

# **ADRIAN COLLEGE STUDENT HANDBOOK**

## **2015-16**

### **I. INTRODUCTION TO HANDBOOK**

This Student Handbook provides a wealth of information regarding campus life. Students are responsible for all the information contained in this handbook. The goal is to provide students with a resource guide regarding Adrian College. Please feel free to let the Student Life Office know if you have suggestions regarding this publication.

### **WELCOME TO THE ADRIAN COLLEGE FAMILY: A FEW WORDS FROM PRESIDENT DOCKING**

Greeting from President Docking

Welcome to another exciting year at Adrian College!

This year we've added new opportunities for you to become more involved, continually challenged and better prepared for life after graduation. Your undergraduate years will pass by quickly, so I encourage you to immerse yourselves into student life and enjoy each and every day.

Adrian College remains strong in its tradition of small class sizes, individual attention, experiential learning, class discussion and academic challenge. Going forward, we continue to explore and initiate new avenues for student growth and experience through co-curricular opportunities as well as academic offerings, internships and leadership roles. We have also enhanced the living environment with increased housing choices, beautiful landscaping and amazing facility renovations and additions.

This handbook serves as an important resource to assist you in your role as a student. From dining services, the bookstore and an overview of the College administration—to every detail of student life including academics, residence life, safety and policies—this is a great place to find answers.

We share a unique experience in higher education. We are at a time when education is the most important stop on the road to a satisfying career and a broad understanding of the world around us. Make a commitment to give it your best. We are committed to you and your education and encourage you to take advantage of your time at Adrian College.

May you have a challenging and rewarding year.

Sincerely,

Jeffrey R. Docking, Ph.D.  
President

### **. . . AND PRESIDENT ALEXANDER:**

Hello Fellow Classmates:

Welcome to another step of your journey at Adrian College. This may be your first year as a bulldog or you are upperclassmen nearing the end, with both the potential of this year hold's opportunity, memory and tradition. At a school where excellence matters, the possibilities are endless.

From our first President, Asa Mahan until now, we have set the standard of what it means to be well-rounded individuals. During your time at Adrian, you have the opportunity to write your story. Whether it is getting involved with a sports team, Greek life, Student Government or one of the many other organizations on our campus; the sky is the limit with the opportunity of involvement. That one prospect you take advantage of may just be life changing and open numerous doors of opportunity.

It has been said that coming to college will bring you some of the best days of your life. Although that may be true, I would have to say that coming to college will truly help you find who you are as an individual. The time shared sitting around the fire on the Terrace with friends, or watching football on a beautiful Saturday afternoon will create memories that you will always remember, even after the moment you walk across the stage at Commencement Plaza to receive your diploma.

Adrian College is built on tradition. Still standing strong since 1859, we are a prime example of what it means to be a strong liberal arts institution. During Homecoming, being able to interact with alumni, family and friends builds upon those great

relationships we seek to build here at Adrian College. Ribbons of Excellence day celebrates the students that have worked endlessly to create scholarly presentations, exhibitions and performances. We take pride in our traditions and hope to make many more.

You have the opportunity to take part in something greater than anyone of us students on this campus. The organizations that you may join and the classes you will take help mold you into the person you inspire to be. The opportunity to do something great and to be better is before your eyes, all you have to do is reach out and grab it.

Benjamin Mays once said that “It’s not a calamity to die with dreams unfulfilled, but it is a calamity to have no dreams to reach for.” I challenge you to not be afraid, but take in this moment of greatness, this is your time to grow and to become the greatest person that you can be. Remember, every day is a great day to be a bulldog!

Thank you,

Devin Alexander  
President, Student Government Association

## EDUCATIONAL MISSION

Adrian College, a liberal arts College in the United Methodist tradition, is committed to the pursuit of truth and to the dignity of all people. Through active and creative learning in a supportive community, students are challenged to achieve excellence in their academic, personal and professional lives, and to contribute to a more socially just society.

## HISTORY

Adrian College evolved from a theological institute founded by the Wesleyan Methodist denomination at Leoni, Michigan, a small town east of Jackson, in 1845. In 1855 this institute united with the Leoni Seminary, a Methodist Protestant institution, to establish Michigan Union College.

Legend states that members of the College became concerned about the environment at Leoni, which was nicknamed “Whiskey Town.” In 1859 this concern, and other circumstances, made it advisable to relocate or close. In the same year, Dr. Asa Mahan, pastor of the Plymouth Congregational Church in Adrian and a well-known educator, was encouraged by citizens of the community to establish a college. Mahan had served as the first president of Oberlin College and, previously, as an officer of Lane Theological Seminary in Cincinnati, Ohio.

Dr. Mahan and his colleagues invited the officials and supporters of the closing Michigan Union College to join in establishing the new college at Adrian. After the invitation was accepted, the story says, the library holdings were loaded on an ox-cart in March 1859, and transported the 60 miles to the campus site on the west side of Adrian.

On March 28, 1859, Adrian College was chartered by the Michigan legislature as a degree-granting institution with Dr. Mahan as its first president. Through a series of consolidations and denomination unifications, the College has maintained its relationship with The United Methodist Church.

For almost 100 years, the campus consisted of several brick buildings stretching along Madison Street. Most of what is now the campus was woods and fields. In the mid-1950s, the College, encouraged by the generosity of Ray W. Herrick, embarked in a building program which created the basis for the present campus.

Today, when students walk in the area bounded on the east by Madison Street and edged by Downs Hall, Valade Hall, Cornelius House and Herrick Tower, one will walk on the same ground that students hurried across in 1859 as they rushed to classes, meals and social events. Now, however, instead of a row of brick buildings, the campus incorporates 150 acres, 15 academic and service buildings, 26 residence halls and units and nine major athletic facilities and fields.

## LANDMARKS, LEGENDS AND LORE

**Downs Hall** Built in 1860, Downs Hall is the only building remaining from Adrian’s original campus. The building received an extensive historical renovation in 2010-13 and now houses the Theatre Department and the Downs Studio Theatre. The addition of an elevator offers patrons access to the second floor theatre. Local legend contends it is the home of the Downs Hall ghost with tales of late-night footsteps and strange sounds.

**The Rock** The story claims that in 1962, a few students decided to do “the biggest thing to hit Adrian that year!” Based on an idea for a “paint rock” by a transfer student from Albion, under cover of darkness the TKE pledge class hauled in by wrecker a huge rock, and dropped it near the center of campus by a large tree. It has since been painted with symbols and messages countless times.

**The Cane Ceremony** Grace Wells Haviland, president of the Class of 1921, carried the Shepherd's Crook to the Mound during the first outdoor Cane Ceremony in the College's history. Today the ceremony is held on the commencement stage where the spring graduating class continues the tradition of affixing its class colors (ribbons) to the crook and handing the cane to the representative of the next class. The cane and the custom of the class colors dates back to 1887 long before the ceremony began. The date 1887 and words "Non Sine Labore" (Climb Without Falling), are carved on the staff. A monument donated by the Class of 1987 and located at the front of the Mound, commemorates the Cane Ceremony.

**The "A"** The Class of 1914 placed a structure at the front of campus near Madison Street. The large concrete "A" was traditionally reserved for engaged couples only. In 2012, the "A" was completely recast to repair the historical structure.

**The "Evergreen A"** In 1983 Beta Beta Beta biology club designed and planted the Evergreen A in front of Herrick Chapel. For many years just before spring commencement, Beta Beta Beta planted a circle of flowers around it. In 2008, the "A" was re-landscaped on an incline and lighted to provide a better view from Herrick Bell Tower. Seasonal flowers continue to be planted around the "A" each year.

**Lincoln Statue** A bronze statue in the library depicts young Abe Lincoln. The statue was donated in 1963 by Anna Hyatt Huntington, a famous equestrian sculptress, who formed a written friendship through letters exchanged with the late Ed Pellowe, former director of financial development for Adrian College. The Class of 1963 began a tradition of touching the tail of the horse for good luck. Mrs. Huntington was also responsible for Adrian's acquisition of the Seal Rookery sculpture, located in Jones Hall.

**The Mound** The Class of 1869 wanted to leave Adrian College a gift of unique distinction. Since money was hard to acquire during the days immediately following the Civil War, the class used the good earth for its memorial as a symbol of Adrian's strength. They intended to erect a statue of Asa Mahan, the College's first president; however, the funds did not materialize. The statue was never erected and the Mound, which was enlarged in 2011, has remained at the front of the campus.

**The One Piece Threshold** One of the oldest landmarks of the College is an old stone threshold from the original North Hall, placed during its construction in December 1859. After demolition and the rebuilding of North Hall in 1971, the threshold was relocated adjacent to the building as a remembrance. It remains there, in front of what is now Valade Hall.

**The Outdoor Chapel** Today the Adrian College Herrick Chapel is considered one of the finest worship centers in the Midwest. The building includes a grand organ and 16 stained glass windows. Prior to 1964 and the building of the chapel, the same space was occupied by a rustic outdoor "chapel in the woods" where services were held on rough benches. Students of more than 50 years ago fondly tell of spending quiet time in the lovely place.

**South Hall Bell** For more than 100 years, the College Bell hung in the cupola atop South Hall. It rang for classes, meals and daily chapel services, as well as for weddings, funerals, graduations and other special occasions. In 1960, South Hall was torn down to make way for the Herrick Carillon Tower. Placed inside the tower, the bell remained silent and was almost forgotten until the Class of 1984 donated funds to move the bell to a place near Shipman Library. The Class of 1999 provided funds to incorporate the bell into the entrance walkway of the renovated library.

**The South Lawn Sign** A more recent addition to the campus is the 1986 class gift - a small granite monument marking the south entrance to the campus. The sign was unveiled during the Cane Ceremony, which took place at the new construction.

**The Bulldog Statue** At the entrance of the multisport performance stadium, erected in 2006, the Bulldog statue welcomes fans to athletic and other events at the stadium. The stone statue was donated the same year by alumnus Jack Shimko '79, who had played football as a student-athlete. The statue is inscribed with the phrase "Expect to Win" encouraging athletes to work and play hard.

**The Thinker** In 2007, a replica of The Thinker (French "Le Penseur") statue by Auguste Rodin, was placed near Herrick Bell Tower. It was donated by alumnus Richard Kibbey '75 to the campus community. The Thinker has become an international symbol of intellectual activity.

**Bruiser** In December 2009, Adrian College welcomed the new face of Bulldog spirit, Bruiser. Bruiser is an English Bulldog born in Oklahoma and now lives adjacent to campus with his adoptive family. He is one of only a few live mascots at colleges and universities. Bruiser often makes appearances at Caine Student Center and other popular places on campus as well as for special events. He is the main character of a children's book "Bruiser Goes to College".

## ANNUAL TRADITIONAL EVENTS

**Activities Fair** is held at the beginning of the year, providing our student organizations with an opportunity to display and demonstrate what they have to offer.

**State of the College** address has in recent years become a more public event. The College president uses this opportunity each year to thank the campus community, celebrate student success, encourage creative thinking and share a vision for the future with the participation of many students, faculty and staff.

**Hispanic Heritage Month** is a time to explore and honor Latinos and their contributions. Lectures, concerts and other special events help educate us all about the contributions of Latinos and the continuing challenges that are faced by people of color in our society.

**Greek Week** is one of the highlights of the year for the fraternities and sororities. Throughout the week there are a number of activities for the Greeks, including a game day, a community service project and the annual awards banquet.

**Religious Awareness Week** is a time to explore the reality and character of God and to celebrate the dignity of all people. A keynote visit by a major religious leader and special opportunities to engage in spiritual issues highlight this week.

**Homecoming** is traditionally the time when alumni return to their alma mater for a weekend of reminiscing and celebrating with the campus community. Student activities abound—including the parade, competitions, entertainment and the Homecoming King and Queen coronation. Alumni reunite with former classmates and professors, honor others at the Alumni Awards and Athletic Hall of Fame events, enjoy the football game and many other activities, and conclude the weekend at the Sunday worship service.

**Family Weekend**, one of Adrian's long-standing traditions, is scheduled in the fall. While on campus, family members experience campus life, evening programs featuring student performances and Sunday worship.

**Lessons and Carols** is a service celebrating the holiday season held in the College chapel in early December.

**Martin Luther King Jr. Celebration** is the annual community/college recognition and remembrance of the life and work of Dr. Martin Luther King Jr. No classes are held on this day.

**Black History Month** is a focused time about the history and culture of people of African descent. The month's special emphasis includes displays, recitals and lectures which help to acknowledge the contributions of African-Americans to our society.

**Women's History Month** is a time of exploring and honoring the history, accomplishments and issues of women. This month is celebrated through a series of programs, displays and other special events that acknowledge the contributions women make.

**Sibs & Kids Weekend** is scheduled during the spring semester and offers a variety of activities for visiting brothers and sisters as well as children of the faculty and staff.

**Disabilities Awareness Week** is the annual college/community recognition and study of issues of disability. Persons of national renown are part of the week as are community persons and agencies active in areas of disability.

**Ribbons of Excellence Day** is a celebration of scholarly and creative activities of Adrian College students based on the standards of excellence or "ribbons" established in 2007 to support the College's mission statement. The purpose of this day is to encourage students to engage in the acquisition of new knowledge outside the classroom and to act as a catalyst for student/faculty collaboration.

## II. ENROLLMENT DIVISION

### OFFICE OF ADMISSIONS

The Office of Admissions is located in the Ward Admissions House and is staffed by the Vice President for Enrollment and Student Life, a Director, Admissions Counselors and support staff. The Admissions staff is responsible for recruitment and enrollment of prospective students.

#### STUDENT ADMISSIONS POSITIONS

Current Adrian students who wish to become involved in the recruitment effort by working in the Office of Admissions are encouraged to speak to a member of the Admissions staff. Positions include: tour guide, telemarketer, counselor assistant and general office assistant.

#### PROSPECTIVE STUDENT INFORMATION

Adrian College departments and organizations wishing to communicate with prospective students may work with the Office of Admissions to do so.

### FINANCIAL AID

Financial aid staff are available to assist students and their parents in planning and obtaining financial help to pay for college expenses. The staff is available to answer questions about award letters, various aid programs and other financial concerns.

### PUBLIC RELATIONS

The Adrian College Office of Public Relations communicates the visions, goals and achievements of the College to the world at large. Specifically, we provide communication strategies, media relations, crisis communication, expert sources and publications. Located in Shipman Library (lower level) on the AC campus, Public Relations serves as a source of information to the general public, the media and the AC community.

### ATHLETICS

Adrian College has a long history of outstanding athletics and for fielding winning teams in many different sports. Even as our

academic programs have gained nationwide visibility and stature, the athletic programs have continued their success.

The Department of Athletics is committed to the pursuit of academic and athletic excellence. Our primary goal is to provide the opportunity for students to experience the personal challenge and enjoyment of high-level competition along with their academic endeavors. The 17 men's and 19 women's varsity and club teams enjoy nearly 55 percent participation from the student body.

We also take great pride in the number of Adrian student-athletes who have been named Academic All-American throughout the years.

### **MEN'S VARSITY SPORTS**

Teams for men are available in these 11 sports:

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Ice Hockey
- Lacrosse
- Soccer
- Tennis
- Track and Field (Indoor and Outdoor)
- Volleyball (Varsity 2015-16)
- Wrestling

Nationally, Adrian finished second in ice hockey in 2011 and the baseball team finished fourth in 2008.

### **WOMEN'S VARSITY SPORTS**

Teams for women are available in these 14 sports:

- Acrobat and Tumbling (new fall of 2013)
- Basketball
- Bowling
- Cross Country
- Equestrian
- Golf
- Ice Hockey
- Lacrosse
- Soccer
- Softball
- Tennis
- Track and Field (Indoor and Outdoor)
- Wrestling
- Volleyball

The women's ice hockey team won the NCHA O'Brien Cup Playoffs in 2011 and advanced to the NCAA Tournament for the first time in school history. In the fall of 2011 the women's soccer team won a first ever MIAA Championship. The softball team has put together several successful seasons including an NCAA Regional berth in 2009.

### **NCAA DIVISION III**

Adrian is a member of the Michigan Intercollegiate Athletic Association — a NCAA Division III conference. This conference brings a group of institutions that share common commitment to academic quality and to the conduct of athletics to support their educational purposes.

While the MIAA is the conference for a majority of the varsity sports, Adrian also is affiliated with the following conferences: American Heartland (Women's Bowling), Northern Collegiate Hockey Association (Men's and Women's Hockey).

### **CLUB SPORTS**

In addition to varsity sports, Adrian offers nine programs that compete at a national level and yet are not affiliated with the NCAA. Any student carrying at least 12 credit hours may try out for any of these activities, provided they are academically eligible as certified by the Registrar.

- ACHA Division I men's hockey

- ACHA Division II men's hockey gold
- ACHA Division III men's hockey black
- ACHA Division I women's hockey
- Cheerleading
- Dance
- Figure Skating
- Synchronized Skating Senior/Collegiate
- Equestrian – Hunt Seat and Western Teams
- Men's Bowling (new Fall of 2014)
- Bass Fishing (new Fall of 2014)

### **INTRAMURAL SPORTS**

If you are simply interested in staying active and enjoying team sports, Adrian offers a variety of intramural sports which are designed to include everyone on campus. Students, faculty and staff are encouraged to participate.

- Co-ed volleyball
- Co-ed softball
- Co-ed soccer
- Co-ed 5-on-5 basketball
- Co-ed flag football
- Men's flag football

Activities may be added or deleted according to interest.

### **ATHLETIC FACILITIES**

Adrian has some of the finest athletic facilities in NCAA Division III. A majority of the facilities have been either newly constructed or renovated within the last six years. The crown jewel is Docking Stadium which houses the football, lacrosse and soccer teams. The stadium has 2,000 chair-back seats on the home sideline and the finest Pro Grass playing surface.

The baseball team plays at Nicolay Field on the northwest corner of campus. Nicolay Field was built in 2008 and has 400 chair-back seats above the dugouts on either baseline for optimal viewing. The softball field was also renovated in 2008 to add a new press box, dugouts and permanent chair-back seating for 150.

The outdoor track complex hosted their first meet in 2009 to rave reviews from around Division III circles. The Craft Tennis Complex features 12 outdoor courts right along US-223 and the Multi-Sport Performance Stadium.

Arrington Ice Arena was completed in 2007 and houses all ice sports at Adrian. The arena has 450 chair-back seats and has seen crowds over 1,000 with standing-room along the glass. The arena has offices for coaches, an athletic training room and several locker rooms.

The basketball and volleyball teams play their home games at the Merillat Sport and Fitness Center Gymnasium. It was built in 1990 and also provides an auxiliary gym for indoor activities. The Merillat Center also has administrative and coaches offices as well as athletic training facilities, a weight room and wellness center for all students, faculty and staff.

### **POLICY ON COLLEGE ATHLETICS**

Adrian's first concern is for the strength and integrity of the academic program. Beyond that, Adrian believes that there is a place for many extracurricular activities, including sound athletic programs. All facets of the college's co-curriculum, however, must be kept in proper balance and evaluated in terms of educational objectives. In athletics this means, among other considerations, wide participation by all students, both men and women, in many different sports and activities, both intercollegiate and intramural, and an appropriate emphasis on and provision for recreational sports and less formally organized play.

Our formula for competition will consist of including on our teams only student-athletes who combine an interest in academic scholarship with a keen desire and a proven ability for intercollegiate athletic competition with similar students at comparable institutions. Adrian shall provide such men and women with excellent coaches and adequate facilities on the basis of equality and without discrimination of any kind, including discrimination by individual sports, race, or gender.

## **III. ACADEMIC AFFAIRS**

The Office of Academic Affairs serves as an umbrella for all of the academic departments on campus and a variety of administrative offices including office of: Information Technology (IT), Academic Services, Institute of Career Planning, Shipman Library, Institutional Research, Registrar's Office, and the Office of Foundation and Corporate Relations.

### **REGISTRAR**

The Office of the Registrar supports students, faculty and staff as students pursue their baccalaureate and graduate degrees. They

assist students in class registration and are the official source of information for academic records.

## **DEGREE REQUIREMENTS**

### ***Degrees Offered***

Adrian College is authorized by its Board of Trustees to grant the following degrees: Associate of Arts, Bachelor of Arts, Bachelor of Business Administration, Bachelor of Fine Arts, Bachelor of Music Education, Bachelor of Music, Bachelor of Science, Bachelor of Social Work, Master of Science and a Master of Arts. Please see the Office of Admissions website for current graduate degree offerings. Students in one of the baccalaureate degree programs must make application for their degree during the first semester of their final year and must indicate the specific degree to be conferred. Students in the associate degree program must make application for their degree at the start of their third semester. Students in graduate programs must make application at the beginning of their final semester.

## **REQUIREMENTS FOR GRADUATION**

Summary of requirements for a baccalaureate degree:

- I.** A total of 124 semester hours, 30 of which must be numbered 300 or 400. (A total of 150 semester hours required for Bachelor of Science in Public Accounting;)
- II.** Five - 3 or 4 credit courses meeting distribution requirements;
- III.** At least one course designated as Non-Western;
- IV.** Basic educational proficiency requirements of 21 semester hours;
- V.** A writing intensive course;
- VI.** A graduation major;
- VII.** A cumulative grade point average of C (2.00) and at least a C average in the graduation major, not counting cognate courses; a C average is also required in any minors which a student may elect;
- VIII.** The last 31 semester hours must be earned at Adrian College or in programs approved by the College.

## **GRADUATION / COMMENCEMENT PARTICIPATION**

Students in one of the baccalaureate degree programs must make application for their degree during the first semester of their final year and must indicate the specific degree to be conferred. An appointment to meet with the Registrar or Assistant Registrar should be made to review your degree progress and plans for completion the semester prior to graduation. All courses must be completed and students must have a zero account balance in order for a student to walk in the graduation ceremony. Students not meeting this requirement will need to petition to the Academic Status Review Committee the semester prior to commencement.

It is the intention of the College that all students participating in a commencement exercise will have completed all requirements for their respective degrees prior to commencement. However, a student may participate in a commencement exercise before completing all requirements under the following conditions:

1. Students must petition the Academic Status Review Committee for permission to walk by the end of the semester prior to the desired commencement exercise.
2. The petition must include a specific plan to address the remaining requirements in the following term. (Fall term for Spring commencement exercise participants, Spring term for Winter commencement exercise participants.)
3. The commencement program will designate that the student's graduation requirements have not been completed, but will be completed during the next term.
4. Students who participate early will not be recognized for various types of honors in the commencement program.
5. Students will not be permitted to participate in more than one commencement exercise.

## **REGISTERING FOR CLASSES**

Prior to each semester currently enrolled students meet with their advisors to prepare their class schedules. During the advising period or welcome week, students pre-register online and then meet with their advisor to complete registration. A late registration fee will be assessed to those students not registered by the end of the normal registration period.

## **REGISTRATION PREPARATION DATES**

### **Advising For Spring 2015 Classes**

Monday – Friday, October 27 – 31

Monday – Friday, November 3 – 7

### **Advising For Fall 2015 Classes**

Monday – Friday, March 30 – April 3

Monday – Friday, April 6 – 10

## **ACADEMIC ADVISING**

During the freshman year, academic advisors are assigned to all freshmen to monitor academic progress and help each student begin fulfilling distribution requirements. The advisor approves the student's schedule of classes each semester and assists in planning the degree program. It is the student's responsibility to understand and fulfill all graduation requirements.

## **TO CHANGE ADVISORS**

Students should not hesitate to change advisors if their interests change or if they become acquainted with a professor they would

like to work with. Students who wish to change advisors must:

1. Ask the professor if he/she is willing to be an advisor.
2. Complete a change of advisor form in the Registrar's Office.
3. The Registrar's Office assists in transferring files to the new advisor.

## **ADVISING**

In late October and again in April, there is a two week advising period. Advisors will arrange their schedules to accommodate the heavy demand of advising during this time. Because students register for courses with their advisor, it is essential to make appointments during the time designated. Students are provided an advising handbook called, Making your Academic Plan (MAP) during orientation. Additional copies are available in the Office of Career Planning. This handbook provides advising information, important deadlines, and key offices to support success.

## **DECLARING A MAJOR**

Many students enter their first year knowing, or at least having a good idea of, what they wish to major in during their college experience. Students who are certain are encouraged to fill out a Declaration of Major form as soon as possible. Students should declare a major by the end of their sophomore year.

To monitor progress toward graduation, the student and advisor have access to a progress report called the "Degree Audit." The Degree Audit shows an official analysis of the students completed courses which fulfill requirements to graduate, as well as, courses needed for completion of their degree.

To declare a major a student must:

1. obtain a declaration of major form from the advisor, Registrar's Office or on-line at <http://www.adrian.edu/academics/registrar>
2. obtain the signature of the chairperson of the major department; and
3. return the declaration of major form to the Registrar's Office.

## **CLASS LOAD**

Any student enrolled for 12 or more hours is considered a full-time student. Students may take up to 17 hours under normal tuition. Students who take more than 17 hours must pay an additional fee. Students who wish to take 20 hours must petition the Dean of Academic Affairs for approval prior to registration.

Students receiving Adrian College scholarships/grants must carry at least 12 hours to maintain eligibility. Athletes must be registered for 12 hours during the season of their sport to maintain eligibility. To receive state and federal assistance, students must carry at least six (6) hours, though benefits are prorated for fewer than 12 hours.

## **PART-TIME STUDENTS & ACADEMIC STATUS**

For part-time students, the number of Full-Time Equated Semesters (FTES) is determined by taking the sum of all hours attempted at the end of the Add/Drop period for each semester and dividing by 14. Part-time students are expected to satisfy the grade point average standard based on the number of semesters enrolled and the hours earned standard, using FTES to determine academic progress. Part-time students with less than one FTES are expected to complete 50% of the hours attempted.

## **CLASSIFICATION OF STUDENTS**

To become a member in full standing of one of the three upper classes, a student must have earned, for: sophomore standing - 24 semester hours; junior standing - 54 semester hours; senior standing - 90 semester hours.

## **CHANGES IN CLASS SCHEDULES**

The first **four days** of each semester is the "Add/Drop" period. No courses may be added after that period. The "Withdrawal" ("W") period extends until **seven class days after mid-semester grades are distributed**. Schedule changes for open classes are processed by the academic advisor. For closed and "permission required" courses, a signed schedule change form must be submitted to the Registrar for processing.

Please note, newly admitted students or students returning from the previous semester must initiate registration for classes no later than the second day of the semester. Those students who have not initiated registration by this day are not eligible to return to campus for the semester.

Students may add or drop classes from their semester course schedule during the first four days of the fall or spring semester. Forms for this purpose are available on-line at the Registrar's Office webpage or students may go through Net Classroom. The student's academic advisor must approve all added or dropped courses. The completed Schedule Change form must be returned to the Registrar's Office no later than the fourth day of the fall or spring semester.

A student desiring to withdraw from a course after the add- and-drop period must obtain signatures of both the instructor and the academic advisor. When the signed form is returned to the Registrar's office, a grade of W will be recorded on the permanent record. No withdrawal forms will be accepted by the Registrar's Office after 5 p.m. on the seventh class day after publication of mid-semester grades. Students with severe illness or exceptional circumstances may petition the Academic Status Review Committee for late withdrawal.

## GRADES

The Office of the Registrar processes the grades instructors file each mid-semester and final grading period. All grade reports are made available on-line in the student database.

Incomplete grades must be resolved and reported by the instructor to the Registrar's Office no later than the day on which final grades are due for the first regular semester following the assignment of the incomplete. Failure to remove the incomplete by the specified time will result in computing the grade of the work not completed as an F.

The grading system is as follows: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, NC, NG, I and W. (A plus or minus attached to a grade indicates achievement slightly above or below the grade level as described below.)

**A** - indicates work of superior quality, showing originality, constructive thinking or special ability in handling the subject.

**B** - indicates work distinctly above average in quality and thoroughness and marks a maximum fulfillment of the requirements of the course.

**C** - indicates a faithful and creditable fulfillment of the requirements of the course to a minimum standard.

**D** - indicates barely passing work.

**F** - indicates failure.

**NC** - indicates no credit; a final grade of C- or lower will result in no credit for the following courses only: ENGL101 and MLCE101-102. A final grade of D+ or lower will result in no credit for the following course only: MATH 099.

**NG** - allegation of academic dishonesty.

**I** - indicates incomplete work at the time the final grade is due. This grade is given only for absences from class or examination because of illness or other emergency during a considerable part of the semester or at the end of the semester and for laboratory experiments, internships or education field assignments scheduled for completion after the grading period. It is not given for work that is below passing or for failure to submit work on time through negligence. It is given only when the student intends to complete the course within the prescribed time limit. An "I" will be removed upon completion of the work specified by the instructor. All Incompletes must be resolved and reported to the Registrar's Office no later than the day on which final grades are due for the first regular semester following the assignment of the incomplete. Failure to remove the incomplete by the specified time will result in computing the grade of the work not completed as an F.

**W** - indicates withdrawal from class. This grade does not count in computing the grade point average and will not be accepted by the Registrar after 5 p.m. on the seventh class day after publication of mid-semester grades.

## GRADE CHANGES

Grades can only be changed within the **first 30 calendar days of the next semester**. Most instructors distribute specific information regarding their grading procedures. Students are encouraged to approach any instructor for clarification of his/her grading procedure and for periodic updating of their own academic progress in the course. Letter grades are assigned at mid-term and the end of the semester. If a student feels that he/she has not received the proper grade, he/she should first discuss the grade with the faculty member. If there is no satisfaction, then the student may speak with the department chairperson. If no resolution is reached the student may contact the Vice President and Dean of Academic Affairs Office. Every student should know that the assignment of grades is the sole responsibility and prerogative of the instructor and will **not** be changed by chairpersons, Deans, the Registrar or the Academic Status Review Committee.

## REPEATING COURSES

Only courses in which a student has earned a grade of C-, D+, D, D-, F or NC may be repeated. When a course is repeated, both grades will appear on the permanent record, with the second grade indicated as a "repeat." To figure grade point average, the higher grade is selected. If the second grade is higher, the point differential between the old and the new grade is added to the cumulative points. The hours attempted for the repeat are not counted a second time. Courses must be repeated at Adrian College.

## DEALING WITH PROBLEMS – STUDENT COMPLAINT PROCESS

1. Wrong grade – students should contact the instructor and request a review of the record.
2. Dispute of a grade – students should contact the instructor and request a review of the record. If a resolution is not met, the student should contact the chair of the department. If a resolution is still not met, the student should contact the Vice President and Dean of Academic Affairs Office. The VPAA's Office will not review a dispute of grade until the proper procedure has been followed. Please note, students should provide supporting documentation for grade disputes.
3. When a "W" does not appear for a withdrawn course - students should contact the Registrar's Office.
4. When an added course does not appear on the grade report – students should contact the Registrar's Office.
5. When there is an error in the grade point average or credit hours – students should contact the Registrar's Office.
6. When "NG" is awarded for suspicion of academic dishonesty students should contact the professor who awarded the mark.

## ACADEMIC STATUS POLICY

The Registrar reviews the academic records of all students at the conclusion of each grading period. Students whose grade points fall below a 2.0 or whose number of hours earned indicate unsatisfactory progress are subject to special review by the Registrar and the Academic Status Review Committee.

Students may be placed on academic warning, probation or suspension. **ACADEMIC WARNING** is a notice to the student of substandard performance and carries no sanction. **ACADEMIC PROBATION** is a formal notice indicating academic improvement must occur in the next semester at the level indicated or the student will be suspended from Adrian College. **SUSPENSION** is a notice of immediate severance from the College. Students on suspension may not enroll during the subsequent semester, but may petition for readmission in the following semester. Appropriate notices which indicate such academic status will be issued by the Vice President and Dean for Academic Affairs.

### **TRANSFER STUDENTS & ACADEMIC STATUS**

Transfer students will have their transfer hours divided by 12 to determine the number of semesters enrolled for both standards stated above.

### **ACADEMIC STATUS REVIEW COMMITTEE**

The Academic Status Review Committee reviews student records at the conclusion of each semester. A student who is failing to make normal progress toward graduation may be warned, placed on academic probation, advised to withdraw or be suspended from Adrian College. This committee also reviews and acts on all academic petitions.

### **POLICY CONCERNING CO-CURRICULAR PARTICIPATION DURING SUSPENSION**

The suspension of a student for academic or disciplinary purposes requires that he/she assume an “out-of-residence” role during the entire period of the suspension. For purposes of participation, “out-of-residence” is interpreted to mean that during the suspension period a student **cannot** (1) actively participate in, (2) represent, supervise, be employed in or be otherwise directly involved, other than as a spectator, with any Adrian College program or activity. Suspension is viewed as a period of separation from the campus. Visitation to the campus should be at the invitation of an official of the College only.

Students with questions regarding their academic status should contact the Registrar’s Office.

### **ACADEMIC PETITION**

Students may petition the Academic Status Review Committee for exceptions to rules concerning academic policies, procedures and graduation requirements due to extenuating circumstances. Students may petition for exceptions to academic policies if they believe they have a special or unusual circumstance. Students may request the petition form from the Registrar’s Office or download it on-line from the Registrar’s webpage: <http://www.adrian.edu/academics/registrar>. The committee will consider only those petitions that have first been reviewed by the academic advisor and that have been submitted far enough in advance that, if denied, the petitioner will have sufficient time for rescheduling or other appropriate action. Senior petitions dealing with graduation requirements must be submitted prior to the last semester of attendance.

### **CLASS ABSENCESES POLICY**

Class attendance is an integral part of the educational experience. Individual instructors set the attendance requirements for their classes. The student is responsible for missed class work and for making up missed class work, if permitted by the instructor and in accordance with policy stated in the course syllabus. Students, coaches, organization advisors, and others responsible for official campus and off-campus activities have the responsibility of informing faculty in advance of planned absences due to college-related activities. Since faculty policies differ significantly, students have the responsibility of understanding and adhering to the attendance policy of their classes and their instructors.

### **GUEST STUDENT POLICY**

Students who wish to attend another college while continuing enrollment at Adrian must receive guest student approval from the Registrar **before** taking the course.

### **ENROLLMENT VERIFICATION**

Verification of enrollment or grade verification for financial aid purposes, Social Security benefits, loan deferments, good student insurance discounts or other reasons may be obtained from the Registrar’s Office.

### **TRANSCRIPTS**

It is the policy and practice of Adrian College that approval to release official college transcripts of student academic records requires that student financial obligations be satisfied or current. Student accounts that are enrolled for multiple payment options must be current through the most recent requested installment due date. For example; if a student is enrolled in a multiple payment plan and the account is current with two remaining installment payments due in the future, official transcripts for that student may be released.

A modest \$2.00 charge per transcript is charged. The request must be in writing and all charges of violations of the Student Code of Conduct must be resolved and all judicial sanctions must be completed before a diploma is granted or a transcript is issued. Please allow 5 – 7 days for official transcripts to be processed.

### **PRIVACY OF STUDENT RECORDS**

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, Adrian College has established policies and procedures to protect the privacy of student records. This policy appears below. Included in this policy are the categories of information designated as “public information.” Students have the right to withhold directory information from the public. They may do this by notifying the Housing Office in writing as described in the policy.

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTIFICATION OF STUDENT RIGHTS UNDER FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the date the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

In its discretion the College may provide directory information without notice or prior consent. Directory information includes the following: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent previous educational agency or institution attended by the student. Students may withhold directory information from the printed directory by notifying the Housing Office in writing within two weeks after the first day of class each semester.

Requests for non-disclosure will be honored by the College for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Housing Office.

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

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605

## **LIBRARY**

Shipman Library contains over 146,000 volumes and provides access to nearly 16,000 e-books and more than 50,000 periodicals. The library also provides online access to over 75 research databases, many with full text. The media collection includes more than 4,000 audio and video recordings. Our interlibrary loan service provides access to books and articles from libraries nationwide. The library is web accessible 24/7 at <http://www.adrian.edu/library>.

The library is open throughout the academic year when classes are in session according to the following schedule (subject to change):

### **Fall & Spring Semester Hours**

8 a.m. - 11 p.m., Monday-Thursday

8 a.m. - 5 p.m., Friday

10 a.m. - 5 p.m., Saturday

Noon - 11 p.m., Sunday

(Extended hours offered the last two weeks of each semester.)

### **Summer Hours (May – August)**

8 a.m. - 4 p.m., Monday-Friday

## GRADUATE PROGRAMS

### HISTORY OF GRADUATE PROGRAMS

The Graduate Program was established at Adrian College in 2010. The first classes were offered during the fall of 2010 in the Department of Exercise Science and Athletic Training. Adrian College originally offered graduate education in the late seventies, but this was discontinued due to insufficient enrollment. In 2008, after a number of years of increasing enrollment at the College, the President announced plans to add a select number of graduate programs. At the February 2008 Board Meeting, the Board of Trustees considered a number of programs and asked the administration to continue to explore this idea. In May 2009, the Board of Trustees voted to support the creation of a 3+2 graduate program in Athletic Training. This program was approved and accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) in 2010. A subsequent call to the faculty for additional programs produced three additional proposals from: Criminal Justice, Accountancy and Chemistry. These programs were approved by the faculty, the Board of Trustees and the HLC. Additional programs in Teacher Education and Sport Administration are pending based upon approval by the HLC.

Adrian College provides a unique opportunity for a select number of students to finish a Bachelor's and Master's degree in a minimum of five years. These students are provided the opportunity to begin their work while an undergraduate and completing the requirements as a graduate student. Many programs offer a thesis, a practicum, and opportunities for internships, advanced research study, and/or intensive independent study.

### GRADUATE PROGRAM OBJECTIVES

The purpose of the graduate programs at Adrian College is to provide talented students with advanced work in an area of study in order to position them for industry or additional graduate work. Within the context of the liberal arts, and aligned with the values espoused by the Ribbons of Excellence, the graduate programs seek to produce alumni who demonstrate the following:

1. Caring for humanity and the world;
2. Critical thinking;
3. Creativity;
4. An awareness of other fields and perspectives developed through crossing boundaries and disciplines; and
5. Preparation for lifetime learning.

### PROGRAMS OF STUDY

Adrian College offers curricula leading to a Master of Arts in Criminal Justice, Master of Science in Athletic Training, Master of Science in Accountancy, and Master of Science in Chemistry.

### ADMISSION REQUIREMENTS FOR GRADUATE STUDY

To be accepted into the graduate program, applicants must possess academic, personal, and professional qualities deemed acceptable by the Office of Admissions and the academic department.

All applicants must complete the Graduate Admission Application through the Office of Admissions. Once submitted, the application will be forwarded to the appropriate department chair for admission recommendations. All applicants admitted to graduate study are admitted conditionally, pending the completion of their bachelor's degree. Those seeking admission to a graduate program at Adrian College who are not current students must possess a bachelor's degree from an accredited college or university. Enrollment deferment can be approved by the department chair for up to one year.

**The applicant is responsible for filing official undergraduate/graduate transcripts and an application for admission with the Office of Admissions, 110 South Madison Street, Adrian, Michigan 49221, by March 1. Applicants should check the Graduate Program website for additional admission requirements specific to individual programs.**

After acceptance, the student has 14 days to place a non-refundable \$300 deposit, indicating his or her intention to attend the graduate program for which he or she has applied. The deposit will be applied to the first semester tuition.

#### *International Student Admission Requirements*

In addition to the above requirements, international students must also show evidence of:

1. An academic objective which can be achieved in the Graduate Program at Adrian College;
2. A strong academic record and the capacity to benefit from study at the graduate level;
3. Adequate financial support to travel to the College, to live reasonably while in residence in the United States, to maintain adequate health insurance and to return home at the conclusion of studies; and
4. The ability to read, write and speak the English language with sufficient fluency to participate in graduate classes.

The Test of English as a Foreign Language (TOEFL) is required of all international applicants from countries where English is not the primary spoken language. A TOEFL score of 61 on this internet-based test is required for admission consideration.

### ACADEMIC STATUS AND GRADUATION REQUIREMENTS

Students must maintain a 3.0 average (B) on a 4.0 scale in all required graduate courses and may not have more than two courses with a grade of “C” or less. A student may not repeat a class more than once. A letter regarding each student's progress toward graduation will be sent at the end of each semester by the Office of Academic Affairs.

### **GRADING SYSTEM**

A – Excellent.

B – Very Good.

C – Average. Not more than two courses.

D or F – Below expected performance and course must be retaken.

I – Incomplete. This may be given in lieu of a letter grade. It is a temporary grade given when a student is unavoidably delayed in completing a course. All Incompletes must be resolved and reported to the Registrar's Office no later than the day on which final grades are due for the first regular semester following the assignment of the Incomplete. All incomplete grades not properly removed are changed to “F.”

W – Withdrawn. This grade may be recorded for withdrawal from a course. This grade does not count in computing the grade point average and will not be accepted by the Registrar after 5 p.m. on the seventh class day after publication of mid-semester grades during fall and spring terms. (Consult May and summer term course schedules for appropriate dates.)

A plus or minus attached to a grade indicates achievement slightly above or below the grade level as described below.

### **TIME LIMITATIONS**

Full-time graduate students are required to complete the degree within three years. Part-time graduate students are required to complete the degree within five years. Written appeals for extension of the time limit will be considered by the Academic Status Review Committee.

### **TRANSFER OF CREDITS FOR A MASTER'S DEGREE**

A maximum of 9 semester hours of graduate credit earned while enrolled at the graduate level over the previous five years at another approved institution may be accepted for transfer to Adrian College. Acceptance of transfer credit must have written approval by the department chair to the Registrar. Transfer credits are only allowed for grades “B” (3.00 on a 4.00 scale) and higher.

### **LIFELONG LEARNING CREDIT**

No credit is awarded for lifelong learning for master's degree programs.

### **ADVISING**

Each department determines a faculty advisor for graduate students who will assist in the planning of a program of studies. **Each student is responsible for planning a program consistent with all requirements for graduation. It is the student's responsibility to contact and confer with the advisor concerning questions regarding the program.**

### **MAXIMUM COURSE LOAD**

A graduate student who carries six credit hours or more per semester is considered a full-time student. The maximum course load a graduate student is permitted to carry is 15 credit hours. Students should allow ample time for library research, project work, and cooperative assignments when planning their schedules.

### **AUDITORS**

A limited number of auditors may be permitted in certain courses. Before auditing is permitted, approval of the department chair of the graduate program and the instructor of the course must be obtained. Individuals holding a baccalaureate degree who wish to audit graduate courses but who have not previously taken work at Adrian College must complete an application as a guest student for such auditing through the Registrar's Office. No credit or grades will be given to a student auditing a course. Students should check the current catalog for current auditing fee charges.

### **REGISTRATION**

In order to facilitate planning, students should notify their advisors before the end of the current semester of their intention to register for the following semester. Students may register after April 1 for Fall Term and after November 1 for Spring Term. Registration must occur no later than the second day of classes each semester. Students may add/drop classes during the first four days of the semester.

A graduate student who temporarily discontinues study must notify the department chair. A continuation fee will be charged if the student desires use of the library and computer access. Students should check the current catalog for current fee. Prior to resuming studies, the department chair must be notified.

### **WITHDRAWAL FROM COLLEGE**

Students who are unable to return or continue in school must officially withdraw from the College. All withdrawals must be

completed by the last day of classes by following the procedure outlined below:

The withdrawal process begins with the Assistant Dean of Academic Affairs in the Administration Building. A withdrawing student must complete a withdrawal form obtained from the Assistant Dean. This form must be signed by appropriate representatives of: Student Life, Business Services, Financial Aid and the Registrar.

The student will not be presumed to have officially withdrawn from the College until all of the above signatures have been obtained. Failure to complete the procedure as specified above will result in the recording of an "F" for all classes on the student's permanent record.

If it should become necessary for a student to withdraw for emotional or psychological reasons, a policy and procedure statement governing involuntary withdrawal exists and is available upon request from the Assistant Dean of Academic Affairs. Late academic course withdrawals, due to extenuating circumstances, can be approved by the Dean of Graduate Studies.

## **TUITION AND FEES**

The tuition and fees are set annually by the Board of Trustees. The student should consult the current catalog for tuition and fees.

## **STUDENT FINANCIAL ASSISTANCE**

Student financial assistance is available in the form of subsidized and unsubsidized loans. Students should schedule an appointment with the Director of Financial Aid to discuss financing options.

## **LIBRARY**

Graduate students have full use of Shipman Library.

## **TRANSCRIPTS OF CREDITS**

Students desiring transcripts of study should submit a request to the Office of the Registrar, Adrian College, Stanton Administration Building, 110 South Madison, Adrian, Michigan 49221. The College sets the fee for each transcript. For those needing transcripts via email, the request should include the following information:

1. Full name (including maiden name)
2. Address
3. Dates of attendance
4. Date of graduation/program completion
5. Name and address to which transcript should be mailed
6. Signature

## **ACADEMIC SERVICES**

The Office of Academic Services, located in 205 Jones Hall, is open Monday through Friday, 8:30 a.m. – 5 p.m., and Sunday through Thursday evenings. A professional staff member is available Monday, Tuesday, and Wednesday until 7:00 p.m. The mission is to provide students with the tools needed for a successful academic experience. Contact Linda Jacobs, Director, extension 4093, for detailed information about programs offered through our office.

## **TUTORING**

Adrian College provides trained tutors for most courses at no cost to the student. Students should schedule tutors as early in the semester as possible, though requests for tutoring are accepted throughout the semester. Tutors can be arranged for an individual or for small groups by contacting C.J. Mathis, Academic Services, Jones 205, extension 4090.

## **LEARNING AND STUDY SKILLS**

The specialists in Academic Services provide many tips for effective study skills including time management, reading comprehension, and test taking strategies. (For additional information, contact Kristina Schweikert, Special Programs Coordinator, Academic Services, Jones 205, extension 3905.

## **DISABILITIES SERVICES**

A number of services are available to students with disabilities. Students with disabilities should introduce themselves to Danielle Ward, Disabilities Specialist, in Academic Services, Jones 205, extension 4094. Documentation of disability is necessary to access services/technology which might include extended test times, note-takers, scribes, text scanners, voice-activation software, and other assistive devices. All documentation is stored in a locked, confidential file. The Adrian College Handbook for Disability Services is available on-line. The Compliance Officer for the campus is the Chaplain, Director of Church Relations, Valade Hall 133.

## **WRITING CENTER FOR YOUR WRITING CONCERNS**

The English Department provides a Writing Center staffed by trained tutors who help students with their writing skills. The Writing Center, located in the library and Valade Hall, is open with convenient hours Monday through Friday both semesters.

## **MATH LAB**

The Mathematics Department provides a Math Lab staffed by trained tutors. The Math Lab is located in Peelle 216 and is open both semesters Monday through Friday.

## COMPUTER CENTER

Computer resources are provided in labs throughout campus. All labs have Windows 7 computers connected to a network. Macintosh facilities are available for art and journalism students. Laser printers are also connected to the network. (See the *Adrian College website* for lab locations and hours.)

### COMPUTER USE AGREEMENT

Adrian College provides students with access to network and computing resources as an integral part of the educational environment. Students using these resources should do so responsibly and consistent with the College mission and objectives. The College reserves the right to define and enforce appropriate regulations to ensure that the use of these resources is consistent with the College mission. Enforcement of these regulations may involve (at the College's discretion) monitoring of stored disk files and electronic transmissions (electronic mail, Web-site accesses, etc.). All information stored therein is the property of the College, and all files, communications and other uses are non-confidential to the user. Use of the network and computing facilities implies consent to these regulations and monitoring activities.

1. Each user is responsible for the use of his/her network account. Students may not allow others to use their computer accounts.
2. Students are responsible for any and all computing and network access through their Adrian College network connection (residence hall rooms, offices, etc.).
3. All users must take reasonable precautions to safeguard their passwords.
4. Transferring copyrighted materials to or from any system or via the College network without express consent of the owner is strictly forbidden and is a violation of Federal and State laws. Examples of illegal copying include:
  - a. Making a personal copy of software licensed to the College.
  - b. Copying files created by another person without obtaining that person's permission.
  - c. Installing software on a computer without first obtaining a license for that software.
  - d. Failing to abide by computer software contracts.
5. It is forbidden to disrupt the Adrian College computer network or computing equipment or software or to tamper with computer security.
  - a. It is unacceptable behavior to corrupt files, introduce deviant software (worms, viruses, etc.), or interfere with someone else's legitimate computer use.
  - b. Possession of a program designed to gain unauthorized access will be deemed to constitute an attempt at breaking computer security.
  - c. Browsing, exploring, or making other unauthorized attempts to view, obtain, or modify data, files, postings, or directories belonging to the College or to other users is forbidden.
6. Accessing, viewing, displaying, printing, or distributing pornographic or obscene material is prohibited. Establishing Web pages with links to such material is also prohibited.
7. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of this network or any other network is forbidden. "Chain letters" and "e-mail bombing" are considered to be violations of this policy.
8. Students are expected to treat the equipment with appropriate care. Because of the importance of maintaining computers properly, food and drink are not allowed in the computing labs. Computer repairs, re-cabling, etc., must be done by Information Services staff members.
9. Users should help keep down the cost of providing the computer resources. Supplies such as laser toner and paper are provided for use in the laboratories on college-owned equipment. Printing should be limited to essential work. Multiple copies of printouts (e.g., meeting notices, campaign posters) should be made on photocopy machines rather than on the computer printers. Supplies should not be removed from the laboratories for use on other equipment. Students with computers in their rooms are responsible for providing their own supplies for in-room use.
10. Users are not to send out unsolicited electronic mail messages to large numbers of recipients (over 25 recipients), except for official College business on behalf of student organizations.
11. Incidental use of College computers and network resources for personal gain (e.g., posting a resume, mentioning consulting services on a personal Web page, using e-mail to correspond with an employer) is allowed, but students are not to make such business activity and/or entertainment activity the primary focus of their computing and network usage.
12. Students are not allowed to provide off-campus access bulletin board systems, web servers, or other services using their residence hall computers.
13. The use of college owned equipment for the facilitation of academic dishonesty is forbidden.
14. Computer use which violates or assists in a violation of local, state or federal laws or the Adrian College Student Code of Conduct is prohibited.
15. Users with access to administrative (or other) computer data are expected to protect the confidentiality of the information and to respect the privacy of individuals to whom the information refers.

## **INSTITUTE FOR CAREER PLANNING**

The Institute for Career Planning, located in the Administration Building, is dedicated to providing assistance to students in all phases of the career and professional development process.

### **SERVICES INCLUDE:**

- Career assessments
- Resume and cover letter review
- Internship assistance
- Interview preparation
- Networking assistance
- Graduate school preparation
- Job search assistance
- On and off-campus career-related events
- Career related programs
- Job shadowing
- Social media assistance

## **IV. BUSINESS AFFAIRS**

### **FOOD SERVICES**

#### **UNLIMITED PLAN**

The Unlimited Platinum Plan is the most versatile of the meal plan options. You may visit Ritchie at any time, with no restriction on the number of visits per day, during regular business hours. This plan also provides \$300 in Dining Dollars per semester. You may also utilize one meal exchange per day at the Grill or Zime, located in the Caine Student Center, and one meal exchange per week at WOW, adjacent to the Arrington Ice Arena.

#### **BLOCK PLANS**

Block Plans are available to upper-class students only. They are an excellent choice for the person whose schedule is always changing as they are the most flexible option we have. You can even use your meal blocks to buy meals for family or friends. In addition to the meals, each block plan comes with Dining Dollars. These dollar amounts are per semester and can be used to purchase meals in Ritchie Marketplace, all Caine Student Center dining options and at designated off-campus restaurants and merchants.

There are two different block plans to choose from:

Block 125 with \$350 Dining Dollars

Block 100 with \$300 Dining Dollars

#### **TRADITIONAL PLANS**

Traditional Plans are required for all first semester freshman students. Each plan has a set number of meals each week. At the end of the week, your meal total is reset and ready to start anew. Traditional meal plans cannot be shared and you can only use one meal at a time during each of the designated meal periods of breakfast, lunch, and dinner. In addition, each Traditional Plan comes with Dining Dollars. These dollar amounts are per semester and can be used to purchase meals in Ritchie Marketplace, all Caine Student Center dining options and at designated off-campus restaurants and merchants.

There are three different Traditional Plans to choose from:

18 Meals with \$100 Dining Dollars

14 Meals with \$100 Dining Dollars

9 Meals with \$100 Dining Dollars

7 Meals with \$100 Dining Dollars

#### **ID MEAL CARD PROCEDURES**

The student ID card is your personal authorization for meals and is the property of Adrian College. Only the person whose name and photo appear on the card may use it. When students eat more than the allotted number of meals according to your choice of meal plan, the card will be rejected. Any ID card used by anyone other than the proper owner will be confiscated and given to the Office of Student Life for judicial action. Should students lose their ID card, or if it is stolen, you must obtain a new card immediately from the Ritchie Marketplace office. There is a replacement fee, assessed by Sodexo, for lost cards or cards damaged from misuse.

## DEBIT MONIES

### BULLDOG BUCKS

There are two types of debit monies. The first type is Bulldog Bucks. This is a voluntary, pre-paid account that allows Adrian College students the ability to purchase food and services on campus and at designated restaurants off campus. Bulldog Bucks may be used in all food service operations, the Bookstore, and all laundry facilities on campus.

Bulldog Bucks debit monies may be added/purchased in the Ritchie Marketplace office Monday through Friday 9 am - 3 pm or by calling 517-265-5161 ext. 4123. Money in the account can be withdrawn signifying account closure. A processing fee of \$15.00 will be assessed by Sodexo. Please allow 4-6 weeks for check processing. The check will be sent to the student's home address. Seniors should contact food service for a refund before graduation.

### DINING DOLLARS

The second type of debit monies is called Dining Dollars. This debit is part of your Board program and may only be used for all food operations on campus and at designated off-campus restaurants. Each student on a traditional meal plan will have \$100 per semester spending power in Dining Dollars. Students on unlimited or block plans will receive between \$300-\$350 per semester in Dining Dollars. Use your student ID to access the Dining Dollars. There is no carry-over of funds from semester to semester.

### SICK TRAYS

All students unable to eat in the dining hall because of illness should observe the following procedure.

1. A sick tray request is to be filled out by the Health Center staff (student name, student ID number and number of sick tray meals requested).
2. The meal may be picked up at the checker's station. Notify the cashier and request the sick tray from the line server. Disposable plastic and paperware will be provided in a sealed container.

### SPECIAL DIETS

Any student who has been placed on a limited diet by his/her physician should notify the Health Center staff and make arrangements with the food service director to plan an appropriate menu for the student.

### SACK LUNCHES

In the event an authorized campus activity or work schedule prevents a student from eating during regular cafeteria hours, he/she may request a sack lunch. Sack lunches should be requested 48 hours before pick up. Requests are made through the food service office.

Menus for sack lunches are preset. Please notify the Food Service Office regarding cancellations 24 hours in advance in order to avoid being charged for that meal. Sack lunches not picked up for two consecutive days without contact from the student will be discontinued.

### GUEST DINING

Guests, parents or friends of any boarding student are encouraged to use the dining facilities. Those who do not hold meal tickets may purchase meals at the door for the following rates for Ritchie Marketplace:

Breakfast .....	\$6.00
Brunch.....	\$8.69
Lunch .....	\$8.69
Dinner.....	\$11.29

Children under seven years of age receive a 25% discount on meal prices and children under age three eat for free.

### CAINE STUDENT CENTER DINING

Hours for all Caine Student Center dining options will be posted in the Caine Student Center and are subject to change. Students may use their meal plan (meal equivalency) Monday-Friday 11 am – 8:30 pm and Saturday and Sunday 1 – 8:30 pm for traditional meal plans. Block plans, Dining Dollars, Bulldog Bucks and cash will be accepted during all service hours.

### BOARD PICNIC POLICY

If you are interested in hosting a group picnic (minimum of 20 boarders), please contact one of the managers in the dining hall at least one week in advance. To receive board credit, a complete list of boarding participants and their ID numbers, must be turned into the food service office at least 48 hours before the event.

### CATERING AND SPECIAL FUNCTIONS

Food and beverages are available for social events. Food arrangements should be made with the catering manager at least two weeks prior to your event. A catering price list is available. Special order baked goods, which include cookies, bread, birthday cakes, etc., are also available. Catering can be booked via e-mail at [catering@adrian.edu](mailto:catering@adrian.edu).

### CONDUCT

The food service operations in Ritchie Marketplace and all Caine Student Center dining options should be considered your home away from home. Staff members and the facilities should be treated with courtesy and respect. In order to provide an enjoyable experience you are prohibited from smoking while inside the buildings and you may not throw food or any other items. Everyone

is required to use utensils to pick up food and to return their tray and eating utensils at the end of your meal to the tray return area. Other than “grab and go” meals, no food, beverages, dishes, utensils, etc. may be removed from the dining hall without a manager’s approval. If by chance you leave behind personal items in the dining areas, see the checker or a manager. A lost and found box is maintained but the dining service cannot be held responsible for lost items.

### **POSTING OF NOTICES**

Notices pertinent to food service regulations and changes will be posted on the bulletin boards inside the dining room. No posters or personal notes are allowed on walls or doors inside or out. Notices must be approved by the food service manager or the Director of Campus Life. Posters must have prior food service approval and will be permitted only on the appropriate bulletin boards. (See the *Posting Policy* for more information.)

### **BOARD CALENDAR**

#### **Fall Semester 2015:**

- Sunday, August 23, Dinner through Friday, October 9, Lunch
- Tuesday, October 13, Dinner through Tuesday, November 24, Lunch
- Sunday, November 29, Dinner through Friday, December 11, Lunch

#### **Spring Semester 2016:**

- Sunday, January 10, Dinner through Friday, February 26, Lunch
- Sunday, March 6, Dinner through Friday, April 29, Lunch

## **COLLEGE BOOKSTORE**

The College Bookstore is owned and operated by Adrian College and is located in Caine Student Center. The Adrian College Bookstore is open Monday through Friday 8:30 am – 4:30 pm and on Saturdays from 10 a.m. – 3 p.m. while school is in session. Special hours are posted for weekend events and for break periods. The Bookstore carries both new and used textbooks and supplies required by the Adrian College faculty. Textbook rentals are also available. The Bookstore also carries a wide variety of Adrian College insignia clothing and gift items as well as greeting cards, postage stamps, candy, art and academic supplies.

### **PURCHASED TEXTBOOK RETURN POLICY**

Textbooks may be returned for a full refund, until the Friday following the last day of the drop/add period. To return a book, you must have all of the following items:

1. **your cash register receipt;**
2. your student ID;
3. new books must be in the same condition they were purchased;
4. used books must still have the used stickers.

**Defective books will be replaced at no charge anytime during the semester in which they are in use.** All other textbook returns for a full refund must be done within one business day of purchase. A receipt is required.

### **SELLING YOUR TEXTBOOKS**

During finals week books can be sold back to the Bookstore. Prices are based on demand of the wholesaler and Adrian College.

### **METHODS OF PAYMENT**

The Bookstore welcomes your Master Card, Discover, American Express, Visa charges or Bulldog Bucks debit card. Bulldog Bucks debit card is a pre-paid account that allows Adrian College students the ability to purchase merchandise in the Bookstore with their student ID. Bulldog Bucks debit monies may be purchased/added in the Ritchie Marketplace office Monday – Friday 9 am – 3 pm or by calling 517-265-5161, ext. 4123. The Bookstore also accepts personal checks. To pay by check, the check must be made payable to Adrian College Bookstore. The student ID or a driver’s license is required. Gift certificates are also available.

## **STUDENT BUSINESS SERVICE CENTER**

The Student Business Service Center is open Monday through Friday, 9 a.m. to 5:00 p.m. Personal checks may be cashed up to \$50 per student per day. Returned checks will be subject to a \$35 fee. Students who have had any checks returned will forfeit their privilege of cashing checks in the Student Business Service Center and will no longer be allowed to pay by check at the Bookstore. Students presenting bad checks may also be subject to judicial or criminal charges. Student payroll checks are issued on a bi-weekly basis and payroll checks may be cashed up to \$200 on student payroll dates only. On all other days the dollar limit per day is \$50.00. To either pick up or cash a check a photo ID is required.

One-time payment options are accepted three different ways.

1. Pay by check or cash in the Cashier’s Office.
2. Mail check payable to Adrian College: Adrian College Cashier’s Office 110 Madison St. Adrian, MI 49221
3. Pay online by check, MasterCard, Discover or American Express to Hartland Educational Computer Systems Inc. (ECSI) at

[www.ecsi.net/gateway/adrian-ebep.html](http://www.ecsi.net/gateway/adrian-ebep.html). Contact ECSI at 866-549-3274 with any problems regarding payment options.

To set up a monthly payment plan, go to [www.ecsi.net/adrian](http://www.ecsi.net/adrian). Please be sure to include your Financial Aid and all charges when setting up your budget. Budget adjustments may be made, if needed by contacting ECSI. Call ECSI at 866-927-1438 with any problems regarding the payment plan.

Tuition and other payments for the fall semester are due August 1 and January 1 for the spring semester. Additional dates for installments will be on the Statement of Charges for each semester. Payments under the deferred payment plan through ECSI will be due on the 1st of August, September, October, November and December for the fall semester and the 1st of January, February, March, April and May for the spring semester. A \$75 late payment fee will be assessed when a scheduled payment is not received by the due date. If you are waiting on additional Financial Aid, you will still need to make a payment to avoid any late payment fees. Any past due accounts will be subject to any collection fees (up to 33%) and/or attorney fees necessary to collect the amount due. Students with a past due account will not be permitted to register for classes or receive transcripts or diploma. Delinquent student accounts may result in student dismissal from the College. An additional \$50 charge will be assessed if the student account contract is not signed and returned by September 1<sup>st</sup>.

If you are issued a refund disbursement from your student account, your Financial Aid Award changes or if any changes are applied to your account after your refund, you are responsible for the balance due to Adrian College. If you believe the amount of your refund is different than you expected, please let us know. If you are issued a refund and then choose to send back loan money, you will need to contact Financial Aid and your account will be charged the amount being sent back.

## **PAYROLL OFFICE**

Student applicants must have filled out an application on line and be hired for a position in order to be issued a blue card. Students must have a blue card before work can commence on campus. To receive a blue card you will be required to fill out tax forms consisting of a Federal W-4 Withholding Form, State of Michigan W-4 Withholding Form and the Federal I-9 Form, before work begins. The I-9 Form requires specific (original) documents be presented for review on the first day of work. For the complete list of acceptable documents please go to I-9 Central at [www.uscis.gov](http://www.uscis.gov) and reference "Acceptable Documents for Verifying Employment Authorization and Identity", or enter "M274" into the search box. Per regulations established by the federal government, the Federal I-9 form must be filled out within the first 3 days of work or your employment status will be terminated. Therefore, it is important that you bring these documents with you on your first day of work.

All International students must apply for a U.S. Social Security Card before any hours may be worked on campus. The Admissions Office will help with getting the proper paperwork filled out and processed. After receiving the U.S. Social Security Card it must be signed to validate and brought to the Payroll Office for verification.

Once you have completed the above documents you will be issued a blue card and may begin working on campus. Under no circumstance may you begin working before the above documents are completed. Neither payroll time sheets nor paychecks will be issued until this information has been recorded, within the regulated timeframe, with the Payroll Office. Student employees are allowed to work up to 6 to 8 total hours in any given week. This applies to any student jobs. Overtime is not permitted for any student worker, regardless of the position held.

## **CONFERENCES**

Located in Valade Hall, the Office of Conferences is responsible for scheduling all facilities for on campus events and activities. Individuals or groups must contact the Offices of Conferences at least two weeks in advance to reserve a room or facility. Leaders of campus student organizations must receive prior approval from their advisor before completing a Facility Reservation Form. All reservation requests are subject to the Facility Use Policy listed on the back of the Facility Reservation Form. When catering, audio/visual equipment, set-up or Event Technology Services are needed in conjunction with a reservation, the Office of Conferences will direct customers to the appropriate departments for additional assistance. The Office of Conferences can be reached at 517-265-5161, ext. 4382.

## **FINANCIAL AID**

### **PHILOSOPHY OF FINANCIAL AID**

A private college education involves a serious commitment of time and money, but the benefits of an Adrian College education are worth the investment. The cost of attending Adrian is often less than prospective students expect.

Currently, over 90 percent of full-time Adrian students receive scholarships or grants from the College. Many of these students also receive state and/or federal assistance. Since almost all students qualify for some type of assistance, individuals are strongly urged to apply for aid. Adrian College is committed to keeping an Adrian education affordable.

Adrian College has received many generous gifts from individuals, businesses and foundations that support the principles for which the institution stands. Many of these donors provide funds for scholarships and other financial support to assist capable students who desire an Adrian education.

Adrian College also participates in State of Michigan and Federal financial aid programs.

## **DETERMINING ELIGIBILITY FOR FINANCIAL AID**

Adrian College awards both need-based and merit-based financial assistance to students, drawing on Federal, State and Adrian College aid programs.

In order to receive need-based financial assistance (including Federal and State aid and some Adrian College aid), students and parents also must complete the Free Application for Federal Student Aid (FAFSA), available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

The FAFSA must be submitted by March 1st to the Department of Education. This form must be filed every year. FAFSA determines the amount the family can reasonably contribute toward the student's educational costs.

Once the FAFSA has been processed, Adrian's Office of Financial Aid will prepare a financial aid package for each admitted applicant. The financial aid package may consist of one or more of the following types of financial aid:

1. Grants and scholarships that do not require repayment on the part of the recipient.
2. Low interest loans, which require repayment after the recipient graduates or ceases to be at least a half-time student.
3. On-campus work opportunities to help students defray the cost of their education while going to school.

The financial aid package will be determined by the student's eligibility for each type of assistance. In a few cases, a combination of Federal, State and Adrian College aid will force a reduction in the stated amount of the Adrian College Grant. An incoming student automatically will be considered for a merit-based Adrian College Scholarship without filing the FAFSA or applying for other types of assistance. However, all students are strongly encouraged to file the FAFSA unless a financial aid counselor indicates that it will not be necessary.

## **FINANCIAL ASSISTANCE PROGRAMS**

The following list of statements defines the rights assured, and the responsibilities required, of all students applying for, and receiving, any financial aid at Adrian College during the academic year.

## **ADRIAN COLLEGE GRANT/SCHOLARSHIP ELIGIBILITY REQUIREMENT**

Recipients of Adrian College Grants/Scholarships must be full-time, attending classes on Adrian College's campus, and seeking their first undergraduate bachelor degree. For purposes of financial aid, "full-time" is defined as being enrolled in 12 or more credit hours at the end of drop/add period each semester. However, the student must realize that an average of 15.5 credit hours is needed each semester for a beginning student to graduate in four academic years.

Students may not receive institutional scholarships/grants that are in excess of tuition. Outside scholarships may affect Institutional or State grants and scholarships. Veteran Affairs Benefits, Post 9/11 GI Bill (Chapter 33), and ROTC Full-tuition scholarships are included and will reduce the scholarship/grant eligibility of the student dollar for dollar.

## **LENGTH OF ELIGIBILITY**

Adrian College grants & scholarships are limited to 8 full-time semesters of on-campus study.

Some Federal aid programs have time limits, please see the Office of Financial Aid for details.

## **SATISFACTORY ACADEMIC PROGRESS**

To remain eligible for financial aid, satisfactory academic progress must be maintained. This means a student must earn the cumulative grade point average and complete the total credit hours required for the applicable number of semesters enrolled. A student may continue to receive financial aid after receiving a warning. A student also retains financial aid eligibility during one semester of probationary status. Visit the Registrar's Office if you have questions about academic progress. (See *Financial Aid Satisfactory Academic Progress (SAP) below*)

## **ADRIAN COLLEGE SCHOLARSHIPS**

For up-to-date scholarship information visit: <http://adrian.edu/admissions/financial-aid/tuition-scholarships/>

## **MERIT BASED SCHOLARSHIPS**

All Adrian College applicants are considered for merit based scholarships based on their high school cumulative grade point average and composite ACT/SAT score.

## **ART/MUSIC/THEATRE SCHOLARSHIPS**

These scholarships are available to students who submit portfolios or audition with the respective departments. Each department determines award eligibility. Performance or participation is required within that department for scholarship renewal.

## **DARSEY SCHOLARSHIP/DARSEY ACHIEVEMENT AWARD**

These scholarships are awarded to returning students based on merit and potential success at Adrian College. The Darsey Scholarship Committee determines amounts and awards recipients annually in the spring. Darsey scholars are named in honor of the late Van '27 and Lorraine Darsey, whose contributions made these awards possible.

## **DAWSON BUSINESS SCHOLARSHIP**

Select upper-class students are chosen annually by the business department. This scholarship can be up to the amount of full-tuition plus \$500 for books. Dawson Scholarships are renewable for one additional year and are named in honor of former Adrian College President John H. Dawson. ('38)

## **OTHER ADRIAN SCHOLARSHIPS**

Additional Adrian scholarships are available for students who are children or siblings of Adrian College alumni (Legacy Scholarship) or active members of the United Methodist Church.

## **ADRIAN COLLEGE GRANTS**

Students who file the FAFSA and need financial assistance may be awarded the Adrian College Grant. This grant money is good for up to eight full-time semesters of on-campus study.

**THE ADRIAN COLLEGE GRANT WILL BE REDUCED IF NECESSARY TO MAINTAIN FEDERAL, STATE, AND COLLEGE BUDGETS.**

## **STATE OF MICHIGAN AID PROGRAMS**

Assistance is renewable for up to 10 semesters. The Tuition Grant Program is need-based. The program requires filing the FAFSA, having the results sent to the state of Michigan and listing Adrian College in the #1 college choice spot on the FAFSA.

## **MICHIGAN TUITION GRANT**

The Tuition Grant Program, established in 1966, provides need-based grants up to Michigan residents attending private colleges in Michigan. Half-time students are also eligible.

## **MICHIGAN COMPETITIVE SCHOLARSHIP**

Established in 1964, this program provides need-based scholarships to Michigan residents attending private colleges in Michigan. Scholarship awards are based on the results of the ACT, which must be taken on or before the first testing date of the senior year, with results sent to the state of Michigan.

## **FEDERAL AID PROGRAMS**

All of the following programs require filing the FAFSA.

### **FEDERAL PELL GRANT**

The Pell Grant Program, established in 1972, was the first program in which the federal government, rather than the institution, determined the grant recipient. Federal Pell Grant applicants must complete the FAFSA.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)**

Adrian College participates in the Federal SEOG program established in 1965. This grant is awarded to students who qualify for a Pell Grant and still have unmet need. These funds are very limited.

### **FEDERAL CAMPUS EMPLOYMENT**

The Federal Campus Employment Program was established in 1964 as a form of “self-help.” Students with a large need receive an on- campus job assignment to help defray college costs. Students who do not qualify for this program may receive assistance in locating other employment.

### **FEDERAL PERKINS LOAN**

The Perkins Loan Program was established in 1958. Students with the greatest financial need may be awarded up to \$5,500 per year, but funds are limited. Repayment is deferred until nine months after the student ceases to be enrolled at least half time and no interest is charged during that time; 5% simple interest applies upon repayment. The maximum repayment period is 10 years.

### **FEDERAL DIRECT LOAN**

The Direct Loan Program (Direct Loan) was established in 1965. Applications are available from [www.studentloans.gov](http://www.studentloans.gov). If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your “maximum eligibility period.” Your maximum eligibility period is based on the published length of your current program (see the Academic Catalog). The maximum student loan is \$5,500 per year for freshmen, \$6,500 for sophomores and \$7,500 per year for juniors and seniors. The actual loan amount depends on parental and student income and the amount of financial aid awarded. An origination fee will be deducted from the amount of the loan requested. The Unsubsidized Loan begins to accrue interest as soon as the loan is disbursed. For the Subsidized Loan the Department of Education pays the interest while the student is in school. Repayment is deferred until six months after a student ceases to be enrolled in college at least half-time.

### **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP)**

Federal Regulations require that Adrian College review, at least annually, the Satisfactory Academic Progress (SAP) of students who apply for and/or receive Federal financial assistance. This regulation applies to all applicants, whether or not financial aid has been previously received.

Programs affected:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study

- Federal Perkins Loan
- Federal Direct Loans, Subsidized & Unsubsidized
- Federal Direct PLUS Loan

Every student must successfully complete a minimum of 67% of the hours attempted at Adrian College. Summer credits will be added to the previous academic year's work.

The total number of hours attempted will be determined as of the fifteenth day of class each semester.

A credit course is completed when a student earns a grade of A, B, C, D, F, and NC. Grades of F, I, NC, NG, and W do not indicate a successfully completed course.

Students taking developmental courses only, or a combination of developmental courses and regular courses, may successfully complete 67% of the total class schedule.

Federal financial aid will pay for no more than 30 credit hours of developmental courses.

SAP reviews will normally be conducted at the end of each semester.

Federal aid is automatically suspended for students who earn no hours or GPA for an enrolled semester.

The SAP test required for the awarding of federal financial aid may differ from Adrian College's definition of academic good standing.

To be eligible to receive Federal financial aid and to remain in good academic standing at Adrian College, a student must meet the following standards:

#### Enrollment Probation Status for Full-Time Students

Semesters Completed	1	2	3	4	5	6	7	8	9	10
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Students are placed on enrollment probation status based on low grade point average if their GPA falls below the average listed:

GPA:	1.4	1.6	1.8	2.0	2.0	2.0	2.0	2.0	2.0	2.0
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At the end of the spring semester, students are placed on enrollment probation status based on inadequate progress if they have not completed the number of credit hours listed:

Hours:	9	18	30	42.0	55.0	68.0	82.0	96.0	110.0	124.0
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Students will be placed on warning:

- If the 1st semester cumulative GPA is 1.40 or above but less than 2.00.
- If the 2nd semester cumulative GPA is 1.60 or above but less than 2.00.
- If the 3rd semester cumulative GPA is 1.80 or above but less than 2.00.
- If the semester GPA falls below probation level.

Students will be placed on enrollment probation:

- If at the end of the first semester the cumulative GPA is less than 1.40 or the hours earned are less than 9.
- If at the end of the second semester the cumulative GPA is less than 1.60.
- If at the end of the third semester the cumulative GPA is less than 1.80.
- If at the end of the fourth and subsequent semesters the cumulative GPA is less than 2.00.
- If by the end of each Spring semester the hours earned are less than those listed in the table on page 22 of the college catalog.

Students will be suspended:

- If the semester following placement on enrollment probation cumulative GPA or hours earned criteria listed in the table are not met.
- If any semester's GPA is less than a 1.00.
- If on enrollment probation for the third time.

Students who are suspended may apply for readmission after an absence of at least one semester. A second suspension will result in dismissal from the College. Students who are dismissed are not eligible for readmission at any future date.

Graduate students will generally remain eligible to receive financial aid as long as they are eligible to continue to register for classes. However, all students are expected to complete 75% of the credit hours they attempt in order to maintain eligibility.

## **CALCULATING REMAINING ELIGIBILITY**

Each semester of attempted enrollment translates into a percentage:

- Full Time = 100%
- Three Quarter Time = 75%
- Half Time = 50%
- Less than 1/2 Time = 25%

## **RE-ESTABLISHING ELIGIBILITY**

Your progress will be checked after grades are posted each semester. If you are determined to be out of compliance with one or more of the progress standards, you will be placed on a one-semester warning status. You will still be eligible to receive aid for one semester. Your grades will be checked the following semester. If you have brought your academic standing into compliance with the policy, your aid will be reinstated. If you have met minimum requirements but are still not compliant you will need to appeal for aid. If your financial aid appeal is approved you will have one semester in a probationary status. Once you have brought your record back into compliance, you may again appeal for reinstatement. Should you not meet the semester standards moving you into or towards compliance your federal aid will be terminated and require you to complete a minimum of two semester on your own meeting the progress standards prior to further review for federal aid.

- A. The Higher Education Act of 1976, as amended, requires Adrian College to develop and apply a consistent and reasonable standard of academic progress for all students who receive Federal financial aid in order for those students to continue to receive such assistance. This standard must contain all elements specified in the regulations and must be at least as strict as the policy used for all students who do not receive federal financial aid. "Satisfactory Academic Progress" is measured in terms of performance, through grade point average, and in terms of degree or program completion. The following programs are directly affected: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Perkins Loan, all William D. Ford Federal Direct Loans, and all Federal Family Education Loans.
- B. Guidelines-Adrian College has adopted standards with which the academic progress of financial aid recipients will be monitored. These standards ensure the proper distribution of financial aid to eligible students.

All students are expected to complete 67% of the credit hours they attempt in order to maintain eligibility. For the purposes of this policy, grades of F, I, NC, and W indicate attempted courses which were not completed.

Baccalaureate degree seeking students must complete their degree within enrollment in a minimum of 124 credit hours. Adrian College limits eligibility for financial aid to the first twelve (12) semesters of full-time enrollment; the first eighteen (18) semesters of three-quarter time enrollment; or the twenty-four (24) semesters of half-time enrollment or less.

Associate degree seeking students must complete their degree within enrollment in a minimum of 62 credit hours. Adrian College limits eligibility for financial aid to the first six (6) semesters of full-time enrollment; the first nine (9) semesters of three-quarter time enrollment; or the first twelve (12) semesters of half-time enrollment or less.

The satisfactory academic progress standards for financial aid eligibility for Graduate students are as follows: Students will generally remain eligible to receive federal financial aid as long as they are eligible to continue to register for classes, as determined by their college. However, all students are expected to complete 67% of the credit hours they attempt in order to maintain eligibility.

A student may have financial aid reinstated if the academic record is brought back into compliance while the student pays for registration without financial aid. Once the academic record is in compliance, the student must provide the Office of Financial Aid with an unofficial grade transcript for review. Receipt of financial aid will be contingent upon the availability of funds at the time of reinstatement.

Financial aid staff are available to assist students and their parents in planning and obtaining financial help to pay for college expenses. The staff is available to answer questions about award letters, various aid programs and other financial concerns. The Adrian College website also has a series of short videos which help explain different aspects of the financial aid process.

## **V. DEVELOPMENT**

### **DEVELOPMENT**

The Office of Development strives to strengthen relationships with alumni, organizations, and the local community to advance the mission of Adrian College through fundraising. These constituents greatly aid the College in many of its endeavors including, but not limited to, scholarships, grants, building construction and renovation, etc. Donations that are made to Adrian College are tax deductible and directly impact the College as determined by the constituent. Students may be called upon to thank donors for their support by writing, calling, or even meeting them in person. The chief fundraisers are the President and the Vice President for Development. The Renaissance II campaign was derived to enhance academics at Adrian College aimed to better prepare students for excellence in an ever-changing world.

The Office of Development also serves as the department to assist all fundraising efforts on campus, whether small or large. This office will work collaboratively with interested parties by strategically approaching all fundraising efforts.

## STUDENT INVOLVEMENT

Adrian College students are involved in these departments in a number of ways. Student callers phone alumni and parents during the Phone-a-thon that is part of the Annual Fund campaign. In addition students can join the Student Alumni Association (SAA).

## VI. ALUMNI RELATIONS

### ALUMNI RELATIONS

The Office of Alumni Relations is responsible for communications, engagement, events and recognition for Adrian's alumni. This includes coordinating the biggest reunion of the year at Homecoming each fall as well as numerous events on and off campus. The alumni director works with the Alumni Association Board of Directors, whose members represent the larger alumni body of over 12,000. The Alumni Office maintains the Alumni Connection online community as well as the alumni web site and selected social media communications. The staff also regularly contributes to the alumni magazine, *Contact*, and welcomes feedback and alumni participation.

## VII. STUDENT LIFE

### OFFICE OF STUDENT LIFE

At Adrian College, Student Life functions as a department which extends student learning and development beyond the classroom. Of priority is the development of the whole person via integration of the student's intellectual development, values, spirituality, thoughts, emotions and actions. The goal of the College is to provide a fun, safe, and productive environment, which meets students' basic needs and provides an array of services and programs that enhance student development and success at Adrian College.

The areas within Student Life include: chaplain and church relations, counseling and health services, multicultural programs, residence life, student activities, Greek life, safety and security, judicial system, leadership development, community service, parent/family programs and new student orientation.

Student Life is continually striving to provide students with critical learning experiences to help them grow developmentally and socially.

### HEALTH SERVICES

All students are required to complete and submit a Health and Medical History Record and an Immunization Record to the Health Center upon entering Adrian College.

The Health Center is located in Caine Student Center and is open during fall and spring semesters. The Health Center is nurse directed and consists of two registered nurses.

Services are available to **ALL** Adrian College students including full-time, part-time and commuters.

When students are referred to local physicians they must show their Adrian College ID, driver's license, insurance card and be prepared to pay any co-pay for office visit. Students using family insurance must be aware of how their insurance is used in Adrian. Local physicians may not participate with private family insurance therefore; students may be responsible for payment in full at the time of their office visit.

When a student is seen in the Health Center, there is no cost for the nurse visit and the student does not need the student health insurance to see a nurse in the Health Center. There may be a charge for medications or supplies that are a part of the treatment. These fees can be placed on your student account. The Health Center provides:

1. acute illness evaluation treatment and referrals
2. screening evaluations such as blood pressure checks, weight and vision
3. health education on preventive health care and life-style issues
4. sexual health education
5. over-the-counter medications, use and instructions
6. referral and coordination of care to off-campus health care consultants
7. blood draws with appropriate order from physician
8. follow-up of emergency hospital visits
9. first aid for minor injuries
10. loan of canes and wheelchairs

Students who are ill and are absent from class are required to notify their professors in advance of their absence. It is the responsibility of the student to communicate with her/his professors regarding missed assignments and exams. Health excuses are not issued by the Health Center.

All Health Services records are confidential. Safeguarding students' medical information is not only a legal requirement, but also an important ethical obligation. No one will have access to records without the written consent of a student. Nor will any information from a student's record be disclosed except in cases of extreme urgency where there is an obvious "need to know."

Students have the right to have access to all personally identifiable medical records. Students have the right and ability to correct or remove any inaccurate, irrelevant or out-of-date information.

## HEALTH INSURANCE

Students attending Adrian College are responsible for their own health insurance coverage, as the College does not provide health insurance coverage for students. It is strongly recommended that students verify they have coverage through their parent/guardian insurance plan or purchase such coverage directly with an insurance carrier. Students may visit [sis-inc.biz](http://sis-inc.biz) for available health insurance options.

## COUNSELING SERVICES

Counseling Services is housed in the Caine Student Center, Room 210. Counseling Services can help students gain understandings that may lead to a resolution of problems. Individual and group counseling focuses on helping develop a sense of social and emotional competence, learning to meet increased or different academic and social demands, resolving interpersonal conflict, managing drug/alcohol related problems, depression or anxiety, dealing with losses and other areas. If a student requires long-term counseling, referral to a local professional is usually made following an assessment by the counselor and student.

Counseling Services is staffed by qualified clinicians, experienced in working with college students. A variety of theoretical orientations and intervention styles are employed. Services are provided to registered students of Adrian College at no cost.

All discussions between counselors and students are confidential and no information can be released to anyone within the College or outside of it without the student's written request, except where exempt by law. This is in keeping with the ethics code of the American Psychological Association.

Counseling Services provide short-term individual counseling, which focuses on current difficulties. It also offers support groups, presentations and workshops as requested each semester. New programs are offered during the year in response to student requests or needs.

An attempt is made to schedule an appointment as soon as possible after the request is received.

## RESIDENCE LIFE

Student housing at Adrian College offers far more than just a place to sleep. All living environments are tobacco-free and offer a variety of opportunities to explore a full range of activities and interests that develop practical skills. More information can be found at <http://adrian.edu/campus-life/residence-life/>.

### RESIDENCE LIFE STAFF

Residence Life staff members are available to help you and your fellow residents build a positive atmosphere that fosters community, creativity, diversity, personal responsibility, innovation and adjusting to college.

**HCs (Hall Coordinators)** are professional staff members who reside on campus and are responsible for the total operation of the residential buildings they reside in. These staff members provide direction to the RAs, oversee the physical condition of the building and provide leadership and support for programs.

**RAs (Resident Assistants)** are undergraduate, para-professional staff members who have been trained to help with your day-to-day concerns and help with community development in the hall. They report directly to the Residence Life Coordinator.

### ROOM ASSIGNMENTS

First year students are assigned to one of the freshmen residence halls after receipt of their enrollment deposit and completed Adrian College Residence Hall Room and Board Agreement on [housing.adrian.edu](http://housing.adrian.edu). Housing priority is based on the date the student's room and board agreement is submitted, their preference of hall and roommate, and the availability of rooms in the halls they have requested. Any specific roommate request must be mutual in order to insure matching.

All upper-class students are assigned a lottery number based on total credits earned, GPA and finally a randomly assigned number; this number determines access to available space.

### ROOM CHANGES

If you are not getting along with your roommate, discuss this concern with your roommate. If you are unsure about how to approach the discussion, talk with your Resident Assistant (RA) or Hall Coordinator (HC). If your initial conversation does not resolve your concerns, consult your RA or HC about other strategies. Occasionally, a change in roommates is required. If a solution cannot be found with your RA or HC, please contact the Housing Office for further assistance.

A resident wishing to change rooms should first contact the Housing Office to check on space availability and secure approval. **Room changes are not allowed during the first two weeks of each semester.** If approval is granted, a check out time will be established. The Housing Office reserves the right to deny a room change request. Moves may only take place after the 2nd week of each semester, unless approval is received from the Director of Housing. Students must live in the room that they are assigned.

### CONSOLIDATION OF VACANCIES

When a vacancy occurs in a student room, the remaining resident has the option to:

1. reserve the room, when space permits, as a single room and pay the additional charge;
2. remain in the room and choose a new roommate;
4. remain in the room and be open to a new roommate; or
3. move to another vacancy with a new roommate.

The Housing Office reserves the right to assign a student to any available space with 48 hour notice whenever possible.

## **ROOM INSPECTION**

The College reserves the right to enter a student's residence in the following instances:

1. In an emergency situation such as fire or when there is reason to believe that an occupant may be endangered;
2. When there is reason to believe that a college policy is being violated;
3. For occupant-requested maintenance;
4. For emergency maintenance such as heating, plumbing, or door lock repair;
5. When other community members' rights are being violated and entry cannot be gained by normal means;
6. When the College closes for breaks;
7. Safety and health inspections will be conducted on a regular basis in residence halls, apartments, and houses with prior notice to residents.

The Residence Life staff may enter a room any time it is deemed essential to the operation of the student housing unit or to the safety of the residents. The College may assume possession of a student's room or apartment at any time for violations of college regulations or for health, safety, or financial reasons.

## **ROOM SEARCH**

When a Residence Life or Campus Safety staff member enters a student room for the reasons noted above, the staff member is authorized to conduct a visual search of the room, but may not open drawers, refrigerators, etc. without the resident's permission. The staff member may request a student to open these items.

In rare circumstances, College staff members may be authorized to conduct an administrative search of a student's room and all items in the room. Administrative searches are those conducted with justifiable cause that a College rule or regulation has been violated and that evidence of the violation will be found. Examples of items or circumstances prompting an administrative search include weapons, stolen property, illicit drugs/paraphernalia, or imminent harm (including self-harm) to a student. Authorization is given in writing by the Dean of Students (or designee). In extreme emergencies a verbal authorization may be given. Authorizations, which are in the form of an Administrative Search Authorization, shall include the time, date, place, purpose, and scope of the search. The student should be present, if possible, and may have a witness present at the time of the search; however, College officials may conduct an administrative search in the student's absence and without the student's consent. Authorized searches will be conducted by at least two staff members, at least one of whom will be a member of the College's professional administrative staff. At the conclusion of the search the student will be notified in writing by the person authorized to conduct the search of what was found, and the names and titles of all persons conducting the search. Administrative searches will not be conducted under the direction of police or on their behalf.

## **ROOM OCCUPANCY**

Due to building code requirements, only **one** person may reside in a small single room, only two persons may reside in a standard double room, only three students may reside in a triple room and only four students may reside in a quad room.

## **STUDENTS WITH DISABILITIES**

A number of services and housing options are available for students with disabilities. Students with disabilities requiring accommodations should notify the Disabilities Specialist, who will discuss the range of services and coordinate needed accommodations for the student.

Davis and Powell Halls have accessible floors for first-year students, while Cargo and Pellowe Halls have accessible floors for upper-class students. There are no elevators in any of our residence halls. Since laundry facilities are located in the basement of most residence halls, students with disabilities may need to arrange for assistance with laundry. There are also College-owned apartments that are accessible. Additional information on disability accommodations in regards to academics is also available in the Academic Services section of this handbook.

## **RULES AND REGULATIONS**

The Residence Life Office has established the following policies that apply to residence halls, apartments, and houses. These policies are in accordance with United Methodist tradition, student development theory, the College Policy on Discrimination and Discriminatory Harassment, and our desire to create a safe, clean, educational atmosphere. The following policies do not address every issue. **If a situation pertaining to residence life arises that is not addressed within this handbook, the Residence Life Office reserves the right to exercise professional judgment to make a determination.**

## RESIDENCE LIFE POLICIES

### ALCOHOL AND DRUG USE

The illegal use or abuse of alcohol or drugs can be hazardous to students' health and safety as well as an impediment to academic and personal success. The College is, above all else, concerned for the safety and well-being of all members of our community; therefore, the College addresses all reported violations of the College's alcohol and drug policies, including notifying the parents of undergraduate students of alcohol and drug-related incidents, if necessary.

### ALCOHOL (*SEE ALCOHOL POLICY*)

Consumption of alcoholic beverages may take place only within the privacy of a student's room or apartment by students 21 years of age or older. Students under the age of 21 are not permitted to possess or consume alcohol at any time.

A number of students will choose to live in Estes Hall for a substance-free environment. Alcohol, no matter what the age of the person possessing it, may not be present in, or consumed in Estes Hall.

Alcohol consumption and open containers are never permitted on campus grounds or in residence hall public common areas, including hallways, basement areas, restrooms, lounges, and lobbies. Administrative exceptions can be made to this policy. Houses and apartment spaces are not considered public common areas in regard to alcohol consumption.

### CANCELLATION POLICY

Refunds for students who withdraw from Adrian College during a semester will be based on the Financial Aid Refund Policy. Students who move off campus after the first week of classes will not receive a refund of their housing and board payments. Students not returning to campus housing after the fall semester must remove all possessions from their rooms and officially check out with a Residence Life staff member before the end of the fall semester, in order to avoid paying spring semester housing charges. Resident students who are suspended or removed from campus housing for disciplinary reasons will receive no special refund consideration.

### CANDLES, INCENSE, AND OPEN FLAME

Due to fire safety, residents are not permitted to burn candles, incense, potpourri or tart burners (with either flame or electric outlet) or create any "open flame" situation at any time. Fireplaces in residence halls, apartments and houses are not to be used.

### DAMAGE/VANDALISM POLICY

In order to promote a more positive living environment, vandalism is not tolerated. **Vandalism is defined as any willful and/or malicious action, which results in damage to property. Accidental damages not reported are also considered acts of vandalism.** Each resident is responsible for the condition of his/her room as well as all common areas within the living unit where he/she resides.

Repair costs for vandalism are charged to the individuals responsible whenever possible. **When the individuals responsible for damages cannot be identified, these common area damages may be charged collectively to residents of the living unit where the act of vandalism occurred.**

The rationale for billing a specific floor, corridor, or hall is based on the assumption that those community members (1) have a responsibility for creating an environment where this behavior is discouraged, (2) know the perpetrator and have a responsibility for divulging that information, or (3) have a responsibility for engaging in activities that will result in the perpetrator coming forward or being discovered. It is the hope of the College that each student will actively participate in preserving and improving the quality of the residence hall environment.

The College reserves the right to charge all residents for common area damages when the responsible person(s) is not identified. Damage charge appeals must be in writing within thirty days of billing date.

Residents are not permitted to modify a student room or apartment except as permitted by the loft policy.

Room decorations are encouraged as long as they do not create health or fire hazards or cause damage to the room or furnishings. When decorating, the use of nails, screws, or tacks in walls, doors, furniture, or fixtures is prohibited. Painting of rooms is prohibited.

### DRUG POLICY

The use and/or possession of illegal/controlled drugs is prohibited at Adrian College, including all campus housing. All students are to observe all local, state, and federal laws. **Adrian College does not allow use of medical marijuana on campus.** Medical marijuana is still regarded as illegal under federal law. As an institution who receives federal funding we must follow federal policy. Students may store/smoke medical marijuana off campus with the use of their license. Adrian College will consider providing a housing contract release for a student with a medical marijuana license to live off campus.

### ELECTRICAL APPLIANCES

All electrical appliances must be UL APPROVED. In addition, due to the extreme risk of fire, halogen lamps are not permitted in campus housing. When additional electrical outlets are needed in a student room, **FUSED POWER STRIPS MUST BE USED INSTEAD OF STANDARD ELECTRICAL EXTENSION CORDS.**

Following is a list of appliances which **may be** used in a student room: blenders, clocks, coffee pots, electric blankets, fans, hair dryers, curling irons, hot pots, irons, popcorn poppers, radios, compact microwave ovens (800 watts or less), compact portable refrigerators (under 4.0 cubic feet), sewing machines, shavers, stereo equipment, televisions, computers.

## **FIREARMS, WEAPONS, FLAMMABLE LIQUIDS AND FIREWORKS**

Possession, keeping and/or use of firearms, weapons, fireworks, ammunition, flammable or incendiary devices is prohibited on all Adrian College properties (including all campus facilities, athletic facilities and parking lots) and at all Adrian College events, regardless of location. This includes martial arts weapons and any device that may be used to propel a projectile such as BB guns, air guns, etc.

## **FIRE DRILLS AND SAFETY EQUIPMENT**

Fire drills are scheduled on a regular basis. When a fire alarm sounds, all residents must vacate the building and follow staff instructions. Failure to do so may result in disciplinary action. Tampering with a safety system such as fire extinguisher, fire alarm or smoke detector may result in suspension from campus housing, as well as a substantial monetary fine and possible criminal prosecution. Fire retention doors are to remain closed.

## **GUEST POLICY**

Guests visiting in campus housing are required to observe all College and Residence Life policies. The residing student is responsible for their guest's behavior and safety and should escort their guest at all times. Overnight guests are expected to register with a staff member and obtain a parking pass from Campus Safety. Students with guests are to respect their roommate's right to use their room. No guest may stay more than three nights in Adrian College housing. Cohabitation is not permitted in College housing.

Restrooms: Student hosts are responsible for finding appropriate restroom facilities to accommodate their guests.

Child Visitation: No children under eight years of age are permitted to stay overnight in College housing. Visitation hours for children under eight years of age are 8:00 a.m. – 8:00 p.m. A parent, guardian, or resident must accompany all children at all times. Note: Exceptions are made for Sibs & Kids Weekend.

## **LOADING/UNLOADING POLICY**

All loading and unloading shall be done from the curb area of the streets and parking lots. Students and/or parents are not allowed to drive on sidewalks or grass areas. The Department of Campus Safety enforces this policy with citations of a \$25 minimum fine.

## **LOFT CONSTRUCTION POLICY**

**Lofts are permitted in campus housing. Adrian College accepts no responsibility for the safety of a loft. It is constructed and used at students' own risk.** For your convenience, Residence Life has partnered with College Products to rent lofts to students for a fee. More information is available at their website at [www.collegeproducts.com](http://www.collegeproducts.com) (code:ADCO). For more information please see: <http://adrian.edu/campus-life/residence-life/loft-construction/>.

## **NOISE POLICY**

No person shall cause or otherwise contribute to unreasonable noise within, or in areas immediately surrounding, residence facilities. Quiet hours are in effect from 11 p.m. to 10 a.m. Sunday through Thursday in campus housing. On Fridays and Saturdays, quiet hours are in effect from midnight to 10 a.m. in all buildings. When quiet hours are in effect, there should be no loud noise (able to be heard one door down) in student rooms or building common areas.

Courtesy hours are in effect 24 hours a day in all student housing. Any resident or Adrian College community member may request that any other resident or group of residents cease any activity that is interfering with their ability to study, rest, or quietly enjoy the community. During the week of finals (fall/spring), 22 hour quiet hours are strictly enforced.

## **PET POLICY**

Due to health standards, fish in an aquarium are the only pets permitted in student campus housing. Service animals, which assist students with disabilities, are not considered pets. Students who require service animal assistance must register their service animal and comply with service animal policy guidelines which are available in Academic Services.

## **ROOFS AND LEDGES**

At no time are residents permitted on roofs or ledges of any student housing unit.

## **SOCIAL MEDIA**

He/she will be expected to operate social media (i.e. personal websites, blogs, online social networking, photographs, video and audio recordings, email, instant messenger, phone and voicemail) in congruence with the expectations outlined in the Student Code of Conduct.

## **SOLICITING/SELLING**

Unauthorized soliciting and selling is prohibited at all times on campus property. Only recognized student organizations may secure approval to sell goods on campus. Students should report unauthorized vendors to Campus Safety. **The College does not allow students to operate a business or sell products or services for personal profit on campus without prior approval from the Office of Student Activities and the Office of Development.**

## **STUDENT CODE OF CONDUCT/STUDENT HANDBOOK**

In addition to Residence Life policies, all students are responsible for knowing and abiding by the Student Code of Conduct and all policies in the Student Handbook. Ignorance of these policies may not be used as a defense for noncompliance with College policies.

## **TOBACCO (SEE CAMPUS TOBACCO POLICY)**

The tobacco free policy applies to all academic, residential (including student rooms), service facilities and vehicles owned and operated by Adrian College. Tobacco (e.g. cigarettes, cigars, chewing tobacco, electronic cigarettes, etc.) use is permitted on campus grounds provided that it occurs beyond 25 feet of any building entrance and away from windows of residential buildings. **Hookah pipes are not permitted on Adrian College campus.**

## **WINDOW SCREENS**

Screens are to be left in windows at all times.

## **RESIDENCE LIFE A - Z**

### **AIR CONDITIONERS/HEAT**

Window air conditioners are prohibited in student rooms. The Housing Office will consider exceptions to this policy upon review of medical documentation. For more information contact the Housing Office. If you have any problems regarding your heat, please contact your RA.

### **ATM MACHINES**

Automated Teller Machines (ATMs) are located in the Caine Student Center and the Arrington Ice Arena. These machines are owned and operated by Citibank. Terms and conditions are set by Citibank and are subject to change. For additional information or questions regarding the ATMs, please contact Campus Safety.

### **BICYCLES, IN-LINE SKATING, MOPEDS, MOTORCYCLES**

Students may keep a bicycle either in their student room or in a designated area in the basement of each residence hall or house at their own risk. Mopeds and motorcycles are not permitted inside any student housing at any time.

### **CABLE TELEVISION SERVICE**

Cable television can be installed in any student room. "Tapping" into existing lines is not permitted and is a felony under federal law. Violators may also be subject to disciplinary action through the College Student Code of Conduct. **Students are to contact Comcast to set up their cable.** Students will be billed directly by Comcast for their service.

### **CHANGE OF ADDRESS**

The Student Business Services Office is the official depository for student address information. The College requires students to promptly report any change of address and expects that students will check their mail on a regular, frequent basis. Complete a Change of Address Form at the Student Business Services Office when changes occur.

### **CHECK IN/CHECK OUT**

Upon moving into a room, the resident must contact a Residence Life staff member to secure keys and sign a Room Condition Sheet. When the resident is ready to vacate the room, he/she is responsible for scheduling a checkout appointment with a staff member. **The student is expected to remove all personal items, return all stored College furniture to the room and clean the room appropriately before checking out.** The staff member will check the condition of the room, have the resident sign the Room Condition Sheet and collect all keys. Students who do not follow this procedure are subject to a minimum fine of \$25. **Please note: items left behind will be considered abandoned and will be discarded and any associated costs will be charged to the resident, floor, or building.**

### **COMPUTER AND INTERNET USE**

Students may use their personal computers in their room to connect to the Adrian College computer network. All residence halls have wireless signal to connect to the College network. Some wireless adapters may not be strong enough to reliably connect to the network in student rooms. In those cases, students must have an Ethernet cord or have Ethernet built into their computers in order to connect. The College bookstore has both Ethernet cords and switches available for purchase. **Use of routers is not permitted.** Students are expected to abide by all federal, state, and local laws regarding internet use and by the Adrian College Computer Use Agreement.

### **FURNITURE REMOVAL AND STORAGE**

A very limited amount of storage space is provided in residence halls for students to store college-provided bed frames only, if a student chooses a loft. If the room does not have a complete set of furnishings at checkout, the student will be held financially responsible for the cost of replacement. There is no storage provided for furniture in any College View Apartments or Pellowe Hall.

### **INCIDENT REPORT**

Incident reports are filed when an infraction of Residence Life policies or the Student Code of Conduct occurs. The incident report is a description of the event and its details. Determination of responsibility occurs at a judicial hearing, meeting with a college administrator or if a student admits responsibility. (See the *Adrian College Student Code of Conduct* for more information.)

### **KEYS**

Key(s) are issued upon check-in and must be returned upon check-out. Duplicating or loaning your key(s) to anyone else is strictly prohibited. In the event that a key is lost, the resident should report the loss as soon as possible to a staff member in the

building. The resident will be billed for creating new keys and changing the lock, if needed. If a student loses their ID a new key fob will be issued by Campus Safety. A fee may be charged. **No** student may add additional locks or mechanisms to their rooms, except for any College View Apartments and theme houses. Students adding locks to their rooms must give a copy of the key(s) to the Housing Department.

If a resident is locked out, he/she must contact the RA on duty in the building to get his/her door opened. If an RA is not available, the resident may contact Campus Safety for assistance. A fee may be charged.

## MAIL

Mail is distributed Monday through Saturday in the Caine Student Center during the academic year. Mail to on campus students should be addressed as follows:

Student Name  
(Mailbox #) Caine Student Center  
1325 Williams St.  
Adrian, MI 49221-2563

## OFF-CAMPUS LIVING

All students are required to live in campus housing for 4 years unless they:

1. commute from within 45 miles of Adrian College from the home of a parent or adult relative (parent or legal guardian must verify this by letter to the Housing Office);
2. are married;
3. are registered for less than 12 hours now and after drop/add week;
4. have already lived on campus for 4 years;
5. are 23 years or older.

All students requesting exceptions must fill out an appeal form and be approved by the Housing Committee. Students who move off campus after the first week of classes will not receive a refund of their housing and board payment. Registered students who do not qualify for the above exceptions will be billed for a double room and a 14+ traditional board plan. The Dean of Students has the final decision on any appeals to this policy.

All off-campus students (including commuter students) must register their addresses with the Student Business Services Office by the end of March each year. As they occur, changes in off-campus addresses should be reported to the Student Business Services Office. Students who move off-campus will lose their mailbox assignment in the Caine Student Center.

## ON-CAMPUS LIVING

Students living on-campus are required to register for and maintain 12 or more credit hours and be enrolled in one of the traditional or block meal plans (See *Campus Dining* for more information). A student dropping below 12 hours must contact the Housing Office for special permission to remain in campus housing.

Students who are living on or off campus are encouraged to purchase a renter's insurance policy to cover personal contents (laptops, clothes, etc.). The College is not responsible for damage/theft of student personal property.

## ROOMMATE CONFLICT

If you are not getting along with your roommate, discuss this concern with your roommate. If you are unsure about how to approach the discussion, talk with your Resident Assistant (RA) or Hall Coordinator (HC). If your initial conversation does not resolve your concerns, consult your RA or HC about other strategies. Occasionally, a change in roommates is required. If a solution cannot be found with your RA or HC, please contact the Housing Office for further assistance. (See *Room Changes* section)

## SECURITY

All residence hall entrance doors are kept locked 24 hours a day. Student room doors should be kept locked at any time the room is left unoccupied. In the event of a theft, the Campus Safety Department and a Residence Life staff member should be notified immediately, so we can assist in attempting to recover the stolen items. **Students are encouraged to secure insurance for personal belongings, as this is not provided by the College. The College accepts no responsibility for theft or damage to the personal property of a student.** Students may not prop the exterior doors to, or any fire doors within, a student building at any time.

## TRASH

All trash must be placed in appropriate receptacles located in the basement of each residence hall and designated areas of houses and apartments. Student room trash should not be placed in hallways, restroom or common area trash containers. Students who leave trash in the common areas will incur a minimum \$25 fee per bag of trash for removal.

## VACATION PERIODS

All residence halls with the exception of Davis, Deans, Pellowe and College View South are closed over Thanksgiving break, semester break and spring break. Students who are staying in halls open over break must inform their RA of when they will be in the building. Limited housing may be provided over these breaks on a first-come, first-serve basis, for a charge of \$10 per night if

space is available. Regular dining options may not be available during breaks.

Students found residing in College housing over vacation periods without prior approval will be charged \$10 per night plus an additional \$25 fee.

## **MULTICULTURAL PROGRAMS**

The mission of the office of Multicultural Programs is to provide a wide range of diversity programs and services to encourage and help students have a better understanding of cultural diversity.

The office partners with several AC student organizations and departments to promote cultural awareness and understanding of the campus community. Through these partnerships we hope that students will be encouraged to participate in these programs so they may enjoy a rich rewarding and holistic college experience.

Multicultural Programs strives to address the following Adrian College Ribbons of Excellence initiatives through its programs and services:

- **Caring for humanity and the world:** making socially responsible decision; providing service to local and global communities; interacting positively with persons of diverse cultures and backgrounds.
- **Learning throughout a lifetime:** continuing to ask important questions; pursuing knowledge in each new age; remaining open to new learning experiences.
- **Thinking critically:** developing critical habits of mind; exploring multiple points of view; raising thoughtful questions, identifying problems and solutions.
- **Crossing boundaries and disciplines:** developing literacy in multiple fields; personifying the liberal arts experience; making connections across disciplines.

## **INTERNATIONAL STUDENT SERVICES**

The College serves international students through academic and social support programs in the areas of campus living, immigration and campus life coordinated through the Office of Multicultural Programs.

Course selection, faculty advisors and English as a Second Language (ESL) are arranged through a coordinated effort of the Office of Academic Affairs and the Office of Multicultural Programs.

## **COMMUTER INFORMATION**

The center for commuter activity is the Caine Student Center where the main lounge provides a place to relax between classes. The Office of Student Activities is the source of information about campus events and activities. Commuters are strongly encouraged to join student organizations or participate in other leadership opportunities on the campus. Flyers and announcements for upcoming events and much more can be found on bulletin boards in the Caine Student Center.

## **RELIGIOUS LIFE**

### **THE OFFICE OF THE CHAPLAIN**

The Office of the Chaplain promotes activities, study and reflections of spiritual formation on the campus of Adrian College. It also symbolizes the College's commitment to spiritual value as a whole and provides the College community with pastoral care, liturgical worship and opportunities for service. Located in Valade Hall 133, the Chaplain's Office is the focus of many activities.

### **STUDENT RELIGIOUS ORGANIZATIONS**

Adrian College is affiliated with The United Methodist Church. There are a variety of religious organizations on campus representing many faiths and modes of spiritual and social expression. These groups relate to the Spiritual Life Council, a student organization comprised of members of each religious body and members at large, providing events and opportunities for faith expression and formation on campus. You are welcome to all groups and activities.

Member groups of the Spiritual Life Council are available at the Chaplain's office or on the web at [www.adrian.edu](http://www.adrian.edu).

### **WORSHIP OPPORTUNITIES**

Ecumenical Christian Worship

Wednesday, 12:00 pm College Chapel

Valade Hall Meditation Chapel is open for prayer and meditation 8 a.m. to 10 p.m.

## **STUDENT ACTIVITIES**

The Office of Student Activities is located in the Caine Student Center. Involvement in campus organizations, student activities and service opportunities provides balance to the academic experience for students at Adrian College.

### **STUDENT ORGANIZATIONS**

The Office of Student Activities is responsible for overseeing and assisting over 80 student organizations at Adrian College. The student organizations recognized by the Office of Student Activities represent several different areas including, but not limited to special interest, Greek, media, nationally affiliated, profession-based, honorary and religious groups. All policies regarding

recognition of organizations, constitution requirements, benefits and privileges, financial responsibility and responsibilities of student organizations can be found in the *Student Organization and Advisors Guide*. The Guide and more information about individual organizations are available in the Office of Student Activities and on the web at [www.adrian.edu](http://www.adrian.edu).

### **PRIVILEGES OF RECOGNIZED STUDENT ORGANIZATIONS**

The privileges of a recognized student organization includes: use of College facilities (reserving rooms on campus for meetings and other events), solicitation of membership on campus, posting privileges, (see *Posting Policy* for details), Fin-Com petitioning privileges and use of College publications.

### **INTENT TO ORGANIZE OR REORGANIZE A NEW STUDENT ORGANIZATION ON CAMPUS**

Any group of students seeking to establish a new student organization must submit their intent to organize form to the Office of Student Activities and petition the College Environment Committee for recognition. In order to be granted recognition by the College Environment Committee, the members of the organization must:

1. Complete and submit the Intention to Organize a New Student Organization form to the Office of Student Activities.
2. Submit a copy of the organization's proposed constitution to the Office of Student Activities.
3. Petition the College Environment Committee for recognition as an organization.

The proposed president and proposed advisor of the group will be requested to appear at the next scheduled College Environment Committee meeting to answer questions and/or concerns about the proposed group. The committee chairman or designee will inform the proposed organization of the committee's decision.

Once an organization's recognition has lapsed for one year it is necessary to re-apply for recognition, by following the process as outlined above.

### **OFF-CAMPUS CONFERENCE ATTENDANCE**

The opportunity for students to attend off-campus conferences is one that Adrian College supports and encourages. Students who do so are considered representatives of the College and are expected to uphold the principles of Adrian College and all applicable federal, state and local laws and ordinances. Failure to do so may result in disciplinary action against the individual and/or the organization. A faculty/staff sponsor generally is not required for off-campus conference attendance, but may be required at the discretion of the Office of Student Activities.

Students who plan to be absent from class to attend conferences are expected to personally contact their professors individually to request permission and to make arrangements for missed class work.

### **CAMPUS ACTIVITIES NETWORK (CAN)**

The Campus Activities Network, located in the Caine Student Center, coordinates recreational, cultural and social programs throughout the school year. CAN works with other major student organizations to help co-sponsor campus events. The goal of CAN is to provide variety and quality in all campus programs. It is also CAN'S goal to engage and involve students in campus activities. If you would like to join this group of students, stop by the Office of Student Activities located in the Caine Student Center or call extension 3811.

### **STUDENT GOVERNMENT ASSOCIATION**

Students have a fundamental right and responsibility to provide input into decisions, which directly affect them. It is upon this philosophy that the course of Adrian College Student Government has been set. The people involved and issues may change, but the task is the same, to be the voice of students regarding issues on their campus.

Student Government projects have included: community service involvement, leadership days, national conference attendance, Party Sober Night, blood drives and enhanced student activities.

If you would like to be a part of this active and important organization, contact the Office of Student Activities.

### **CAINE STUDENT CENTER**

Caine Student Center is the "living room" of the campus, a place for students to connect, discuss ideas, study, promote causes, or just relax together.

Student Life, Student Activities, Residence Life, Greek Life, Multicultural Programs, Campus Safety, Health Center, Counseling Center, Student Business Services, 110 Madison Ave Salon, certain campus dining options, Arrington Bookstore and student mailboxes are all located in the Caine Student Center.

### **GREEK LIFE**

Greek Life provides numerous opportunities for students to enhance their college experience. The nationally affiliated Greek organizations on campus include three sororities (Alpha Phi, Alpha Sigma Alpha and Chi Omega) and five fraternities (Alpha Tau Omega, Pi Kappa Alpha, Sigma Alpha Epsilon, Tau Kappa Epsilon and Theta Chi). Adrian College is also home to a local sorority, Delta Nu Kappa. Greek organizations emphasize scholarship, service and philanthropy, leadership and campus involvement.

The five fraternities reside in College-owned houses located on the campus perimeter.

All fraternities and sororities recruit members each semester. No alcohol is permitted at any time, regardless of age, during recruitment activities. If you are interested in "Going Greek," visit the Greek Life web page by clicking on the "Greek Life" link

under the “Student Life” heading on Adrian College’s homepage ([www.adrian.edu](http://www.adrian.edu)); this will provide contact information and further details.

## **CAMPUS SAFETY**

The Adrian College Department of Campus Safety provides continuous 24-hour services designed to assist students in areas of safety and security.

### **CAMPUS SAFETY MISSION STATEMENT**

It is the mission of our employees to provide professional and courteous service in order to protect the safety and security of all members of the Adrian College community, including students, faculty and staff who seek a safe living and learning environment.

### **STUDENT RESPONSIBILITY**

It is the responsibility of ALL Adrian College students to provide identification to any College official upon request. Thus, students are required to have their Adrian College student identification card in their possession at all times while on property owned, or controlled, by Adrian College. (See *Adrian College Student Code of Conduct*, Art. III, Sect. B. 3.)

### **ON CAMPUS HOUSING SAFETY MEASURES**

The vast majority of crimes on campus involve theft of personal property. Almost always, the theft is from an unlocked room or unattended common area. **YOU** can prevent these “crimes of opportunity” by following these steps:

1. Always lock your door when you leave your room no matter how long you plan to be gone.
2. Do not prop open residence hall doors for any reason.
3. Keep your valuables, such as wallets, purses, money and jewelry in a secure area.
4. Do not leave notes on your door announcing that no one is present.
5. Never loan out your keys or ID card.
6. Report anyone acting suspiciously in and around campus housing to Campus Safety or a Residence Life staff member.
7. Report any doors, locks or windows in need of repair to a Residence Life staff member immediately.
8. Do not let non-residents into halls. Visitors should be let in by the expecting student only.

#### **Securing Your Belongings:**

1. Do not leave personal objects (wallet, purse, books) unguarded in academic buildings, recreational facilities or residence halls.
2. Bicycle locks and locks on car doors should be utilized to protect against theft.
3. Do not leave keys outside under door mats or in an unattended area. Also, do not attach your keys to your College ID or driver’s license; if lost, these items provide identifying information.

#### **Safety Measures Elsewhere on Campus:**

1. When walking at night, avoid short cuts through deserted areas of campus or other less illuminated areas. The shortest distance is not always the safest.
2. Notify friends when you are traveling around campus alone at low traffic hours. Tell them where you are going and when they can expect you to return.
3. Campus Safety Officers are available 24 hours a day for escorts, if students feel uncomfortable walking from one point to another on campus. Contact Campus Safety at extension 4333 for more information.

### **EMERGENCY INTERVENTION POLICY**

Adrian College has an avid interest in maintaining the health and safety of its students, employees and campus guests. In order to provide the best and safest, response to an emergency, the following guidelines have been established:

1. In the event of an emergency, dial 911. State the nature of your emergency and your location.
2. Contact the Department of Campus Safety at extension 4333.
3. Someone must stay with the victim(s) until help arrives.

## **MOTOR VEHICLE REGULATIONS**

### **REGISTRATION OF VEHICLES**

1. All student, staff and faculty motor vehicles, possessed or used, on campus **must be registered every academic year**. Parking on College property is a privilege, not a right. Vehicles must be registered online through the Campus Safety website. Have a valid driver’s license, student ID and vehicle registration (not proof of insurance) ready when registering. Any vehicle without a valid parking permit found in any lot where a **VALID** permit is required, will be ticketed and is also subject to being immobilized or towed at vehicle owner’s expense (see *Immobilizing and Towing*). This includes but is not restricted to, all unpaved or paved areas on campus where vehicles are **NOT** authorized to be driven, i.e. on any lawn or grassy area, sidewalks and walkways.

- a. Students may register **only one** automobile.
2. Non-refundable vehicle registration fee
  - a. The student vehicle fee is \$200.00 for the entire academic year.
  - b. Commuters may park on the street or in the Merillat or Dawson lots for free until 11 pm. Any commuter wishing to park in any student lot or overnight must register for a guest permit at Campus Safety. Guest permits are unlimited at no cost and expire after 3 days.
  - c. There will be a flat fee of \$100.00 for new or transfer students registering their vehicles for the second semester.
3. Adrian College does not assume responsibility for the care or protection of any vehicle or its contents while operated or parked on campus property. Vehicles should be locked when unattended and must be parked within the boundaries of a defined parking space.
4. Motor vehicle registration expires:
  - a. As indicated on the permit (by academic year)
  - b. When ownership of the vehicle changes
  - c. When the eligibility of motor vehicle privileges are revoked by disciplinary action
  - d. If a registered vehicle is traded for another, a windshield replaced, or a student moves and requires a different permit, a new permit will be issued for an additional cost of \$5.00, provided the remnants of the first permit are presented at Campus Safety.
5. The Adrian College window permit is to be completely affixed with its own adhesive and displayed at all times on the lower left corner of the back window (driver's side). An expired permit must be removed before a new one is affixed. Permits must not be altered or defaced in any way. Tickets may be issued to vehicles displaying a permit incorrectly.

## PARKING REGULATIONS

1. The following parking lots require a parking permit 24 hours a day:
  - Jarvis/Estes/College View North
  - Deans/Herrick/Cargo/Lowry
  - Powell
  - Feeman/Stevens slanted spots (special permit)
  - College View South (special permit)
  - College View West (special permit)
  - College owned houses (special permit)
  - All fraternity lots (special permit)
  - Pellowe/Merillat/Dawson (guest or standard permit)
  - All faculty lots
2. The following parking lots are reserved exclusively for faculty and staff from 7 a.m. – 5 p.m., Monday – Friday
  - Valade
  - Mahan
  - Signed areas of Charles St. lot
  - Rush and Goldsmith
  - Cascade Circle
3. Students with valid parking permits may park in faculty lots from 5 p.m. – 7 a.m., weekdays and all day on weekends. **Vehicles must be removed by 7 a.m. weekdays to prevent being ticketed, towed or immobilized.**
4. The following parking lots are designated for commuters/visitors/guests and as overflow lots. All vehicles may park in these lots without a permit from 7 a.m.-11 p.m. There is NO OVERNIGHT parking in these lots without the proper registration/permit:
  - Dawson/Spencer
  - Merillat
5. Any parking space that is posted for a specific title (i.e. custodial, building manager, Hall Coordinator, etc.) is reserved **exclusively** for that person 24 hours a day and no student parking is allowed.
6. The City of Adrian does not allow parking on any city streets between the hours of 3 a.m. and 6 a.m.
7. Students and guests must not drive their vehicles on lawns or walkways at any time; including, when loading or unloading personal property to and from the residence halls. If you need to park in an unauthorized area to load or unload your vehicle, contact Campus Safety. We will allow a reasonable time for you to be parked there. If you do not contact us, you are subject to being ticketed.

8. All parking violations are subject to monetary fines, towing and/or having the vehicle immobilized. Students have 10 days to pay online with a credit/debit card. After 10 days the charges will be added to the students account.
  - Students wishing to appeal a ticket must do so within 10 days of the ticket issuance date. To appeal online go to the link found at the bottom of the ticket. The link is also available on the Campus Safety website. License plate and ticket number are required to log in and appeal. An email response will be sent to the student with the results of the appeal.
9. Permits may only be placed on the vehicle that the permit is registered to. Altered, forged, or stolen permits may result in judicial actions against the student responsible, as well as revoked parking privileges. If you change or replace your vehicle for any amount of time, you must notify Campus Safety to obtain a temporary permit (*See Temporary Permit section*). If you do not contact us, you are subject to being ticketed.
10. Permits may not be passed between students under any circumstances. If you move off-campus, your permit becomes invalid, whether you return it or not. Do not sell your permit to another student.

## **PARKING BETWEEN SEMESTERS AND DURING BREAKS**

Any vehicle in a campus parking lot between semesters or during breaks must have a valid parking permit displayed specific to that lot and be parked within the confines of a parking space.

## **IMMOBILIZING AND TOWING**

Students with an unregistered vehicle and two or more unpaid parking fines are also subject to having their vehicles immobilized or towed. If the vehicle is towed or immobilized, a towing or immobilized charge will also be the responsibility of the student. A hold will be put on the release of the vehicle until the student reports to the Campus Safety office and all fines are charged to the Student Business Services Office. The College also reserves the right to tow any vehicle parked in such a manner as to create a hazard to other vehicles or persons. Towed vehicles will be taken to Poe's Towing, located at 1069 South Main Street, 517-263-3700.

- Tampering, removing and/or damaging Adrian College Campus Safety equipment, including the boot, may result in the vehicle being towed, judicial process, criminal prosecution and/or replacement of such equipment at the vehicle owner's expense.
- Vehicles towed from campus are done so at the owner's risk and expense.
- If a vehicle is immobilized belonging to a student living on campus without a parking permit, the student must purchase a permit and pay all fines before the boot will be removed.
- A vehicle will be towed (at owner's expense) 48 hours after it was immobilized if the student does not come forth to the Campus Safety office to settle all fines. Failure to pay citations within a timely manner will result in additional late fees set forth by the Student Business Services Office. The charge for immobilizing is \$80.00 for first offense, \$105.00 for second offense and \$130.00 for third offense (fines are subject to change). All parking privileges will be revoked after the third offense.

## **REASONS FOR IMMOBILIZING**

1. If an unregistered vehicle has two or more unpaid tickets, it may be immobilized. Tickets are considered unpaid if they have not been paid online within the 10 day period or if the student account has not been charged.
2. If parked in a No Parking Zone, Fire Lane, or Handicap space, or in a hazardous way, the vehicle may be immobilized or towed.
3. Any student who has had their vehicle booted more than 3 times in an academic year will lose all campus parking privileges.
4. If a vehicle is displaying an altered, forged, lost or stolen permit.

If a student's vehicle is immobilized without a permit, the student must purchase a permit and pay all fines before the boot will be removed. A vehicle will be towed (at owner's expense) 48 hours after it was immobilized if all fees are not paid in full at the Student Business Services Office (*see Immobilizing and Towing*). Failure to pay citations within a timely manner will result in additional late fees set forth by the Student Business Services Office. The charge for immobilizing is \$80.00 for first offense, \$105.00 for second offense and \$130.00 for third offense (*Fines are subject to change*). All parking privileges will be revoked after the third offense.

## **TEMPORARY PERMITS**

Temporary permits are for students who wish to park a vehicle on campus for a short time. Only 2 temporary permits are allowed **per semester** and then the student must purchase a student permit (\$200.00). Additional time and future requests will be left up to the discretion of the Director of Campus Safety. The student must display this permit on the rearview mirror facing out prior to parking it on campus to avoid fines.

## **GUESTS AND VISITOR PARKING**

All guests who wish to park on campus during the day may do so free of charge in the Dawson/Merillat lots. A permit is not required from 7 a.m.-11 p.m. All guests and visitors who wish to park on campus between 11 p.m.-7 a.m., must obtain a guest pass from Campus Safety. The student and guest must both be present with proper identification to attain a permit. The permit is free of charge and must be placed on the rearview mirror facing out. **All guests and visitors MUST park in the**

**Dawson/Merillat lots.** All other lots are for students with valid permits. All visitors who are parked in the student lots may be ticketed, towed or immobilized at the owner's expense. The student that is being visited by the violator will be held responsible for any fines and their student account charged for the violation fee. It is the responsibility of the student(s) to see that their visitors abide by all parking regulations.

### **ABANDONED VEHICLES**

Adrian College prohibits partially dismantled or otherwise inoperable motor vehicles, or any parts of a motor vehicle on any parcel of land belonging to Adrian College. This also includes any vehicle, operable or inoperable, that does not have a valid license plate displayed. Any vehicles in these categories will be towed at the owner's expense and in addition, may be charged a storage fee.

### **PARKING FINES**

Failure to follow parking regulations will result in the following fines:

Expired Temporary Or Guest Permit – \$20\*

Unauthorized Lot – \$25\*

Parked In Reserved Space – \$25\*

Parked In Yellow Zone – \$25\*

Parked On Grass Or Sidewalk – \$25\*

Improper Parking – \$25\*

No Parking Zone – \$25\*

No Valid Permit Displayed – \$30\*

Parked In Fire Lane – \$40\*

Parked In Handicap Space – \$70\*

Immobilizer Fee – \$80 First Boot, \$105 Second Boot, \$130 Third Boot\*

*\*Fines are subject to change*

## **VIII. COMMUNITY RESPONSIBILITIES**

### **ADRIAN COLLEGE STUDENT CODE OF CONDUCT**

#### **PREAMBLE**

Adrian College promotes learning and the development of integrated, whole persons. Students may expect that the College and all its members will treat them as adults and as full participants in the educational process.

Adrian College strives to be a community characterized as thinking, caring, inclusive and active. Such a community requires that its members—having made a choice to join the community—strive to improve themselves, affirm others and actively involve themselves in enhancing the community. These ideals require that we have explicit, clear and high expectations for one another. These expectations are that:

- We take responsibility for our own learning and personal development;
- We challenge each other to develop intellectually and ethically;
- We practice personal and academic integrity;
- We consider and seek to understand different ideas and viewpoints;
- We conduct ourselves with dignity and civility in our interactions with one another;
- We care about others' welfare and seek to be responsive to their needs;
- We strive to keep one another safe from physical and emotional harm;
- We respect the dignity and worth of all persons;
- We celebrate human differences in their many forms;
- We confront bigotry with caring and without compromise;
- We respect the rights and property of others;
- We take responsibility for our actions, bear the consequences of those actions and learn from them;
- We challenge others to take responsibility for their actions, to bear the consequences and to learn from them.

#### **ARTICLE I: PURPOSES OF THE JUDICIAL PROCESS**

When students do not meet the expectations stated above, they may be charged with one or more violations of the Student Code of Conduct. Adrian College provides a judicial process for handling such occasions. The purposes of the judicial process are to hold students accountable for misconduct, to help students learn from the process, to encourage students to develop self-discipline, to assist students in living up to the expectations above and to allow the College community to function effectively.

## ARTICLE II: JUDICIAL AUTHORITY

- A. The Dean of Students or designee shall determine the composition of judicial bodies and Appellate Boards and determine which judicial body, Judicial Advisor, or Appellate Board shall be authorized to hear each case. (See *Article IV, Section F.2.*)
- B. The Judicial Advisor shall develop policies for the administration of the judicial process and procedural rules for the conduct of hearings that are consistent with provisions of the Student Code of Conduct.
- C. Decisions made by a judicial body and/or Judicial Advisor shall be final, pending the normal appeal process.
- D. A judicial body may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Code of Conduct. All parties must agree to arbitration and to be bound by the decision with no right of appeal.

## ARTICLE III: PROSCRIBED CONDUCT

### A. Jurisdiction of the College

- 1. Generally, College jurisdiction and student discipline shall be limited to student conduct which occurs on College premises, at College sponsored events or which adversely affects the College community and/or the pursuit of its objectives. In matters where a student's guest violates College policies, the College will hold the student responsible for the guest's behavior and may impose sanctions as if the student had committed the behavior.
- 2. Determinations made or sanctions imposed under this Code are not subject to change because criminal charges arising out of the same facts giving rise to a violation of College rules were dismissed, reduced, or resolved in favor of or against a defendant.
- 3. In an extraordinary case involving serious misconduct by a student that poses a threat to the well-being or safety, of the Offender or others, to property or to the orderly functioning of the College (e.g. living, learning or working environment), the president of the College or the president's designee may summarily suspend the offender. In such a case, the student may appeal the decision, in writing, to the president within 10 days.

### B. Conduct – Rules and Regulations

Any student found to have committed, attempted, or aided/incited another to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- 1. Acts of dishonesty, including but not limited to the following:
  - a. Violation of the College Academic Integrity Policy. (See *Academic Integrity Policy*)
  - b. Furnishing false information to any College official, faculty member or office.
  - c. Forgery, alteration, misuse, or unauthorized transfer of any College document, record, or instrument of identification.
  - d. Tampering with the election of any College recognized student organization.
- 2. Disruption or obstruction of teaching, research, administration, judicial proceedings, other College activities (including official off-campus functions), or other authorized non-College activities, when the act occurs on College premises.
- 3. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties. Failure to identify oneself and/or to produce the College identification card to these persons when requested to do so.
- 4. Physical assault/abuse or threat of physical assault/abuse which endangers the health or safety of any person.
- 5. Verbal or written abuse, threats, intimidation, harassment of a sexual, racial, or other nature, coercion and/or other conduct which threatens or endangers the health or safety of any person. This prohibition includes communication by direct or indirect means such as telephone, mail, email, social media, etc. (This prohibition includes the *Policy on Discrimination and Discriminatory Harassment*).
- 6. Sexual contact (including, but not limited to, sexual assault) with another member of the College community or his/her guest, when that contact is:
  - physically forced; or
  - done without someone's consent; or
  - where someone says "no" or acts to show they do not want the contact; or
  - where alcohol, drugs, or mental deficiency prevents resistance. (See *Sexual Assault Policy*)
- 7. Disrespecting another member of the College community in a manner that interferes with learning or administrative processes.
- 8. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property and is related to initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. (The complete *Adrian College Hazing Policy* is contained in the *Student Organization and Advisors Guide* published by the Office of Student Activities).
- 9. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
- 10. Attempted or actual theft of College property or the property of a member of the College community or other personal

or public property.

11. Attempted or actual damage to or vandalism of College property or the property of a member of the College community or other personal or public property.
12. Tampering with security, fire, or safety system devices.
13. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.
14. Violation of Residence Life policies as described in the Residence Hall Room and Board Agreement, campus publications, or as posted in individual housing units.
15. Violation of the College Alcohol Policy. (See *Adrian College Student Alcohol Policy*)
16. Violation of federal, state, or local law on College premises or at College sponsored or supervised activities. This prohibition also includes acts that could be construed as violations of federal, state, or local laws.
17. Use, possession, production, or distribution of narcotic or other controlled substances except as expressly permitted by law. Adrian College abides by federal law prohibiting the use or possession of medical marijuana. Possession of paraphernalia associated with the use, possession, or manufacture of a controlled or illegal substance is prohibited on the campus of Adrian College or as part of any of its activities.
18. Illegal or unauthorized possession of firearms, explosives, other weapons, dangerous chemicals or other hazardous materials on College premises.
19. Participation in an activity which disrupts the normal operations of the College (e.g., classes, routine educational and administrative processes, etc.) or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
20. Violation of College motor vehicle regulations. (See *Motor Vehicle Regulations*)
21. Obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on College premises or at College sponsored or supervised functions.
22. Abuse of the Judicial System, including but not limited to:
  - a. Failure to comply with the summons of a judicial body or College official.
  - b. Falsification, distortion, or misrepresentation of information before a judicial body including nondisclosure.
  - c. Disruption or interference with a judicial proceeding.
  - d. Accusing a student of a conduct code violation knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
  - f. Attempting to influence a member of a judicial body regarding a judicial proceeding (includes harassment or intimidation).
  - g. Failure to comply with the sanction(s) imposed under the Student Code.
  - h. Influencing or attempting to influence another person to commit an abuse of the judicial system.
23. Violation of the Adrian College Computer Use Policy. (See *Computer Use Agreement*)
24. Violation of other published College policies, rules, or regulations not addressed above.

C. Violation of Law and College Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this code, disciplinary action may be taken and sanctions imposed. In such cases, if no action is taken pursuant to Article III A.3., no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest").
2. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code of Conduct, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code of Conduct, however, the College may advise off-campus authorities of the existence of the Student Code of Conduct and how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

**ARTICLE IV: JUDICIAL POLICIES**

A. Charges and Hearings

1. Any member of the College community may file a complaint against any student for misconduct. Complaints shall be prepared in writing and directed to the Judicial Advisor responsible for the administration of the College judicial system. Any complaint should be submitted as soon as possible after the event takes place, preferably within 48 hours of the misconduct.
2. The Judicial Advisor may conduct an investigation to determine if the complaints have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor. Such disposition shall be final and there shall be no subsequent proceedings. If the complaints cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial body or a member thereof.
3. All endorsed complaints shall be presented to the accused student in written form. A time shall be set for a hearing, not less than three nor more than ten calendar days after the student has been notified of the charges. If the student fails to schedule, attend, or participate in a hearing, the hearing may proceed in the absence of the accused student. Such cases may not be considered grounds for an appeal. **Maximum time limits for scheduling of hearings may be reduced or extended at the discretion of the Judicial Advisor.**
4. Hearings shall be conducted by a judicial body according to the following guidelines:
  - a. Hearings will be confidential and closed to the general public (i.e., those who are not primary participants, authorized witnesses and advisors, the Judicial Advisor and members of the judicial body).
  - b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or its Judicial Advisor.
  - c. In hearings involving more than one accused student, at the discretion of the chairperson of the judicial body, hearings may be conducted separately.
  - d. The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the judicial body.
  - e. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the judicial body at the discretion of the chairperson. All College records will be kept confidential unless otherwise determined by the Judicial Advisor.
  - f. All procedural questions are subject to the final decision of the chairperson of the judicial body.
  - g. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.
  - h. The alleged violation will be clearly explained to the student. Tenets of the Student Code of Conduct will be cited.
  - i. The student will be informed in writing of the reasons for the disciplinary action in sufficient detail and in ample time that they may have an opportunity to prepare a defense for the disciplinary hearing. Written notification will be provided in person or to the address on file with the College. Students are responsible for ensuring that the College has an accurate address on file and for checking mail in a regular and timely manner.
  - j. The student will be given an opportunity to testify and to present evidence and witnesses. Witnesses are required to be members of the Adrian College community. Individuals outside the Adrian College community may submit written statements; they will not be permitted to participate in campus judicial hearings other than by submitting written statements.
  - k. Primary participants in the hearing shall submit a typed list of witnesses they expect to present at the hearing. The witness list must be submitted two business days prior to the hearing; the Judicial Advisor may shorten this requirement if necessary. The list will consist of the witnesses' names and the relevant facts to which they will testify. The Judicial Advisor or the chairperson of the judicial body may limit the number of witnesses offering similar testimony. **Character witnesses will not be allowed.**
  - l. All matters upon which a decision might be based must be introduced into evidence during the proceedings. The decision should be based upon such evidence.
  - m. Depending on the severity of the incident, cases heard at the level of the All-Campus Judicial Board or the Dean of Students may be tape recorded. This record shall be the property of the College.
  - n. The principal participants in a hearing may be assisted by an advisor of their choice from within the Adrian College community at the time of their appearance. The name of the advisor must be submitted in writing to the Judicial Advisor two business days prior to the hearing. The role of such an advisor will be of a counseling nature only. The advisor may not directly participate in the hearing. **Official legal representation is not permitted.**
  - o. If for lack of a sufficient reason, as judged by Judicial Advisor or the judicial body, the student whose alleged violation is being reviewed fails to appear at the agreed time of the hearing, the advisor or the judicial body hearing officer reserves the right to conduct the full hearing in the student's absence and render a decision.
  - p. If a situation arises that is not addressed above, the Student Life Office reserves the right to exercise professional judgment to make a determination.

#### B. Sanctions

1. The following sanctions may be imposed upon any student found in violation of the Student Code of Conduct:

- a. Admonition — An oral statement to the student offender confirming violation of the Student Code of Conduct.
  - b. Official Warning – A notice in writing that the student is violating or has violated College regulations.
  - c. Educational Sanctions – Work assignments, community service to the College, or other related discretionary assignments (such assignments must have the prior approval of the Judicial Advisor).
  - d. Loss of Campus Privileges – Denial of specified privileges for a designated period of time.
  - e. Fines – Previously established fines may be imposed.
  - f. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service, monetary and/or material replacement.
  - g. Disciplinary Probation – A temporary suspension of a person’s good standing in the College. Disciplinary probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulation(s) during the probationary period. The student remains enrolled in the College but under the stated conditions of the probation.
  - h. Directed Move – A change in on-campus living assignment.
  - i. Mandated Counseling – An assessment with the College Counseling Services or off-campus personnel may be required, in addition to following a prescribed treatment program.
  - j. Campus Housing Suspension – Separation of the student from campus housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. No fees paid for room and board will be returned to the student. The student must leave campus housing within 24 hours of housing suspension unless granted permission **in writing** by the Dean of Students to stay longer.
  - k. Campus Housing Dismissal – Permanent separation of the student from campus housing. No fees paid for room and board will be returned to the student. The student must leave campus housing within 24 hours of housing dismissal unless granted permission **in writing** by the Dean of Students to stay longer.
  - l. Deferred Suspension – Action on a suspension is deferred when it is deemed to be in the best interests of the student and the College, thereby allowing the student to continue study in the normal manner. Failure to complete any of the additional expectations by the stated deadlines will lead to the immediate implementation of suspension without further hearing.
  - m. College Suspension – Suspension establishes a fixed period of time during which the student may not participate in any academic or other activity of the College. Suspension means that the student is physically separated from the College, must leave the campus and remain off-campus during the period of suspension. The student must leave campus within 24 hours of the suspension unless granted permission **in writing** by the Dean of Students to stay longer. During the suspension period, the student may return to campus only for official business if given prior written approval by the Dean of Students. (See *Policy Concerning Co-Curricular Participation During Suspension.*) At the end of the suspension period, the student may apply for readmission to the College; the application must be approved by the Dean of Students. In cases where the suspension prevents completion of the semester’s academic work, the student will receive a “W,” in the semester’s classes. Parents or guardians of a dependent student may be informed of the disciplinary suspension of a student.
  - n. College Dismissal – Permanent termination of student status, with no option to reapply. As with College Suspension (see above), dismissed students are required to leave campus within 24 hours of dismissal unless granted permission **in writing** by the Dean of Students to stay longer and may return to campus only with prior written approval from the Dean of Students. Parents or guardians of a dependent student may be informed of all actions of dismissal. The student will receive a grade of “W” in the semester’s classes.
2. Sanctions go into effect immediately, unless otherwise stated. **The sanctions remain in effect during the appeal process.**
  3. More than one of the sanctions listed above may be imposed for any single violation. Judicial bodies and the Judicial Advisor are not limited to the sanctions listed above, but may impose other sanctions of a less severe nature which bear a reasonable relation to the violation for which the sanction is imposed.
  4. Other than College dismissal, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential record. This record will be maintained in accordance with the College’s policy pertaining to the Family Educational Rights and Privacy Act of 1974. The student’s confidential record will be retained for a period of seven (7) years, from the time a student graduates or after the student’s last date of attendance. After such time all disciplinary records in the student’s confidential record are destroyed.
  5. The following sanctions may be imposed upon groups or organizations:
    - a. Those sanctions listed above in Section B 1, a through k.
    - b. Deactivation – Loss of all privileges, including College recognition, for a specified period of time.
  6. Each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be determined by the judicial body in conjunction with the Judicial Advisor. The Judicial Advisor will be responsible for ensuring that the sanction has been carried out. Cases in which persons other than or in addition to the Judicial Advisor have been authorized to

serve as the judicial body, the recommendation of all members of the judicial body shall be considered in determining and imposing sanctions.

7. Following the hearing, the judicial body or the Judicial Advisor shall notify the accused in writing of its determination and of the sanction(s) imposed, if any. This notification will normally occur within five working days after the hearing. Those persons involved with bringing charges and filing the College Incident Report may be notified of the outcome of the hearing, if deemed necessary. Such notifications are considered confidential and part of a student's educational record and shall not be shared with anyone other than the case's principal participants and necessary College officials.

#### C. Interim Suspension

In certain circumstances, the Dean of Students or a designee may impose a College or residence-hall suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, students shall be denied access to campus housing and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students or the Judicial Advisor may determine to be appropriate.

#### D. Administrative Withdrawal

A student accused of violating Adrian College policies and procedures may be diverted from the student judicial process and withdrawn in accordance to Administrative Withdrawal standards for reasons of emotional/mental disorder or noncompliance with a medical treatment plan. (Refer to the Student Handbook section on *Administrative Withdrawal Policy*.)

#### E. Appeals

1. A decision reached by the judicial body or a sanction imposed by the judicial body or Judicial Advisor may be appealed by accused students or complainants to the Dean of Students or designee within five (5) days of the decision. Such appeals shall be in writing and shall be delivered to the Dean of Students or his/her designee. The written appeal must state the grounds and rationale for claiming that an appeal is warranted.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code of Conduct was violated and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code of Conduct occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct which the student was found to have committed.
  - d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
3. If an appeal is upheld the matter may be remanded to the original judicial body and Judicial Advisor with specific instructions for reconsidering the original determination, sanction(s) or both.
4. In cases involving appeals by students accused of violating the Student Code of Conduct, a review of the sanction(s) may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Dean of Students may, upon review of the case, reduce or uphold, but not increase, the sanction(s) imposed by the judicial body and/or Judicial Advisor.
5. In cases involving appeals by persons other than students accused of violating the Student Code of Conduct, the Dean of Students may, upon review of the case, reduce, uphold or increase the sanction(s) imposed by the original judicial body or Judicial Advisor or remand the case to the original judicial body and/or Judicial Advisor.

#### F. Composition of Judicial Bodies

1. All-Campus Judicial Board — A hearing with the All-Campus Judicial Board may be used as an alternative to an administrative hearing with the Dean of Students or designee for those cases involving alleged serious violations of the Student Code of Conduct (e.g. violations which could result in suspension or dismissal). All members of the All-Campus Judicial Board are appointed for a term of one year. When appropriate, the Student Government Association Executive Board will appoint at least three (3) student representatives and two (2) alternates. At least two (2) faculty members and one (1) alternate faculty member will be elected by the faculty. At least two (2) board members and one (1) alternate will be appointed from the administrative staff by the Dean of Students or designee. The Dean of Students and the Assistant Dean of Students are not eligible for membership on the All-Campus Judicial Board. The Chair of the All-Campus Judicial Board shall be selected from within and among the faculty and administrative staff members. A quorum of the

All-Campus Judicial Board [five (5) members] and representation from the three constituencies must be present in order for a hearing to occur. Decisions of the All-Campus Judicial Board or any other judicial body are based on a majority vote of the members present; all board members present are expected to vote yes or no on all motions.

2. Other Judicial Boards — Other judicial boards may be established by the Dean of Students, designee, or appropriate organizational units (e.g., Interfraternity Council, Panhellenic Council) for adjudication of constitutional matters, violation of organizational rules, residence life policy violations, or any cases of alleged Student Code of Conduct violations referred by the Dean of Students or designee.

#### **ARTICLE V: INTERPRETATION AND REVISION**

- A. Any questions of interpretation regarding the Student Code of Conduct shall be referred to the Dean of Students or his/her designee for final determination.
- B. The Student Code of Conduct shall be reviewed no less than every two years under the direction of the Judicial Advisor. Last reviewed: Spring 2013.
- C. Approved changes in the College Student Code of Conduct or in the College's disciplinary policies may occur and may be applied to matriculated students.
- D. Revisions to any policies or procedures to the Student Code of Conduct will be communicated to the campus community by email within 48 hours, as well as updated on the website.

### **ACADEMIC INTEGRITY POLICY**

Consistent with Adrian College's mission statement and based on principles of integrity and honesty, Adrian College seeks to develop students who are scholars capable of working independently. This includes the ability to analyze, organize, express and synthesize information in an original fashion. Any student who engages in behaviors that violate academic integrity and honesty can face disciplinary proceedings that may involve dismissal from Adrian College.

Students suspected of academic dishonesty may be subject to academic and/or administrative disciplinary procedures. In the first disciplinary procedure level, faculty members notify students suspected of dishonesty, meet with the students to discuss the infraction and impose appropriate academic penalties if an academic integrity violation is determined (e.g., reduced or failing grade for project and/or class). The faculty member also has the authority to report the incident to the Office of Student Life for inclusion in the student's file. In the second procedural level, the Office of Student Life may apply administrative action in addition to or in lieu of academic disciplinary procedures. Contact the Dean of Students at x3142 for more information.

#### **EXPECTATIONS FOR ACADEMIC HONESTY**

1. No student shall intentionally or inadvertently present others' ideas as his/her own.
2. No student shall give or receive assistance on course assignments beyond the guidelines established by the professor.
3. No student shall violate the academic and intellectual standards as established by the professor, professional association of the discipline or other sanctioning bodies such as the state or federal government. It is a joint responsibility of faculty and students to create awareness and understanding of professional standards, and students have the superseding duty to learn professional standards even in the absence of explicit instruction from the faculty.
4. No student shall falsify, fabricate, or distort data through omission, or in any other way misrepresent data unless the student can provide a legitimate rationale appropriate to the discipline.
5. No student shall engage in obstruction, defined as conduct that damages or destroys another person's work or hinders another in her/his academic endeavors.
6. No student shall forge any person's signature.
7. No student shall misrepresent his/her personal accomplishments nor misrepresent information about his/her Adrian College career.

#### **GENERAL DEFINITION OF ACADEMIC DISHONESTY**

Academic dishonesty includes attempts to present as one's own work, that which is not; help others in efforts to present as their own work, that which is not; or prevent others from receiving appropriate academic credit.

#### **TYPES OF ACADEMIC DISHONESTY**

This list is not exhaustive and may be modified to reflect specific course requirements by a professor. Note: Seeking assistance from appropriate sources such as professors, a tutor, or an assistant in the College Writing Center or Math Department is NOT academically dishonest. Academic dishonesty includes:

1. Obstruction: Any behaviors that would affect another's work or materials necessary to complete such work. For example, withholding reference materials; destroying or tampering with computer files, laboratory or studio work, library resources, or research projects. Obstruction also includes any action that interferes with the teaching efforts of faculty members by disrupting the classroom, interfering with their interactions with other students, or in any way impeding or disrupting faculty member's research projects.
2. Misconduct in Research and Creative Efforts: Submission of work that the student knows to be inaccurate, including the fabrication, falsification, improper revision, selective reporting, or inappropriate concealing of data. Misconduct

also includes a violation of human subjects standards including the failure to obtain IRB or equivalent approval before conducting research with human subjects; and/or the release of information or data given in the expectation of confidentiality to the researcher, creative artists, etc.; and/or failure to adhere to any applicable federal, state, municipal, disciplinary or collegiate regulations, standards or rules for the protection of human or animal subjects, or the protocols of the study population.

3. Cheating on Quizzes, Tests, or Examinations: Using or attempting to use any materials, including but not limited to notes, study aids, books or electronic devices, nor authorized by the instructor; copying off another student's work; allowing another student to copy off your own work; taking an exam (which includes tests and quizzes) for another student or allowing another person to take an exam in your place; providing or receiving any kind of unauthorized assistance in an examination, such as providing or receiving substantive information about test questions or materials, topics, or subjects covered by the test.
4. Use of Prohibited Materials: using prohibited materials or equipment for performances, rehearsals, or classics assignments. For example, using a hidden "cheat sheet" with text for a vocal repertoire, vocal jury, or junior/senior recital.
5. False Submission: submission as one's own, work that has been produced by another. For example, using another person's speech or presentation materials (e.g., a PowerPoint presentation created by another student or obtained from the Internet) or submission of work written or produced by another person (e.g., a paper acquired online, from other published sources, another student's fraternity or sorority files, or unattributed results generated by computer algorithm).
6. Aiding and Abetting False Submissions: Providing papers or other academic work to fellow students. For example, providing a paper from sorority or fraternity files, writing or researching a paper for another student, or completing an assignment for another student. In general, unauthorized collaboration on the production of any academic work without prior approval of the instructor is prohibited. When in doubt, students should consult with the course instructor.
7. Multiple Submissions: Submission of the same work, in whole or substantial part, to more than one course without the explicit prior approval of all instructors currently involved. If work has been submitted in a prior course, either at Adrian or another institution, the student(s) must receive approval from the instructor(s) of the current course. If work is to be submitted to multiple courses in the same term, the student(s) must receive approval from the instructor of each course.
  - a. The policy applies to resubmission of assignments for a course that is retaken for any reason.
  - b. The multiple submissions rule is not intended to prevent students from building on or further developing work begun in prior courses. Examples include the further development of an art object begun in a course such as Two Dimensional Design in a later studio art class, the expansion of a project begun in a research methods course for a capstone project, the ongoing development of a laboratory experiment, etc. In each of these cases, however, the instructor of the later course has the authority to determine to what degree the original work may be incorporated into the later work.
8. Corrupted Files: Submitting an unreadable file known to be corrupted or intentionally corrupted. Claiming false grounds for requesting an extended deadline. For example, using an online site or application to corrupt the file in order to create delay and avoided deadline (note that intentional data corruption is typically detectable).
9. Fabrication: The use of invented, counterfeited or forged information, sources, or data in any assignment, test, paper, project, lab report, etc. Includes alteration or misleading omission of relevant data and dishonest reporting of research results, but does not apply to legitimate disagreement over the interpretation of findings, data, concepts, theories, etc.
10. Plagiarism:
  - a. Plagiarize – "to steal and pass off the ideas or words of another as one's own; to use a creative production without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source. Mish, F. (Ed.), et.al. (1998). Webster's New Collegiate Dictionary (9<sup>th</sup> ed.). (p. 898). Springfield, MA: Merriman.
  - b. The act of submitting a paper, project, test, or other assignment signifies that the student affirms that the work is his/her own. The absence of any discernible attempt to give credit to your source will be taken as *prima facie* evidence of intent to plagiarize. In other words, if you have made no attempt to give credit to someone else, you have created a presumption of intentional plagiarism. Inadvertent plagiarism is sloppy scholarship and is not acceptable, even when it is claimed that the plagiarism was committed out of ignorance.
  - c. Types of Plagiarism
    - i. Direct plagiarism is taking the exact words of an author without giving due credit. There should be a visual indication of using an author's exact words, such as quotation marks or block indentation, and there should be a proper citation of the author's work.
      1. Original Source: "To the extent that behavior problems occur in the classroom, teachers should question the students and conduct systematic observations of them" (Good & Brophy, 1991, p. 257).
      2. Acceptable Use: Population cannot grow forever because the world is finite and cannot support an infinite number of people (Hardin 1968). [Note that although the student has paraphrased – put the idea into her/his own words, she/he has still properly cited the original author, giving him/her credit for the idea.]

3. Unacceptable: To the extent that behavior problems occur in the classroom, teachers should question the students and conduct systematic observations of them. [Note that the student is using your the original author's idea, but is failing to give him/her credit for it.]
  - ii. In direct plagiarism occurs "when paraphrasing someone's words or ideas without changing the sentence structure or only occasionally changing a word or phrase" (Storey, 1999). Plagiarism does not only include the verbatim replication of text or speech. It also includes the plagiarism of ideas, such as can occur with unattributed paraphrasing.
  - iii. Reproduced images and sounds, including photographs, drawings, charts, tables, graphs, or any other graphical items or audio segments must be identified by proper citation of the source.
  - iv. Use of algorithms created by others, such as language translation services, evolutionary algorithms, etc., must be identified by proper citation of the source.
  - v. Any text or item copied and pasted from the Internet must include proper citation.

## **ADRIAN COLLEGE STUDENT ALCOHOL POLICY**

It is illegal in the State of Michigan to:

1. possess or consume alcoholic beverages under the age of 21
2. furnish alcoholic beverages to minors
3. utilize false ID for the purchase of alcoholic beverages

Adrian College does not consider alcohol necessary or conducive to higher education; however, we believe that students should be given every opportunity to freely and responsibly make those decisions which directly affect their lives and to experience the consequences of those decisions. Therefore, Adrian College is committed to promoting and maintaining a work, academic and living environment that is safe, promotes achievement and is free from illegal and abusive alcohol use as proscribed by local, state and federal laws.

### **ON-CAMPUS POLICY**

All students have the right to live in College housing without unreasonable disturbances. Although the responsible use of alcohol is permitted by those of legal age, behavior of those using it must not infringe on any other student's right to privacy, to study or to rest. Therefore:

1. Adrian College supports local, state and federal laws regarding the use of alcohol. Behavior that is, or could be construed as, a violation of these laws is a violation of the College's alcohol policy as well, including intoxication of students under the legal drinking age.
2. Consumption of alcoholic beverages may take place only within the privacy of a student's room by students 21 years of age or older.
3. Open containers (bottles, cans, cups, glasses) used for the consumption of alcohol are not permitted outside the individual or designated room unit. This includes campus grounds. Students are responsible for the proper disposal or care of emptied alcohol containers and are encouraged to assist in the overall maintenance of an attractive campus.
4. Student organizations sponsoring social events on campus shall comply with the *Adrian College Alcohol and Risk Management Policy for Social Events* as approved by the College.
  - a. Student organizations who host social events with alcohol on campus or at off campus facilities (e.g., rented hall) must comply within the guidelines of the organizations' policies (generally BYOB or third party vendor).
  - b. A student organization wishing to host an event must first fill out a Social Events Request form located in the Student Activities Office. All forms must be turned in the Tuesday, prior to the event.
5. Consumption of alcoholic beverages is prohibited inside all sports facilities.
6. No containers capable of holding a large quantity of alcohol (e.g., trash can, beer bong) or requiring a "tap system" [e.g., keg,] are permitted in any housing units on campus.
7. Students are responsible for their own actions as well as the actions of their guests. All persons including guests present in a room wherein a violation(s) of the Alcohol Policy occurs may be held accountable for said violation(s).
8. Adrian College money may not be used by student organizations for the purchase of alcohol. This includes money from College accounts as well as money raised by on campus sales or solicitations.
9. Alcohol may not be used to recruit students by any student organization or athletic team.
10. Alcohol use that jeopardizes or endangers the welfare of oneself or others, or contributes to disturbances, property damage and other irresponsible or offensive action or behavior is a violation of the *College's Alcohol Policy*, in addition to other violations which may apply.
11. The College reserves the right to notify College officials who have a legitimate educational interest in students who violate the policy (e.g., Athletic Department of athlete violations).

## **TAILGATING POLICY**

Adrian College does not prohibit tailgating prior to or during events on campus. The following guidelines apply to ensure that tailgating activities are respectful of others and consistent with an academic environment:

1. Michigan laws pertaining to the possession, consumption and distribution of alcohol and controlled substances will be enforced.
2. Glass containers are not permitted.
3. Adrian College reserves the right to immediately close all tailgating activities at its discretion and remove individuals who display behavior inconsistent with an academic environment.
4. Tailgating will only be permitted in the Merillat and Dawson parking lots unless otherwise approved by the Dean of Students.

## **OFF CAMPUS POLICY**

Student use of alcohol in off campus situations is a matter of individual responsibility and any misuse is subject to punishment by duly authorized civil authorities. Adrian College does not approve of or sanction off campus events where alcohol may be present.

## **ENFORCEMENT**

The responsibility for enforcement of the Alcohol Policy rests on each individual in the College community. The implementation of the enforcement is under the jurisdiction of the Office of Student Life.

1. Within College housing, all violations must be reported to the Residence Life staff as soon as possible. Other on-campus violations should be reported to the Student Life staff.
2. A student found in violation of the *Alcohol Policy* will be informed of his/her violation at the time of the violation. In cases where this is not possible, the student will be informed in writing of the violation's report to the Student Life Office.
3. Depending on the severity of the violation, the sanction(s) for individual students may include educational sanctions (e.g. on-line alcohol class, paper, education and process classes, program implementation), required clinical assessments of the student's alcohol and other drug use, psychological and/or medical treatment based on clinical assessments, suspension or dismissal. Students will be responsible for any costs associated with sanction(s). (A complete list of possible sanctions are listed in the *Adrian College Student Code of Conduct, Article IV Section B.*) Revised May, 2013

## **GAMBLING POLICY**

Adrian College prohibits any student organization from conducting gambling activities on campus or at college sponsored events. Fundraisers and raffles must be approved through the Development Office.

## **CAMPUS TOBACCO POLICY**

In keeping with Adrian College's mission statement and in recognizing the adverse effects of using tobacco and its by-products, it is the College's intent that all academic, residential and service buildings maintain a tobacco free environment. This policy applies to all students, staff and visitors.

The tobacco free policy applies to all academic, residential (including student rooms), service facilities and vehicles owned and operated by Adrian College. Tobacco (e.g. cigarettes, cigars, chewing tobacco, electronic cigarettes, etc.) use is permitted on campus grounds provided that it occurs beyond 25 feet of any building entrance and away from windows of residential buildings. **Hookah pipes are not permitted on Adrian College campus.**

## **WEAPONS AND DANGEROUS DEVICES POLICY**

Possession, keeping and/or use of firearms, weapons, fireworks, ammunition, flammable or incendiary devices is prohibited on all Adrian College properties (including all campus facilities, athletic facilities and parking lots) and at all Adrian College events, regardless of location.

## **STUDENT/FACULTY AND STAFF RELATIONSHIPS POLICY**

Adrian College encourages the development and maintenance of an environment conducive to learning and education for all students. Adrian College considers amorous or sexual relationships between students and members of the faculty, including those relationships which appear to involve genuinely mutual consent, to be inimical for several reasons.

Because instructors have tremendous authority over students' grades and recommendations for further study or future employment, amorous or sexual relationships between students and faculty members necessarily involve a disparity in power. Such a disparity in power makes coercion possible and, even where there is no explicit or intended threat, considerations of the instructor's authority may influence a student's consent to a relationship. Furthermore, the termination or initiation of such relationships may degenerate into sexual harassment or be characterized by conduct which may be perceived as sexual harassment.

Amorous or sexual relationships between students and faculty members may also cause an instructor to favor the student involved over other students. Such favoritism is unprofessional and detrimental to the education process of all students. Equally harmful is other students' perception that such favoritism exists, regardless of whether there is any factual basis to support

that perception. If other students believe that the relationship has affected an instructor's impartiality and that academic rewards are not distributed by merit, the resentment and loss of morale caused by such beliefs will undermine the integrity of the education process.

Similarly, college employees other than members of the faculty may also be in positions of power, authority, or trust relative to students. These involvements may include student evaluations, disciplinary sanctions, recommendations, employment, finances, or judgments related to academic status, enrollment, or matriculation.

Students who are a party to an amorous or sexual relationship with a faculty or staff member and who believe that as a result of the relationship they may have been the subject of an abuse of power or authority, may seek redress through the process described in the College's Policy on Discrimination and Discriminatory Harassment (below). Members of the college community, other than students involved in the student-employee relationship, who have factual knowledge of a student-employee relationship, may bring the matter to the attention of the Vice President to whom the employee reports. In the case of the employee being one of the College Vice Presidents, the matter should be referred to the College President.

An employee may find himself or herself about to enter into a relationship as described in this policy. If this should happen and the employee believes that due to extenuating circumstances he or she should be exempt from the confines and sanctions of this policy, the employee should immediately notify the Vice President to whom they report and explain the circumstances that they believe warrant special consideration.

The Vice President will report the request to a Committee constituted expressly to determine whether such exemptions shall be granted. This "Committee on the Policy on Student/Faculty and Staff Relationships" shall be composed of the President of the College and four other members appointed by him or her. Two of the appointees shall be women; two shall be men. Each appointee shall have a minimum of five years experience at the College. Appointees serve for one academic year at the pleasure of the President, with no limits as to reappointment.

In light of the inequalities between students and faculty or staff members and the appearance of exploitation or favoritism inherent in student-employee amorous or sexual relationships, employees are prohibited from engaging in such relationships with students currently enrolled at Adrian College. Employees engaging in such relationships will be construed as having committed personal and professional misconduct and will be subject to appropriate sanctions, up to and including suspension or termination. Furthermore, if a complaint is initiated by a student, even when both parties have consented to the development of such a relationship, it is the employee who, by virtue of his or her special responsibility, will be held accountable for unprofessional conduct.

## **SEXUAL ASSAULT POLICY**

Adrian College strictly prohibits committing, attempting, or inciting another to commit sexual contact with another member of the College community without that person's consent, including but not limited to, rape and other forms of sexual assault. Conduct will be considered "without consent" if no clear consent, verbal or non-verbal, is given; if inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent. For example, sexual contact with a person whose judgment appears to be impaired by alcohol or other drugs may be considered "without consent". Students found to have violated this prohibition will be subject to procedures outlined in the Adrian College Student Code of Conduct. Criminal proceedings may occur as well.

### **Guidelines for Assistance**

#### **1. What if it happens to me?**

- a. Go to a safe place and call for help as soon as possible
- b. DO NOT shower, bathe, douche, wash your hands, brush your teeth, use the toilet, change or destroy your clothing, or straighten up the area where the assault occurred. Preserve all evidence.
- c. Call 911 for emergency personnel immediately, then contact Campus Safety at extension 4333 or call 517-260-7089 for the Administrator on Duty.
- d. Get medical attention as soon as possible.
- e. Contact someone you trust for support.

#### **2. What options do I have and what services are available to me?**

All victims are encouraged to report sexual assaults; however, the decision is a personal choice. Do not allow others to make the decision. Also, if the perpetrator or others try to coerce or intimidate the victim into not reporting the crime, that in itself is an additional crime in the State of Michigan. As a service to victims, the Department of Campus Safety may be contacted for information and assistance in contacting the proper law enforcement agency. All Adrian College Campus Safety Officers have received Sexual Assault Training and have signed a confidentiality agreement prior to beginning their employment.

Other campus services are available at the Student Health Center. Staff are trained Sexual Assault Advocates that can help with a variety of needs, including support and assistance with health and counseling issues. For more information and assistance, please call:

- Health Center, extension 4214
- Counseling Center, extension 4091
- Student Life, extension 3142
- Residence Life, extension 3811

**For off-campus services, call:**

- Catherine Cobb Program, 517-264-5733
- 24 Hour Crisis Line, 517-265-6776
- Crime Victim Assistance – Legal Aid, 888-251-1598

Another on-campus service, provided by Adrian College, is to assist the victim with changing their academic and living situations, if desired. For assistance contact:

- Student Life, extension 3142
- Housing Office, extension 4303

3. **What actions will Adrian College take?**

After all information is gathered, it is forwarded to the Student Life Office and a judicial hearing may be set up. Judicial hearing procedures are described in the Student Code of Conduct. Students who file complaints and students who are accused of sexual assault, are entitled to have others present during the hearing and to be informed of the outcome of the hearing.

4. **What are the Michigan laws regarding sexual assault?**

Michigan's sexual assault law is written under the Criminal Sexual Conduct Statute (CSC). There are 4 degrees of CSC ranging from touching to penetration, with penalties as severe as life imprisonment. Due to the wording and complexity of the law, it is not possible to print it in its entirety. For answers regarding the law, contact the Department of Campus Safety, the Office of Student Life, or the local prosecuting attorney's office.

## **DISCRIMINATION AND DISCRIMINATORY HARASSMENT POLICY**

### **Introduction**

When Adrian College was established in 1859, its founders declared that it should be open to people of both sexes and all races and nationalities. Because of this mission, the College has always opened its campus to a wide variety of students. It attempts, through orientation, academic and social programming, affirmative action and the training of professional and student staff, to create an environment where difference is not only tolerated but celebrated.

In order to maintain this openness and variety, it is the policy of Adrian College that all students, faculty, staff, officials and guests be free from discrimination and discriminatory harassment based on race, religion, creed, ethnicity, national origin, sex, sexual orientation, age, handicap or physical characteristics. Discrimination is wrong and will not be tolerated.

The primary purposes of this policy are to maintain an open educational environment and to modify the behavior of individuals who debase that environment through discrimination and discriminatory harassment. The emphasis in this policy is on education and mediation rather than punishment. However, a single severe instance of discrimination or discriminatory harassment or repeated though less severe instances of discrimination or discriminatory harassment may result in the dismissal of a student or may constitute just cause for the dismissal of an employee.

### **Definitions**

The following forms of behavior constitute discrimination or discriminatory harassment. Individuals practicing such behaviors may be subject to disciplinary action.

#### ***Discrimination***

In order to establish a balance of faculty, staff and students that reflects the United States population, the College may in certain situations consider sex or minority status as a factor in staff hiring and in student financial aid. Also, the College reserves the right to offer separate sports programs and housing accommodations based on sex, as allowed by law. With these exceptions, it is a violation of College policy to make decisions regarding employment (hiring, continuation, promotion, dismissal, tenure), registration for classes, assignment of grades, financial aid, disciplinary action, housing and similar matters, on the basis of race, religion, creed, ethnicity, national origin, sex, sexual orientation, age, handicap or physical characteristics.

#### ***Discriminatory Harassment***

Discriminatory harassment is verbal or physical behavior that interferes with a person's employment, academic performance or subjects an individual to an intimidating, hostile, or offensive educational, employment or living environment. Other expressive behavior (e-mail, social media, written notes, posting pictures) may also contribute to a hostile or offensive environment and may also violate this policy. Harassment that demeans a person or a group of people based on race, religion, creed, ethnicity, national origin, sex, sexual orientation, age, handicap or physical characteristics is specifically prohibited. Two specific types of harassment are further defined and illustrated below.

#### ***Racial and Ethnic Harassment***

Racial and ethnic harassment constitutes any physical or verbal behavior that subjects an individual to an intimidating, hostile or offensive educational, employment or living environment. Such harassment:

- (a) denigrates or stereotypes an individual because of his or her racial or ethnic affiliation;
- (b) demeans or slurs an individual through pictorial illustration, graffiti, or written documents or material because of his or her racial or ethnic affiliation; or
- (c) makes unwarranted or disparaging references or innuendoes in attributing an individual's personal conduct, habit or lifestyle to his or her racial or ethnic affiliation.

### ***Sexual Harassment***

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct constitute sexual harassment when:

- (a) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic pursuits;
- (b) submission to or rejection of such conduct by a person is used as the basis for employment or academic decisions affecting such individual; or
- (c) such conduct has the purpose or effect of unreasonably interfering with a person's employment or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Examples of sexual harassment include:

- persistent, unwelcome flirtation, advances and/or propositions of a sexual nature;
- repeated insults, "wolf-whistling," humor, jokes and/or anecdotes that belittle or demean an individual's or a group's sexuality or sex;
- repeated, unwelcome comments of a sexual nature about an individual's body or clothing;
- unwarranted displays of sexually suggestive objects or pictures;
- inappropriate touching, such as patting, pinching, hugging, or repeated brushing against an individual's body;
- suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignment or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation;
- sexual assault.

Not every act that is offensive to an individual or a group necessarily constitutes a violation of this policy. Whether a specific act violates the policy will be determined on a case-by-case basis with proper regard for all of the circumstances. Due consideration must be given to the protection of individual rights, freedom of speech, religious and moral convictions and academic freedom.

### **WHAT CAN YOU DO?**

Students who believe themselves to be victims of discrimination or discriminatory harassment should attempt to resolve the matter — either informally through a process of discussion and mediation, or formally, through a hearing process.

You may be able to resolve the matter of inappropriate conduct by discussing the matter directly with the person whom you believe to have caused the problem. The College encourages this informal means of mediation where practical and appropriate.

If you do not believe that such discussion is possible or appropriate, you should talk with one of the following people or offices to begin either informal mediation or the formal hearing process. If the accused person is an employee of the College, you may instead choose to begin the process by contacting the employee's supervisor.

### ***CAMPUS ADVOCATES***

These are students, faculty and administrative staff members who have volunteered to assist students and employees who believe they have experienced discrimination or harassment. (See the Office of Student Life for a current list of Campus Advocates.)

At this point, the goal is still to resolve the problem informally. The person you contacted will gather information from you and will, if possible, attempt to resolve the matter with the accused person or guide you to a College counselor or other qualified employee who will do this.

All informal actions with the persons involved will be kept confidential to the greatest extent possible consistent with (1) preventing future acts of harassment, (2) providing an appropriate remedy to persons injured by acts of harassment and (3) allowing the accused person to reply to a complaint.

### ***WHEN INFORMAL MEANS DO NOT RESOLVE THE PROBLEM***

If this informal process does not satisfy you and the accused is another student(s), the matter should be pursued through procedures outlined in the *Adrian College Student Code of Conduct*. The person assisting you with the matter will introduce you to the Assistant Dean of Students or another Student Life staff member who can assist you with bringing charges under the Student Code of Conduct.

If the informal process described above does not satisfy you and the accused is a faculty member, administrative staff member, or other non-student employee of the College, the person assisting you will introduce you to the College Discrimination Officer who will pursue the matter further with you. The College Discrimination Officer is appointed by the President with the advice and consent of the College Assembly.

Threats or other forms of intimidation or retaliation against the student making the complaint, any other witness or any person

assisting the student in the process constitutes a separate violation of this policy.

## **POSTING POLICY**

All postings by student organizations, individual students, individuals or non-college affiliated organizations must be approved by the Office of Student Activities, located in the Caine Student Center. Approval must be stamped **PRIOR to duplication of the postings**. All postings without this approval will be removed.

All notices and signs must clearly state the individual's name or the official name of the sponsoring organization(s), academic department(s), athletic team(s), class(es), or institute(s). (*Academic departments and athletic teams are not required to receive approval from the Office of Student Activities, but must follow all other guidelines of this Posting Policy.*)

Students and organizations seeking approval for postings should plan ahead as approval for postings may not be immediate and signs may require changes or additions to be approved. Other paperwork may be required prior to posting approval, i.e. "Proposed Fundraising Request Form" or "On-Campus Social Event Form."

The posting organization is responsible for the removal of all approved signs and postings within 48 hours of the conclusion of their event.

### **Content of Posting**

Use of the college seal or bulldog, must be requested and received from the Office of Public Relations.

Signs should represent a student organization or individual student in a positive way, as they are a reflection of the individual or group as a whole. Postings may not include: nudity, sexually explicit material or content, any alcohol related content, profanity or any negative representation of the College, an organization or individual. The postings must reflect the values of the College as embodied in the Student Code of Conduct Preamble. Postings should not violate the Adrian College Discrimination and Discriminatory Harassment Policy.

### **Location of Postings**

Postings should be limited to bulletin boards and painted block walls in order to prevent damage. Signs posted on glass windows, woodwork, drywall, doors or exterior of any campus building will be removed.

Signs should not be placed in any manner contrary to the ordinances of the city of Adrian. This generally refers to postings outside the buildings and on vehicles.

No person shall deface, tamper with, destroy, or remove any sign or inscription on any property owned by the College without proper authorization.

Avoid posting advertisements with permanent or destructive materials (glue, duct tape, staple guns, etc.). Masking tape or blue "painters tape" must be used for all postings. Organizations will be held responsible for damage caused by improper posting.

*A list of approved posting locations can be found in the Office of Student Activities.*

### **SIDEWALK CHALKING**

Student organizations may use chalk on campus sidewalks to advertise upcoming events. All chalking must meet the content guidelines set forth in the *Posting Policy* and must be approved by the Office of Student Activities prior to chalking.

Chalking is limited to sidewalks on campus.

Chalking should be washed off within 48 hours after the conclusion of the event.

Use of spray chalk is prohibited.

### **BANNERS**

Students, departments and student organizations may hang banners from the second floor railings of the Caine Student Center. Banners must meet the guidelines set forth in the *Posting Policy* and must be approved by the Office of Student Activities prior to hanging.

### **OFF-CAMPUS PUBLICITY OF CAMPUS EVENTS**

Student groups responsible for planning events, which they wish to publicize off-campus, should work through the Office of Public Relations. **Groups working on such events should involve the Office of Public Relations in the process as early as possible in order to ensure adequate publicity.** The Public Relations Office staff will work with student groups to create print and broad-cast media publicity plans.

## **ADMINISTRATIVE WITHDRAWAL POLICY**

### **STANDARDS FOR WITHDRAWAL**

1. A student will be subject to administrative withdrawal from Adrian College, and/or from campus housing, if it is determined by substantial evidence, that the student is suffering from an emotional/mental disorder or is non-compliant with a medical treatment plan and as a result of the emotional/mental disorder or noncompliance with a medical treatment plan:
  - a. engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others,
  - b. engages, or threatens to engage, in behavior which would cause significant property damage, or
  - c. directly and substantially impede the lawful activities of others.

2. These standards do not preclude removal from Adrian College, or campus housing, in accordance with provisions of the residence hall agreement, or other College rules or regulations.

### **VIOLATIONS OF COLLEGE POLICIES AND PROCEDURES**

3. A student accused of violating Adrian College policies and procedures may be diverted from the student judicial process and withdrawn in accordance with these standards, if the student, as a result of emotional/mental disorder or noncompliance with a medical treatment plan:
  - a. lacks the capacity to respond to pending judicial charges, or
  - b. did not understand the nature of right from wrong at the time of the offense.
4. Students subject to disciplinary action who wish to introduce relevant evidence of any emotional/mental disorder must inform the Dean of Students in writing at least two business days prior to any disciplinary hearing. If the Dean of Students determines that the evidence may have merit, the case shall then be resolved in accordance with these standards and procedures. Thereafter, if it is determined that the student does not meet the criteria set forth in part three, the case will be returned to the disciplinary process. **Evidence of any emotional/mental disorder may not be admitted into evidence or considered by the hearing panel in any disciplinary proceedings.**

### **REFERRAL FOR EVALUATION**

5. The Dean of Students or designee may refer a student for evaluation by an independent licensed psychiatrist, psychologist, or physician chosen by the institution. The Dean or designee may make that referral if he/she believes that the student may meet the criteria set forth in part one, or if a student subject to disciplinary charges wishes to introduce relevant evidence of any emotional/mental or physical disorder.
6. Students referred for evaluation shall be so informed in writing, and shall be given a copy of these standards and procedures. The evaluation must be completed within five business days from the date of the referral letter, unless an extension is granted by the Dean in writing. Students may be accompanied by a licensed psychologist, psychiatrist, or physician of their choice, who may observe, but not participate in the evaluation process. **Legal representation will not be permitted.**
7. Any pending judicial action may be withheld until the evaluation is completed, at the discretion of the Dean of Students.
8. A student who fails to complete the evaluation in accordance with these standards and procedures may be withdrawn on an interim basis, as set forth in Parts 9-12, referred for disciplinary action or both.

### **INTERIM WITHDRAWAL**

9. An interim administrative withdrawal may be implemented immediately if a student fails to complete an evaluation, as provided by parts five and six of these standards and procedures. Also, an interim withdrawal may be implemented immediately if the Dean of Students determines that a student may be suffering from an emotional/mental disorder or is non-compliant with a medical treatment plan, and the student's behavior poses an imminent danger of:
  - a. causing serious physical harm to self or others, or
  - b. causing significant property damage.
10. A student subject to an interim withdrawal shall be given written notice of the withdrawal and shall be given a copy of these standards and procedures. The student shall then be given an opportunity to appear personally before the Dean of Students, or a designee, within two business days from the effective date of the interim withdrawal, in order to review the following issues only:
  - a. the reliability of the information concerning the student's behavior;
  - b. whether or not the student's behavior poses a danger of causing imminent, serious physical harm to self or others, causing significant property damage, or directly and substantially impeding the lawful activities of others;
  - c. whether or not the student has completed an evaluation, in accordance with these standards and procedures.
11. A student subject to interim withdrawal may be assisted in the proceedings specified at Part 10 by a family member and a licensed psychologist, psychiatrist, or physician. Students will be expected to speak for themselves whenever possible.
12. An informal hearing, as provided in Part 13, will be held within seven business days after the student has been evaluated by the appropriate emotional/mental health professional. The student will remain withdrawn on an interim basis pending completion of the informal hearing, but will be allowed to enter upon the campus to attend the hearing, or for other necessary purposes, as authorized in writing by the Dean of Students.

### **INFORMAL HEARING**

13. Students subject to an involuntary withdrawal shall be accorded an informal hearing before the Dean of Students, or a designee. The following guidelines will be applicable:
  - a. Students will be informed of the time, date, and location of the informal hearing, at least two business days in advance.
  - b. The student file, including an evaluation prepared pursuant to part five of these standards and procedures, and the names of prospective witnesses, will be available for inspection by the student in the Student Life office during normal business hours. The file, which should be available at least two business days before the informal hearing, need not include the personal and confidential notes of any institutional official or participant in the evaluation process.

- c. The informal hearing shall be conversational. Formal rules of evidence will not apply. The Dean or designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.
- d. The student may choose to be assisted by a family member and a licensed psychologist, psychiatrist, or physician.
- e. Those assisting the student will be given reasonable time to ask relevant questions of any individual appearing at the informal hearing, as well as to present relevant evidence.
- f. Whenever possible, the student will be expected to respond to questions asked by the Dean or designee. Students who refuse to answer may be informed that the Dean or designee could draw a negative inference from their refusal, which might result in their dismissal from the institution in accordance with these standards and procedures.
- g. The informal hearing may be conducted in the absence of a student who fails to appear after proper notice.
- h. The emotional/mental health professional who prepared the evaluation may be asked to appear at the informal hearing, and to respond to relevant questions, upon request of any party, if the Dean or designee determines that such participation is essential to the resolution of a dispositive issue in the case.
- i. The Dean or designee may permit a college official, and the emotional/mental health professional that prepared the evaluation, to appear at the informal hearing and to present evidence in support of any withdrawal recommendation. Legal counsel for the College will not present such evidence.
- j. The informal hearing shall be tape recorded by the College. The recording(s) shall be kept with the pertinent case file for as long as the College maintains the case file.
- k. The Dean shall render a written decision within five business days after the completion of the informal hearing. The student should also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement.

## **IX. AREA CHURCHES**

### **AFRICAN METHODIST EPISCOPAL**

#### **Bethel AME**

326 E. Butler St.  
Adrian, MI 49221  
517-265-2924

### **APOSTOLIC**

#### **Christ Temple**

3665 Deerfield Rd.  
Adrian, MI 49221  
517-263-0887

### **ASSEMBLIES OF GOD**

#### **Bethany Assembly of God**

2045 E. US-223  
Adrian, MI 49221  
517-263-2779

### **BAPTIST**

#### **Berean Baptist**

751 W. Maumee St.  
Adrian, MI 49221  
517-263-4312

#### **Bethel Baptist**

1010 State St.  
Adrian, MI 49221  
517-263-9573

#### **Faith Baptist**

3625 Hunt Rd.  
Adrian, MI 49221  
517-265-2376

**Iglesia Bautista Christiana**

409 Croswell St.  
Adrian, MI 49221  
517-265-8178

**Second Baptist Church**

607 N. Broad St.  
Adrian, MI 49221  
517-263-1020

**BRETHREN**

**Church of the Brethren**

824 E. Church St.  
Adrian, MI 49221  
517-263-1252

**CATHOLIC**

**St. Joseph Catholic Church**

415 Ormsby St.  
Adrian, MI 49221  
517-265-8938

**St. Mary Catholic Church**

305 Division St.  
Adrian, MI 49221  
517-263-4681

**CHARISMATIC**

**Freedom Christian Fellowship**

1144 W. Michigan St.  
Adrian, MI 49221  
517-263-7995

**CHRISTIAN CHURCH/DISCIPLES OF CHRIST**

**First Christian Church (Disciples of Christ)**

2667 Bent Oak Hwy.  
Adrian, MI 49221  
517-265-6852

**CHURCH OF CHRIST**

**Church of Christ**

719 W. Maumee St.  
Adrian, MI 49221  
517-263-2912

**CHURCH OF CHRIST-SCIENTIST**

**Christian Science Church**

229 Dennis St.  
Adrian, MI 49221  
517-265-5449

**CHURCH OF GOD**

**Adrian Church of God**

704 Baldwin Hwy.  
Adrian, MI 49221  
517-265-7040

**CHURCH OF JESUS CHRIST OF LATTER DAY SAINTS**

**Church of Jesus Christ of Latter Day Saints**

140 Sand Creek Hwy.  
Adrian, MI 49221  
517-263-0882

CHURCH OF THE NAZARENE

**First Church of the Nazarene**

50 Industrial Dr.  
Adrian, MI 49221  
517-263-1579

EPISCOPAL

**Christ Episcopal Church**

720 Riverside Ave.  
Adrian, MI 49221  
517-263-1162

EVANGELICAL FREE

**Grace Point Evangelical Free Church**

4612 N. Adrian Hwy.  
Adrian, MI 49221  
517-265-7997

EVANGELICAL FRIENDS (PROGRAMMED)

Raisin Center Friends  
1975 N. Raisin Center Hwy.  
Adrian, MI 49221  
517-423-7023

**Raisin Valley Friends**

3552 N. Adrian Hwy.  
Adrian, MI 49221  
517-265-5050

FREE METHODIST

**The 180 Church**

1629 W. Maumee St.  
Adrian, MI 49221  
517-215-8477

HOLINESS

**Bible Missionary Church**

702 Michigan Ave.  
Adrian, MI 49221  
517-265-6304

JEHOVAH'S WITNESSES

**Jehovah's Witness English Congregation**

1040 Elm St.  
Adrian, MI 49221  
517-263-8750

LUTHERAN

**Christ the Redeemer Lutheran (ELCA)**

1232 W. Maumee St.  
Adrian, MI 49221  
517-265-8360

**Hope Lutheran (Missouri Synod)**

5625 W. US 223

Adrian, MI 49221

517-263-4317

**St. John's Lutheran (Missouri Synod)**

3448 N. Adrian Hwy.

Adrian, MI 49221

517-265-6998

**St. Matthew's Lutheran Church**

326 S. McKenzie St.

Adrian, MI 49221

517-265-1921

**St. Stephen Evangelical Lutheran (Wisconsin Synod)**

632 S. Madison St.

Adrian, MI 49221

517-265-5605

**MENNONITE**

**Church of the Good Shepherd**

737 E. Beecher St.

Adrian, MI 49221

517-263-6005

**NON-DENOMINATIONAL**

**Covenant Community Church**

3973 Ogden Hwy.

Adrian, MI 49221

517-263-2891

**Crossroads Community Church**

104 E. Maumee

Adrian, MI 49221

517-266-1919

**Elem3nt Church**

1002 W. Maple

Adrian, MI 49221

517-265-8767

**Fellowship Bible Church**

128 N. Center St.

Adrian, MI 49221

517-265-1315

**Grace Covenant**

227 Greenly St.

Adrian, MI 49221

517-263-3504

**Ogden Community Bible Church**

3201 E. US-223

Adrian, MI 49221

517-265-6621

**PRESBYTERIAN**

**First Presbyterian**

156 E. Maumee St.

Adrian, MI 49221

517-265-2168

SEVENTH-DAY ADVENTIST

**Seventh-Day Adventist**

4916 Hunt Rd.

Adrian, MI 49221

517-263-4910

UNITED CHURCH OF CHRIST

**West Adrian United Church of Christ**

4545 Wolf Creek Hwy.

Adrian, MI 49221

517-263-1258

UNITED METHODIST CHURCH

**Adrian First United Methodist**

1245 W. Maple Ave.

Adrian, MI 49221

517-265-5689

9/5/14