



Student Handbook 2016-2017

Olivet College Student Handbook

Table of Contents

INTRODUCTION

1 Guiding Principles & Policies 1

- Olivet College Mission Statement
- Olivet College Academic Vision Statement
- The Olivet College Compact
- Strategic Vision for Olivet College for 2020 and Beyond
- Community Standards Overview
- Community Standards Bill of Rights
- Code of Student Conduct
- MIAA Sportsmanship Policy

STUDENT HOUSING & FOOD SERVICES

2 Housing Occupancy Policies 9

- Residency & Board Requirement
- Transfer Students
- Greek Housing Eligibility
- Room Assignments & Contracts
- Dates of Occupancy
- Early Move-in Policy
- Intensive Learning Term Housing Policy
- Vacation Period Housing Policy
- Room Occupancy Policy
- Single Room Policy
- Room Change Policy
- Room Consolidation Policy
- Apartment Room Buyout

3 Residence Halls & Campus Housing 14

- Residence Life Staff
- Respect/Compliance with Residence Life Staff
- Air Conditioners
- Bicycles & Hoverboards
- Cable Television
- Common Areas
- Common Area Damages
- Cooking & Electrical Appliances Policy
- Doors
- Environmental Standards & Living Expectations
- Fire & Safety Equipment
- Fire Alarms & Drills
- Fire Pits
- Fire Safety Policies
- Furniture

- Furniture Inventory
- General Hall Violations
- Greek House Fire Inspections & Drills
- Health & Safety Checks
- Health & Safety Standards
- Keys
- Laundry Facilities
- Lead Paint Notice
- Lofts
 - Requirements for Loft Construction*
- Lounges
- Maintenance (Room & Residence Hall)
- Painting & Posting Policy
- Personal Property Liability
- Pet Policies
- Prospective Student Overnight Visitation
 - Policy & Procedures
- Quiet & Courtesy Hours
- Roofs & Ledges
- Room Damages
- Room Search
- Service Animals
- Telephone Service
- Visitor & Guest Policies
- Waterbeds
- Weapons
- Window Screens

4 Meal Plans & Food Services 30

PARKING & VEHICLE REGISTRATION

5 Parking & Vehicle Registration 32

- Motor Vehicle Policy
- Vehicle Registration
- Parking Lots
- Gillette Student Village, Theme Houses & Greek Student Housing Parking
 - Greek Student Housing Parking
- Parking Regulations
- Vehicle Wheel Lock Policy & Procedures
- Fines
- Visitor Parking Permits
- Handicap Parking
- City of Olivet Parking Ordinance

ACADEMIC LIFE

6 Academic Policies & Procedures36

- Academic Catalog
- Academic Integrity Policy
- Academic Standing & Satisfactory Academic Progress (SAP)
- Grade Appeal

7 Academic Support37

- Academic Advising
- Academic Accommodations
- Career Services
- Tutoring
- General Support & Assistance

STUDENT EMPLOYMENT

8 Student Employment38

- Student Employment Application Process
- Job Awards for the Academic Year
- Summer Employment
- Wage Rates
- Employment Eligibility
- Federal and State Tax Withholding Forms
- Payroll Policies & Procedures
- Direct Deposit
- Performance Awards
- Nepotism
- Reporting Injuries on the Job
- Working Environment
- Discrimination and Sexual Harassment
- Grievances Against Supervisors
- Disciplinary Process
- Appeals
- Falsification of Time Sheets
- Community Standards

CAMPUS SAFETY & WELLNESS SERVICES

9 Campus Safety44

- Office Location & Telephone
- Campus Safety Services
- Off-Campus Emergency Contact Information
- Calling 911
- Olivet College Building Addresses
- Self-Protection
- Sexual Assault
- Anonymous Incident Reporting
- Bias Incident Reporting

- Incident Reporting
- Statistical Reporting
- Sex Offender Registry
- Campus Sex Crimes Prevention Act Sex Offender Status at an Institution of Higher Learning
- Persons Required to Report

10 Wellness Services 55

- Psychological/Medical Emergencies

STUDENT ORGANIZATIONS & ATHLETICS

11 Student Organizations & Activities..... 56

- Membership
- Constitutions, By-Laws or Policy Manual
- Advisors
- Registration
- Active Status
- Probation & Suspension of Active Status
- Inactive Status
- New Student Organizations
- Assembly
- Club & Organization Fire Code
- Collection Boxes & Containers
- Event Set-up & Support/Use of College Vehicles
- Facility Reservations
- Food Service Requests
- Scheduling of Activities, Events or Fundraisers
- Supply Purchases
- Registered Parties
 - Mandatory Alcohol Education*
 - Procedure for Approval of a Registered Party*
 - Check-in Station*
- Alcohol Policy Sanctions
- Hazing Prohibited
 - Michigan Hazing Law*
- Student Government Association (SGA)
- SGA Grants
 - Grant Distribution Guidelines*
- Greek Societies
- Professional & Honor Societies
- Co-Curricular Student Organizations

12 Athletics 72

- Intercollegiate Athletic Program
- Eligibility to Participate in Intercollegiate Athletics
- Intramural Activities
- Cheerleading Program

GENERAL INFORMATION & POLICIES

13 General Campus Information 75

- Campus Mail Service
- Closing of College due to Inclement Weather
- Family Educational Rights and Privacy Act of 1974 (FERPA)
- Identification Cards
- Lost & Found
- Olivet College Bookstore Return Policies
- Posting Policies & Procedures
- Selling, Soliciting and Canvassing
Guidelines for Fundraising
- Student Accounts, Account Balances & Financial Responsibility
- Travel Policy for Faculty, Staff, Coaches & Students

14 Electronic Communication & Technology Usage Policies..... 82

- A. Information Technology Resources Use Policy
- B. Internet Access & Email Usage Policy
- C. Electronic Information Access, Use & Security Policy
- D. Wireless Technology Usage Guidelines
- E. Use of Social Networks & Disseminating Information via Social Networks Policy
- F. Computer Usage Code of Ethics
- G. Web Publishing Policy

15 Alcohol & Drug Policies..... 90

- Mandatory First Year Student Alcohol Education – AlcoholEdu
Procedure for Completion of AlcoholEdu Online Course
- Mandatory Alcohol Education for Upperclassmen, Student Clubs, Organizations, & Greek Societies
- Consuming Alcohol or Furnishing Alcohol to Others
- Alcohol-Related Sanctions
- Alcohol Policy Judicial & Appeals Process
- Medical Amnesty Protocol
- Intoxication Prohibited on Campus
- Supplying Alcohol to Minors
- Illegal Drug Policy
- Medical Marijuana
- Tobacco Policy
- Effects of Alcohol & Drug Abuse
- Local Alcohol & Drug Addiction & Mental Health Resources

16 Discrimination & Harassment..... 97

- Equal Opportunity Policy
- Derogatory & Hate Language Policy
- Sexual Harassment Policy
- Title IX Policy Against Sex Discrimination
- Discrimination Overview
- Discriminatory Harassment Policy
- Initiating a Complaint regarding Discrimination and/or Harassment
- Informal Complaint Procedure
- Formal Complaint Procedure
- Appeals

JUDICIAL AFFAIRS

17 Judicial Policies & Procedures..... 110

- Jurisdiction of the College
- Administration of Discipline
- Student Rights
- Confidentiality
- HIPAA/FERPA
- Confidentiality in Cases of Involuntary Administrative Withdrawal
- Confidentiality of Records
- Procedures Pertaining to Anonymity
- Judicial Process
- Appeal Process
- Complaints
- College Sanctions
- Non-Compliance with College Sanctions
- Dishonesty
- Emergency Administrative Action

APPENDICES

A Excerpt from the Michigan Penal Code Act 328 of 1931 Criminal Sexual Conduct. 117

Olivet College Student Handbook

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

1 / Guiding Principles & Policies

OLIVET COLLEGE MISSION STATEMENT

The mission of Olivet College is to make available to a diverse campus community, an education which will enrich lives intellectually, morally and spiritually. Having gained these qualities through the educational experiences at Olivet, our hope is that our graduates will embody the divine art and science of doing good to others as stated by the founding fathers of Olivet College in 1844.

OLIVET COLLEGE ACADEMIC VISION STATEMENT

Education for Individual and Social Responsibility

Our Vision – Olivet College is dedicated today, as it was in 1844, to the principle that the future of humanity rests in the hands, hearts, and minds of those who will accept responsibility for themselves and others in an increasingly diverse society. This principle of individual and social responsibility is realized in the context of a distinctive liberal arts experience which nurtures in our students the emergence and development of skills, perspectives, and ethics necessary to better themselves and society. We seek to involve our students in an active academic community which cherishes diversity of thought and expression. In so doing, we will help our students discover ways they can most effectively contribute to the common good.

Our Aspirations – We aspire to provide a campus-wide academic culture such that our students will come to understand the need to serve others as well as themselves, to celebrate both the wealth of human diversity and the bond of human similarity, to care for the earth and all its resources, and to strike a balance among their intellectual, physical, emotional, and spiritual capacities. It is our hope that each graduate will embrace our essential principle in his or her life's work.

Our Commitment – Driven by our academic vision, Olivet College maintains a learning environment that encourages scholastic excellence among students, faculty, and the wider campus community. Students at Olivet College are committed first to their learning. Faculty at Olivet College are committed first to their teaching. And, the institution is committed first to providing the necessary resources and support to achieve these goals both within and beyond the classroom.

Our Heritage – The foundation of our guiding principle was established by the founders of Olivet College when they wrote,

“We wish simply to do good to our students, by placing in their hands the means of intellectual, moral and spiritual improvement, and to teach them the divine art and science of doing good to others.”

Adopted by the Olivet College Faculty December 6, 1993; adopted by the Olivet College Board of Trustees January 29, 1994.

THE OLIVET COLLEGE COMPACT

To give further definition to Olivet College's institutional vision of *Education for Individual and Social Responsibility*, the following set of principles about what it means to be a responsible member of this college community were developed. They serve as a guide and inspiration to Olivet's students, faculty, staff, administrators and trustees alike. Olivet College is founded on and devoted to student learning, growth and development. The college values diversity within a community built on trust, participation and a sense of pride. As a member of this community, I affirm the following commitments:

I am responsible for my own learning and personal development.

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

I am responsible for contributing to the learning of others.

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

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

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

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

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

I am responsible for treating all people with respect.

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

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

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

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

We reach outward and seek to inform, involve and recruit new students, employees and friends who share the vision and principles of Olivet College. In joining this community, I commit myself to these principles and accept the obligation entrusted to me to foster a culture of responsibility at Olivet College.

STRATEGIC VISION FOR OLIVET COLLEGE FOR 2020 AND BEYOND

As we look toward the Olivet College of 2020 and beyond, we envision a future where the college:

- Embodies in its curriculum and campus life our values-based mission of education for individual and social responsibility
- Facilitates the vibrancy of campus and community life, where students are empowered and engaged learners; where we support a culture of diversity and global inclusion; where each person feels included, supported and respected; where we build community and have fun together; and most importantly, where faculty, staff and students want to be, live and learn.
- Provides a unique educational opportunity, where students from a wide assortment of backgrounds and abilities succeed as engaged learners, and where "providing opportunity" is defined by enhanced academic achievement, high graduation rates, or vocational placement of our graduates, and the social contributions of our alumni.
- The college facilitates through an international perspective the development of productive and responsible global citizens who think critically, communicate effectively, work well with a diverse array of others, and embody individual and social responsibility.
- Ensures an educational experience that is strong in professional preparation within a contemporary liberal arts foundation and develops critical, independent thinkers who possess a strong ethical compass.
- Prepares students for a rapidly changing, technologically-enabled global economy and society.
- The college is financially healthy and stable, and effectively directs financial resources at achieving priorities.
- The college has a regional and national reputation as a college that effectively prepares students to be not only economically successful, but to take responsibility to make positive change in their local and global communities.

Community Standards Overview

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

Community Standards Bill of Rights

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

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

Code of Student Conduct

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

- **Respect for Oneself.** The college values all of its students and is concerned about each student's total development. The college encourages students to take advantage of the resources available to them to enhance the quality of their lives while expecting them to assume responsibility for their personal well-being.
- **Respect for Others.** The college believes each person has worth and dignity. Members of the Olivet College community are expected to demonstrate a mutual respect and concern for others. Students should learn to recognize, accept and appreciate those who are different from themselves and act in a manner which helps create a strong sense of community.
- **Respect for Authority.** Olivet College accepts its duty to develop policies and procedures that provide for a safe and comfortable environment for all members of its community. College administrators and staff are responsible for creating and maintaining an orderly environment. Members of the community also share responsibility for supporting the college's efforts to preserve an environment that contributes to the overall mission of the college.
- **Respect for Property.** The college devotes significant resources to provide excellent facilities, equipment and space for student use. It is the responsibility of all members of the community to take proper care of college property. Olivet expects students to respect property both on and off campus.

- **Olivet College Identification Card.** Possessing an identification card that misrepresents your identification, your age, or using someone else's identification card is a violation of campus policy.
- **Honesty and Integrity.** It is the responsibility of all students to uphold the high level of honesty and integrity that is inherent in the traditions that led to the founding of this college and are the basis for the laws and commonly accepted practices of society. Students are expected to abide by college policies and procedures and to obey laws enacted by local, state and federal governments. Certain actions are incompatible with these standards and are subject to disciplinary action. Although the college has listed the types of infractions that are most common in collegiate settings, the college is not limited to the enforcement of these procedures and may initiate disciplinary proceedings for conduct which is not included therein. Examples of such behaviors include, but are not limited to:

1. Disrespect for oneself:

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

2. Disrespect for others:

- a. Sexual assault, sexual violence, rape or any form of sexual contact or conduct with another person without the consent of that person.
- b. Sexual harassment, including any behavior which does or could result in emotional or physical discomfort, embarrassment, ridicule or endangerment whether intentionally, for fun or by consent. Physical assaults of a sexual nature, such as rape, sexual assault, sexual battery, molestation, or attempts to commit these acts are considered sexual harassment. Sexual harassment is a Title IX offence.
- c. Harassment or abuse of any other person. This includes, but is not limited to, harassment or abuse based on race, color, religion, gender, national origin, age, height, weight, marital status, sexual orientation, veteran status or disability.
- d. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person.
- e. Participating in hazing, which is defined as intentional or reckless involvement in conduct that creates a risk of mental or physical health and/or safety to a student for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization. Hazing is further defined as any action, which involves the forced consumption of alcohol and/or drugs for purposes of initiation into or affiliation with any organization.
- f. Disruption or obstruction of teaching, disciplinary proceedings or other college activities.
- g. Use, possession, and/or keeping of paintballs, knives, firearms (even as permitted by law), tasers, stun guns, explosives, weapons, dangerous chemicals, martial arts weapons or any device that may be used to propel a projectile (such as BB guns, air guns, pellet guns or paintball guns, fireworks, ammunition, flammable or incendiary devices) or any other dangerous/deadly weapon or instrument that could be used to intimidate or threaten, and/or use of any such item in a manner that harms or causes fear to others is prohibited on all Olivet College properties (this includes but is not limited to all campus facilities, athletic facilities, parking lots, and recreational spaces) and at all Olivet College events, regardless of location.

- h. Making false fire or other emergency reports and/or misuse of fire safety equipment. This includes, but is not limited to, falsely pulling a fire alarm, extinguishing fire safety equipment when not necessary, removing safety signs, and prank 911 calls.
- i. Cause or contribution to unreasonable noise in residence halls, society houses, or areas immediately surrounding these properties. Unreasonable noise is that which interferes with, or has the potential for interfering with, the legitimate rights of others.
- j. Interfering with attempts of others to study.
- k. Interfering with attempts of others to sleep during reasonable and/ or posted hours.
- l. Interfering with posted or printed quiet hours.
- m. Interfering with the free access of another to and from his/her own room.
- n. Congregating in a group of three or more persons in a residence hallway during quiet hours. Congregation is defined as bringing or coming together in a group, crowd, or assembly. During quiet hours, all conversations in residence hallways should be kept to an absolute minimum to allow others to sleep and study.
- o. Use of scooters, bikes, roller skates, in-line skates, hoverboards or similar recreational devices in a residence hall, which is strictly prohibited.
- p. Sports of any kind, including running, in the residence halls, apartments, college owned greek houses, and theme houses are strictly prohibited. This includes sports in individual residents' rooms.
- q. Violations of the college's Visitation Policy or the college's Prospective Student Overnight Visitation Policy.
- r. Violations of the college's Health and Safety Checks and Standards.
- s. Gambling. All sources of organized gambling (Texas Hold'em, 50/ 50 raffles, Bingo, etc.) must be approved by the Office of Student Life. Illegal gambling is prohibited and will be handled by the judicial board. Adherence to local, state and federal laws shall apply.

3. Disrespect for authority:

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

4. Disrespect for property:

- a. Engaging in arson or irresponsible use of fire, or fire safety equipment, tampering with surveillance cameras or any safety signs.
- b. Engaging in theft, misuse, vandalism or damage to the college, campus group or personal property.
- c. Theft of or tampering with computer equipment, including unauthorized entry or use, alteration of information or misuse of records.
- d. Engaging in unauthorized entry, trespassing or tampering with college premises, facilities or properties.
- e. Engaging in unauthorized possession, duplication or use of college keys.
- f. Playing any athletic games in a common area of a residence hall or theme house without the proper authorization from the hall director.
- g. Allowing any animal to enter a residence hall with the exception of harmless fish in a tank 10 gallons or less. Fish tanks must be inspected by a Hall Director within five days of arriving on campus. Please also note that animal cruelty will not be tolerated if students are asked to remove animals from the residence hall. For example, if a student is asked to remove an animal from the building, an acceptable manner is not harming or killing it. No pets are allowed in college apartments. College owned Greek houses and theme houses must follow the Pet Policy.
- h. Having materials that constitute a hazard to the environment. Such hazards include, but are not limited to, open flames, incense, candles and appliances not approved for use in the residence halls, theme houses, apartments, or society houses.
- i. Tampering with or borrowing without permission the personal property of others.
- j. Violation of the college's Health and Safety Checks and Standards.
- k. Violations of the college's Cooking and Electrical Appliances Policy.
- l. Participation in computer usage for a purpose that is not academic. Olivet College computers are to be used for academic purposes. If a student is using a computer for a reason that is not academic, and another student needs to use the computer for an academic reason, this constitutes violation of the computer usage policy and may result in computer privileges being revoked, a monetary fine assigned and/ or suspension.

5. Dishonesty:

- a. Engaging in acts that violate the college's Academic Integrity Policy, or assisting others in doing so.
- b. Knowingly providing false information or identification to a college official (i.e., faculty, staff or student).
- c. Engaging in forgery, alteration or misuse of college records, documents, instruments or identification.
- d. Falsification or theft of student ID and permits.
- f. Failure to comply with the Rules & Guidelines of Chartwells dining services. This includes but is not limited to: Not checking in and swiping your ID and not using the main entrance. This includes student's guest.

MIAA Sportsmanship Policy

The Michigan Intercollegiate Athletic Association and all its members are committed to good sportsmanship. No derogatory speech, no intimidating actions, no possession or consumption of alcohol will be tolerated at athletic events. Please support all participants and officials in a positive manner. Be loud, be proud, and especially, be positive. The MIAA does not allow noisemakers of any type.

2 / Housing Occupancy Policies

Residency & Board Requirement

Olivet College believes that the housing component is an integral part of our students' education. As a residential college, Olivet requires all full-time students to reside in college-approved housing and to participate in a college meal plan for their first four years of enrollment. This will enable students to realize the maximum benefit of proximity to faculty, their fellow students and the offerings of the college. As students interact in these settings, they will learn and grow from the different values, life experiences, classes, activities and ideas that are present in the Olivet College community. Students living in Olivet College residence facilities are required to register for and maintain 12 or more credit hours. A student dropping below 12 hours must contact the housing coordinator for special permission to remain in campus housing. **When a student applies and is accepted at Olivet College, he or she signs a Housing License Agreement. All returning students are required to submit a signed Housing Contract. The Housing License Agreement and Housing Contract are for the entire academic year or the remainder of the academic year if a late or mid-year entry. We will make every effort to accommodate medical, financial, and mental health concerns. We will also accommodate academic program housing needs if you are out of state for that program. All full-time students who are married, with dependents, are 23 years of age, and/or live in Bellevue, Olivet, Marshall or Charlotte with their parent(s) or legal guardian are eligible to live off campus. Students who are eligible to commute must fill out a commuter agreement every academic year. Returning students who do not register for a room during the housing lottery, as required, will be charged for room and board. If you have any housing questions, contact the housing coordinator at 269-749-7607.**

Transfer Students

Transfer students who have been living on their own, attending a community college, and have Advanced Transfer Status (62 credit hours) are eligible to live off campus.

Greek Housing Eligibility

Students desiring to live in a Greek house must fill out the Greek Housing Form available in the Student Life Office and on myOlivet. To qualify to live in a Greek society house a student must meet all of the following criteria:

- Be an active member of their society
- Be 21 years of age or have Junior status
- Have a cumulative GPA of 2.0 or above
- Eligibility only applies while living in a Greek house. If you falsify your Greek living status or if you choose to move out of the Greek house, room and board charges will be added to your student account.

Students under 21 years of age, or freshmen & sophomore status desiring to live in a Greek house must meet the following eligibility criteria:

- Be an active member of their society
- Be at least at sophomore status
- Have a cumulative GPA of 2.5 or above
- Have no judicial violations 12 months prior to moving into the Greek house. If those 12 months fall after the start of a semester, a student will be eligible the following semester. He or she also must demonstrate responsible behavior prior to moving into the Greek house.
- Eligibility only applies while living in a Greek house. If you falsify your Greek living status or if you choose to move out of the Greek house, room and board charges will be added to your student account.

- If a student's cumulative GPA falls below 2.5 and/or they incur a judicial violation (sexual assault, alcohol/drug violation, physical abuse or any other serious offense), he or she must move out of the Greek house immediately and return to the residence hall pending space availability. The student will also have their account billed the standard room and board rate.

College owned Greek residential property: Members may move in at any time throughout the academic year with permission from the housing office.

Private owned Greek houses: Members who meet the requirements mid semester must wait until the following semester to live in a Greek house with permission from the housing office.

Room Assignments & Contracts

Room assignments are for the full academic year and all residents are required to sign a Housing Contract. Any variance of this policy must have prior approval of the coordinator of housing. Room reservation for returning students is held during the spring semester. In order for returning students to participate in room reservation, they must have a completed FAFSA and be enrolled for classes for the next semester. Students must also have an "all clear" from the business office, and be registered for the fall semester. All first-year students are assigned rooms and roommates over the summer, and will be notified by mail.

Dates of Occupancy

The space which has been reserved for a student will be held until the first class day of the semester as long as he or she is registered for classes for that semester and his/her account is in good standing. If the Housing Coordinator is notified in writing beforehand, an extension may be granted. In the event a student fails to check-in and does not seek an extension, their space may be reassigned. If a student does not obtain permission to reside off campus, he/she will waive all seniority rights for housing placement, be assessed a financial penalty, and continue to be held financially responsible for the room and board through the academic year. All residence hall/theme house room assignment/agreements are for the entire academic year. If a student joins a society, that student may not move into the residence until the following academic year, unless the society is owned by the college. Students are expected to move out 24 hours after their last final. Seniors are expected to leave after graduation.

Early Move-in Policy

Move-in dates are chosen by the Housing department, Director of Bands, and Athletic department that work best for the band, the team, and the residence life's staff availability. The weeks before official move-in are busy for all departments of the college as we prepare for the semester. Early move-ins are decided on a need basis. Students who prove a need to move in will be given two days to choose from. Please keep in mind that not all request are approved. The early move-in fee is \$100 plus the cost of a meal plan for the days that they are here early. They will be charged for all daily meals until that student's official move-in day and their first board meal is served.

Intensive Learning Term Housing Policy

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

Student-Athletes. Student-athletes may not reside in the residence halls during ILT periods unless they are listed on an official team roster as members of an in-season sport with the Athletic Department. These students must have been residential students in the non-intensive portion of the spring semester. It is expected that student-athletes will be out of their residence 24 hours after their last date of competition. Student-athletes with permission to remain on campus during ILT should be aware that this is a privilege that can be removed by the Vice President of Student Life.

Students who act inappropriately or violate the Student Handbook during the course of the ILT may be asked to leave campus for the remainder of the term and will be subject to judicial sanctions. This includes but is not limited to disciplinary action, interim suspension and other judicial action.

Vacation Period Housing Policy

The residence halls apartments, and theme houses are closed during formal vacation periods (i.e., Thanksgiving Break, Spring Break, and Winter and Summer Recesses). Students may not reside in the residence halls during formal vacation periods without prior written approval from the Student Life Office. Failure to leave by scheduled checkout time will result in a \$100 fine. **It is expected that students will be out of their residence 24 hours after their last finals.** Before departing, residents will be asked to lock their windows and doors, and to comply with fire and personal safety regulations. During Labor Day, Thanksgiving, and Easter vacation times only, hall directors will be on duty in the residence halls. Other campus buildings are closed and locked, and no meals are served during Thanksgiving Break, Winter Recess, and Spring Break. The cooking of meals in the residence halls is not allowed. The Dole Hall Kitchen may be used by Dole Hall Residents only with permission of the Hall Director.

All residential students who have a valid request to stay when the college is closed must fill out a Petition to Stay with the Student Life Office, Mott 208, for Thanksgiving Break, Winter Recess, & Spring Break. This includes students who live in college owned apartments and houses. During their stay, students must follow all college compact, student handbook, local laws, and federal laws. Additionally, guest are not allowed at this time. Students with permission to remain on campus during vacations should be aware that this is a privilege and that they can be removed by the Vice President of Student Life, or their designee at any time.

Student-Athletes. Student-athletes may not reside in the residence halls during vacation periods unless they are listed on an official team roster as members of an in-season sport with the Athletic Department that is competing during break. These students must have been residential students in the fall and/or spring semesters. During their stay, students must follow all college compact, student handbook, local laws, and federal laws. Additionally, guest are not allowed at this time. Student-athletes with permission to remain on campus during vacations should be aware that this is a privilege and that they can be removed by the Vice President of Student Life, or their designee at any time. Coaches are responsible for the supervision and well-being of their athletes during any time the college is not in session.

Students who act inappropriately or violate the college compact, student handbook, local laws, or federal laws during the course of the vacation or time the college is closed will be asked to leave campus for the remainder of that time and will be subject to judicial sanctions. This includes but is not limited to disciplinary action, interim suspension and other judicial action.

Room Occupancy Policy

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

Single Room Policy

Regular single rooms are only available in Dole and Blair Halls. The Student Life Office approves singles based upon space available, on a first-come, first-serve basis. The housing coordinator will review special cases.

Room Change Policy

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

Room Consolidation Policy for Blair, Dole, & Shpherd Residence Halls

If a student occupies a standard multiple occupancy room without a roommate, the student will be asked to consolidate with another student who is also without a roommate.

The college consolidates rooms for the following reasons:

- To prepare them for incoming students
- To prepare for conferences and camps
- Emergency housing situations
- To conserve energy

Consolidation of rooms and/or roommates will start two weeks into each semester and last two weeks. However, students may be assigned a roommate at any time in the semester in cases of emergency or if a problem arises which cannot be resolved in any other manner. Students are expected to keep the "empty" half of their room clean and available for assignment. Every effort will be made to notify students of a new roommate but notification is not guaranteed. If a student refuses to accept an assigned roommate, the student will be charged a consolidation fee for each semester a roommate is refused and also faces possible Community Standards charges and sanctions. If students cannot properly share a room, one or both of the roommates may be required to move to another location and will be charged the consolidation fee if they do not move on time. Students may be consolidated at any time. Any student's attempt to block, discourage or add undue pressure to a roommate specifically assigned a given space may result in judicial action, including removal from his/her current room assignment.

During room consolidation students are offered the option of buying out the other half of a double room, if available, for \$400 per semester. This offer is done on a semester basis and based on housing occupancy. During room consolidation, the following options are offered:

- Consolidate with the person you were assigned.
- Buy out the empty part of your room. If you have any questions about room consolidations, please see a hall director.

Apartment Room Buyout

When available students may buyout an unused space in an apartment for full price. This option is not always available and in some cases the College might need the room back at some point. If this happens the student would receive a pro-rated refund. As in the residence halls all provided furniture must remain in the room and apartment.

3 / Residence Halls & Campus Housing

Residence Life Staff

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

Assistant Hall Director. An Assistant Hall Director (AHD) is a part-time professional staff member in the Office of Residence Life. The AHD role is to participate in the on call rotation for the Hall Director staff. Additionally the AHD will be on 24 hours to assist the HDs as needed.

Apartment Manager. Apartment Managers (AM) oversee Gillette Student Village, Long Apartments, Oak Hill Apartments, Theme Houses, and all College Owned Greek Houses to assist the Director of Residence Life with the overall operation of the apartments and houses while assisting the upper-class students who live there.

Senior Resident Advisor. Senior Resident Advisors (SRA) have all the same duties as RAs. However, they also have additional administrative duties with the HD and additional staff responsibilities, which also include a minimum of 5 office hours a week.

Resident Advisor. Resident advisors (RAs) are student staff members who live in the residence halls in assigned rooms. RAs serve as educational/cultural leaders and policy and housing management representatives. They are selected for their ability to help students obtain the most from their college experience. Each works with students individually and in groups on academic, social and personal matters, and is viewed as a resource person. In addition, they help to provide a proper atmosphere for successful academic achievement. They are also responsible for coordinating and providing educational and social programs as well as being available for 5 office hours a week.

Respect/Compliance with Residence Life Staff

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

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

Air Conditioners

Window air conditioners are prohibited in residence hall student rooms, Oak Hill Apartments, and the Gillette Student Village. Apartments and houses must have air conditioners approved by the director of residence life. The Housing Coordinator will consider exemptions to this policy upon review of medical documentation.

Bicycles & Hoverboards

Bicycle racks are located at each residence hall. Students are responsible for their own locks and chains. Olivet College is not responsible for any damage to or theft of the bicycles. Students should only use the bicycle racks to lock up their bicycles; attaching them to any residential building, signs or structures is prohibited. Bicycles not attached to designated bike racks may have their chain cut to have the bicycle removed and the owner may be ticketed. Bicycles that are abandoned will be confiscated and donated. The bicycle ticket fee is \$50. Storage and use of hoverboards or any variation of two-wheel and or self-balancing electric boards is not permitted on campus.

Cable Television

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

Students may report problems with cable TV service to **Wide Open West** at 1-800-444-6997, refer to account number 8365100730006137 for free repair. If, however, the cable TV supplier determines that the problem is a result of the student's television equipment, any resulting charges will be passed along to the student.

Common Areas

Each Residence Hall has common areas for the residents to relax, hangout, study and use as needed for academic work. When in common areas, residents & guest should be dressed appropriately. This includes but is not limited to: shirts and shoes.

Common Area Damages

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

Cooking & Electrical Appliances Policy

The cooking of meals is not allowed in the residence halls; therefore, all appliances used to cook an entire meal are not allowed. This includes but is not limited to: frying pans, hot plates, electric saucepans, George Foreman grills, hot pots or skillets, toaster ovens and bread makers. Coffee makers are only allowed if the heating element shuts off after brewing. Refrigerators smaller than 4.0 cubic feet and small microwave ovens (under 800 watts) are permitted. Due to safety precautions, all residents must use power strips only. Only heavy duty grounded extension cords are allowed. Thin ungrounded extension cords are not allowed. All cords are not to be covered by anything, this includes but is not limited to rugs, clothes, bags, mattresses, ect. Christmas lights are permitted, however, residents will be held responsible if the lights damage the walls or ceilings. No more than one refrigerator is permitted per person and one microwave per room. Appliances including refrigerators must be cleaned and unplugged during extended breaks (i.e., Holiday and Spring Break). Halogen lamps are strictly prohibited. Appliances that are dirty and left over break will be confiscated.

Doors

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

Environmental Standards & Living Expectations

Olivet College strives to preserve the quality of the physical environment by maintaining a clean and safe appearance of buildings and grounds. All Greek, theme houses, and apartments are responsible for maintaining these standards. Failure to keep the appearance of buildings and grounds up to acceptable standards will result in at least a \$100 fine.

Fire & Safety Equipment

- Fire equipment is meant to assist trained personnel. In the event of a fire, residents are strongly encouraged to activate the alarm system by pulling an alarm box, calling 911 (8-911 if using campus phone), and immediately evacuating the building. The sanction for not leaving the building to observe a fire alarm will result in a \$500 fine for the offense.
- Tampering with fire equipment or safety equipment consisting of fire extinguishers and hoses, smoke or heat detectors, fire alarm pull boxes or panels, tornado shelter signs, safety instruction signs, surveillance cameras, or other safety equipment is strictly prohibited and will result in a minimum \$500 fine.
- False reporting of a fire, including setting off alarms, pull boxes or panels, or through local fire agencies is also prohibited. Tampering with equipment or false reporting of a fire will result in a \$500 fine, Community Standards action and may entail criminal proceedings and suspension.
- If a battery powered smoke detector goes off in a resident's room, the resident is to contact Campus Safety at (269) 749-7911 to report the alarm. Residents are not to remove the batteries in a smoke detector for any reason; if removed the resident will be fined for tampering with safety equipment. Residents should contact their hall director to replace the batteries.

Fire Alarms & Drills

In the event of a fire alarm, residents are required to exit the building immediately and remain 300 ft. away from the building until a member of the Residence Life staff gives an all-clear signal. For the safety of all residential students, fire drills are conducted in all buildings once a semester. All students are expected to cooperate with college officials during drills and alarms. Those students who do not adhere to this policy will be subject to Community Standards action. The sanction for not leaving the building to observe a fire alarm will result in a \$500 fine for the offense. All fire alarms and drills should be treated as a potential fire and the building must be evacuated immediately.

Fire Pits

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

Fire Safety Policies

- State fire and panic regulations mandate that halls stairways and stairwells are kept clear at all times of furniture or other obstacles.
- Flame or spark producing items including candles, incense, incense burners, oil burning lamps and lanterns are not permitted.
- Flammable liquids, compressed gases, oil, kerosene or charcoal stoves are not permitted.
- Gasoline motors of any type including mopeds or motorcycles are not to be stored or parked in residential campus buildings.
- Automotive batteries may not be used as a power source in campus housing.
- Possession or use of explosives, firecrackers and firearms of any type in the residence halls is strictly prohibited.
- Natural Christmas trees or artificial large plants are also a fire hazard and are not permitted. Decorations must be of fire retardant materials.
- Students may also purchase an ABC fire extinguisher and/or a smoke detector for their rooms.

Furniture

- Lounge furniture is for the use and convenience of the entire campus and should not be moved or transferred to any other location. There will be a \$50 fine if found in a resident's room.
- **Residence hall room furniture must stay in the room assigned.** Residence hall room furniture cannot be removed from campus, and it must stay in the room it is assigned, even if students build a loft. Failure to comply will result in fines, and students will be charged for missing furniture.
- Residents of apartments, college-owned Greek and theme houses are not allowed to remove any of the furniture from the apartments or houses; doing so will result in a minimum fine of \$50 and students will be charged for missing furniture.
- Residents may not take apart furniture without permission from a Hall Director/Maintenance. There is a minimum of a \$50 fine for doing so. The resident could be charged full replacement if the furniture is not put back to its original condition.

Furniture Inventory

Occasionally, Residence Life Staff will be asked to count the furniture in the college owned properties. If there is no answer at the door, the staff members will key into the room to do the count. These counts may take place at any time, and may take place more than once. These counts will usually be done during RA duty hours, but they may be done at any time.

General Hall Violations

The fine for all general hall violations is \$50. General hall violations include the following: noise violations, smoking violations, removal of dorm furniture, possession of cooking and electrical appliances, breaking the visitation policy, breaking the pet policy, trash violations, disrespect of authority, missing mandatory meetings, etc.

Greek House Fire Inspections & Drills

All Olivet College Greek Houses will be inspected each semester by Campus Safety, Maintenance, and/or Student Life Staff. Societies will have one week to fix/update all violations found by the inspectors. If more time is needed they may schedule a completion date. Societies are not allowed to have any guest in the society until the violations are fixed and re-inspected. Failure to fix the violations will result in a fine of \$100 the first time, \$200 the second time, and \$500 the third time and possible judicial actions. Noncompliance during the inspections is a \$500 fine; this includes, but is not limited to, missing the inspection and failure to show all rooms during an inspection.

Greek Houses must contact Campus Safety once a semester to make a schedule for their monthly fire drills. It is the responsibility of all members of the house to make sure this is done monthly. Drills must be scheduled in advance. If a house needs to reschedule they must do so 48 hours in advance, to avoid a fine. Campus Safety can be contacted at 269-749-7911. Failure to conduct a drill before the end of the month will result in a \$100 fine the first time, \$200 fine the second time, and \$500 fine the third time along with possible judicial action or other sanctions.

Health & Safety Checks

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

Health & Safety Standards

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

Keys

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

Laundry Facilities

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

Lead Paint Notice

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention. – USEPA - http://www2.epa.gov/sites/production/files/documents/lesr_eng.pdf

Olivet College has no knowledge of lead-based paint and/or lead-based paint in college housing.

Olivet College has no reports of or records pertaining to lead-based paint and/or lead-based paint hazards in campus housing.

Residents may find the pamphlet Protect Your Family from Lead in Your Home at:

http://www2.epa.gov/sites/production/files/2014-02/documents/lead_in_your_home_brochure_land_b_w_508_easy_print_0.pdf

It is the responsibility of each resident to read and understand this pamphlet.

These links may also be found at myOlivet under the Student Life tab, under Housing.

Lofts

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

Requirements for Loft Construction

1. The loft must be constructed using bolts, screws and/or other removable fasteners. Nails or staples are not permitted.
2. The structure must be free-standing. Any loft must be entirely self-supporting and shall not be attached to or supported by any part of the structure of the room or the furnishings within.
3. The structure must be open at the top. Enclosed top areas create a fire hazard. In addition, the top of the mattress must be at least 30 inches from the ceiling.
4. No part of the loft structure may block any window or door.
5. Lofts must be inspected and approved by a hall director.
6. The student named on the registration form is responsible for the loft. All loft structures must be disassembled and removed when the student named on the registration form moves out of the room, unless another student in the room agrees to take over responsibility for the loft. This student must complete a new registration form. All loft structure must be disassembled and removed by the deadline set by the Housing Coordinator prior to the end of the year. Please contact the Housing Coordinator, located in the Student Life Office, Mott 208 for registration form and additional questions.

Lounges/Common areas

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

Maintenance (Room & Residence Hall)

If maintenance of residence ~~hall~~ facilities or equipment (i.e. radiators, locking mechanisms, bathroom sinks) is required, residents should address the problem, as soon as it occurs, to their RA, apartment manager, hall director, or complete a work order request, which is located outside the hall director or RA office. Work order requests are picked up daily, Monday through Friday, by the Physical Plant or Housekeeping. Further concerns about maintenance should be brought to the attention of the hall director of that specific building, and then to the attention of the director of Residence Life. If there is water involved, loss of power or heat, problems with your lock and or key, you should call Campus Safety at 269-749-7911 to report it to the hall director on duty for immediate review.

Painting & Posting Policy (Residence)

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

Personal Property Liability

The college is not responsible for, nor will it accept liability for, theft, loss or damage to any student's personal property and possessions. Students are encouraged to check their parents' or their own insurance policies to ensure that their belongings are covered while they are at Olivet College, or to make the necessary arrangements to purchase personal property insurance. For the safety and security of all residents, it is strongly suggested that residents **keep their room doors locked at all times**, as to not allow unwanted visitors access to the room and to prevent theft. Side doors of all campus residences are to be considered included in this policy. Students should also make sure that windows are shut and locked when they are not present in the room. When leaving the college anything left in a room, apartment, or house is considered abandoned and or trash. No storage is offered and the college is not responsible for any items left behind.

Pet Policies

Residence Halls. Only harmless fish in a tank smaller than 10 gallons are permitted. No other pets are allowed. No pets of any kind are allowed in college apartments.

College owned Greek/Theme Houses. In addition to the residence hall pet policy above, one cat or one dog may reside in a college owned Greek/theme house under the cat-dog care-giver contract. No other pets are allowed. The following policies apply:

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

To request a Pet Care-Giver Contract you must setup a meeting in Mott 208 to meet with the Director of Residence Life or their designee. The pet is not allowed until all of the paperwork and deposits have been paid.

Prospective Student Overnight Visitation Policy & Procedures

Overnight campus visits are a vital part of the recruiting process for prospective students. This practice allows recruited students the opportunity to engage in the entire Olivet College experience to make a comprehensive decision. By including overnight visits, prospective students can partake in activities with our current students and decide if this institution is the right fit for them. Overnight visits also allow prospective students the ability to bond with their potential classmates, teammates, coaches, faculty and staff. This policy explains the management of overnight campus visits. Its purpose is to clearly define the responsibilities of staff and student host in the planning, preparation and delivery of a successful visit. The policy assures the appropriate supervision of recruits on campus and describes appropriate conditions, locations and situations where recruits are permitted. It also ensures the safety of all recruits through following agreed practices designed to gain the maximum benefit from the overnight experience.

When arranging prospective student overnight visits the following procedure must be followed to ensure proper housing arrangements and compliance with the overnight visitation policy.

The Administrative Assistant for Athletics will have a list of approved student hosts. Approved student hosts are students who are in good standing with the college, have no student code of conduct violations and represent their sport with integrity. The following steps must be followed to prepare housing arrangements and ensure compliance with the Prospective Student Overnight Visitation Policy:

1. The Athletic department will hold training sessions with the student hosts to define expectations and procedures. Student hosts are acting as ambassadors for the college and exemplary behavior is expected during the visits.
2. The head coach or the college representative must notify the Administrative Assistant for Athletics that a prospective student is planning to make an overnight visit.
3. The head coach or college representative should provide such notification 72 hours prior to the visit. Coaches must choose a host from the approved list of trained students.
4. The Prospective Student Overnight Visitation Policy (Form 500) and the Prospective Student Overnight Visitation Host Policy (Form 501) must be completed and returned to the Administrative Assistant for Athletics 48 hours before the visit.
5. Once the above information is obtained, the Administrative Assistant for Athletics will contact the Director of Residence Life and/or the designee and provide them with the appropriate information. Once the student arrives on campus, the coach and/or student host will introduce the prospective student to the Director of Residence Life and/or Hall Director.
6. When the visit is over, the student host will return the student to the coach or college representative for a follow up meeting prior to leaving campus.

Quiet & Courtesy Hours

Quiet hours for the residence halls, apartments, and college owned Greek and theme houses are nightly from 10 p.m. to 9 a.m. Quiet hours are established in order to permit students a known regular time to study and sleep without distractions. All other hours are considered courtesy hours, meaning residents are expected to be considerate of their neighbors at all times and respond to courteous requests by other residents and staff members regarding noise. Residents have the right to study, relax, sleep, and or work in their residence without any interference. All noise should not be able to be heard outside of a student's room. This includes but is not limited to: Computers, phones, video games, movies, televisions, music (including musical instruments), voices, alarm clocks, stereos, ect. While we understand that most noise violations are unintentional, residents should never leave their room with their television, stereo, or other noise making devises running. Noise violations should not be a regular occurrence. Multiple occurrences will lead to judicial action.

Roofs & Ledges

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

Room Damages

Students are responsible for any and all damage beyond normal wear to their rooms and room furnishings. Therefore, it is important for students to determine the condition of their rooms at the time of check-in to avoid being charged at check-out for damages or missing items from a previous occupant. To assist the college and students in this process, a residence hall room inventory form must be completed and signed by each student and their resident advisor each time a student checks in or out of a room. This form must describe any damages and missing items. Room inventories are very important because damages are assessed from the information on these

sheets. If any additional damages or missing items are noted upon check-out, the student will be billed through the Student Services Office. The hall director determines all costs and makes charges to a student's account. Failure to check out with a resident advisor will result in the student being billed for all damages to the room at the time of inspection by a Residence Life staff member, in addition to a \$50 improper check-out fine, a \$50 lock change fee, and/or minimum \$50 cleaning fee.

Room Search

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

Service Animals

Questions about this policy may be directed to the Student Life Office, Mott 208, (269) 749-7607.

Olivet College is pleased to provide these guidelines to individuals using service animals on our campus.

While legal access rights are afforded to users of service animals; this policy addresses the standards expected of both the individual and the animal. At Olivet College the individual, the animal, and the college have responsibilities to ensure the success of using a service animal.

Background: Service animals are trained to assist people with disabilities in the activities of normal living. The Americans with Disabilities Act (ADA) defines service animals as "Dogs that are individually trained to work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA." If an animal meets this definition, it is considered a service animal. Olivet College complies with the ADA in allowing use of service animals. However, because of health and safety concerns, the Office for Disability Services oversees use of such animals.

Definitions:

Partner/handler: A person with a service animal. A person with a disability is called a partner; a person without a disability is called a handler.

Pet: A domestic animal kept for pleasure or companionship. Please see the Student Handbook for additional information regarding pets on campus.

Service Animal: Any animal individually trained to work directly or perform tasks for the benefit of a person with a disability.

Therapy Animal: Therapy animals and their owners provide comfort and companionship while visiting patients in hospitals, nursing homes, and other institutions and wherever else the therapy animal is needed. This is done in a

way that increased emotional well-being, promotes healing, and improves the quality of life for the people being visited. Therapy animals are *NOT* entitled to the same benefits as service animals (not covered by ADA).

Team: A person with a disability, or a handler, and his or her service animal. The two work as a team in accomplishing the tasks of everyday living.

Types of Service Animals:

- **Dog Guides** are trained to assist blind or visually impaired handler in navigating their physical environment.
- **Hearing Dogs** are trained to alert a deaf or hard of hearing handlers to specific important sounds in the environment.
- **Mobility Assistance Dogs** are dogs that have been trained to assist a person who has mobility impairment.
- **Medical Alert Dogs** are trained to notify persons with a medical disorder to a change in physiologic status.
- **Diabetic Alert Dogs** alert to a change in a blood-glucose levels of their diabetic handler.
- **Migraine Alert Dogs** alert to an oncoming migraine headache in their susceptible handler.
- **Seizure Alert Dogs** alert to oncoming seizure in their epileptic handler.
- **Asthma Alert Dogs** alert to impending asthma attacks in their asthmatic handler.
- **Psychiatric Alert Dogs** alert to mood cycling in bipolar handlers, or impending panic and anxiety attacks in handlers with these conditions. No one knows for certain what cue a Medical Alert Dogs is responding to when the alerting behavior is displayed.
- **Psychological Service Dogs** are trained to assist persons living with psychiatric disabilities such as Major Depression, Bipolar Disorder, Schizophrenia, Dissociative Identity Disorder, Panic Disorder, Anxiety Disorder or Post Traumatic Stress Disorder (PTSD).
- **Social Signal Dogs** are trained to assist a person with autism.

Requirements of Service Animals and their Partners/Handlers:

Identification and Other tags: The animal must have tags or some other method of indicating ownership and rabies clearances. It is strongly suggested but not required that service animals be fitted with some type of identifying equipment such as a harness, cape, or backpack as appropriate. If state or local licenses are required for the service animal, they must be obtained and kept current in compliance with the local jurisdiction (i.e. dog license) requirements. The Student Life Office reserves the right to request proof of licensing at anytime during the animal's residency.

Health and Vaccinations: The animal must be clean and in good health. All animals on campus must have an annual well care visit with a licensed veterinarian. They must have had a general maintenance vaccination series appropriate to the species. All vaccinations must be current. Applicable animals must wear a current rabies vaccination tag. Proof of vaccinations must be filed with Student Life. Service animals that are ill should not be taken into public settings. A person with an ill animal may be asked to remove the animal from college facilities.

Grooming: The animal must be well groomed, and measures should be taken at all times for fleas and odor control. Students who use college facilities and bathrooms for grooming and bathing are responsible for cleaning up pet hair, etc. related to these actions. Failure to do so will result in a fine.

Physical control: The animal must be on a leash at all times. It should never be permitted to wander around off leash except if the animal is working. The animal must be kept on a leash and under the control of the handler when outside of residential room. The partner/handler must be in full control of the animal at all times. The care and supervision of a service animal is the sole responsibility of its partner/handler. The animal must be maintained and used at all times in ways that do not create safety hazards for other persons.

Campus Responsibility: Partner/Handlers are responsible for any damage caused by their animal. When service animals are left unattended in a residence or office, they are required to be kenneled or restrained. It is the responsibility of the handler to ensure that others are not disrupted by an unattended animal (e.g. no vocalizing).

Cleanup: Always carry equipment and bags sufficient to clean up the animal's feces. Properly dispose of the feces in a prearranged area. Persons who are not physically capable of picking up and disposing of the feces are responsible for making all necessary arrangements for assistance. Olivet College is not responsible for these arrangements.

Disruption: The partner/handler of an animal that is unruly or disruptive (e.g. barking, running around, aggressiveness towards others, bring attention to itself) may be asked to remove the animal from college facilities. If the improper behavior happens repeatedly, the partner may be disallowed to bring the offending animal into college facilities until the partner take significant steps to eliminate the behavior.

Responsibilities of the Partner/Handler:

- State specific plans for maintenance of the animal while on campus. Maintenance includes feces removal. If the individual is unable to collect and properly dispose of animal feces, an alternative person must be identified for this service. Do not assume that college personnel or roommates are responsible for this service.
- The owner of the animal is financially responsible for the actions of the service animal including bodily injury or property damage including, but not limited to, any replacement of furniture, carpet, wall coverings, etc. This could include extensive damage to floors and carpets from animal paws which are not kept clean. The owner is expected to cover any costs upon repair and/or cleaning. The owner could be asked to move out if the damage is deemed excessive and/or the result of negligence. Any costs incurred for cleaning above and beyond a normal cleaning or repair are assessed after vacating the premises.
- The owner's room/office may be inspected for fleas, ticks, or other pests as needed. The room will be treated if fleas, ticks, or other pests are detected, and the owner will be billed for the inspection and for pest treatment.
- If there is a roommate, that individual must sign an agreement allowing the service animal to be in residence with them. In the event of disapproval, either the owner and the animal or the non-approving roommate may be moved to a more suitable location.
- The owner agrees to all other residential policies. An exception to the animal policy does not constitute an exception to any other policy.

Where Service Animals Are Allowed:

Under the ADA, State and local governments, businesses, nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. For example, in a hospital it would be inappropriate to exclude a service animal from areas such as patient rooms, clinics, cafeterias, or examination rooms. However, it may be appropriate to exclude a service animal from operating rooms or burn units where the animal's presence may compromise a sterile environment.

Areas Off Limits to Service Animals

Teaching Laboratories: The natural organisms carried by dogs and other animals may negatively affect the outcome of experiments. At the same time, the chemicals and organisms used in the experiments may be harmful to service animals.

Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms, and custodial closets are off limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.

Kitchens: All kitchen areas are to be considered off limits to services animals as they could potentially contaminate the food being prepared.

Areas Where There is a Danger to the Service Animal: Any room, including a classroom where there are sharp metal cuttings, or other sharp objects on the floor or protruding from the surface; where there is hot material on the floor; where there is a high level of dust; where there is moving machinery is off limits to animals.

Exceptions: Access to designate off limits areas may be granted on a case-by-case basis. To be granted an exception: A students who wants his /her animal to be granted admission to an off limits area should contact the Student Life Office.

Other Specific Rules Relate to Service Animals

- When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask the dog demonstrate its ability to perform the work or task.
- Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.
- A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.
- Establishments that sell or prepare food must allow service animals in public areas even if state or local health codes prohibit animals on the premises.
- People with disabilities who use service animals cannot be isolated from other patrons, treated less favorably than other patrons, or charged fees that are not charged to other patrons without animals. In addition, if a business requires a deposit or fee to be paid by patrons with pets, it must waive the charge for service animals.
- If a business such as a hotel normally charges guests for damage that they may cause, a customer with a disability may also be charged for damage caused by him/herself or his/her service animal.
- Staff is not required to provide care or food for a service animal.

Emergency Situations: In the event of an emergency, the individuals that respond should be trained to recognize service animals and to be aware that the animal may be trying to communicate the need for assistance. The animal may become disoriented from the smell of smoke in a fire or a laboratory emergency, from sirens, or wind noise, or from shaking and moving ground. The partner and/or animal maybe confused in a stressful situation. The individual should be aware that the animal is trying to be protective and, in its confusion, is not to be considered harmful. The individual should make every effort to keep the animal with the partner.

Visitors with Service Animal: All visitors to campus with service animals must adhere to the same guidelines as students/staff attending Olivet College.

Grievances: Concerns may be directed to the Student Life Office in Mott 208.

Training Service Animals: Request to train service animals may be submitted to the Director of Residence Life in Mott 208. All guidelines for service animals must be followed. Trainers will be approved on a case by case basis and Olivet College reserves the right to cancel the training at any time and for any reason without prior notice. Trainers must be able to provide documentation from the organization they are working with to train the animal.

Additional information on our current Pet Policy can be found online at

http://www.olivetcollege.edu/student_life/pdf_docs/student_handbook.pdf on page 23.

For further information on other Accommodation Services please contact:

Sandra Nelson
Mott 209
(269) 749-7591

Information Cited from:

"Service Animals." *Revised ADA Requirements*: U.S. Department of Justice, July 2011.

http://www.ada.gov/service_animals_2010.htm

Telephone Service

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

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

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

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

should contact ITS at ext. 7666 to arrange for repair. Department hours: Summer 8:30 a.m. to 4 p.m.; school year hours are 8:00 a.m. to 5 p.m.

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

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

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

Visitor & Guest Policies

The following policies apply to all Residence Halls, Theme Houses, Apartments, and College-owned Greek Houses:

1. Visitation is a courtesy that is extended to residents. However, it will be revoked if roommate, floor mate, noise or other discipline issues become a problem.
2. Guests of any gender are allowed, with the permission of the roommates/suitemates, to stay overnight no more than two nights within a seven day period in any campus building. This period starts after the last day of their stay. Roommates will be required to execute a roommate contract (for rooms with two or more roommates) and participate in mediation if this policy is abused.
3. All Greek houses are encouraged to register guests.
4. Residence Hall overnight guests must be registered with the resident advisor by 10 p.m.; failure to do so could result in the guest being asked to leave. Guests must present a valid ID when checking in.
5. Non-overnight visitors are welcome on campus at any time; however, on-campus residents are responsible for their visitors' / guests' behavior and actions.
6. Residents must also take responsibility regarding any and all repercussions of their guest's actions. Visitors/guests must be escorted by a resident at all times and must use the restrooms designated for their gender.
7. Non-overnight guests, up to four per residence room are allowed.
8. Residents are allowed only two overnight guests at any one time within a seven day period. This period starts after the last day of their stay.
9. Guests in the main living areas of the theme houses must follow fire code.
10. Visitors under 18 years of age must leave college buildings by 10 p.m. Students hosting approved underage visitors must register their guest with the hall director or RA staff upon entering the residential hall, or with the apartment manager if at an apartment, theme or college owned Greek house. Exceptions can be approved by the Director of Residence Life if the visitor is a prospective student on a coach approved, or an official college visit, or if the visitor is family. In these cases the prospective student must be accompanied by a designated person or family member. Any Olivet College Student under the age of 18 will be allowed to visit any residence hall with the approval of the Hall Director.
11. Babysitting is considered "the running of a business" and is not allowed in the residence halls, theme houses, apartments, or Greek houses. During allowed hours for visiting children, there must be one responsible residential adult per two children.
12. Non-custodial parents may host their children of any age overnight on weekends only, and only with the prior permission of the Vice President for Student Life.

13. Resident Life staff reserves the right to refuse a visitor or guest the right to visit Olivet College.
14. No “squatting” is allowed on Olivet College properties. Squatting is defined as one that settles on property without right or title or payment of rent.

Waterbeds

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

Weapons

Olivet College is a weapon-free zone. Use, possession, and/or keeping of paintballs, knives, firearms (even as permitted by law), tasers, stun guns, explosives, weapons, dangerous chemicals, martial arts weapons or any device that may be used to propel a projectile (such as BB guns, air guns, pellet guns or paintball guns, fireworks, ammunition, flammable or incendiary devices) or any other dangerous/deadly weapon or instrument that could be used to intimidate or threaten, and/or use of any such item in a manner that harms or causes fear to others is prohibited on all Olivet College properties (this includes but is not limited to all campus facilities, athletic facilities, parking lots, and recreational spaces) and at all Olivet College events, regardless of location. Use of any object to intimidate or threaten someone is prohibited. When an object is used to intimidate or threaten someone, that object is considered a weapon.

Window Screens

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

4 / Meal Plans & Food Services

All students who live in residence halls must have a meal plan. The reason for this is twofold. The first and most important is to ensure that students have access to nutritious and healthy food choices and the second is that they are not allowed to have cooking appliances (with the exception of a small microwave) in their residence hall rooms. Students are encouraged to eat in the dining hall and to use their meal plan. The academic year ends in April. The free points that students on the meal plan receive on their card will expire at the end of the regular semester with their meal plan. Students that elect to take advantage of the ILT will automatically be changed to the Carte Blanche plan for that period. This means that they will not be able to scan in a “buddy” or make use of their free points. Students staying on campus between the end of the spring semester and the start of the ILT and/or the end of the ILT and commencement must be on an authorized attendance list in order to eat in the Kirk Center.

Students who enroll in a board contract with the college will be on the Carte Blanche meal plan. Each Carte Blanche plan comes with 10 bonus meals each semester. These bonus meals can be used to bring a guest in to eat. Greek, Theme, and College Owned Apartments may have choice of Carte Blanche or 100 on the run.

All residential students must have a meal plan. Students who reside in the Residence Halls must have the carte blanche meal plan. Students living in college owned apartments, Greek houses, and theme houses must choose between the carte blanche and the commuter (100 on the run) plans. The meal plans are monitored at the dining hall entrance and students are required to show their ID with a meal plan bar code to gain entrance. A student’s ID is not transferable to another student seeking entrance to the dining room. If a student has lost his/her ID, they can obtain a new ID at the Student Services Office in Mott for \$15. Violation of these policies may result in judicial action.

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

To obtain a meal for a sick student, a roommate or friend must bring an authorization note from a hall director, or the Student Life Office, and the student’s ID to the dining room. Present the note and ID to the checker.

Faculty, staff and commuters are welcome in the dining room and can pay the checker upon entrance or can have money put on their ID to be used for meal purchases in the Kirk Center or in retail locations. Faculty, staff and commuters will receive a bonus for any cash deposits over \$30 on their cards.

Student groups, athletics, etc. may contact a food service manager to set up a meal exchange “pack out” for parties, trips or other special events. Arrangements must be made five working days prior to the event to order the food, and a list of students who wish to exchange their meal must be presented to dining services the day prior. Students who have indicated they are exchanging a meal will forego entrance to the dining room for that meal. Students who miss meals due to academic or work related reasons may contact the food service office to arrange for alternate meals.

The Suggestions and Comment Board, the Food Advisory Committee, the Customer Satisfaction Surveys and the Chartwells Open Door Policy are all avenues of customer input to the college’s continued change and growth in programming. Dining services, programs and specials are advertised in a monthly calendar, which is distributed to all campus departments and offices. The daily menu can be obtained by going to www.dineoncampus.com/olivet. You may also add points to your card at www.dineoncampus.com/olivet. Hours of operation are posted outside of the dining room.

Points are included with each meal plan, and are redeemable at any of the three retail locations on campus: The Hearthstone Late Night, located in the Kirk Center, Outtakes at Mott, and the Cyber Café, located in the lower level of the library. Each point is equivalent to \$1 and will not be taxed. Students can purchase more points at any time by contacting Chartwells at (269) 749- 7378 or visiting our Web site at www.dineoncampus.com/olivet.

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

5 / Parking & Vehicle Registration

Motor Vehicle Policy

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

Vehicle Registration

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

Parking Lots

Each parking lot has several designated parking spaces; these spaces include handicap, college official, athletic staff, admissions staff, and fraternity and sorority member spaces. Unauthorized vehicles parking in these spaces will be ticketed and possibly wheel locked or towed.

Parking Lot	Parking Restrictions
Adelphic Lot (<i>east of Adelphic</i>)	Open parking for all Olivet College students
Blair Hall	Parking restricted to sophomore and above residents of Blair Hall
Dole Hall	Parking restricted to sophomore and above residents of Dole Hall
Shipherd Hall	Parking restricted to sophomore and above residents of Shipherd Hall
Burrage Library	Open parking for all of Olivet College

Parking Lot	Parking Restrictions
Congregational Church	Open parking for all of Olivet College
Gillette North Parking Lot (<i>north of Gillette Student Village, a dirt lot</i>)	Open parking for all Olivet College students
Kirk Center	Parking restricted to sophomore and above residents of Dole Hall
Mott North Lot	Parking restricted to staff and commuters; no overnight parking allowed
Upton Conservatory	Open parking for all of Olivet College
Oak Hill Apartments	Parking restricted to sophomore and above residents of Oak Hill
Gillette Student Village	Parking restricted to sophomore and above residents of Gillette Student Village

Apartment, Theme Houses & Greek Student Housing Parking & Upkeep

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

Parking Regulations

- Only those vehicles with an Olivet College parking permit are legally permitted to park in the college lots.
- All vehicles must be registered through the Olivet College Campus Safety.
- Freshmen, as dictated by their academic standing, will be restricted to the parking lots behind the Margaret Upton Conservatory, Burrage Library and the Adelpic Lot (east of Adelpic).
- Students’ vehicles may not be parked in the posted or designated areas reserved for college vehicles.
- There is no charge for the first vehicle parking permit obtained. A second vehicle parking permit can be obtained for \$25.00.
- All vehicles parked in college lots must display an Olivet College parking permit or a visitors’ parking permit, or they will be ticketed.
- Vehicles that have multiple tickets for the same type of fine may be wheel locked and charged a removal fee of \$125.
- Vehicles that have been wheel locked multiple times will be towed at the owner’s expense.
- Vehicles that are not in drivable condition will be considered abandoned and towed at the owner’s expense.

- All vehicles on college property must display a current license plate. Failure to display a current license plate will result in the vehicle being towed at the owner's expense.
- Illegally parked vehicles obstructing traffic in the college parking lots will be towed without warning and at the owner's expense.
- Campus Safety has the right to ticket, wheel lock and/or tow any vehicle that is in violation of Olivet College Parking Policies.
- Olivet College is not responsible for damaged or stolen vehicles.

Vehicle Wheel Lock Policy & Procedures

Olivet College students who violate the college's parking policy are subject to having their vehicle immobilized with the use of a vehicle immobilizing device (vehicle wheel lock). If Campus Safety is forced to wheel lock a vehicle, a \$125 removal charge will be imposed in addition to any fines or late charges accumulated from unpaid tickets, unregistered vehicle fees, or any other violation warranting the wheel lock.

All fines and fees must be paid in full or arrangements must be made with the director of Campus Safety before the wheel lock may be removed. If a vehicle is wheel locked without a permit, one must be purchased and the vehicle must be properly registered with Campus Safety before the boot is removed. Director Reed's office is located in the CJC building behind the Mott Academic Center (first office on the right).

Tampering, removing and/or damaging Olivet College Campus Safety property, including the wheel lock, may result in judicial process, criminal prosecution, and/or fines/replacement of property at the student's own expense.

Vehicles may be wheel locked for the following offenses:

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

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

Fines

- All fines are billed through the Student Services Office.
- Once a ticket is placed on a student's vehicle, he/she has 10 business days to appeal the ticket to the director of Campus Safety. After that time the ticket becomes final.

- Two types of parking tickets can be issued. The first is a general parking ticket, issued to students parking in the wrong lot or not in a designated parking spot. The second is a special parking ticket issued to students parking in a posted parking space, i.e., athletic, handicapped.
- The following are the fines for parking tickets and violations:

Violation	Fine
General Parking Ticket	\$15.00
Special Parking Ticket	\$75.00
Wheel Lock Removal	\$125.00
Unregistered Vehicle	\$200.00

Visitor Parking Permits

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

Handicap Parking

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

City of Olivet Parking Ordinance

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

6 / Academic Policies & Procedures

Academic Catalog

For a comprehensive discussion of academic policies and procedures at Olivet College, please refer to the Academic Catalog. The following are three particular policies and procedures of which students should be aware.

Academic Integrity Policy

Olivet College's Academic Integrity Policy is based upon the expectations of the Olivet Compact. Academic dishonesty violates the commitments of the Compact and causes serious harm to the campus community. In order to encourage honesty, fairness, respect and trust, Olivet College recognizes seven distinct types of academic dishonesty including cheating, plagiarism, fabrication, failure to contribute to a collaborative project yet taking credit for that work, sabotage, misrepresentation, and facilitating dishonesty. Detailed definitions and examples of each type of academic dishonesty are provided in the Academic Catalog. Procedures regarding acts of academic dishonesty and the sanctions for these acts can also be found in the Academic Catalog.

Academic Standing & Satisfactory Academic Progress (SAP)

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

Grade Appeals

A student may contest a final grade for any course. Grade appeals are overseen by the Office of Academic Affairs, Mott 206. Students may submit a grade appeal to contest a final grade no later than the first month into the following semester (September 30 for spring and summer grades; January 31 for fall grades). The appeal can be submitted only after attempting a resolution to the matter with the particular faculty member involved and the appropriate department chair. Please see the process for grade appeals outlined in detail within the Academic Catalog for more information.

7 / Academic Support

The Gruen and Speare Student Resource Center. Named after two long-time Olivet College professors, Fred Gruen, Ph.D., and Edward Speare, Ph.D., the Gruen and Speare Student Resource Center offers students assistance in academic advising, academic accommodations, career services, tutoring, and general support and assistance. These services are offered free of charge.

Academic Advising

Advisors assist students in developing a four-year academic plan. We have an open-door policy and can assist you with determining your major, minor and program requirements, help you with changing a major or minor, scheduling courses, or forming a four-year academic plan.

Academic Accommodations

This office works with students with learning disabilities to create and develop accommodations as needed for their success in the academic realm. The office provides assistance with academic accommodations as well as with test-taking, note-taking, time management and study skills.

Career Services

The Career Services Network works to develop, manage and disseminate career, internship, job and graduate and/or professional development opportunities for Olivet College students and alumni. Our office provides the following:

- Career development assistance
- Graduate school information and advice
- Internships and mentoring
- Resume critiques
- Job search advice
- Job postings

Tutoring

We offer tutors for students at all levels. Our goal is to support students as they work to improve their writing, math and study skills so they can succeed and thrive at Olivet College. We provide peer-assisted tutoring in subjects such as accounting, mathematics, sciences and writing, and support for students in developing college-level mathematics and study skills.

General Support & Assistance

Advisors provide assistance to students to make sure they get the most out of their college experience through assisting first-year students with college life transition, time management and study skills, peer mentoring, campus referrals, student inventories, and sponsoring a freshmen forum.

8 / Student Employment

Olivet College's Student Employment Program is designed to assist students in obtaining part-time job opportunities on and off campus through the Work Study Program and departmental budgets. **All students are encouraged to apply for student employment positions whether or not they have been awarded Work Study funds, given that some departments have the ability to hire student workers who are not eligible for Work Study.** It is our mission to assist students with finding meaningful work opportunities that will allow them financial assistance while in school, as well as obtain practical experience in jobs related to their academic studies, interests, and talents. Because of the high demand for limited employment opportunities, it is important to check in often with the Student Employment website to learn of new job openings. New positions for the upcoming academic year are available for application August 1.

Student Employment Application Process

All students must follow the following process each academic year to become a student employee. If you are planning on working for the same department as the year prior, you must still complete the following process:

1. Go online to the Student Employment Program to search for and apply for jobs (www.olivetcollege.edu/student_employment).
2. Once you find a job in which you are interested, click on the "Apply" link under the job description.
3. Complete an online Student Employment Application. This application will be automatically submitted to the hiring department.
4. If the hiring department is interested, you will be contacted for an interview within two weeks.
5. Upon being offered a position, you will be notified by Student Services to sign a contract and to complete payroll tax paperwork as needed.
6. The hiring department will assign your work schedule, review procedures and expectations, review use of the ADP ezLaborManager software, and discuss your job descriptions and responsibilities.
7. The student employment coordinator for the hiring department will notify the Student Employment Program of your hire via submission of an "Intent to Hire Form."
8. You are eligible to begin working when your position is available for time entry in ADP ezLaborManager.

Job Awards for the Academic Year

The dollar amount of your job award will be determined from information on the financial aid form. Some students will choose to work in more than one department. Permission of both supervisors and the coordinator of student employment are required for this to occur. Regardless of how many positions are held, a student cannot exceed the 20 hour per week maximum and cannot exceed earning \$2,500 per academic year.

After payroll is processed each month a department allocation is distributed to each departmental coordinator indicating the amount of the student's job award, earnings for the current month and the amount left to earn to complete the job award. It is crucial that the departmental supervisor communicate with the student to the status of the job award of the students employed in their department.

Job awards are given for the entire academic year, unless specified as a semester award. The academic year begins with the first day of classes and concludes on a student's last day of exams. If a student is registered for the Intensive Learning Term (ILT), he/she is eligible to work until the last day of ILT.

Summer Employment

Summer employment opportunities are available on a limited basis. Please visit http://www.olivetcollege.edu/student_employment/ for information on position availability and the application process. Student's judicial records will be reviewed.

Wage Rates

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

Employment Eligibility

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

Federal and State Tax Withholding Forms

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

Payroll Policies & Procedures

- Students are permitted to work a maximum of 20 hours in any given week, Sunday at midnight through Saturday at midnight.
- A complete list of pay periods, including the specified beginning and ending days for each pay period, timesheet due dates, and pay dates for each period can be found at http://www.olivetcollege.edu/student_employment/payroll_calendar.php.
- Student employees submit their time daily using ADP ezLaborManager.
- Hours are regularly monitored by a student's immediate supervisor.
- At the end of each pay period, the student employment coordinator in the employee's department, in consultation with the student's supervisor, approves the time card information that has been entered into ADP ezLaborManager. This approval automatically submits the information to Payroll for processing.
- Payroll checks are processed monthly for each student working in the Student Employment Program.
- Paychecks are available for pickup in Student Services according to the schedule provided online (see above).
- **Any payroll discrepancy is required to be resolved within 30 days after the issuance of the scheduled remuneration.**

- A student's total job award is taxable by both federal and state governments. Wages are not subject to Social Security (FICA) deductions during the time an individual is a registered, degree-seeking student.
- Student employees are classified as part-time temporary employees. As such, they are **not** eligible for the following: paid vacations; paid sick leave; paid medical leave; paid maternity leave; paid holidays; retirement benefits; life insurance benefits; or health or major medical benefits.

Direct Deposit

Direct Deposit is available to students wishing to have their Student Employment paychecks electronically deposited into their checking or savings account. Students must complete a direct deposit form, available in Student Services. Direct deposit of paychecks begin on the **second** pay date after the completed form is submitted to the Payroll office.

Performance Awards

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

Nepotism

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

Reporting Injuries on the Job

To ensure that students receive proper treatment if injured while performing an assigned task, **students are required to report the injury to their immediate supervisor**. If the supervisor is not available, the incident must be reported to a college staff member. **Students are also required to complete an incident report**, available in the Campus Safety office.

Working Environment

The Americans with Disabilities Act (ADA) and other laws directly affect the Student Employment Program as follows:

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

Discrimination and Sexual Harassment

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

The Student Employment Program also does not permit any unlawful harassment, including that of a sexual nature. Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical contacts of a sexual nature when:

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

If a student employee feels subjected to harassment by any other student employee of the college, she or he should promptly report the incident to an immediate supervisor, the Student Employment Program, or the Director of Human Resources. If a student employee feels subjected to harassment by a supervisor or employee of the college, she or he should promptly report the incident to the Student Employment Program or the Director of Human Resources. After a thorough investigation of the matter, appropriate action will be taken. All information concerning harassment charges will remain confidential. Sexual harassment is a Title IX offence.

Grievances Against Supervisors

The following procedure should be followed in any case in which a student employee has a grievance against his or her supervisor:

- The student should meet with the supervisor to discuss the problem as soon as possible.
- If a solution is not reached to the problem, the student should make an appointment to discuss the matter with the student employment program coordinator.
- The student employment program coordinator reserves the option to schedule a meeting with the student employee and the supervisor to arrive at a solution to the problem.

Disciplinary Process

Problems in the workplace do occur. The Student Employment Program provides the following advice and guidelines to help departmental student employment coordinators handle these situations. Ideally, supervisors will use the interview and selection process to determine whether a student is a good fit for a particular employment opportunity. Furthermore, the required training and orientation provided by the department provides the opportunity to ensure that student employees understand the requirements and expectations of their positions. However, occasions may occur where the performance of the student in his/her job is below expectations. In those situations, the following progressive disciplinary process should be followed to ensure that students have the opportunity to learn from their own mistakes, to correct their own errors, and to understand why they are being disciplined and/or terminated:

1. **Verbal Warning.** If a student fails to complete a job satisfactorily, the supervisor/coordinator is encouraged to counsel the student. The counseling should include:
 - The student's job requirements
 - The problem that exists in the student's employment area
 - Reasons why the problem is occurring
 - Strategies to correct the problem
 - A mutually agreed upon corrective plan of action.

If counseling fails to resolve the situation, the next step is the written warning.
2. **First Written Warning.** The first written warning is a disciplinary action taken because satisfactory job performance has not occurred. The warning should be hand-delivered to the student and discussed with the student, if possible. A copy will be hand delivered within 48 hours of the time it was issued.
3. **Second Written Warning.** A second written warning is much more serious than a first written warning. In all cases, three days must elapse between the first and second written warnings. If a second written warning is issued, a mandatory meeting must be scheduled by the supervisor/coordinator with the student and the student employment program coordinator. This appointment must be scheduled and kept within three school days of the issuance of the warning. Failure to do so could result in the student's right to appeal future written warnings. At this meeting a careful explanation of the disciplinary action being taken will be provided by the student employment program coordinator. Upon receiving a second written warning, the student will be placed on probationary status for a minimum of two weeks and be subject to an additional evaluation.
4. **Third Written Warning.** A third written warning mandates that the student's employment opportunity for that academic year be terminated.

Appeals

A student may appeal any written warning, provided that he/she has followed all of the appropriate procedures listed above. If the student chooses to appeal a written warning, he/she is required to submit a written appeal to the student employment program coordinator within three school days of the date the written warning was issued. During the appeal process, no action will be taken against the student or the supervisor/coordinator by the college regarding related employment issues. The student employment program coordinator will review the appeal and make a decision within three school days of receipt of the appeal.

Falsification of Time Sheets

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

Community Standards

Policies and procedures listed in the Community Standards section of the Student Handbook are adhered to by the Student Employment Program. Specific policies include, but are not limited to: alcohol, anti-hazing, expectations of conduct, discrimination, equal opportunity, harassment, sexual harassment, judicial process, smoke-free campus and sexual assault. Other issues include lying, cheating, theft, participating in verbal or physical abuse of any college employee, being insubordinate, or coming to work under the influence of alcohol or drugs.

The first time a student receives a written warning for issues violating college rules, disciplinary probation will occur. The policies and procedures listed in the Community Standards section of the Student Handbook will be followed.

9 / Campus Safety

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

Office Location & Telephone

Campus Safety is located in Mott Academic Center, Room 208. Campus Safety can be contacted at the following phone numbers:

- (269) 749-7911

Emergency Phones are located in a red box at the front entrances to each residence hall, Blair Hall, Dole Hall, and Shipherd Hall. To call Campus Safety dial 7911. To call Emergency Services dial 8 then 911.

Campus Safety Services

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

- Crime prevention and safety programs
- Parking and traffic enforcement
- Criminal and non-criminal investigation
- Securing of campus buildings
- Arranging student medical transportation
- 24-hour Campus Safety escorts on campus. If on campus call 7911. Off campus 269-231-6804.
- Assistance with minor motor vehicle problems
- After-hour admittance to campus buildings for authorized students
- Event security

Off-Campus Emergency Contact Information

- Olivet City Police Department (269) 749-9961
- Eaton County Sheriff (517) 543-3510
- Eaton County Dispatcher On-campus Extension 8911
- Olivet Fire Department..... (269) 749-2371.

Calling 911

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

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

Olivet College Building Addresses

Adelphic House	213 E. Cottage St.
Alpha Lambda Epsilon House	212 S. Main St.
Alpha Phi Kappa House.....	227 College St.
Art Building	112 W. Green St.
Burrage Library	333 S. Main St.
Blair Hall	110 E. Cottage St.
Cutler Event Center	9049 S. Marshall Rd.
Dole Hall	320 S. Main St.
Elite House	412 Shipherd St.
Gillette Student Village	604 S. Main St.
Grounds Department.....	201 College St.
Gruen House	202 Yale St.
Ham House	115 Yale St.
Hance House.....	217 Yale St.
Hosford House.....	511 S. Main St.
Kappa Sigma Alpha.....	204 S. Main St.
Kirk Center	450 S. Main St.
Long Apartments	312 Yale St.
MacKay Gym	200 E. Cottage St.
Margaret Upton Conservatory of Music	502 S. Main St.
Mott Academic Center.....	400 East St.
Nu Gamma Xi House.....	502 Shipherd St.
Oak Hill Apartments.....	4740 W. Butterfield Hwy
.....	4744 W. Butterfield Hwy
.....	4748 W. Butterfield Hwy
Olivet Congregational Church.....	125 College St.
Phi Alpha Pi House.....	504 S. Main St.
Physical Plant	402 Church St.
Shipherd Hall.....	220 E. Cottage St.
Sigma Beta House	508 S. Main
Soronian House.....	123 W. Cottage St.
Storage Garage	9126 S. Marshall Rd.
Upton Gymnasium.....	210 E. Cottage St.
House.....	402 Shipherd St.
House.....	404 Shipherd St.
House (Brewer).....	510 Shipherd St.

Self-Protection

The City of Olivet and the college campus are safe places, but crime and accidents can happen any place at any time. The existence of security measures taken by Olivet College and the Campus Safety Department does not relieve individuals of their responsibility for self-protection.

Members of the college community must assume responsibility for their own personal safety as well as the security of their personal belongings. This can be enhanced by using common sense practices such as:

- Do not prop open doors to residence halls.
- Lock residence doors every time students leave their room.
- Lock doors before going to sleep.
- Lock windows that are accessible from the outside.

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

Sexual Assault

I. Overview

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

II. Prevention: Protect Yourself

A. Communication is Key

It can be difficult to discuss sexual expectations with someone— especially when it is early on in a relationship. However, everyone must take responsibility to prevent sexual misconduct. These suggestions may help you avoid potentially damaging situations:

- Get to know your partner, discuss sexual expectations before you find yourself in an intimate situation.
- Clearly communicate your desires and limits.
- Be responsible for your use of alcohol and other drugs and realize that alcohol and other drugs lower your sexual inhibitions and may make you vulnerable to someone who might seek to take advantage of an intoxicated person.
- Be assertive. Tell a sexual aggressor “NO” clearly and loudly.
- Pay attention to the nonverbal actions of you and your partner.
- Accept the decision made by your partner.
- Understand and accept that you are responsible for your behavior and choices.

B. Be Aware – Be Assertive – Trust Your Instincts

- Set your sexual limits. Decide what your limits are and how far you want to go.
- If you choose to drink, do so responsibly, and always have a trusted DSP (Designated Sober Person) with you. Discuss your boundaries and plans for the night in advance and stick with them.
- Don’t leave the party with, or accept a ride from, a person you’ve just met. Trust your instincts. If someone or something doesn’t feel right there is probably a reason.

C. Responsibilities for Initiators of Sexual Activity

If you find yourself in the position of being the initiator of sexual activity, you owe sexual respect to your potential partner; these suggestions may help you do this:

- Clearly communicate your intentions to your sexual partner and give him or her a chance to clearly relate his or her intentions to you.
- Mixed messages from your partner should be an indication that better communication is necessary before activities progress. You need to respect the timeline with which your partner is comfortable.
- Do not take advantage of someone’s intoxicated state, regardless of how they became intoxicated.
- Understand that consent to some forms of sexual activity does not necessarily imply consent to other forms of sexual activity.

- Silence and passivity cannot be interpreted as indications of consent. Read your potential partner carefully, paying attention to verbal and nonverbal communication.

Note: Sex with an intoxicated person can be legally interpreted as sexual assault in the State of Michigan (see “Consent” below).

III. Definition of Terms

Sexual Misconduct

Sexual Misconduct is any sexual act that takes place without effective consent. Consent is not effective in cases where age, intoxication, mental status, incapacitation, etc. prevent a person from knowing the fact, nature, and extent of the sexual situation, or where a person has been compelled through coercion, threats, intimidation, fraud, or force. (For more information, see “Consent” below.) Sexual Misconduct includes but is not limited to the following: Rape is any sexual penetration (anal, oral or vaginal), however slight, with any object, by any person, without consent. Sexual assault is any sexual touching, however slight, with any object or by any person, without consent. Sexual harassment is defined in the “Sexual Harassment” section of this document. Sexual harassment is a Title IX offence.

Consent

- Consent is an informed, knowing, and voluntary mutually understandable willingness to do the same thing, at the same time, at the same place, in the same way, with one another.
- Consent is a process, which must be asked for every step of the way; if you want to move to the next level of sexual intimacy, just ask.
- Consent is never implied and cannot be assumed, even in the context of a relationship. Just because you are in a relationship does not mean that you have permission to have sex with your partner.
- The fact that you were intoxicated is not a legal defense to rape. “But I was drunk,” is not a legitimate excuse. A person who is intoxicated cannot legally give consent. If you’re too drunk to make decisions and communicate with your partner, you’re too drunk to consent.
- The absence of a “no” doesn’t mean “yes.” Submission due to coercion or intimidation is not real consent.
- If a person resists to the point where additional resistance would be futile or until his/her resistance is forcibly overcome, submission thereafter is not consent.
- There must be a choice between engaging or not engaging in sexual activity.
- It is the responsibility of the initiator of the sexual activity, or the person who wants to engage in the specific sexual activity, to make sure that he or she has consent from his/her partner(s).
- Communication, respect, and honesty make sex and relationships better.

Olivet College Sexual Assault Policy

I. What You Can Do Following a Sexual Assault

A. Get to a Place of Safety

Leave the location of the incident, go to some place you feel safe. You may wish to contact a close friend or family member to assist you.

B. Report the Incident to an RA, Hall Director, or Campus Safety

RAs and Hall Directors will file an incident report and alert Campus Safety. Your well-being is important to us. We are here to assist you during this difficult time. Campus Safety will take a report and notify local law enforcement. Law enforcement will take a report. At any point you are free to tell law enforcement you do not wish to speak with them or file a complaint.

C. Obtain Medical Treatment

A person who has experienced a sexual assault is encouraged to seek medical attention to test for STDs and pregnancy, as well as for collection of medical/legal evidence. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution or civil action. To maximize the efficacy of the evidence collected the exam should take place within 72 hours after the sexual assault has occurred. Partial evidence may be collected up to 120 hours after the assault. To help preserve evidence, it is important that victims do not douche, shower or bathe. Clothing may be placed in a paper bag to be taken to the exam. Hall Directors on duty are available to transport survivors to the exam. Medical facilities are listed under Community Resources below.

D. Meet with the Dean of Student Life

The Dean of Student Life or his/her designee will contact you to ensure you are safe, medical needs have been addressed, you have been informed of the college policies and procedures governing the offense, options under the law and other factors that may be of concern.

E. Proceed with a Judicial Hearing

Refer to the section “Judicial Hearing” of this Handbook.

F. Seek Counseling

Sexual assault is a traumatic experience and professional help can assist with the healing process. One way for the survivor of sexual assault to remain in control is to report the assault to a confidential counselor where no action will be taken without the survivor’s consent, unless required by law.

Olivet College Abbot Road Counseling Service. Call the Office of Student Life to schedule an appointment at Ext. 7607

Sexual Assault Services of Calhoun County. All services are free of charge
Crisis Line 1-888-383-2192
Office: 269 -245-3925

G. Proceed with a Criminal Suit

The police report will be reviewed by the Prosecuting Attorney’s Office. Once the Prosecutor’s Office reviews the evidence a determination on whether or not to proceed with the case will be made. The survivor will have the option of pressing charges and proceeding with a criminal case. All services from the Prosecuting Attorney’s Office are free of charge.

II. Proceed with a Civil Suit

Survivors may decide to proceed with a civil law suit against the assailant. A civil attorney may be obtained by the survivor.

III. Campus and Community Resources

Campus Safety Ext. 7911

Betsy Dole Women’s Resource Center Ext. 6638
Hours: Monday – Friday 8:00 a.m. – 4:30 p.m.

Abbott Road Counseling Service

Call the Office of Student Life to schedule an appointment. Ext. 7607

To Report Anonymously:

myOlivet web page for Anonymous Reporting

Go to myOlivet, Click on Student Life, Click on the left side Campus Safety Folder, then you will find the incident reporting on the right of that page -

https://my.olivetcollege.edu/ICS/Campus_Life/Campus_Safety/

While filling out the report you will have the option to make it anonymous.

Sexual Assault Services of Calhoun County

Medical and counseling services are free of charge
(Sexual Assault Nurse Examiners – S.A.N.E.)
24 hour Crisis Line 1-888-383-2192
Office: 269-245-3925

Listening Ear - 24 Hour Help Line

1-517-337-1717

IV. Amnesty Policy

In cases where an individual wishes to report a sexual assault he/she is not subject to judicial action for underage possession or consumption of alcohol.

V. Confidentiality

Olivet College will preserve student confidentiality to the extent possible and allowed by law. An individual can speak confidentially with certain persons in legally protected roles at Olivet College including counselors and clergy. Procedures for handling sexual assault violations are processed through the Office of Student Life. All information regarding an incident is absolutely confidential and details are not released to other employees or students. Family Educational Rights and Privacy Act (FERPA) prohibits the disclosure of conduct records to any third party without written permission from the student(s) involved. However, parents or guardians will be contacted in cases in which minors (under age 18) are involved in incidents of sexual assault.

VI. Summary of the Michigan Criminal Sexual Conduct (CSC) Statute

To review the statute in its entirety, see Appendix A.

CSC First Degree (Felony): Sexual assault involving penetration using a weapon, coercion, physical force and/or physical violence.

CSC Second Degree (Felony): Sexual assault without penetration, using a weapon, coercion, physical force and/or physical violence.

CSC Third Degree (Felony): Sexual assault involving penetration, but to a lesser degree of force and coercion.

CSC Fourth Degree (Misdemeanor): Sexual assault involving touching of specific body parts such as the breast, genitals or buttocks.

Important Features of the Michigan CSC Statute

- The victim does not need to prove that he/she physically resisted during the assault. Sexual assault is defined by the actions of the abuser.

- During a trial the victim's sexual history cannot be brought into the case.
- It is against the law to have sexual contact with someone who is incapacitated (drunk, drugged, unconscious, or asleep) because they cannot give consent.

VII. Disciplinary Sanctions

Any student found responsible by the College Judicial system or by the Legal System for committing sexual assault as defined under Michigan's Criminal Sexual Conduct (CSC) statute will face sanctions ranging from suspension to expulsion depending on the severity of the incident and taking into account any previous disciplinary infractions. To review a summary of College actions based on the Michigan Criminal Sexual Conduct statute, see below.

CSC 1st, 2nd and 3rd Degree (Felonies) – Expulsion

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

CSC 4th Degree (Misdemeanor) – Suspension

Suspension from the college involves the exclusion of the student from participation in any academic or other activities of the college for a specified period of time, which may be indefinite. Student will incur a minimum fine of \$500 and will be immediately suspended for the remainder of the current semester and at least one additional semester. Prior to returning to campus readmission must be approved by the Vice President and Dean of Student Life. The student will be required to seek counseling before returning to campus. A second offense will result in expulsion. Any student accused of sexual assault will face an interim suspension pending a judicial hearing. For details on interim suspension see page 6 of this handbook.

Survivor Rights

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators;
- The right to have others present, (in support or advisory roles), during a campus disciplinary hearing;
- The right not to have prior sexual history admitted as evidence in a campus hearing;
- The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual assault, usually within 24 hours of the end of the judicial hearing;
- The right to be informed by college officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
 - Change of an on-campus student's housing to a different on-campus location;
 - Assistance from College support staff in completing the relocation
 - Arranging to dissolve a housing contract and pro-rating a refund
 - Exam (paper, assignment) rescheduling
 - Taking an incomplete in a class

- Transferring class sections
- Temporary withdrawal
- Alternative course completion options
- The right to make a victim-impact statement at the campus judicial proceeding and to have that statement considered by the board in determining its sanction;
- The right to a campus no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the complaining student or others
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by Campus Safety
- The right to appeal the finding and sanction of the judicial body, in accordance with the standards for appeal established by the institution
- The right to preservation of confidentiality, to the extent possible and allowed by law
- The right to bring a victim advocate or advisor to all phases of the investigation and campus judicial proceeding. Both the accused and accuser may have an individual of their choice present to give advice and support. This individual may only provide support and counsel to the student and may not actively participate in the hearing, unless clarification is needed, as determined by the hearing officer or panel.
- The right to present relevant witnesses to the campus judicial body, including expert witnesses
- The right to be fully informed of campus judicial rules and procedures as well as the nature and extent of all alleged violations contained within the complaint
- The right to be present for all testimony given and evidence presented before the judicial body
- The right to have complaints heard by judicial officers who have received annual sexual misconduct adjudication training
- The right to be informed in advance of any public release of information regarding the complaint
- The right not to have released to the public any personal information about the complainant, without his or her consent

Accused Rights

The accused student has similar rights to the victim with respect to due process and fair treatment. The College will provide a timely and thorough investigation, and will treat the accused with respect before, during, and after the student conduct process. Students accused of sexual assault are entitled to fairness no matter what disciplinary process is used. Students should contact the Office of Student Life for detailed information regarding the selected process. If a Judicial Board Hearing occurs, procedural requirements are not as formal as those in civil courts of law. A student involved in a sexual assault investigation has the following rights:

- The student has the right to receive a written description of the alleged charges against him/her and a notice of the hearing.
- The student has the right to be present throughout the hearing but not during the deliberation of the hearing officer or Judicial Board.
- The student has the right to remain silent (i.e. not to testify against oneself), but must understand that if silence is maintained, the case will be determined on the evidence presented.
- The student has the right to respond to the charges against him/her.
- The student has the right to hear all of the information presented and to question witnesses who testify at the hearing.
- The student has the right to present pertinent evidence and witnesses to substantiate his/her case.
- The student has the right to be assisted in all matters within the college disciplinary system by a member of the college community or by a student advocate. The advisor or student advocate role is to help a student prepare a case, but not to present it.
- Both the accused and accuser may have an individual of their choice present to give advice and support. This individual may only provide support and counsel to the student and may not actively participate in the hearing, unless clarification is needed, as determined by the hearing officer or panel.

- The student has the right to request an appeal, if their case meets the qualifications of disciplinary action taken against him/her. The accused in a sexual assault case will have the opportunity to fully provide his/her side to the investigator. If there is evidence of false accusation that will be considered in the investigation and the investigators analysis of the evidence will be provided in a written report upon completion of the investigation. The Student Handbook states that no person shall knowingly furnish false, forged, fictitious or misleading information whether conveyed orally, electronically or otherwise to any Safety Officer or College Official. No person shall knowingly make or furnish to any Safety Officer or College Official any fictitious report of the commission of a violation of any student handbook codes, federal or state law or local ordinance. Minimum fine is \$500 and possible suspension

Information on Rape Trauma Syndrome

Rape Trauma Syndrome is a stress reaction, resulting from either a completed or attempted sexual assault. Not all the reactions encompassed by RTS are experienced by each survivor; rather, RTS represents a range of possible reactions. RTS reactions vary from person to person. RTS has two major phases: the immediate or acute phase, in which the survivor's lifestyle is completely disrupted, and the long-term phase, in which the survivor must reorganize this disrupted lifestyle. Characteristics of the first phase include anger, confusion, shock, disbelief, fear, shame, guilt, lack of self-esteem, and flashbacks to the incident. The long-term phase may be characterized by difficulty in concentrating, sleeping and eating pattern disturbances, inability to trust, anxiety and mood swings, and continued flashbacks.

How to Help a Friend Who Has Been Sexually Assaulted

- Listen and believe.
- Reinforce that the assault was not her/his fault.
- Validate her/his experience.
- Be supportive and try to remain calm.
- Allow the survivor to offer or not offer details of the assault. Don't pry.
- Understand that she/he might not want to be touched.
- Don't gossip. Keep all information confidential.

Anonymous Incident Reporting

Anyone can file an anonymous report at any time. You can call 269-749-7142 and leave a message or you can log on to myOlivet under the Student Life tab, https://my.olivetcollege.edu/ICS/Campus_Life/. On myOlivet you may fill out and submit the form.

Bias Incident Reporting

Bias incidents are instances of verbal or non-verbal conduct or behavior that is threatening, harassing, intimidating, discriminatory, or hostile and is based on a category protected under the Olivet College Discriminatory Harassment Policy (DHP) such as a person's age, color, disability status, gender, gender identity, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight. However, because the expression of an idea or point of view may be offensive or inflammatory to some, it is not necessarily a bias-related incident or a discriminatory act, under the DHP. Olivet College values freedom of expression and the open exchange of ideas and, in particular, the expression of controversial ideas and differing views that is a vital part of the college discourse. A bias incident that is not an act of discrimination or harassment prohibited under the DHP may only be

recorded for internal monitoring purposes in order to target resources and support to specific areas within the college.

A bias incident is defined more broadly than an act of discrimination. Not all bias incidents are considered prohibited discrimination or harassment under the Olivet College Discriminatory Harassment Policy. An act of discrimination generally is defined as an adverse action taken based on a category protected by the Policy. An act of harassment, generally, is defined as unwelcome behavior, based on a category protected by the Policy that is severe, persistent or pervasive. A “hate crime” is a term used to describe a bias incident that also constitutes a criminal act. Under Michigan criminal law, bias incidents that also constitute criminal acts are made unlawful under Michigan’s “Ethnic Intimidation” law. To report a Bias Incident, call Campus Safety at 269-749-7911.

National Crime Victimization Survey

In about half of hate crimes, the victim was threatened verbally or assaulted without either a weapon or an injury being involved. Most likely to be offenders were men (79%) and strangers (51%). Two thirds of violent hate victimizations involved a lone offender. The definition also encompasses crime incidents in which the offender perceives the victim as belonging to or associated with a group largely identified by one of these characteristics. The NCVS definition requires that the corroborating evidence of hate motivation must be present at the incident:

- the offender used derogatory language,
- the offender left hate symbols, or
- the police confirmed that a hate crime had taken place.

Almost all bias crime victims cited offenders’ remarks as evidence for classifying the offense as a hate crime. Victims of hate crimes know the crime they experienced was hate related because offenders made fun of them, made negative comments, used slang, hurtful words, or abusive language. About 99% of victims encountered hate-related language, irrespective of the offenders’ motives.

A strength of the NCVS is the information provided by victims on their interactions with police after the crime. Victims who reported hate crimes to police wanted to punish the offender and prevent further crimes. Victims of hate crime reported their experience to police for a number of reasons. Among those who called the police, about 35% said they notified police to get the offender, that is, to prevent the offender from committing further offenses, to punish the offender, or to catch the offender. About 33% of those reporting hate crime said they reported the incident to get help; they were trying to stop and prevent the incident from happening; or they needed help because of an injury or other problem. About 23% wanted to let the police know about the crime to either improve police surveillance or perform their civic duty. Young people reported hate crime victimization at rates higher than those of older persons. Among victims of hate crimes, half of both whites and blacks and three-quarters of those identified as Asian or American Indian said they were victimized because of their race. Three quarters of Hispanic victims of hate crimes said they were victimized because of their ethnicity. A third of hate crime victims 20 or younger and a quarter of those 21 and older said they were selected as victims because of the people with whom they associated. Hate crime offenders generally acted alone and were strangers to their victim.

Incident Reporting

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

Statistical Reporting

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

Sex Offender Registry

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

Campus Sex Crimes Prevention Act Sex Offender Status at an Institution of Higher Learning

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

Persons Required to Report

If a convicted sex offender is employed or attends an institution of higher learning and it requires him/her to be on campus for 14 consecutive days or 30 or more total days in a calendar year, he/she must report that status to the local police department. An institution of higher learning is defined as a public or private community college, college or university, or public or private trade, vocational or occupational school. A convicted sex offender shall include all full and part-time employees and/or students, contractual providers, employees of contractual providers and volunteers.

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

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

10 / Wellness Services

Olivet College is committed to helping our students meet their physical and mental health needs. We encourage students to seek treatment with the provider of their choice. If a student desires medical care they have the option to contact the providers below:

- **Oaklawn Medical Group** (269) -749- 2131, 202 N Main St, Olivet, MI 49076, located three blocks from campus. We encourage students to seek treatment with the provider of their choice.
- **Abbott Road Center for the Family** (517) -351-2590, 200 Woodland Pass, East Lansing, MI 48823. Abbott Road Center for the Family offers mental health services. If you need assistance making an appointment, please contact the Office of Student Life. We encourage students to seek treatment with the provider of their choice

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

Students may choose to see their own primary care physician or counselor. Students are responsible for following their Doctors instructions. Olivet College and its employees are not responsible for administering, storing, managing, or providing any medication. All student-athletes must have proof of medical insurance and a physical examination prior to being allowed to practice or compete within the intercollegiate athletic program. Please contact the Athletic Department for more details.

Psychological & Medical Emergencies

A student who is believed to be an immediate life threatening danger to himself/herself, or an immediate life threatening danger to others, due to psychological and/or medical difficulties, will be required to obtain a professional evaluation and treatment. Failure to comply with this requirement can result in contact with parents of dependent students, disciplinary action, or mandatory withdrawal from the college. Return, and continued stay, at Olivet College is dependent upon signing a specific no-harm contract, and providing proof of a professional examination that clears the student to return to Olivet College. They will not be able to return to Olivet College until their medical provider approves them to do so.

Students should call the Office of Student Life at 269-749-7607 to set up an appointment with the Vice President of Student Life or their designee for follow up. Students must follow all recommendations from their health care provider. They understand that failure to meet any of these obligations, including attending ALL health care appointments, will result in medical leave from Olivet College. **All costs accrued due to medical and or safety reasons are the responsibility of the student.**

11 / Student Organizations & Activities

All clubs and organizations are bound to rules and regulations in the Student Handbook. If found in non-compliance of the Student Handbook, the club/student organization will be subject to sanctions. The following are guidelines by which the membership and status of student organizations will be determined.

Membership

Membership in active status clubs, organizations and Greek societies will be limited to enrolled students of Olivet College, in good academic standing with a cumulative grade point average (CGPA) of 2.0 or higher, and only members of the college faculty and staff can participate as advisors and honorary members. Students are not allowed to be honorary members of any Greek society. For example, non-members are not allowed to participate in step shows, pledging games and/or any event for that society. To join a Greek society, a student must have earned 12 credit hours at Olivet College or have transferred with a minimum of 12 credit hours from another college or university, be currently enrolled in a minimum of 12 credit hours, have a minimum CGPA of 2.0 and previous semester GPA of 2.0 and be in good disciplinary standing with the College. Executive board members of clubs, organizations, and Greek societies must maintain a 2.5 CGPA. In accordance with Olivet College policies and procedures, no club, organization or Greek society may discriminate on the basis of age, race, gender, sexual orientation, religion, handicap or disability, marital status, life-style or national origin (provided that the Greek societies may have gender-restricted membership). Student Government attendance is required to maintain active status as a club and organization/Greek society on campus. Each club and organization/Greek society must have one representative present a minimum of one meeting per month. All Greek houses are required to submit a list of students living in their Greek house each semester. This list is due to the Housing Coordinator by the end of drop and add. Failure to submit this list will result in all Greek organization activities for that house being postponed or canceled until the list has been submitted.

Constitutions, By-Laws or Policy Manual

Each club, organization or Greek society shall operate according to a constitution, by-laws or policy manual. Each is required to submit or resubmit their constitution, by-laws or policy manual on the fifth Tuesday of the fall semester. In the spring semester, unless there were any updates to a club's constitution, by-laws or policy manual, only an updated student organization membership must be submitted by the fifth Tuesday of the spring semester. If you have any questions, please contact Student Activities.

Advisors

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

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

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

Registration

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

Active Status

- An organization with an active status maintains a membership of at least eight students in good academic standing. Only with a membership of at least eight will the organization be eligible for a budget from the SGA.
- An organization with active status is one that enjoys the benefits of scheduling and presenting programs for the campus community and may use the college facilities, services, funding and personnel.
- All organizations and societies MUST attend SGA meetings to be considered active.
- It is the responsibility of each club, organization or Greek society to submit any changes in officers, advisors or members, and revisions to their constitution, by-laws or policy manual to MyOlivet portal and the Office of Student Life within two weeks of the changes in order to maintain active status.

Probation & Suspension of Active Status

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

Inactive Status

An organization with an inactive status is one that may not enjoy the benefits of scheduling and presenting programs for the campus community, and may not use college facilities, property, services, funding or personnel. An inactive organization has either fallen below the minimum amount of 8 members in good academic standing, or failed to turn in all required membership forms, has missed more than one SGA general session meeting, has been found in violation of the college's Community Standards, or has failed to follow local, state, and federal laws. An inactive organization will lose all of its budgetary privileges, (changed due to an SGA vote in spring of 2011).

New Student Organizations

Any new student organization must be approved by the directors of Student Activities and-SGA before it becomes active. All new organizations must follow the registration guidelines and procedures as discussed above (see "Registration").

Assembly

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

Club & Organization Fire Code

In accordance with the Fire Alarms & Drills section of the Student Handbook:

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

Collection Boxes & Containers

Any student club or organization wishing to have a collection box/container must get approval from the Office of Student Life before placing the box/container on campus. The box/container must include the club or organization's name and the person responsible for the collection of the items. Name and contact number, must be clearly posted along with the beginning and end date for the event.

Event Set-up & Support/Use of College Vehicles

Student organizations and employee groups that require event set-up, maintenance, technical equipment, college vehicles, etc., may request support on the Great Chart Scheduling Request Form. Any fees or charges will be charged to the student group. Recognized student organizations wishing to request services utilizing organizational SGA budgets must pick up a College Vehicle Request Form from the Office of Student Life and fill it out completely, including pricing information from the office receiving the request, and obtain all required signatures. The College Vehicle Request Form must be returned to the SGA office. The Office of Student Life or SGA will then make the request through the conference & events office the director of conferences & events will send the set up requests to the Physical Plant via a weekly report. The Physical Plant will not take requests directly from a student organization. **Special Note** Organizations will be fined for damages to equipment and facilities that occur during their events/activities. The Olivet Congregational Church, conservatory, and library, have additional requirements and must be approved by the Office of Student Life. It is also important to read and adhere to the new policy on use of college vehicles. This policy is to be followed in conjunction with the SGA policy.

Facility Reservations

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

Food Service Requests

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

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

Scheduling of Activities, Events or Fundraisers

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

Supply Purchases

Student organizations and employee groups may purchase supplies from the Olivet College Bookstore. Any organization or individual must request funds through SGA via the SGA Grant Proposal Form on MyOlivet. It is in the best interest of the group to hand in SGA Grant Proposal Form as far ahead of time as possible to insure that the monies are available. This shall be done in the same manner as described under Food Service Requests. The Olivet College Bookstore will not take supply purchase requests directly from a club or organization for purchases utilizing organizational SGA budgets.

Registered Parties

A "registered party" is defined as a party where alcohol may be consumed by students of legal drinking age. A "closed party" is defined as a party between two Greek societies that is closed to independent students and other Greek students. A gathering is considered a "party" where no alcohol is present, which can be registered with the Office of Student Life when there are more than five non-members of an organization. All unauthorized parties will be terminated if reported to or discovered by Campus Safety or an Olivet College official. An announcement of the party may not occur prior to approval by the Office of Student Life. Parties may only be held when the college is open, no parties may be held before the official start of the academic year or during the last 2 weeks of each semester.

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

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

Mandatory Alcohol Education

If a Greek society, student club or organization would like to host a registered party on campus, **all of the members of that society, club or organization must complete the AlcoholEdu online program by the designated date in the first semester of each academic year.** AlcoholEdu is a two-part online alcohol awareness program. The entire online program must be completed by the date established each year by the Office of Student Life. See the procedure for this mandatory program under the Alcohol & Drug Policies section of the Student Handbook.

Procedure for Approval of a Registered Party

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

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

8. Registered parties may only be held on Fridays or Saturdays and the parties must conclude by 2 a.m. (meaning all nonmembers must have vacated the location and the only activity happening is clean-up).
9. The distribution of alcohol must cease by 1:30 a.m.
10. Prior to any registered parties, students must contact the local fire department to determine the capacity of the host house. This number must be posted in a prominent place and a copy must be given to the Office of Student Life.
11. Any donations solicited at these parties are not permitted at the door. Donations are not mandatory.
12. All bonfires must have a permit from the city of Olivet. Olivet City Hall, (269) 749-4961, is open until 5 p.m. The free permit is good for three days. After receiving the permit from City Hall you must give a copy of the permit to Campus Safety; email Campus Safety the permit number 24 hours in advance and put in the great chart at least 24 hours before you have the bonfire. The host of the bonfire must also have a copy of the permit on the premises available to show the Police if asked. Failure to register your bonfire with Campus Safety will result in a \$100 fine.

Check-in Station

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

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

Any college recognized club or organization that is suspected of hosting an unregistered party and refuse to cooperate with an official college inquiry will become inactive pending the investigation. Repeated refusals to cooperate may result in long term inactivation. No parties of any kind are allowed until the official start of the academic year. Additionally, during any times the college is closed for a holiday or other official breaks (fall break, spring break, summer break, etc.) no parties may be held.

Alcohol Policy Sanctions

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

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

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

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

Hazing Prohibited

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

Michigan Hazing Law *(excerpts from the Michigan Penal Code)*

1. Except as provided in subsection (4), a person who attends, is employed by, or is a volunteer of an educational institution shall not engage in or participate in the hazing of an individual.
2. A person who violates subsection (1) is guilty of a crime punishable as follows: a. If the violation results in physical injury, the person is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$1,000, or both. b. If the violation results in serious impairment of a body function, the person is guilty of a felony punishable by imprisonment for not more than five years or a fine of not more than \$2,500, or both. c. If the violation results in death, the person is guilty of a felony punishable by imprisonment for not more than 15 years or a fine of not more than \$10,000, or both.
3. A criminal penalty provided for under this section may be imposed in addition to any penalty that may be imposed for any other criminal offense arising from the same conduct.
4. This section does not apply to an individual who is the subject of the hazing, regardless of whether the individual voluntarily allowed himself/herself to be hazed.
5. This section does not apply to an activity that is normal and customary in an athletic, physical education, military training or similar program sanctioned by the educational institution.

6. It is not a defense to a prosecution for a crime under this section that the individual against whom the hazing was directed consented to or acquiesced in the hazing.
7. As used in this section:
 - a. “Educational institution” means a public or private school that is a middle school, junior high school, high school, vocational school, college or university located in this state.
 - b. “Hazing” means an intentional, knowing or reckless act by a person acting alone or with others that is directed against an individual and that the person knew, or should have known, endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Subject to subsection 5 hazing includes any of the following that is done for such a purpose:
 - i. Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity.
 - ii. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space or calisthenics that subject the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
 - iii. Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
 - iv. Activity that induces, causes or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
 - c. “Organization” means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team or similar group whose members are primarily students at an educational institution.
 - d. “Pledge” means an individual who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in any organization.
 - e. “Pledging” means any action or activity related to becoming a member of an organization.
 - f. “Serious impairment of a body function” means that term as defined in section 479a.
8. This section shall be known and may be cited as “Garret’s Law.” History: Add. 2004, Act 111, Eff. Aug. 18, 2004.

Student Government Association (SGA)

The Student Government Association (SGA) represents and provides services to students at Olivet College. The following is a list of services which the SGA may provide to recognized student clubs, organizations and Greek societies per approval from an advisor. All student clubs, organizations and Greek societies must maintain recognition/status with SGA in order to utilize many of the below-listed services. Contact SGA in Mott 212A.

SGA Grants

Olivet College's Student Government Association (SGA) has enacted a \$20 per semester per student fee that will be used for various projects for the betterment of Olivet College and/or the Olivet Community. The following information details how funds may be allocated, used, and spent. This is a student effort to improve concerns, issues, or further educational experiences at Olivet College. Usage of the Olivet College SGA fund will be 100% controlled by the student body.

To request a grant from SGA, you must use the "SGA Grant Proposal Form" found on MyOlivet portal. Please keep in mind that for large (greater than \$300), capital projects, allow at least 30 days for review, approval, and distribution of funds. These grant requests must also be presented before the General Session prior to a vote taking place. A representative for the grant must be present to speak on and answer any questions relevant to the grant request. For all other projects, allow at least 14 days for review, approval, and distribution of funds. For all projects, the SGA Grant Proposal Form **MUST** be submitted at least two weeks prior to a SGA General Session meeting **AND** sent electronically to studentgovernment@olivetcollege.edu.

Grant Distribution Guidelines

Impartiality Rule. SGA Executive Board members cannot vote or participate in voting discussions on proposals submitted by either themselves, or a club or organization in which they are a member.

Usage

1. Funds are to be allocated on a distribution basis for approved projects consistent with the following priorities:
 - a. Established programs that are institutionally supported and recognized. These are generally collaborative programs sponsored by student organizations and College departments designed to benefit the campus community.
 - b. A program and/or project which is educational in nature and is open and intended to be of service to the entire campus community.
 - c. Non-educational programs or projects that are available to the entire campus community.
 - d. Travel for competitions against students and/or teams from other institutions.
 - e. Retreats, workshops and educational presentations that are institutionally supported and recognized may be considered.

Eligibility

2. Only registered students and organizations in good standing will be able to request funds.
3. The requester(s) are responsible for preparing realistic and objective requests which are in compliance with the policies and guidelines of Olivet College.

Restrictions

4. Restrictions/Limitations:
 - a. Co-sponsored Programs. Co-sponsorship of programs and activities is encouraged, but is not required. Each organization involved will include in its request, information regarding the nature of involvement

and amounts of funds to be contributed by others. It must be clear to the committee that more than one organization has requested money for the same event.

- b. Political Programs and Activities. Organizations will not be provided funding to support, in whole or part, the campaign of an individual candidate for political office. Elements of politically oriented programs which are educational in nature will be considered by the committee.
- c. Off-Campus Travel. Expenses will be limited to reimbursement for registration fees, lodging and transportation. (Food will not be covered)
- d. Alcohol. The purchase of alcoholic beverages is strictly prohibited.
- e. Fundraising Events. Fundraising events will not be funded unless the sponsoring organization(s) can show that it will not benefit financially from the event or program and that the event will benefit the College.
- f. Personal Financial Gain. Organizations will not be funded for programs and activities which result in personal financial gain for individual members.

Application Process

5. An organization must have a consensus from the group, and approval from their advisor, on issues for which they are requesting funds.
6. The organization (most likely the President and Treasurer) will work together to create a proposal which will consist of the following:
 - a. Detailed reason for request
 - b. Detailed explanation of how money will be used
 - c. Explanation of how the request will benefit the group and the college as a whole
 - d. Signature from advisor(s), all executive board members, and from 90% of the group.

Submitting Process

7. Proposals must be submitted to SGA two weeks prior to a general session SGA meeting and will be approved on a monthly basis.
8. Proposals must be submitted in hard copy as well as electronically to studentgovernment@olivetcollege.edu prior to the deadline.
9. SGA will put all completed proposals on the agenda to be voted on by general session attendees
 - a. SGA will announce to the student body which proposals will be voted on at the upcoming meeting
 - b. All attendees will be able to give suggestions and feed back to assist the SGA Board when voting.
10. SGA may approve or disapprove, in total or in part, any request for funds. The committee reserves the right to make exceptions to the guidelines if the organization can demonstrate extraordinary circumstances which would justify an exception. Any exception must be well documented.

Follow Up

11. After the program or use for the money has passed, recipient will report in a timely manner (no more than two weeks) to SGA to explain how the money was used and how it will benefit themselves and Olivet College.
 - a. Individual will also be responsible for addressing how the request falls in line with the Olivet College Compact on a form provided.
 - b. Individual will need to have documented proof of where the money went to.
12. Fraudulent claims may result in judicial action and/or additional fines

Greek Societies

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

Alpha Lambda Epsilon was founded in 1922 as a sorority. The society reorganized its membership in 1975 to admit men, thus becoming the first co-educational literary/social society in the nation. The society motto is Bear Well the Torch. Alpha Lambda Epsilon is the cousin organization to Kappa Sigma Alpha. Advisors: Art Williams, ext. 7246, email: awilliams@olivetcollege.edu; Diane Kirkham, ext. 7437: dkirkham@olivetcollege.edu

Alpha Phi Kappa was established in 1997 to promote better understanding between cultures and endorse brotherhood among its membership. Advisor: Brent Cork, ext. 6648: bcork@olivetcollege.edu

Alpha Xi Omega, also known as “Elite,” was founded as a club in the 1970s and became a society during the 1995 fall semester. Elite works to create a better understanding among all students at Olivet in the areas of diversity and multicultural awareness. Advisors: Larry Smith, ext.7750, email: lsmith@olivetcollege.edu; Sylvia Burkett, ext. 6699, email: sburkett@olivetcollege.edu

Eta Psi Kappa was established in 2000 to promote unity of all women on campus. The society motto is The Righteous Endure till Judgment. Advisor: Charlie Wilson, ext. 6648: cwilson@olivetcollege.edu

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

Mu Omega Pi was established in 2001 to assist young men in growth and development through leadership, brotherhood and spirituality. Their motto is Upholding the Standards of Perfection. Advisor: Joanne Williams, ext. 6630, e-mail: jwilliams@olivetcollege.edu

Nu Gamma Xi was founded in 1997 by 12 women. Their purpose is to promote unity, sisterhood and high academic standards among women with similar interests. They are the sisters of Alpha Xi Omega. Advisor: Richard Leham, ext. 4168, email: Rleham@olivetcollege.edu

Phi Alpha Pi was founded in 1847 and is the oldest society on the Olivet College campus. In 1861, Phi Alpha Pi became a literary society. The fraternity motto is Progress, Truth and Friendship. The fraternity is the brother organization to Soronian. Advisors: Bill Maas, ext. 7567, email: bmaas@olivetcollege.edu; Mike Oyster, ext. 7610, email: moyster@olivetcollege.edu

Sigma Beta was founded in 1907 by three Olivet College women as a literary society. The house was completed in 1963. Their motto is Friends of the Best. Sigma Beta is the sister society to Adelphic Alpha Pi. Advisors: Dustin Byrd, ext. 7382, email: dbyrd@olivetcollege.edu; Kelly Collins, ext. 7738 email: kcollins@olivetcollege.edu

Soronian, also known as the Iota Kappa Omicron society, was founded in 1847. It is the oldest collegiate society in the continental United States. The sorority motto is Strong in Love, Firm in Right. It is the sister organization to Phi Alpha Pi. Advisors: Phil Reed, ext. 7142, email: preed@olivetcollege.edu; Maria Vanarman, ext. 7721, email: mvanarman@olivetcollege.edu

Professional & Honor Societies

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

Alpha Psi Sigma is the honor society for criminal justice majors. Advisors: Phil Reed, ext. 7142, email: preed@olivetcollege.edu. Regina Armstrong, ext. 7710, email: rarmstrong@olivetcollege.edu. Mike Sherzer, ext. 7537, email: msherzer@olivetcollege.edu

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

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

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

Phi Beta Lambda is the honor society for business majors and minors. Advisor: Michael Oyster, ext. 7610, email: moyster@olivetcollege.edu

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

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

Sigma Tau Delta is the honor society for English majors. Advisor: Kirk Henershott-Kraetzer, ext. 7621, email: khendershott@olivetcollege.edu

Sigma Zeta is a national undergraduate honor society to encourage and foster scholarly activity and recognize academic scholarship in the natural and computer sciences and mathematics. Advisor: Ross Bohms, Ext. 7135, Email: rboms@olivetcollege.edu

Co-Curricular Student Organizations

Accounting Student Organization – Advisor: Renee Smith. Ext. 6645, Email: rsmith@olivetcollege.edu

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

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

Association of Women in Mathematics – The purpose of the Association for Women in Mathematics (AWM) is to encourage women and girls to study and to have active careers in the mathematical sciences, and to promote equal opportunity and the equal treatment of women and girls in the mathematical sciences. Advisor: Janine Peters. Ext. 7659, Email: jpeters@olivetcollege.edu

The Olivet College Barbell Club is for individuals that wants to get serious about weightlifting and want to learn how to lift weights correctly. Adisors: Nick Juday, ext. 7269, email: njuday@olivetcollege.edu

The Black Student Union was started in 1994 to allow students to be more cohesive in dealing with their peers as well as the campus as a whole. The Black Student Union sponsors activities and programs that broaden the social environment of the college. Advisor: Jason Meadows, ext. 7172, email: jmeadows@olivetcollege.edu

Boxing Club started to promote college and Am boxing. Advisor: Loren Partlo, contact 517-983-9359 , email: lpartlo@olivetcollege.edu

College Against Cancer was started to focus on four strategic: advocacy, cancer education, Relay For Life, and survivorship. Advisor: Diane Kirkham, ext. 7437: dkirkham@olivetcollege.edu

Computing Machinery exist in order to maintain a consistent in the realm of Computer Science for the student body of Olivet College. This includes, but is not limited to, education in programming languages and general computing knowledge's, outreach to the community in ways that give back to the community, promote a positive attitude amongst community and the student body of Olivet College toward computers and computer science. Advisor: Jason Meadows, ext 7172. Email: jmeadows@olivetcollege.edu

Disability Awareness Council is to advocate for a campus that is more accessible to student with disabilities. The organization will raise awareness for things that people in the disability community face in America and around the world. Advisor: Jason Meadows, ext 7172. Email: jmeadows@olivetcollege.edu

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

Engineering Club: The purpose of this club is to satisfy an interest within students involving engineering. Students at Olivet College can come to Engineering Club to have fun, learn, and make connections that will help them with their curriculum here at Olivet and their futures. Advisor; Marco Wiedenhoef. Ext. 7140, Email: mwiedenhoef@olivetcollege.edu

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

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

Gay Straight Alliance was established to increase awareness of sexual orientation issues in and around Olivet College and to provide a supportive and egalitarian atmosphere for members of our community, regardless of sexual orientation. Advisor: Judy Fales, ext. 7595, email: jfales@olivetcollege.edu

The Olivet College Gospel Choir is a student organization that provides a diverse opportunity to give praise through song to our Lord and Savior Jesus Christ. The choir also has additional ministries that include Prayz N'

Motion (praise dance, mime and sign ministry), Prayz (praise team), poetry, rapping, stepping, greeters and ushers. Advisor: Brent Cork, ext. 6648: bcork@olivetcollege.edu

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

The Guild was established to bring members of the student community to further enable companionships and friendships through games and activities such as, but not limited to: table top gaming, various card games (magic, The gathering, Munchkin etc.), and board games. Advisor: Jake Schuler, ext. 7694. Email: jschuler@olivetcollege.edu

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

League of Extra Ordinary Historians: To share and educate the public on the history of the College and other areas the club votes upon: Advisor: Craig Korpela, Ext. 7686, Email: ckorpela@olivetcollege.edu

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

Medical Association of Premed Student (MAPS) is dedicated to supporting current and future underrepresented minority medical students, addressing the needs of underserved communities and increasing the number of clinically excellent, culturally competent and conscious physicians. Advisor: Marcus Wasilevich, ext. 7656, email: mwasilevich@olivetcollege.edu

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

The Olivet College chapter of the NAACP was established in 2006. The NAACP strongly believes that future leaders must be developed today, and such development is ongoing in the Youth and College Division, created in 1936. Today, there are more than 30,000 young people representing 400 youth councils, high school chapters and college chapters actively involved in the civil rights movement. Youth and College Division, created in 1936. Today, there are more than 30,000 young people representing 400 youth councils, high school chapters and college chapters actively involved in the civil rights movement. The mission of the NAACP Youth and College Division is to inform youth of the problems affecting African-Americans and other racial and ethnic minorities; to advance the economical, educational, social and political status of African-Americans and other racial and ethnic minorities and their harmonious cooperation with other peoples; to stimulate an appreciation of the African Diaspora and other people of color's contribution to civilization; and to develop an intelligent and effective youth leadership. Advisor: Jason Meadows, ext. 7172, email: jmeadows@olivetcollege.edu

NAFME was established to increase interest, knowledge and productivity in all areas of music education. Advisor: Lisa Furman, ext. 7682, email: lfurman@olivetcollege.edu

The Newman Society serves Olivet College's Catholic students. We hold a Service of Holy Communion every week on campus during the regular spring and fall semesters. The Newman Society is a place to support, maintain, and grow faith in the Catholic tradition. We are affiliated with the Diocese of Lansing and the Lansing Catholic Campus Ministry Association (LCCMA). Advisor: Art Williams, ext. 7246, email: awilliams@olivetcollege.edu

NOW (National Organization of Women) Campus Affiliate Open to all campus women and men. NOW strives to educate and empower women in the areas of economic justice, women's rights, violence against women, LGBT issues, and reproduction rights. Advisor: Cynthia Noyes, ext. 7144, email: cnoyes@olivetcollege.edu

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

The Olivet College Psychology Club is dedicated to promoting the study of psychology, providing educational enrichment, promoting personal development, and providing service to the campus and community. Advisor: John Moore, email jmmore@olivetcollege.edu

Olivet College Veterans' Advocates: (This group was founded in the fall semester 2012). Advocate, promote, and support the concerns and issues of military and veteran members of the Olivet College student body. Provide a voice for military and veteran students in student councils and government and to the Olivet College administration. Advisor: Thomas Sampson, ext. 7709, Email: tsampson@olivetcollege.edu

The Residence Hall Association (RHA) is the representative voice for students in the campus residence halls. In addition, RHA is composed of a hall council in each residence halls. The members are elected at the beginning of the fall semester. These councils give a voice to each resident hall and help with the opportunity to receive from fom SGA. As a governing body, RHA seeks to provide programs and activities for the campus community, develop and implement policies and procedures pertaining to the residence hall environment, provide opportunities for discussion on college-related matters, including food-service, facilities and administrative policy. Furthermore, RHA seeks to establish relationship with non-traditional students, Greeks and the college community. While establishing strong community development and traditions, RHA provides an excellent opportunity for leadership and lasting friendships. Advisors: Jake Schuler, ext. 7694, email: jschuler@olivetcollege.edu

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

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

Student-Athlete Advisory Committee was established to follow the guidelines set forth by the NCAA, which is the college's governing body for athletics. This committee allows the college's student-athletes to have a voice in matters that pertain to them. Co-Advisors: Megan Miller, ext. 6677, email: mmiller@Olivetcollege.edu

Student Government Association (SGA) is the representative voice for the student body. It promotes the welfare, protects the rights and represents the opinions of Olivet students. Furthermore, SGA seeks to establish relationships between students, staff, faculty and administrators. Advisors: Jason Meadows, ext. 7172, email:jmeadows@olivetcollege.edu, Craig Korpela, ext. 7686, email:ckorpela@olivetcollege.edu

Sustainability is establish campus-wide recycling at Olivet and work with the faculty, students, and physical plant to maintain recycling. The organization will work to promote awareness's and practices on campus to establish a more sustainable environment. Advisor: Patrick Fields, ext. 7761, email: Pfields@olivetcollege.edu

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

United Latino Club raises awareness of the Hispanic culture. This club will consist of community service and activities that will expose students to this interesting culture. Advisor: Jason Meadows, ext. 7172, email: jmeadows@olivetcollege.edu

University Partnership Program: The University Partnership Program is a pre-professional organization dedicated to the success of its members. The UPP provides career and professional development opportunities in financial services for its members at Olivet College. Advisor: Lynda Neff, 7147, email: lneff@olivetcollege.edu

Washington Gladden Society: is a club on campus that focuses on education and volunteer work dealing with social issues like homelessness, domestic violence, and animal cruelty. Advisor: Carrie Jacob, ext. 7127, email: cjacob@olivetcollege.edu

Wheels: Our mission is to help create a bicycle friendly campus promoting a more physically and environmentally friendly campus and city. Advisor: Cynthia Noyes, ext. 7144, Email: cnoyes@olivetcollege.edu

Young Women, Strong Leaders; is a support group established to help students become productive members of the college community while promoting Christianity, diversity, character building and individual and social responsibility. Advisor: Rebeca Ortega, ext. 6622, email: rortega@olivetcollege.edu

12 / Athletics

At Olivet College, intercollegiate athletics and other recreational activities are regarded as an integral part of a liberal arts education and all students are encouraged to participate in a variety of sport opportunities.

Intercollegiate Athletic Program

A goal of Olivet College is to maintain a comprehensive men's and women's intercollegiate athletic program on a level that is consistent with the college's standing as a private liberal arts college of academic excellence. The Comets are a member of the Michigan Intercollegiate Athletic Association (MIAA), the oldest athletic conference in the nation. The men and women compete in the National Collegiate Athletic Association (NCAA) at the non-athletic scholarship Division III level. Other members of the MIAA are Adrian College, Albion College, Alma College, Calvin College, Hope College, Kalamazoo College, St. Mary's College (Ind.) and Trine University (Ind.). Contact the Athletic Department for more information.

Men's intercollegiate sports include: baseball, basketball, cross country, football, golf, lacrosse, soccer, swimming/diving, indoor and outdoor track and field, and wrestling. Women's intercollegiate sports include: basketball, cross country, golf, lacrosse, soccer, softball, swimming/diving, tennis, indoor and outdoor track, and field and volleyball.

Eligibility to Participate in Intercollegiate Athletics

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

1. **Full-time Enrollment.** All student-athletes must be enrolled full-time (a minimum of 12 semester hours) for practice and competition.
2. **Good Academic Standing/Satisfactory Academic Progress.** All student-athletes must maintain good academic standing by continuing to show satisfactory academic progress throughout their career. Academic progress for all students will be reviewed after both the fall and spring semester and also after summer school sessions are complete. Evaluations will be performed immediately following the end of each period and will be based on the student's academic transcript at the time of evaluation. This will allow a student the possibility of reinstatement of aid eligibility over summer months. The review will be completed by the Academic Performance Committee, a standing committee of Olivet College faculty members. **Acceptable academic progress toward one's degree completion is measured using two standards: minimum cumulative grade point average and academic pace.** For more detailed information regarding these standards, please see the discussion of Satisfactory Academic Progress in the Academic Catalog.

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

3. **Semester Hour Requirements by Residence Year.** In addition to the requirements to maintain good academic standing, student-athletes must also meet the following semester hour requirements:

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

Transfer work earned prior to full-time enrollment at Olivet cannot be used to meet these requirements. However, students may use transfer credit earned subsequent to full-time enrollment at Olivet College to meet the requirements of both athletic eligibility and academic pace if they have been given **prior approval** by Olivet College officials (i.e., the registrar, the student's academic advisor, and the appropriate department chair) in accordance with NCAA Bylaw 14.4.1.3. Years of residence for students who are midyear entrants run from January to January, with eligibility checked each January at the beginning of the second semester. If the student-athlete does not meet the requirements at the beginning of their year in residence, they may meet the requirements in subsequent semesters.

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

4. Additional Information Regarding Athletic Eligibility

- A. A full-time load requirement of 12 hours or more may be waived for seniors who are in their final semester of attendance and need less than a full-time load to graduate with a degree. Approval for this waiver must be granted in writing from the Office of Academic Affairs prior to its acceptance.
- B. A student has the opportunity to complete all of their eligibility during any full-time semesters (enrollment for a minimum of 12 hours) of attendance. However, under no circumstances is a student eligible for more than four years of competition in any sport at the collegiate level.
- C. If a student drops out during the academic year for legitimate reasons (e.g., medical withdrawal) they will have the opportunity to appeal the standard athletic eligibility requirements if they have continued to maintain good academic standing (credits may be prorated). Students must make this appeal to the Faculty Athletic Representatives/Eligibility Certification Officers of the college.

5. Transfer Student Eligibility

- A. In order to become immediately eligible to compete at Olivet, a transfer student who has participated (practiced and/or competed) at another institution must have been both academically and athletically eligible under the previous institution's guidelines and meet all applicable MIAA and NCAA rules and regulations.
- B. A transfer student who has NOT participated in intercollegiate athletics at his or her previous institution(s) will, in most cases, be immediately eligible at Olivet College provided he or she meets the requirements stated in Sections 1 through 4 above.

6. Requirements for Potential Student-Athletes

Any student interested in becoming a student-athlete at Olivet College must have proper paperwork filled out and on file with the Olivet College Athletic Training Department prior to beginning participation with any athletic team. The following forms must be **completely** filled out prior to participation:

1. Olivet College Physical Form (AT Form 1)
2. Health History Form (AT Form 3)
3. ADD/ADHD Form, if necessary (AT Form 2)
4. Insurance Form (AT Form 4)
5. Medical Consent/Acceptance of Risk Form (AT Form 5)
6. Release of Information Form (AT Form 6)
7. Drug Testing Consent Form (AT Form 7)
8. Copy of Current Insurance Card (front and back)
9. Eligibility Paperwork

Forms can be found online at the Olivet College Athletics website, www.OlivetComets.com. Select “Athletic Training” from the “Inside Athletics” tab on top of page. Click on “Medical Packet” at the top of the page and print off and fill out the forms in the packet. Forms can also be obtained by contacting the Athletic Training Office.

Intramural Activities

The intramural program provides competitive recreation among students. Seasonal sports include: co-ed volleyball, men’s and women’s basketball, men’s and women’s flag football, dodge ball, and various other activities. Contact the Office of Student Life for more information.

Cheerleading Program

The cheerleading program is a co-educational activity that provides students an opportunity to support the athletic team efforts in a positive, creative way. The cheerleaders are provided with uniforms and travel expenses. Contact the Athletic Department for more information.

13 / General Campus Information

Campus Mail Service

The mailroom is located in the lower level of the Kirk Center next to the Bookstore. The hours during the semester for the campus mailroom are: Monday through Friday, 9:30a.m. – 4:00 p.m. US Mail and UPS parcels can be sent and received. It is advised that students check with mailroom staff for the correct amount of postage needed for anything other than a letter-size envelope.

All registered students will be assigned a mailbox unless you make arrangements with mailroom staff to have your mail sent elsewhere. Please ask friends, family, credit card companies, magazine companies, or anyone sending you mail to address your mail as follows:

Your Full Name
Olivet College
320 S. Main Street
Olivet, MI 49076

No nicknames, room numbers, or mailbox numbers should be used. If you join a Greek society, do **NOT** use the house address.

Gillette Student Village & Oak Hill Apartments. Residents of Gillette Student Village should **NOT** use Olivet College anywhere in the address or the mail will not be delivered properly. The correct mailing address for residents of Gillette Student Village is:

GLSV

Your Full Name
604 S. Main Street, Apt. No. ____
Olivet, MI 49076

Oak Hill Apartments

Your Full Name
4740 or 4744 or 4748 (Pick the number that matches your building) W. Butterfield Hwy, Apt. No. ____
Olivet, MI 49076

Lost mailroom mailbox keys during the academic year will be replaced at a charge of \$25. Lost apartment mailbox keys will be replaced at a charge of \$50. Failure to return mailbox keys at the end of the school year will result in a charge of \$50. **Mailroom mailbox keys returned after the end of May of the corresponding year will not be accepted, and the student will be charged the \$50 fee.**

Closing of College due to Inclement Weather

Since Olivet is a residential campus, the college must make every attempt to remain open and functioning. As a rule, the college does not cancel classes. If a faculty member cannot make it to campus due to the weather, he/she may cancel his/her class.

If there is a need to close the college, the Office of College Relations will send out an official announcement to the campus community via email, through the hall directors, and students will be alerted by telephone via the Emergency Alert System. The information will also be posted on the college's website and distributed to the local media.

Family Educational Rights and Privacy Act of 1974 (FERPA)

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

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

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

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

Records Not Considered Educational. The following items are not considered educational records under FERPA:

- Private notes of individual staff or faculty (NOT kept in student advising folders);
- Campus Safety records;
- Medical records; and
- Statistical data compilations that contain no mention of personally identifiable information about any specific student.

Faculty notes, data compilation, and administrative records kept exclusively by the maker of the records that are not accessible or revealed to anyone else are not considered educational records and, therefore, fall outside of the FERPA disclosure guidelines. However, these records may be protected under other state or federal laws such as the doctor/patient privilege. Institutions do **not** need prior written consent to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where, as a result of a crime of violence, a disciplinary hearing was conducted by the school, a final decision was recorded, and the alleged victim seeks disclosure. (*Office of Family Policy Compliance, Family Education Rights and Privacy Act (FERPA)*. Retrieved October 17, 2004 from <http://www.ed.gov/print/policy/gen/guid/fpco/ferpa/index.html>.)

Identification Cards

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

Lost & Found

The Office of Student Life, Mott 208, manages all lost and found items on campus. If you find anything, please turn it in at Mott 208 so that every attempt can be made to return it to the owner. Unclaimed items after the fall semester will be donated to charity on December 15; unclaimed items after the spring semester will be donated to charity on June 1.

Olivet College Bookstore Return Policies

General Merchandise

- Merchandise may be returned or exchanged up to 30 days from the original purchase date. Refunds require original cash register receipt. Without the original receipt, merchandise may be exchanged for like merchandise. Any current discounts apply.
- Purchases made with check must wait five business days before a refund will be issued. All others will be refunded via the method paid.
- All computer-related products are considered final sales. No refunds or exchanges are allowed.

Textbooks

- The original cash register receipt must accompany all returns.
- Purchases made with check must wait five business days before a refund will be issued. All others will be refunded via the method paid.
- New textbooks must be clean, unmarked and in resale condition. All shrink-wrap must be intact as when purchased.
- Refunds are given **only until the end of the Drop/Add Period** and only with drop/add slip from Student Services. **After that time, no textbooks can be returned.**

Posting Policies & Procedures

Locations for Posting

Various posting areas and bulletin boards are provided in Olivet College buildings to provide information to students, faculty and staff. Bulletin boards located in the Mott Academic Center, Kirk Center, Upton Conservatory, Blair, Shipherd and Dole Halls, MacKay Gymnasium and Burrage Library have been designated as approved posting areas. These are the only areas where posting is permitted. Exceptions can be granted only by the Office of Student Life. Posters created by the Office of College Relations are approved and do not need to be stamped by the Office of Student Life. Students, organizations and college departments will be held responsible for any damage to posting surfaces.

In addition, special boards and locations have been designated for advertising campus events, for use in residence halls, and for departmental purposes. Procedures for posting on each of these locations follow:

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

- **Residence Halls.** Bulletin boards are located in each of the residence halls. All postings in the residence halls must be coordinated with the Office of Student Life or that buildings Hall Director prior to posting. Student Life staff members are not required to have items approved for posting on these particular boards. Clubs and Organizations may not post on or over RA used bulletin boards.
- **Departmental Offices.** Many departments on campus have specific bulletin boards reserved for their use. Departmental boards will be clearly labeled as such and the use of these boards will be restricted to faculty/staff of that department. Permission for special posting on departmental boards should be received from that department.
- **Kirk Center Dining Area Napkin Dispensers.** Napkin dispensers may have postings put in them at the Kirk Center by student organizations and must be approved by the Office of Student Life.

Posting Policies

- All printed material must include the following two items centered at its bottom: *Education for Individual and Social Responsibility* and www.olivetcollege.edu.
- All posted materials must be stamped for approval by the Office of Student Life. All posted materials/electronic copies must be approved by the advisor(s) of the student organization or Greek society before the Office of Student Life will approve for posting.
- Club and organization postings are limited to 11”x17” in size.
- Posting is permitted in approved areas including bulletin boards, electronic display boards, showcases and table tents. Materials may not be posted in the Mott Academic Center lobby, on windows or glass surfaces, entrance doors or in classrooms.
- Publicity materials should be placed in a manner that will not damage surfaces. **Duct tape and scotch tape are not permitted; masking tape is the permitted adhesive.**
- All posted materials must be removed within 24 hours of the event.
- Students or student organizations wishing to erect, attach or post signs, banners, or posters of exceptional size, or decorations on any part of campus property not covered by the policies listed above, are responsible for obtaining prior approval from the Student Life Office and their Advisor. The Advisor must sign or initial the posting or all posters, showing that they have been approved. The Office of Student Life will then stamp the posting or posters so that they may be hung.
- All posters and decorations must be in accordance with the college policy regarding discrimination and harassment.
- Posters or decorations showing alcohol or drugs are not allowed.
- Failure to remove postings when requested by the Office of Student Life could result in fines and loss of posting privileges.

Violations of Posting Policies

Any organization or student may be fined up to \$50 for not adhering to the posting policies and procedures.

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

- Immediate removal of the posting
- Letter of warning to the individual, club or organization
- Loss of posting privileges for a probationary month
- An account charge of \$10 per day if the postings are not removed
- Removal of active status of the club or organization

Selling, Soliciting and Canvassing

Student clubs/organizations or departments/offices are encouraged to sponsor fundraising events. To do so, they must clear each event/effort through the Office of Student Life. Peddling and soliciting of any kind by individual students and/or other persons is prohibited on campus, including in the residence halls and theme houses. Individual students are not allowed to run, nor advertise a business in the residence halls or by using campus email.

Guidelines for Fundraising

1. Only a recognized and registered campus club/organization, Greek society, or department/office may sponsor a fundraiser.
2. The fundraising activity must have an educational, charitable, or cultural purpose consistent with the purposes of the College and its status as a tax exempt, not-for-profit institution.
3. The sponsoring club/organization, Greek society, or department/office must obtain permission from the Student Life Office. Off-campus solicitation must also be cleared with the Student Life Office.
4. Requests to hold a fundraiser must be submitted at least two weeks in advance via “The Great Chart.”
5. Fundraisers for personal gain are strictly prohibited.
6. Fundraisers on campus may only be held in the lobbies of Mott Academic Center and the Kirk Center or the College Square.
7. Monetary and other gifts must be receipted through Institutional Advancement in order to ensure proper accounting and acknowledgement of gifts received.

All other selling, soliciting, and canvassing is prohibited without the written permission of the Student Life Office.

Student Accounts, Account Balances & Financial Responsibility

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

In order for federal funds to be applied to a student's account, students must sign a Title IV Fund authorization form. These funds include tuition remission and any grants or scholarships given by Olivet College. The Title IV funds are to be applied to tuition, room, board and other institutional charges such as, but not limited to, class fees, finance charges, telephone and parking fines that the student incurs at the student's discretion. If applicable, the student authorizes Olivet College to apply Title IV funds to prior year charges. In addition, the student authorizes Olivet College to hold any access to Title IV funds in a student's account until the student requests a refund in writing. The student also understands that they have the right to revoke this authorization at any time upon written notification to Olivet College Student Services.

The student promises to pay to Olivet College, upon demand by the college, in cash, check or charge, or be entering into an Olivet College Payment Plan, all other charges incurred during the academic year which are not covered by scholarships or grants. All unpaid obligations under this note shall bear interest at 12 percent per annum. The student promises to pay all attorney's fees and other reasonable collection costs (up to 50 percent of the outstanding balance) and charges necessary for the collection of any amount not paid when due.

Olivet College offers plans which provide families a way to pay balances in installments. Registration for a payment plan may be done through the online portal at my.olivetcollege.edu. (Please note that students must have login access to the my.olivetcollege.edu portal to set up a payment plan online.) All payment plans require a \$30 activation fee. Students and parents who default on a payment plan will not be allowed to re-register in payment plans. Additionally, upon default of a payment plan, students will be removed from classes and full payment for the semester will be due immediately. Please speak to a Student Services representative with any questions regarding payment plans.

Travel Policy for Faculty, Staff, Coaches & Students

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

- Responsibility for administering this policy shall rest with the appropriate Vice President, who has overall supervisory/advisory responsibility for the department/organization coordinating the event. For athletic team travel, this responsibility shall generally rest with the athletic director.
- **Prior to any off-campus travel involving students, a written declaration should be completed and submitted to the appropriate Vice President or their designee.** This declaration should include a general description of the nature and purpose of the trip, a complete list of the students and employees who will be traveling and the date(s) of the trip, including details regarding housing accommodations. All hotel/living arrangements should ensure separate sleeping accommodations for male and female participants (married employees and married students may be excluded from this provision). Vice Presidents should retain written documentation pertaining to travel and make available to the Vice President for Administration upon request.
- **Supervision.** All off-campus travel should include consideration of an appropriate level of supervision by Olivet College employees (overnight trips will be required to have college employee supervisors in the travel group, the number of which should be appropriate for the size of the group). Travel groups should be limited to authorized students, faculty/ staff/coaches and team managers/trainers. Should any other person be considered essentially necessary to the travel group, approval must be obtained in writing from the appropriate Vice President well in advance.
- **All travel shall utilize college-owned or leased vehicles for transporting participants whenever possible.** Should it be necessary to procure temporary vehicles for travel, such vehicles should be arranged through existing commercial arrangements maintained by Olivet College Campus Services.
- **Vehicle Operation.** All vehicles should be operated by Olivet College employees, hired drivers or other members of the travel group that are at least 21 years of age and well-rested and are listed on the Eligible to Drive roster maintained by Olivet College. Eligibility for assuming driving duties will be determined upon receipt and photocopy of a valid driver's license and an affidavit signed by the individual seeking eligibility attesting that they have been assessed no more than two points on their driving record in the last two years and have no prior convictions for DUI or other major driving offenses. Olivet College may confirm any driving records through an outside resource at its discretion. For purposes of administering this policy, the Olivet College administration may exclude any individual from the Eligible to Drive roster at its sole discretion.
- Any travel requiring the use of a bus or minibus for groups of 20 or more shall involve a vehicle driven by a qualified driver carrying a valid Class B Commercial Driver's License.
- In accordance with NCAA regulations, Olivet College carries accidental death benefit coverage up to \$1 million, but no less than \$250,000 for travel connected to athletic competition and practice.

- All Olivet College employees who may be responsible for coordinating travel subject to this policy will be given a copy of this policy. Further, any Olivet College employee found to knowingly violate this policy shall be suspended (with or without pay) until the matter is appropriately investigated. Violations may result in further disciplinary action or termination.
- Travel will be coordinated and planned so as to comply with Olivet College's policy regarding missed classes. Coaches should formulate their travel plans as completely as possible and submit their plans to the athletic director prior to the commencement of the athletic season. The athletic director shall be responsible for providing information regarding student athlete travel plans to the appropriate faculty and other academic department personnel.

14 / Electronic Communication & Technology Usage Policies

As information technology continuously evolves, these policies may be amended. It is user's responsibility to read and be familiar with updated electronic communication and technology usage policies at the college.

A. Information Technology Resources Use Policy

Olivet College provides technology resources for use by the faculty, staff, students and other users that support its educational mission. These resources are ever changing due to advancement in technology, but currently include computer hardware including laptops, iPads, mobile devices, software, servers, e-mail, voice mail, networks, internet, VPN and connections (wired and wireless).

- All information residing in Olivet College's computers, computer networks, and voice mail networks is the property of the college.
- The college prohibits the copying of any computer software from its computers or networks, including the college's software or software owned or licensed from third parties.
- Individual users are prohibited from loading any software, data, or information from outside sources onto the college's computers or networks.
- All loading of outside software, data, or information shall be completed by someone who is authorized to put them on the college's computers or networks.
- It is the desire of the college to ensure that all information technology resources are used appropriately. All staff, faculty, students and other users are required to:
 - Protect all passwords and login information.
 - Deny access to unauthorized users.
 - Receive proper training prior to access.
 - Cooperate with any and all investigations of concern, problems, or technical difficulty related to college technology resources.
- Despite the use of passwords, all communications on the college's computer networks, computers, and voicemail networks are not private to end users. All information, communications, and data related to the college's business on college-provided computers and networks remain its property. All computer files and relevant data is made accessible to the college's administration, upon request, in its own discretion at any time without prior notice to end users.
- All information stored or sent via college computers or networks must relate to the work of the college and be professional in nature. Any personal use of IT resources by college employees must not interfere with their official responsibilities and must not violate any other college practice or policy. The college reserves the right to restrict, monitor, and/or interrupt communication or use of any college resource, service or online network. Any person who violates college policy or applicable laws may also be subject to disciplinary actions including dismissal (termination).

B. Internet Access & Email Usage Policy

Internet and email access is a privilege, not a right, and activities that may be acceptable on your private accounts at home or away may not be acceptable when using your college provided service.

The purpose of the Internet Access & Email Use Policy is to help clarify what standards are used to determine whether or not activities constitute acceptable use. However, all the applicable standards necessary to determine acceptable use may not be specifically cited here. **Nothing contained in this policy shall be construed to limit the discretion of Olivet College and its administrators or faculty to regulate residential or academic policy.**

Internet Access

1. Internet access is provided by the College for the use of students, staff, faculty, visitors, guest, conference attendees, and/or alumni.
2. Internet access is a privilege, not a right, and is provided for academic and job-related purposes only. This includes, but is not limited to, conducting research for classes, submitting homework or class assignments via e-mail, and searching for employment or job-related information (students).
3. The Internet is not to be used to access or to disseminate illegal, objectionable or obscene materials; to engage in any conduct, which may be considered to be inflammatory, abusive, or harassing; nor to conduct personal business for profit. Chat rooms and adult-oriented sites are specifically prohibited.
4. The College reserves the right to monitor, record, or stop a computer session at any time.
5. The College will report to law enforcement authorities any activities that may be considered illegal, as well as any reports it received of such activities. The college will cooperate with law enforcement authorities when requested. Software made available through computers at the College is licensed to the College by the publishing companies. These programs must be used in accordance with applicable licensing and may not be copied for home use.
6. Users are expected to respect copyright and all other intellectual property rights. Inappropriate use may constitute fraud, plagiarism, or theft.
7. Users may download files from the Internet to their own USB, Flash or External Disk, but they may not download to the College's computers or install any files or programs.
8. The College will review alleged violations of this Policy on a case by case basis.
9. The College reserves the right to modify this policy at any time.
10. Occasional personal use of the internet access provided by the College is allowed subject to your supervisor's approval.

Email Policy

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

1. The College's email system is made available for college purposes. Only those messages which relate to the College's matters are appropriate for the College's email system.
2. In addition, students/employees/guests must use only his or her e-mail account and may not share his or her password. The students/employees/guests must not review or attempt to review email messages that were not sent to him or her.

3. Email can be an efficient method of communicating with others; it must, however, be used with care. Users can limit sending e-mails by considering whether a smaller group would be more appropriate recipients than an all-inclusive group. Similarly, email users should consider whether a brief review of an appropriate reference material could eliminate the need for frequent mass e-mails altogether.
4. "Spamming" or sending email to a large number of users is prohibited and is defined as follows:
 - Sending an attached file through electronic mail to a large number of users
 - Sending electronic mail to the entire campus community without first receiving approval from Student Life or College Relations for both content and form
 - Sending or forwarding messages or attachments with content considered inappropriate or offensive
 - Sending electronic mail messages not relevant to the operations of the College

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

5. Access to staff, faculty or student distribution lists is limited to members of the College leadership team, on an "as needed" basis.
6. Broadcast emails are subject to the same standards and review as posters or flyers and must be approved in advance.
7. Employees wishing to use the electronic mail system to post announcements about College-related events or programs must request permission from their Vice President by sending a copy in electronic form at least two business days in advance. The Vice President will release the announcement to the appropriate distribution list or to ITS for posting on the Tele-Display. Sending announcements without prior approval will be considered spamming. ITS staff may send informational broadcast emails without obtaining prior clearance.
8. Notices regarding items for sale, lost/found items, or other similar items must be posted designated posting area in MyOlivet portal.
9. The use of electronic mail should not be used for public conversations. Utilizing the electronic mail system for public policy discussions will be considered spamming.
10. The college will not tolerate the use of the email system for sending or receiving any messages containing obscene, pornographic, defamatory, or discriminatory material. All college policies including its policies regarding equal employment opportunity and harassment apply to messages sent and received on the college's email system. Anyone who feels that he or she has been harassed or discriminated against through the college's email system should follow the reporting procedures outlined in the handbook.
11. The courts have ruled that all email records can be subpoenaed and similarly the college judicial system may request email and other files for evidence that may be reviewed or presented as part of the process.

The college anticipates that all email users will follow these guidelines while using its e-mail system, but the college reserves the right to monitor individual use of the email system without prior notice and all users have no reasonable expectation of privacy in their use of the e-mail system.

Faculty and staff can expect that email messages are treated confidentially because the college does not monitor employees' email transactions. However, email messages are written records that could be subject to inspection. The college does not guarantee the privacy of email.

Information Technology Services staff members are required to sign a Data Confidentiality Agreement, and are exempt from any electronic access policies as their job description requires them to do exactly that. When system problems occur, such as hardware or software failure or attacks by malicious users, the ITS staff, who maintain the email servers, are authorized to look at any information and any files on college computers that are necessary to solve the problems and to protect the systems and the information they contain.

In addition to the authorized actions of the ITS staff, email also can end up in the hands of staff if it was inaccurately addressed and if it could not be delivered. People make mistakes in addressing their email so that private messages appear in the mailbox of someone other than the intended recipient.

Additional email guidelines

- Emails are not always from the person who is specified on the “From” Line. It is relatively easy to impersonate a user when sending e-mail. Be wary of messages with questionable content.
- Just like written letters, the e-mail messages are owned by the receiver. They can easily be redistributed or copied by the recipients.
- Realize that college policy and secure passwords provide good but not complete assurance of the privacy of email messages. When the confidentiality of a message is of the utmost importance, only a person-to-person conversation may be sufficiently secure.
- Delete messages that should not be preserved.
- Chain e-mail, which is a message that requests that you forward to others, should not be forwarded.
- Do not fall for Phishing emails. If you are not sure whether they are legitimate, run it by ITS Staff.

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

C. Electronic Information Access, Use & Security Policy

Some individuals will be given access to the student information systems and/or other administrative systems. Access is granted based on the job responsibility. The confidentiality of these records is governed by the Federal Family Education Rights and Privacy Act of 1974 (a.k.a. Buckley Amendment, FERPA). It is your responsibility to familiarize yourself with FERPA if you are given access to student information. **All information is confidential, and students have a right to expect that their scholastic records are being properly supervised and maintained.** Communication of this information is restricted to other authorized parties in accordance with the provisions of FERPA. Requests for disclosure of this information must be approved by the appropriate administrative officer at Olivet College. If a disclosure request is received, discuss it with your supervisor.

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

D. Wireless Technology Usage Guidelines

Information Technology Service provides high-speed wireless internet access at student dorm rooms and throughout campus. We implemented wireless technology based upon a few obvious factors such as mobility, ease of use, and taking technology out of classrooms into the dorms, campus square, library and cafeteria. Wireless technology uses radio frequency to transmit data back and forth from access point (transmitter) to the user’s wireless device (receiver). This means this technology embraces the use of campus airspace for data communication. The purpose of this guideline is to alert the campus community and educate Olivet City residents to the potential problems that could arise from other devices that use similar radio signals.

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

Olivet College uses Cisco Access Point, wireless devices, to build a wireless data network, which uses the Institute of Electrical and Electronics Engineers (IEEE) 802.11b/g (Wi-Fi compliant) standard for wireless LANs. Using certain devices that use similar standard like wireless devices 802.11 card, Cordless Phones, Remote Control, and audio speakers can cause the data rate to drop significantly. **In order to get optimum wireless connectivity speed, we are advising the campus community and Olivet residents to minimize the use of such devices.** Please avoid using such devices, especially 1-2 GHz cordless phones. These phones tend to interfere with wireless communication. If you have a device or are thinking of buying a device that may cause interference with wireless data communication, check with ITS prior to purchase or installation of the device. We will be happy to assist you if indeed the device is the problem or is going to be a problem.

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

E. Use of Social Networks & Disseminating Information via Social Networks Policy

Social networking websites or on-line communities are being used increasingly by students to communicate with each other, and by higher education institutions to post events and profiles to reach students. As part of Olivet College's commitment to the principals of equal opportunity and non-discrimination, when using College electronic resources to access on-line social networks, College community members (employees, students and others) are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, sensibilities, and property of others. By doing so, individuals will be abiding by applicable laws, including copyright law, college policy, and the Olivet College Compact.

1. Posting

- i. **College Business Use.** Only college employees authorized by their departments may use social networking websites to conduct college business. If authorized (signed authorization must be placed in employee file) and in keeping with college policy, an employee may post on a social network profile: the college's name, a college email address or college telephone number for contact purposes, department information, resources, calendars, and events. (Employees with access to student information may not post any information that may be a violation of FERPA regulations.)

The college's name, college telephone numbers, college email addresses, and college images are not to be posted on social network profiles for academic and staff employees for personal purposes. However, an academic or staff employee, or student government officer, or registered campus organization may use their college title for identification purposes. If the use of the title might imply endorsement, support or opposition of the college with regard to any personal statements, including opinions or views on any issue, an explicit disclaimer must appear proximate to the material.

- ii. **Personal Use.** Consistent with the Olivet College policy on email, personal use of college electronic resources to access social networking sites is to be limited to incidental use. Incidental use must not interfere with an individual's performance of his/her assigned job responsibilities or someone else's job performance or compromise the functionality of the department or campus network.

Individuals or groups within the college community are not permitted to present personal opinions in ways that imply endorsement by the college. If posted material may reasonably be construed as implying the support, endorsement, or opposition of the college with regard to any personal statements, including opinions or views on any issue, the material shall be accompanied by a disclaimer or a clear statement that the individual is speaking for himself or herself and not as a representative of the college or any of its offices or departments.

“The contents, including all opinions and views expressed, in my profile [or on my page] are entirely personal and do not necessarily represent the opinions or views of anyone else, including other employees in my department or at Olivet. My department and Olivet College have not approved and are not responsible for the material contained in this profile [or on this page].”

2. **Risk – Spam, Spyware and Computer Virus.** Many social networking sites collect profile information for advertising (SPAM) targeted at individuals with particular affiliations and interests. Use of the sites may increase SPAM to your email account. In addition, from the social networking sites or links on social networking sites, your machine or network may be exposed to spyware and viruses that may damage your operating system, capture data, or otherwise compromise your privacy, your computer and the campus network, as well as affect others with whom you communicate.
3. **Monitoring.** Olivet College doesn’t routinely monitor social networking sites, however, as with other electronic resources, college administrators may perform activities necessary to ensure the integrity, functionality and security of the college’s electronic resources. However, other employers, organizations, and individuals do monitor and share information they find on social networking websites. Posted information is public information.
4. **Investigations.** In response to concerns or complaints or information provided by individuals, college administrators may look up profiles on social networking sites and may use the information in informal or formal proceedings. The college may request other social networking users to share information on non-public areas of social networking sites. In addition, the college has no control over how other employers, organizations, or individuals may use information they find on social networking Websites.

F. Computer Usage Code of Ethics

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

ITS staff members are expected to treat the contents of electronic files and network communications as private and confidential. Any inspection of electronic files, and any action based upon such inspection, will be governed by all applicable U.S. and Michigan laws and by this and any other college policies. The same standards and principles of intellectual and academic freedom developed for college libraries are applied to electronic material received from the network. The same standards of intellectual and academic freedom developed for faculty and student publication in traditional media apply to publication in electronic media. These electronic materials and publishing media include electronic mail, mailing lists (listserv), usenet news, and webpages, for example.

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

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

Olivet prohibits the use of its facilities for the purpose of private financial gain not relevant to the mission of the college. Examples of such use include making commercial contracts and providing services for pay, such as the preparation of papers or income tax forms. Any service provided over any part of Olivet's network that involves private financial gain may be prohibited. In instances where some private financial gain other than compensation by Olivet is expected, permission must be granted in advance by the college. Violations of this policy at Olivet College are handled through standard disciplinary processes as outlined in the Student Handbook and applicable faculty and staff handbooks (OEP). Information Technology Services (ITS) may take immediate action to protect information security, system integrity, and operational continuity, pending disciplinary decisions and review of ITS' actions by the appropriate disciplinary authority.

Students, faculty, and staff, as constituents of the academic community, should be free, individually and collectively, to express their views on this code of ethics.

G. Web Publishing Policy

Olivet College is committed to the ideals of free speech and free exchange of information in any forms of electronic medium via any latest available technology. Students are highly encouraged to experiment with creating online portfolio/webpages within the boundaries of the rules.

Compliance with the Law, College Policies and Rules. Student webpages and/or sites using college resources must comply with all applicable laws and policies and rules of the college, including, but not limited to, the standard policies of the college's Internet Service Provider, Student Handbook, and the Olivet College Code of Conduct. Using college resources for student personal webpages or/and sites is a privilege, not a right. Such use is subject to temporary and/or permanent disablement if the college determines that such utilization of college resources and/or the student's personal webpage or site is in violation of law, policy, or rule; violates or interferes with others' privileges, rights, or use of college resources; and/or interferes with network performance, network access or normal College business.

Private vs. Public Information and Copyright. The web makes it very easy to copy files and graphics from others. Student webpages and sites must comply with copyright and other laws relative to the intellectual property rights of others. Students using anyone else’s work, image, likeness, or materials (collectively “materials”) on a personal webpage or site enabled by the college must comply with all copyright and trademark laws. Students are not permitted to use the college name, trademarks, logos and/or symbols without permission from the appropriate college representative.

Students should be aware that personal home pages or sites using college web servers are subject to indexing by one or more powerful search engines. Colleagues and friends, prospective employers, and others may access these sites, and any personal information published is fully accessible from the Web. Students waive any potential privacy rights concerning information they choose to publish on their personal web pages or sites, and are subject to personal liability, consequences, and/or sanctions if they violate rights of others.

Restriction against Use for Commercial or Financial Gain. Students may not use Olivet College resources to create personal web sites or pages for commercial or financial gain. Student webpages or sites using college resources may provide a link to other web pages or sites if doing so is in compliance with these rules. Appropriate action will be taken with respect to any sites and/or links that violate these rules, including, but not limited to, disablement of the site and/or link and potential discipline. Advertising or displaying of commercial trademarks, or linking to commercial sites on student personal home pages or sites is prohibited.

Disclaimers. *The College reserves the right to display all disclaimers.* All the webs in this web server are personal webpages or sites designed and maintained solely by the individual authors, not by Olivet College or the college’s ISP. The college does not actively monitor the content of these home pages. These webs do not represent any official college business or news, and the college accepts no responsibility for their content in this web server. All concerns and comments regarding the contents of webpages are to be directed to the author(s). The college reserves the right to amend and/or supplement these rules, and to establish procedures to further effectuate and enforce these rules.

Noted or Referenced Information:

1. MyOlivet portal <http://my.olivetcollege.edu>
2. College Community..... Entire Campus Community
3. Users..... Student, Faculty, Staff, and Guests
4. Guests..... Visitors, Contractors, Parents and Conference Attendees
5. ISP Internet Service Provider Chosen by Olivet College to Provide Internet Connection Service

15 / Alcohol & Drug Policies

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

Mandatory First Year Student Alcohol Education – AlcoholEdu/Haven

Olivet College is one of many institutions nationwide requiring every member of its first-year class to complete Everfi/AlcoholEdu and Haven (Understanding Sexual Assault), these are science-based courses taken by hundreds of thousands of students each year. Whether or not one drinks, AlcoholEdu and Haven empowers students to make well-informed decisions about alcohol and its affects, the courses provide some simple strategies to help keep students and their friend’s safe, and helps students better cope with the drinking behavior of their peers.

A registration code will be provided, please use your Olivet College e-mail address, create a personal password, and this will allow you to access the program. The deadline for completion of the AlcoholEdu and Haven courses will be provided to students, by the program director on an annual basis. Students are able to access the program at the beginning of the academic year using the instructions below.

All first-year students must satisfactorily complete the AlcoholEdu and Haven courses to avoid a delay in accessing their final grades at the end of the semester.

Please note that the course includes surveys that measure students’ alcohol-related attitudes and behaviors.

Individual survey responses are strictly confidential; Olivet College only receives aggregated information about the student body as a whole and will never see individual students’ answers.

Procedure for Completion of AlcoholEdu and Haven Online Courses

A computer with Internet access and audio capabilities is required. Available computers are located in the Burrage Library, Mott Academic Center, McKay Gymnasium, and all residence halls.

1. Go to <http://www.everfi.com/register>

2. Under New User, enter the following Login ID:

First Year Students e38d414

3. Click “Sign Up.”

4. On the registration page, create your AlcoholEdu/Haven account using your Olivet College email address and a password of your choice. Using this code will register you in both courses.

5. You may log in and out of the course at the end of each section. Section ends are marked with a “**Next**” button. **NOTE: DO NOT log out until you click the “Next” button or you will have to repeat the section you have just gone through.**

6. When you return, log in as a Returning User and enter the same email address and password you created when you first logged into the course.

7. The courses have two sections, **both** of which must be completed:

- Part 1 of the courses takes approximately 1.5-2.5 hours to complete. It is recommended that students complete Part 1 in multiple sittings. You must earn a grade of 70 percent or higher to pass the exam for AlcoholEdu, there is no exam for the Haven course which needs to be completed as well. Part 1 should be completed by **October 17, 2016**, Part 2 of the course will be launched on October 17th and you will receive an automated e-mail from Everfi asking you to complete Part 2.
- Students will be able to access and complete Part 2 of the course 24 hours after completing Part 1. You will be able to continue and participate in Part 2 after Part 1 is completed (Pass or Fail) , however you will need to earn a **70%** or better on the exam to successfully complete the AlcoholEdu course. **The deadline to complete AlcoholEdu and Haven is November 21, 2016.**

8. When you successfully complete AlcoholEdu and Haven the program director will receive automated confirmation from our Everfi/AlcoholEdu and Haven partners.

For log in problems, please contact Larry Smith, Director of Alcohol Education, at lsmith@olivetcollege.edu or 269-749-7750. For all other technical issues, click on the “**Technical Help**” button located in the upper right-hand corner of every screen.

Mandatory Alcohol Education for Upperclassmen, Student Clubs, Organizations, & Greek Societies

Olivet College has partnered with EverFi whose mission is to help students address critical life skills such as alcohol abuse prevention, financial literacy, digital citizenship, etc. in high schools and higher education institutions across the country. Olivet College students complete the EverFi AlcoholEdu and Haven (Sexual Assault) courses for College as part of our comprehensive alcohol prevention program.

This year Greek members be will required to participate in the Everfi/AlcoholEdu course, all active Greek members on campus are expected to complete the course. If the course is not completed by all active members on campus the organization will **NOT** be allowed to host parties.

AlcoholEdu for Greeks and Resident Advisors

1. Go to: <https://www.everfi.com/register>
2. Please use your Olivet College e-mail address when logging in.
3. Please use registration code-**c171599a** to access your account.

All Resident Advisors and Greeks are required to complete this course. If you don't complete the course there will be administrative action taken. All members of a Greek society, student club, or student organization must satisfactorily complete the program in order to hold registered parties or events where alcohol will be present. You are expected to complete the AlcoholEdu course by November 21, 2016.

If you need assistance, please use the 24/7 “**Help Link**” or contact Larry Smith at lsmith@olivetcollege.edu or 269-749-7750.

Consuming Alcohol or Furnishing Alcohol to Others

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

1. Consumption of alcohol in the presence of a person below the legal drinking age is not permissible in the residence halls, theme houses, and apartments. There may only be one open and unfinished container (single serving) per person of legal drinking age in the room. A single serving is defined as one shot (one ounce) or one beer (12 ounces) or one glass of wine (4 ounces) or one mixed drink (6 ounces = one ounce alcohol, 5 ounces of mixer and ice.) Students under 21 years of age found in a room or location where alcohol is present will be considered in violation of the Olivet College Alcohol Policy.
2. No more than one case of beer (up to 12 cans) or 1 pint of liquor or one bottle (750 ml) of wine or three 40 ounce containers of beer are to be in a room at any time.
3. Students of legal drinking age may consume alcohol in their residence hall room, with the door closed, as long as they are also in compliance with the visitation policy.
4. Students under 21 years of age found with alcohol on their breath or other signs of alcohol in their system will be considered in violation of the Olivet College Alcohol Policy.
5. Consumption of alcohol in common areas of the college premises, including apartments and houses, is not permissible, except on the premises of society houses or theme houses, and in designated areas during a registered social function.
6. Possession of common sources of alcohol or consumption of alcohol from common sources such as kegs, trash cans, etc., is not permissible.
7. College funds cannot be used for the purchase of alcoholic beverages.
8. Devices for rapid consumption (e.g. funnels, beer bong) and all other alcohol-related paraphernalia are prohibited.
9. Persons serving or providing alcohol to minors are in violation of the college alcohol policy.
10. No alcoholic beverages are permitted in the all-freshmen living areas or substance-free living areas.
11. Olivet College employees may not purchase for or distribute alcohol to any student on college premises or at college related events.
12. Alcohol may be served at specifically designated events hosted or approved by the Office of the President or the Office of Institutional Advancement. Olivet College students and employees may be invited to attend these events, but only those of legal drinking age may consume alcohol at these events.
13. Full-time Residence Life staff are not allowed to consume alcohol with students.
14. Resident assistants are not allowed to consume alcohol while on duty.
15. Any drinking game is prohibited.
16. Minors are not permitted to collect empty beer bottles or cans, or alcohol containers of any kind.
17. All beverage containers brought to Greek Society or College club/organization parties must be sealed.
18. Being under the influence is not an excuse for sexual assault and violators will be processed under the college's sexual assault policy and Title IX.

Alcohol-Related Sanctions

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

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

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

Alcohol Policy Judicial & Appeals Process

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

Medical Amnesty Protocol

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

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

In order for a student to use the MAP, the student must voluntarily present themselves for help at the time of the incident. A student who is passed out is not voluntarily presenting themselves. A student who notifies the college about a passed out student is exempt from sanctions. Students cannot claim MAP at the time of their Judicial Hearing or when Judicial paperwork is being presented.

Intoxication Prohibited on Campus

Intoxication is prohibited on campus. Intoxication includes but is not limited to: slurred speech, unsteady gait, excessive noise, odor of alcohol, disrespect of authority, slow verbal response, etc. The first step toward prevention of alcohol abuse is education. Alcohol awareness programs will be promoted through the curriculum and co-curriculum. Clubs, organizations, societies and athletic teams will be asked to make their members knowledgeable about the alcohol policy, including the sanctions.

Supplying Alcohol to Minors

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

Illegal Drug Policy

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

- Possess, use, manufacture, sell, exchange or otherwise distribute any drug prohibited by local, state and/or federal law. A student found with the odor of marijuana on his/her person and/or other signs of drug use will be suspected of violating the Olivet College Illegal Drug Policy. A student's vehicle, dorm room and personal clothing may be searched by Campus Safety and/or Residence Life staff to determine whether the student is in violation. The college also bans all mind altering and synthetic substances, even if they are pending government approval.
- Students in possession of scales, containers, and/or other drug selling paraphernalia will be considered dealers and subject to suspension or expulsion on top of additional fines.
- Possess or use drug paraphernalia. Drug paraphernalia is any item designed for the use of illegal drugs, or any item fashioned for the purpose of facilitating or disguising drug use. Examples are: bongos, rolling papers and pipes. Students found responsible for violating this policy will face at least the following sanctions:

First violation. Disciplinary probation for a minimum of one year, substance abuse assessment to be completed within 30 days of the hearing date, a maximum \$500 fine and/or suspension or expulsion. If suspended or expelled the student will be banned from Olivet College. A trespass notice will be sent to all Olivet College staff and personnel. If seen on campus, he/she will be considered trespassing.

Second violation. Suspension from Olivet College for at least one year. These are minimum sanctions. Additional sanctions including expulsion may be used depending on the severity of the violation and the student's prior record. If suspended or expelled, the student will be banned from Olivet College.

Students with drug-related offenses are on Disciplinary Probation and considered not in good standing with the College for 12 months.

Medical Marijuana

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

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

Tobacco Policy

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

Effects of Alcohol & Drug Abuse

The abuse of alcohol (a common depressant) can have devastating effects. Persons who abuse alcohol suffer in many ways, including: academically (poor grades), socially (lowers inhibitions, can alienate friends), mentally (impairs judgment and thinking), and physically (increases heart rate, loss of muscle control). Frequent drinking to intoxication over an extended period may lead to brain and liver damage, blackouts, personality disorders or alcohol problems. Most drugs fall into five categories. These categories are stimulants, depressants, hallucinogens, narcotics and cannabis. Health risks and hazards associated with drug use or abuse may vary according to the type of drug, amount and frequency of use, as well as the physical size and health of the user. The effects range from physical and psychological dependence to organ damage, cancer and other illnesses, and death.

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

Local Alcohol & Drug Addiction & Mental Health Resources

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

- **Alcoholics Anonymous Support Groups and Online Resources.** Lansing, MI (517) 377-1444. 24-hour hotline, www.aalansingmi.org. AA offers free support groups for individuals seeking support in not drinking. Lansing Alcoholics Anonymous Central Office and website have schedules for AA, Al-Anon, and Adult Children of Alcoholics (ACA) meetings currently held throughout Clinton, Eaton and Ingham counties.

- **Central Diagnostic & Referral Services.** East Lansing, MI (517) 337-7209 or (800) 342-0349 CDRS serves residents of Clinton, Eaton and Ingham Counties and will help determine what kind of services would be most helpful to you. They will refer you to a treatment center that can assist you if you do not have health insurance benefits to cover treatment.
- **Child & Family Services-Capital Area.** Lansing, MI (517) 882-4000 www.childandfamily.org Child and Family Services offers screening, assessment, outpatient, and outreach programs for teens.
- **Clinton County Counseling Center Professional Resources for Assessment and Treatment.** St. Johns, MI Access Center (888) 800-1559 www.ceicmh.org Clinton County Counseling Center is part of the Clinton-Eaton- Ingham Community Mental Health Board and offers assessment services and outpatient treatment for teens and adults. Call the Access Center for an initial telephone screening.
- **Clinton-Eaton-Ingham Community Mental Health Board/Comprehensive Substance Abuse Treatment Program.** www.ceicmh.org.
- **Cristo Rey Counseling Services.** Lansing, MI, (517) 372-4700, www.cristo-rey.com. This clinic offers assessment, outpatient treatment, and a specialized women's program.
- **Eaton Substance Abuse Program.** Charlotte, MI (517) 882-4000 www.childandfamily.org Child and Family Services offers screening, assessment, outpatient, and intensive outpatient treatment for adults, including specialized services for women and teens.
- **G-14 Outpatient Clinic.** Lansing, MI Access Center (888) 800-1559. This clinic offers assessment, outpatient treatment, methadone, and case management.
- **Glass House.** (517) 482-2028. This program provides long-term and short-term residential treatment for adult women.
- **HelpNet EAP Counseling Services.** (517) 882-6071 www.helpneteap.com This agency offers assessment and outpatient treatment services.
- **Holden House.** (517) 394-0004. This program provides long-term residential treatment for adult men.
- **Insight Recovery Center.** (517) 371-4971, www.insightrecovery.org. This agency offers teen and adult assessment, outpatient, and intensive services.
- **Men's Residential Program.** Mason, MI (517) 244-0393.
- **National Council on Alcoholism/Lansing Regional Area (NCA/LRA).** www.ncalra.com. (517) 482-0226. This agency provides education, assessment, and a full continuum of treatment services for adults regardless of their ability to pay.
- **Sparrow Substance Abuse Services.** St. Lawrence Campus, Lansing, MI. 24-hour referral line (517) 364-7740 www.sparrow.org. This program offers detoxification, short-term rehabilitation, partial hospitalization, intensive and individual outpatient services, relapse prevention, and mental health services.
- **Sub-Acute Detoxification Program.** Mason, MI (517) 676-3674 This program offers sub-acute detoxification for adult men and women.

16 / Discrimination & Harassment

Equal Opportunity Policy

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

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

Discrimination and/or harassment of any student on the basis of age, ethnicity, sex, gender identity, disability or disability status, height, weight, marital status, national origin, political persuasion, race, religion, military or veteran status or sexual orientation, is prohibited. If a student believes he/she has been discriminated against or harassed, he/she should contact the director of human resources, Ms. Terri Glasgow, Mott, Olivet College Olivet, MI 49076, (269) 749-7623, tglasgow@olivetcollege.edu, or any college Vice President.

Derogatory & Hate Language Policy

Students and guests who misuse their freedom of expression to offend, demean or insult others need to understand that their words are unacceptable in a civilized and academic atmosphere. All language that is considered racist, sexist, homophobic or an anti-Semitic expression or language that incites immediate violence and/or is likely to prompt such violence is prohibited at Olivet College.

Sanctions

First Offense: Minimum of \$150 fine to be paid to Student Services, an assessment by a counseling service and/or medical provider and adherence to the findings and recommendations of the judicial board for educational sanctions. Educational sanctions may include, but are not limited to, 20 hours of community service, and/or contact of coach, if a student athlete.

Second Offense: Minimum of \$300 fine to be paid to Student Services, an assessment by a counseling service and/or medical provider and adherence to the findings and recommendations of the judicial board for educational sanctions. Educational sanctions may include, but are not limited to, 50 hours of community service, and/or contact of coach, if a student athlete.

Third Offense: Suspension from Olivet College Housing for a length of time (at least one week) to be determined at the sanctions phase of a judiciary hearing and a minimum \$500 fine.

Community service hours must be completed within 30 days of violation. If sanctions are not completed within the designated time, students may be subject to more severe sanctions that may include, and are not limited to, more severe fines, suspension and expulsion. **There are no exceptions.**

Judicial and Appeals Process

Students and student organizations charged with violating the College Derogatory & Hate Language Policy will be subject to the judicial and appeals process.

Sexual Harassment Policy

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive working, educational or living environment.

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

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

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

Title IX Policy Against Sex Discrimination

Title IX Policy Statement

It is the policy of Olivet College to provide an educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined in this policy, the student handbook, the student code of conduct, and as otherwise prohibited by state and federal statutes. Sexual harassment, including acts of sexual assault and sexual violence, is a form of sex discrimination and is prohibited at Olivet College. This prohibition against discrimination on the basis of sex applies to all students, faculty, and staff, to other members of the College community, and to contractors, consultants, and vendors doing business or providing services to the College. For additional information on the College's Harassment and Discrimination Policy, please review the Olivet Employment Plan and the Student Handbook.

Applicable Federal Law

This policy supplements the general policy statement set forth in the Olivet College Student Handbook and addresses the requirements of Title IX of the Education Amendments of 1972 ("Title IX"). Title IX is a federal law that prohibits sex discrimination in federally funded education programs and activities. Title IX states as follows:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Discrimination on the basis of sex, i.e., sex discrimination, includes sexual harassment, sexual assault, and sexual violence.

Title IX Coordinators

Any inquiries regarding the College's Title IX Policy Against Sex Discrimination should be directed to a Title IX Coordinator:

Title IX Lead Coordinator – Students

Dr. Linda Logan
Mott 208
269-749-7607
llogan@olivetcollege.edu

If you have a complaint against an Olivet College student for sexual harassment, sex discrimination, or sexual assault, you should contact the Title IX Lead Coordinator, Vice President and Dean of Student Life. The Lead Coordinator is responsible for student Title IX compliance including training, education, communication, and administration of the grievance procedure for all complaints against Olivet College students.

The Title IX Lead Coordinator is responsible for implementing and monitoring Title IX Compliance on behalf of the College. This includes coordination of training, education, communications, and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of this policy. The Lead Coordinator will be available to meet with or talk to students, college employees, or others, regarding issues relating to Title IX and this policy.

Title IX Deputy Coordinator – Employee

Terri Glasgow
269-749-7623
Director of Human Resources
tglasgow@olivetcollege.edu

If you have a complaint against an Olivet College faculty, staff member, or visitor for sexual harassment, sex discrimination, or sexual assault, you should contact Human Resources.

The Human Resources Director is responsible for the Title IX compliance including training, education, communication, and administration of the grievance procedure for all complaints against faculty, staff and visitors, including those complaints filed by students.

Title IX Deputy Coordinator – Athletics

Nancy Van Hoozier
269-749-7169
Associate Professor of Health & Human Performance
Nvanhoozier@olivetcollege.edu

If you have a complaint against an Olivet College coach or athletic administrator for sexual harassment, sex discrimination, or sexual assault, you may contact one of the offices listed above, or you may contact the Athletic Title IX Coordinator, who will facilitate the handling of the complaint with the appropriate office.

You may also contact the Athletic Title IX Coordinator if you have a complaint about gender equity in the athletics programs.

Definition and Examples of Conduct Prohibited Under this Policy

Prohibited conduct includes all forms of sex discrimination and sexual harassment, as well as sexual assault and sexual violence. Sexual harassment, which includes sexual assault and sexual violence, may take many forms.

Sexual Harassment

Sexual harassment may consist of repeated actions or may even arise from a single incident if sufficiently extreme. The complainant and the alleged perpetrator may be of either gender and need not be of different genders. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, video, social media, or physical conduct of a sexual nature where:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education, status in an academic course or program, or participation in an activity;
- submission to, or rejection of such conduct by an individual is used as the basis for a decision affecting an individual's education, status in an academic course or program, or participation in an activity; or
- such conduct is intended to or would objectively be regarded by a reasonable person as (i) unreasonably interfering with an individual's academic performance in a course or program, or participation in an activity, or (ii) creating an intimidating, hostile, or offensive learning or educational environment

Depending on the circumstances, sexual harassment may include, but is not limited to, the following:

- Physical assaults of a sexual nature, such as rape, sexual assault, sexual battery, molestation, or attempts to commit these acts;
- Intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body;
- Offering or implying an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct;
- Threatening or taking a negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's academic work more difficult because sexual conduct is rejected;
- The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification; and
- Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments about a person's sexuality or sexual experience.

Sexual Assault and Sexual Violence

Sexual assault/sexual violence is a particular type of sexual harassment that includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. This includes, but is not necessarily limited to inappropriate touching, sexual intercourse of any kind without consent, rape, and attempted rape.

Investigation and Grievance Procedures

Olivet College is committed to the prompt, impartial investigation and equitable resolution of all alleged or suspected violations of its Title IX Policy Against Sex Discrimination about which the College knows or reasonably should know. The College will do so regardless of whether a complaint alleging a violation of this policy has been filed and regardless of where the conduct at issue occurred. The College's ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the College's access to information relevant to the alleged or suspected violation of this policy. The College is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances.

Regardless of where the conduct occurred (on or off campus), the Investigation & Grievance Procedures apply to all suspected or alleged violations of this policy and will be used in place of any "Student Grievance Policy" that may be contained in any College catalog, handbook, or other publication or appear on the College's web site. Those investigating the incident must disclose conflict of interest. In addition, any sanctions or other corrective actions imposed against students shall be imposed pursuant to these Investigation & Grievance Procedures, rather than pursuant to any "Student Code of Conduct Policy" or other set of policies and procedures governing student conduct, unless the College determines in its discretion that a Student Code of Conduct or other similar policy governing student conduct should be used to resolve a particular matter. In addition, the College may, upon finding good cause, modify these Investigation & Grievance Procedures in the interests of promoting full and fair resolution of suspected or alleged violations of this policy in accordance with applicable law.

Reporting Alleged Violations of this Policy; Investigation

An individual who has a complaint against a student, faculty, staff member, or other individual involving an alleged violation of this policy should contact the appropriate official as designated below either by telephone or in writing. The College will promptly and equitably investigate and resolve all suspected or alleged violations of this policy. Although there is no specific time limit for reporting a suspected violation of this policy, an individual who believes that he or she has been subjected to conduct that violates this policy is encouraged to contact the appropriate official as soon as possible after the alleged act of discrimination, harassment, or retaliation to discuss the available options for proceeding.

Alleged violations of the Title IX Policy Against Sex Discrimination should be reported to Campus Safety or any College official you may feel safe talking to. In addition to contacting Campus Safety, a student who has experienced a sexual assault or other act of sexual violence should contact the Title IX Coordinator. The Title IX Coordinator is available to assist students in making contact with appropriate law enforcement authorities and other resources upon request.

Depending upon the nature of the alleged or suspected policy violation, the Campus Safety Director, along with Residence Life staff, will conduct an investigation either alone or with one or more other College officials as deemed appropriate by the College. The investigation of any suspected or alleged violation of this policy will be completed within 60 days of the filing of a complaint or the date on which the College becomes aware of a suspected violation of this policy unless the College determines in its discretion that more time is required to complete the investigation. The nature and extent of the investigation will vary depending upon the circumstances, including whether the parties are amendable to pursuing an informal resolution (provided the matter is eligible for informal resolution, as discussed below). As part of the investigation, the Campus Safety Director will seek to interview the complainant and the accused. To help ensure a prompt and thorough investigation, complainants are asked to provide as much information as possible:

- The name, department, and position of the person or persons allegedly causing the prohibited discrimination, harassment, or retaliation.
- A description of any relevant incident(s), including the date(s), location(s), and the presence of any witnesses.
- The alleged effect of the incident(s) on the complainant's opportunity to benefit from the College's programs or activities.
- The names of other individuals who might have been subject to the same or similar acts of discrimination, harassment, or retaliation.
- Although it is not required, any steps the complainant has taken to try to stop the discrimination, harassment, or retaliation.
- Any other information the complainant believes to be relevant to the alleged discrimination, harassment, or retaliation.

Any accused parties are also expected to provide as much information as possible in connection with the investigation.

Any pending criminal investigation or criminal proceeding may have some impact on the timing of the College's investigation, but the College will commence its own investigation as soon as is practicable under the circumstances. The College reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding.

Olivet College reserves the right to suspend any member of the College community suspected or accused of violating this policy or to take any other interim measures the College deems appropriate, pending the outcome of an investigation or grievance. Such interim measures can include, but are not limited to, removing a student from campus housing, modifying course schedules, and issuing a "no contact" order. In situations involving suspected or alleged violations of the Title IX Policy Against Sex Discrimination, the College also reserves the right to take steps

to protect the complainant as deemed necessary pending the investigation and resolution process (e.g., allowing for a change in academic situation, issuing a “no contact” order to the accused, etc.). Any such interim steps will be taken in a manner that minimizes the burden on the complainant to the extent possible.

Informal Resolution Process

Allegations of sexual assault or sexual violence may not be resolved using an informal resolution process (i.e., mediation). However, other alleged violations of this policy, including some allegations of sexual harassment, may be resolved using an informal resolution process overseen by one or more College representatives if (i) the College determines, in its discretion, that such a process would be appropriate; and (ii) all parties agree to participate. The parties to any such informal process will not be required to deal directly with one another without the College’s involvement. Instead, one or more College representatives may arrange for or facilitate mediation between the involved parties and coordinate other informal resolution measures. Any party may request that the informal resolution process be terminated at any time, in which case the formal resolution process (described below) would commence. In addition, any party can pursue formal resolution if he or she is dissatisfied with a proposed informal resolution.

Formal Resolution Process

The formal resolution process applies (i) when any party so requests in connection with a matter that is eligible for informal resolution; and (ii) to all matters that are not eligible for informal resolution (i.e., matters involving alleged or suspected sexual assault or sexual violence). The College may also elect to use the formal resolution process in any matter when the College deems it appropriate. As part of the formal resolution process, the College may determine that further steps are required to complete the College’s investigation. The following procedural protections apply to matters that are not resolved using the Informal Resolution Process described above:

- **Standard for Determining Responsibility.** The standard used to determine whether this policy has been violated is whether it is more likely than not that the accused violated this policy. This is often referred to as a “preponderance of the evidence” standard.
- **Parties may not cross examine each other.**
- **Rights of Complainants and Accused Parties; Timing of Resolution.** The College shall provide any individual suspected or accused of violating this policy with a written explanation of the suspected or alleged violations of this policy. Complainants and accused parties shall both be provided with the following in connection with the resolution of suspected or alleged violations of this policy:
 - An equal opportunity to speak on their own behalf.
 - An equal opportunity to identify witnesses who can provide information about the alleged conduct at issue.
 - An equal opportunity to submit other evidence on their behalf.
 - As per Title IX, the college will not allow the alleged perpetrator to review the complainant’s statement without also allowing the complainant to review the alleged perpetrator’s statements. Statements can only be reviewed by either party with mutual consent.
 - An equal right to be informed of the outcome of the investigation concurrently (to the greatest extent possible and consistent with FERPA or other applicable law).
 - An equal opportunity to appeal the outcome of the investigation.
- **Sanctions; Corrective Actions.** The official conducting the investigation will determine whether a violation of this policy has occurred and what, if any, corrective action is appropriate. The College will take reasonable steps to prevent the recurrence of any violations of this policy and to correct the discriminatory effects on the complainant (and others, if appropriate). The range of potential sanctions/corrective actions that may be imposed against a student includes but is not limited to the

following: written or verbal apology, discrimination or harassment education, verbal or written warning, probation, suspension, and dismissal from the College. Employees who are found to have violated this policy are subject to other disciplinary action in accordance with the Olivet College Employee Handbook. Guests and other third parties who are found to have violated this policy are subject to corrective action deemed appropriate by the College, which may include removal from the College and termination of any applicable contractual or other arrangements. In instances where the College is unable to take disciplinary or other corrective action in response to a violation of this policy because a complainant insists on confidentiality or for some other reason, the College will nonetheless pursue other steps to limit the effects of the conduct at issue and prevent its recurrence by investigating the complaint to the best of our ability.

- **Notification of Outcome.** After the conclusion of the investigation, the College will provide written notification to the complainant and the accused of the outcome (i.e., whether a violation of this policy has occurred) within seven (7) calendar days after the conclusion of any hearing or proceeding unless the College determines that additional time is required. This notice shall be issued concurrently to both parties to the extent possible. The College may also disclose to the complainant information about any sanctions or corrective actions taken that relate directly to the complainant (e.g., a “no contact” order). The College will maintain documentation of all hearings or other proceedings, which can take various forms (e.g., notes, written findings of fact, transcripts, or audio recordings, etc.). In no event will the complainant in matters involving an alleged violation of the Title IX Policy Against Sex Discrimination be required to abide by a nondisclosure agreement that would prevent disclosure of the outcome.

Right to Appeal. Once written notification of the resolution has been provided, either the complainant or the accused will have the opportunity to appeal the outcome. A student has the right to request an appeal of disciplinary actions. Upon receipt of the disciplinary actions, a student has five business days to file a written appeal. Appeals shall be in writing and delivered to the Vice President for Student Life in person or via the accused student’s e-mail account. All appeals will be reviewed by the Vice President for Student Life. An appeal shall be limited to a review of the notes or audio tape of the initial hearing and supporting documents, except as required to explain the basis of new information. A student may appeal only on the following grounds:

- There was a denial of the elements of a fair hearing.
- To determine if the decision reached was based on complete information.
- To determine whether the imposed sanction(s) were appropriate for the violation.
- To consider new evidence or other facts not brought out in the hearing because such information and/or facts were not known to the person appealing at the time of the original hearing.

The written appeal must state the grounds and the rationale for claiming that an appeal is warranted. Failure on the student’s part to attend a hearing will not be grounds for an appeal. If the appeal does not meet one of the criteria above, the student will be notified in writing that the request for appeal is denied. If the appeal meets one of the criteria above, a review of that issue will be considered and the student will be notified of the result as soon as practical. The following decisions may be made, but are not limited to: overturn the entire decision, uphold the decision but modify (increase or decrease) the sanction, or uphold the entire decision. Please allow a minimum of two weeks to process the appeal. We will do everything to expedite this process.

A student may request an appeal by the President after the decision has come from the Student Life Office. Upon receipt of the student life appeal outcome, a student has five business days from the final action to file a written appeal. Appeals shall be in writing and delivered to the Student Life office in person from the aggrieved party. The Vice President of Student Life or their designee will deliver the appeal to the President’s Office. While there is no right to an interview or hearing, the

President, in his sole discretion, may request an interview or hearing to aid in the review of the appeal. The President shall have the final and binding decision regarding the case, which may not be appealed again or reopened.

Prohibition Against Retaliation

No individual who makes a complaint alleging a violation of this policy or who participates in the investigation or resolution of such a complaint shall be subject to retaliation as a result of such activity or participation. Retaliation exists when action is taken against a complainant or participant in the complaint process that (i) adversely affects the individual's opportunity to benefit from the College's programs or activities; and (ii) is motivated in whole or in part by the individual's participation in the complaint process. Any acts of retaliation, as defined in this policy, shall be grounds for disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff.

Confidentiality

To the extent permitted by law, the confidentiality of all parties involved in the resolution of alleged or suspected violations of this policy will be observed, provided that it does not interfere with the College's ability to conduct an investigation and take any corrective action deemed appropriate by the College and/or its Colleges.

Fabricated Allegations

Any allegations suspected to be fabricated for the purpose of harassing the accused party or disrupting the College's operations are subject to these investigation and grievance procedures and could result in disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff.

Discrimination Overview

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

This Discriminatory Harassment Policy is the official grievance or complaint procedure for resolving alleged violations of the college's policies on discrimination and harassment. However, nothing contained in this policy is intended to foreclose direct, informal dialogue between individuals in order to resolve a possible violation of the policies. Good faith discussions intended to solve or avoid problems are an important and desirable part of collegial relationships. Such dialogue is encouraged, without regard to any pending complaint under the Discrimination Complaint Procedure.

Discriminatory Harassment Policy

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

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

- Has the purpose or effect of creating an intimidating, hostile or offensive study or learning environment.
- Has the purpose or effect of unreasonably interfering with an individual's study or learning experience.
- Otherwise adversely affects an individual's educational opportunities. Prohibited conduct covered by the definition above can include, but is not limited to, the following:

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

The standard for determining whether verbal or physical conduct relating to race, color, religion, gender, national origin, age, disability, marital status, veteran status or sexual orientation is sufficiently severe or pervasive to create a hostile study or learning environment depends on whether a reasonable person in the same or similar circumstances would find the conduct intimidating, hostile or abusive.

The college has a compelling interest in assuring an environment in which learning is embraced. Such an environment requires free and unfettered discussion of the widest possible nature, encouraging legitimate expression of all points of view. A faculty or academic staff member's selection or use of instructional materials in an "instructional setting" shall not constitute discriminatory harassment unless the selection and/or use of the materials are clearly not reasonably germane to the subject of the course. An "instructional setting" is a situation in which a member of the faculty or academic staff is communicating with a student(s) concerning matters the faculty or academic staff member is responsible for teaching to the student(s). These situations include, but are not limited to, such communication in a classroom, in a laboratory, during a field trip, and in a faculty or academic staff member's office. A faculty or academic staff member's "expressive behavior" related to teaching techniques in an instructional setting shall not constitute discriminatory harassment unless the expressive behavior is clearly not reasonably germane to teaching the subject of the course. "Expressive behavior" is conduct in an instructional setting through which a faculty or academic staff member seeks to communicate with students. It includes, but is not limited to, the use of visual materials, oral or written statements, and assignment of visual, recorded or written materials.

Student violators of the policy are subject to disciplinary action up to and including dismissal under Olivet College Community Standards. Faculty, staff and other members of the college community who violate the policy are subject to disciplinary action up to and including discharge under the policies of the college listed in the Olivet Employee Plan.

Any and all forms of retaliation against any cooperating person for reporting or initiating a complaint about harassment under this policy are a violation of this policy.

The college will promptly undertake appropriate remedial action for persons who are subjected to conduct prohibited by the policy.

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

Initiating a Complaint regarding Discrimination and/or Harassment

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

Informal Complaint Procedure

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

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

Prior to the meeting, the Director of Human Resources will provide the respondent with a copy of the complaint. The purpose of the meeting, which shall be chaired by the Director of Human Resources, is to conduct fact-finding in an effort to resolve the complaint on a basis acceptable to the complainant, the respondent and the college. If the meeting produces a mutually acceptable resolution, the resolution shall be reduced to writing and signed by the participants in the meeting. In such cases, the complaint and the resolution shall be kept confidential, except for use in subsequent complaint proceedings, for use in reporting compliance activities to federal and state administrative agencies, or for use as permitted or required by law or as otherwise agreed. If the meeting does not produce a mutually acceptable resolution, upon request of the complainant, the complaint shall be referred to the campus inquiry board pursuant to the formal procedure.

Formal Complaint Procedure

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

- Three faculty representatives and one alternate appointed annually by the faculty senate.
- Three staff representatives and one alternate appointed annually by the staff senate.
- Three student representatives and one alternate appointed annually by the Vice President for Student Life.

- The Director of Human Resources, appointed by the President, who shall be an ex-officio member of the board, without vote, and shall coordinate the activities of the board and assist the board's panels in their investigations and functions.
- An alternate who shall serve only if no regular representative from the appointing constituency is able.

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

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

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

The senior administrative officer is that person assigned from time to time by the President to the highest ranking administrative position responsible for a particular activity or area (e.g., the chief academic officer is the senior administrative officer of members of the faculty). In a case involving a person who is not a regular member of the college community (e.g., a parent or guest), the Director of Human Resources shall assign a senior administrative officer to the board for that person. If the complainant and the respondent have the same senior administrative officer, the Director of Human Resources shall name a second senior administrative officer to the board. If the respondent is the President or a Trustee, the board shall consist of three Trustees selected by the Board of Trustees. Within 15 calendar days after receiving the incident report and probable cause determination, the adjudication board shall convene to hear the evidence.

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

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

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

Appeals

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

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

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

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

17 / Judicial Policies & Procedures

Jurisdiction of the College

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

Administration of Discipline

Ultimate college authority and responsibility in matters of student conduct reside with the Olivet College President. The President has delegated immediate authority for student conduct under the general supervision of the Vice President for Student Life. Although the college will do its best to adhere to the judicial process outlined in the Student Handbook, the college does reserve the right to hold administrative hearings and to adjudicate matters in a manner that it deems appropriate for a given incident. The authority to handle a matter through an administrative hearing will be made by the President of the college or by the President's designee. Disciplinary processes are administered through one of the following levels of authority: (1) Vice President for Student Life; (2) Judicial Board; or (3) Hall Directors.

Student Rights

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

- The student has the right to receive a written description of the alleged charges against him/her and a notice of the hearing.
- The student has the right to be present throughout the hearing but not during the deliberation of the hearing officer or Judicial Board.
- The student has the right to remain silent (i.e. not to testify against oneself), but must understand that if silence is maintained, the case will be determined on the evidence presented.
- The student has the right to respond to the charges against him/her.
- The student has the right to hear all of the information presented and to question witnesses who testify at the hearing.
- The student has the right to present pertinent evidence and witnesses to substantiate his/her case.
- The student has the right to be assisted in all matters within the college disciplinary system by a member of the college community or by a student advocate. The advisor or student advocate role is to help a student prepare a case, but not to present it.
- The student has the right to request an appeal, if their case meets the qualifications of disciplinary action taken against him/her.

Confidentiality

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

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

- Are minors in possession of alcohol and/or are intoxicated.
- Violate the drug policy.
- Have two alcohol violations regardless of age.
- Require medical attention, psychological attention, or as the result of alcohol or other drug abuse/use.
- Are detained or removed from campus by the Police
- Are placed on disciplinary probation.
- Are expelled, suspended, put on interim suspension, or put on investigative leave

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

HIPAA/FERPA

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

Confidentiality in Cases of Involuntary Administrative Withdrawal

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

Confidentiality of Records

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

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

Procedures Pertaining to Anonymity

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

Judicial Process

Any member of the college community may file charges against any student for misconduct. Charges shall be prepared in writing, on an incident report, and directed to the Vice President for Student Life, for non-resident students, and to the appropriate hall director for resident students. It is the responsibility of the student who is involved in an incident to contact the Campus Safety office or a hall director in person to fill out a report. Campus Safety and/or the hall director will work promptly to try to deliver all judicial paperwork to any accused student within 48 hours of the report. Depending on the nature of the investigation, notification may take longer.

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

- Hearings will be closed to everyone except those persons specifically provided for in this procedure or persons whose presence at the hearing is authorized by the hearing officer or board.
- Since the purpose of the hearing is to determine the facts and select an appropriate action that will best suit the student's developmental process, there will be no legal counsel.
- Electronic record of the hearings may be made and preserved. In cases where suspension or expulsion from the college is a possible sanction, an audio tape of the hearing will be made. In sexual violence cases, electronic record of the hearings will be made and preserved.
- If a student fails to attend a scheduled hearing, the hearing may proceed in the absence of the accused student. Such an absence will not be considered grounds for an appeal. If a student cannot attend a hearing due to a scheduled class that conflicts with the hearing, the student is responsible for requesting a new hearing for him/herself.
- Where two or more cases involving common occurrences or involving the same student or students are pending simultaneously, the hearing officer or board may decide to hear the cases individually or together.
- The hearing officer or board may reasonably limit the scope and time devoted to each matter or item of discussion during the hearing, as well as the number of persons testifying or providing witness.
- At the beginning of the hearing, the student will be advised of his/ her rights.
- In all cases, hearings will not be subject to limiting rules of evidence. The level of proof is a preponderance of evidence.

- If the student is found to be responsible, the hearing officer or board will take into account any previous disciplinary action in determining a sanction.
- Written notice of the outcome of the hearing will normally be delivered to the student within five working days. In sexual assault cases, the complainant and respondent will receive notice of the outcome at the same time.
- If suspended or expelled, the student will be banned from the Olivet College campus. A trespass notice will be sent to all Olivet College staff and personnel. If the student is seen on campus he/ she will be considered trespassing.
- Sanctions go into effect immediately, unless otherwise stated. The sanctions remain in effect during the appeal process.
- Records will be maintained in the Student Life Office for seven years.

Appeal Process

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

- To determine if there was a denial of the elements of a fair hearing.
- To determine if the decision reached was based on complete information.
- To determine whether the imposed sanction(s) were appropriate for the violation.
- To consider new evidence or other facts not brought out in the hearing because such information and/or facts were not known to the person appealing at the time of the original hearing. The written appeal must state the grounds and the rationale for claiming that an appeal is warranted. Failure on the student's part to attend a hearing will not be grounds for an appeal. If the appeal does not meet one of the criteria above, the student will be notified in writing that the request for appeal is denied.

If the appeal meets one of the criteria above, a review of that issue will be considered and the student will be notified of the result as soon as practical. The following decisions may be made, but are not limited to: overturn the entire decision, uphold the decision but modify (increase or decrease) the sanction, or uphold the entire decision. Please allow a minimum of two weeks to process the appeal. However it may take longer than two weeks to expedite this process.

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

Complaints

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

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

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

College Sanctions

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

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

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

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

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

Standing with the College. All students are in good standing with the College unless designated by judicial sanctions. Those considered not in good standing with the College must not have any judicial violations for 12 months. Any students who are found to have done physical or psychological harm to themselves or others will not be in good standing with the College.

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

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

Mediation. To help students involved in a dispute come to a mutual agreement or settlement, the college may facilitate or require mediation. Mediation is not allowed in sexual assault cases.

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

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

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

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

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

Student Life Probation. Student Life probation is a formal notice to the student that the behavior in question is unacceptable within the Olivet College community. While on probation, the student is not allowed to attend or participate in any Student Activities event/program at Olivet. This includes, but is not limited to, intramurals and any club or organization events. Probation is for a fixed period of time, which normally will not be less than one academic year. During the probationary period, a student may not hold an elected or appointed office or serve as a team captain on any other leadership position. Probation may also affect other appointed or selected positions as required by departmental guidelines. During the probationary period, the student is not considered to be in good standing with the college.

Loss of Olivet College Scholarships. A reduction or loss of institutional aid may result from a judicial hearing. The judicial board will determine the terms and amounts of monetary loss. Once the restricted time period has expired, students may reapply for revoked scholarships.

Investigative Leave. As an interim measure, when a potential serious incident has occurred, the Office of Student Life may put a student on Investigative Leave. This is done to ensure the safety of all of our students. Campus Safety and the Judicial Board will work in a timely manner to investigate the incident and hold judicial meetings. During this time no contact orders are issued to all parties and retaliation will result in immediate suspension. During this leave, it is the responsibility of the student to contact their instructors and stay up to date on their course assignments. During investigative leave, the student shall be withheld access to residence halls and to the campus (including classes) and all other college activities or privileges for which students might be eligible, as deemed appropriate by the Vice President for Student Life. Upon investigative leave the student must leave campus immediately and hand in all college keys to Campus Safety. Failure to do so will result in a \$50 lock change charge.

Interim Suspension. While normally no action will be taken against a student until charges have been heard in accordance with the hearing processes established in these Community Standards, a student may be suspended pending a hearing on the charges when, in the judgment of the Vice President for Student Life, the continued presence of the student would constitute a clear danger to themselves or to the safety of persons or property on the college premises, or would pose an immediate threat of disruptive interference with the normal conduct of college activities. Interim suspension is only in effect until a hearing board can meet and determine responsibility. During

interim suspension, students shall be denied access to residence halls and to the campus (including classes) and all other college activities or privileges for which students might be eligible, as deemed appropriate by the Vice President for Student Life. Upon interim suspension the student must leave campus immediately and hand in all college keys to Campus Safety. Failure to do so will result in a \$50 lock change charge.

Suspension. Suspension from the college involves the exclusion of the student from participation in any academic or other activities of the college for a specified period of time, which may be indefinite. Written notification of this action will be provided to the student. Suspension from the college further involves the following: a notice of suspension will accompany any official transcript requested by a student during the period of suspension; withdrawal from all courses carried the semester of the suspension; and forfeiture of all fees according to the normal withdrawal policy of the college. Any student suspended from the college is prohibited from visiting the college premises except when engaged in official conferences approved in writing by the Vice President for Student Life. Suspended students returning to the College are on Disciplinary Probation and considered not in good standing with the College for 12 months. Suspension may include any other disciplinary action that is judged to be of value to the student. Upon suspension the student must leave campus immediately and hand in all college keys to Campus Safety. Failure to do so will result in a \$50 lock change charge.

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

Non-Compliance with College Sanctions

Failure to comply with college sanctions in the time accorded may result in up to a \$500 fine, a hold being placed on registration, graduation or transcripts, or a more serious sanction being imposed.

Dishonesty

No person shall knowingly furnish false, forged, fictitious or misleading information whether conveyed orally, electronically or otherwise to any Safety Officer or College Official. No person shall knowingly make or furnish to any Safety Officer or College Official any fictitious report of the commission of a violation of any student handbook codes, federal or state law or local ordinance. Minimum fine is \$500 and possible suspension.

Emergency Administrative Action

Should an individual pose an immediate danger to, or severely disrupt the college community or endanger any individual, emergency administrative action may be taken to relocate an individual within campus housing, restrict activities of the individual on campus, or to remove the individual from the college community (e.g. residence halls, classroom) pending the outcome of disciplinary procedures. Within five working days of the emergency administrative action, preliminary disciplinary charges will be filed, followed by formal charges once the investigation has been completed. The student must receive written notification of the charges as specified by Community Standards. The decision whether or not to take emergency administrative action will be at the discretion of the Vice President for Student Life.

Appendix A

Excerpt from the Michigan Penal Code Act 328 of 1931 Criminal Sexual Conduct

THE MICHIGAN PENAL CODE (EXCERPT)
Act 328 of 1931 CRIMINAL SEXUAL CONDUCT
750.520b

Criminal sexual conduct in the first degree; felony;
consecutive terms. Sec. 520b.

(1) A person is guilty of criminal sexual conduct in the first degree if he or she engages in sexual penetration with another person and if any of the following circumstances exists:

- (a) That other person is under 13 years of age.
- (b) That other person is at least 13 but less than 16 years of age and any of the following:
 - (i) The actor is a member of the same household as the victim.
 - (ii) The actor is related to the victim by blood or affinity to the fourth degree.
 - (iii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.
 - (iv) The actor is a teacher, substitute teacher, or administrator of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled.
 - (v) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
- (c) Sexual penetration occurs under circumstances involving the commission of any other felony.
- (d) The actor is aided or abetted by 1 or more other persons and either of the following circumstances exists:
 - (i) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(ii) The actor uses force or coercion to accomplish the sexual penetration. Force or coercion includes, but is not limited to, any of the circumstances listed in subdivision (f).

(e) The actor is armed with a weapon or any article used or fashioned in a manner to lead the victim to reasonably believe it to be a weapon.

(f) The actor causes personal injury to the victim and force or coercion is used to accomplish sexual penetration. Force or coercion includes, but is not limited to, any of the following circumstances:

- (i) When the actor overcomes the victim through the actual application of physical force or physical violence.
- (ii) When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute these threats.
- (iii) When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute this threat. As used in this subdivision, "to retaliate" includes threats of physical punishment, kidnapping, or extortion.
- (iv) When the actor engages in the medical treatment or examination of the victim in a manner or for purposes that are medically recognized as unethical or unacceptable.
- (v) When the actor, through concealment or by the element of surprise, is able to overcome the victim.
- (g) The actor causes personal injury to the victim, and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
- (h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless, and any of the following:
 - (i) The actor is related to the victim by blood or affinity to the fourth degree.
 - (ii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.

(2) Criminal sexual conduct in the first degree is a felony punishable as follows:

- (a) Except as provided in subdivisions (b) and (c), by imprisonment for life or for any term of years.
- (b) For a violation that is committed by an individual 17 years of age or older against an individual less than 13 years of age by imprisonment for life or any term of years, but not less than 25 years.
- (c) For a violation that is committed by an individual 17 years of age or older against an individual less than 13 years of age, by imprisonment for life without the possibility of parole if the person was previously convicted of a violation of this section or section 520c, 520d, 520e, or 520g committed against an individual less than 13 years of age or a violation of law of the United States, another state or political subdivision substantially corresponding to a violation of this section or section 520c, 520d, 520e, or 520g committed against an individual less than 13 years of age.
- (d) In addition to any other penalty imposed under subdivision (a) or
 - (b), the court shall sentence the defendant to lifetime electronic monitoring under section 520n.
- (3) The court may order a term of imprisonment imposed under this section to be served consecutively to any term of imprisonment imposed for any other criminal offense arising from the same transaction. 750.520c Criminal sexual conduct in the second degree; felony. Sec. 520c.
 - (1) A person is guilty of criminal sexual conduct in the second degree if the person engages in sexual contact with another person and if any of the following circumstances exists:
 - (a) That other person is under 13 years of age.
 - (b) That other person is at least 13 but less than 16 years of age and any of the following:
 - (i) The actor is a member of the same household as the victim.
 - (ii) The actor is related by blood or affinity to the fourth degree to the victim.
 - (iii) The actor is in a position of authority over the victim and the actor used this authority to coerce the victim to submit.
 - (iv) The actor is a teacher, substitute teacher, or administrator of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled.

- (v) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

- (c) Sexual contact occurs under circumstances involving the commission of any other felony.

- (d) The actor is aided or abetted by 1 or more other persons and either of the following circumstances exists:
 - (i) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
 - (ii) The actor uses force or coercion to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the circumstances listed in section 520b(1)(f).

- (e) The actor is armed with a weapon, or any article used or fashioned in a manner to lead a person to reasonably believe it to be a weapon.

- (f) The actor causes personal injury to the victim and force or coercion is used to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the circumstances listed in section 520b(1)(f).

- (g) The actor causes personal injury to the victim and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

- (h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless, and any of the following:
 - (i) The actor is related to the victim by blood or affinity to the fourth degree.
 - (ii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.

- (i) That other person is under the jurisdiction of the department of corrections and the actor is an employee or a contractual employee of, or a volunteer with, the department of corrections who knows that the other person is under the jurisdiction of the department of corrections.

(j) That other person is under the jurisdiction of the department of corrections and the actor is an employee or a contractual employee of, or a volunteer with, a private vendor that operates a youth correctional facility under section 20g of the corrections code of 1953, 1953 PA 232, MCL 791.220g, who knows that the other person is under the jurisdiction of the department of corrections.

(k) That other person is a prisoner or probationer under the jurisdiction of a county for purposes of imprisonment or a work program or other probationary program and the actor is an employee or a contractual employee of or a volunteer with the county or the department of corrections who knows that the other person is under the county's jurisdiction.

(l) The actor knows or has reason to know that a court has detained the victim in a facility while the victim is awaiting a trial or hearing, or committed the victim to a facility as a result of the victim having been found responsible for committing an act that would be a crime if committed by an adult, and the actor is an employee or contractual employee of, or a volunteer with, the facility in which the victim is detained or to which the victim was committed.

(2) Criminal sexual conduct in the second degree is a felony punishable as follows:

(a) By imprisonment for not more than 15 years.

(b) In addition to the penalty specified in subdivision (a), the court shall sentence the defendant to lifetime electronic monitoring under section 520n if the violation involved sexual contact committed by an individual 17 years of age or older against an individual less than 13 years of age. 750.520d Criminal sexual conduct in the third degree; felony. Sec. 520d.

(1) A person is guilty of criminal sexual conduct in the third degree if the person engages in sexual penetration with another person and if any of the following circumstances exist:

(a) That other person is at least 13 years of age and under 16 years of age.

(b) Force or coercion is used to accomplish the sexual penetration. Force or coercion includes but is not limited to any of the circumstances listed in section 520b(1)(f)(i) to (v).

(c) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(d) That other person is related to the actor by blood or affinity to the third degree and the sexual penetration occurs under circumstances not otherwise

prohibited by this chapter. It is an affirmative defense to a prosecution under this subdivision that the other person was in a position of authority over the defendant and used this authority to coerce the defendant to violate this subdivision. The defendant has the burden of proving this defense by a preponderance of the evidence. This subdivision does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(e) That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and either of the following applies:

(i) The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district. This subparagraph does not apply if the other person is emancipated or if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(f) That other person is at least 16 years old but less than 26 years of age and is receiving special education services, and either of the following applies:

(i) The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. This subparagraph does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(2) Criminal sexual conduct in the third degree is a felony punishable by imprisonment for not more than 15 years. 750.520e Criminal sexual conduct in the fourth degree; misdemeanor. Sec. 520e.

(1) A person is guilty of criminal sexual conduct in the fourth degree if he or she engages in sexual contact with another person and if any of the following circumstances exist:

(a) That other person is at least 13 years of age but less than 16 years of age, and the actor is 5 or more years older than that other person.

(b) Force or coercion is used to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the following circumstances:

(i) When the actor overcomes the victim through the actual application of physical force or physical violence.

(ii) When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute that threat.

(iii) When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute that threat. As used in this subparagraph, "to retaliate" includes threats of physical punishment, kidnapping, or extortion.

(iv) When the actor engages in the medical treatment or examination of the victim in a manner or for purposes which are medically recognized as unethical or unacceptable.

(v) When the actor achieves the sexual contact through concealment or by the element of surprise.

(c) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(d) That other person is related to the actor by blood or affinity to the third degree and the sexual contact occurs under circumstances not otherwise prohibited by this chapter. It is an affirmative defense to a prosecution under this subdivision that the other person was in a position of authority over the defendant and used this authority to coerce the defendant to violate this subdivision. The defendant has the burden of proving this defense by a preponderance of the evidence. This subdivision does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(e) The actor is a mental health professional and the sexual contact occurs during or within 2 years after

the period in which the victim is his or her client or patient and not his or her spouse. The consent of the victim is not a defense to a prosecution under this subdivision. A prosecution under this subsection shall not be used as evidence that the victim is mentally incompetent.

(f) That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and either of the following applies:

(i) The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district. This subparagraph does not apply if the other person is emancipated or if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(g) That other person is at least 16 years old but less than 26 years of age and is receiving special education services, and either of the following applies:

(i) The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. This subparagraph does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(2) Criminal sexual conduct in the fourth degree is a misdemeanor punishable by imprisonment for not more than 2 years or a fine of not more than \$500.00, or both.