the school, a final decision was recorded, and the alleged victim seeks disclosure. (Office of Family Policy Compliance, Family Education Rights and Privacy Act (FERPA). Retrieved October 17, 2004 from <http://www.ed.gov/print/policy/gen/guid/fpco/ferpa/index.html> .)

CAMPUS SAFETY

Olivet College operates its own non-deputized Campus Safety Department, with personnel on duty 24-hours a day, every day of the year. Campus Safety officers work very closely with the hall directors to enhance the protection of persons and property of Olivet College while providing basic safety services to all students, faculty, staff and guests of the college. Success depends upon a true partnership between Campus

Safety personnel and the diverse population of students, faculty and staff that comprise the college.

Office Location

Campus Safety is located in Mott Academic Center, room 208B.

Campus Safety can be contacted at the following:

- (269) 749-7911
- (269) 749-7738
- Campus extensions – 7911 or 7738

Self-Protection Statement

The city of Olivet and the college campus are safe places, but crime and accidents can happen any place at any time. The existence of security measures taken by Olivet College and the Campus Safety Department does not relieve individuals of their responsibility for self-protection. Members of the college community must assume responsibility for their own personal safety as well as the security of their personal belongings.

This can be enhanced by using common sense practices such as:

- Do not prop open doors to residence halls.
- Lock residence doors every time students leave their room.
- Lock doors before going to sleep.
- Lock windows that are accessible from the outside.
- Keep small items of value out of sight (purses, wallets, jewelry, money, etc.).
- Record serial numbers of valuable property (video games, digital camera, etc.).
- Never loan keys or ID card to anyone.
- Do not walk alone at night; walk with a friend, or utilize the Campus Safety escorts.
- Lock car doors and keep the windows rolled up; lock valuables in trunk.
- Notify Campus Safety of suspicious-looking individuals.
- Remain alert to surroundings.
- Report any annoying or harassing phone calls to Campus Safety or hall directors.

Incident Reporting

Olivet College encourages prompt reporting of criminal behavior and other safety concerns to Campus Safety, hall directors, vice president for Student Life and/or the appropriate police agencies. The college will provide statistics of reported crimes as required and defined by the Campus Security Act. These statistics are in compliance with federal legislation. To obtain a copy of the Olivet College Crime Statistics, contact the Campus Safety Department.

Statistical Reporting

Olivet College will provide statistics of reported sexual assaults as required and defined by the Campus Security Act. All personally identifying information will be removed from statistical reports. All members of the Olivet College community share a responsibility for upholding the Sexual Assault policy as we strive to achieve our goal of creating a violence-free community. Specific instructions on how to handle sexual assault violations are available in the Office of Student Life.

Campus Sex Crimes Prevention Act

Sex Offender Status at an Institution of Higher Learning

Federal law requires state agencies to contact Olivet College Campus Safety regarding sex offenders employed on campus or enrolled as students.

Persons Required to Report

If a convicted sex offender is employed or attends an institution of higher learning and it requires him/her to be on campus for 14 consecutive days or 30 or more total days in a calendar year, he/she must report that status to the local police department. An institution of higher learning is defined as a public or private community college, college or university, or public or private trade, vocational or

occupational school. A convicted sex offender shall include all full and part-time employees and/or students, contractual providers, employees of contractual providers and volunteers.

Michigan Residents

A person required to report must notify the local law enforcement agency having jurisdiction over their residence of his/her employment and/or educational status. The local law enforcement agency in the case of Olivet College would be the Olivet Police Department, 106 S. Main Street, Olivet, Michigan, 49076.

Out of State Residents

A person required to report must notify the local law enforcement agency having jurisdiction of the campus of his/her employment and/or educational status. The local law enforcement agency in the case of Olivet College would be the Olivet Police Department, 106 S. Main Street, Olivet, Michigan, 49076.

Sex Offender Registry

Any student is required to notify the college if they are a convicted sex offender. The state of Michigan maintains a sex offenders Web site at <http://www.mipsor.state.mi.us>.

PARKING GUIDELINES

Motor Vehicle Policy

Olivet College provides parking facilities in an effort to meet the needs of faculty, staff, students and visitors. Because of limited space, the operation and parking of a motor vehicle on campus is a privilege. Drivers are expected to know and abide by all —motor vehicle regulations and to assume responsibility for any damage to vehicles while they are operated or parked on campus. Regulations have been developed to encourage orderly parking, easy traffic movement, pedestrian safety and access for emergency vehicles. The Campus Safety Department has the authority to ticket, wheel lock and tow vehicles that are in violation of college regulations.

Vehicle Registration

- All vehicles must be registered with the Housing Office and/or Campus Safety at the beginning of every academic year. Students enrolling for the second semester must register their vehicle at that time.
- To register a vehicle you must present the name of the registered owner along with license plate number, make, model and year of the vehicle. An Olivet College permit is then issued and must be displayed on the windshield, lower passenger side corner.
- Registration deadline will be the same date as the last day to drop/add a class. Failure to register a vehicle will result in a \$200 fine.
- Permits are valid for one academic year.
- Permits are not transferable.
- If you change vehicles you must register your new vehicle with Campus Safety.
- If you change vehicles or lose your parking permit, a new one will need to be purchased at the cost of \$25.
- Having your vehicle registered does not guarantee or reserve you a specific parking spot or location.

Parking

- Only those vehicles with an Olivet College parking permit are legally permitted to park in the college lots.
- Freshmen, as dictated by their academic standing, will be restricted to the parking lots behind the Margaret Upton Conservatory, Burrage Library, Mott north lot and the Adelpic lot (east of Adelpic.)
- Students' vehicles may not be parked in the posted or designated areas reserved for college vehicles.

Parking Lots

- Each parking lot has several designated parking spaces; these spaces include handicap, college official, athletic staff, admissions staff, and fraternity and sorority member spaces. Unauthorized vehicles parking in these spaces will be ticketed and possibly wheel locked or towed.
- **Shipherd Hall** - Parking restricted to sophomore and above residents of Shipherd Hall.
- **Gillette North Parking Lot** (north of Gillette Student Village, a gravel lot) - Open parking for all Olivet College students.
- **Blair Hall** - Parking restricted to sophomore and above residents of Blair Hall.
- **Dole Hall** - Parking restricted to sophomore and above residents of Dole Hall.
- **Kirk Center** - Parking restricted to sophomore and above residents of Dole Hall.
- **Congregational Church** - Open parking for all of Olivet College
- **Upton Conservatory** - Open parking for all of Olivet College
- **Mott North Lot** - No overnight parking. For commuter students and staff only.
- **Adelphic Lot (east of Adelphic)** - Open parking for all students.

Gillette Student Village, Theme Houses, and Greek Student Housing Parking

- Parking in and around the unit shall be limited to the number of spaces allotted by the college.
- Parking of motor vehicles on the lawns/sidewalks adjacent to the units is not allowed, parking is only within the confines of the given parking area.
- Furniture used on the front porch of a unit or anywhere on its grounds shall consist of a type of classified as "outdoor furniture" not upholstered furniture.
- All Greek/College-owned Theme houses will maintain the grounds of their respective units (with the exception of mowing). Normal pick-up of trash litter accumulated on the grounds adjacent to the units is the responsibility of the residents.

Parking Regulations

- All vehicles must be registered through the Olivet College Housing Office and/or Campus Safety.
- All vehicles parked in college lots must display an Olivet College parking permit or a visitors' parking permit, or they will be ticketed.
- Vehicles that have multiple tickets for the same type of fine may be wheel locked and charged a removal fee of \$125.
- Vehicles that have been wheel locked multiple times will be towed at the owners expense.
- Vehicles that are not in drivable condition will be considered abandoned and towed at the owners expense.
- All vehicles on college property must display a current license plate. Failure to display a current license plate will result in the vehicle being towed at the owners expense.
- Illegally parked vehicles obstructing traffic in the college parking lots will be towed without warning and at the owners expense.
- Campus Safety has the right to ticket, wheel lock and/or tow any vehicle that is in violation of Olivet College Parking Policies.
- Olivet College is not responsible for damaged or stolen vehicles.

Olivet College Campus Safety Vehicle Wheel Lock Policy and Procedure

Wheel Locks

- Olivet College students who violate the college's parking policy are subject to having their vehicle immobilized with the use of a vehicle immobilizing device (vehicle wheel lock). If Campus Safety is forced to wheel lock a vehicle, a \$125 removal charge will be imposed in addition to any fines or late charges accumulated from unpaid tickets, unregistered vehicle fees, or any other violation warranting the wheel lock.
- All fines and fees must be paid in full or arrangements must be made with the director of Campus Safety before the wheel lock may be removed. If a vehicle is wheel locked without a permit, one must be purchased and the vehicle must be properly registered with Campus Safety before the boot is removed.
- Tampering, removing and/or damaging Olivet College Campus Safety property, including the wheel lock, may result in judicial process, criminal prosecution, and/or fines/replacement of property at the student's own expense.

Vehicles May be Wheel Locked for the Following Offenses:

1. Four or more unpaid parking tickets for general parking violations
2. Four or more unpaid parking tickets for special parking violations
 - a. Posted parking spots
 - b. Handicapped parking
 - c. Athletic parking
 - d. Dumpster areas
 - e. Fire lanes
3. If the vehicle is unregistered with Campus Safety past the set deadline
4. If the vehicle is displaying an altered, lost, manufactured or stolen permit
5. If the vehicle is displaying a permit the owner is not authorized to use, including but not limited to: faculty/staff permit, board of trustees permit, upper classmen permit, or others not listed.

Multiple Boats Within an Academic Year

Any student whose vehicle has been booted three or more times within an academic year may have their vehicle towed at the owner's expense and be referred to the director of Campus Safety for possible judicial sanctions.

Fines

- All fines are billed through the Student Services Office.
- Once a ticket is placed on a students vehicle, he/she has 10 business days to appeal the ticket to the director of Campus Safety. After that time the ticket becomes final.
- Two types of parking tickets can be issued. The first is a general parking ticket, issued to students parking in the wrong lot or not in a designated parking spot. The second is a special parking ticket issued to students parking in a posted parking space, i.e., athletic, handicapped.

List of Fines

- First Parking Permit FREE
- Second Parking Permit \$25
- General Parking Ticket \$15
- Special Parking Ticket \$75
- Wheel Lock Removal \$125
- Unregistered Vehicle \$200

Visitors Parking Permit

Visitor parking permits are available to all enrolled students and may be obtained, at NO CHARGE, through the Campus Safety Office. Visitor permits are valid for three consecutive dates from the time they are issued.

Handicap Parking

Handicap parking is available in the parking lots throughout campus. Enrolled students' vehicles utilizing these spaces must display a state issued handicap parking permit and an Olivet College parking permit. Illegally parked vehicles in these spaces will be given a ticket by Campus Safety or the Olivet City Police.

City of Olivet Parking Ordinance

No cars may be parked overnight on the city streets between 2 a.m. and 6 a.m. Cars illegally parked on city streets are subject to ticketing or towing by the Olivet City Police Department. All tickets must be paid at City Hall, located on Main Street.

Services

Campus Safety provides a full range of campus services, including but not limited to:

- Crime prevention and safety programs
- Parking and traffic enforcement
- Criminal and non-criminal investigation
- Securing of campus buildings
- Arranging student medical transportation
- 24-hour Campus Safety escorts on campus.

If on campus call 7911. Off campus 269-231-6804.

- Assistance with minor motor vehicle problems
- After-hour admittance to campus buildings for authorized students
- Event security

Off-Campus Emergency Contact Information

Olivet City Police Department (269) 749-9961

Eaton County Sheriff (517) 543-3510

Eaton County Dispatcher On-campus extension 8911

Olivet Fire Department (269) 749-2371

Calling 911

Anytime you call 911 with an emergency, you must provide the following information:

1. Name of individual calling
2. Type of emergency
3. Your telephone number
4. Address where assistance is needed (please refer to list below).
5. Dispatch may also ask for the names of two cross streets near your location

Olivet College Building Addresses

Adelphic House, 213 E. Cottage St.

Alpha Lambda Epsilon House, 212 S. Main St.

Art Building, 112 W. Green St.

Burrage Library, 333 S. Main St.

Blair Hall, 110 E. Cottage St.

Brewer House, 412 Shipherd St.

Criminal Justice / ITS Building, 402 Church St.

Dole Hall, 320 S. Main St.

Elite House, 508 Shipherd St.

Eta Psi Kappa House, 227 College St.

Gillette Student Village, 604 S. Main St.

Global Cultural Center, 511 S. Main St.

Grounds Department, 201 College St.

Gruen House, 202 Yale St.

Ham House, 115 Yale St.

Hance House, 217 Yale St.

Kappa Sigma Alpha House, 204 S. Main St.

Kirk Center, 450 S. Main St.

Long Apartments, 312 Yale St.

MacKay Gym, 200 E. Cottage St.

Margaret Upton Conservatory of Music, 502 S. Main St.

Mott Academic Center, 400 East St.

Nu Gamma Xi House, 502 Shipherd St.

Oaks Theatre, 206 S. Main St.

Olivet Congregational Church, 125 College St.

Phi Alpha Pi House, 504 S. Main St.

Physical Plant, 402 Church St.

Shipherd Hall, 220 E. Cottage St.

Sigma Beta House, 508 S. Main

Soronian House, 123 W. Cottage St.

Storage Garage, 9126 S. Marshall Rd.

The Cutler Event Center, 9049 S. Marshall Rd.

Upton Gymnasium, 210 E. Cottage St.

Vahs House, 303 East St.

RESIDENCE LIFE

Hall Director

Each residence hall is staffed with a professional hall director (HD), who serves to link curricular and co-curricular learning in the context of the residence halls. Their primary role is the facilitation of living and learning communities. The HD facilitates residential, educational and cultural programming for his/her building with other residence hall staff members, as well as with campus faculty and staff; serves as a residence hall educational leader and advisor to facilitate the Olivet College vision and Compact; serves to resolve conflict and solve problems; and jointly trains and supervises resident advisors (RA).

Senior Resident Advisor

Senior resident advisors have all the same duties as RAs. However, they also have additional administrative duties with the HD and additional staff responsibilities, which also include a minimum of 10 office hours a week.

Resident Advisor

Resident advisors (RAs) are student staff members who live in the residence halls in assigned rooms. RAs serve as educational/cultural leaders and policy and housing management representatives. They are selected for their ability to help students obtain the most from their college experience. Each works with students individually and in groups on academic, social and personal matters, and is viewed as a resource person. In addition, they help to provide a proper atmosphere for successful academic achievement. They are also responsible for coordinating and providing educational and social programs as well as being available for 10 office hours a week.

ALCOHOL EDUCATION & ALCOHOL POLICY

AlcoholEdu/Outside the Classroom at Olivet College

Olivet College is one of many institutions nationwide requiring every member of its first-year class, student organizations, Greeks and athletes to complete AlcoholEdu- a non-opinionated, science-based course taken by hundreds of thousands of students each year. Whether or not you drink, AlcoholEdu empowers students to make well-informed decisions and provides some simple strategies to help keep you and your friends safe. You will be able to access the program after June 16, 2011 on My Olivet, a log-in ID will be provided, and your school email address and personal password will allow you to access the program.

As part of our comprehensive alcohol prevention program, Olivet College expects each member of its first-year class to complete AlcoholEdu for College. Whether you drink or not, AlcoholEdu will empower you to make well-informed decisions about alcohol and help you better cope with the drinking behavior of your peers.

The course has two sections, both of which must be completed to fulfill this requirement:



Part 1 of the course takes approximately 1.5-2.5 hours to complete and we recommend that you take it in multiple sittings. This part ends after survey 2 and the exam. You must earn a grade of 70 percent or higher to pass and receive credit for the course. **The deadline for finishing Part 1 is Tuesday, Aug. 23, 2011.**

About 45 days after you complete Part 1, you will receive an email asking you to complete Part 2. **The deadline to complete Part 2 is Saturday, Oct. 29, 2011.**

Please note that the course includes three surveys that measure students' alcohol-related attitudes and behaviors. **All survey responses are strictly confidential**; Olivet will only receive information about the student body as whole and will never see individual students' answers.

Olivet College expects all first year students to complete Part I and Part II of the Alcohol Education course. If you **Do not** complete the course, you will not receive your final semester grades.

To take AlcoholEdu, you will need a computer with Internet access and audio capabilities. If you are a resident or commuter student, we have computers located in Burrage Library, Mott Academic Center, MacKay Gymnasium and all residence halls.

To begin:

1. Go to: <http://college.alcoholedu.com>
2. Under New User, enter the following Login ID:
11C171599FIRSTYEAR
3. Click "Sign Up"
4. On the registration page, you will have the opportunity to create your AlcoholEdu account using your email address and a password of your choice.

At this time, you will also need to enter your **Student ID, which can be found on the photo ID card that you received at orientation; your Student ID can also be found on your Billing Statement and Class Schedule.** If you do not enter your official Student ID, you will not receive credit for taking this course.

5. You may log in and out of the course at the end of each section. Section ends are marked with a "Next" button. **DO NOT log out until you click the "Next" button or you will have to repeat the section you have just gone through.**
6. When you return, log in as a Returning User and enter the same email address and password you created when you first logged into the course.

For **ALL LOGIN problems** please contact: Larry Smith, Director of Alcohol Education @ lsmith@olivetcollege.edu or 269-749-7750.

For **ALL OTHER** AlcoholEdu technical issues click on the "Technical Help" button located in the upper right-hand corner of every AlcoholEdu for College screen (available 24/7).

Effects of Alcohol and Other Drug Abuse:

The abuse of alcohol (a common depressant) can have devastating effects. Persons who abuse alcohol suffer in many ways, including: academically (poor grades), socially (lowers inhibitions, can alienate friends), mentally (impairs judgment and thinking), and physically (increases heart rate, loss of muscle control, etc.). Frequent drinking to intoxication over an extended period may lead to brain and liver damage, blackouts, personality disorders or alcohol problems.

Most drugs fall into five categories. These categories are stimulants, depressants, hallucinogens, narcotics and cannabis. Health risks and hazards associated with drug use or abuse may vary according to the type of drug, amount and frequency of use, as well as the physical size and health of the user. The effects range from physical and psychological dependence to organ damage, cancer and other illnesses, and death.

Alcohol and other drugs are abused for many reasons. They can be viewed as an escape from reality, unhappiness or loneliness. Alcohol and other drugs may be used as a coping mechanism to deal with the pressures of college life. There are resources available on campus and in the surrounding communities to help deal with the reasons for and the effects of alcohol and drug abuse. For more information about these resources, please call the Office of Student Life or the Abbott Road Center for the Family.

The following policy is designed to foster an atmosphere of individual and community responsibility as outlined in the college academic vision, *Education for Individual and Social Responsibility*, and The Olivet College Compact. In addition, the policy is designed to (1) adhere to all federal, state and local laws regarding the consumption of alcoholic beverages; (2) stress moderation, safety and individual accountability for those who choose to drink lawfully; (3) provide information and education; (4) work toward a college atmosphere that is free of pressure for those who choose not to drink; and (5) prevent alcohol abuse and its effects. All members of the college community are expected to comply with college policy, and city, county, state and federal laws regarding the unlawful possession, use or distribution of alcohol. Consistent with the principles in The Olivet College Compact, it is the responsibility of each student and employee to report infractions of the Olivet College Alcohol Policy to appropriate college officials.

Intoxication is prohibited on campus. Intoxication includes but is not limited to: slurred speech, unsteady gait, excessive noise, odor of alcohol, disrespect of authority, slow verbal response, etc.

The first step toward prevention of alcohol abuse is education. Alcohol awareness programs will be promoted through the curriculum and co-curriculum. Clubs, organizations, societies and athletic teams will be asked to make their members knowledgeable about the alcohol policy, including the sanctions.

Supplying Alcohol to Minors

Anyone found responsible by a judicial board for supplying alcohol to minors will be turned over to the local police department, along with all testimony and information in regards to the case.

Furnishing And/Or Consuming Alcohol

Students and guests of students who are of legal drinking age and desire to consume alcohol on college premises should abide by the college vision of *Education for Individual and Social Responsibility*:

1. Consumption of alcohol in the presence of a person below the legal drinking age is not permissible in the residence halls, theme houses and the Gillette Student Village and Long Apartments. There may only be one open and unfinished container (single serving) per person of legal drinking age in the room. A single serving is defined as one shot (one ounce) or one beer (12 ounces) or one glass of wine (4 ounces) or one mixed drink (6 ounces = one ounce alcohol, 5 ounces of mixer and ice.)

2. No more than one case of beer (up to 12 cans) or 1 pint of liquor or one bottle (750 ml) of wine or three 40 ounce containers of beer are to be in a room at any time.
3. Students of legal drinking age may consume alcohol in their residence hall room, with the door closed, as long as they are also in compliance with the visitation policy.
4. Students under 21 years of age found with alcohol on their breath or other signs of alcohol in their system will be considered in violation of the Olivet College Alcohol Policy.
5. Consumption of alcohol in common areas of the college premises, including the Gillette Student Village, is not permissible, except on the premises of society houses or theme houses, and in designated areas during a registered social function.
6. Possession of common sources of alcohol or consumption of alcohol from common sources such as kegs, trash cans, etc., is not permissible.
7. College funds cannot be used for the purchase of alcoholic beverages.
8. Devices for rapid consumption (e.g. funnels, beer bongs) and all other alcohol-related paraphernalia are prohibited.
9. Persons serving or providing alcohol to minors are in violation of the college alcohol policy.
10. No alcoholic beverages are permitted in the all-freshmen living areas or substance-free living areas.
11. Olivet College employees may not purchase for or distribute alcohol to any student on college premises or at college related events.
12. Alcohol may be served at specifically designated events hosted or approved by the Office of the President or the Office of Institutional Advancement. Olivet College students and employees may be invited to attend these events, but only those of legal drinking age may consume alcohol at these events.
13. Full-time Residence Life staff are not allowed to consume alcohol with students.
14. Resident assistants are not allowed to consume alcohol while on duty.
15. Any drinking game is prohibited.
16. Minors are not permitted to collect empty beer bottles or cans, or alcohol containers of any kind.

SANCTIONS

First Offense: Minimum of \$150 fine to be paid to Student Services, an assessment by a counseling service and/or medical provider must complete the AlcoholEdu Online program; and adherence to the findings and recommendations of the judicial board for educational sanctions. (Educational sanctions may include, but are not limited to, attendance at two Alcoholics Anonymous meetings, 20 hours of community service, and/or contact of coach, if a student athlete. When police are notified it may lead to a Minor In Possession (MIP) charge.

Second Offense: Minimum fine of \$300 to be paid to Student Services; an assessment by a college health official, and adherence to the findings and recommendations of the judicial board for educational sanctions. (Educational sanctions may include, but are not limited to, attendance at 10 Alcoholics Anonymous meetings, 50 hours of community service, and contact of coach, if athlete.)

Third Offense: Suspension from Olivet College Housing for a length of time (at least one week) to be determined at the sanctions phase of a judiciary hearing and a minimum \$500 fine. Community service hours must be completed within 30 days of violation. If sanctions are not completed within the designated time, students may be subject to more severe sanctions that may include, and are not limited to, more severe fines, suspension and expulsion. **There are no exceptions.**

Alcohol Policy Judicial and Appeals Process

Students and student organizations charged with violating the College Alcohol Policy will be subject to the judicial and appeals process.

Medical Amnesty Protocol

The Medical Amnesty Protocol (MAP) is designed to encourage students to call for help in an alcohol-related medical emergency. Under the Medical Amnesty Protocol:

- A student in need of medical help is not subject to judicial action for underage possession of alcohol or limited disorderly conduct if that student completes a required psychoeducational intervention.
- An individual who calls for emergency assistance on behalf of a person experiencing an alcohol-related emergency is not subject to judicial action for underage possession of alcohol, provision of alcohol to an underage person, or limited disorderly conduct.
- If a representative of an organization hosting an event calls for medical assistance, this act of responsibility will mitigate any judicial consequences against the organization that may arise.
- Students/organizations will become exempt from MAP under the following circumstances: repeated alcohol offenses and/or abuse of MAP, disrespectful behavior during an emergency, further offenses involving college policy during or immediately following the event or under the discretion of a hall director and vice president for Student Life.

Illegal Drug Policy

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) the following information is provided for all students. The unlawful possession, use or distribution of drugs and alcohol on the college campus, at college sponsored activities or in society houses is strictly prohibited. Olivet College is a drug-free campus and does not tolerate the use, possession, sale or exchange of illegal drugs or drug paraphernalia. If a student is found where drug use or paraphernalia exists, he/she will be disciplined under the drug use policy. Specifically, students shall not:

- Possess, use, manufacture, sell, exchange or otherwise distribute any drug prohibited by local, state and/or federal law. A student found with the odor of marijuana on his/her person and/or other signs of drug use will be suspected of violating the Olivet College Illegal Drug Policy. A student's vehicle, dorm room and personal clothing may be searched by Campus Safety and/or Residence Life staff to determine whether the student is in violation.
- Students in possession of scales, containers, and/or other drug selling paraphernalia will be considered dealers and subject to suspension or expulsion on top of additional fines.
- Possess or use drug paraphernalia. Drug paraphernalia is any item designed for the use of illegal drugs, or any item fashioned for the purpose of facilitating or disguising drug use. Examples are: bongs, rolling papers and pipes. Students found responsible for violating this policy will face at least the following sanctions:
 - **First violation** – Disciplinary probation for a minimum of one year, substance abuse assessment to be completed within 30 days of the hearing date, a maximum \$500 fine and/or suspension or expulsion. If suspended or expelled the student will be banned from Olivet College. A trespass notice will be sent to all Olivet College staff and personnel. If seen on campus, he/she will be considered trespassing.
 - **Second violation** - Suspension from Olivet College for at least one year. These are minimum sanctions. Additional sanctions including expulsion may be used depending on the severity of the violation and the student's prior record. If suspended or expelled, the student will be banned from Olivet College.

Medical Marijuana

The Michigan Medical Marijuana Act authorizes the Michigan Department of Community Health to issue a Registry Identification card that allows individuals to distribute, possess, or use marijuana for medical purposes. However, possession of a Registry Identification card does not authorize the distribution, possession, or use of marijuana at any time by any person on Olivet College property.

Students who obtain a Registry Identification card prior to residing in college-owned housing may petition for an exemption to the Student Residence and Board Policy. Students who obtain a Registry Identification card while residing in college-owned housing must immediately contact the vice president for Student Life to discuss the petitioning process to be allowed to reside in non-college-owned housing. Failure to notify the vice president of Student Life could lead to further judicial actions. A petition with supporting documentation must be submitted to the Office of Student Life for consideration, and this office will notify students of the outcome of a petition.

Tobacco Policy

Hookahs are prohibited on campus.

Smoking and tobacco use, i.e. chewing, is prohibited in all buildings, residence halls and offices. Any derivatives that result from smoking or tobacco use, i.e. cigarette butts, ashes or chew bottles, that are found within any of the areas stated above will be recognized as evidence confirming violation of the tobacco policy. Smoking is not allowed in the Cutler Athletic Complex or at the main entrance or front entrance to any campus building.

MEDICAL CARE

Wellness Services

In an effort to provide more comprehensive wellness services to our students, all medical services are provided by Oaklawn Medical Group and all mental health services are provided by Abbott Road Center for the Family. Oaklawn Medical Group is the first point of contact for students who need medical treatment. Any student who needs to see a medical provider should contact Oaklawn Medical Group (269-749-2131), located three blocks from campus. A student needing mental health services should contact Abbott Road Center for the Family (517-351-2590). Abbott Road Center for the Family has an office on campus in the lower level of the library.

If you need assistance making an appointment, please contact the Office of Student Life. Olivet College is committed to helping our students meet their physical and mental health needs.

Students' health insurance will be billed when seen by a medical or mental health provider (most forms of insurance are accepted). Students are responsible for all expenses related to treatment, including co-pays, tests, etc. All costs accrued due to medical and/or safety reasons are the responsibility of the student.

Students are always given the option to see their own primary care physician or counselor. All student-athletes must have proof of medical insurance and a physical examination prior to being allowed to practice or compete within the intercollegiate athletic program. Please contact the Athletic Department for more details.

Wellness Services Links

You can find all of these forms at http://www.olivetcollege.edu/student_life/wellness_services.php

- Physical forms
- Immunization records
- U Lifeline
- Injury and sickness insurance waiver statement
- Student health record
- Oaklawn Medical Group
- Abbott Road Center for Family

Frequently Asked Questions

1. Does Olivet College have a Wellness Center?

We currently have a Wellness Services program – in an effort to provide more comprehensive wellness services to our students, all medical services are provided by Oaklawn Medical Group and all mental health services are provided by Abbott Road Center for the Family. Oaklawn Medical Group is the first point of contact for students who need medical treatment.

2. How do I contact the medical provider?

Any student who needs to see a medical provider should contact Oaklawn Medical Group (269-749-2131), located three blocks from campus. Office hours are Monday through Friday, 8 a.m. to 5 p.m. After 4:30 p.m., students may contact the Marshall office by calling the on-call phone number, 866-222-6113. The medical staff will contact you to schedule an evening appointment.

3. Are medical and mental health services free?

No, our wellness services are supported by private providers. Students' health insurance will be billed when seen by a medical or mental health provider (most forms of insurance are accepted.) Students are responsible for all expenses related to treatment including co-pays, tests, etc. Students are always given the option to see their own primary care physician or counselor.

4. I am having difficulty making an appointment. What should I do?

If you need assistance making an appointment, please contact the Office of Student Life. We are located in 208 Mott. Our phone number is (269) 749-7607. We will be happy to assist you in accessing medical/mental health services. We are committed to helping our students meet their physical and mental health needs.

5. What if I need medical help after hours?

If injury or illness occurs on campus after hours, please contact your resident advisor or hall director. If they are not available, please contact Campus Safety (ext. 7911 or 269-749-7911). The Residence Life staff are trained to help students make decisions about emergency care. If you are not able to reach campus personnel and you are experiencing a medical emergency, dial 911 for assistance. If possible, have a friend alert the residence hall staff and/or Campus Safety.

6. Where is the nearest hospital located?

Olivet is located near two hospitals:

- Hayes Green Beach Hospital, Charlotte, MI – (517) 543-1050
- Oaklawn Hospital, Marshall, MI – (269) 781-4271

Fees associated with medical services or emergency transport to an outside facility are the responsibility of the student.

7. Is there a pharmacy in town?

Olivet Pharmacy is located in downtown Olivet, (269) 749-2301. Any student needing assistance in obtaining prescribed medication should contact the Office of Student Life.

8. What immunizations are required?

Please provide us with a copy of your immunization record. The following immunizations should be noted:

- MMR (Measles, Mumps, Rubella) – two doses (required)
- Polio – Series of doses (required)
- Varicella (chicken pox) – two doses (required unless born in the U.S. before 1980, have a history of chicken pox or a positive varicella antibody)
- Tdap (Tetanus-Diphtheria-Pertussis) – four doses (required)
- Hepatitis B – three doses (required)
- Meningococcal Tetravalent – one dose (strongly recommended)
- TB skin test (strongly recommended)
- Influenza vaccine (offered in the fall each year)

9. I can't find my immunization records. What can I do?

Your high school should have your records on file and can either give you a copy or fax them directly to the Office of Student Life. Fax: (269)749-7588. For more information, please contact the Office of Student Life at (269) 749-7607).

10. Can I get an absence note?

No, we do not provide absence notes. It is your responsibility to contact your instructor if you are going to miss a class.

11. If I should need counseling, how do I contact Abbott Road Center for the Family?

A student needing counseling services should contact Abbott Road Center for the Family at (517) 351-2590 or contact the Office of Student Life at (269) 749-7607). Abbott Road Center for the Family has an office on campus in the lower level of the library by appointment only. Crisis counseling may be accessed after hours by calling the hall director on duty or Campus Safety. Services are offered on a confidential basis in accordance with state and ethical guidelines.

12. What can I expect to happen when I seek counseling services from Abbott Road Center for the Family?

- Expect the therapist to provide a supportive atmosphere for students to explore a wide range of issues.
- Expect an objective listener and the opportunity for self exploration and personal growth.
- Expect discovery; the therapist will help you discover the resources that you have to cope with life's challenges.

13. What happens in the first appointment?

- The therapist will assist the student in exploring his or her concerns, and evaluate the situation and options.
- The therapist and student will decide on the type of services best suited to meet his or her needs.

14. What are some of the reasons that a student might seek counseling?

- Counseling addresses a wide range of problems and concerns.
- Students might seek counseling to manage stress and anxiety, address family issues, manage conflict, adjust to college life, increase self-esteem, build healthy relationships, overcome homesickness, address sexual concerns, or deal with health issues and more.
- Students may seek counseling to satisfy judicial sanctions.

15. What type of counseling does the center offer?

Counseling topics include, but are not limited to the following:

- Homesickness
- Test anxiety
- Relationship issues
- Sexual assault/abuse
- Grief and other trauma
- Alcohol/drug concerns, assessment, and treatment
- Family conflicts
- Depression
- Anxiety
- Stress
- Panic attacks
- Self-esteem issues
- Eating disorders
- Self injury

16. I'm worried about my friend/roommate/partner. What can I do to get help for them?

Contact your hall director, resident advisor or Campus Safety for assistance, or you can take your friend/roommate/partner to the Office of Student Life for help.

17. What is the policy regarding confidentiality?

All medical records received in the Office of Student Life are confidential. Information is not released without the student's permission. Students are encouraged to notify their parents of illness or injury, but the college staff will notify a parent only with the student's permission or in the event of serious illness or injury.

What you need to know:

- Medical records are completely confidential.
- Olivet College adheres to federal and state laws which protect the confidentiality of your medical care.
- Student medical records are governed by FERPA/HIPPA guidelines/laws and released to parents/guardians only if the student is under 18 years of age or has given written consent.
- Your Protected Health Information (PHI*) will be released to the party you designate upon receipt of your written authorization.
- All records are retained for seven years.

For more information or to report a problem:

- Students and non-students may contact Linda Logan, Ph.D., vice president and dean of student life, 208 Mott, (269) 749-6669.

18. Who has access to my counseling records?

Counseling files are NOT part of academic records, and no one has access to them except the Abbott Road Center for the Family staff. Following situations are exceptions:

- If Abbott Road Center for the Family determines that you are a probable threat to yourself, the center is legally obligated to share that information with any person(s) who may be able to ensure your safety.
- If Abbott Road Center for the Family determines that you (or someone you know) are a probable threat to someone else, the center is legally obligated to share this information with the person threatened, the police department, and/or college personnel to ensure the safety of the person threatened.

If a minor (child under 18) is currently being abused by an adult, Abbott Road Center for the Family is obligated to report the abuse.

GENERAL HOUSING POLICIES

Residency and Board Requirement

As a residential college, Olivet College believes that the housing component is an integral part of our student's education. Therefore, most students should expect to live in Olivet College residential facilities and participate in a college meal plan for a least their first three years of enrollment. This will enable students to realize the maximum benefit of proximity to faculty, their fellow students and the offerings of the college. As students interact in these settings, they will learn and grow from the different values, life experiences, classes, activities and ideas that are present in the Olivet College community. Students living in Olivet College residence facilities are required to register for and maintain 12 or more credit hours. A student dropping below 12 hours must contact the Housing Office for special permission to remain in campus housing. When a residential student applies and is accepted at Olivet they sign a Residence Hall/Theme House/Gillette Student Village License Agreement. This means that a student is required to reside in campus housing until they attain exemption status. Students living in society housing must enroll in a meal plan until they reach 88 earned semester hours. If a student enrolled full-time at Olivet does not meet criteria for exemption and has not been granted exemption for any other reason, yet they choose to live off campus, room and board charges will be added to their account and a space in the residence hall will be reserved for them.

Exemptions from the policy are granted for students who meet any of the following criteria:

- Are registered for less than 12 hours now and after drop and add period.
- Must be 21 years of age or older before the start of the first day of classes in the fall or spring semester. If you turn 21 after the start of the academic year you will be eligible the following semester to live off campus, provided that you meet the exemption request form deadline, by the first day of Intensive Learning Term.
- Have completed 88 semester hours (senior status).
- Are married or a single custodial parent raising children.
- Are living with a parent(s)/guardian(s) at that parent/guardians permanent address within 45 miles of campus. (A letter of residency verification from your parent/guardian is required.)

For a student who does not meet the exemption criteria to establish legal residency the college requires you to reside at an address for a period of one full year. Verification must be provided in the form of a copy of the lease or mortgage, utility bill or some form of legal communication that establishes the student's residency of said address for that period.

Former Residence Life staff must meet all of the above requirements to live off campus. The former staff member does not have to live in the same building/ floor he or she advised; this will be determined by the former staff member and the director of Residence Life.

Transfer students

Transfer students who have been living on their own, attending a community college and have Advanced Transfer Status (62 credit hours) may be granted housing and meal exemption.

Students wishing to be exempt from the policy must petition for the exemption by completing a Room and Board Exemption Form available in the Housing Office or the Student Administrative Services Center. Completed forms must be submitted to the Housing Office prior to the last day of the drop and add period. Exemptions should be filed in the fall for the entire academic year. Students applying for exemption may be asked to provide documentation supporting their request. The housing director will review petitions and students will be notified in writing if they do not qualify. Appeals may be made in writing to the vice president for Student Life.

Dates of Occupancy

The space which has been reserved for a student will be held until the first class day of the semester as long as they are registered for classes for that semester and their account is in good standing. If the Housing Office is notified in writing beforehand, an extension may be granted. In the event a student fails to check-in and does not seek an extension, their space may be reassigned. If a student does not obtain permission to reside off campus, he/she will waive all seniority rights for housing placement, be assessed a financial penalty, and continue to be held financially responsible for the room and board through the academic year. All residence hall/theme house room assignment/agreements are for the entire academic year. (For instance, if a student pledges a society, that student may not move into the residence until the following academic year.)

Intensive Learning Term Housing Policy

Students enrolled in the Intensive Learning Term (ILT), who were residential students in the non-intensive portion of the spring semester, are eligible to reside in the residence halls/theme houses for no charge during the ILT. Should the student withdraw from the ILT, he/she must vacate the residence hall/theme house immediately. Students who are not enrolled in the ILT are **ineligible** to reside in the residence halls/theme houses during the ILT period.

Student-athletes may not reside in the residence halls during ILT periods unless they are listed on an official team roster as members of an in-season sport with the Athletic Department. These students must have been residential students in the non-intensive portion of the spring semester. It is expected that student-athletes will be out of their residence 24 hours after their last date of competition.

Student-athletes with permission to remain on campus during ILT should be aware that this is a privilege that can be removed by the vice president of Student Life. **Students who act inappropriately or violate the Student Handbook during the course of the ILT may be asked to leave campus for the remainder of the term and will be subject to judicial sanctions. This includes but is not limited to disciplinary action, interim suspension and other judicial action.**

Quiet and Courtesy Hours

Quiet hours for the residence halls are nightly from 10 p.m. to 9 a.m. Quiet hours are established in order to permit students to study and sleep without distractions. All other hours are considered courtesy hours, meaning residents are expected to be considerate of their neighbors at all times and respond to courteous requests by other residents and staff members regarding noise. Noise should not be able to be heard outside of a student's room. Academic wing quiet hours are 6 p.m. to 9 a.m.

Keys

Students will be assigned a combination room and building door key when they check into a room. This key is only to be used by the student to which it is assigned and cannot be duplicated under penalty of law. There is a \$50 key replacement fee to replace the door lock-set in case a key is lost, broken or not returned at check-out.

Identification Cards

All new students will be issued an ID card during registration. It should be carried at all times. ID cards are required to gain free admission to all athletic events, register for classes, cash checks, vote in student elections, receive mail from the mail room, and gain admission to the dining hall, and to participate in intramural sports. If asked by a college official, students must produce an ID card. If an ID card is lost, a replacement may be obtained from the Student Services Office for \$15.

Olivet College Environmental Standards:

Greek/Theme Houses/Gillette Student Village/Long Apartments Living Expectation

Olivet College strives to preserve the quality of the physical environment by maintaining a clean and safe appearance of buildings and grounds. Failure to keep the appearance of buildings and grounds up to acceptable standards will result in at least a \$100 fine.

Respect/Compliance with Residence Life Staff

Members of the Residence Life staff must be able to perform their assigned duties free of harassment, intimidation or threatening behavior from those with whom they work. Students are responsible for:

- Complying with the reasonable request of a staff member.
- Responding to the questions or instructions of a staff member in the performance of assigned duties.

Olivet College Health and Safety Standards:

All Greek, theme houses, Gillette Student Village and Long Apartments are responsible for the health and safety of their residents. Health and safety standards must be upheld according to Residence Life procedures. If there is a health or safety concern, college officials reserve the right to investigate the situation. Health and safety checks will be performed once a semester by college staff members in all Greek houses, theme houses, residence halls, and the Gillette Student Village.

Posting and Painting Policy

Painting of rooms is prohibited. Signs, posters or decorations must be placed in a manner that will not damage surfaces. **Only masking tape and poster putty may be used.** Posters created by the Office of College Relations are approved and do not need to be stamped by the Student Life Office.

Students, organizations and college departments will be held responsible for any damage to room surfaces. All posters and decorations in plain sight must be in full accordance with the college policy regarding discrimination and harassment. Road signs are not permitted within the campus residences. Residents may not paint, write on or decorate their walls, this includes but is not limited to black light decorations. No posters or decorations advertising alcohol or other drugs or showing alcohol and other drugs will be allowed on the outside (public side) of room doors. Students must remove any publicly displayed items which any other member of the Olivet community finds offensive.

Selling, Soliciting and Canvassing

Student clubs/organizations or departments/offices are encouraged to sponsor fund-raising events. To do so, they must clear each event/effort through the Office of Student Life. Peddling and soliciting of any kind by individual students and/or other persons is prohibited on campus, including in the residence halls and theme houses. To obtain a copy of "Guidelines for Fund-raising," please contact the Office of Student Life at ext. 7607. Individual students are not allowed to run, nor advertise a business in the residence halls or by using campus email.

Waterbeds

Waterbeds are not permitted in the residence halls, Gillette Student Village, or college-owned Greek or theme houses.

Air Conditioners

Window air conditioners are prohibited in student rooms, Gillette Student Village, and college-owned Greek or theme houses. The Housing Office will consider exemptions to this policy upon review of medical documentation.

Roofs and Ledges

At no time are residents permitted on the roofs or ledges of residence halls, apartments, or Greek or theme houses.

Window Screens

Due to health, safety and maintenance reasons, screens are to be left in windows at all times. At no time shall any article be thrown or dropped from windows or roofs, nor may they be thrown at people or buildings. Please close windows when leaving for extended periods of time and before breaks. There will be a \$50 fine if screens are removed. Also, exterior antennae for televisions and radios are prohibited. Outside window sills must be kept clear of all objects for safety purposes.

Residence Hall and Gillette Fire Pits

Prior to using a residence hall fire pit or the Gillette fire pit, you must contact the hall director of that building or the apartment manager to reserve the pit. When not being used to cook food, you must follow rule 12 of the Procedure for Approval of a Registered Party after getting permission from the hall director or manager.

Furniture

Lounge furniture is for the use and convenience of the entire campus and should not be moved or transferred to any other location. There will be a \$50 fine if found in a resident's room.

Residence hall room furniture must stay in the room assigned. If a student wants to remove any of the original furniture they must get permission from a hall director and they must wait for it to be removed by Physical Plant. Failure to get permission from a hall director will result in the student being charged the replacement cost. The student **MUST** fill out

the Furniture Removal form and get the hall director's signature. Residence hall room furniture cannot be removed from campus. Gillette Student Village and Long Apartments residents are not allowed to remove any of the furniture from the apartments; doing so will result in a minimum fine of \$50.

Lofts

No lofts are allowed in the Gillette Student Village. Lofts are permitted in residence hall rooms provided that certain safety regulations are followed in their construction. Please read the following regulations carefully and be sure that your loft meets these requirements. A Loft Registration Form must be submitted to the Housing Office in order to gain permission to have a loft. Lofts must be completed and registration forms must be turned in by the end of the first full week of October (in the fall semester), and the first full week of February (in the spring semester). Failure to register a loft or to comply with construction regulations may result in Community Standards action, including but not limited to the possibility of having to permanently remove the loft. Lofts will be inspected by a hall director for approval.

Requirements for Loft Construction

1. The loft must be constructed using bolts, screws and/or other removable fasteners. Nails or staples are not permitted.
2. The structure must be free-standing. Any loft must be entirely self-supporting and shall not be attached to or supported by any part of the structure of the room or the furnishings within.
3. The structure must be open at the top. Enclosed top areas create a fire hazard. In addition, the top of the mattress must be at least 30 inches from the ceiling.
4. No part of the loft structure may block any window or door.
5. Lofts must be inspected and approved by a hall director.
6. The student named on the registration form is responsible for the loft. All loft structures must be disassembled and removed when the student named on the registration form moves out of the room, unless another student in the room agrees to take over responsibility for the loft. This student must complete a new registration form. All loft structure must be disassembled and removed by the deadline set by the Housing Office prior to the end of the year. Please contact the Housing Office, located in the second level of MacKay gymnasium, for registration form and additional questions.

Doors

For the safety of all residents, doors of residence halls and theme houses should not be propped open, as to not allow unwanted visitors access to the facilities. All Residence Hall doors are locked 24 hours a day. If a door is propped it is each student's responsibility to close the door. **Residents of the entire building may be fined if doors are found to be propped open.**

Fire Alarms and Drills

In the event of a fire alarm, residents are required to exit the building immediately and remain 300 ft. away from the building until a member of the Residence Life staff gives an all-clear signal. For the safety of all residential students, fire drills are conducted in all buildings throughout the year. All students are expected to cooperate with college officials during drills and alarms. Those students who do not adhere to this policy will be subject to Community Standards action. All fire alarms and drills should be treated as a potential fire and the building must be evacuated immediately.

- State fire and panic regulations mandate that halls stairways and stairwells are kept clear at all times of furniture or other obstacles.
- Flame or spark producing items including candles, incense, incense burners, oil burning lamps and lanterns are not permitted.

- Flammable liquids, compressed gases, oil, kerosene or charcoal stoves are not permitted.
- Gasoline motors of any type including mopeds or motorcycles are not to be stored or parked in the residence halls.
- Automotive batteries may not be used as a power source in campus housing.
- Possession or use of explosives, firecrackers and firearms of any type in the residence halls is strictly prohibited.
- Natural Christmas trees or artificial large plants are also a fire hazard and are not permitted. Decorations must be of fire retardant materials.
- For your own safety, you may also wish to purchase an ABC fire extinguisher and/or a smoke detector for your room.

Fire and Safety Equipment

Fire equipment is meant to assist trained personnel. In the event of a fire, residents are strongly encouraged to activate the alarm system by pulling an alarm box, calling 911 (8-911 if using campus phone), and immediately evacuating the building. Sanction for not leaving the building to observe a fire alarm will result in a \$500 fine for the offense.

Tampering with fire equipment or safety equipment consisting of fire extinguishers and hoses, smoke or heat detectors, fire alarm pull boxes or panels, tornado shelter signs, safety instruction signs, surveillance cameras, or other safety equipment is strictly prohibited and will result in a minimum \$500 fine.

False reporting of a fire, including setting off alarms, pull boxes or panels, or through local fire agencies is also prohibited. Tampering with equipment or false reporting of a fire will result in a \$500 fine, Community Standards action and may entail criminal proceedings and suspension.

If a battery powered smoke detector goes off in a resident's room, the resident is to contact Campus Safety at (269) 749-7911 to report the alarm. Residents are not to remove the batteries in a smoke detector for any reason; if removed the resident will be fined for tampering with safety equipment. Residents should contact their hall director to replace the batteries.

General Hall Violations

The fine for all general hall violations is \$50. General hall violations include the following: noise violations, smoking violations, removal of dorm furniture, possession of cooking and electrical appliances, breaking the visitation policy, breaking the pet policy, trash violations, disrespect of authority, missing mandatory meetings, etc. If a student cannot pay this amount, the student must do 10 hours of community service with an appointed department. Failure to complete the community service hours will result in an additional \$50 fine to his/her student accounts. House managers are responsible for ensuring that residents dispose of trash in the dumpsters/refuse containers provided.

PET POLICIES FOR COLLEGE HOUSING

Residence Halls

Only harmless fish in a tank smaller than 10 gallons are permitted. No other pets are allowed. No pets of any kind are allowed in the Gillette Student Village.

Greek/Theme Houses

In addition to the residence hall pet policy above, one cat or one dog may reside in a Greek/theme house under the cat-dog care-giver contract. No other pets are allowed.

1. Only one cat or dog is allowed to reside in a house at any time.
2. When outside, pet must be secured at all times and supervised (leash, invisible fence, etc.)

3. Clean the yard, or any other area, of pet feces.
4. If pet is walked, owner must have/use proper means for disposing of droppings.
5. The pet cannot be walked in/around campus buildings (i.e. the College Square, Kirk Center, etc.).
6. Keep the pet on a flea and tick prevention method, preferably "Advantix" or other veterinary approved prevention.
7. In the event of guests in the house (meetings, social gatherings, etc.), keep the pet in the owner's room at all times (exception: pet may go outside if secured).
8. Be courteous of housemates and neighbors; keep the pet from making overbearing noise.
9. Each college-owned Greek society house with a pet must pay the Olivet College pet deposit fee on time.
10. Keep the pet hygienic by giving it a bath and any other necessary grooming when needed.
11. Keep the pet smell to a minimum by cleaning the carpeted floors when necessary.
12. Be respectful of housemates, neighbors and their individual wishes regarding the pet.
13. All current residents of the Greek theme house must be in agreement in order for the pet to reside in that house.
14. Understand that the responsibility of taking individual ownership of a pet requires both a clear understanding and adherence to The Olivet College Compact.
15. Understand that the college reserves the right to refuse submission if: the pet has had prior complaints against it, it is found to be of an aggressive breed, and/or the owner is under any probationary terms or in judicial proceedings with the college.
16. If the pet harms any individual, this contract will become void requiring immediate removal of the pet from the campus community.
17. Follow all Olivet College policies regarding pets living within Greek/theme houses.
18. A full time employee who lives in college property may have a pet with the approval of the director of Residence Life.

ROOM POLICIES

Institutional Liability

The college is not responsible for, nor will it accept liability for, theft, loss or damage to any student's personal property and possessions. Students are encouraged to check their parents' or their own insurance policies to ensure that their belongings are covered while they are at Olivet College, or to make the necessary arrangements to purchase personal property insurance. For the safety and security of all residents, it is strongly suggested that residents **keep their room doors locked at all times**, as to not allow unwanted visitors access to the room and to prevent theft. Side doors of all campus residences are to be considered included in this policy. Students should also make sure that windows are shut and locked when they are not present in the room.

Assignments and Contracts

Room assignments are for the full academic year and all residents are required to sign a Residence Hall and Theme Housing contract. Any variance of this policy must have prior approval of the director of housing and conferences. Room reservation for returning students is held during the spring semester. In order for returning students to participate in room reservation, a \$100 room reservation prepayment or proper filing of financial aid forms are required. Students must also have an "all clear" from the business office, and be registered for the fall semester. All first-year students are assigned rooms and roommates over the summer, and will be notified by mail.

Closing for Vacations

The residence halls are closed during formal vacation periods (i.e. Thanksgiving Break, Spring Break, and winter and summer recesses). Students may not reside in the residence halls during formal vacation periods without prior written approval from the Housing Office.

Failure to leave by scheduled checkout time will result in a \$100 fine. **It is expected students will be out of their residence 24 hours after their last finals.** Before departing, residents will be asked to lock their windows and doors, and to comply with fire and personal safety regulations. During Labor Day, Thanksgiving, and Easter vacation times, hall directors will be on duty in the residence halls. The Gillette Student Village, Long Apartments and theme houses remain open. Other campus buildings are closed and locked, and no meals are served during Thanksgiving break, Winter recess, and Spring Break. Student-athletes may not reside in the residence halls during vacation periods unless they are listed on an official team roster as members of an in-season sport with the Athletic Department. These students must have been residential students in the fall and/or spring semesters.

Student-athletes with permission to remain on campus during vacations should be aware that this is a privilege that can be removed by the vice president of Student Life. **Students who act inappropriately or violate the Student Handbook during the course of the vacation may be asked to leave campus for the remainder of the vacation and will be subject to judicial sanctions. This includes but is not limited to disciplinary action, interim suspension and other judicial action.**

Room Occupancy

Due to Residence Life requirements, only one person may reside in a single room, two persons in a double room and so on. The use of one room as a "sleeper" and one as a "living room" is strictly prohibited. The placement of more beds than designated for one room is a violation of the room occupancy policy.

Single Room Policy

Anyone requesting and receiving a single room must have earned a minimum of 56 semester hours to date, maintain a 2.0 cumulative grade point average (GPA) and have a limited Community Standards history while at Olivet College. Regular single rooms are only available in Dole and Blair Halls. The housing director approves singles on a space available, first-come, first-serve basis. The vice president for Student Life or designee will review special cases or exceptions.

Super singles (rooms that are normally doubles) are available on a first-come, first-serve basis in all residence halls for a fee. Any student is eligible for these rooms and they are filled on a seniority basis.

Room Change Policy

Residential living, especially living with another student, can be a challenging growth opportunity. Roommates share ideas, values, lifestyles and experiences with each other. Some residents find another resident that is a better fit, and from time to time room changes are necessary. Room changes must be authorized by the hall director, and are conditional upon space availability and educational appropriateness. Room changes will begin two weeks into each semester and end two weeks before finals. Room change requests outside of the specified dates will be reviewed by the hall director, and will only be honored in unusual or urgent situations where other interventions will not resolve the student's issues. Students must follow the procedure outlined on the form in order to move to a new room; students who begin or complete their moves before the authorization process is completed will be charged a \$100 improper room change fee. Room Change Request Forms are available from a hall director. A \$50 fee will be assessed for all completed room changes.

Room Consolidation Policy

If a student occupies a standard multiple occupancy room without a roommate, the student will be asked to consolidate with another student who is also without a roommate. Consolidation of rooms and/or roommates will start two weeks into each semester and last two weeks. However, students may be assigned a roommate at any time in the semester in cases of emergency or if a problem arises which cannot be resolved in any other manner. Students are expected to keep the "empty"

half of their room clean and available for assignment. Every effort will be made to notify students of a new roommate but notification is not guaranteed. If a student refuses to accept an assigned roommate, the student will be charged a buyout fee for each semester a roommate is refused and also faces possible Community Standards charges and sanctions. If students cannot properly share a room, one or both of the roommates may be required to move to another location and will be charged the buyout fee if they do not move on time. Students may be consolidated at any time. Any student's attempt to block, discourage or add undue pressure to a roommate specifically assigned a given space may result in judicial action, including removal from his/her current room assignment.

During room consolidation students are offered the option of buying out the other half of a double room, if available, for \$350 per semester. This offer is done on a semester basis and based on housing occupancy. During room consolidation, the following options are offered:

- Consolidate with the person you were assigned.
- Buy out the empty part of your room.

If you have any questions about room consolidations, please see a hall director.

Room Search -Residence Hall, Gillette Student Village, Long Apartments, College-Owned Theme and Greek Houses

It is occasionally necessary for college staff members to enter student rooms for the purpose of fulfilling maintenance and repair requests, or to ensure the observance of basic health and safety standards. While fulfilling their administrative responsibility to enforce college regulations, Residence Life staff and Campus Safety may also enter student rooms to eliminate disruptive noise if the student is not present, and/or under conditions of immediate and serious threats to the safety or well-being of persons or property in the room. Searches of rooms and their contents can be ordered by Campus Safety officers or Student Life staff when there is reliable information, in the judgment of the college, that a local, state, or federal law or college policy has been violated. Such a search can happen at any time without prior notice. Whenever possible, the occupant of the room being searched is to be present.

Health and Safety Checks

In addition, Residence Life staff secure residence buildings by conducting safety inspections of all residence hall rooms before each break. Room health and safety checks will be performed twice per semester. The hall director will confiscate college property, illegal appliances and pets discovered in such a manner, and Community Standards action will be taken.

Room Damages

Students are responsible for any and all damage beyond normal wear to their rooms and room furnishings. Therefore, it is important for students to determine the condition of their rooms at the time of check-in to avoid being charged at check-out for damages or missing items from a previous occupant. To assist the college and students in this process, a residence hall room inventory form must be completed and signed by each student and their resident advisor each time a student checks in or out of a room. This form must describe any damages and missing items. Room inventories are very important because damages are assessed from the information on these sheets. If any additional damages or missing items are noted upon check-out, the student will be billed through the Student Services Office. The hall director determines all costs and makes charges to a student's account. Failure to check out with a resident advisor will result in the student being billed for all damages to the room at the time of inspection by a Residence Life staff member, in addition to a \$50 improper check-out fine, a \$50 lock change fee, and/or minimum \$50 cleaning fee.

Common Area Damages

Hallways and community bathrooms are the responsibility of each floor. Laundry rooms, study lounges and recreational rooms are the responsibility of all residents of a particular building. In cases of vandalism, every effort will be made to identify the individuals responsible for the damages and assess the charges accordingly. However, in situations where this is not possible, all floor or hall members may be billed an equal portion of the cost to replace or repair damages. Removal of common area furniture will result in a fine.

Maintenance (Room and Residence Hall)

If maintenance of residence hall facilities or equipment (i.e. radiators, locking mechanisms, bathroom sinks) is required, residents should address the problem, as soon as possible, to their RA hall director, or complete a work order request, which is located outside the hall director or RA office. Work order requests are picked up daily, Monday through Friday, by the Physical Plant or Housekeeping. Further concerns about maintenance should be brought to the attention of the hall director of that specific building, and then to the attention of the director of Residence Life.

Cooking and Electrical Appliances

The cooking of meals is not allowed in the residence halls; therefore, all appliances used to cook an entire meal are not allowed. This includes but is not limited to: frying pans, hot plates, electric saucepans, George Foreman grills, hot pots or skillets, toaster ovens and bread makers. Refrigerators smaller than 4.0 cubic feet and small microwave ovens (under 600 watts) are permitted. Due to safety precautions, all residents must use power strips only. All other extension cords are not allowed. Christmas lights are permitted, however, residents will be held responsible if the lights damage the walls or ceilings. No more than one refrigerator is permitted per person and one microwave per room. Appliances including refrigerators must be cleaned and unplugged during extended breaks (i.e. Fall and Spring Break). Halogen lamps are strictly prohibited. Appliances that are dirty and left over break will be confiscated.

Lounges

Each residence hall and theme house has a common area lounge(s) or a recreation facility. The lounges may be used for television viewing. Study groups, games, etc. may occur during established hours. It is the responsibility of each resident to ensure that there is no damage or vandalism to the facility or its furnishings. The entire building population may be fined if the lounge is damaged or vandalized in any way.

Visitors and Guest Policy –Residence Hall/Theme Houses/ Gillette Student Village/Long Apartments/College-owned Greek Houses

1. Visitation is a courtesy that is extended to residents. However, it will be revoked if roommate, floor mate, noise or other discipline issues become a problem.
2. Guests of any gender are allowed, with the permission of the roommates/suitemates, to stay overnight no more than two nights per week in any campus building. Roommates will be required to execute a roommate contract (for rooms with two or more roommates) and participate in mediation if this policy is abused.
3. All Greek houses are encouraged to register guests.
4. Residence Hall overnight guests must be registered with the resident advisor by 10 p.m.; failure to do so could result in the guest being asked to leave. Guests must present a valid ID when checking in.
5. Non-overnight visitors are welcome on campus at anytime; however, on-campus residents are responsible for their visitors'/ guests' behavior and actions.
6. Residents must also take responsibility regarding any and all repercussions of their guest's actions. Visitors/guests must be escorted by a resident at all times and must use the restrooms designated for their gender.

7. Non-overnight guests, up to four per room are allowed in the residence halls and bedrooms of the theme houses.
8. Residents are allowed only two overnight guests at any one time per week, for a total of two days per week.
9. Guests in the main living areas of the theme houses must follow fire code. Current fire code and occupancy limits are posted in each house and are also available in the Office of Student Life and Housing Office.
10. Visitors under 18 years of age must leave college buildings by 10 p.m. Students hosting underage visitors must register their guest with the hall director upon entering the residential hall, or with the apartment manager if at a theme or college owned greek house. Exceptions can be approved by the Director of Residence Life if the visitor is a prospective student on a coach approved, or an official college visit, or if the visitor is family. In these cases the perspective student must be accompanied by a designated person or family member. Any Olivet College Student under the age of 18 will be allowed to visit any residence hall with the approval of the Hall Director.
11. Babysitting is considered "the running of a business" and is not allowed in the residence halls, theme houses, or greek houses. During allowed hours for visiting children, there must be one responsible residential adult per two children.
12. Non-custodial parents may host their children of any age overnight on weekends only, and only with the prior permission of the vice president for Student Life.
13. Resident Life staff reserves the right to refuse a visitor or guest the right to visit Olivet College.

Laundry

Washers and dryers are available in each residence hall and theme house. Any malfunction of residence hall laundry equipment should be reported immediately to Automatic Apartment Laundries, Inc. by calling 1-800-521-9938. Indicate the building, machine number (located on the side of the coin slots), and the problem with the machine. Change machines are located in the RA offices. Olivet College is not responsible for lost or damaged clothing.

Dining/Food Services

All students who live in residence halls must have a meal plan. The reason for this is twofold. The first and most important is to ensure that students have access to nutritious and healthy food choices and the second is that they are not allowed to have cooking appliances (with the exception of a small microwave) in their residence hall rooms. Students are encouraged to eat in the dining hall and to use their meal plan. The academic year ends in April. The free points that students on the meal plan receive on their card will expire at the end of the regular semester with their meal plan. Students that elect to take advantage of the ILT will automatically be changed to the Carte Blanc plan for that period. This means that they will not be able to scan in a "buddy" or make use of their free points. Students staying on campus between the end of the spring semester and the start of the ILT and/or the end of the ILT and commencement must be on an authorized attendance list in order to eat in the Kirk Center. Students can enroll in a board contract with the college, selecting from several meal plans. The meal plans are monitored at the dining hall entrance and students are required to show their ID with a meal plan bar code to gain entrance. A student's ID is not transferable to another student seeking entrance to the dining room. If a student has lost his/her ID, they can obtain a new ID at the Student Services Office in Mott for \$15.

The dining room meal service features unlimited portions and is predominantly self-serve. To ensure the highest level of food safety, only ice cream, fruits (apples, oranges, pears and bananas) or a cookie may be taken out of the dining room.

To obtain a tray for a sick student, a roommate or friend must bring an authorization note from a hall director, or the campus nurse, and the student's ID to the dining room. Present the note and ID to the checker. Faculty, staff and commuters are welcome in the dining room and can pay the checker upon entrance or can have money put on their ID to be used for meal purchases in the Kirk Center or in retail locations. Faculty, staff and commuters will receive a 10 percent bonus for any cash deposits over \$30 on their cards. Student groups, athletics, etc. may contact a food service manager to set up a meal exchange "pack out" for parties, trips or other special events. Arrangements must be made five working days prior to the event to order the food, and a list of students who wish to exchange their meal must be presented to dining services the day prior. Students who have indicated they are exchanging a meal will forego entrance to the dining room for that meal. Students who miss meals due to academic or work related reasons may contact the food service office to arrange for alternate meals. The Suggestions and Comment Board, the Food Advisory Committee, the Customer Satisfaction Surveys and the Chartwells Open Door Policy are all avenues of customer input to the college's continued change and growth in programming. Dining services, programs and specials are advertised in a monthly calendar, which is distributed to all campus departments and offices. The daily menu can be obtained by going to www.dineoncampus.com/olivet. Hours of operation are posted outside of the dining room. Points are included with each meal plan, and are redeemable at any of the three retail locations on campus: The Comet Café, located in the lower level of the Kirk Center, Outtakes at Mott, and the Cyber Café, located in the lower level of the library. Each point is equivalent to \$1 and will not be taxed. Students can purchase more points at anytime by contacting Chartwells at (269) 749-7378 or visiting our Web site at www.dineoncampus.com/olivet. Chartwells is contracted as the food service provider for the campus community. Chartwells must furnish all food items for campus events. These items may be prepared and delivered by Chartwells or can be purchased in their raw state and prepared by the event coordinator. For items to be prepared by the coordinator, Chartwells will provide proper guidelines for preparation and food safety. Students with meal plans may use a "meal exchange" to purchase food for events. Meal exchanges must be arranged with a food service manager no later than 72 hours before an event. Campus event food items can be ordered by contacting Chartwells at (269) 749-7378.

CAMPUS ACTIVITIES OFFICE

All clubs and organizations are bound to rules and regulations in the student handbook. If found in non-compliance of the student handbook, the club/student organization will be subject to sanctions.

Policies and Procedures Governing Student Organizations

The following are guidelines by which the membership and status of student organizations will be determined.

Membership

Membership in active status clubs, organizations and Greek societies will be limited to enrolled students of Olivet College, in good academic standing with a cumulative grade point average (CGPA) of 2.0 or higher, and only members of the college faculty and staff can participate as advisors and honorary members. Students are not allowed to be honorary members of any Greek society. For example, non-members are not allowed to participate in step shows, pledging games and/or any event for that society. To join a Greek society, a student must have earned 12 credit hours at Olivet College or have transferred with a minimum of 12 credit hours from another college or university, be currently enrolled in a minimum of 12 credit hours, have a minimum CGPA of 2.0 and previous semester GPA of 2.0 and be in good disciplinary standing with the College. To join a Greek society, a student must have completed 12 credit hours, be currently enrolled in a minimum of 12 credit hours and have a minimum CGPA of 2.0. Executive board members of clubs, organizations, and Greek societies must maintain a 2.5 CGPA.

In accordance with Olivet College policies and procedures, no club, organization or Greek society may discriminate on the basis of age, race, gender, sexual orientation, religion, handicap or disability, marital status, life-style or national origin (provided that the Greek societies may have gender-restricted membership). Student Government attendance is required to maintain active status as a club and organization/Greek society on campus. Each club and organization/Greek society must have one representative present a minimum of one meeting per month.

Constitutions, By-Laws or Policy Manual

Each club, organization or Greek society shall operate according to a constitution, by-laws or policy manual. Each club is required to resubmit their constitution, by-laws and organization on the fourth Tuesday of the fall semester. Updated student organization membership list must be submitted by the fourth Tuesday of each semester. If you have any questions please contact Student Activities.

Advisors

It is the responsibility of each club, organization or Greek society, to select at least one advisor who is a full-time member of the college faculty or staff. In order to accept or resign the position of advisor, he/she must do so in written format and submit it to the Office of Student Life. The advisor shall have the following privileges of membership, except voting:

- Approve all financial operations and disbursements.
- Attend at least two functions of their respective club, organization or Greek society per semester.
- Sign all forms turned into the Office of Student Life.
- Attend all registered parties hosted by club, organization or Greek society on campus.

Student organizations should submit a Student Organization Registration and Membership Listing Form, as well as individual applications to the Office of Student Life by a designated member who starts interacting with the Office of Student Life by the second week of each semester. These forms should be resubmitted each semester or whenever changes are made.

Registration

It is the responsibility of each club, organization or Greek society to designate one member to interact with the Office of Student Life by the second week of each semester. This person will be given all the necessary paperwork for their club, organization or Greek society to have filled out and returned one week after their first meeting. Any time officers change or a new member joins, it is the responsibility of the designated person to update the information and resubmit to the Office of Student Life. Only after this information is completed will Olivet College grant formal recognition and active status to an organization. The budget cannot be used until active status is obtained.

New Student Organization Registration

A new organization must follow the same registration guidelines and also must be approved by the directors of Student Life and student organizations before it becomes active.

Status

Active: An organization with an active status maintains a membership of at least eight students in good academic standing. Only with a membership of at least eight will the organization be eligible for a budget from the SGA, (changed due to an SGA vote in spring of 2011). An organization with active status is one that enjoys the benefits of scheduling and presenting programs for the campus community and may use the college facilities, services, funding and personnel.

Inactive: An organization with an inactive status is one that may not enjoy the benefits of scheduling and presenting programs for the campus community, and may not use college facilities, property, services, funding or personnel.

An inactive organization has either fallen below the minimum amount of 8 members in good academic standing, or failed to turn in all required membership forms, has been found in violation of the college's Community Standards, or has failed to follow local, state, and federal laws. An inactive organization will lose all of its budgetary privileges, (changed due to an SGA vote in spring of 2011).

Maintaining Active Status

It is the responsibility of each club, organization or Greek society to submit any changes in officers, advisors or members, and revisions to their constitution, by-laws or policy manual to the Office of Student Life within two weeks of the changes.

Probation and Suspension of Active Status

Any club, organization or Greek society found in violation of Community Standards policies or local, state and federal laws may be placed on probation for one semester. If another violation occurs during the probationary period, the club or organization will be placed on suspension for one calendar year. Any organization which ceases operation will be placed on inactive status for the remainder of the academic year. All funding through the Office of Student Life will also be suspended. Greek societies should consult the ISC Constitution and the Olivet College Accreditation Policies and Procedures.

Alcohol Education for Student Clubs, Organizations, and Greek Societies

If a Greek society, student club or organization would like to host a registered party on campus, **all of the members** of that society, club or organization must complete the AlcoholEdu online program during the first semester. AlcoholEdu is a two-part online alcohol awareness program. The first part of this online program must be completed by Sept. 30, 2011. The entire online program must be completed by Nov. 18, 2011. Students can log-in on Aug. 29, 2011 to start the online program.

To take AlcoholEdu, you will need a computer with Internet access and audio capabilities. If you are a resident or commuter student we have computers located in Burrage Library, Mott Academic Center, MacKay Gymnasium and all Resident Halls.

To begin:

1. Sign in to my.olivetcollege.edu/ics and click into AlcoholEdu.
2. On the registration page you may be asked for additional information to complete the creation of your account. You will **not** need to create an additional username or password.
3. You may log in and out of the course at the end of each section. Section ends are marked with a "Next" button. **DO NOT log out until you click the "Next" button or you will have to repeat the section you have just gone through.**
4. To log back into your account, always access AlcoholEdu from my.olivetcollege.edu/ics and click into AlcoholEdu.

If you have any questions, please contact Larry Smith, director of the program, at (269) 749-7750 or lsmith@olivetcollege.edu.

Registered Party

A "registered party" is defined as a party where alcohol may be consumed by students of legal drinking age. A "closed party" is defined as a party between two Greek societies that is closed to independent students and other Greek students. A gathering is considered a "party" where no alcohol is present, which can be registered with the Office of Student Life when there are more than five non-members of an organization. All unauthorized parties will be terminated if reported

to or discovered by Campus Safety or an Olivet College official. An announcement of the party may not occur prior to approval by the Office of Student Life.

Registered parties are permitted in the following locations: society/theme houses, Kirk Center, Oaks Dining Room, MacKay Gymnasium, Comet Café and the college fire pits. There are two types of parties that must be registered:

1. Bring your own beverage, "BYOB." A BYOB must be approved and registered with the Office of Student Life at least two weeks prior to the event. Absolutely NO money can be charged at the door or at the function if it is registered as a "BYOB" function. Each person of legal drinking age may bring in NO MORE than either one 6-pack of beer, one pint of liquor or one bottle (750 ml) of wine.
2. Parties at which money is charged at the door or otherwise collected must be approved and registered with the Office of Student Life. These parties require the same forms as a "BYOB" Party, plus the organization must obtain a one-day liquor license from the state of Michigan. Once tentative approval is received from the Office of Student Life, the organization may submit the application for a one-day liquor license to the state of Michigan. Processing of a temporary liquor license can take three to five weeks; therefore, all parties requiring a liquor license must be registered and approved by the college at least six weeks before the event. The organization is required to submit approval or denial from the state of Michigan to the Office of Student Life no less than two weeks prior to the event.

Procedure for Approval of a Registered Party

A registered party is a party where alcohol is present. The group(s) sponsoring a registered party must observe the following procedures:

1. If money is charged at the party, the sponsoring organization(s) must file all appropriate forms with the Office of Student Life. Once approval is received, the organization may submit the application for a one-day liquor license to the state of Michigan. (Approximate processing time three to five weeks). A society hosting a "BYOB" party cannot charge money when students are providing their own beverages.
2. The organization will then submit approval or denial from the state of Michigan to the Office of Student Life no less than 48 hours before the party. Announcement of the party may not occur prior to approval by the Office of Student Life.
3. If the party is "BYOB," the organization must submit a completed party application to the Office of Student Life at least two weeks prior to the party AND prior to any public announcement of the party.
4. The bartender must check each individual's wristband in order to ascertain that he/she is of legal drinking age.
5. If money is charged and alcohol provided, only one alcoholic beverage may be given to a person at a time.
6. All registered parties must have at least five certified "party officials" present at the party. A "party official" is defined as someone who has attended at least one Student Life party planning training session and obtained their certification from the Office of Student Life. ALL officers of an organization are REQUIRED to attend the party planning training session and become certified party officials. During the party, all party officials must be sober to qualify as a party official. Two party officials will be located at the check in-station and three party officials will be surveying the party.
7. An adequate supply of non-alcoholic beverages must be provided.
8. Registered parties may only be held on Fridays or Saturdays and the parties must conclude by 2 a.m. (meaning all nonmembers must have vacated the location and the only activity happening is clean-up).

9. The distribution of alcohol must cease by 1:30 a.m.
10. Prior to any registered parties, students must contact the local fire department to determine the capacity of the host house. This number must be posted in a prominent place and a copy must be given to the Office of Student Life.
11. Any donations solicited at these parties are **not** permitted at the door. Donations are not mandatory.
12. All bonfires must have a permit from the city of Olivet. Olivet City Hall, (269) 749-4961, is open until 5 p.m. The free permit is good for three days. After receiving the permit from City Hall you must give a copy of the permit to Campus Safety; email Campus Safety the permit number 24 hours in advance and put in the great chart at least 24 hours before you have the bonfire. The host of the bonfire must also have a copy of the permit on the premises available to show the Police if asked. Failure to register your bonfire with Campus Safety will result in a \$100 fine.

Check-in Station

At all parties or gatherings there must be a check-in station located at the entrance of the event. A check-in station will consist of the following procedures:

1. There must be one college official or Campus Safety officer and two party officials present at the check-in station.
2. College, as well as state IDs, must be checked at the door in order to ensure that the person entering the party meets the legal drinking age and they are an Olivet College student. Persons who are visibly intoxicated must be denied admission. Each person of legal drinking age may bring in **NO MORE** than either one 6-pack of beer, one pint of liquor or one bottle (750 ml) of wine. Bags and purses will be checked by a college official or Campus Safety officer at the party check-in station.
3. Students or non-students eligible to drink at a party are to be marked with a wristband. Students or non-students less than 21 years of age must be clearly marked with a black "X" on the back of both hands.
4. All non-Olivet College students attending a registered party must be at least 18 years of age and provide state-issued ID as proof. Each student can have two guests at a party. The organization hosting the event must keep a list of all non-students attending, along with the name of their host.
5. The group has the right to ask anyone to leave the party if the college deems that they are intoxicated, a risk to the safety or well being of others, or for any reason.
6. If a student or non-student is asked to leave, a party official will record his/her name and report the incident to the Office of Student Life.
7. Students are responsible for the actions of their guests. If a guest is asked to leave, the police may be called.

Alcohol Policy Sanctions

Any organization on probation may not host a function or plan a function in which alcohol is served.

First offense is a 365-day period: A minimum \$50 fine per active member and Probation for the length of 30 academic calendar days (days in which classes are held). An organization can only be removed from probation by completing sanctions imposed by the Judiciary Board hearing the case. (Suggested sanctions include, but are not limited to, 10 hours of community service per active member, two programs related to alcohol abuse with attendance of at least 90 percent of the active body and involvement with at least one active member for the length of probation.) The Officers of the organization will face additional individual student sanctions.

Second Offense in any 365-day period: A minimum \$250 fine per active member. Loss of recognition as a college organization for the length of one calendar year. (Suggested sanctions include, but are not limited to, 20 hours of community service per active member, five programs with attendance of at least 90 percent of the active body, two of which must deal with alcohol awareness, and involvement with at least three active members for the length of probation.) The officers of the organization will face additional individual student sanctions.

Third Offense in any 365-day period: Loss of recognition as a college organization for the length of three calendar years.

GREEK SOCIETIES

Adelphic Alpha Pi was founded in 1862 as a literary society and is open to the men of Olivet College. The fraternity motto is *Semper Fidelis*, always faithful. It is the brother organization to Sigma Beta. Advisors: Michael Fales, ext. 7624, email: mfales@olivetcollege.edu. Ross Bohms, ext. 7135, email: rbohms@olivetcollege.edu.

Alpha Lambda Epsilon was founded in 1922 as a sorority. The society reorganized its membership in 1975 to admit men, thus becoming the first co-educational literary/social society in the nation. The society motto is *Bear Well the Torch*. Alpha Lambda Epsilon is the cousin organization to Kappa Sigma Alpha. Advisors: Art Williams, ext. 7246, email: awilliams@olivetcollege.edu., Joanne Osborn, ext. 7645, email: josborn@olivetcollege.edu.

Alpha Phi Kappa was established in 1997 to promote better understanding between cultures and endorse brotherhood among its membership. Advisor: Angela Goodman, ext. 7763, email: agoodman@olivetcollege.edu

Alpha Xi Omega, also known as "Elite," was founded as a club in the 1970s and became a society during the 1995 fall semester. Elite works to create a better understanding among all students at Olivet in the areas of diversity and multicultural awareness. Acting Mentor: Larry Smith, ext. 7750, email lsmith@olivetcollege.edu.

Eta Psi Kappa was established in 2000 to promote unity of all women on campus. The society motto is *The Righteous Endure till Judgment*. Advisor: Diana Boatwright, ext. 7702, email: dboatwright@olivetcollege.edu

Kappa Sigma Alpha was founded in 1922 and is the cousin organization to Alpha Lambda Epsilon. The fraternity motto is *Wisdom Conquers All*. Advisors: Ed Heator, ext. 6691, email eheator@olivetcollege.edu;

Mu Omega Pi was established in 2001 to assist young men in growth and development through leadership, brotherhood and spirituality. Their motto is *Upholding the Standards of Perfection*. Advisor: Larry Colvin, ext. 7159, email: lcolvin@olivetcollege.edu.

Nu Gamma Xi was founded in 1997 by 12 women. Their purpose is to promote unity, sisterhood and high academic standards among women with similar interests. They are the sisters of Alpha Xi Omega. Advisor: Diane Thomas, ext. 6638, email: dthomas@olivetcollege.edu.

Phi Alpha Pi was founded in 1847 and is the oldest society on the Olivet College campus. In 1861, Phi Alpha Pi became a literary society. The fraternity motto is *Progress, Truth and Friendship*. The fraternity is the brother organization to Soronian. Advisors: Bill Maas, ext. 7567, email: bmaas@olivetcollege.edu.; Clair Stevens, ext. 7758, email: cstevens@olivetcollege.edu.

Sigma Beta was founded in 1907 by three Olivet College women as a literary society. The house was completed in 1963. Their motto is *Friends of the Best*. Sigma Beta is the sister society to Adelphic Alpha Pi. Advisors: Steve Lewis, ext. 7153, email: slewis@olivetcollege.edu. Dustin Byrd, ext. 7382, email: dbyrd@olivetcollege.edu.

Soronian, also known as the Iota Kappa Omicron society, was founded in 1847. It is the oldest collegiate society in the continental United States. The sorority motto is Strong in Love, Firm in Right. It is the sister organization to Phi Alpha Pi. Advisors: Phil Reed, ext. 7142, email: preed@olivetcollege.edu.; Norma Curtis, ext. 6621, email: ncurtis@olivetcollege.edu.

PROFESSIONAL AND HONOR SOCIETIES

Alpha Psi Sigma is the honor society for criminal justice majors. Advisors: Phil Reed, ext. 7142, email: preed@olivetcollege.edu. Regina Armstrong, ext. 7710, email: rarmstrong@olivetcollege.edu.

Alpha Pi Upsilon is the honor society for pre-medical, pre-dental, pre-veterinary and other professional health related majors. Advisor: John Wilterding, ext. 7643, email: jwilterding@olivetcollege.edu.

Alpha Psi Omega was established to provide an environment where students of theater or students who are interested in participating in theater-oriented activities can learn, participate and become involved. Advisor: Art Williams, ext. 7246, email: awilliams@olivetcollege.edu.

American Marketing Association is the largest professional association for marketers, established to provide opportunities for professional development and networking. Advisor: Michelle Woodhouse-Jackson, ext. 7178, email: mwoodhouse@olivetcollege.edu.

The Alpha Alpha Chapter of Gamma Iota Sigma is a national award-winning student organization established to bring together people interested in the fields of insurance and risk management. Advisors: Carol Breed, ext. 7664, email: cbreed@olivetcollege.edu; Clair Stevens, ext. 7758, email: cstevens@olivetcollege.edu.

Omicron Delta Kappa is the national leadership honor society for superior scholarship, leadership, character and participation in the following: athletics, campus government, campus/community service, creative/performing arts, journalism/speech/mass communications and social/religious activities. Only upperclassmen are invited to become members of this society. Advisors: Ponja Vahs, ext. 6670, email: pvahs@olivetcollege.edu., Mike Fales, ext. 7624, email: mfales@olivetcollege.edu.

Phi Beta Lambda is the honor society for business majors and minors. Advisor: Susan Houston, ext. 7610, email: shouston@olivetcollege.edu.

Phi Epsilon Kappa recognizes students in the areas of physical education, health, recreation, dance, human performance, exercise science, sports medicine and sports management. Advisor: Nick Juday, ext. 7269, email: njuday@olivetcollege.edu.

Psi Chi is the national honor society for psychology majors. Advisor: Charles Graessle, ext. 7603, email: cgraessle@olivetcollege.edu.

Sigma Tau Delta is the honor society for English majors.

C0-CURRICULAR STUDENT ORGANIZATIONS

The American Chemical Society provides students with an environment that actively strives to promote Chemistry and expand the community's knowledge about the subject. The chapter is a resource for avid Chemistry students as well as a safe-haven for beginners who are interested. Advisor: Susanne Lewis, ext. 7629, email: smlewis@olivetcollege.edu

Computer Science Club Purpose: To increase the knowledge of computing. Advisor: Marcus Darden, ext. 7663, email: mdarden@olivetcollege.edu.

Alpha Omega takes an interest in the mental, emotional and spiritual development of believers and how the believer can improve their walk with Christ. Advisor: Brandon Brissette, ext. 7671. email: bbrissette@olivetcollege.edu.

Art Alliance was established to promote artistic awareness on campus, in the surrounding communities and for those who are interested in the arts. Advisors: Don Rowe, ext. 7661, email: drowe@olivetcollege.edu. Gary Wertheimer, ext. 7627, email: gwertheimer@olivetcollege.edu.

The Black Student Union was started in 1994 to allow students to be more cohesive in dealing with their peers as well as the campus as a whole. The Black Student Union sponsors activities and programs that broaden the social environment of the college. Advisor: Larry Smith, ext. 7750, email: lsmith@olivetcollege.edu.

Card Collecting Gamers is a club that lets people get back into Pokemon, get together and make new friends. Advisor: Ronda Miller, ext. 7160, email: romiller@olivetcollege.edu.

Common Ground was established to increase awareness of sexual orientation issues in and around Olivet College and to provide a supportive and egalitarian atmosphere for members of our community, regardless of sexual orientation. Advisor: Nancy Van Hoozier, ext. 7169, email: nvanhoozier@olivetcollege.edu. Joanne Osborn, ext. 7645, josborn@olivetcollege.edu.

Earthbound is Olivet College's environmental awareness organization. It provides environmental programs for the campus and community, sponsors field trips, attends environmental conferences and seminars, volunteers at the annual Michigan Crane Festival and participates in the campus recycling program and the habitat restoration efforts at the college's biological preserve. Advisor: Leah Knapp, ext. 7106, email: lknapp@olivetcollege.edu.

Fandomania: The overall goal of this club is to enable like minded students to share, experience and further educate regarding the various forums involved with different fandoms. Advisor: Art Williams, ext. 7246, email: awilliams@olivetcollege.edu.

Fellowship of Christian Athletes was established to use the medium of athletics to impact the word of Christ. The organization focuses on serving the local community by equipping, empowering and encouraging its members to make a difference. Advisor: Brandon Brissette, ext. 7671, email: bbrissette@olivetcollege.edu.

Free Yo' Mind is a creative arts program that provides an outlet for the campus community to express themselves artistically. Its vision is to build campus unity and enlightenment. The Free Yo' Mind Creative Arts Mentoring Program is directed toward mentoring local youth in the areas of self awareness, performing arts and artistic appreciation. Advisor: Jason Meadows, ext. 7172, email: jmeadows@olivetcollege.edu.

Gaming Club Through the use of the principles set forth in The Olivet College Compact, we seek to help those interested in furthering their pursuit of understanding and enjoyment of role playing games and related games. Advisor: Jake Schuler, ext. 7694, email: jschuler@olivetcollege.edu.

The Olivet College Gospel Choir is a student organization that provides a diverse opportunity to give praise through song to our Lord and Savior Jesus Christ. The choir also has additional ministries that include Prayz N' Motion (praise dance, mime and sign ministry), Prayz (praise team), poetry, rapping, stepping, greeters and ushers. Advisors: Chauncey McDaniels, ext.7646, email: cmcdaniels@olivetcollege.edu. Rev. Jack Brown, (269) 749-2631, email: jbrown@olivetcollege.edu.

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Gruen Chemical Society provides students with an environment that actively strives to promote chemistry and expand the community's knowledge about the subject. The chapter is a resource for avid chemistry students as well as a safe-haven for beginners who are interested. Advisor: Susanne Lewis, ext. 7629, email: smlewis@olivetcollege.edu

Helping Hands was established to challenge students in respect to their leadership development. The organization provides its members opportunities for growth and development in community service. Advisor: Janine Peters, ext. 7659, email: jpeters@olivetcollege.edu.

International Club was established to serve as a bridge between cultures, increasing acceptance and understanding toward people of different backgrounds and ethnic origins. Advisor: Judy Fales, email: jfales@olivetcollege.edu.

Ladies of Excellence is a student group that focuses on growth and leadership development while promoting quality service and upholding high scholastic and ethical standards. Advisor: Ronda Miller, ext. 7160, email: romiller@olivetcollege.edu.

Magic Club, through the use of the principles set forth in *The Olivet College Compact*, seeks to help those interested in furthering their pursuit of understanding and enjoyment of Magic the Gathering. Advisor: Jake Schuler, ext. 7694, email: jschuler@olivetcollege.edu.

Mathletes is for people who are excited about math. To learn different strategies for math competitions and provide community service through tutoring and the like. Advisor: Janine Peters, ext. 7659, email: jpeters@olivetcollege.edu.

Middle Ground: The overarching goal of Middle Ground is to enhance the lives of foster youth who are aging out of the foster care system by preparing them for the transition from childhood to adulthood. Advisor: Cynthia Noyes, ext. 7144, email: cnoyes@olivetcollege.edu.

Collegiate Music Educators National Conference was established to increase interest, knowledge and productivity in all areas of music education.

The Olivet College chapter of the NAACP was established in 2006. The NAACP strongly believes that future leaders must be developed today, and such development is ongoing in the Youth and College Division, created in 1936. Today, there are more than 30,000 young people representing 400 youth councils, high school chapters and college chapters actively involved in the civil rights movement. The mission of the NAACP Youth and College Division is to inform youth of the problems affecting African-Americans and other racial and ethnic minorities; to advance the economical, educational, social and political status of African-Americans and other racial and ethnic minorities and their harmonious cooperation with other peoples; to stimulate an appreciation of the African Diaspora and other people of color's contribution to civilization; and to develop an intelligent and effective youth leadership. Advisor: Larry Smith, ext. 7750, email: lsmith@olivetcollege.edu.

NOW (National Organization of Women) Campus Affiliate
Open to all campus women and men. NOW strives to educate and empower women in the areas of economic justice, women's rights, violence against women, LGBT issues, and reproduction rights. Advisor: Dianne Thomas, ext. 6638, email: dthomas@olivetcollege.edu.

Non Trad Club was established for non traditional students to connect with each other to form friendships and support each other in a positive ways in order to maximize a successful college experience. Advisor: Cynthia Noyes, ext. 7144, email: cnoyes@olivetcollege.edu.

Olivet College Color Guard brings students together that have one goal in mind. That goal is to practice and prosper in hope of competing in winter guard competitions around the state and country, as well as to promote school pride, and provide entertainment at various functions including, but not limited to, parades and athletic events.

OC Latino Club raises awareness of the Hispanic culture. This club will consist of community service and activities that will expose students to this interesting culture. Advisor:

The Olivet College Psychology Club is dedicated to promoting the study of psychology, providing educational enrichment, promoting personal development, and providing service to the campus and community. Advisor: Dina Battaglia, ext. 7579, email: dbattaglia@olivetcollege.edu.

Phi Alpha Theta is a History Honor Society to encourage the study of history and to recognize excellence in history. Advisor: Craig Korpela, ext. 7686, email: ckorpela@olivetcollege.edu.

The Residence Hall Association (RHA) is the representative voice for students in the campus residence halls. As a governing body, RHA seeks to provide programs and activities for the campus community, develop and implement policies and procedures pertaining to the residence hall environment, provide opportunities for discussion on college-related matters, including food-service, facilities and administrative policy. Furthermore, RHA seeks to establish relationship with non-traditional students, Greeks and the college community. While establishing strong community development and traditions, RHA provides an excellent opportunity for leadership and lasting friendships. Advisor: Emily Davis, ext. 7139, email: edavis@olivetcollege.edu.

Science Club was established to enlighten students about science, including modern concepts, research and career opportunities as well as to educate, encourage and assist members to explore and expand their own scientific interests. Advisor: Patrick Fields, ext. 7761, email: pfields@olivetcollege.edu.

Student Michigan Education Association (SMEA) is an organization that gives students going into education experiences and information they may not receive in methods class.

Society of Hosford Scholars was established to encourage its members in academic matters and to focus on the goal of personal fulfillment and excellence in the classroom, studio, laboratory and library. Advisor: Erica Weaver, ext. 7151, email: eweaver@olivetcollege.edu.

Student-Athlete Advisory Committee was established to follow the guidelines set forth by the NCAA, which is the college's governing body for athletics. This committee allows the college's student-athletes to have a voice in matters that pertain to them. Co-Advisors: Karine Walters, ext. 6689, email: kwalters@olivetcollege.edu and Chris Stewart, ext. 6685, email: cstewart@olivetcollege.edu.

Student Government Association (SGA) is the representative voice for the student body. It promotes the welfare, protects the rights and represents the opinions of Olivet students. Furthermore, SGA seeks to establish relationships between students, staff, faculty and administrators. Advisor: Emily Davis, ext. 7139, email: edavis@olivetcollege.edu.

Tri-pi was established so its members could educate children about science in an exciting and entertaining way. Advisor: Marco Wiedenhoef, ext. 7643, email: mwieidenhoef@olivetcollege.edu.

Hazing

Any form of hazing is strictly prohibited by Olivet College. Hazing is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student on or off the college campus or society premises. Such activities and situations may include, but are not limited to, any physical brutality such as beating or paddling in any form; creation of excessive fatigue; kidnapping; physical and psychological abuse; verbal abuse; off-campus activities such as road trips or scavenger hunts which involve illegal activities and/or all activities considered to be in "poor taste;" morally degrading and personally humiliating games and activities; sessions that interfere with scholastic activities; and any other activities which are not consistent with the Community Standards Bill of Rights or The Olivet College Compact.

Michigan Hazing Law

THE MICHIGAN PENAL CODE EXCERPT

1. Excerpt as provided in subsection (4), a person who attends, is employed by, or is a volunteer of an educational institution shall not engage in or participate in the hazing of an individual.
2. A person who violates subsection (1) is guilty of a crime punishable as follows:
 - a. If the violation results in physical injury, the person is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$1,000, or both.
 - b. If the violation results in serious impairment of a body function, the person is guilty of a felony punishable by imprisonment for not more than five years or a fine of not more than \$2,500, or both.
 - c. If the violation results in death, the person is guilty of a felony punishable by imprisonment for not more than 15 years or a fine of not more than \$10,000, or both.
3. A criminal penalty provided for under this section may be imposed in addition to any penalty that may be imposed for any other criminal offense arising from the same conduct.
4. This section does not apply to an individual who is the subject of the hazing, regardless of whether the individual voluntarily allowed himself/herself to be hazed.
5. This section does not apply to an activity that is normal and customary in an athletic, physical education, military training or similar program sanctioned by the educational institution.
6. It is not a defense to a prosecution for a crime under this section that the individual against whom the hazing was directed consented to or acquiesced in the hazing.
7. As used in this section:
 - a. "Educational institution" means a public or private school that is a middle school, junior high school, high school, vocational school, college or university located in this state.
 - b. "Hazing" means an intentional, knowing or reckless act by a person acting alone or with others that is directed against an individual and that the person knew, or should have known, endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Subject to subsection 5 hazing includes any of the following that is done for such a purpose:
 - i. Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity.
 - ii. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space or calisthenics that subject the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
 - iii. Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.

iv. Activity that induces, causes or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

c. "Organization" means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team or similar group whose members are primarily students at an educational institution.

d. "Pledge" means an individual who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in any organization.

e. "Pledging" means any action or activity related to becoming a member of an organization.

f. "Serious impairment of a body function" means that term as defined in section 479a.

8. This section shall be known and may be cited as "Garret's Law." History: Add. 2004, Act 111, Eff. Aug. 18, 2004.

Services Available Through the Student Government Association

The following is a list of services which the Student Government Association (SGA) may provide to recognized student clubs, organizations and Greek societies per approval from an advisor. All student clubs, organizations and Greek societies must maintain recognition/status with SGA in order to utilize many of the below-listed services. Contact SGA at the Office of Student Life with questions or concerns.

College Funding

College funds are available through the office of Student Life. Please contact the Assistant Dean of Student Life for updated funding guideline.

Scheduling of Activities, Events or Fund-Raisers

Olivet College permits student organizations and employee groups to schedule activities, events or fund-raisers on campus with prior approval from the Office of Student Life. Groups wishing to schedule an activity must complete The Great Chart Scheduling Request Form, located online at <http://events.olivetcollege.edu/VirtualEMSLite/Login.aspx.olivetcollege.edu>. Requests require at least two weeks prior notification from the activity date for approval.* Then the event will be added to the campus's master calendar of events. Function approval and confirmation of the event will be granted via email. Cancellations or changes of events require a one week notice submitted via the Room Request-Scheduling Request Form. *Exceptions to the one or two week notice are made at an "as needed basis" through the Office of Student Life.

Assembly

All members of the college community have a valuable stake in peaceful assembly and the orderly exchange of ideas. Protests or encounters of differences, however, must not involve the mental or physical expense of persons, or the abuse of property. Rallies and demonstrations must be registered 24 hours in advance of their occurrence with the Office of Student Life. Assemblies must be held in campus areas approved by the Office of Student Life and may not in any way interfere with the rights of non-participants or disrupt regular functioning of the college.

Bulk Mailing/Postage

To process mail efficiently, clubs, organizations or Greek societies should follow these procedures (only if funded by a budget through SGA):

- Identify "SGA" in the upper left hand corner of the envelope. Please do not use personal names or account numbers.
- All letter size envelopes should have the flaps up and be stacked together.
- Do not take mailings to the mail room directly. They must be received by the SGA office in order to be properly charged to the correct account. A machine can then seal them for you.
- All campus mail needs to be separated from outgoing mail.

Facility Reservations

Student organizations and employee groups may reserve the college facilities for meetings, activities, events and fund-raisers. All reservation requests must be made via a Room Request – Scheduling Request Form online, previously described. The Housing and Conferences Office will not take facility reservation requests directly from a student organization or an employee group. Once approved by the director of student organizations, a confirmation and approval will be sent to the party who requested the event through email.

Club and Organization Fire Code:

In accordance with the Fire Alarms and Drills sections of the handbook:

- Flame or spark-producing items, including candles, incense, incense burners, oil burning lamps and lanterns are not permitted at any campus function.
- Flammable liquids, compressed gases and oil, kerosene or charcoal stoves are not permitted at any campus function.
- Possession or use of explosives, firecrackers and firearms of any type on campus is strictly prohibited.
- Natural Christmas trees are prohibited. Decorations must be fire retardant materials.

Food Service Requests

Student organizations and employee groups may request food services from Chartwells, the college's food service provider. Recognized student organizations wishing to request food services utilizing organizational SGA budgets must pick up a Food Service Request Form from the Office of Student Life and fill it out completely, and obtain all required signatures at least two to four weeks prior to the event. The Food Service Request Form must be returned to the Office of Student Life, which will then make the food service request, utilizing organizational budgets. Chartwells will not take food service requests directly from recognized student organizations for services utilizing organizational SGA budgets, but will take all other requests for services.

Chartwells is contracted as the food service provider for Olivet College Campus Community. Chartwells must furnish food items for all campus events. These items may be prepared and delivered by Chartwells or can be purchased in their raw state and prepared by the event coordinator. For items to be prepared by the coordinator, Chartwells will provide proper guidelines for preparation and food safety. Students with meal plans may use a "meal exchange" to purchase food for events. Meal exchanges must be made with a food service manager no later than 72 hours before the event. Campus event food items can be ordered by contacting Chartwells at (269) 749-7378. Any other food service arrangements must be authorized by Chartwells.

Supply Purchases

Student organizations and employee groups may purchase supplies from the Olivet College Bookstore. SGA will issue a Supply Purchase Request Form to those organizations needing budgetary funds for supplies. It is in the best interest of the group to hand in the Supply Purchase Request Form as far ahead of time as possible to insure that the monies are available. This shall be done in the same manner as described under Food Service Requests. The Olivet College Bookstore will not take supply purchase requests directly from a club or organization for purchases utilizing organizational SGA budgets.

Event Set-up and Support/Use of College Vehicles

Student organizations and employee groups that require event set-up, maintenance, technical equipment, college vehicles, etc., may request support on the Great Chart Scheduling Request Form. Any fees or charges will be charged to the student group. Recognized student organizations wishing to request services utilizing organizational SGA budgets must pick up a College Vehicle Request Form from the Office of Student Life and fill it out completely, including pricing information from the office receiving the request, and obtain all

required signatures. The College Vehicle Request Form must be returned to the SGA office. The Office of Student Life or SGA will then make the request through the Housing and Conference office. The director of housing and conferences will send the set up requests to the Physical Plant via a weekly report. The Physical Plant will not take requests directly from a student organization.

Special Note

Organizations will be fined for damages to equipment and facilities that occur during their events/activities. The Olivet Congregational Church, conservatory, library, Kula Samba Theatre, and the Oaks Theatre have additional requirements and must be approved by the Office of Student Life. It is also important to read and adhere to the new policy on use of college vehicles. This policy is to be followed in conjunction with the SGA policy.

Travel Policy for Faculty, Staff, Coaches and Students

This policy addresses participation in off campus travel and activities. Included within the scope of this policy are travel pertaining to direct academic activities (including Intensive Learning Term), co-curricular events (including individual and team travel relating to athletic events), and trips organized by student societies and organizations affiliated with Olivet College.

Responsibility for administering this policy shall rest with the appropriate vice president, who has overall supervisory/advisory responsibility for the department/organization coordinating the event (refer to Olivet College Organizational Chart). For athletic team travel, this responsibility shall generally rest with the athletic director. Prior to any off-campus travel involving students, a written declaration should be completed and submitted to the appropriate vice president or their designee. This declaration should include a general description of the nature and purpose of the trip, a complete list of the students and employees who will be traveling and the date(s) of the trip, including details regarding housing accommodations. All hotel/living arrangements should ensure separate sleeping accommodations for male and female participants (married employees and married students may be excluded from this provision). Vice presidents should retain written documentation pertaining to travel and make available to the vice president for administration upon request.

All off-campus travel should include consideration of an appropriate level of supervision by Olivet College employees (overnight trips will be required to have college employee supervisors in the travel group, the number of which should be appropriate for the size of the group). Travel groups should be limited to authorized students, faculty/staff/coaches and team managers/trainers. Should any other person be considered essentially necessary to the travel group, approval must be obtained in writing from the appropriate vice president well in advance.

Vehicles

All travel shall utilize college-owned or leased vehicles for transporting participants whenever possible. Should it be necessary to procure temporary vehicles for travel, such vehicles should be arranged through existing commercial arrangements maintained by Olivet College Campus Services.

All vehicles should be operated by Olivet College employees, hired drivers or other members of the travel group that are at least 21 years of age and well-rested and are listed on the Eligible to Drive roster maintained by the Olivet College. Eligibility for assuming driving duties will be determined upon receipt and photocopy of a valid drivers license and an affidavit signed by the individual seeking eligibility attesting that they have been assessed no more than two points on their driving record in the last two years and have no prior convictions for DUI or other major driving offenses. Olivet College may confirm any driving records through an outside resource at its discretion. Further, for purposes of

administering this policy, the Olivet College administration may exclude any individual from the Eligible to Drive roster at its sole discretion]. Any travel requiring the use of a bus or minibus (i.e. groups of 20 or more) shall be driven by a qualified driver carrying a valid Class B Commercial Drivers License.

Other Administrative Provisions

- Olivet College shall carry accidental death benefit coverage up to \$1 million, but no less than \$250,000 for travel connected to athletic competition and practice. This is in accordance with NCAA regulations.
- All Olivet College employees who may be responsible for coordinating travel subject to this policy will be given a copy of this policy. Further, any Olivet College employee found to knowingly violate this policy shall be suspended (with or without pay) until the matter is appropriately investigated. Violations may result in further disciplinary action or termination. Travel will be coordinated and planned so as to comply with Olivet College's policy regarding missed classes. Coaches should formulate their travel plans as completely as possible and submit their plans to the athletic director prior to the commencement of the athletic season. The athletic director shall be responsible for providing information regarding student athlete travel plans to the appropriate faculty and other academic department personnel.

COPY AND POSTING PROCEDURES

Copy Policy

This procedure will allow any student organization to bring their documents, flyers, etc. to the Office of Student Life and request through the Copy/Posting Request Form a certain number of copies to be made. SGA will make the copies with a 24-hour turnaround period. The organization, if advertising, also has the option of using SGA employees to post their documents, flyers, etc. This will also be done within 24 hours. The copies will be charged to the organization's account (price per copy is subject to change as mandated by college policy).

Posting Policy

Various types of posting areas and bulletin boards are provided in Olivet College buildings to provide information to students, faculty and staff. All posted materials/electronic copies must be approved by the advisor(s) of the student organization or Greek society before the Office of Student Life will approve for posting. All posted materials must be stamped for approval by the Office of Student Life. Publicity materials should be placed in a manner that will not damage surfaces. Duct tape and scotch tape are not permitted; masking tape is the permitted adhesive. Posting is permitted in approved areas including bulletin boards, electronic display boards, showcases and table tents. Materials may not be posted in the Mott Academic Center lobby, on windows or glass surfaces, entrance doors or in classrooms. All posted materials must be removed within 24 hours of the event. Students or student organizations wishing to erect, attach or post signs, banners, posters, etc. of exceptional size or decorations on any part of campus property not covered by the policies listed above, are responsible for obtaining prior approval from the Office of Student Life. All posters and decorations must be in accordance with the college policy regarding discrimination and harassment. Posters or decorations showing alcohol or drugs are not allowed. Failure to remove postings could result in fines and loss of posting privileges.

Bulletin Board Posting Areas

Bulletin boards located in the Mott Academic Center, Kirk Center, Upton Conservatory, Blair, Shipherd and Dole Halls, MacKay Gymnasium and Burrage Library have been designated as approved posting areas. These are the only areas where posting is permitted. Exceptions can be granted only by the Office of Student Life. All printed materials should include the following statement centered at its bottom: *Education for Individual and Social Responsibility*

and www.olivetcollege.edu. Additionally, there are boards designated for specific topical use in the following categories: campus events, residence halls and departmental. Procedures for posting on each of these types of bulletin boards follow:

Campus Events

Boards are located in the Mott Academic Center, Kirk Center, Upton Conservatory, MacKay Gymnasium and Burrage Library. Campus events boards are to be used for displaying information which is of interest to students.

Residence Halls

Boards are located in each of the residence halls. All postings in the residence halls should be coordinated with the Office of Student Life. Student Life staff members are not required to have items approved for posting.

Departmental

Many departments on campus have specific bulletin boards reserved for their use. Departmental boards will be clearly labeled as such and the use of these boards will be restricted to faculty/staff of that department. Permission for special posting on departmental boards should be received from that department.

Table Tents

Table tents may be put up in the Kirk Center by student organizations and must be approved by the Office of Student Life.

Violations of Posting Policy

Violations of the posting policy will result in one or more of the following consequences:

- Immediate removal of the posting.
- Letter of warning to the individual or organization.
- Loss of posting privileges for a probationary month.
- An account charge of five dollars per day.
- Removal of active status.

GENERAL INFORMATION

Campus Mailroom hours: Monday through Friday, 11:15 a.m. to 4 p.m. The mailroom is located in the basement of the Kirk Center next to the Bookstore. US Mail and UPS parcels can be sent and received. All registered students will be assigned a mailbox unless you make arrangements with the mailroom to have your mail sent elsewhere. Please ask friends, family, credit card companies, magazine companies, or anyone sending you mail to address your mail as follows:

Your full name
Olivet College
320 S. Main St.
Olivet, MI 49076

No nicknames, do not use your room number, do not use your mailbox number. If you join a Greek society, do not use the house address. If you are having mail/packages sent through the US Postal Service, they must be addressed appropriately. This is the only on-campus address recognized by the USPS as they will return to sender any item using another address.

The only exception is for students who live in Gillette Student Village.

The address is:
Your full name
604 S. Main St.
Apt. No.
Olivet, MI 49076

Postage Rates

It is advised that students check with the mailroom for the correct amount of postage needed for anything other than a letter-size envelope. Lost mailbox keys cost \$25 to replace. Failure to return your mailbox key at the end of the school year will cost \$50. Mailbox keys returned after the end of May of the corresponding year **will not be accepted**.

Closing School due to Inclement Weather

Since Olivet is a residential campus, the college must make every attempt to remain open and functioning. As a rule, the college does not cancel classes. If a faculty member cannot make it to campus due to the weather, he/she may cancel his/her class. If there is a need to close the college, the Office of College Relations will send out an official announcement to the campus community via email and through the hall directors. The information will also be posted on the college's Web site and distributed to the local media.

Lost and Found

The Office of Student Life, located in Mott 208, is the place to check for lost items. If you find anything, please turn it in to the Lost and Found in Mott 208 so that every attempt can be made to return it to the owner. Unclaimed items after the fall semester will be taken Dec. 15 and after the spring semester will be taken June 1. They will be donated to charity.

Email Account

Students are provided an email account • generally the first initial of the first name followed by the last name @olivetcollege.edu. For example, Jane Doe would be jdoe@olivetcollege.edu. For more information, contact ITS at ext. 7666.

Email Policy

The Olivet College email system is an important medium for communication. Use of this medium by students, faculty and staff is encouraged for scholarly and work-related purposes. Sending out email messages to campus distribution lists (i.e., to students, faculty and staff) is prohibited. Several computer labs are located on campus for students to use 24 hours per day. To check email from an off-campus computer, go to <https://mail.olivetcollege.edu> and enter your username and password.

Members of the college community wishing to use the campus email system for any of the following reasons: buy, sell, self-promote, report lost and found, etc., may do so on the college's Intranet site, which may be found at one of the following addresses.

- From an on-campus computer go to <http://intranet>. Once at the site, go to the Discussion Forum link located near the top of the page to locate the appropriate category to post your listing.
- From an off-campus computer go to [http:// web.olivetcollege.edu/discussion/talk/www/forums/](http://web.olivetcollege.edu/discussion/talk/www/forums/). Then locate the appropriate category to post your listing. Individuals, clubs and organizations wishing to promote an event or activity via campus email must have their message approved by the Office of Student Life. Once an activity is approved, the email message will be distributed by the Office of Student Life. Please refrain from using email animations (i.e.: moving smiley faces) in emails. Finally, always keep The Olivet College Compact in mind while using email.

Social Network Policy

The Office of Student Life staff holds the right to view any student's "Facebook," "MySpace," or other public online journals, instant messages and profiles for inappropriate content concerning possible violation of state and federal laws, college handbook policies or as the result of a complaint. Proper college or criminal investigation will result if evidence is found which proves to violate the Student Handbook or state/federal law. This includes, but is not limited to, derogatory statements, depictions of underage or excessive alcohol use and illicit drug references.

Student Telephones

Each residence hall room is provided with a telephone line suitable for a touch-tone telephone. Students are not advised to bring cordless phones as they tend to interfere with wireless connection. If a cordless phone is desired, 5.8 GHz or higher frequency is recommended. Roommates may wish to coordinate their efforts, since only one telephone is required. Answering machines may be used, but students may prefer to use the voice mail system provided, which will even take messages when the telephone is in use. Each society and theme house is provided with a single telephone circuit/line, and may provide for the connection of that telephone circuit/line to additional rooms at its own expense. There is no charge for basic telephone service for on-campus calls or local calls. Just dial the 4-digit extension to place an on-campus call. If a line is busy, the caller will be forwarded to the party's voicemail.

Receiving Calls

Please let callers know your Direct Inward Dial number so that they may call your line directly. The Olivet area code is 269, and the exchange is 749. For example, if your number is ext. 7777, long distance callers would dial (269) 749-7777; local caller 749-7777; and 7777 from on campus.

Voice Mail

Students must contact ITS to receive their voice mail ID number and pin. Campus telephones are programmed to forward messages to a voice mailbox if the line is busy or not answered. Although students may share a room, theme house or society house, separate voice mail boxes are set up for each student residing in that facility. Voicemail can be accessed from any phone by dialing 7000 # on campus or (269) 749-7000 # off campus, and following the voice instructions.

Local Calls

Students may make local telephone calls by dialing "8" before dialing the seven digit telephone number. Calls to 749, 763, 543 and 541 exchanges are currently local calls, but calls to 543 and 541 require dialing 1 plus the area code. There is no charge for local calls.

Customer Service

Students experiencing telephone problems should contact ITS at ext. 7666 to arrange for repair. Department hours: Summer 8:30 a.m. to 4 p.m.; school year hours are 7:30 a.m. to 5 p.m.

Long Distance

Students must use a calling card for long distance. Calling cards are available at most grocery and convenience stores.

Credit Card Calls

Students may make credit card calls at any telephone installed throughout campus. Pay telephones may not receive incoming calls.

Harassment and Annoyance

Students are expected to use the telephones in a responsible manner. Students making annoying or harassing calls may face sanctions. If you receive unwelcome calls, note the exact time and date and report the incident to the vice president for Student Life. Voice mail messages are subject to the same responsibilities and action.

Special Numbers

The Olivet College admissions 1-800 number is used only for recruitment. Callers will not be forwarded to other extensions on campus.

Cable Television

The college provides free basic cable television connections in residence hall rooms. Students may bring their own cable-ready TV, VCR, DVR or DVD player to connect to this service. Connections are via standard coaxial cables, which students must provide. Some cable boxes for non-cable ready televisions are available, and a deposit is required. The college is not responsible for cable difficulties resulting from the

student's own television, video game console or other electronic equipment. Students may report problems with cable TV service to Broadstripe Digital Media at 1-800-444-6997, refer to account number 8365100730006137 for free repair. If, however, the cable TV supplier determines that the problem is a result of the student's television equipment, any resulting charges will be passed along to the student.

Internet Access

All campus buildings use wireless Internet access. Wireless is the one and only option for connecting your PC or laptop to the Internet. Internet sharing via student computers is prohibited. Rogue or unauthorized student access points are prohibited. Using the wireless connection and Internet service complies with Olivet's Internet Access Acceptance Policy, as well as ISP's Internet Access Acceptance Policy.

Electronic Information Access, Use and Security Policy

Some individuals will be given access to the student information systems and/or other administrative systems. The confidentiality of these records is governed by the Federal Family Education Rights and Privacy Act of 1974 (a.k.a. Buckley Amendment, FERPA). All information is confidential, and students have a right to expect that their scholastic records are being properly supervised and maintained. Communication of this information is restricted to other authorized parties in accordance with the provisions of FERPA. Requests for disclosure of this information must be approved by the appropriate administrative officer at Olivet College.

Individuals may use Olivet College computing facilities only with the express authority of Olivet College. The administration at Olivet College authorizes system accounts and the use of lab facilities. Using an account that belongs to another individual or giving an individual other than the owner access to any Olivet College account is strictly prohibited. Each user is legally responsible for all activity originating from his or her account.

Electronic Mail Policy

Olivet College expects all mail users to use the college's electronic mail (email) system in the same professional manner in which they conduct all other communications. While common sense and good taste should guide all use of the email system, the college has instituted the following policy to ensure appropriate use and to maintain an efficient, yet comfortable workplace which is free of harassment.

- The college's email system is made available for college purposes. Only those messages which relate to the college's matters are appropriate for the college's email system. All email messages created, sent, or received on the college's email system are college property.
- In addition, students/employees/guests must use only his or her email account and may not share his or her password. The students/employees/guests must not review or attempt to review email messages that were not sent to him or her.
- Email can be an efficient method of communicating with others; it must, however, be used with care. Users can limit sending emails by considering whether a smaller group would be more appropriate for recipients than an all-inclusive group. Similarly, email users should consider whether a brief review of an appropriate reference material could eliminate the need for frequent mass emails altogether.
- "Spamming" or sending email to a large number of users is prohibited and is defined as follows:
 - Sending an attached file through electronic mail to a large number of users.
 - Sending electronic mail to the entire campus community without first receiving approval for both content and form.
 - Sending or forwarding messages or attachments with content considered inappropriate or offensive
 - Sending electronic mail messages not relevant to the operations of the college. Spamming" will result in the deactivation of the

sender's email account until he/she meets with Information Technology Systems staff. A second offense may result in the loss of electronic mail privileges. Additional violations will be referred to the individual's supervisor/advisors/judicial board for appropriate action.

- Access to staff, faculty, or student distribution lists is limited to members of the college leadership team, as defined by the president, on an "as needed" basis.
- Broadcast emails are subject to the same standards and review as posters or flyers and must be approved in advance.
- Employees wishing to use the electronic mail system or the Tele-Display unit to post announcements about college-related events or programs must request permission from their vice president by sending a copy in electronic form at least two business days in advance. The vice-president will release the announcement to the appropriate distribution list or to ITS for posting on the Tele-Display. Sending announcements without prior approval will be considered spamming. ITS staff may send informational broadcast emails without obtaining prior clearance.
- Notices regarding items for sale, lost/found items, or other similar items must be posted on the intranet discussion forums available at <http://web.olivetcollege.edu/discussion/>
- The use of electronic mail should not be used for public conversations. Intranet forums at <http://web.olivetcollege.edu/discussion/> facilitate this element of college life. Utilizing the electronic mail system for public discussions will be considered spamming.
- Additional information on procedures and user responsibilities is available at Public Folder/ITS Policy. As information technology evolves, these policies may be amended.
- The college will not tolerate the use of the email system for sending or receiving any messages containing obscene, pornographic, defamatory, or discriminatory material. All college policies including its policies regarding equal employment opportunity and harassment apply to messages sent and received on the college's email system. Anyone who feels that he or she has been harassed or discriminated against through the college's email system should follow the reporting procedures outlined in the handbook.
- The college anticipates that all email users will follow these guidelines while using its email system, but the college reserves the right to monitor individual use of the email system without prior notice and all users have no reasonable expectation of privacy in their use of the email system.

Information Technology Use Policy

Olivet College provides several technology resources for use by the faculty, staff, students, and other users that support its educational mission. These resources are ever changing due to advancements, but currently include computer hardware, software, servers, email, voicemail, networks, Internet and connections.

All information stored in Olivet College's computers, computer networks and voicemail networks is the property of the college. The college prohibits the copying of any computer software from its computers or networks, including owned or licensed from third parties. Individual users are prohibited from loading any software, data, or information from outside sources onto the college's computers or networks. All loading of outside software, data, or information shall be completed by someone who is authorized to put them on the college's computers or networks.

It is the desire of the college to ensure that all information technology resources are used appropriately. Therefore all staff, faculty, students and other users are required to:

- Protect all passwords and login information.

- Deny access to unauthorized users.
- Receive proper training prior to access.
- Cooperate with any and all investigations of concern, problems, or technical difficulty related to college technology resources. Despite the use of passwords, all communications on the college's computer networks, computers, and voicemail networks are not private to end users. All information, communications, and data related to the college's business on college-provided computers and networks remain its property. All computer files and relevant data is made accessible to the college's administration, upon request, in its own discretion at any time without prior notice to end users.

All information stored or sent via college computers or networks must relate to the work of the college and be professional in nature. The college reserves the right to restrict, monitor, and/or interrupt communication or use of any college resource, service or online network. Any person that violates college policy or applicable laws may also be subject to disciplinary actions.

Please note that network or computing providers outside the college may additionally impose their own conditions of appropriate use, for which all users are responsible.

Olivet College Wireless Guidelines

Information Technology Service provides high-speed wireless Internet access at student dorm rooms and throughout campus. We implemented wireless technology based upon a few obvious factors such as mobility, ease of use, and taking technology out of classrooms into the dorms, campus square, library and cafeteria.

Wireless technology uses radio frequency to transmit data back and forth from access point (transmitter) to the user's wireless device (receiver). This means this technology embraces the use of campus airspace for data communication. The purpose of this document is to alert the campus community and educate Olivet city residents to the potential problems that could arise from other devices that use similar radio signals.

The Office of Information Technology Services is not aware of any known health hazard associated with the wireless technology. We would also like to assure you that this technology does not interfere with cell phones or any other mobile voice communication.

Olivet College is using Cisco Access Point wireless devices to build a wireless data network, which uses the Institute of Electrical and Electronics Engineers (IEEE) 802.11b/g (Wi-Fi compliant) standard for wireless LANs. Using certain devices that use similar standard like wireless devices 802.11 card, cordless phones, remote control, and audio speakers can cause the data rate to drop significantly.

In order to get optimum wireless connectivity speed, we are advising the campus community and Olivet residents to minimize the use of such devices. Please avoid using such devices, especially 1-2 GHz cordless phones. These phones tend to interfere with wireless communication. If you have a device or are thinking of buying a device that may cause interference with wireless data communication, give ITS a call. We will be happy to assist you if indeed the device is the problem or going to be a problem.

Using the college's wireless technology is a privilege, not a right. Such use is subject to temporary or permanent disablement if the ITS determines that such utilization of college resources is in violation of law, policy, or rule; violates or interferes with others' privileges, rights, or interferes with network performance, network access, or normal college business. Students may not use wireless technology for commercial or financial gains.

Code of Ethics

Information technology facilities (computer hardware, software, networks, data, and other information, etc.) are made available at Olivet as shared resources intended to support and facilitate the teaching, research, and administrative functions of the college. Students, faculty, staff and authorized guests are encouraged to use these resources to their maximum benefit in these functions. Experimentation, exploration, and learning are promoted within common sense and legal constraints.

Network and system administrators are expected to treat the contents of electronic files and network communications as private and confidential. Any inspection of electronic files, and any action based upon such inspection, will be governed by all applicable US and Michigan laws and by college policies.

The same standards and principles of intellectual and academic freedom developed for college libraries are applied to electronic material received from the network. The same standards of intellectual and academic freedom developed for faculty and student publication in traditional media apply to publication in electronic media. These electronic materials and publishing media include electronic mail, mailing lists (Listserv), Usenet News and World Wide Web pages, for example.

Usefulness of the facilities depends upon the integrity of its users. These facilities may not be used in any manner prohibited by law or disallowed by licenses, contracts, or college regulations. Individuals are accountable for their own actions and all activity involving the accounts for which they have responsibility. College policies and state and federal law make certain kinds of activities involving information technology either abuse or civil or criminal offenses. Students, faculty, and staff should be aware that criminal prosecution may occur if the law is violated. Examples of misuse include, but are not limited to, the following:

- Use of information technology resources without permission;
- Access and attempts to access files, disks, or network communications other than one's own without appropriate permission;
- Interference with any information technology system or another's use of any system, including consuming gratuitously large amounts of resources (storage space, processor time, network capacity, etc.) or by deliberately causing the failure of a system resource (overwhelming mail, deliberately crashing a computer system, corrupting a disk drive on a shared computer, etc.);
- Use of any college resource as a staging ground to crack (break into) any other system without permission;
- Sending threatening messages or other material intended to harass;
- Theft, including the illegal duplication of copyrighted material, or the propagation, use, or possession of illegally copied software or data;
- Damaging files, networks, software, or equipment;
- Misrepresenting one's identity (forgery), plagiarism and violations of copyright, patent and trade secrets;
- Deliberate creation, distribution, or use of any software (viruses, worms, letter bombs, etc.) designed to maliciously destroy data and/or disrupt services.

Olivet prohibits the use of its facilities for the purpose of private financial gain not relevant to the mission of the College. Examples of such use include making commercial contracts and providing services for pay, such as the preparation of papers or income tax forms. Any service provided over any part of Olivet's network that involves private financial gain may be prohibited. In instances where some private financial gain other than compensation by Olivet is expected, permission must be granted in advance by the college.

Violations of this Code of Ethics for Information Technology at Olivet College are handled through standard disciplinary processes as outlined in the Student Handbook and applicable faculty and staff handbooks. Information Technology Services (ITS) may take immediate action to protect information security, system integrity, and operational continuity, pending disciplinary decisions and review of ITS' actions by the appropriate disciplinary authority. Students, faculty, and staff, as constituents of the academic community, should be free, individually and collectively, to express their views on this code of ethics. The campus Information Technology Committee should review at least annually this code, soliciting all views, and recommending changes as necessary. For updated policy refer, to Olivet College ITS Policy Public Folder or contact Information Technology Services.

POLICIES AND REGULATIONS

Equal Opportunity Policy

Olivet College is committed to the principles of equal opportunity and non-discrimination. The college, in its employment and personnel policies and practices, will not discriminate against any individual on the basis of age, color, sex, gender identity, disability or disability status, height, weight, marital status, national origin, political persuasion, race, religion, military or veteran status or sexual orientation. In meeting this commitment, the college is guided by applicable federal and state laws and regulations. These include, but are not limited to:

- Equal Pay Act of 1963, as amended, prohibiting discrimination in pay on the basis of gender;
- Titles VI and VII of the Civil Rights Act of 1964 (as amended);
- Age Discrimination Act of 1967, as amended;
- Title IX of the Higher Education Act Amendments of 1972;
- Sections 503 and 504 of the Rehabilitation Act of 1973;
- Section 402 of the Vietnam-Era Veterans Readjustment Act
- Michigan Civil Rights Act of 1977;
- Americans with Disabilities Act of 1990; or
- Uniformed Services Employment and Reemployment Rights Act of 1994.

Discrimination and/or harassment of any student on the basis of age, ethnicity, sex, gender identity, disability or disability status, height, weight, marital status, national origin, political persuasion, race, religion, military or veteran status or sexual orientation, is prohibited. If a student believes he/she has been discriminated against or harassed, he/she should contact the director of human resources/liaison officer, or any college vice president.

Therese Wood, Director of Human Resources/Liaison Officer
Dole Hall
Olivet College
Olivet, MI 49076
Phone: (269) 749-7623
Email: twood@olivetcollege.edu

Discrimination Overview

Olivet College has adopted policies on equal opportunity/affirmative action, discriminatory harassment, and persons with disabilities. In support of these policies, the college has adopted this internal complaint procedure providing for prompt and equitable resolution of complaints or grievances alleging any action on the part of the college or its trustees, officers, employees, students, vendors, contractors or guests in violation of the policies.

This "Discriminatory Harassment Policy" is the official grievance or complaint procedure for resolving alleged violations of the college's policies on discrimination and harassment. However, nothing contained in this policy is intended to foreclose direct, informal dialogue between individuals in order to resolve a possible violation of the policies. Good faith discussions intended to solve or avoid problems are an important

and desirable part of collegial relationships. Such dialogue is encouraged, without regard to any pending complaint under the Discrimination Complaint Procedure.

Discriminatory Harassment Policy

It is the policy of Olivet College to maintain an educational and work environment free from unlawful harassment, as defined below, on the basis of race, color, religion, gender, national origin, age, weight, height, disability, marital status, veteran status or sexual orientation. Discrimination and discriminatory harassment have no place in this educational community.

"Harassment" is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, weight, height, disability, marital status, veteran status, or sexual orientation or that of his/her relatives, friends or associates, if (but only if) the verbal or physical conduct also:

- Has the purpose or effect of creating an intimidating, hostile or offensive study or learning environment.
- Has the purpose or effect of unreasonably interfering with an individual's study or learning experience.
- Otherwise adversely affects an individual's educational opportunities.

Prohibited conduct covered by the definition above can include, but is not limited to, the following:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, disability, marital status, veteran status or sexual orientation.
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability, marital status, veteran status or sexual orientation that is placed on walls, bulletin boards or elsewhere on the college campus.

The standard for determining whether verbal or physical conduct relating to race, color, religion, gender, national origin, age, disability, marital status, veteran status or sexual orientation is sufficiently severe or pervasive to create a hostile study or learning environment depends on whether a reasonable person in the same or similar circumstances would find the conduct intimidating, hostile or abusive. The college has a compelling interest in assuring an environment in which learning is embraced. Such an environment requires free and unfettered discussion of the widest possible nature, encouraging legitimate expression of all points of view.

A faculty or academic staff member's selection or use of instructional materials in an "instructional setting" shall not constitute discriminatory harassment unless the selection and/or use of the materials are clearly not reasonably germane to the subject of the course. An "instructional setting" is a situation in which a member of the faculty or academic staff is communicating with a student(s) concerning matters the faculty or academic staff member is responsible for teaching to the student(s). These situations include, but are not limited to, such communication in a classroom, in a laboratory, during a field trip, and in a faculty or academic staff member's office. A faculty or academic staff member's "expressive behavior" related to teaching techniques in an instructional setting shall not constitute discriminatory harassment unless the expressive behavior is clearly not reasonably germane to teaching the subject of the course. "Expressive behavior" is conduct in an instructional setting through which a faculty or academic staff member seeks to communicate with students. It includes, but is not limited to, the use of visual materials, oral or written statements, and assignment of visual, recorded or written materials. Student violators of the policy are subject to disciplinary action up to and including dismissal under Olivet College Community Standards. Faculty, staff and other members of the college community who violate

the policy are subject to disciplinary action up to and including discharge under the policies of the college listed in the Olivet Employee Plan. Any and all forms of retaliation against any cooperating person for reporting or initiating a complaint about harassment under this policy are a violation of this policy. The college will promptly undertake appropriate remedial action for persons who are subjected to conduct prohibited by the policy.

Any student, employee, other member of the college community, or other person with a relationship to the college who feels that he/she has been the object of harassment in violation of this policy should immediately file an incident report with the college's liaison officer (LO). College personnel who are in charge of college activities where an apparent violation of this policy occurs, and have personal knowledge of the violation, or the violation has been reported to them in writing, shall immediately report the same to the LO by filing an incident report. All college personnel are requested to report alleged instances of violations of the policy to the LO by filing an incident report. Upon receipt of an incident report, the college shall make a prompt and thorough confidential investigation of the allegations. The procedures to be followed are set forth in the college's "Discrimination Harassment Policy," copies of which may be obtained from the LO.

Harassment: Initiating a Complaint

Any student, employee, applicant, other member of the college community, or other person with a relationship to the college, who believes that a violation of the college's policies against discrimination or harassment has occurred, should immediately file an incident report with the college's LO. The incident report form must contain the complainant's name, address and telephone number; the identity of the person(s), department(s), or program(s) involved in the alleged violation; a statement of the nature of the claim (e.g., age discrimination, etc.); a specific description of the factual basis for the complaint; and a description of the corrective action requested. The complainant shall also indicate whether he/she desires to use the informal procedure. The incident report must be signed and dated by the complainant. Incident report forms may be obtained from the LO. Upon request, the LO will provide a complainant with assistance in completing and filing the incident report. Upon receiving an incident report, the LO will arrange a meeting with the complainant to review the incident report and inform the complainant of her/his options to use either the informal procedure or formal procedure. A complaint should be initiated as soon as practicable, and in no case more than 180 calendar days after a complainant knows or reasonably should have known of the occurrence giving rise to the complaint.

Discrimination: Initiating a Complaint

Informal Complaint Procedure

Within five days (excluding Saturdays, Sundays and college sanctioned holidays) after receipt of an incident report requesting the informal procedure, the Liaison Officer (LO) will arrange a meeting between the following persons:

- The complainant
- The person most directly responsible for the alleged violation (the respondent)
- The senior administrative officer, or designee, of the complainant
- The senior administrative officer, or designee, of the respondent
- The liaison officer

Prior to the meeting, the LO will provide the respondent with a copy of the complaint. The purpose of the meeting, which shall be chaired by the LO, is to conduct fact-finding in an effort to resolve the complaint on a basis acceptable to the complainant, the respondent and the college. If the meeting produces a mutually acceptable resolution, the resolution shall be reduced to writing and signed by the participants in the meeting. In such cases, the complaint and the resolution shall be kept

confidential, except for use in subsequent complaint proceedings, for use in reporting compliance activities to federal and state administrative agencies, or for use as permitted or required by law or as otherwise agreed. If the meeting does not produce a mutually acceptable resolution, upon request of the complainant, the complaint shall be referred to the campus inquiry board pursuant to the formal procedure.

Formal Complaint Procedure

Within five working days after receipt of an incident report which requests use of the formal procedure, or within five working days after use of the formal procedure is requested following conclusion of the informal procedure without a mutually acceptable resolution, the incident report shall be referred to a panel of the campus inquiry board. The campus inquiry board shall be composed of:

- Three faculty representatives and one alternate appointed annually by the faculty senate.
- Three staff representatives and one alternate appointed annually by the staff senate.
- Three student representatives and one alternate appointed annually by the vice president for Student Life.
- The LO, appointed by the president, who shall be an ex-officio member of the board, without vote, and shall coordinate the activities of the board and assist the board's panels in their investigations and functions.
- An alternate who shall serve only if no regular representative from the appointing constituency is able. Each panel shall consist of one faculty representative, one staff representative, and one student representative.

Representatives of each group shall be assigned to panels by the LO on a rotating basis, except that a representative shall not serve on a panel to consider an incident report involving a department in which the representative teaches, works or majors; involving a person toward whom the representative is biased; or in which the representative has a personal interest.

As soon as practicable, the panel shall meet and review the incident report, interview the complainant, interview the respondent, and undertake such further investigation as the panel considers appropriate. The LO shall make and keep minutes of the panel's investigation, which shall be kept confidential except for use by the panel or by any adjudication board. Within 10 calendar days after its receipt of the incident report, the panel shall determine (by majority vote) whether there is probable cause to believe that the respondent has violated the college's policies against discrimination or harassment, and shall issue a written report of its determination to the complainant, the respondent and the LO. If the panel finds no probable cause, its report shall be considered a final decision under the formal procedure. If the panel finds probable cause, the LO will convene the adjudication board by delivering a copy of the incident report and probable cause determination to the responsible senior administrative officer(s) as defined below.

The adjudication board will consist of:

- The senior administrative officer, or designee, of the complainant
- The senior administrative officer, or designee, of the respondent
- A third senior administrative officer selected by mutual agreement of the other two board members

The senior administrative officer is that person assigned from time to time by the president to the highest ranking administrative position responsible for a particular activity or area (e.g., the chief academic officer is the senior administrative officer of members of the faculty). In a case involving a person who is not a regular member of the college community (e.g., a parent or guest), the LO shall assign a senior administrative officer to the board for that person. If the complainant

and the respondent have the same senior administrative officer, the LO shall name a second senior administrative officer to the board. If the respondent is the president or a trustee, the board shall consist of three trustees selected by the board of trustees. Within 15 calendar days after receiving the incident report and probable cause determination, the adjudication board shall convene to hear the evidence.

The adjudication board shall notify the complainant and respondent of the date, time and place of the hearing at least three days (excluding Saturdays, Sundays and legal holidays) before the hearing commences. After hearing the evidence, the adjudication board shall determine whether or not a violation of the college's policies against discrimination or harassment has been established by the preponderance of the evidence. If the adjudication board determines that such a violation occurred, it shall order specific, appropriate disciplinary action and/or appropriate remedial action against the respondent.

A taped record shall be made of the proceedings before the adjudication board, and the board's decision shall be in writing and shall be subscribed by a majority of the members of the adjudication board.

A copy of the board's decision shall be issued to the complainant, the respondent and the LO. Notification may be made by personal delivery, to the person's school address, and/or delivery to the person's permanent address as listed in college records. The decision of the board shall be final and binding unless a timely appeal is made.

Discrimination: Appeals

An aggrieved party (the complainant, the respondent or the college) may appeal a final decision issued under the formal procedure within three days (excluding Saturdays, Sundays and official school holidays) after the party is notified of the decision.

An appeal must be in writing and must contain a detailed description of the basis for the appeal. A final decision will be affirmed on appeal unless the appeal clearly establishes one of the following grounds:

- A. A guaranteed element of fundamental fairness was abridged or omitted.
- B. New evidence or information has become available that would substantially change the nature of the case.
- C. The sanction(s) imposed is not in keeping with the gravity of the situation.

The appeal will be on the basis of the record made before the panel with respect to grounds A and C above, and new evidence may be submitted with respect to ground B. In the event of an appeal based in whole or in part on ground B, an appeals panel may refer the matter back to the adjudication board that heard the case. An appeal shall be heard and decided by an appeals panel consisting of a panel of the campus inquiry board assigned in accordance with the standards described under the formal procedure, except that a representative shall not serve on the appeals panel in a case in which the representative participated in the probable cause determination. The appeals panel shall base its decision solely on the record made before the adjudication board and the written material presented in the appeal document. The decision of the appeals panel shall be in writing, subscribed by a majority of the panel, and shall set forth the basis for the decision. Copies of the decision shall be issued to the complainant, the respondent and the LO within 10 calendar days after the appeal is made. This Discrimination Complaint Procedure shall be the exclusive procedure for resolving alleged violations of the college's policies on discrimination, except as required by law or by collective bargaining agreement.

Sexual Harassment Policy

It is the policy of Olivet College to maintain an educational and working environment free of any form of unlawful sexual harassment, as defined below. This policy is consistent with the philosophy of the college that places a high value on human dignity. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive working, educational or living environment. "Unwelcome" means any uninvited and unsolicited conduct which an individual finds undesirable or offensive, and which reasonable persons in similar circumstances would consider unwelcome.

Communication or conduct will be considered "unwelcome" if it is continued after the affected individual has clearly requested that it stop. An environment is "intimidating, hostile or offensive" if the affected person(s) considers it hostile or abusive and reasonable persons in similar circumstances would consider it hostile or abusive. Violation of this policy is prohibited.

Student violators of this policy are subject to disciplinary action up to and including dismissal under the Olivet College Standards. Faculty, staff and other members of the college community who violate the policy are subject to disciplinary action up to and including discharge under the policies of the college relating to them.

Any and all forms of retaliation against any cooperating person for reporting or initiating a complaint about harassment under this policy are a violation. The college will promptly undertake appropriate remedial action for persons who are subjected to conduct prohibited by the policy. Any student, employee, other member of the college community, or other person with a relationship to the college who believes that he/she has been the object of harassment in violation of this policy should immediately file an incident report with the LO. College personnel who are in charge of college activities where an apparent violation of this policy occurs, and have personal knowledge of the violation or the violation has been reported to them in writing, shall immediately report the same to the LO by filing an incident report. All college personnel are requested to report alleged instances of violations of the policy at Olivet College to the LO by filing an incident report. Upon receipt of an incident report, the college shall make a prompt and thorough confidential investigation of the allegations. The procedures to be followed are set forth in the college's Discriminatory Harassment Policy, copies of which may be obtained from the LO.

Sexual Assault Overview

Olivet College recognizes that sexual assault is a crime, which undermines self-esteem and individual growth. Further, the college accepts responsibility for combating sexual assault in all ways appropriate to an institution of higher education. The college has and will continue to educate the campus community about sexual assault and to cultivate an environment discouraging the attitudes and behaviors that have made sexual assault an epidemic in our society.

Regulation

Improper sexual conduct is prohibited. Improper sexual conduct is defined as any act committed against the wishes of another person. It can include force, either physical or psychological, but the use of force is not a prerequisite to the finding of improper sexual conduct. Improper sexual conduct may include the following:

- Sexual harassment as defined in the Sexual Harassment Policy.
- Unwanted sexual contact: touching intimate parts of the body or the clothing covering those body parts, or touching with intimate parts of the body.
- Actual unwanted sexual penetration.

Sexual Assault: What to do if you think you are a victim

- Get to a safe place once you are able to do so; you may wish to contact a family member or a close friend to help you.
- Seek medical attention. This is necessary for treatment of any physical injury, sexually transmitted disease or possible pregnancy. A medical exam to preserve evidence must be completed within 72 hours of contact, the sooner this is done the better. Although this can be a devastating time, it is important not to shower, bathe, douche or change clothing until a thorough medical exam has been done.

There are people on campus who can offer assistance:

1. Campus Safety at ext. 7911.
2. Any hall director, the director of Residence Life at ext. 7694, or the vice president for Student Life at ext. 6669 (between 8:30 a.m. and 5 p.m.).

After hours, the vice president for Student Life can be reached through Campus Safety or Residence Life staff.

3. The director of the Women's Resource Center at ext. 6638 (between 8 a.m. – 4:30 p.m.).

Any one of the above listed individuals can advise students of the procedures for filing an incident report for violation of a Community Standard and most importantly can direct students to information and assistance as well as emotional support and counseling.

The best way for a survivor of sexual assault to remain in control over actions is to report the assault to a confidential counselor where no action will be taken without the survivor's consent, unless required by law. Students always have the option of speaking to a public safety officer and should be provided with information about how to file a formal complaint even if he/she is not ready to decide about pressing formal charges.

Additional supportive services are listed below:

- Betsy Dole Women's Resource Center at ext. 6638 (between 8 a.m. – 4:30 p.m.)
 - S.I.R.E.N./Eaton Shelter (517) 543-4915 (24-hour crisis line) or 1-800-899-9997 (24-hour crisis line) Office (517) 543-0748
 - Sexual Assault Services of Calhoun County (Sexual Assault Nurse Examiners – S.A.N.E.) 1-888-383-2192 Office: (269) 245-3925
- This is a federally funded program which is specifically intended to provide medical and counseling services to victims of sexual assault. These services are free of charge.
- Listening Ear 1-517-337-1717

Obtain Counseling

Sexual assault is a traumatic experience and professional help can assist with the recovery process. Although procedures for handling sexual assault violations are processed through the Office of Student Life, all information regarding an incident is absolutely confidential and details are not released to other employees or students.

Academic Suspension First semester, new or transfer students with a GPA of 0.35 or lower will be suspended. A student who has been placed on academic probation and fails to meet his or her performance bond will be suspended. A student who does not achieve good academic standing after two consecutive semesters on academic probation will be suspended.

Grade Appeals

A student may contest a final grade under the following process: The student must consult with the faculty member within 30 calendar days of the first day of the subsequent semester to discuss possible remedies. If no remedy is agreed to, the student then may appeal to the department chairperson. In the event that the grade appeal process cannot be undertaken within 30 calendar days of the first day of the subsequent semester, the Academic Performance Committee must approve an extension of the deadline.

The appeal to the chairperson must be in writing and submitted within the same 30 calendar days. If no mutually agreeable remedy is agreed to, the student may appeal to the chief academic officer. The appeal to the chief academic officer shall also be made in writing within the same 30 calendar days.

The chief academic officer shall appoint an ad hoc faculty advisory committee to review the matter. The committee shall consist of one individual appointed by the student, one individual appointed by the faculty member, and one faculty member appointed by the chief academic officer. The faculty member appointed by the chief academic officer shall serve as chairperson.

Within 10 working days of being appointed, the advisory committee shall meet to hear the student, the faculty member, and others it may wish to consult.

Within five working days of the hearing, the committee shall issue a written recommendation to the chief academic officer. The committee may make the following recommendations:

- Let the grade stand or change the grade. This recommendation must be accompanied by a recommended grade. If the recommendation is to let the existing grade stand, no further action shall be taken. If the recommendation is to change the grade, within five working days of receiving the recommendation from the advisory committee, the chief academic officer shall present the recommendation to the Academic Performance Committee for action.
- The Academic Performance Committee may take one of two actions:
 - Approve the recommendation of the advisory committee or
 - Reject the recommendation of the advisory committee.
- If the Academic Performance Committee approves the recommendation to change the grade, the chief academic officer shall instruct the registrar to effect the change.
- If the Academic Performance Committee rejects the recommendation of the advisory committee, the chief academic officer shall review the case with the chairperson of the advisory committee and the Academic Performance Committee and make a final recommendation. The outcome of this decision shall be communicated to the registrar for appropriate action.

Academic Integrity Policy

Based on The Olivet College Compact, every student is required to participate "within a community built on trust, participation and a sense of pride" and each student must commit to "behaving and communicating with honesty and integrity." Olivet College's Academic Integrity Policy encompasses these as well as the following Compact commitments: "I am responsible for my own learning and personal development," "I am responsible for contributing to the learning of others," and "I am responsible for treating all people with respect." Olivet believes that academic dishonesty violates these commitments and in so doing causes serious harm to the campus community. Detailed definitions and examples are provided below.

Definitions and Examples

In order to encourage honesty, fairness, respect and trust, Olivet College recognizes seven distinct types of academic dishonesty:

- Cheating
- Plagiarism
- Fabrication
- Failure to contribute to a collaborative project yet taking credit for that work
- Sabotage
- Misrepresentation
- Facilitating dishonesty (Whitley and Keith-Spiegel 17)

Cheating is utilizing the knowledge and skill of others as one's own. Examples of cheating include, but are not limited to:

1. Copying on exams;
2. Unauthorized collaboration on an assignment then submitting individual copies of the assignment as your own individual work;
3. Using unauthorized notes, books, technological resources, conversions, study aides, information, et cetera, on an assignment or exam ("Academic Conduct" par. 12);
4. Allowing another to complete work and then submitting that work under your own name ("Academic Conduct" par. 14);
5. Soliciting or submitting another's work as your own; or,
6. Unauthorized alteration of graded work and resubmitting it for a higher grade.

Plagiarism is the presentation of someone else's words, ideas or data as your own work. When you submit work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate and specific references, and if verbatim statements are included, through quotation marks as well. By placing your name on work submitted for credit, you certify the originality of all work not otherwise identified by appropriate documentation and citations. Plagiarism covers print and non-print sources and unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

1. Direct, word-for-word replication of source material without attribution and/or quotation marks;
2. Borrowing words, ideas or data from a source or set of sources and blending this original material with your own without acknowledging the source(s) ("Church" par. 29);
3. Paraphrasing another's "argument" and/or "line of thinking" without attribution (Gibaldi 151); or,
4. Borrowing facts, statistics, or other illustrative materials that are common knowledge without acknowledgment of the source(s).

Fabrication is "the intentional and unauthorized falsification or invention of any information or citation" (Whitley and Keith-Spiegel 17). Examples of fabrication include, but are not limited to:

1. Citing a source that was not consulted;
2. Invention or falsification of sources ("Church" pars. 34, 37);
3. Dry-labbing (invention of data); or,
4. Invention, falsification or alteration of official records.

Failure to contribute to a collaborative project yet taking credit for that work includes, but is not limited to:

1. Not doing your fair share (Whitley and Keith-Spiegel 17); or,
2. Failure to provide promised materials or support.

Sabotage is characterized by actions that could result in harm to another's grade, academic standing or professional standing or reputation. Examples of sabotage include, but are not limited to:

1. Tampering with another's experiment or project (Whitley and Keith-Spiegel 17);

2. Altering computer files, discs, notes, note cards, et cetera; or,
3. Damaging or hiding resources, such as books, periodicals or computer files, programs or systems (Whitley and Keith-Spiegel 17).

Misrepresentation is "lying about these or other academic matters" ("Academic Integrity" par. 10). Examples of misrepresentation include, but are not limited to:

1. Unauthorized submission of a duplicate assignment for credit between two or more classes;
2. Providing misleading or false reasons for failure to complete course work (Whitley and Keith Spiegel 17); or,
3. Falsely claiming to have submitted work (Whitley and Keith-Spiegel 17).

Facilitating dishonesty is knowingly making possible academic dishonesty by one or more other individuals (see Whitley and Keith-Spiegel 17). Examples of facilitating dishonesty include, but are not limited to:

1. Allowing another to copy your work and submit it, in part or in its entirety, as his/her own.

Sanctions and Procedures

Olivet College faculty are responsible for assessing sanctions for acts of academic dishonesty that occur in courses they are teaching, and for notifying the Academic Performance Committee of those acts and the sanction levied. Olivet College faculty and staff are responsible for reporting to the Academic Performance Committee acts of academic dishonesty of which they become aware. Furthermore, students are strongly encouraged to report to the Academic Performance Committee acts of academic dishonesty of which they become aware. The Academic Performance Committee is charged with inquiring into all reports of academic dishonesty. Based upon the committee's findings, it will assess the following sanction(s), either singly or in combination:

1. An official written statement expressing disapproval of acts committed;
2. One year disciplinary probation, including withdrawal from athletics, ISC organizations and student leadership positions;
3. One year college suspension; or,
4. College expulsion.

The Academic Performance Committee will keep records of all violations of the Integrity Policy, of their subsequent inquiries, and of any sanctions that may result. The Academic Performance Committee will inform the complainant of the findings of the committee (when the complainant is an employee of Olivet College) and will inform the student's academic advisor of any findings made and sanctions against the student. Students should be aware that the Academic Performance Committee may levy sanctions more severe than those imposed for a single act of dishonesty in an individual course as a result of serial or severe instances of academic dishonesty. Any decision by the Academic Performance Committee may be appealed to the president of the college and to the board of trustees, with procedures to be established by them as suitable to the particular case at hand. Instructors should clearly note their expectations for citing references in the course syllabus or on individual assignments.

STUDENT EMPLOYMENT

Olivet College's Student Employment Program is designed to assist students in obtaining part-time job opportunities on and off campus through the Work Study Program and departmental budgets. It is our mission to assist students with finding meaningful work opportunities that will allow them financial assistance while in school, as well as obtain practical experience in jobs related to their academic studies, interests, and talents. Because of the large demand for limited employment opportunities, it is important for students to follow the Student Employment processes outlined and then to check in often with the

Student Employment Web site to learn of new job openings. New positions for the upcoming academic year will be available for application Aug. 1.

All students are encouraged to apply for student employment positions even if they are unsure if they are eligible for work study; departments have some ability to hire non-work study awarded students. **Note:** All students must follow the Student Employment Process each academic year to be considered a current student employee. If you are planning on working for the same department as the year prior you must still follow the Student Employment Process.

Student Employment Process

1. Students will go to the Student Employment Program (http://www.olivetcollege.edu/student_employment/) to search for and apply for jobs.
2. Once they find a job they are interested in, they will click on the "Apply" link under the job description.
3. They will then fill out a Student Employment Application, which will be automatically submitted to the hiring department.
4. If the hiring department is interested, the student will be contacted by the department for an interview within two weeks.
5. Upon being offered a position, the student will be notified by Student Services to sign a Revised Award Letter (which may now include work study) and to complete payroll tax paperwork, as needed.
6. The hiring department will assign work schedules, review procedures and expectations, review use of ADP ezLaborManager, discuss job descriptions and define responsibilities with the student.
7. The hiring department will notify Student Employment of the newly hired student employee via submission of an "Intent to Hire Form" completed by the department's student employment coordinator.
8. Students are eligible to begin working when their position is available for time entry on ADP ezLaborManager.

General Policies

Nepotism

To avoid nepotism, students will not be placed in any department where a relative is employed and/or serves as the supervisor of student employees. Relatives include: by blood or adoptive relationship (parents, grandparents, children, grandchildren, brothers, sisters, etc.), or by marriage relationship (husbands, wives, brothers- or sisters-in-law, fathers- or mothers-in-law, sons- or daughters-in-law, stepparents, stepchildren, nieces, nephews, cousins, etc).

Employment Eligibility

Olivet College is required to verify employment eligibility. The U.S. government requires the student to provide documentation for I-9 verification before being allowed to begin his/her work assignment. Typical documents used in the employment verification process are a U.S. passport or a driver's license and a U.S. social security card or a driver's license and an original or certified copy of a birth certificate. Visit http://www.olivetcollege.edu/student_employment/forms.php for a list of acceptable documents required to complete the I-9 form.

Federal and State Tax Withholdings

Students will be required to fill out a Federal W-4 and a MI-W4 form to claim exemptions for federal and state tax withholding. Students are only required to complete tax withholding forms once but may choose to change withholding at any time by submitting new W-4 forms. Students claiming "Exempt" from federal income taxes must complete a new Federal W-4 by mid-February every year. Please see current year W-4 for specific due dates. Forms are available in Student Services, Mott 205, or by visiting http://www.olivetcollege.edu/student_employment/forms.php.

The maximum number of hours a student is permitted to work in the program at Olivet is 20 in any given week, Sunday at midnight through Saturday at midnight. Hours will be monitored by your immediate supervisor and submitted to payroll via ADP ezLaborManager.

Any payroll discrepancy is required to be resolved within 60 days after the issuance of the scheduled remuneration.

Student employees are classified as part-time temporary employees. As such, they are not eligible for the following:

- Paid vacations
- Paid sick leave
- Paid medical leave
- Paid maternity leave
- Retirement benefits
- Paid holidays
- Life insurance benefits
- Health or major medical benefits\

Treatment of injuries

To ensure that students receive proper treatment if injured while performing an assigned task, the following procedures shall be followed:

- Students are required to report the injury to their immediate supervisor. If he/she is not available, the incident must be reported to a college staff member.
- Students are required to complete an incident report. Forms are available at the Campus Safety office.

Job Awards

The dollar amount of your job award will be determined from information on the financial aid form and is included on your revised financial aid award letter that you will receive after being offered a position. To accommodate varied schedules some students will work in more than one department. Students may only accept a second position if the supervisor of the second position agrees to pay the student out of the student wage line in their operating budget. The first position would retain the benefit of the work study award assigned to the student. Permission of both supervisors and the coordinator of student employment are required for this to occur. Regardless of how many positions are held, students cannot exceed the 20 hour per week maximum and cannot exceed earning \$2,500 per academic year. Job awards are given for the entire academic year, unless specified as a semester award. The academic year begins with the first day of classes and concludes on a student's last day of exams. If a student is registered for the Intensive Learning Term (ILT), he/she is eligible to work until the last day of ILT.

After payroll is processed each month a department allocation is distributed to each departmental coordinator indicating the amount of the student's job award, earnings for the current month and the amount left to earn to complete the job award. It is crucial that the departmental supervisor communicate with the student to the status of the job award of the students employed in their department. The Student Employment Program has specified beginning and ending days for each pay period. Please visit http://www.olivetcollege.edu/student_employment/payroll_calendar.php for a complete list of pay periods, timesheet due dates and pay dates.

Wage Rates

Olivet College complies with the state of Michigan's minimum wage rate of \$7.40 per hour. Some specialized positions on campus pay a higher rate, which will be specified in the job posting.

Grievances Against Supervisors

Procedures:

- Meet with the supervisor to discuss the problem as soon as possible.
- If a solution is not reached; an appointment shall be scheduled with the Student Employment coordinator.

- The student employment coordinator reserves the option to schedule a meeting with the student employee, the supervisor, and the financial account manager.
- The student's final course of action is to appeal to the college's president or his designee.

Pay Procedures

Student employees will submit their time daily using ADP ezLaborManager. The student employment coordinator in the employee's department will approve the time card information and submit it to ADP ezLaborManager at the end of the pay period.

Payroll checks will be processed monthly for each student working in the Student Employment Program. Paychecks will be available for pickup in Student Services. Funding for student employment is received from Olivet College, federal work study and state of Michigan work study. The job award is established through information on financial aid forms.

A student's total job award is taxable by both federal and state governments. Wages will not be subject to Social Security (FICA) deductions during the time he/she is a registered, degree seeking student.

Performance Awards

In 1984 Olivet College established an awards program to recognize and honor student employees who continuously surpass the expectations of their student employment positions. The Student Employee of the Year receives an award at Honors Convocation.

Summer Employment

Summer employment opportunities are available on a limited basis. Please visit http://www.olivetcollege.edu/student_employment/ for information on availability and the application process.

Working Environment

The Student Employment Program is committed to prohibiting discrimination on the basis of race, color, religion, gender, national origin, age, height, weight, marital status, sexual orientation, veteran status or disability throughout the employment relationship, and is also committed to assuring fair employment practices. Please refer to "Community Standards" for more information.

Laws that directly affect the Olivet College Student Employment Program according to the Americans with Disabilities Act (A.D.A.) are as follows:

- Discrimination in employment against a qualified individual with a disability in the terms and conditions of employment is prohibited.
- The Student Employment Program is obligated to permit an injured or ill student employee who has recovered to return to work.
- In accordance with the Drug-Free Workplace Act of 1988, (34 C.F.R. Part 85, subpart F) Olivet College maintains a drug-free workplace.
- Smoking is prohibited in all buildings and offices.

Discrimination and Sexual Harassment

The Olivet College Student Employment Program is committed to providing a work environment that is free of discrimination, and does not allow any unlawful harassment, especially that of a sexual nature. Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical contacts of a sexual nature when:

- Submission is made explicitly as a condition of employment
- Submission or rejection is used as the basis for employment decisions
- Such conduct interferes with an employee's work performance
- Such conduct creates an intimidating, hostile or offensive working condition

If a student employee feels subjected to harassment by any other student employee of the college, he/she should promptly report the incident to an immediate supervisor, the Student Services Office or the human resources specialist.

If a student employee feels subjected to harassment by a supervisor or employee of the College, he/she should promptly report the incident to Student Services or the human resources specialist. After a thorough investigation of the matter, appropriate action will be taken. All information concerning harassment charges will remain confidential.

Disciplinary Process

Problems in the workplace do occur. Student Employment has Provided the following advice and guidelines to help departmental coordinators handle these situations.

Ideally, supervisors will use the interview and selection process to help determine whether a student and a particular employment opportunity are a good fit. Furthermore, the training and orientation provided by the department provides the opportunity to ensure that student employees understand the requirements and expectations of their position. However, there may be occasions when the performance of the student in his/her job is below expectations. In those situations, a progressive disciplinary process should be used to make sure that students have the opportunity to learn from their own mistakes, to correct their own errors, and to understand why they are being disciplined/terminated.

Verbal Warning

If a student fails to complete a job satisfactorily, the supervisor/coordinator is encouraged to counsel the student. The counseling should include:

1. The student's job requirements.
2. The problem that exists in the student's employment area.
3. Reasons why the problem is occurring.
4. Strategies to correct the problem.
5. A mutually agreed upon corrective plan of action.

If counseling fails to resolve the situation the next step is the written warning system.

First Written Warning

The first written warning is a disciplinary action taken because satisfactory job performance has not occurred. The warning should be hand-delivered to the student, if possible. A copy will be hand delivered within 48 hours of the time it was issued.

Second Written Warning

A second written warning is much more serious than a first written warning. In all cases, three days must elapse between the verbal and first written warning before a second written warning can be issued. If a second written warning is issued, the following will happen:

A mandatory meeting must be scheduled with the student employment coordinator. This appointment must be scheduled and kept within three school days of the issuance of the warning.

Failure to do so could result in the student's right to appeal future written warnings. At this meeting a careful explanation of the disciplinary action being taken will result. Upon receiving a second written warning, the student will be placed on probationary status for a minimum of two weeks and be subject to an additional evaluation.

Third Written Warning

A third written warning mandates that the student's employment opportunity for that academic year be terminated.

Appeals

A student may appeal any written warning, provided that he/she has followed all of the procedures printed under written warnings (see Second Written Warning.) If the student chooses to appeal a written warning, he/she is required to submit a written appeal to the student employment coordinator within three school days of the date the written warning was issued. During the appeal process, no action

will be taken against the student or the supervisor by the college regarding related employment issues.

The student employment coordinator will review the appeal and make a decision within three school days of receipt of the appeal.

If the student or the supervisor wishes to appeal the decision reached by the student employment coordinator, appeals must be directed, in writing, to the college president or the president's designee within 48 hours after the decision is reached and communicated to the student, the supervisor and the student employment coordinator. Whenever possible, the appeal will be heard by the president or the president's designee within 10 school days of receipt of the appeal.

Falsification of Time Sheets

The first infraction of falsification of time sheet information will result in a student's immediate dismissal from the Student Employment Program and eligibility for any campus job for a period of one semester. After one semester the student may reapply for campus positions. Should the student secure a position on campus, he/she will remain on probation for an additional semester. Should a second infraction of falsification of time sheets occur, the student will be dismissed from the Student Employment Program and will be ineligible for any campus job for the remainder of their academic career at Olivet.

Other Issues

The first time a student receives a written warning for other issues violating college rules, disciplinary probation will occur. Other issues include lying, cheating, theft, participating in verbal or physical abuse of any college employee, being insubordinate, coming to work under the influence of alcohol or drugs, discrimination, harassment, sexual harassment or sexual assault. The policies and procedures listed in the "Community Standards" section of the student handbook will be followed when other issues with/of written warning are submitted.

Community Standards

Policies and procedures listed in the "Community Standards" section of the student handbook are adhered to by the Student Employment Program. Specific policies include, but are not limited to: alcohol, antihazing, expectations of conduct, discrimination, equal opportunity, harassment, sexual harassment, judicial process, smoke-free campus and sexual assault.

Satisfactory Academic Progress (SAP) Policy

What is the Satisfactory Academic Progress (SAP) Policy?

The Olivet College Satisfactory Academic Progress (SAP) Policy consists of standards and requirements concerning academic standing and financial aid eligibility, reflecting new requirements established by the U.S. Department of Education. Beginning July 1, 2011, students must demonstrate continual progress toward the completion of their academic degree while receiving Title IV funding for their education. If satisfactory academic progress is not sustained, students will lose their educational funding from the federal government. In order for a student to demonstrate satisfactory academic progress and continue to be eligible to receive federal financial aid, he or she must maintain a satisfactory minimum cumulative grade point average; and maintain a satisfactory pace in their academic program.

What is the minimum GPA I need in order to remain in good academic standing and continue to receive financial aid?

New federal regulations require that all federal financial aid recipients earn and continue to maintain a 2.00 cumulative grade point average by the end of their sophomore year. The following chart indicates the minimum GPA that must be maintained to remain in good academic standing for each year of a four-year program:

Satisfactory Academic Progress

Academic Year	Minimum GPA Scale	
	Hours Earned	Minimum Cumulative GPA
Freshman Year	0 – 23	1.80
Sophomore Year	24 – 55	1.90
Junior Year	56 – 87	2.00
Senior Year	88 – higher	2.00

What is "Academic Pace"?

Academic pace is the ratio of total number of semester hours earned relative to the total number attempted. In order to maintain federal financial aid eligibility, students are required to show a pace of degree progression ensuring that the student completes his or her academic program within 150 percent of the published length of the academic program (120 credit hours). The maximum time frame includes transfer coursework and course equivalencies granted for Advanced Placement test scores.

How often is my academic performance reviewed and by whom?

Academic progress for all students is regularly reviewed after both the fall and spring semesters, as well as after summer school sessions are complete. Evaluations are performed immediately following the end of each period and are based on the student's academic transcript at the time of evaluation. The review is completed by the Academic Performance Committee, a standing committee of the Olivet College faculty. The first review of student performance under the new SAP Policy will occur at the end of the 2011 fall semester.

What happens if my GPA or academic pace falls below the satisfactory level?

Any student not meeting SAP standards is assigned a SAP Warning status for a probationary semester and will be notified by the Office of Academic Affairs regarding this warning status and its implication for receiving further federal financial aid.

How will receiving a SAP Warning affect my financial aid?

During the initial probationary semester, students remain eligible for federal financial aid assistance. However, by the end of the probationary semester, students must meet the standards of the SAP Policy or file a successful appeal for reconsideration of the SAP Warning. Students who do not do so will no longer be eligible to receive federal financial aid until the SAP standards are restored by the individual.

Why is it critical to appeal my SAP Warning?

After receiving a SAP Warning letter, a student has the option to file an appeal for reconsideration, which will also include reconsideration of eligibility for federal financial aid. This appeal must be filed by the end of the drop/add period. Information about this appeal process is provided to students with the letter notifying them of their SAP Warning status. If a student fails to file a SAP Warning Appeal and is not meeting SAP standards by the end of this probationary semester, he or she will be suspended and will not be eligible for federal financial aid until SAP standards have been restored.

If my appeal is granted, how do I go about restoring satisfactory academic progress?

A successful appeal of the SAP Warning status will restore the student's federal financial aid eligibility and automatically place the student on SAP Probation. The following two conditions are required to remain on SAP Probation:

1. Students must sign and adhere to a SAP Contract for improving academic performance with the Student Resource Center (SRC). A student who does not sign a contract with the SRC or who does not meet expectations throughout the semester(s) for which he or she is on SAP Probation will run the risk of immediate administrative withdrawal from all courses and loss of subsequent federal financial aid eligibility.

2. Students are required to meet the “performance bond” provided to them by the Office of Academic Affairs. This performance bond is a calculation of the grade point average required to be removed from SAP Probation.

As long as a student continues to make academic progress according to the terms of his or her SAP Contract and to meet his or her performance bond, he or she will continue to be eligible to enroll for courses and to receive federal financial aid for subsequent semesters at Olivet College.

What happens if I DON'T meet the terms of my SAP Probation?

Failure to achieve satisfactory academic progress according to the terms of one's SAP Contract and performance bond will result in suspension for the subsequent semester. Students who have been suspended from Olivet College can secure reinstatement through filing an appeal or through attending another educational institution to achieve SAP standards. Semester hours of coursework at other institution(s) can help meet the academic pace requirements of the SAP Policy; however, grades earned for these hours are not calculated into the student's cumulative GPA at Olivet College. Students who are reinstated once suspended will not be eligible for federal financial aid until they have met Olivet College's SAP standards. A second suspension will result in dismissal from the college with no opportunity for re-admittance.

Does the new SAP Policy affect any other academic policies?

- After the drop/add period, any withdrawn courses will count toward the number of semester hours attempted for a student. This will impact the academic pace ratio.
- An incomplete grade is temporarily counted as an unsuccessful completion of a course until the final grade is submitted.
- Per federal regulations, a student can receive financial aid to repeat failed courses until they are passed; however, a student can only receive financial aid for a repeated course **once** if it was previously passed.
- Audit semester hours are not evaluated in the SAP Policy.

I'm a part-time student. How does this policy affect me?

Part-time students are monitored in the same fashion as full-time students. Part-time students need to accrue coursework and semester hours at one-half the rate of a full-time student. Part-time undergraduate students must be enrolled in at least six semester hours during the fall or spring semester to qualify for financial aid.

I'm currently on academic probation. How does this policy affect my current status?

The Office of Academic Affairs and the Student Resource Center will contact all individuals who are on academic probation as of July 1, 2011 to assist them in transitioning to the requirements of this new policy.

How does this policy affect athletic eligibility?

Athletic eligibility is determined by a variety of factors, discussed in detail within the Academic Catalog. Full-time students who are in good academic standing, meeting both minimum GPA and academic pace requirements, are eligible for athletic competition at Olivet College.

What forms of federal financial aid are affected by this policy?

Olivet College's SAP Policy affects the following Title IV financial aid programs: Federal Pell Grant, Federal Supplemental Opportunity Grant (SEOG), Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Perkins Loan, TEACH Grant, PLUS Loan, Grad PLUS Loan, and Federal Work Study.

Where can I get more information about the SAP Policy?

More detailed information about the SAP Policy can be found in the Academic Catalog as well as in the Student Services Office and the Student Resource Center. The following individuals can also be contacted for individual consultation regarding the policy:

- Nicole Baker, Assistant Dean for Academic Records, (269) 749-7390
- Ronda Miller, Associate Dean for Academic Affairs, (269) 749-7160
- Brenda Eubank, Financial Aid Officer, (269) 749-7175

Appendix

“Drink Less, Live More” Local Resources Professional resources identified are local programs that are certified and subject to regular review by accrediting bodies in the health care field and/or subject to State of Michigan Substance Abuse Coordinating Agency Review. For more information about services offered and fees, please visit the listed Web sites or call the program directly. This is not intended to be a complete list of all available resources.

Central Diagnostic & Referral Services

East Lansing, MI
(517) 337-7209 or (800) 342-0349
CDRS serves residents of Clinton, Eaton and Ingham Counties and will help determine what kind of services would be most helpful to you. They will refer you to a treatment center that can assist- you if you do not have health insurance benefits to cover treatment.

Professional Resources for Assessment and Treatment Clinton County Counseling Center

St. Johns, MI
Access Center (888) 800-1559
www.ceicmh.org
Clinton County Counseling Center is part of the Clinton-Eaton-Ingham Community Mental Health Board and offers assessment services and outpatient treatment for teens and adults. Call the Access Center for an initial telephone screening.

Eaton Substance Abuse Program

Charlotte, MI
(517) 882-4000
www.childandfamily.org
Child and Family Services offers screening, assessment, outpatient, and intensive outpatient treatment for adults, including specialized services for women and teens.

Child & Family Services-Capital Area

Lansing, MI
(517) 882-4000
www.childandfamily.org
Child and Family Services offers screening, assessment, outpatient, and outreach programs for teens.

Clinton-Eaton-Ingham Community Mental Health Board/ Comprehensive Substance Abuse Treatment Program

www.ceicmh.org

Sub-Acute Detoxification Program

Mason, MI
(517) 676-3674
This program offers sub-acute detoxification for adult men and women.

Men's Residential Program

Mason, MI
(517) 244-0393

G-14 Outpatient Clinic

Lansing, MI
Access Center (888) 800-1559
This clinic offers assessment, outpatient treatment, methadone, and case management.

Cristo Rey Counseling Services

Lansing, MI
(517) 372-4700
www.cristo-rey.com
This clinic offers assessment, outpatient treatment, and a specialized women's program.

HelpNet EAP Counseling Services

(517) 882-6071
www.helpneteap.com
This agency offers assessment and outpatient treatment services.

Insight Recovery Center

(517) 371-4971
www.insightrecovery.org
This agency offers teen and adult assessment, outpatient, and intensive services.

Lansing Area AIDS Network

(517) 394-3560
www.lansingareaaidsnetwork.org
This network offers early intervention services to the HIV/AIDS community.

National Council on Alcoholism/ Lansing Regional Area (NCA/LRA)

www.ncalra.com
This agency provides education, assessment, and a full continuum of treatment services for adults regardless of their ability to pay.

NCA.LRA

(517) 482-0226
Assessment, education, outpatient and intensive outpatient services are provided at this site.

Glass House

(517) 482-2028
This program provides long-term and short-term residential treatment for adult women.

Holden House

(517) 394-0004
This program provides long-term residential treatment for adult men.

Sparrow Substance Abuse Services

St. Lawrence Campus, Lansing, MI
24-hour referral line (517) 364-7740
www.sparrow.org
This program offers detoxification, short-term rehabilitation, partial hospitalization, intensive and individual outpatient services, relapse prevention, and mental health services.

Support Groups and Online Resources Alcoholics Anonymous

Lansing, Alcoholics Anonymous
Lansing Alcoholics Anonymous Central Office
Lansing, MI
(517) 377-1444, 24-hour hotline
www.aalansingmi.org
AA offers free support groups for individuals seeking support in not drinking. Lansing Alcoholics Anonymous Central Office and the Web site have schedules for AA, Al-Anon, and Adult children of Alcoholics meetings currently held throughout Clinton, Eaton and Ingham counties.

Local meetings for Alcoholics Anonymous are held:
Olivet Congregational Church in the lower level at 6 p.m.
Sunday, Wednesday and Friday.

The "Get Help for Substance Abuse Problems" section includes a substance Abuse treatment facility locator, self tests, and educational materials for individuals, families, and community members. They also have a toll-free referral help line at 1-800-662-HELP (4357)

Concerned About Someone Else?

Al-Anon groups help family members and friends of alcoholics recover from the effects of living with the problem drinking of a relative or friend. Schedules of local meetings are available at www.aalansingmi.org. or call the Lansing Alcoholics Anonymous Central Office at (517) 377-1444. To learn more about the Al-Anon program, visit www.al-anon.org.

Resources for Parents

"The Michigan Parent Handbook" is available from the Michigan Resource Center at 1-800-626-4636 or www.michiganresourcecenter.org. This resource offers detailed information for parents on identifying the danger signs, and how to approach it if you suspect your child is using alcohol, tobacco or other drugs.

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Olivet College Compact

To give further definition to Olivet College's academic vision of *Education for Individual and Social Responsibility*, the following set of principles about what it means to be a responsible member of this college community were developed. They serve as a guide and inspiration to Olivet's students, faculty, staff, administrators and trustees alike.

Olivet College is founded on and devoted to student learning, growth and development. The college values diversity within a community built on trust, participation and a sense of pride.

As a member of this community, I affirm the following commitments:

I am responsible for my own learning and personal development.

We recognize the critical importance of taking ownership for our learning. We seek to learn from the full range of our experience, to be open to new experiences and new ideas and to continuously pursue excellence and fulfillment in our intellectual, social and spiritual pursuits.

I am responsible for contributing to the learning of others.

Every learner benefits when each shares ideas, insights and experiences with others. We value differences of opinion and perspective as well as open, respectful dialogue about these differences as central to the ongoing learning process.

I am responsible for service to Olivet College and the larger community.

People working together for the common good is a key to growth for both the individual and the community. We commit ourselves to participating in community service and volunteer activities, both on and off campus.

I am responsible for contributing to the quality of the physical environment.

Enhancing environmental quality is critical to the college, the community and ultimately to the survival of our planet. We will act to maintain and improve our facilities and grounds, to enhance the safety, the security and the appearance of our surroundings and to protect the ecology of our larger community.

I am responsible for treating all people with respect.

We aim to create a positive and inclusive campus culture celebrating both the individual and cultural differences which make each of us unique and the similarities which bond us together. We recognize the need to seek to understand others as the first step to developing mutual understanding, caring and respect.

I am responsible for behaving and communicating with honesty and integrity.

We build trust when we communicate openly, when we seek justice and fairness for all people, regardless of role or position, and when we honor our values and commitments in our private as well as our public behavior.

I am responsible for the development and growth of Olivet College.

We reach outward and seek to inform, involve and recruit new students, employees and friends who share the vision and principles of Olivet College.

In joining this community, I commit myself to these principles and accept the obligation entrusted to me to foster a culture of responsibility at Olivet College.



320 S. Main St., Olivet, MI 49076 • (800) 456-7189

Education for Individual and Social ResponsibilitySM

www.olivetcollege.edu