



experience
OLIVET

ATED BY THE CLASS OF 1990

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INTRODUCTION

Rooted in our 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 our community'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

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 actions, and 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, faculty, staff 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.

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 our society. Students are expected to abide by the college policies and procedures and to obey laws enacted by federal, state and local governments.

These standards describe the expectations for behavior by students and their guests regardless of class status, place of residence or group affiliation. All students are responsible for their own behavior and for the behavior of their guests.

Certain behaviors 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 only and may initiate disciplinary proceedings for conduct which is not included therein. Examples of such behaviors include, but are not necessarily limited to:

1. Disrespect for oneself – 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 only and may initiate disciplinary proceedings for conduct which is not included therein.
 - 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 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 federal, state, local laws and ordinances.
2. Disrespect for others – 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 only and may initiate disciplinary proceedings for conduct which is not included therein.
 - 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. Harass 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. Students found responsible for the above behaviors may receive sanctions ranging from, and/or including, mandatory community service, probation, removal from housing, suspension and expulsion.
 - e. Participating in hazing, which is defined as intentional or reckless involvement in conduct which 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 or possession of firearms, explosives, other weapons, fireworks or dangerous chemicals.
 - 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 is strictly prohibited.
 - p. Sports of any kind are strictly prohibited in the residence halls and theme houses. This includes sports in individual residents' rooms.
 - q. Violations of the college's Visitation Policy.
 - r. Violations of the college's Room Search and Seizure/Health and Safety Policy.
 - 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 - 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 only and may initiate disciplinary proceedings for conduct which is not included therein.
- 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 community standards proceeding, including failure to obey the summons of a community standards body or college official, or falsifying, distorting, or misrepresenting information before a community standards body.

- f. Abusing, threatening, harassing, or exhibiting behavior that intimidates any complainant, respondent, counsel, witness, or Community Standards Board member prior to, during and after a judicial hearing.
4. Disrespect for property - 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 only and may initiate disciplinary proceedings for conduct which is not included therein.
- a. Engaging in arson or irresponsible use of fire, or fire safety equipment.
 - b. Engaging in the theft, misuse, vandalism or damage to the college, 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 you decide to bring animals into the residence hall. For example, if you are asked to remove an animal from the building, an acceptable manner is not harming or killing the animal.
 - 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. Please refer to the Cooking and Electrical Appliances policy.
 - 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 computer laboratories 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 integrity - 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 only and may initiate disciplinary proceedings for conduct which is not included therein.
- 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.

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 include 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, and damage to property. 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. Disciplinary processes are administered through one of the following levels of authority:

1. Vice President for Student Life
2. Judicial Review 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 or 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 Olivet College student must similarly respect the rights of every other student and member of the college community. Olivet College 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 Olivet 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 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 qualifications of disciplinary action taken against him/her.

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.

Parental Notification Policy

Recent federal law allows colleges and universities to notify parents about alcohol and drug violations 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.

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

- Are minors in possession of alcohol and/or 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, parents will be notified via telephone.

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 in person between 9 a.m. and 2 p.m. on the next business day of the College. All correspondence will come from the professional staff member assigned to the case. 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 representation. The charge 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 by 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 given to the student within five working days.
- 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 taken by either a hearing officer or a board. Appeals are not rehearings and they are not granted on the basis of disagreement with the decision of the original hearing. Upon receipt of the outcome of the hearing, a student has five (5) 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 e-mail from the accused student's e-mail 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, the appeals officer shall have the final and binding decision regarding the case, which may not be appealed again or reopened. 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: overturn the entire decision, uphold the decision but modify (increase or decrease) the sanction, or uphold the entire decision.

Complaints

Any and all complaints brought to the attention of the Vice President and Dean of 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 the sanctions imposed for future violations throughout his/her college career. College actions may consist of the following: 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.

Written Warning – A written warning which declares that the behavior is unacceptable within the Olivet 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 may be taken separately as well. Limitations on activities may include, but are not limited to: ineligibility for service as an officer or member of a college organization; a member of a college committee, board or council; a participant in any intercollegiate activity; ineligibility to receive or maintain an award; exclusion from college events; etc.

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 – 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 – A notice that one party may not interact with another for a specified period of time via phone, e-mail, 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.

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; and 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 (5) 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 on-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 (5) 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 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 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.

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 your student records by coming into the Registrar's Office and filling out the Request to Prevent Disclosure of Directory Information form. Your request to prevent disclosure of information will mean that no information will be released about you to a third party without your written authorization or as required by law.

Records Access Policy

Olivet College accords all the rights under law to students who are declared independent. If a student is declared dependent on their FAFSA, then that student's parents do retain rights to their

educational records. Any parent who has a student whose circumstances fall under the Parental Notification Policy will be notified in adherence with that policy. No one outside the institution shall have access to, nor will the institution disclose any information from, a student's education records without the written consent of said student. The only exceptions to this accord are to:

- Personnel within the institution.
- Officials of other institutions in which students seek to enroll.
- Persons or organizations providing students financial aid.
- Accrediting agencies carrying out their accreditation function.
- Persons in compliance with a judicial order from a court.
- Emergency personnel in order to protect the health or safety of students, or other persons.

Within the college, only those who are acting in a student's educational interests are allowed access to student education records. All of these exceptions are permitted under FERPA.

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 of 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 of 1974;
- 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 human resources specialist, liaison officer, or any college vice president.

Therese Wood, Human Resources Specialist
 Dole Hall
 Olivet College
 Olivet, MI 49076
 Phone: (269) 749-7623
 E-mail: twood@olivetcollege.edu

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 College believes that academic dishonesty violates these commitments and in so doing causes serious harm to the campus community.

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)
- Detailed definitions and examples are provided below.

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 include, but are not limited to:

1. Direct, word for word replication of source material without attribution and/or quote 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 acknowledgement 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 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 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

Faculty are responsible for assessing sanctions for acts of academic dishonesty that occur in courses they are teaching and for notifying the Community Standards Board of those acts and the sanction levied. Faculty and staff are responsible for reporting to the Community Standards Board acts of academic dishonesty of which they become aware. Furthermore, students are strongly encouraged to report to the Community Standards Board acts of academic dishonesty of which they become aware.

The Community Standards Board is charged with inquiring into all reports of academic dishonesty. Based upon the board'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. Required participation in the Academic Integrity Program;
3. One year disciplinary probation, including withdrawal from athletics, ISC organizations and student leadership positions;
4. One year college suspension; or,
5. College expulsion.

The Community Standards Board will keep records of all violations of the Academic Integrity Policy of any subsequent inquiries, and of any sanctions that may result. Students should be aware that the Community Standards Board 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 Community Standards Board or the appropriate academic affairs officer 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.

Grade Appeals

A student may contest a final grade under the following process:

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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:
 - to let the grade stand or
 - to change the grade. This recommendation must be accompanied by a recommended grade.
- f. If the recommendation is to let the existing grade stand, no further action shall be taken.
- g. 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.
- h. The Academic Performance Committee may take one of two actions:
 - to approve the recommendation of the advisory committee or
 - to reject the recommendation of the advisory committee.
- i. If the Academic Performance Committee approves the recommendation to change the grade, the chief academic officer shall instruct the registrar to effect the change.
- j. 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.

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 Student Life Office. They must be held in approved areas of the campus by the Student Life Office and may not in any way interfere with the rights of non-participants or disrupt regular functioning of the college.

MIAA Sportsmanship Policy

The MIAA encourages and promotes good sportsmanship by student-athletes, coaches and spectators. We request your 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 your team and not used in any negative manner against the opposing team, any individual on that team or the officials.

Spectators will not taunt team members, coaches, 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.

Anti-Hazing Policy

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 Olivet 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*.

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 working environment.
- Has the purpose or effect of unreasonably interfering with an individual’s work performance.
- Otherwise adversely affects an individual’s employment opportunities.
- 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 and that is placed on walls, bulletin boards, or elsewhere on the Olivet College campus or circulated in the workplace.

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 or abusive work, 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 and work may thrive. 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. Violation of this policy is prohibited.

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 or 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 one hundred eighty (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 (5) 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, which is 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 (5) working days after receipt of an Incident Report which requests use of the Formal Procedure, or within five (5) working days after use of the Formal Procedure is requested following conclusion of the Informal Procedure without 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, 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 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 minutes shall be kept confidential except for use by the panel or by any Adjudication Board. Within ten (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 fifteen (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 (3) 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 (3) 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 (are) 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 ten (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 or she has been the object of harassment in violation of this policy should immediately file an Incident Report with the 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 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, Olivet 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 college 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. 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. If you need assistance, you may contact:
 1. Campus Safety at x7911.
 2. Hall Director on duty at 1-800-730-7064.
 3. Vice President for Student Life at x6669 (between 8:30 a.m.-5 p.m.). After hours, she can be reached through Campus Safety or Residence Life staff.
 4. Director of Wellness/campus nurse at x7392 (between 8:30 a.m.- 5 p.m.). After 5 p.m., the nurse will be contacted by either Campus Safety or the Hall Director on call.

Any one of the above listed individuals can advise you of the procedures for filing an incident report for violation of a community standard and most importantly can direct you for 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 x6638 (between 8:30 a.m. – 5 p.m.)
- S.I.R.E.N./Eaton Shelter
1-517-543-4915 (24-hr crisis line)
or
- 1-800-899-9997 (24-hr crisis line)
Office 1-517-543-0748
- Sexual Assault Services of Calhoun County (Sexual Assault Nurse Examiners – S.A.N.E.)
1-888-383-2192 Office: 1-269-660-3925
- This is a federally funded program which is specifically intended to provide medical services to victims of sexual assault.
- For female victims who would be more comfortable speaking with a female, specially trained nurses can examine victims at either the Oaklawn Hospital Emergency Room in Marshall or the Battle Creek Health Systems Emergency Room in Battle Creek.
- Ingham County Crisis Center 1-800-372-8460

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.

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.

Illegal Drug Policy

Olivet College does not tolerate the use, possession, sale or exchange of illegal drugs or drug paraphernalia. If a student is found in any room where drug use or paraphernalia exists, he or 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.
- 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, pipes and drug

residue. Students found to be 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, and a \$500 fine.
- **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.

Alcohol Policy Philosophy

The following policy is designed to foster an atmosphere of individual and community responsibility as outlined in the college 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 Olivet College community are expected to comply with college policy, 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.**

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

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 (increase 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, 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 Wellness Services.

Students, Guests of Students and College Organizations

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*:

- Consumption of alcohol in the presence of a person below the legal drinking age is permissible as long as there is only 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.)
- No more than one case of beer (up to 30 cans) or 1 pint of alcohol or one bottle (750 ml) of wine or 3-40 ounce containers of beer are to be in a room at any time.
- 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.
- 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 Student Handbook.
- Consumption of alcohol in common areas of the college premises is not permissible, except on the premises of society houses or theme houses, and in designated areas during a registered social function.
- Possession of common sources of alcohol or consumption alcohol from common sources such as kegs, trash cans, etc., is not permissible.
- College funds cannot be used for the purchase of alcoholic beverages.
- Devices for rapid consumption (e.g. funnels, beer bongs) and all other alcohol-related paraphernalia are prohibited.
- Persons serving or providing alcohol to minors are in violation of the college alcohol policy.
- No alcoholic beverages are permitted in the all-freshmen living areas or substance-free living areas.
- Olivet College employees may not purchase for or distribute alcohol to any student on college premises or at college-related events.
- Alcohol may be served at specifically designated events hosted or sponsored by the Office of the President or the Office of Institutional Advancement. Employees of Olivet College and students may be invited to attend these events, but only those of legal drinking age may consume alcohol at these events.
- Full-time Residence Life staff are not allowed to consume alcohol beverages with students.
- RAs are not allowed to consume alcohol while on duty.

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.

ALCOHOL POLICY SANCTIONS

Individual Student Sanctions

First Offense: Minimum of \$150 fine to be paid to the Olivet College Student Administrative Services Center; referral to the college health official; and adherence to the findings and recommendations of the Judiciary 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 with coach if athlete.)

Second Offense: Minimum Fine of \$300 to be paid to the Olivet College Student Administrative Services Center; referral to the college health official; and adherence to the findings and recommendations of the Judiciary 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 residential halls 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 done within 30 days of violation. **There are no exceptions.**
- If sanctions are not completed within the designated time, you may be subject to more severe sanctions.

Supplying Alcohol to Minors: In addition to sanctions above, 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.

Student Organization Sanctions (ISC registered organizations and CAB registered organizations)

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

First Offense in any 365-day period: A minimum of \$50 per active member fine 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 of \$250 per active member fine. 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.

Medical Amnesty Protocol (MAP)

The Medical Amnesty Protocol 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 to be subject to judicial action for underage possession of alcohol or limited disorderly conduct if the student completes a required psycho-educational intervention at the Wellness Center.
- **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 VP of Student Life.

Registered Party

A “registered party” is defined as a party where alcohol may be consumed by students of legal drinking age. A gathering is considered a “party” that must be registered when there are more than five non-members of an organization present where alcohol is being consumed. 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:

- Bring your own beverage “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, one pint, or one bottle (750 ml) of wine.
- “BYOB” cannot be listed on any poster or flyer. It must be spelled out.
- 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” plus the organization must obtain a one-day liquor license from the State of Michigan. Once tentative approval is received from Student Life, the organization may submit the application for a one-day liquor license to 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 ahead of the event. The organization is required to submit the approval or denial from the State of Michigan to the Office of Student Life not less than two weeks prior to the event.

Procedure for Approval of a Registered Party

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).
The organization will then submit the 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.
2. 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.
3. College, as well as State ID’s must be checked at the door in order to ensure that the person entering the party is over 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, one pint, or one bottle (750 ml) of wine.

4. Students eligible to drink at a party are to be marked with a wristband.
5. The bartender must check each individual’s wristband in order to ascertain that he or she is of legal drinking age.
6. If money is charged and alcohol provided, only one alcoholic beverage may be given to a person at a time.
7. All registered parties must have at least 5 certified “party officials” present. A “party official” is defined as someone who has attended at least one Student Life party planning training 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 be certified.)
8. An adequate supply of non-alcoholic beverages must be provided.
9. Registered parties may only be held on Fridays or Saturdays and the parties must be concluded by 2 a.m.(meaning all non-members must have vacated the location and the only activity happening is clean-up.)
10. The distribution of alcohol must cease by 1:30 a.m.
11. All non-Olivet College students attending a registered party must be 18 years of age and provide state-issued ID as proof.
12. The organization hosting the event must keep a list of all non-students attending, along with the name of their host.
13. 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.
If a student is asked to leave, the college will record both their name and their student ID number and the college will turn that record in to the Office of Student Life.
14. Prior to any registered parties, you must contact the local fire department to determine the capacity of your house. This number must be posted in a prominent place and a copy must be given to the Student Life office.

Visitors and Guest Policy

- 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.
- Guests of any gender are allowed, with the permission of the roommates/suitemates, to stay overnight no more than two nights per week in campus buildings. 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.
- Overnight guests must be registered with the Resident Advisor (RA).
- Non-overnight visitors are welcome on campus at anytime; however, on-campus residents are responsible for their visitors/guests behavior and actions.
- 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.
- Non-overnight guests, up to eight (8) per room are allowed in the residence halls and bedrooms of the theme houses.
- Residents are allowed only two (2) overnight guests at any one time per week.

- 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 the Housing Office.
- Children under 12 years of age must leave the buildings by 10 p.m. Baby-sitting is considered “the running of a business” and is not allowed in the residence halls or theme houses. During allowed hours for visiting children, there must be one responsible residential adult per each two children.
- 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.

Smoking Policy

Smoking and tobacco use, i.e. smoking, chewing is prohibited in all buildings, residence halls and offices. Any derivatives that result from smoking or tobacco use, i.e. cigarette butts, ashes, chew bottles that are found within any of the areas stated above will be recognized as evidence confirming violation of the smoking policy. Smoking is not allowed in the Cutler Athletic Complex. Smoking is allowed in designated areas outside of each Residence Hall:
 Dole Hall – Back door
 Shipherd Hall – Back doors
 Blair Hall – Back door

Motor Vehicle Policy

All enrolled students are allowed the privilege of parking one vehicle on campus, subject to the following regulations.

- All vehicles must be registered with the housing office at the beginning of **every** academic year. Students enrolling for second semester must register their vehicle at that time. Registration consists of presenting a license plate number, make and model of the vehicle. An Olivet College parking permit is then issued and must be displayed. **The parking permit hangs behind the rearview mirror.**
- Permits are valid for **only** one academic year. Only those cars with Olivet College parking permits are eligible to park in the college lots. Permits are non-transferable. If you plan to change vehicles for any reason, you must re-register your new vehicle with the Housing Office.
- Freshmen, as dictated by their academic standing, will be restricted in campus parking to the lots located behind the Margaret Upton Conservatory, Burrage Library and the lot across from the Congregational Church.
- Students' vehicles may not be parked in posted or preassigned areas and are not considered college vehicles.
- Vehicles not in drivable condition, with or without displaying a current license plate, will be considered abandoned and towed at the owner's expense.
- All vehicles parked on college property must display a current license plate or will be considered abandoned and towed at the owner's expense.
- Illegally parked vehicles obstructing traffic in college parking lots will be towed without warning at the owner's expense.
- A fine of \$15 is charged for each violation of parking regulations. Olivet College will charge \$75 for any handicapped, or special reserved parking area violations. This includes parking in front of garbage dumpsters. Fines will be billed through the Student Administrative Services Center. You will be given 30 days after the ticket is billed to your student account to appeal through Olivet College Campus Safety. Should towing of your vehicle occur, it will be taken to an impound lot off campus.
- Olivet College is not responsible for damaged or stolen vehicles.

To reclaim your vehicle, you will have to:

- Make arrangements with the Student Administrative Services Center regarding payments for any outstanding parking fines.
- Receive written permission from the Student Administrative Services Center for the release of your vehicle from the impound lot.
 All towing and storage fees are the responsibility of the vehicle owner. These fees are paid directly to the towing company and have to be paid in full before the vehicle will be released. Vehicles will be released only to its registered owner.

City of Olivet Parking Ordinance

No cars may be parked overnight on the city streets between November 1 and April 1 from 2 to 6 a.m. Cars illegally parked on city streets are subject to ticketing and/or towing by city police. Parking is not allowed from 2 to 6 a.m. at any time during the year, on either side of the street, in front of the Mott Academic Center. All Olivet City tickets must be paid at the City Hall, located at 106 S. Main Street. Handicapped parking is available in parking lots throughout the campus. Enrolled students' vehicles utilizing these spaces must display a state issued handicapped parking permit and an Olivet College parking permit. Illegally parked vehicles in handicapped spaces will be issued a ticket by Olivet College Campus Safety or by Olivet City Police.

Temporary Parking Permit

Visitor parking permits are available for enrolled students of Olivet College through the Campus Safety Office located in Shipherd Hall. Visitor permits are available upon request at no charge to students who have a parking permit for the current academic year for a period of up to one week.

Visitor Parking

Visitors requiring parking while visiting an enrolled student living in a residence hall at Olivet College may park their vehicle in a posted visitor parking space. Visitors may use these spaces for up to eight (8) hours, Monday through Friday or from 6 p.m. on Fridays to 7 a.m. on Mondays. Visitors are defined as persons not enrolled at Olivet College. Illegally parked vehicles in visitor spaces will be ticketed and/or towed.

Vehicle Use Policy

Olivet College maintains a fleet of buses and passenger vans for use by students, faculty and staff for college business, college associated sporting events and other student service activities that may be beneficial to the college.

- Vehicles are not to be used for personal business.
- Vehicles must be reserved in advance whenever possible and are assigned on a first-come first-served basis.
- The individual who signs out the vehicle is responsible for all applicable portions of this policy.
- All drivers must have approval from the department that will be charged the mileage fee. All drivers must have a current and valid driver's license.
- The Physical Plant will maintain a list of all authorized drivers and drivers' license numbers. The Physical Plant will request a Secretary of State check annually of all listed drivers.
- Leave the vehicle clean.
- Report any damage found on or caused to the vehicle to the Physical Plant.
- Report any maintenance that is needed (lights, wipers, etc.).

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 a RA. However, they also have additional administrative duties with the HD and additional staff responsibilities.

Resident Advisor

Resident Advisors (RAs) are student staff members who live in the residence halls in an assigned room. 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.

GENERAL HOUSING POLICIES

Residency and Board Requirement

As a residential college, Olivet requires all full-time students to reside in college approved housing and to participate in a college meal plan. Only full-time students may reside in a residence hall or theme house. Students living in society housing must enroll in a meal plan until they reach 88 earned semester hours.

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

- 23 years of age or older
- Completed 88 semester hours
- Married or a single parent raising children
- Living with parent(s) or legal guardian(s) (If a student is living with their parent/guardian and is under the age of 21, the parent/guardian is required to submit a letter verifying that the student is residing with them).
- Living at a permanent residence within 45 miles of campus (defined as family's permanent address)
- Living at a society house (must be approved by the Housing Office)

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. Completed forms must be submitted to the Housing Office prior to the last day of the drop and add period. Students applying for exemption may be asked to provide documentation supporting their request. The housing coordinator will review petitions and students will be notified. Students living or eating off-campus who fail to complete the Room and Board Exemption form may be charged for room and board. Appeals may be made to the Vice President for Student Life.

If a student enrolled full-time at Olivet College 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.

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 that 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 Contracts/License agreements are for the **entire** academic year. (For instance, if you pledge a society, you may not move into the residence until the following academic year.)

Intensive Learning Term Housing Policy

Students enrolled in the ILT (Intensive Learning Term) who were residential students in the non-intensive portion of the spring semester are eligible to reside in the theme houses/residence halls for no charge during the ILT. Should the student withdraw from an ILT, he/she must vacate the residence hall/theme house. Students who are not enrolled in the ILT are ineligible to reside in the residence halls/theme houses during the ILT period. Students **MUST BE** enrolled in an ILT if they participate in an athletic program, whose competitive schedule extends into the ILT. These students must have been residential students in the non-intensive portion of the spring semester.

All Students who live in Residence Halls must have a meal plan. The reason for this is twofold. The first being 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.

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 theme houses. Residence in a theme house is based on criteria such as cumulative GPA, personal interviews, theme house specific requirements and other criteria determined by the Vice President for Student Life.

Quiet and Courtesy Hours

Quiet hours for the residence halls are Sunday through Saturday from midnight 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. For exception of quiet floors, noise can't be heard outside of a student's room at all times.

Faith-Based Wing Contract

I, _____ understand that by reserving a room on **the Faith-Based Wing** in Shepherd Hall rooms 201-223, I freely commit to a policy that:

- Prohibits the use or possession of alcohol, tobacco, illegal drugs and other controlled substances.
- Imposes quiet hours from 6 p.m. to 8 a.m. daily. All residents will be expected to comply with the standard 24-hour courtesy hours.
- No visitation from members of the opposite sex after midnight.

I, along with the other students on this wing, am committed to my education at Olivet College, and the seven principles of *The Olivet College Compact*. There is not a minimum GPA, just a public commitment on the part of the faith-based wing residents that they are making a healthy faith-based life-style a priority. Any judicial issues or failure to comply with the expectations of living in a faith-based community may be grounds for removal from the wing.

Resident

Residence Hall

Resident Advisor

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 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, and receive mail from the mail room, and gain admission to the dining hall. If asked by a college official, you must produce your ID card. If your ID card is lost, a replacement may be obtained for a small charge from food service.

Pet Policy

Residence Halls

Only harmless fish in a tank smaller than 10 gallons are permitted. No other pets are allowed.

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 caregiver contract. No other pets are allowed.

- Only one cat or dog is allowed to reside in a house at any time.
- When outside, pet must be secured at all times (leash, invisible fence, etc.)
- Clean the yard, or any other area, of pet feces.
- If pet is walked, owner must have/use proper means for disposing of droppings (i.e. bags).
- The pet cannot be walked in/around the campus (i.e. the Campus Square, Kirk Center, etc.).
- Keep the pet on a flea and tick prevention method, preferably "Advantix" or other veterinary approved prevention.
- 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).
- Be courteous of housemates; keep the pet from making overbearing noise.
- Accept the Olivet College pet deposit fee and pay it on time, with courtesy.
- Keep the pet hygienic by giving it a bath and any other necessary grooming when needed.
- Keep the pet smell to a minimum by cleaning the carpeted floors when necessary.
- Be respectful of housemates and their individual wishes regarding the pet.
- Follow all Olivet College policies regarding pet's living within theme houses.
- All current residents of the theme/Greek house must be in agreement in order for the pet to reside in that house.
- Understand that the responsibility of taking individual ownership of a pet requires both a clear understanding and adherence to *The Olivet College Compact*. I further recognize that it is my responsibility to read and follow those commitments stated in *The Olivet College Compact*.
- Understand that Olivet 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 or in judicial proceedings with the college.
- If your pet harms any individual than this contract will become void requiring immediate removal of the pet from the campus community.

Posting and Painting Policy

Painting of rooms is prohibited. Signs, posters or decorations must be placed in a manner that will not damage surfaces. Masking tape, poster putty, or rubber cement is suggested. Students 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. 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 Student Life Office. 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 Student Life Office at ext. 7172. Individual students are not allowed to run, nor advertise a business in the residence halls or by using campus e-mail.

Waterbeds

Waterbeds are not permitted in the residence halls or theme houses.

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 your room and it needs to be returned immediately to the proper location. Residence hall room furniture must stay in the room assigned. Residence hall room furniture cannot be removed from campus. Please see a member of the residence life staff if you have furniture concerns.

Lofts

Lofts are permitted in Olivet College 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. The 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 your 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.

For your own safety, you may also wish to purchase an ABC fire extinguisher and/or a smoke detector for your room.

Please contact the Housing Office, located in the lower level of Dole Hall, for your registration form and additional questions.

Windows, Screens, Sills and Roofs

Window screens are not to be removed at any time. There will be a \$50 fine if removed. Exterior antennae for televisions and radios are prohibited. Outside window sills must be kept clear of all objects for safety purposes. Trespassing on ledges or roofs of buildings is strictly prohibited.

Doors

For the safety of all residents, doors of residence halls and theme houses **should not be propped at any time**, as to not allow unwanted visitors access to the facilities. If a door is propped it is each student's responsibility to un-prop the door. **Residents of the entire building may be fined if doors are found to be propped.**

Fire Alarms and Drills

In the event of a fire alarm, residents are required to exit the building immediately and remain 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. Flammability of objects in rooms is a major concern for residence halls.
- Flame or spark producing items including candles, incense, incense burners, oil burning lamps and lanterns are not permitted.
- Flammable liquids, compressed gases and 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 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.

Fire Safety and Fire 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 and by dialing 8-911, followed by immediate evacuation. Sanction for not leaving the building to observe a fire alarm will result in: **First Offense: \$250 fine and Second Offense: \$500 fine.** Tampering with fire equipment, consisting of fire extinguishers and hoses, smoke or heat detectors and fire alarm pull boxes or panels is strictly prohibited. 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.

General Hall Violations

The fine for all general hall violations is \$50. The general hall violations are 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, etc. If a student can't pay this amount, the student must do 10 hours of community service with the appointed department. However, failure to complete the community service hours will result in an additional \$50 to their student accounts.

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 License. Any variance of this policy must have prior approval of the Director of Housing. 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 (FAFSA) 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 or theme houses 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. Students must be out of the residence halls 24 hours after their last final. During these times, Hall Directors will be on duty in the residence halls. In addition, other campus buildings are closed and locked, and no meals are served. Before departing, residents will be asked to lock their windows and doors, and to comply with fire and personal safety regulations.

Single Room Policy

Anyone requesting and receiving a single room must have earned a minimum of 56 semester hours to date, maintain a 2.00 cumulative GPA and have a limited Community Standards history while at Olivet College. Singles are only available in Dole and Blair Halls. The housing director approves singles on a space available, first-come, first-served basis. The Vice President for Student Life or designee will review special cases or exceptions.

Room Change Policy

Room changes must be authorized by the Hall Director, and are conditional upon space availability and educational appropriateness. Room change will begin two weeks into each semester and end two weeks before finals. During room change, second semester, students are offered the option of buying out the other half of a double room, if available, for \$750. 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 students' 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 with your Hall Director. A \$50 fee will be assessed for all completed room changes.

Room Consolidation Policy

Residential living, especially living with another student, can be a challenging growth opportunity. Roommates share ideas, values, life-styles and experiences with each other. If a student occupies a standard multiple occupancy room without a roommate, the student may be asked to consolidate with another student who is also without a roommate. Consolidation of rooms and/or roommates will be made two weeks into each semester and last two weeks. However, you 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 buy out 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 \$100 per day if they don't move on time.

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 Business 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 \$25 improper check-out fine, a \$50 lock change fee, and/or minimum \$25 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 fines.

Room Search and Seizure/Health and Safety Checks

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 safety and health standards. While fulfilling their administrative responsibility to enforce college regulations, members of the residence life staff 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 can be ordered by Campus Safety officers and residence life staff when there is reliable information that a local, state or federal law or college policy has been violated and can happen at any time at the discretion of Hall Directors and Campus Safety. Whenever possible, the occupant of the room being searched is to be present. In addition, members of the residence life staff secure the building by conducting safety inspections of all residence hall rooms before each break. Room checks will be performed twice per semester. The Hall Director will confiscate college property or illegal appliances and pets, which are discovered in such a manner, and Community Standards action will be taken.

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 who will complete a work order request, which is then turned in to the Hall Director of that building. 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 Vice President for Student 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 in a room. Appliances including refrigerators must be cleaned and unplugged during extended breaks (i.e. winter and spring break). Halogen lamps are strictly prohibited. Appliances that are dirty and left over break will be confiscated.

For your own safety, you may also wish to purchase an ABC fire extinguisher and/or a smoke detector for your room.

Please contact the Housing Office, located in the lower level of Dole Hall, for your registration form and additional questions.

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, if provided. 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 may be fined if the lounge is damaged or vandalized in any way.

GENERAL INFORMATION

Mail Room/Postal Services

The mail room is located in the lower level of the Kirk Center, where U.S. Mail and U.P.S. parcels can be sent and received. All registered students will be assigned a mailbox. Incoming mail must be addressed as follows:

Student Name (first and last) and no nicknames
Olivet College
320 S. Main St.
Olivet, MI 49076

Lost and Found

The Office of Student Life, located in Mott, is the place to check for items that you may have lost. If you find an item that may belong to someone else, please turn it in to this office so every attempt can be made to return it to the owner. Items left unclaimed past June 1 (end of the academic year) will be donated to charity.

E-mail Account

Students are provided an e-mail 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 x7666.

E-mail Policy

The Olivet College e-mail system is an important medium for communication. Use of this medium by Olivet students, faculty and staff is encouraged for scholarly and work-related purposes. Sending out e-mail 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 e-mail from an off-campus computer, go to <https://mail.olivetcollege.edu> and enter your password.

Members of the college community wishing to use the campus e-mail 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 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/>
Then locate the appropriate category to post your listing. Individuals, clubs and organizations wishing to promote an event or activity via campus e-mail must have their message approved by the Office of Student Life (which corresponds to the policy for posting fliers and posters on campus). Once an activity is approved, the e-mail message will be distributed by the Office of Student Life. Please refrain from using e-mail animations (ie: moving smiley faces) in e-mail. Finally, always keep *The Olivet College Compact* in mind while using the college's e-mail system.

Facebook Policy

Olivet College Student Life staff hold 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 circuit suitable for a touch-tone telephone. 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. Just dial the 4-digit extension to place an on-campus call. If a line is busy, the "silence" indicates transfer of the call to the voice mail system.

Receiving Calls

Please let callers know your Direct Inward Dial (DID) number so that they may call your extension 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 I.D. number and passcode. 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.

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. There is no charge for local calls. Calls to 763, 543 and 541 require dialing 1 plus the area code, but they are still local calls.

Long Distance

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

Customer Service

Students experiencing telephone problems should contact ITS at x7666 to arrange for repair.

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 annoyance 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, DVD or VCR 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 Millennium 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.

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 in the RA offices and resident advisors can assist you.

Dining/Food Services

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 loses his/her ID, they can obtain a new ID at Chartwells' dining services office in the Kirk Center for \$5. This charge can be paid in cash at the checker station, or by using their retail points.

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 (HD), or the Campus Nurse, with 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 the retail locations. Faculty, staff and commuters will receive a 10% discount 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 our 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 calling the Chartwells' Menu Hot Line, ext. 7000/0/2378. 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 dining services office at (269) 749-7378.

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 Catering Services 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 event. Campus event food items can be ordered by contacting the dining services office at (269) 749-7378.

Closing School due to Inclement Weather

In most situations, the college does not close when there is 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 because of the weather, he/she may cancel his/her class.

If there is a need to close the school, an announcement will be sent out to the campus community via e-mail and through the hall directors. The information will also be posted on the college's Web site and distributed to the local media.

CAMPUS ACTIVITIES OFFICE

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 and above, and members of the college faculty and staff (advisors and honorary members). To join a Greek Society, a student must have completed 12 credit hours and be currently enrolled in a minimum of 12 credit hours. Executive board members of clubs, organizations, and Greek Societies must maintain a CGPA of 2.5.

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.

Constitutions, By-Laws or Policy Manual

Each club, organization or Greek society, shall operate according to a constitution, by-laws or policy manual. See the Guidelines for Contents of Constitution, By-Laws, or Policy Manuals section of the CAB Handbook for further information and details.

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 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 Student Life office. Student organizations should submit a Student Organization Registration and Membership Listing Form, as well as Individual Application to the Office of Student Life by Sept. 3, 2006. These forms should be submitted each semester or whenever changes are made.

Registration

It is the responsibility of each club, organization or Greek society to submit a completed Student Organization Registration and Membership List Form by Sept. 3, 2006. This form is available in the Office of Student Life. Also, each club or organization should submit a current constitution, by-laws or policy manual each year. Any time officer's change or a new member joins, the Student Organization Registration and Membership List Form should be updated and re-submitted.

All of the above materials and information should be submitted to the Office of Student Life. Only after the registration form and current constitution, by-laws, or policy manual have been submitted will Olivet College grant formal recognition and active status to a student organization.

Status

Active: An organization with an active status maintains a membership of at least 10 students in good academic standing. Only with a membership of at least 10 will the organization be eligible for a budget from the Campus Activities Board (CAB).

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 10 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.

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.

Services Available Through the Campus Activities Board and Olivet College

The following is a list of services which the Campus Activities Board (CAB) 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 CAB in order to utilize many of the below-listed services. Contact CAB at the Office of Student Life with questions or concerns.

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 www.olivetcollege.edu/cab. 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 the college's e-mail system. Cancellations or changes of events require a one week notice submitted via the Great Chart Form.

*Exceptions to the one or two week notice are made at an "as need basis" through the Office of Student Life.

Bulk Mailing/Postage

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

- Identify "CAB" 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 stacked together.
- Do not take mailings to the mail room directly. They must be received by the CAB 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 Olivet College facilities for meetings, activities, events and fund-raisers. All reservation requests must be made via The Great Chart – Scheduling Request Form online, previously described. The Conferences and Special Events Office will not take facility reservation requests directly from a student organization or an employee group. Once approved via The Great Chart, a confirmation and approval will be sent to the party who requested the event through the college's e-mail system.

In accordance with the Fire Alarms and Drills section of the student handbook:

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

Food Service Requests

Student organizations and employee groups may request food services from Chartwells/Olivet College Dining Services. Recognized student organizations wishing to request food services utilizing organizational (CAB) 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. Dining Services will not take food service requests directly from recognized student organizations for services utilizing organizational CAB 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 the Chartwells' Catering service 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 the dining services office at (269) 749-7378. Any other food service arrangements must be authorized by Chartwells Food Service. All bake sales/candy sales must be approved by Chartwells.

Supply Purchases

Student organizations and employee groups may purchase supplies from the Olivet College Bookstore. CAB 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 (CAB) budgets.

Event Set-ups and Support/Use of College Vehicles

Student organizations and employee groups that require event set-up, maintenance support, technical equipment, college vehicles, etc. may request this support by indicating the request 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

(CAB) 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 CAB office. The Office of Student Life or CAB will then make the request through the Conference and Special Events and/or Information Technology Services (ITS) office.

The Director of Conferences and Special Events will send the set up requests to the Physical Plant via a weekly report. The Physical Plant and ITS **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 Congregational Church, Conservatory, Library, 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 to the policy of CAB.

Copy and Posting Procedure

Copy policy – This will allow any student organization to bring their documents, fliers, etc. to the Office of Student Life and request through the Copy/Posting Request Form a certain number of copies to be made. CAB will make the copies with a 24-hour turnaround period. The organization, if advertising, also has the option of using CAB employees to post their documents, fliers, 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 must be stamped for approval by the Office of Student Life.

Publicity materials should be placed in a manner that will not damage surfaces. Masking tape, poster putty or rubber cement are suggested methods.

Posting is permitted in approved areas including bulletin boards, electronic display boards, showcases and table tents. Materials may not be posted the Mott Academic Center lobby, windows or glass surfaces, entrance doors or in classrooms. Duct tape is not permitted.

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 the 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 the 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 in the residence halls. The Office of Student Life will post materials if given posters at least two weeks prior to the event.

Departmental – Many departments on campus have specific bulletin boards which have been 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 and the Office of College Relations.

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.

Active clubs and organizations for 2006-07

ACM
 Alpha Omega
 Alpha Psi Omega (Theatre)
 Alpha Pi Upsilon (Science)
 American Marketing Association (AMA)
 Art Alliance
 Black Student Union
 Chi Delta Chi
 Collegiate Music Educators National Conference (CMENC)
 Common Ground
 Earthbound
 Fellowship of Christian Athletes
 Free Yo Mind
 Gamma Iota Sigma
 Gospel Choir
 Helping Hands
 Hosford Society
 Michigan Council of Future Teachers of Math (MCFTM)
 Olivet College Creative Photography Club
 Olivet College Fencers & Swashbucklers Guild
 Omicron Delta Kappa
 Phi Beta Lambda (Business)
 Phi Epsilon Kappa (HPERS)

Phi Omega Xi (Criminal Justice)
 Residence Hall Association
 Science Club
 Sigma Tau Delta
 Star Wars Miniature Club
 Student Government
 Student Michigan Education Association- (SMEA)
 Tri-Pi (Education/Science)

Active Greek fraternities and sororities for 2006-07:

Alpha Lambda Epsilon
 Adelpic Alpha Pi
 Alpha Phi Kappa
 Alpha Xi Omega
 Eta Psi Kappa
 Kappa Sigma Alpha
 Mu Omega Pi
 Nu Gamma Xi
 Phi Alpha Pi
 Sigma Beta
 Soronian

STUDENT EMPLOYMENT

The Student Employment Program at Olivet College is designed to acknowledge the value of work, promote academic and career development, encourage outstanding citizenship, support students in obtaining employment and life skills, provide monetary compensation for services rendered and continually enhance future employment opportunities for each student involved in the program.

Student employment positions will assist students by demonstrating learning outcomes, objectives required for portfolio validation and enhancing their resumes.

ADMINISTRATION

Student Employment Coordinator

The Student Employment Coordinator shall discharge all duties imposed by the policies and procedures that govern the Student Employment Program. The coordinator or designee shall:

- Prepare and recommend policies and procedures for the administration of a sound Student Employment Program, including minimum expectations of student employees.
- Conduct a program of job recruitment and placement for on-campus that meets the need of the students attending Olivet College, and complies with federal and state regulations, and the policies and procedures of Olivet College.
- Provide for the compatibility of other student employment at Olivet College.
- Serve as an ex-officio member of the Student Employment Board.
- Discharge other duties as required to establish and maintain an effective system of personnel administration and abide by the guidelines established by the federal and state agencies regarding disbursement of financial aid.

Student Employment Board

The Student Employment Board was established for the primary purpose to advise, recommend and counsel the Administrative Responsibility Team on all areas of student employment including proper supervision of student employees, proposal to change policies and procedures of the program, progressive counseling, terminations, and any other information pertinent to the Student Employment Program.

The members of the board shall represent all segments of the Olivet College community: students, faculty and staff. They shall be individuals who have an understanding of the Olivet College Student Employment Program and its role in the institution.

Members of the Student Employment Board are selected by the Faculty Senate, the Staff Senate, and the Campus Activities Board. If the most recent Student Employee of the Year or runner up is currently enrolled at Olivet College, he or she serves as one of the student representatives.

The members of the board shall hear appeals to written warnings, any grievance that is presented, serve on various sub-committees, and assist with supervisor and para-professional workshops.

Applying for Student Employment

New students, re-admits and any returning student who previously has not received a job award and who wishes to apply for an on-campus student employment position should read the following:

- When a student has been awarded a student employment opportunity from the Financial Aid Office, a letter and a job application will be mailed. This application shall be completed and returned to the Student Employment Office before the student is placed into a campus position. Students are encouraged to submit a resume with their application.
- The student's signature on the application authorizes the coordinator of student employment at Olivet College to check references. When completing an application, failure to report a conviction of a felony can result in dismissal from the Student Employment Program.
- New students should expect to be assigned to an entry level position with the physical plant and grounds crew. However, those with special skills or talents should note them on the application because it may affect job placement. Skills are evaluated and the student is either placed in a position or given interview opportunities. The decision is made by the department supervisor or in conjunction with the coordinator of student employment.
- If a student has not come into the student employment office for placement by Feb. 1, 2007, their job award may be reduced or canceled.

To avoid nepotism, students should not expect to 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-in-law, fathers-in-law, mothers-in-law, sons-in-law, daughters-in-law, stepparents, stepchildren, etc.).

Exceptions to the nepotism policy will require approval of the Student Employment Board. A petition will be submitted to the board which will include rationale why the exception should be granted. If the decision reached by the board is to be appealed, the student must direct the appeal to the Olivet College president or the president's designee within 48 hours, in writing, after the board's decision has been made and communicated to the student and the supervisor.

Before a position can be assigned by the Coordinator of Student Employment, 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 or her work assignment. The requirement includes one document from list A or one document from list B and C. Olivet College also requires a copy of the student's state issued driver's license or state issued I.D. card.

List A: Identity and Employment Eligibility

- United States Passport
- Certificate of United States Citizenship
- Certificate of Naturalization
- Unexpired Foreign Passport with attached Employment Authorization
- Alien Registration Card with photograph

List B: Identity

- A state issued driver's license or I.D. card with a photograph; or information including: name, sex, date of birth, height, weight, and color of eyes
- United States Military Card

List C: Employment Eligibility

- Original Social Security card (other than a card stating it is not valid for employment). A birth certificate issued by state, county, or municipal authority bearing a seal or other certification
- Unexpired INS Employment Authorization

Federal and State Withholdings

Students will be required to fill out a W-4 from the Internal Revenue Service and a MI-W4 form from the state of Michigan.

The coordinator of student employment will meet with students during a general information session at orientation. Students are required to meet with their supervisor as soon as possible after check-in to prepare their work schedules and review procedures and expectations, discuss job descriptions and define responsibilities.

After completing and submitting all required forms, students are required to sign a student employment contract. Before contracts can be issued, all forms and I-9 documentation must be on file in the Student Employment Office. Both the student and the supervisor will receive a copy of the contract. An additional copy of the contract will remain in the student's personnel file in the Student Employment Office.

Returning Students and Anyone who Previously Worked in the Student Employment Program

The Student Employment Office will process all applications for student employees and will facilitate the placement process, and will do so prior to new students if received prior to July 15.

Each student's application will be sent to the department requested as his/her first choice, and a supervisor will either accept or reject. The process will continue until all options requested have been exhausted.

After exhausting all options on the application without success, the Student Employment Office will notify the student either by phone or written communication and request a second application.

The student will then reapply requesting other options for the Coordinator of Student Employment to pursue. If he/she is unable to secure a placement with the second application, a conference will be scheduled with the Coordinator of Student Employment, a representative from the Student Employment Board and the student to assist in finding an on-campus position.

At the beginning of the academic year, supervisors will meet with student employees to review procedures and expectations, discuss job descriptions and define responsibilities.

Basic Policies of Student Employment

The maximum hours a student is allowed to work toward his/her opportunity during the academic year is 400 at minimum wage. Hours will be monitored by your immediate supervisor and submitted to the Student Employment Program. The maximum number of hours a student is permitted to work in the Student Employment Program at Olivet College is 20 in any given week, Sunday at 12 a.m. through Saturday at 12 p.m. Students are expected to complete their job award by working the allocated hours.

The expectation is that students work in a manner in which they and the college can take pride. Any payroll discrepancy is required to be resolved within sixty (60) days after the issuance of the scheduled remuneration.

Students are encouraged to maintain a student employment file of their own to manage records pertaining to job awards. 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 the immediate supervisor is not available, the incident must be reported to a college staff member.
- Students are required to complete an accident form. Forms are available at The Wellness Center, Olivet College Human Resource Office, or the Student Employment Office.
- A copy of the form will be distributed to the following areas and/or persons:
 - Department Supervisor
 - The Wellness Center
 - Olivet College Human Resources Office
 - Student Employment Office
- Additionally, the student should retain a copy for his or her own records.
- The student is required to visit The Wellness Center to report the incident and to have the health care provider on duty make an initial examination and evaluate the treatment required.
- Only in case of extreme emergency should The Wellness Center visit be eliminated. Even then, Health Services must be notified.
- All pertinent information regarding an injury will be filed in the student's special file in the Student Employment Office.

Job Awards

The dollar amount of your job award will be determined from information on the Financial Aid Form and is included on the financial aid award letter.

- The Student Administrative Services Center will notify the Student Employment Office of a student's job award.
- Occasionally, students are under the assumption that they are allowed to earn additional money to compensate for the state and federal taxes deducted from their payroll checks. This is incorrect. Earnings from a student employment position can not exceed the student's designated job award.

- The Student Employment Office and the immediate supervisor will determine the hours per year the student will work according to the job award issued as well as the level and hourly wage rate at which the student will be placed.
- To accommodate varied schedules some students will work in more than one department. Permission of both supervisors and the coordinator of student employment are required for this to occur.
- Job awards are given for the entire academic year, unless specified as a semester award. The academic year begins with Welcome Week and concludes on a student's last day of exams.
- If a student is registered for the Intensive Learning Term (ILT), he or 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 supervisor 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.
- Each semester the Student Employment Program has specified beginning and ending days for each pay period.

Levels, Responsibilities and Wage Rates

There are five levels and various wage categories. Within each category the student is paid according to the skills and responsibilities of the position. Pay categories are as follows.

Level I: Entry Level (pay scale: \$6.95 to \$7.25)

Procedures and tasks are well established.

- Highly supervised, structured work environment
- Repetitive or routine employment
- Limited decision-making
- Employment training

Level II: Intermediate Level (pay scale: \$7.30 to \$7.50)

Work requires some independent judgment and initiative.

- Semi-skilled work
- Moderate supervision
- Some independent decision-making
- Some task variety
- Increased job responsibility
- Additional training required
- Basic knowledge of position
- Scope of work reaches across department
- Work is reviewed periodically

Level III: Supervisor (pay scale: \$7.55 to \$8.00)

Work requires some specialized knowledge, skills or abilities.

- Minimal supervision
- Provide limited supervision to others
- Independent decision-making concerning subordinates
- Assist in training others
- Contribute to solutions

Level IV: Manager/Director (pay scale: \$8.10 to \$8.50)

Work that consistently requires advanced specialized knowledge, skills or abilities.

- Competency in organizational skills
- Accept management responsibility
- Independent decision-making concerning policy
- Responsible for specific projects

Level V: Para-Professional (pay scale: \$8.55 to \$9.00)

Work that consistently requires advanced specialized skills or abilities and supervision of student personnel or advanced project.

- Assist in developmental planning
- Assume program/project responsibility
- Assist in organizational planning
- Work independently

Evaluations and Expectations

Student Performance Evaluations are completed by each supervisor and a self-evaluation by each student twice every year (November 10 and March 20). These forms are a culmination of the supervisor's daily observations of the student's work. Students are encouraged to discuss these evaluations with the supervisor.

All evaluations are placed in the student's personnel file in the Career Services Network Office. Students may have access to their files for the review in the presence of the career services network staff.

Paid Job Experience

There are a limited number of "special" positions offered. The specials are not part of a student's job award. Specific job descriptions are written for the specials.

Eligibility requires prior approval from the immediate supervisor, the director of student employment and a designee from the department involved. Eligibility forms may be obtained in the Student Employment Office. Students are required to meet the expectations of their assigned positions before they become eligible to work on any of the specials.

Resident Advisors are eligible to work a maximum of ten (10) hours a week on a special detail with prior approval from the Student Life Office, the Coordinator of Student Employment and a designee from the department involved.

Off-campus postings for part-time positions are available in the Student Employment Office. Olivet College acts only as a referral service for off-campus employment. Olivet College does not research the integrity of off-campus organizations or persons that list jobs with the Student Employment Office. We make no recommendations or guarantees regarding the positions or employers listed with us. Olivet College is not responsible for safety, wages, working conditions or other aspects of off-campus jobs. We encourage you to use common sense and caution when applying for any position.

Grievances against Supervisors

Procedure:

- 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 coordinator of student employment. The student also has the option to address concerns to any voting member of the Student Employment Board.
- The coordinator of student employment reserves the option to schedule a meeting with the student employee, the supervisor, a representative from the board, and the director of student employment.
- If the situation continues, the student has the option to submit a written request to the board to investigate the problem.
- The student employee and his or her supervisor would appear before the board.
- The student's final course of action is to appeal to the Olivet College president or his designee.

Pay Procedures

Each student will submit a signed time sheet each pay period to the immediate supervisor and he/she will submit it to the Student Employment Office by the date listed on the time sheet. Payroll checks will be processed monthly for each student working in the Student Employment Program.

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 or she is a registered, full-time, degree seeking student.

Pay Dates

Checks need to be picked-up or endorsed within 5 working days after distribution in the Student Services Center. One percent interest may be added monthly to the unpaid balance of student accounts in the Student Services Center. This includes the unworked student employment opportunity which makes it imperative for immediate attention to endorsing the payroll check to the student account.

A student also has the option to pay off student employment work-study awards by registration and receive a monthly check based on work performed; and only if the student is not carrying a balance for the current semester.

Earnings from a student employment position can not exceed the student's designated job award.

Performance Awards

In 1984, the Student Employment Board established an awards program to recognize and honor student employees who continuously surpass the expectations of their student employment positions.

The seven recipients of the Student Employment Performance Award and the Student Employee of the Year are invited to participate in various programs and events both on and off campus to promote the objectives of the Student Employment Program.

Position Changes and Releases

Position changes will be considered after Oct. 10, 2006 for the first semester and Feb. 10, 2007 for the second semester.

Job changes can only occur with the written authorization of the director of student employment.

- Release forms are available in the Student Employment Office and require the signature of the coordinator of student employment, the student, the releasing supervisor and the new supervisor.
- Job changes are discouraged during the first six weeks of each semester. Supervisors have the option of releasing student employees back to the coordinator of student employment for reassignment to a different on-campus position.
- A release is not a written warning and should not be confused with the progressive counseling procedure.
- The coordinator of student employment will make every attempt to reassign you into another position. A Resident Advisor may work.
- If a student becomes a resident advisor after originally beginning a campus job award, he or she will forfeit the remainder of the job award. Resident Advisors receive full room and board.

- Resident Advisors are eligible to work ONLY on designated specials (refer to Paid Job Experience for more information.)
- Resident Advisors are ineligible to receive a campus employment award position.
- Upon receiving a Resident Advisor position after the academic year has begun, the student's entire financial aid package, for the current year, will be reviewed and adjusted accordingly, including any designated scholarships.

Summer Employment

To be eligible to apply for summer student employment, students are required to complete the Advance Registration process for the fall of 2006, be registered (five or more semester hours, unless it is the last semester before graduation), and be a degree seeking student at Olivet College. Summer student employees cannot have any community standard issues and must have a GPA of 2.0 or above to be considered for summer work.

May graduates are not eligible for summer student employment unless registered for student teaching, an internship, or cooperative education position in the fall semester.

Applications for summer student employment are available in the Student Employment Office. A limited number of positions are available.

Summer student employees are provided with a special contract with all specifics of the Summer Student Employment Program listed in the contract. Some requirements of summer employees may include:

- Completing a summer employment application.
- Attending a mandatory meeting.
- Completing the Employment Eligibility Verification Form I-9 and the W-4 and the MI-W4 forms if they have not been completed earlier in the school year.
- Paying federal taxes, as required on their earnings.
- Paying state taxes as required on their earnings.
- Paying social security (FICA) from gross wages when not enrolled for six semester hours.
- Working a minimum of 90 percent of the allocated hours to qualify for special benefit of board.
- Students will be expected to maintain the contracted position for the summer unless given release from the Student Employment office.
- Be in compliance with all policies and procedures stated in the Olivet College Student Handbook.

Summer Employment and the Wellness Center

Because the Wellness Center is officially closed during the summer, an alternate procedure shall be followed to report an injury which occurred while you were performing an assigned task. The following procedure will prevail.

- Students are required to report any injury to the immediate supervisor. If the immediate supervisor is not available, the incident must be reported to a college staff member.
- Students are required to complete an accident form. Forms are available in the Olivet College Human Resources Office and the Student Employment Office.
- A copy of the form must be filed with the supervisor, Olivet College Human Resources Office and Student Employment Office. Additionally, a copy should be retained for the student's own record.
- Wellness Center is not open during the summer. Minor injuries may be treated by Olivet College personnel. All other injuries will be referred to the college physician or a designee.

- In non-life-threatening injuries, an attempt to be treated by the college physician should occur before proceeding to Oaklawn Hospital in Marshall or Hayes Green Beach Hospital in Charlotte.
- In life-threatening situations or extreme emergencies, the student or student's supervisor should call 8-911.
- File all pertinent information regarding the injury in the student's employment file.

Working Environment

The Student Employment Program at Olivet College 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. On Aug. 18, 1989, a smoke-free policy was implemented on campus. 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 the Olivet College Student Employment Program 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 or she should promptly report the incident to an immediate supervisor, the director of student employment, or the human resources specialist. If a student employee feels subjected to harassment by a supervisor or employee of the College, he or she should promptly report the incident to the coordinator of student employment 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.

Written Warnings, Appeals and Fundamental Fairness

A student may appeal any warning if the proper procedures, as recorded in this handbook regarding written warnings, have been followed.

Verbal Warning

- In general, problems should be solved between parties involved; specifically the supervisor and the student employee.
- If a student fails to complete a job satisfactorily, the supervisor 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

At the end of this session, the student should clarify job responsibilities with the supervisor. In doing so, the student should make certain that he or she can fulfill those responsibilities without extenuating circumstances. 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 by 5 p.m. to the Student Employment Office within 48 hours of the time it was issued.
- If the Student Employment Office does not receive a copy of the written warning within 48 hours, the written warning will be reduced to a verbal warning.
- When a supervisor issues a warning, a discussion concerning the warning must occur.
- Students are encouraged to schedule an appointment with the coordinator of student employment or his/her assistant to discuss the written warning.
- The student's parents or legal guardian will be notified in writing as specified in the Student Employment Contract. The clause as stated in the Student Employment Contract reads: "In signing this contract, I agree to carry out my assignments as directed. I understand and agree to the conditions set forth in this contract. I understand that this contract is effective for the academic year at Olivet College and that I will receive a copy for my records. In addition, I am aware that failure to meet the requirements and conditions of this contract can result in disciplinary action. Upon signing this contract, I understand and agree that Olivet College may report any noncompliance with employment obligations to my parents or legal guardians, so that they are aware of any potential change in financial aid. Such information related to work performances includes, but is not limited to special recognitions, honors and disciplinary actions."

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 first and second 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 coordinator of student employment.
- 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.
- The student's parents or legal guardian will be notified in writing as specified in the Student Employment Contract.
- Upon receiving a second written warning, the student will be placed on probationary status for a minimum of two (2) 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. Upon dismissal from a student employment position, the student is obligated to pay the Student Services Center the remaining balance of the academic year's Student Employment work-study award.

Appeals

A student may appeal any written warning, providing that he or 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 or she is required to submit a written appeal to the Coordinator of Student Employment 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 will report to the Student Employment Office on the regularly scheduled shifts until a decision is reached on the appeal. The coordinator of student employment will assign duties to perform.

A student may lodge an appeal if any of the following occur:

- Improper application of the student employment policies and procedures in this handbook.
- A request or demand by a supervisor for a student to perform tasks unrelated to college business.
- If the supervisor condones the creation of an intimidating, hostile, or offensive working or learning environment.
- If the supervisor interferes with work performance or educational opportunities.
- If a task has a high probability for physical or mental harm to the student employee.
- If the student is subjected to personal or sexual harassment by the supervisor or any other person who reports directly to the supervisor.
- If the supervisor makes an unreasonable request and the student has discussed his/her concerns with the supervisor prior to completing the task.
- New evidence or information regarding the written warning has materialized. The Coordinator of Student Employment will review the appeal and make a decision within three (3) school days of receipt of the appeal.
- If the student disagrees with the decision of the coordinator of student employment, the appeal will be submitted to the Student Employment Board (board). A meeting of the board will be held within seven (7) school days after the decision of the coordinator of student employment is given.
- A simple majority among the voting members present is required for a decision to be rendered.
- Ideally, the decision by the board should be based upon written evidence, material evidence, and verbal testimony from the parties involved, and shall be issued within 48 hours of the conclusion of the meeting where the appeal was heard. If the student or the supervisor wishes to appeal the decision reached by the board, appeals must be directed, in writing, to the Olivet College president or the president's designee within 48 hours after the decision is reached and communicated to the student, the supervisor and the

Coordinator of Student Employment. Whenever possible, the appeal will be heard by the president or the president's designee within ten school days of the receipt of the appeal.

- The hearing officer has the option to implement an extension.
- If an extension is required it will be communicated to the parties involved and the Coordinator of Student Employment. Whenever possible a decision will be made within ten school days after the appeal has been heard by the hearing officer.
- If a decision cannot be reached within the suggested time-line an extension will be implemented.
- The hearing officer will communicate the extension to all parties involved and the Coordinator of Student Employment. When a decision is reached by the hearing officer it shall be communicated to the student, the supervisor and the Coordinator of Student Employment. The Coordinator of Student Employment will then communicate the decision to the members of the board.

Falsification of Time Sheets

The first infraction of falsification of time sheets will result in a student's immediate dismissal from the Student Employment Program and eligibility for any campus job for a period of 13 work weeks.

After 13 work weeks have elapsed, the student may reapply for campus positions. Should the student secure a position on campus, he or she will remain on probation for a period of an additional 13 work weeks. 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 the academic career at Olivet College.

Appeals relating to student employment infractions of falsification are the same as stated in the "Appeals of Written Warning" section.

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.

The Coordinator of Student Employment and at least one additional member of the Student Employment Board will be present at each hearing involving a student who is issued another written warning.

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, anti-hazing, expectations of conduct, discrimination, equal opportunity, harassment, sexual harassment, judicial process, smoke-free campus and sexual assault.

COMMUNITY SERVICES

Eaton Federal Savings Bank

103 S. Main St.
Olivet, MI 49076
Phone: 269-749-2811
Fax: 269-749-2023

Independent Bank

103 S. Main St.
Olivet, MI 49076
269-749-2231

Olivet City Hall

106 S. Main St.
Olivet, MI 49076
269-749-4961

U.S. Post Office

132 Washington
Olivet, MI 49076
269-749-3691

Main Street Dental, P.C.

Lana Lewis, D.D.S.
123 S. Main St.
Olivet, MI 49076
269-749-9477

Olivet Medical Center

Douglas P. Vanator, D.O.
117 S. Main St.
Olivet, MI 49076
269-749-2551

Olivet Pharmacy

102 Washington St.
Olivet, MI 49076
269-749-2301

Marshall Internal and Family Medicine

202. N. Main St.
Olivet, MI 49076
(269) 749-2131

For more information about the community of Olivet, visit www.olivetchamber.org



The Olivet College Compact

To give further definition to Olivet College's institutional 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.

*Endorsed by the Faculty, Staff Senate and Student Senate in May 1997
and by the Board of Trustees in June 1997.*