

ADRIAN COLLEGE

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

Welcome to a new year at Adrian College. I am very glad that you are here, and look forward to serving as your president in 2007-2008.

Believe it or not, I did not attend a small school like Adrian. When the time came for me to choose a college, I went to a big state school. Thanks in part to that experience, today I am absolutely convinced that the best undergraduate education available for students is at a small liberal arts college like Adrian. Our small class size, hands-on learning, and opportunities to get involved are invaluable parts of an effective education. I think you made an excellent choice by coming here.

This handbook is your road map to understanding the resources at Adrian. You can find information on academic affairs, student life, the business office, and many other areas of the College. You will also find the expectations and responsibilities that will help you function as an important member of this community.

We share a unique time in Adrian's history. Our momentum right now is unprecedented, with record-setting increases in enrollment and improvements in residence life, dining services, athletic facilities, and academic programs. Much is changing. One thing that will never change, however, is our commitment to your education. I encourage you to take advantage of all that Adrian has to offer – it will take you farther than you could ever imagine.

Here's to an enriching and enjoyable year.

Sincerely,

Dr. Jeffrey R. Docking
President

... AND PRESIDENT JOHNSTON:

Hello Fellow Students:

Thank you for allowing me the privilege of serving as your Student Body President for the 2007-08 school year. I am very excited about the opportunities, events, and overall attitude here at Adrian College. This is sure to be a great year.

For all the first year students; congratulations for choosing Adrian College, this is a school like no other. Every year at Adrian College I have seen marvelous changes take place. I envy the first year students, for you not only get to enjoy the great professors and people here at Adrian, but you will enjoy four years of state of the art facilities as well. It is a great time to be at Adrian College! Embrace the opportunities and get involved, meet new people, and be active on campus.

To all returning students; get ready for another amazing year. Continue to expand your horizons and take on new challenges. Work hard at everything you do and keep your goals in the forefront of your mind.

Seniors; enjoy every minute of this year, it will go very fast. Before we know it, it will be graduation Sunday. Make a difference this year and leave your mark on Adrian College.

May the God bless this year

Matthew 22: 37-39 Proverbs 1: 7

Thank You,

Matthew Johnston

Student Government President

mjohnston@adrian.edu

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 100 acres, 21 academic and service buildings and 20 residence halls and units.

LANDMARKS, LEGENDS AND LORE

Downs Hall is the only building remaining from Adrian’s original campus. Built in 1860 this building now houses the Stubnitz Art Gallery and the Downs Studio Theatre. The building has served several functions through the years. Local legend contends it is the home of the Downs Hall Ghost and tales students tell of late-night footsteps and strange sounds.

The Rock Originally, according to the story, the rock was about three times larger because it was all above ground. The story claims that a transfer student from Albion and two friends decided in 1962 to do, “the biggest thing to hit Adrian that year!” Under cover of darkness they buried “the rock.” Eventually part of it resurfaced and, today, the rock has been painted countless times.

The Cane Ceremony A few years ago the Office of Alumni Affairs polled alumni on their favorite memory of Adrian College. Topping the list was the Cane Ceremony, which follows commencement every spring. 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 performed on the commencement stage and each year the graduating class affixes its colors to the Shepherd’s Crook. The president of the class then hands it to the president of the next graduating class.

Though the Cane Ceremony began in 1921, the cane itself - and the custom of affixing class colors to it - dates back to 1887. The date 1887 and the words Non Sine Labore (Climb Without Falling) are carved on the staff. The monument located in front of the Mound commemorates the Cane Ceremony. The monument was a gift to the College donated by the Class of 1887.

The “A” The Class of 1914 placed a structure at the front of campus near Madison Street. The large concrete “A” is traditionally reserved for engaged couples only.

The “Evergreen A” In 1983 Beta Beta Beta designed and planted the Evergreen A in front of the Chapel. Each spring before graduation, Beta Beta Beta plants a circle of flowers around the “A.”

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, which stands in Peelle 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 has stood since that day at the front of the campus.

The One Piece Threshold One of the oldest landmarks of the College is an old stone threshold now used as a seat near the entrance to Valade Hall. The step was originally placed in front of Valade Hall in December 1859.

The Outdoor Chapel Today the Adrian College 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 outdoor services were held on rough benches. Students of 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.

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 students.

Hispanic Heritage Month will be a time of exploring and honoring Latino people and cultures. 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, 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 games day, a community service project and the annual talent show.

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 spiritual issues highlight this week.

Homecoming is traditionally a time for our students to welcome home Adrian College alumni. Throughout the week the College is alive with king and queen coronation, special entertainment, parade, contests, games competition, Athletic Hall of Fame induction and Homecoming Worship.

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.

Festival of Lights Holiday Celebration includes Kwanzaa, a service of "Lessons and Carols," campus holiday party and numerous organizational events, making this a festive time on the campus.

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.

II. EXECUTIVE AFFAIRS

The Executive Affairs division is responsible for enrollment, admissions, public relations activities as well as intercollegiate athletics. The division also oversees major construction projects on campus.

OFFICE OF ADMISSIONS

The Office of Admissions is located in the Ward Admissions House and is staffed by a Director, an Associate 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 Office of Public Relations communicates the visions, goals and achievements of the College. Located in Rush Hall, Public Relations serves as a source of information to the general public, the media and the Adrian College community.

ATHLETICS

Students attending Adrian College are encouraged to participate in the varsity sports program. Tryouts are held in each sport before the competitive season starts.

Those students not participating in varsity competition are urged to support Bulldog sports teams by attending athletic events whenever possible. A student identification card will provide admission at no charge to Adrian College athletic events.

VARSITY SPORTS

There are eight varsity sports in the fall – football, soccer, golf and cross country for men; volleyball, soccer, cross country and golf for women. The winter season brings basketball, ice hockey, and indoor track for the men's and women's teams; men's club hockey and women's synchronized skating. The spring season is also a busy time of the year with men's and women's lacrosse, tennis, and track; men's baseball, and women's softball.

Adrian College is affiliated with the National Collegiate Athletic Association (NCAA) and the Michigan Intercollegiate Athletic Association (MIAA). The framework of the NCAA Division III and the MIAA allows colleges of Adrian's size to compete on an equal basis with no athletic scholarships. Other members of the MIAA include Albion, Alma, Calvin, Hope, Kalamazoo, St. Mary's and Olivet colleges.

INTRAMURAL PROGRAM

The purpose of the Intramural (IM) Program is to provide students and staff members with an opportunity to participate in a variety of sports activities. For more information, visit our website at www.adrian.edu.

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: computer center, academic services, academic advising, Shipman Library and the registrar's office.

REGISTRAR

The Office of the Registrar, located in the Administration Building, is responsible for maintaining students' academic records, distributing grade reports and, upon authorized request, issuing transcripts of students' academic records.

ACADEMIC PETITION

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. The completed form must include an explanation of the reason for requesting the exception, and the advisor's signature. The petition will then be reviewed by the Academic Status Review Committee, which will inform the student of the action taken in a memorandum from the Registrar.

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. Academic probation disqualifies a student from participating in any Adrian College program or activity that specifically requires the student to be in good enrollment standing. **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.

PART-TIME STUDENTS

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.

TRANSFER STUDENTS

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

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.

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**. All schedule changes are processed by the

Registrar's Office, only with an "add/drop/withdraw" form signed by the advisor and the faculty member for added or withdrawal courses. The completed form with the required signatures is returned to the Office of the Registrar for processing. If the academic advisor or faculty member is not available, contact the department chair or Registrar.

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. A form specifying the exact information to be released, must be submitted to the Registrar.

GRADE CHANGES

Grades can only be changed within the **first 30 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 or with the Vice President and Dean for Academic Affairs. 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.

GRADES

The Office of the Registrar processes the grades instructors file each mid-semester and final grading period. Mid-semester grade reports are sent to the student's campus. Final grade reports are mailed to the student's home addresses.

Incomplete grades 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.

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DEALING WITH PROBLEMS

1. Wrong grade – students should contact the instructor and request a review of the record.
2. When a "W" does not appear for a dropped course - students should contact the Registrar's Office.
3. When an added course does not appear on the grade report – students should contact the Registrar's Office.
4. When there is an error in the grade point average or credit hours – students should contact the Registrar.

REGISTERING FOR CLASSES

Prior to each semester currently enrolled students meet with their advisors to prepare their class schedules. During the advising period or orientation, students pre-register online and then meet with their advisor to complete registration.

REGISTRATION PREPARATION DATES

Advising For Spring 2008 Classes Advising For Fall 2008 Classes

Monday – Friday, Oct. 29 – Nov. 2

Monday – Friday, March 24 – 28

Monday – Friday, November 5 - 9

Monday – Friday, March 31 – April 4

TRANSCRIPTS

Students may request a transcript in person by going to the Office of the Registrar. There is a \$2.00 charge for each transcript requested. Transcripts will not be released for students who have not met all of their financial obligations to the College.

Transcripts may also be ordered through the mail. Requests must include full name (previous name if appropriate), legal signature, Social Security number or date of birth, last semester of enrollment and the address where the transcript is to be sent. Telephone or e-mail transcript requests will not be accepted.

WITHDRAWAL PROCEDURES

Students, who are unable to continue in school, must officially withdraw from the College. All withdrawals must be completed two weeks before the first day of final exams by following the procedure outlined below:

1. A withdrawing student must make an appointment with the Director of Counseling at the Goldsmith Center for an exit interview. If the director is unavailable, an appointment with another member of the Student Life staff will be arranged.
2. At the time of the exit interview, the student will be given a preliminary withdrawal form. The Admissions Office, Financial Aid Office, Registrar's Office, Business Office and Student Life Office must sign this form.
3. The student returns the form to the Director of Counseling.
4. The Director of Counseling will send an official notice to all other appropriate areas with written notification verifying the official date of withdrawal of the student.

The student will not be presumed to have officially withdrawn from the College until each of the above steps has been completed. Failure to complete the above outlined procedure will result in the recording of an "F" for all classes on the students' permanent record card.

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 Residence Life 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 Residence Life 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 Residence Life 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 has over 150,000 volumes and subscribes to 575 periodicals. Also available are 765 music CD's and over 1,600 videos. The library provides databases for locating books and articles for research and full-text databases providing immediate access to resources. Interlibrary loan services provide nationwide book and article resources. The library is web accessible 24/7 at www.adrian.edu.

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

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

Summer Hours

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

ACADEMIC ADVISING

The academic advisor is an important person with whom students may discuss important issues related to their academic career at Adrian College. Each Adrian student is assigned an advisor to help with many difficult decisions and adjustments that are part of college life. Every effort will be made to insure that the advisor is in an academic area in which students are interested. Undecided students will be assigned an advisor to help them explore various areas and disciplines.

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. The secretary will then send a request to the previous advisor to transfer advising files to the new advisor.

ADVISING

In early November 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 near graduation are advised and registered first.)

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 filling out a major declaration card as soon as possible. Students should declare a major by the end of the third semester.

After a major card is turned in to the Registrar's Office, the student and advisor will receive a progress report. This report is a significant aid to you and your advisor since it shows the Registrar's official analyses of the student's transcript in terms of completed courses which fulfill both major and distributional requirements and those courses which you must yet complete.

To declare a major a student must:

1. obtain a declaration of major card from the advisor or the Registrar's office;
2. obtain the signature of the chairperson of the major department; and
3. return the declaration of major card to the Registrar's Office.

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. The mission is to provide students with the tools needed for a successful academic experience.

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 new appointments are welcome throughout the semester. Tutors can be arranged for an individual or for small groups through the Support Services Specialist in Academic Services.

STUDY SKILLS STRATEGIES

ENGL 090 helps students develop efficient and effective time management skills, test taking and study strategies. Individual assistance is also available. For more information, contact the Learning Specialist in Academic Services.

READING ASSISTANCE

ENGL 080 and ENGL 081 are designed to improve reading comprehension and college vocabulary. Students work on reading skills related to the college textbooks they are using. Also offered is ENGL 119, Speed Reading, which offers practice in rapid reading and comprehension strategies. For information on the classes, or for individual reading assistance, contact the Reading Specialist in Academic Services.

RESEARCH PAPER WRITING SKILLS

ENGL 120 paces students through the research paper writing process. This class is offered through the Academic Services Department second semester only.

READING FOR PREPROFESSIONAL EXAMS

Students planning to take either the GRE, MCAT and/or the LSAT should consider taking ENGL 190, a course taught through the Academic Services Department in which students can build confidence with test-taking strategies, with practice in critical reading and with practice exams. The course meets once a week and is offered both semesters.

DISABILITIES SERVICES

A number of services are available to students with disabilities. Students with disabilities should introduce themselves to the Learning Specialist in Academic Services, 205 Jones Hall. Documentation is necessary to access services/technology which might include extended test times, note-takers, scribes, test scanners, and a voice-activation computer. All documentation is stored in a locked, confidential file.

Services from other departments might include accessible housing (Residence Life) and mobility assistance (Plant). The Adrian College Handbook for Disability Services is available at Academic Services or on-line. The Compliance Officer for the campus is the Vice-President for Development, Administration Building.

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, 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 the lower level of Jones Hall and is open both semesters Monday through Friday.

COMPUTER CENTER

Computer resources are provided in labs throughout campus. All labs have IBM compatible microcomputers 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 belongs 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.

CAREER PLANNING

The Career Planning office, located in the Administration Building, is dedicated to helping students make the transition from college to the world of work. All services are free to students.

SERVICES FOR DECIDING STUDENTS

For students choosing a major or career field(s), there are a variety of services including:

1. A well-stocked Career Resource Library.
2. Interest and personality inventories.
3. Career Path—an interactive, computer-based tool.
4. Bulldog Alumni Career Network.
5. Internship Program and listings.

Office hours are Monday through Friday from 8 a.m. to 5 p.m.

IV. BUSINESS AFFAIRS

FOOD SERVICES

BLOCK PLANS

Block Plans are an excellent choice for the person whose schedule is always changing.

Block plans are the most flexible option we have. You can use as many meals at a time that you like, to buy a meal 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, The Scoreboard Café and Jazzman's Café. And of course, you always have the ability to purchase more blocks if you run low.

This year we are offering three different block plans to choose from:

Block 100 with \$350 Dining Dollars

Block 75 with \$300 Dining Dollars

Block 50 with \$275 Dining Dollars

TRADITIONAL PLANS

Traditional Plans are for that person that wants to know that their meals will be there all semester. 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. 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, The Scoreboard Café and Jazzman's Café. This year we are offering three different Traditional Plans to choose from:

18 Meals with \$50 Dining Dollars

14 Meals with \$50 Dining Dollars

9 Meals with \$50 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 one 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 for lost cards or cards damaged from misuse.

Present your ID card to the checker at each meal for scanning in order to gain entrance to the dining hall. **YOU WILL NOT BE PERMITTED ENTRANCE WITHOUT IT!** If you do not have your ID card, your alternative is to show other ID upon request and to pay a refundable \$10 for a temporary pass, good for one meal only. When you present your ID card within three days at the food service office, your \$10 will be returned to you. If you have more than three temporary passes, in a semester, your \$10 deposit will no longer be refundable.

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. 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 9am -3 pm. Money in the account can be withdrawn signifying account closure. A processing fee of \$15.00 will be accessed. Please allow two 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 food purchases at Caine Snack bar or Ritchie Marketplace. Each student on a 9+, 14+ or 18+ meal plan will have \$50 per semester spending power in Dining Dollars. Students on block plans will receive between \$275-\$300 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 LUNCHESES

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	\$4.12
Continental.....	\$3.60
Lunch	\$5.92
Dinner	\$7.73

Children under ten years of age eat for 1/3 meal prices and children under three eat for free. Ala Carte menu selections are available in the snack bar.

CAINE SNACK BAR

Scoreboard Café hours will be posted outside of the snack bar and are subject to change. Students may use their meal plan (meal equivalency) Monday-Friday for lunch between 1:00 and 2:59 pm, for dinner between 3:00 and 7:00 pm. and all day Saturday. Cash, Dining Dollars and Bulldog Bucks 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.

CONDUCT

The food service operations in Ritchie Marketplace and the Caine Snack Bar 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. 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 2007:

- Sunday, August 26, Dinner through Friday, October 12, Lunch
- Tuesday, October 16, Dinner through Tuesday, November 20, Lunch
- Sunday, November 25, Dinner through Friday, December 14, Lunch

Spring Semester 2008:

- Sunday, January 6, Dinner through Friday, February 22, Lunch
- Sunday, March 2, Dinner through Friday, April 25, 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 a.m. - 4:30 p.m. during the academic year, 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. 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.

TEXTBOOK RETURN POLICY

Textbooks may be returned for a full refund, until the last 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 two business days 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.

CHARGES / CHECK CASHING

The Bookstore welcomes your Master Card, Discover, Visa charges or Bulldog Bucks debit card. The bookstore also accepts personal checks for payment of purchases and will cash checks up to \$10 over a purchase. To pay by check or to cash a check, the check should be payable to Adrian College Bookstore. The student ID or a driver's license is required. Gift certificates are also available.

CASHIER'S OFFICE

The Cashier's Office is open Monday through Friday, 9 a.m. to 4:30 p.m. Personal checks may be cashed up to \$50 per student per day. Returned checks will be subject to a \$15 fee. Students who have had any checks returned will forfeit their privilege of cashing checks at the Cashier's Office and 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 for an unlimited amount 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 proper ID is required.

Payments may be made by Master Card, Visa or Discover. Tuition and other payments for the fall semester are due July 20 and December 20 for the spring semester. Additional dates for installments will be on the Statement of Charges for each semester. Payments under the deferred payment plan will be due on the 20th of July, August, September and October for the fall semester and the 20th of December, January, February and March for the spring semester. Accounts under the deferred payment plan will be charged interest at the rate of 1% each month on the outstanding balance beginning in September. A \$15 late payment fee will be assessed when payment is not received by the due date. Any past due accounts will be subject to any collection costs and/or attorney fees necessary to collect the amount due. Students with a past due account will not be permitted to register for classes. An additional \$25 charge will be assessed if the student account contract is not signed and returned with the first payment in July.

PAYROLL OFFICE

Student employees must stop by the Payroll Office and fill out a Federal and Michigan Withholding Form and an I-9 Form, **before** work begins. Students must present one of the following sets of documents:

1. an original Social Security card and a photo driver's license,
2. a photo driver's license and an original birth certificate with a seal or stamp or
3. a current passport.

Students will then be issued a blue card and you can commence working on campus. No payroll checks can be issued until this information has been recorded. Work study students who exceed their awarded amount may have other financial aid reduced. Student employees are not allowed to work more than 40 hours total (all college jobs) in any given work week.

CONFERENCES

Located in Valade Hall, the Office of Conferences is responsible for the scheduling of all facilities for on campus events and activities. Individuals or campus groups need to contact the Offices of Conferences (at x4381) at least two weeks in advance to reserve a facility, schedule unlocking and the heating of meeting rooms, as well as arrange for any equipment or audio-visual needs for their campus events/meetings.

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.

CHANGE OF ADDRESS

Notify the Financial Aid Office before changing living arrangements from on-campus to off-campus or commuter status or vice versa, as this may affect your financial aid.

FULL-TIME/PART-TIME

Students receiving financial aid must notify the Financial Aid Office when changing from full-time to part-time or vice versa. Full time is 12 hours. Changes after drop add date will not result in any changes in financial aid. Part-time students do not receive Adrian grants/scholarships, but may qualify for other grants or loans.

CONTINUED ENROLLMENT CRITERIA

Academic progress regulations should be discussed with Registrar or financial aid staff. A student receiving low mid-term grades will want to discuss requirements for maintaining academic progress. To remain eligible for any financial aid, academic progress must be met as determined by with the Registrar. **Regardless of the number of semesters a student receives financial aid, no financial aid is available after a student has attempted ten full-time equated semesters of college credit.**

ENROLLMENT PROBATION

Students placed on enrollment probation must be removed from probation at the end of the probationary semester to continue to receive any financial aid.

RIGHTS AND RESPONSIBILITIES

Any student who files for financial aid or who receives an Adrian College grant or scholarship can read their rights and responsibilities online at www.adrian.edu click on "Prospective Students" click on "Financial Aid". This statement details eligibility requirements, length of eligibility, academic progress, outside awards, student rights, reapplication and payment of accounts. Please contact the financial aid office for a copy of this document.

SCHOLARSHIPS

Adrian College has a variety of scholarships for special achievement and special circumstances. The **Darsey Scholarships** are awarded to returning students based on merit, leadership and success at Adrian College. The **Dawson Business Scholarships** are awarded to upper-class business students. The College also awards scholarships to students who are children and grandchildren of Adrian **Alumni (Legacy Scholarships)**, dependents of Chrysler/Ford/GM/Delphi/Visteon automotive workers (**Automotive Matching Grant**) and to those who receive outside **Church Scholarships**. Contact the financial aid office for details on these and other grant and scholarship opportunities.

WORK-STUDY

Students may look for campus employment or work-study on the Adrian College website. Go to www.adrian.edu.

MAINTENANCE

The Adrian College maintenance department provides custodial, grounds and maintenance services throughout campus. Individuals should contact their RA or House Manager if maintenance services are needed or you may contact the maintenance office at extension 4456.

V. DEVELOPMENT

DEVELOPMENT

The President of the College and the Vice-President for Development are the chief fund raising officers of the College. They visit major potential donors and seek support from them. Some of the gifts are very large and result in scholarships for students or the support of such facilities as the Merillat Sport & Fitness Center, Stubnitz Art Gallery, the Shipman Library and Caine Student Center.

STUDENT INVOLVEMENT

Adrian College students are involved in these departments in a number of ways. Student callers phone alumni and parents during the Phon-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 reports to the President and is responsible for all communications and activities involving Adrian's alumni. The Alumni office staff and others prepare special events for alumni including Homecoming, Class Reunions and Regional Club activities.

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, 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 the Goldsmith Center between Dawson Auditorium and Rush Hall. The Health Center is open during fall and spring semesters.

The Health Center is nurse directed and consists of two registered nurses and an office coordinator.

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. *All students who enroll in the student health insurance must be seen in the Health Center first prior to a physician referral.*

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 Service 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. AIDS 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 crutches, canes and wheelchairs
11. Immunizations: Tetanus, MMR, Hepatitis B and Meningitis vaccines (CHECK WITH YOUR INSURANCE COMPANY – many vaccines are covered by insurance)
12. TB skin tests (Mantoux)

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

All students must carry health insurance while attending Adrian College. A policy is available through the college. Each student will automatically be enrolled unless a student can provide proof of comparable insurance and submits the Mandatory Health Insurance Waiver Statement along with a copy (front and back) of their insurance card to the Health Center during the designated time line. If you are eligible to waive out of the student health insurance, please do the following:

1. Check with your insurance company for a list of “participating physicians” for Lenawee County. This will be helpful should you need a referral for continued care while attending Adrian College. Physicians should be currently practicing in Adrian and be in Family Practice or Internal Medicine.
2. Carry a copy (front and back) of your insurance card with you.
3. Know what your insurance covers including deductibles, co-pays and prescriptions.

Any changes in insurance information must be reported to the Health Center as soon as possible. Adrian College reserves the right to verify insurance information

COUNSELING SERVICES

Counseling Services can help students gain an understanding that leads to a resolution of problems. Individual and group counseling focuses on helping develop a sense of competence, learning to meet increased or different academic and social demands, resolving interpersonal conflict, managing drug/alcohol related problems, depression or anxiety, resolving 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. 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 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.

WITHDRAWAL FROM COLLEGE

If it should become necessary to withdraw a student for an emotional or psychological reason, a policy and procedure statement governing involuntary withdrawal exists and is available upon request from Counseling Services.

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 www.adrian.edu.

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,

new ideas, and adjusting to College.

RAs (Resident Assistants) are undergraduate, para-professional students 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 Hall Coordinator.

HCs (Hall Coordinators) are professional staff members in the Freshman Quad responsible for the total operation of the building. This staff member provides direction to the RAs, oversees the physical condition of the building and provides leadership and support for programs.

ROOM ASSIGNMENTS/ROOMMATES

First year students are assigned to residence halls after receipt of their advance housing payment and their completed Adrian College Residence Hall Room and Board Agreement. Housing priority is based on the date the student's payment is received, 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 ensure matching.

Returning students are permitted to remain in the same room if they so choose. If students choose to move to another room, they are assigned a randomly selected housing number based on class status; 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 Residence Life Office for further assistance.

A resident wishing to change rooms should first contact the Residence Life 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 Residence Life Office reserves the right to deny a room change request. Moves may only take place after the 2nd week of each semester and before housing sign-up begins for the following semester. 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; or
3. move to another vacancy with a new roommate.

The Residence Life 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 room or apartment 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 inspecting will be conducted regularly in apartments 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/Greek 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 Student Life (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, and only two persons may reside in a standard double room.

STUDENT WITH DISABILITIES

A number of services and housing options are available for students with disabilities. Students with disabilities requiring accommodations should notify the Director of Academic Services, 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, Deans 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 three College-owned 4 bedroom 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 (SEE ALCOHOL POLICY PAGE 47)

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 on third floor 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 on third floor Estes Hall.

Alcohol consumption and open containers are never permitted 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 1st 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 before the end of the fall semester in order to avoid paying spring semester housing charges. Resident students who are suspended 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 and houses may not be used.

DAMAGES/VANDALISM POLICY

Residents are liable for damages to their hall, house, or apartment resulting from vandalism or misuse. Residents will be billed for all damages to their student room and may be billed for damages in hall/corridor common areas and/or additional custodial services. 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.

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 his/her room as well as all common areas within the living unit where he/she resides. Students who are found responsible for committing acts of vandalism may be charged with restitution and may be assigned further educational or other sanctions. Residents who observe an act of vandalism and fail to report it may be held responsible. Unclaimed damages may be charged collectively to residents of the

living unit where the act of vandalism occurred.

DRUG USE

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.

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, hair curlers, 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. *The Purchasing Department rents refrigerators to students who do not wish to buy their own.

FIREARMS, WEAPONS, INFLAMMABLE 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 or pellet guns.

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 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 resident is responsible for the guest's behavior and safety and should escort the guest at all times. Overnight guests are expected to register with a staff member. 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.

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 'n' 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 \$50 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 Campus Lofts to rent lofts to students for a fee. More information is available at their website at www.campusloftsinc.com

(code:ADCO). For more information please see www.adrian.edu

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 (unable to be heard one door down) in student rooms or building common areas. Quiet hours may be extended if the majority of residents in a hall so desire, and it is approved by Student Life.

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.

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 the Residence Life Office.

ROOFS AND LEDGES

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

SOLICITING/SELLING

Unauthorized soliciting and selling is prohibited at all times in all student housing. Only recognized student organizations may secure approval to sell goods in campus housing. 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 from housing facilities.

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.

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 Residence Life Office will consider exceptions to this policy upon review of medical documentation. For more information contact the Residence Life Office. If you have any problems regarding your heat, please contact your RA.

ADDRESSES

The Residence Life 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. Obtain, complete and return a Change of Address Form at the Residence Life Office.

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.

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 form. 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 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 form and collect all keys. Students who do not follow this procedure are subject to a minimum fine of \$25.

COMPUTER AND INTERNET USE

Students may use their personal computers in their room to connect to the Adrian College computer network. Students must have an Ethernet card or have Ethernet built into their computers in order to connect. There is one Ethernet outlet in each room. The College Book Store has both Ethernet cards 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 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 student bed frames if a student chooses a loft. Any resident placing items in storage will be required to fill out a storage form. 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. No storage is offered over the summer except to international students.

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 or meeting with a college administrator. See Adrian College Student Code of Conduct for more information.

KEYS

Each resident is issued one room key and one outdoor key. These keys must be returned upon check out. Duplicating or loaning your key(s) to anyone else is strictly prohibited. In the event that either 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 the cost of changing the lock and creating new keys. No student may add additional locks or mechanisms to bar entry into or out of rooms.

If a resident is locked out, he/she must contact the RA on duty in the building to get his/her door opened. 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

_____ Caine Student Center
1325 Williams St.
Adrian, MI 49221-2563

OFF-CAMPUS LIVING

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

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

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 Student Life has the final decision on any appeals to this policy.

ON-CAMPUS LIVING

Students living on campus are required to register for and maintain 12 or more credit hours. A student dropping below 12 hours must contact the Residence Life Office for special permission to remain in campus housing.

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. 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.

TELEPHONE

Each room is equipped with a private telephone line and voice mail services. Students are expected to set up and use their voice mailbox. Their phone number will be published in the student directory and made available to faculty, staff and other students. Students must provide their own phone. Local phone service is available at no cost to students.

TRASH

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

VACATION PERIODS

All residence halls and houses with the exception of Davis and Deans Halls and apartments are closed over Thanksgiving break, semester break and spring break. Limited housing may be provided over these breaks on a first-come, first-served basis, for a charge of \$10 per night if space is available.

MULTICULTURAL PROGRAMS

The mission of the Office of Multicultural Programs is to provide programs and services designed to encourage cultural understanding among the Adrian College community. The office provides programs and services that encourage and support the academic

growth of students of color. In addition, the office sponsors and/or co-sponsors a variety of cultural/ethnic events that honor and celebrate our nation's diversity.

In keeping with its mission, the office works in collaboration with various student organizations and community groups to celebrate cultural experiences such as: Ethnic Heritage Months, Rev. Dr. Martin Luther King Jr. Day, Global Food Festival, Women's History month and much more.

The office collaborates with the following student organizations to promote cultural awareness and diversity understanding at Adrian College: African-American Leaders Promoting Higher Achievement (ALPHA), Adrian Latinos Moviendo Adelante (ALMA), International Student Organization (ISO), Adrian Asian Awareness Group (AAAG), Religious Life Council, Safe Place, Japanese Club, Disability Awareness Groups, and several Adrian community organizations. Through these partnerships we hope that students will be encouraged to participate in these organizations and/or programs so that they may enjoy a rich, rewarding and holistic college experience.

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 Religious 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 Religious Life Council are available at the Chaplain's office or on the web at 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 70 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, social 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.

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) 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 register their intent to organize with 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.

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 all-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 located in the Caine Student Center or call the CAN office at extension 4234.

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, enhanced student activities and the Caine Student Center.

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

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, Campus Safety, Bookstore, Student Government Association, Campus Activities Network, and the Student Organization Center are all located in Caine Student Center.

An automated teller machine (ATM) is located in the Caine Student Center. This machine is owned and operated by Lenco Credit Union. Terms and conditions of usage are set by the Credit Union and are subject to change. Students are eligible to join the credit union. Information can be found at www.lenco.org.

Policies are designed to help members of the community understand how Caine Student Center operates and assist them in making full use of the programs and services provided. A full copy of the Caine Student Center policies may be found in the Office of Student Activities or on the web at www.adrian.edu.

GREEK LIFE

Greek life provides numerous opportunities for students to enhance their college experience. All Greek chapters on campus are nationally affiliated and include three sororities (Alpha Sigma Alpha, Alpha Phi and Chi Omega) and four fraternities (Alpha Tau Omega, Phi Kappa Sigma, Sigma Alpha Epsilon and Theta Chi). Greek organizations emphasize scholarship, service and philanthropy, leadership and campus involvement.

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," see the Greek Life web page (www.adrian.edu) for contact and other information.

Lowry and Herrick halls are home to all three sororities. The four fraternities reside in College-owned houses located on the campus perimeter. First year students are not permitted to live in any Greek housing unit during their first year at Adrian College.

CAMPUS SAFETY

The Adrian College Campus Safety Department provides continuous 24-hour services designed to assist students in areas of safety and security. The director has professional experience in the area of criminal justice and supervises student safety officers and lieutenants. Lieutenants are part-time professional safety officers who patrol and secure campus from the hours of midnight - 8 a.m. seven days a week.

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.”

1. Always lock your door when you leave - even for a short period of time.
2. Lock your door before going to sleep.
3. Keep your valuables, such as wallets, purses, money and jewelry out of sight.
4. Do not leave notes on your door announcing that no one is in.
5. Never loan out your keys or ID card.
6. Report anyone acting suspiciously in and around campus housing to Campus Safety or your residence life staff member.
7. Report any doors, locks or windows in need of repair to your Residence Life staff member.
8. Do not let non residents into halls. Visitors should be let in by the expecting student.

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. The “Walk With Me” student escort program is available 24 hours a day if students feel uncomfortable walking from one point to another on campus. Contact Campus Safety at extension 4333.
4. Do not prop residence hall doors.

Securing Your Belongings:

1. Don't leave personal objects (wallet, purse, books) unguarded in academic buildings, recreational facilities or residence halls.
2. Fasten all security devices. Locks are worthless unless they are used. This includes bicycle locks and locks on car doors.
3. Don't leave keys outside under door mats or in the mailbox. Also, do not attach your keys to your College ID or driver's license; if lost, these items could fall into the wrong hands.

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. Also call Campus Safety at extension 4333 and provide that office with the same information.
3. Someone should stay with the individual(s) until help arrives.

MOTOR VEHICLE REGULATIONS

REGISTRATION OF VEHICLES

1. All motor vehicles, possessed or used on campus must be registered every academic year. Parking on College property is a privilege not a right. Vehicles should be registered at the Campus Safety Department. You must bring a valid driver's license, student ID and vehicle registration. 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 booted or towed at vehicle owner's expense. 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. A vehicle registered by a faculty or staff member, which is operated by a son, daughter, or spouse of said faculty or staff member, who are eligible student drivers, must have and properly display a student permit. The operator of the vehicle must use the proper student lots.
 - b. Students may register only one automobile.
2. Vehicle registration fee
 - a. The student vehicle fee is \$100.00 for the entire academic year.
 - b. Commuters may park in the street, in the Merillat or Dawson lots for free until 11 pm. Any commuter wishing to park in any other student lot or overnight must purchase a permit for \$20.00. Permit is valid for the academic year.
 - c. Permits are prorated for those registering their vehicles second semester. No refunds will be given to those leaving campus throughout the academic year.
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 permit (by academic year)
 - b. When ownership of vehicle changes
 - c. When the eligibility of motor vehicle privileges are revoked by disciplinary action
 - d. If a registered vehicle is traded for another or a windshield is replaced, a new permit will be issued at \$5.00 additional cost, provided the remnants of the older 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 driver's side, lower interior windshield. 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
 - Deans/Herrick/Cargo
 - Powell Hall
 - Feeman/Stevens
 - College View Apartments (special permit)
 - College owned houses

- Signed areas of Cornelius
 - All fraternity lots
 - All faculty lots
2. The Following parking lots are reserved exclusively for faculty and staff from 7 am – 5 pm, Monday – Friday:
 - Valade
 - Mahan
 - Signed areas of Cornelius
 3. Students with valid parking permits may park in faculty lots from 5 pm – 7 am, weekdays and all day on weekends. Vehicles must be removed by 7 am weekdays to prevent being ticketed, towed or booted.
 4. The following parking lots are designated as visitors/guests and overflow lots. All vehicles may park in the lots without a permit from 7am-11pm. There is NO OVERNIGHT parking in these lots without the proper registration/permit:
 - Merillat
 - Dawson/Spencer
 5. Any parking space that is posted for a specific title is reserved exclusively for the person 24 hours a day and no student parking is allowed: i.e. custodial, building manager, RD, etc.
 6. The City of Adrian does not allow parking on any city streets between the hours of 3 a.m. and 6 a.m. The exception to this is the parking area directly in front of Feeman and Stevens halls. Locations across the street are NOT considered in this category.
 7. Students and guests should not drive their vehicles on lawns or walkways when loading or unloading personal property to and from the residence halls.
 8. All parking violations are subject to monetary fines, towing and/or having the vehicle booted. Persons receiving a citation will be allowed five business days to respond by payment of the fine to the cashier's office or by disputing the ticket in writing to the campus safety director at campus-safety@adrian.edu. Please include your ticket number, name and student ID number with written appeal. Please consider the ticket unpaid until you get a response via email.

PARKING BETWEEN SEMESTERS AND DURING BREAKS

If you decide to leave your vehicle in a campus parking lot between semesters or during any breaks, you must obtain permission from the Director of Campus Safety. There will be designated parking lots for parking your vehicle, and the vehicle must have a valid parking permit displayed.

BOOTING AND TOWING

Students with three or more unpaid parking fines are also subject to having their vehicles booted or towed. **Unpaid parking fines will be charged to the student account but considered unpaid until the Cashiers office receives payment.** If the vehicle is towed or booted, a towing or booting charge will also be the responsibility of the student. A hold will be put on the release of the vehicle until all fines are paid to the Cashiers 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.

- 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 owner's expense.

REASONS FOR BOOTING

1. If there are 3 or more unpaid parking citations.
2. If unregistered, the vehicle can be booted after the 2nd unpaid ticket
3. If parked in No Parking Zone, Fire Lane, or Handicap spot, or in a hazardous way, the vehicle may be booted or towed.
4. Any student who has had their vehicle booted more than 3 times in an academic year will lose all campus parking privileges.
5. If a vehicle is displaying an altered, lost, manufactured or stolen permit.

If a student's vehicle is booted 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) 24 hours after it was booted if all fees are not paid in full at the cashier's office. Failure to pay Citations within a timely manner will result in additional late fees set forth by the Cashier's office. The charge for booting is \$80.00 for first offense, \$105.00 for second offense and \$130.00 for third offense.

TEMPORARY PERMITS

Temporary permits are for students who wish to park a vehicle on campus for a short time. The permit is free for up to 10 days. Each additional day is \$1.00. The student must have this permit displayed in the driver's side dashboard of the vehicle 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 7am-11pm. All guests and visitors who wish to park on campus between 11pm-7am, must get a guest pass from campus safety. The permit is free of charge and must be placed in the driver's side, dashboard of the vehicle. 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 booted. The student that is being visited by the violator may be fined for the citation and their student account charged for the violation fee.

ABANDONED VEHICLES

Please do not store, place or permit to be stored or placed, a dismantled, partially dismantled or otherwise inoperable motor vehicle, 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.

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 Judicial Advisor shall determine the composition of judicial bodies and Appellate Boards and determine which judicial body, Judicial Advisor and Appellate Board shall be authorized to hear each case. (See Article V, Section F.)
- B. The Judicial Advisor shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings that are not inconsistent 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

Generally, College jurisdiction and student discipline shall be limited to student conduct which occurs on College premises 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.

- 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 V;

1. Acts of dishonesty, including but not limited to the following:
 - a. Violation of the College Academic Integrity Policy. (The full text of this policy can be found in the Student Handbook)
 - 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, etc. (This prohibition includes the Policy on Discrimination and Discriminatory Harassment which can be found in the Student Handbook.)
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.
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, Greek Organization Housing Agreement, campus publications, or as posted in individual housing units.

15. Violation of the College Alcohol Policy. (The full text of this policy can be found in the Student Handbook.)
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.
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.
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.
 - 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. (The full text of this policy can be found in the Student Handbook.)
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 for grave misconduct which demonstrates flagrant disregard for the College community. In such cases, 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. Maximum time limits for scheduling of hearings may be 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, the chairperson of the judicial body, in his or her discretion, may permit the hearings concerning each student to 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.
 - 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 of the right to have the alleged violation of the Student Code of Conduct adjudicated before an appropriate disciplinary board or an administrative hearing officer. There are times, however, when calendar or other constraints make it impractical to offer a choice of venue.
- j. 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. 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.
- k. The student will be given an opportunity to testify and to present evidence and witnesses. The student will have the right to question any witness offering evidence. 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.
- l. 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.
- m. 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.
- n. Cases heard at the level of the All-Campus Judicial Board or the Dean of Student Life will be tape recorded. This record shall be the property of the College.
- o. 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 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.
- p. If for lack of a sufficient reason, as judged by the disciplinary board chair or the administrative hearing officer, the student whose alleged violation is being reviewed fails to appear at the agreed time of the hearing, the chair or the administrative hearing officer reserves the right to conduct the full hearing in the student's absence and render a decision.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code.
 - 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 and published fines may be imposed.
 - f. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary 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. 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 by the Dean of Student life 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 by the Dean of Student life to stay longer.
 - l. 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 by the Dean of Student life 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 Student Life. 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 Student Life. 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.
 - m. College Dismissal – Permanent termination of student status. As with College Suspension (see above), dismissed students are required to leave campus within 24 hours of dismissal (unless granted permission by the Dean of Student life to stay longer) and may return to campus only with prior written approval from the Dean of Student Life. 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. More than one of the sanctions listed above may be imposed for any single violation. Judicial bodies and hearing officers 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.

3. 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 six (6) 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.
4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section B 1, a through g.
 - b. Deactivation – Loss of all privileges, including College recognition, for a specified period of time.
5. In 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. In 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.
6. 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 three 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. 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 Student Life 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 Student Life 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.)

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 an Appellate Board within five (5) working days of the decision. Such appeals shall be in writing and shall be delivered to the Judicial Advisor or his/her designee.

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 by the Appellate Board, the matter may be remanded to the original judicial body and Judicial Advisor with specific instructions for reconsidering the original determination or sanction(s) or both.
4. In cases involving appeals by students accused of violating the Student Code of Conduct, review of the sanctions by the Appellate Board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Dean of Student Life may, upon review of the case, reduce, but not increase, the sanctions imposed by the judicial body or Judicial Advisor.
5. In cases involving appeals by persons other than students accused of violating the Student Code of Conduct, the Dean of Student Life may, upon review of the case, reduce or increase the sanctions imposed by the original judicial body or Judicial Advisor or remand the case to the original judicial body and 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 Student Life (or the Dean's 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 members 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 Associate Dean for Student Life. The Dean of Student Life and the Associate Dean for Student Life 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 Associate Dean for Student Life or appropriate organizational units (e.g., Jarvis Hall, 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 Student Life (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 Student Life 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 2006.
- 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.

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.

Faculty members who suspect dishonesty in their classes have several options. The first is to notify the student(s) of suspected dishonesty, meet with the students, and if a violation is determined, impose appropriate academic penalties available to the faculty member (e.g., reduced or failing grade for project or class). The faculty member should also file a note about the incident in the student's file in the Student Life office for reference if the student is found in a similar situation at a later point. The faculty member may also refer the matter to the Student Life office for action in addition to or in lieu of taking action in the classroom. Contact the Associate Dean for Student Life 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 ethical standards as established by the professor including, professional association of the discipline or other sanctioning bodies such as the state or federal government.
4. No student shall falsify, fabricate or distort data through omission.
5. No student shall engage in conduct that destroys another person's work or hinders another in her/his academic endeavors.
6. No student shall forge a signature of a faculty, staff member or student.
7. No student shall misrepresent his/her personal accomplishments or misrepresent information on his/her Adrian College career.

DEFINITIONS OF ACADEMIC DISHONESTY

1. Academic dishonesty includes attempts to present as one's own work, that which is

not.

2. Academic dishonesty includes attempts to help others in efforts to present as their own work, that which is not.
3. Academic dishonesty includes attempts to prevent others from receiving their academic credit.

EXAMPLES OF ACADEMIC DISHONESTY

(This list is not exhaustive and may be modified to reflect specific course requirements by a professor)

1. Academic dishonesty includes 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, studio work, library resources or research projects.
2. Academic dishonesty includes submission of work that the student knows to be inaccurate. For example, a lab report in which data has been adjusted or falsified.
3. Academic dishonesty includes providing examinations, papers or other academic work to fellow students when the assignment has not been produced by the student turning it in. For example, using sorority or fraternity files.
4. Academic dishonesty includes submission as one's own, work that has been produced by another. For example, using another student's speech from last year.
5. Academic dishonesty includes copying or using unauthorized materials or equipment for exams, performances, rehearsals or class assignments. For example, using "cheat sheets" in exams.
6. Academic dishonesty includes submission of a paper purchased from the Internet or other commercial sources.
7. Academic dishonesty includes turning in the same paper for two classes without permission of both professors.
8. 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.
9. Academic dishonesty includes plagiarism.

a. **Plagiarize**-to steal and pass off (the ideas or words of another) as one's own; use (a created production) without crediting the source ~ vi : to commit literary theft; present as new and original an idea or product derived from an existing source. Mish, F. (Ed.), et.al. (1988). Webster's New Collegiate Dictionary (9th ed.). (p. 898). Springfield, MA: Merriman

b. Types of Plagiarism:

- 1) Direct or intentional plagiarism is taking the exact words of an author without giving due credit.

Acceptable: "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).

Unacceptable: To the extent that behavior problems occur in the classroom, teachers should question the students and conduct systematic observations of them.

- 2) Indirect or unintentional plagiarism occurs "when paraphrasing someone's words or ideas without changing the sentence structure or only occasionally changing a word or phrase" (Storey, 1999).
- 3) Inadvertent plagiarism is failure to provide appropriate citations or failure to include quotation marks and thus indicates sloppy scholarship. Inadvertent

plagiarism is not acceptable, even with the statement, “I didn’t know.”

c. How to avoid plagiarism

- 1) Give a complete acknowledgement of sources and include a bibliography of all sources used. The bibliography must be prepared in a standard style (e.g., APA, MLA).
- 2) Use quotation marks to indicate a direct use of someone’s work.
- 3) Acknowledge the author when using his/her ideas.
- 4) Take careful notes, indicating the source of the information or idea.

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 and 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. Greek organizations sponsoring social events on campus shall comply with the *Adrian College Alcohol and Risk Management Policy for Social Events* as approved by the Panhellenic Council, Interfraternity Council, and the College.
 - a. Greek organizations may host social events with alcohol at off-campus facilities (e.g., rented hall) within the guidelines of the organizations’ national and insurance policies (generally BYOB or third party vendor).
 - b. A fraternity wishing to sponsor a Homecoming alumni event at which alcohol will be consumed in a designated area must obtain approval of the event according to published guidelines in the Adrian College Alcohol and Risk Management Policy for Social Events.
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, air void)

- 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 alcohol policy (e.g., notify Athletic Department of athlete violations).

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 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 within 10 class days of the violation’s report to the Residence Life or Student Life offices.
3. Depending on the severity of the violation, the sanctions 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, and suspension or dismissal. Students will be responsible for any costs associated with sanctions. A complete list of possible sanctions are listed in the Adrian College Student Code of Conduct.

Revised April, 2006

GAMBLING POLICY

Adrian College prohibits any student organization from conducting raffles or other gambling activities on campus or at college sponsored events.

ON-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) and

service facilities and vehicles owned and operated by Adrian College. Tobacco use is permitted on campus grounds provided that it occurs beyond 25 feet of any building entrance and away from windows of residential buildings.

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 involvement's 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 its 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.

DISCRIMINATION AND DISCRIMINATORY HARASSMENT POLICY

The following text is adapted from the complete policy which may be obtained at the Office of Student Life, 223 Caine Student Center.

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 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 or a academic performance or subjects an individual to an intimidating, hostile, or offensive educational, employment, or living environment. Other expressive behavior

(e-mail, 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 and 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 and 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 (see elsewhere in the Student Handbook). The person assisting you with the matter will introduce you to the Associate Dean for Student Life 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 constitute a separate violation of this policy.

POSTING POLICY

All postings by student organizations, individual students, or individuals or organizations not affiliated with the College 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.

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.

Students and student organizations are responsible for the removal of all approved signs and postings within 48 hours of the conclusion of their event.

Content of Posting

All notices and signs must clearly state the individual's name or the official name of the sponsoring organization(s).

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. 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 and 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.).

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.

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 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 Student Life in writing at least two business days prior to any disciplinary hearing. If the Dean of Student Life 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 Student Life may refer a student for evaluation by an independent licensed psychiatrist, psychologist, or physician chosen by the institution. The Dean 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 Student Life.
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, or 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 Student Life 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. causes serious physical harm to the student 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 Student Life, 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 the student 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 Student Life.

INFORMAL HEARING

13. Students subject to an involuntary withdrawal shall be accorded an informal hearing before the Dean of Student Life, 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 Dean of 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 tape(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

Adrian First Baptist

119 N. Broad St.
Adrian, MI 49221
517-265-2405

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**Adrian Free Methodist Church**

2995 Bent Oak Hwy.
Adrian, MI 49221
517-263-7373

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)

121 S. Locust St.
Adrian, MI 49221
517-263-5090

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

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 BRETHREN

Trenton Hills United Brethren

1002 W. Maple Avenue

Adrian, MI 49221

517-265-8767

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