



*Adrian College*

**STUDENT HANDBOOK**  
**2023-2024 ACADEMIC YEAR**

All policies and procedures outlined in this student handbook are subject to change by the College at its discretion.

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## ADRIAN COLLEGE STUDENT HANDBOOK

2022-2023

### I. INTRODUCTION TO HANDBOOK

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

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

##### GREETING FROM PRESIDENT DOCKING

Welcome to another exciting year at Adrian College!

We're eager to engage you in all that Adrian College has to offer – from exciting academic programs to numerous co-curricular activities. There is something for everyone here and along the way you'll build lifelong relationships with fellow students, make important connections with faculty, staff and friends of the College, and find your place through leadership, collaboration and inspiration.

Adrian College remains a place where students can explore several new majors, enjoy great internships, and test your knowledge by practical application and plentiful experiences in and out of the classroom.

This handbook is an important resource-from Bulldog traditions to every detail of student life including academics, residence life, dining services, safety, and policies. Look beyond the pages, however, to encounter the persons, the beautiful campus, and the opportunities that surround you here. You'll not regret taking advantage of as much as you can that exists uniquely at a selective college.

Earning your degree is one of the most important steps you can take that will lead to a satisfying career, a commitment to life-long learning, and to becoming a contributing citizen to your future community.

Warm regards,

Jeffrey R. Docking, Ph.D.  
President

##### **... AND PRESIDENT YOUNT:**

Hello My Fellow Classmates,

As we embark on another exciting academic year, I want to extend a warm welcome to each and every one of you. Whether you're a returning student or just beginning your journey at Adrian College, you are an essential part of our vibrant and diverse community.

This year, I have the privilege of serving as your Student Government Association President, and I want to share with you the boundless enthusiasm and determination that I have for making this academic year one of the best yet.

Our college is more than just a place of learning; it's a place where friendships are formed, passions are discovered, and dreams are realized. We are a community that thrives on diversity, cherishes inclusivity, and values the contributions of every individual.

As your Student Government, our mission is to amplify your voices, advocate for your needs, and work tirelessly to create a campus environment that fosters personal growth and academic excellence. We are here to listen, to learn, and to act on your behalf.

Throughout the year, you can expect a myriad of events, initiatives, and opportunities designed to enrich your university experience. Whether it's joining a club, volunteering in the community, or attending one of our many exciting events, there's something for everyone to get involved in and make your mark.

Remember, you have the power to shape your own path here. Take advantage of the resources available to you, both academically and personally. Challenge yourself to step outside of your comfort zone, engage in meaningful conversations, and embrace the diversity of thought that surrounds you.

Together, we can achieve great things. Let's support one another, foster a culture of kindness, and leave a legacy that reflects the strength and unity of our Adrian College community.

I encourage you to seize every opportunity, make lasting memories, and embark on a journey of self-discovery. This academic year holds immense promise, and I am confident that, with your involvement and passion, we will achieve greatness together.

Let's make this year unforgettable!

With pride and excitement,

Taylor Young  
Student Government Association President

## **EDUCATIONAL MISSION**

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

## **HISTORY**

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

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

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

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

with The United Methodist Church.

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

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

## LANDMARKS, LEGENDS AND MORE

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

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

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

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

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

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

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

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

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

**South Hall Bell** For more than 100 years, the College Bell hung in the cupola atop South Hall. It rang for classes, meals and daily chapel services, as well as for weddings, funerals, graduations and other special occasions. In 1960, South Hall was torn down to make way for the Herrick Carillon Tower. Placed inside the tower, the bell remained silent and was almost forgotten

until the Class of 1984 donated funds to move the bell to a place near Shipman Library. The Class of 1999 provided funds to incorporate the bell into the entrance walkway of the renovated library.

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

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

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

**Mascot Bruiser** In December 2009, Adrian College welcomed the new face of Bulldog spirit, a live mascot. Bruiser was an English Bulldog born in Oklahoma and was beloved by the campus and greater community. Bruiser passed away in 2017. On Christmas Day 2017, a new English Bulldog was announced to continue the mascot legacy, also known as Bruiser. He lives adjacent to the campus with his adoptive family, makes frequent appearances across campus and attends special events such as Welcome Week, Homecoming and Commencement.

**Adrian College Terrace** To provide a variety of outdoor spaces for the college community, the plaza and tiered patio areas were extended on the south side of Caine Student Center. Features include fire pits, a fountain, fireplace, outdoor seating, pergolas and entertainment technology.

**Commencement Plaza** With the addition of a large pergola and new landscaping, the plaza adjacent to Herrick Bell Tower has become the stage for Commencement each spring as well as many other outdoor events. Commencement was first held at this location in 2011.

**Madison Street Entrance** To create a main entrance to the campus from Madison Street, two custom brick gateway structures were erected in 2015 at the walkway to Commencement Plaza and the campus mall. The generosity of Steve Wolfe '71 and his wife Cynthia made the construction possible. Lining the walkway are cherry trees donated by alumnus Richard Kibbey '75.

**Trustee Terrace** To enhance Phelps Garden at the west end of Stanton Administration Building, a beautiful terrace and pergola were constructed offering another unique venue for outdoor events, classes, photo shoots, and special gatherings. In 2017, the Board of Trustees funded the new terrace that incorporated and upgraded Phelps Garden for all to enjoy.

## ANNUAL TRADITIONAL EVENTS

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

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

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

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

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

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

**Family Weekend**, one of Adrian's long-standing traditions, is scheduled in the fall. While on campus, family members

experience campus life, and are able to attend events, such as: theater productions, planetarium shows, athletic events, carnival and a trip to Carpenter Farms.

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

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

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

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

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

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

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

**Community Plunge** offers incoming freshman the opportunity to begin service in their new community. During Welcome Week, students volunteer their time and effort to local community organizations and for projects that provide needed assistance and positive connections.

**The Creativity Award** is an annual contest inviting the campus community to submit creative ideas to enhance the campus community. Through the Institute for Creativity, the contest is administered and has generated several hundred ideas. One is selected and funded each year and many others incorporated on campus where possible.

## II. ENROLLMENT DIVISION

### OFFICE OF ADMISSIONS

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

#### STUDENT ADMISSIONS POSITIONS

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

#### PROSPECTIVE STUDENT INFORMATION

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

### OFFICE OF FINANCIAL AID

The Office of Financial Aid at Adrian College is committed to assisting students find the best financial options for their education. The mission of the Office of Financial Aid is to provide access to financial aid information and resources to students, who without such assistance would be less likely to attend an institution of higher education.

#### FINANCIAL AID -UNDERGRADUATE STUDENTS

##### Operating Policies

The following operating policies are designed to assure that the financial aid office is effective in carrying out its responsibilities.

- All students must apply for financial assistance by submitting appropriate application forms to the Office of Financial Aid.
- All funds available to Adrian College for financial assistance shall be administered through the financial aid office. When funds or awards are received from outside sources by other offices (such as Student Business Services) that office will be required to notify the financial aid office.
- The Office of Financial Aid shall maintain adequate records to ensure proper administration of aid funds. This includes ensuring that aid given is not in excess of the cost of attendance and that aggregate awards do not exceed total expenditures of funds under each program.
- Selection of students to receive financial aid will be made without regard to age, sex, race, color, religion, sexual orientation, national origin, disability or marital status.
- Priority consideration for aid is given to students whose files are complete by March 1st prior to the award year.
- All students applying for aid are required to apply annually for Federal, Institutional and State Assistance.

### **General Eligibility**

A student must meet certain requirements to be eligible for Federal financial aid. Those requirements include but are not limited to:

1. Be a U.S. citizen or eligible noncitizen.
2. Have a valid Social Security Number.
3. Have a high school diploma, a General Education Development (GED) Certificate or equivalent.
4. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program at a school that participates in the federal student aid programs.
5. Not have a drug conviction for an offense that occurred while the student received federal aid (such as grants, loans, or work-study).
6. Be meeting the requirements for SAP.
7. In addition, a student must not owe a refund on a federal grant, be in default on a federal student loan and must demonstrate financial need (except for unsubsidized loans).

An award package is offered after a student has fulfilled the following:

- Acceptance for admission
- Completion of the Free Application for Federal Student Aid (FAFSA) or the CSS Profile – International students only.

Students should complete their file by March 1 to be given priority consideration for the following academic year. Files completed after that date will be considered late applications and will be awarded aid in the order in which the applications were completed.

### **Financial Aid Programs**

#### **Adrian College Scholarship/Grant Policy**

Adrian College Scholarships/Grants are earmarked for full-time, on-campus study for up to eight semesters. Students may not receive institutional scholarships/grants that are in excess of tuition. Outside scholarships may affect Institutional or State grants and scholarships. Veteran Affairs Benefits, Post 9/11 GI Bill (Chapter 33), and ROTC Full-tuition scholarships are included and will reduce the scholarship/grant eligibility of the student dollar for dollar. Please note that the qualifying for Adrian College Scholarships may reduce previously awarded Adrian College Grants.

#### **Adrian College Scholarships**

Students who are full time and enter into college with the required SAT and GPA will be reviewed for Adrian College scholarship assistance up to 8 semesters of on-campus study. Students who receive a merit-based Adrian College Scholarship will need to maintain their full time status (12 credits or above) and maintain good standing to remain eligible. Failure to maintain either criterion could result in loss of the scholarship.

#### **Academic Scholarships**



All Adrian College applicants are considered for academic scholarships. Academic Scholarships will be renewed each year as long as the student remains a full-time student while in good standing with Adrian College.

### **Fine and Performing Arts Scholarship**

These scholarships are available to students who visit campus on Fine and Performing Arts Day and/or schedule an interview with the Performing Arts and Art departments. Participation within the program(s) is expected.

### **Additional Adrian Scholarships**

Additional Adrian scholarships are available for incoming students who attend one of the three Scholarship Days (January, February or March), are children or siblings of Adrian College alumni (Legacy Scholarship) or active members of the United Methodist Church.

### **Adrian College Grants**

Students who file the FAFSA will be considered for both need based and non-need based grants. These awards are renewable for up to four years. Renewal is contingent upon the student's annual submission of the FAFSA, maintaining satisfactory progress and full time enrollment. Renewal may also be contingent upon the student's residency status (on or off campus) and funding levels.

The Adrian College Grant will be reduced if necessary to maintain Federal, State, and College budgets. Any other financial aid award that exceeds \$99 and is not a part of the original financial aid award, whether it be an Adrian College or outside scholarship, Federal/State grant or scholarship money, Federal loan, or tuition waiver, can reduce Adrian College Grants.

### **Endowment and Contributed Scholarships**

Through generous gifts from family, friend and alumni of Adrian College, various scholarship programs have been established. If a specific donor provides a student scholarship, the student may be notified by the Development Office and requested to write a thank you note and/or meet the donor.

### **State of Michigan Financial Aid Programs**

Adrian College participates in several State of Michigan financial aid programs. These programs include but may not be limited to; the Michigan Competitive Scholarship, Michigan Tuition Grant, Tuition Incentive Program and Fostering Futures Scholarship. Michigan residency is required for all state aid programs.

#### **Michigan Tuition Grant**

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

#### **Program Details**

- Federal processor must receive Free Application for Federal Student Aid (FAFSA) by March 1.
- Must be enrolled at an approved independent, degree-granting Michigan institution.
- Cannot be enrolled in a course of study leading to a degree in theology, divinity, or religious education.
- Must maintain a minimum cumulative GPA of 2.0 or higher and be maintaining SAP.

#### **Annual Award Amount**

- Program is need based.
- Award amount is based on annual State funding levels and a student's enrollment level.
- Must be registered for at least 6 credit hours.
- Award limited to tuition and mandatory fees.
- Limited to 10 semesters.

#### **Michigan Competitive Scholarship**

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

### **Program Details**

- Achieve a qualifying ACT score of at least 23 (composite) or 90 (scaled score) prior to entering college. Starting with the Class of 2017, an ACT score will not be considered. Students must achieve a qualifying score of at least 1200 on the SAT.
- Federal processor must receive the Free Application for Federal Student Aid (FAFSA) by March 1.
- Cannot be attending an institution whose primary purpose is to prepare students for ordination or appointment as a member of the clergy of a church, denomination, or religious section.
- Must maintain a minimum cumulative GPA of 2.0 or higher and be maintaining SAP.

### **Annual Award Amount**

- Program is both merit and need based.
- Award amount is based on annual State funding levels and a student's enrollment level.
- Must be registered for at least 6 credit hours.
- Award is limited to tuition and mandatory fees.
- Limited to 10 semesters.

### **Tuition Incentive Program (TIP)**

Established in 1987, this program provides assistance to Michigan residents that meet certain Medicaid eligibility history requirements. Eligible students must apply prior to High School graduation.

### **Program Details**

- Student must have received Medicaid coverage, as determined by the Michigan Department of Health and Human Services (DHHS), for 24 months within any 36-consecutive month period between age 9 and high school graduation.
- Must submit application by August 31 of the student's senior year.
- Must begin using TIP within four years after high school graduation.
- Eligibility ends after six years from the date of high school graduation.
- Must be enrolled in an Associate Degree program to qualify for phase 1 award.

### **Annual Award Amount**

- Award is limited to tuition and mandatory fees.
- Eligible mandatory fees cannot exceed \$250 per semester or term.
- Pays up to 24 semester credits per academic year. Cannot exceed 80 semester credits.

## **Federal Aid Programs**

### **Federal Pell Grant**

Federal Pell Grants are awarded to undergraduate students who have exceptional financial need and do not have a prior Bachelor's degree. Students apply using the FAFSA and can receive no more than 12 semesters or the equivalent (roughly six years of full-time enrollment). The amount of this grant is determined by the Federal Government and can change yearly based on funding levels and calculated financial need from the FAFSA.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

The FSEOG may be awarded to full-time undergraduates whose FAFSA form indicates exceptional financial need. Awards are based on funds available at the time of application. Award amounts are limited and vary.

### **Federal Campus Employment (Work Study Program)**

The federal government supports employment for financially needy students. In addition to demonstrating need, eligibility requires full-time undergraduate enrollment. Awards are based on funds available at the time of application. This program encourages community service work and work related to each student's course of study, where applicable. Students are responsible for securing employment and perform job duties according to the position description. The number of hours a student may work each week is determined by the amount of the work study award. Assigned work hours may not conflict with class attendance or scheduled examinations. Failure to perform assigned duties satisfactorily may result in job termination. Work study earnings can be applied to semester charges or paid directly to students according to the Student Pay Schedule established by Payroll Department.

### **Federal Direct Subsidized Stafford Loan**

Undergraduate students who demonstrate financial need (based on their FAFSA results) may be eligible for a Federal Direct Subsidized Loan. Interest is paid by the federal government during eligible in-school, grace and deferment periods. The subsidized loan does NOT accrue interest while the student is enrolled at least half-time. There is a 6-month grace period after graduation or dropping below half-time before repayment is required. The repayment period can be as long as 10 years. The Financial Aid Office will notify students, who are eligible to borrow a Subsidized Stafford Loan, of their maximum eligibility. Maximum loan amounts are based on grade level and financial need.

### **Federal Direct Unsubsidized Stafford Loan**

The unsubsidized loan is NOT based on financial need and is awarded to both undergraduate and graduate students. The student is responsible for paying the interest, which begins accruing as soon as the loan is disbursed. There is a 6-month grace period after graduation or dropping below half-time before repayment is required. The repayment period can be as long as 10 years. The unsubsidized loan DOES accrue interest while the student is in school. Students can make interest payments or let the interest capitalize. The Financial Aid Office will notify students, who are eligible to borrow an Unsubsidized Stafford Loan, of their maximum eligibility. Maximum loan amounts are based on grade level, dependency status and financial need.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

The Federal PLUS program allows parents to borrow up to the cost of attendance minus estimated financial aid for the academic year for each dependent student enrolled at least half time. These loans are the financial responsibility of the parent borrower. The borrower has the option of beginning repayment on the PLUS loan either 60 days after the loan is fully disbursed or wait until six months after the dependent student on whose behalf the parent borrowed ceases to be enrolled on at least a half-time basis. The College determines maximum eligibility based on the student's federal cost of attendance minus all other forms of aid. The parent applicant will need to complete a Parent PLUS application and PLUS direct loan master promissory note yearly at [studentaid.gov](http://studentaid.gov).

## **Outside Scholarships and Reimbursement Programs**

### **Outside Scholarships**

An outside scholarship is any scholarship not awarded by the government or the school, such as a scholarship provided by a private sector company, high school or community foundation. Outside scholarships are considered resources, meaning that they may reduce a student's financial aid package dollar for dollar. Schools often do not have a choice in the matter. Federal rules concerning "overaward situations" require the school to reduce the financial aid package when the sum of financial aid from all sources exceeds the school's cost of education.

Students are required to report any outside scholarships to the school's financial aid office. If a student fails to report an outside scholarship, they may be required to repay the school or the government all or part of their need-based financial aid package.

### **Employer Payments or Reimbursement**

Employer tuition assistance includes a variety of employer-sponsored programs to help employees and/or their dependents pay for college. In many cases the funds received from these programs may be excluded from income and hence tax-free. Employer reimbursements or payments are considered resources, meaning that they may reduce a student's financial aid package dollar for dollar. Schools often do not have a choice in the matter. Federal rules concerning "overaward situations" require the school to reduce the financial aid package when the sum of financial aid from all sources exceeds the school's cost of education.

Students are required to report any outside employer reimbursement or payments to the school's financial aid office. If a student fails to report an outside scholarship, they may be required to repay the school or the government all or part of their need-based financial aid package.

## **Other Loan and Financing Options**

### **Private Student Loans**

Private Education Loans, also known as Alternative Education Loans, help bridge the gap between the actual cost of a student's education and all other educational resources. Private loans are offered by private lenders and do not require a FAFSA to be filed. The Office of Financial Aid recommends that students exhaust federal student loan eligibility before resorting to a private student loan.

### **Payment Plans**

Adrian College offers deferred payment plan options. Please refer to the Payment of Accounts section of the college catalog for more information. Students and parents can also inquire with the Student Business Services Office additional information and payment options.

## **Financial Aid Implications**

When a student officially withdraws prior to completing more than 60% of the semester, Federal regulations require the Office of Financial Aid to apply a formula established by the U.S. Department of Education to determine the amount of Federal financial aid that has been earned by the student. The amount of Federal financial aid returned to federal aid programs is determined by the amount of time the student spent in academic attendance, but has no relationship to the institutional charges incurred by the student. Institutional aid will also be reduced following the same calculation to determine percentage earned.

For students that unofficially withdraw and/or finish a semester with all F's or a combination of all F's and W's, a last date of academic related activity will be determined by the Registrar's Office and a calculation of the percentage of earned aid will be based on this date.

## **Satisfactory Academic Progress (SAP)**

The Higher Education Act of 1976, as amended, requires Adrian College to develop and apply a consistent and reasonable standard of academic progress for all students who receive federal financial aid in order for those students to continue to receive such assistance. This standard must contain all elements specified in the regulations and must be at least as strict as the academic standards the College uses for all students. Students who fall behind in their coursework or fail to achieve minimum standards for grade point average and completion of classes, risk losing their eligibility for federal and state financial aid, external scholarships/grants/loans, and Adrian College scholarships and grants.

SAP is assessed both qualitatively (by cumulative grade point average) and quantitatively (by earned credit hours). Students must also complete their degree within a Maximum Time Frame of 150% of the published program length. A student is not permitted to receive federal student aid if the attempted credit hours exceed the Maximum Time Frame of 150%. Progress is measured at the end of each term to determine a student's financial aid eligibility for future enrollment periods. Students not meeting SAP standards will be notified by the Office of Financial Aid (both by mail using their self-reported permanent address and through their Adrian College email account).

In order to maintain satisfactory academic progress (to be in good standing academically) a student must do two things:

1. Qualitative Measure – Maintain a 2.0 cumulative GPA (undergraduate students), or a 3.0 cumulative GPA (graduate students); and
2. Quantitative Measure – Successfully complete (i.e., pass) 2/3 of the credit hours attempted.

### **Maximum Timeframe (150% Rule)**

Students are not permitted to receive federal student aid for a period no longer than 150 percent of the published length of the program.

Grade point averages are calculated by dividing total quality points by quality hours (i.e., credit hours attempted). Hours for courses for which grades of NG, NC, W, or I are excluded from the hours attempted to obtain quality hours.

Hours successfully completed include all credit hours attached to course grades of A, A-, B+, B, B-, C+, C, C-, D+, D and D-. Hours attempted include those successfully completed as well as those attached to courses in which grades of F, I, W, NG, and NC were assigned.

## **SATISFACTORY ACADEMIC PROGRESS WARNING**

The first time a student does not meet SAP standards they will be placed on Financial Aid Warning for the next semester. This means they are one term away from losing their financial aid eligibility but are still eligible for financial aid for the subsequent semester. Failure to meet SAP standards in the semester in which the student is on Financial Aid Warning will result in Financial Aid Suspension.

## **SATISFACTORY ACADEMIC PROGRESS SUSPENSION**

Students who do not meet satisfactory academic progress requirements at the end of the financial aid warning period will be placed on a financial aid suspension and will not be eligible for financial aid (both federal and Adrian College scholarships/grants) without appealing.

#### **SATISFACTORY ACADEMIC PROGRESS ACADEMIC PLAN & APPEAL PROCEDURE**

Any student denied financial aid due to the policy may appeal to the Office of Financial Aid. An appeal application and instructions will be included with the SAP notification letter from the Office of Financial Aid. Students wishing to appeal will be required to submit a formal letter explaining why he or she is not currently making Satisfactory Academic Progress. The letter should also include the students plan to sufficiently improve their academic status. Students will also be required to meet with their academic advisor to review their academic plan and sign off on the student's appeal application.

Appeal applications should be submitted to the Office of Financial Aid prior to the start of term and must be submitted prior to the end of the second week of the term for which they are applying. After an application for appeal is received, the student will be notified in writing of the results of the Satisfactory Academic Progress Appeal. Reinstatement of aid for a subsequent period will be determined on an individual basis.

Students who do not meet the terms of Satisfactory Academic Progress, and who either elect not to file an appeal, or who failed to meet the terms of their academic plan will be required to meet the Satisfactory Academic Progress standards before regaining eligibility for financial aid.

Students are limited to two (2) SAP Appeal submissions during their enrollment at Adrian College.

#### **SATISFACTORY ACADEMIC PROGRESS PROBATION**

Students will be assigned this status if they fail to meet satisfactory academic progress at the end of SAP Warning period but successfully appeal. Students will be permitted to receive financial aid for one additional term with continued eligibility to be reviewed and determined at the term's end. Students on SAP financial aid probation are monitored for improvements and are required to adhere to their terms and conditions of probation.

#### **INCOMPLETES, WITHDRAWALS, FAILURES AND REPETITIONS**

Classes graded with failure ("F"), "academic dishonesty", "incomplete", "no credit", or "withdraw" will be evaluated as courses attempted, although not successfully completed. Repeated courses will count toward academic progress.

#### **TRANSFER CREDIT, ADRIAN COLLEGE CREDIT HOURS AND ACADEMIC PROGRAM**

When determining if a student is within the requirements of Adrian College's Satisfactory Academic Progress policy, the Financial Aid Office will consider credit hours that are accepted by the Registrar's Office as transfer credit or that were taken at Adrian College, and that are applicable to the student's academic program. The number of transfer credit hours accepted will be used to calculate a student's remaining eligibility according to the maximum timeframe standard (150% rule) and will be included in the quantitative calculation which includes number of credits attempted and completed. Transfer credit grades are not considered in a student's GPA. The GPA used for Satisfactory Academic Progress policy only considers classes taken at Adrian College.

### **MARKETING AND PUBLIC RELATIONS**

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

### **ATHLETICS**

Adrian College has a long history of outstanding athletics and for fielding winning teams in many different sports. Even as our academic programs have gained nationwide visibility and stature, the athletic programs have continued their success.

The Department of Athletics is committed to the pursuit of academic and athletic excellence. Our primary goal is to provide the opportunity for students to experience the personal challenge and enjoyment of high-level competition along with their academic endeavors. The 20 men's and 23 women's varsity and club teams enjoy nearly 55 percent participation from the student body.

We also take great pride in the number of Adrian student-athletes who have been named All-America, Academic All-America,

all-region and all-conference throughout the years.

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

Teams for men are available in these 14 sports:

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

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

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

Teams for women are available in these 19 sports:

- Acrobat and Tumbling
- Basketball
- Cross Country
- Equestrian – Hunt Seat and Western Teams
- Golf
- Ice Hockey
- Lacrosse
- Rowing
- Synchronized Skating (Senior/Collegiate/Open)
- Soccer
- Softball
- Tennis
- Track and Field (Indoor and Outdoor)
- Wrestling
- Volleyball

Nationally, Adrian finished second in ice hockey in 2017. The women's ice hockey team has won four straight regular-season conference championships and four Slaats Cup Tournament titles in a row while making five NCAA tournament appearances since 2011. In the fall of 2011, the women's soccer team won a first-ever MIAA Championship. The softball team has put together several successful seasons including an NCAA Regional berth in 2009. Women's soccer advanced to the 2018 NCAA Tournament for the first time in program history.

### **NCAA DIVISION III**

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

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

### **CLUB SPORTS**

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

- ACHA Division I men's hockey
- ACHA Division II men's hockey
- ACHA Division III men's hockey
- ACHA Division I women's hockey
- ACHA Division II women's hockey
- Cheerleading
- Dance
- Figure Skating
- Men's and Women's Bowling
- Club Baseball
- Bass Fishing

### **INTRAMURAL SPORTS**

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

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

Activities may be added or deleted according to interest.

### **ATHLETIC FACILITIES**

Adrian has some of the finest athletic facilities in NCAA Division III. A majority of the facilities have been either newly constructed or renovated within the last six years. The crown jewel is Docking Stadium which houses the football, lacrosse and soccer teams. The stadium has 2,000 chair-back seats on the home sideline and the finest Pro Grass playing surface which will be replaced in time competition during the 2018-2019 academic year.

The baseball team plays at Nicolay Field on the northwest corner of campus. Nicolay Field was built in 2008 and has 400 chair-back seats above the dugouts on either baseline for optimal viewing. The Bulldog locker room was expanded in 2019. The softball field was also renovated in 2008 to add a new press box, dugouts and permanent chair-back seating for 150.

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

Arrington Ice Arena was completed in 2007 and houses all ice sports at Adrian. The arena has 464 chair-back seats and has seen crowds over 1,000 with standing-room-only along the glass. A state-of-the-art video board was added for the 2017-18 season. The arena has offices for coaches, an athletic training room and several locker rooms.

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

In Spring 2017, the College broke ground on the shores of Devils Lake for our new men's and women's rowing programs which began competition in Fall 2018. Six student-athletes earned all-conference honors in their first season.

## **POLICY ON COLLEGE ATHLETICS**

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

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

## **III. ACADEMIC AFFAIRS**

The Office of Academic Affairs serves as an umbrella for all of the academic departments including Shipman Library and a variety of administrative offices including: Academic Services, the Institute for Career Planning, Institutional Research and Assessment, Registrar, and Blackboard Support.

### **REGISTRAR**

The Office of the Registrar assists students with class registration and is the official source for academic records. Please refer to the Registrar's webpage (<https://www.adrian.edu/academics/registrar>) for the following forms:

- Declaration of Major Forms
- Department of Four Year Plans
- Schedule Change Forms
- Michigan Undergraduate Guest Applications
- Academic Appeal Forms
- Change of Advisor Forms
- Transcript Request Forms (returned to the Cashier's Office)
- Application for Graduation

### **ACADEMIC ADVISING**

Prior to each semester, currently enrolled students must meet with their advisors to prepare their class schedules. Students should meet with their advisor at least once a semester to confirm that they are on track to graduate on time and meeting graduation requirements. Undergraduate students should refer to the Undergraduate Academic Catalog to review graduation requirements; Graduate students should refer to the Graduate Academic Catalog. A late registration fee will be assessed to those students not registered by the end of the Advising and Registration period.

### **SHIPMAN LIBRARY**

Shipman Library is here to support and assist you with your information needs! We have extensive collections of both print and online materials:

- Over 100 online research databases
- Thousands of journals, magazines and newspapers
- Over 200,000 e-books and over 125,000 print books
- Streaming video content

During the fall and spring semesters, the building is accessible 24/7, and all our online research material is always accessible on our website, including off-campus. Two professional librarians are available to assist you in person, via email, or instant message. Books and articles we do not own can be acquired through our convenient interlibrary loan service.

Hours listed below may change.



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

8 a.m. – Midnight, Monday-Thursday

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

10 a.m. - 6 p.m., Saturday

Noon – Midnight, Sunday

### **Summer Hours (May – August)**

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

## **GRADUATE PROGRAMS**

### **HISTORY OF GRADUATE PROGRAMS**

The current graduate program was established at Adrian College in 2010, and its first classes were offered during the fall of 2010 in the Department of Exercise Science and Athletic Training. In 2008, after a number of years of increasing enrollment at the College, the President announced plans to add a select number of graduate programs. At the February 2008 Board Meeting, the Board of Trustees considered a number of programs and asked the administration to continue to explore this idea. In May 2009, the Board of Trustees voted to support the creation of a 2 + 3 graduate program in Athletic Training, and the program was approved and accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) in 2010. Since that time, graduate programs in Accountancy, Criminal Justice, Finance, General Business, Healthcare Administration, Higher Education, Human Resources, Marketing, Sport Management, and Teacher Education have also been approved by the faculty, the Board of Trustees, and the HLC.

**Adrian College provides a unique opportunity for students to finish a bachelor's and master's degree in a minimum of five years.** These students begin their work while undergraduates and complete the requirements as graduate students. Additionally, Adrian College offers a flexible learning environment for working professionals by offering the following degrees online: Master of Arts in Sport Management, Masters of Education, Masters of Business Administration, Master of Arts in Higher Education Administration and Leadership, and Master of Science in Accountancy. Many programs offer a thesis, a practicum, opportunities for internships, advanced research study, and/or intensive independent study.

### **GRADUATE PROGRAM OBJECTIVES**

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

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

### **PROGRAMS OF STUDY**

Adrian College offers curricula leading to a:

- Master of Arts in:
  - Criminal Justice
  - Higher Education Administration and Leadership
  - Sport Management
- Master of Business Administration in:

- Accounting
- Finance
- General Business
- Healthcare Administration
- Human Resources
- Marketing
- Master of Education in Curriculum, Instruction, and Assessment
- Master of Science in:
  - Accountancy
  - Athletic Training

***\*\*PLEASE SEE THE GRADUATE CATALOG FOR ADMISSIONS REQUIREMENTS, ACADEMIC STATUS EXPECTATIONS, AND GRADUATION REQUIREMENTS AS WELL AS ALL OTHER ACADEMIC POLICIES PERTAINING TO GRADUATE STUDIES\*\****

## **ACADEMIC SERVICES**

The Office of Academic Services, located in 205 Jones Hall, is open Monday through Friday, 8:30 a.m. – 5 p.m. Academic Services encourages students to use the available tools in support of their academic success. Contact [academicservices@adrian.edu](mailto:academicservices@adrian.edu) for detailed information about programs and services offered.

### **TUTORING**

Adrian College provides trained tutors for most courses at no cost to the student. Students should schedule tutors as early in the semester as possible, though requests for tutoring are accepted throughout the semester. Tutors can be arranged for an individual or for small groups by contacting [tutoringservices@adrian.edu](mailto:tutoringservices@adrian.edu).

### **TRIO EXCEL PROGRAM**

Students who are first generation, from low income backgrounds, and/or have a documented disability qualify for additional support through a federally-funded TRIO Student Support Services Grant. Students in the TRIO Excel program receive additional academic support, peer and professional mentoring opportunities, free cultural and social enrichment activities, informational and academic workshops, and the opportunity to earn grant aid. For additional information, please contact [academicservices@adrian.edu](mailto:academicservices@adrian.edu).

### **LEARNING AND STUDY SKILLS**

The specialists in Academic Services provide many tips for effective study skills including time management, reading comprehension, and test taking strategies. For additional information, contact [academicservices@adrian.edu](mailto:academicservices@adrian.edu).

### **ACCESSIBILITY SERVICES**

Students with disabilities should meet with the Accessibility Services Specialist in Academic Services, Jones 205 G. Current documentation of disability is necessary to access services, technology, and accommodations, which might include extended test times, note-takers, scribes, text scanners, voice-activation software, and others depending upon needs. All documentation is stored in a locked, confidential file.

### **WRITING CENTER**

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

### **MATH LAB**

The Mathematics Department provides a Math Lab staffed by trained tutors. The Math Lab is located in Peelle 215 and is open both semesters, Monday through Friday, with some evening hours available.

## **ACADEMIC COMPUTING**

### **NETWORK COMPUTER ACCOUNT**

All enrolled students in good standing will be granted access to the Adrian College network and issued a username/password

combination for secured access to Adrian College computing resources.

### **ONELOGIN – Single Sign-On Service (SSO)**

The Information Technology Services Department is pleased to offer a Single-Sign-On (SSO) service, OneLogin. Here you will find a single stop portal for shortcuts to many of the various applications and web locations we all use daily. Check back often as we are adding new applications and web links weekly! The OneLogin Portal can be accessed at <https://AdrianCollege.OneLogin.com/>

### **BULLDOG EMAIL**

Enrolled students are issued an email on the Adrian College domain (Adrian.edu) to be used for official college communication. Upon graduation, alumni will be granted “forever” access to their email account. Withdrawn, suspended, or dismissed students will have access to AC Technology privileges revoked until such time that they resume their status as a student in good standing. Accounts inactive for 12+ months will be periodically audited and removed as part of ongoing system maintenance.

### **BLACKBOARD (LMS)**

Students are issued a BlackBOARD account for use during enrollment in course. Professors use this tool to varying degrees for communication, course materials and testing. The BlackBOARD mobile app is available to students at no charge.

### **NETCLASSROOM (BlackBAUD)**

Students are issued a Netclassroom account for the purpose of enrolling in courses, checking grades, unofficial transcripts and billing statements. Use of these features is suspended with any holds on the student account.

### **LIBRARY RESOURCES**

Enrolled students have access to all Adrian College Research Databases, whether on or off campus. BlackBOARD username and password are needed to access databases when off campus.

\*Please see Computer Center section for more information on computer labs and computer use policies.

## **INFORMATION TECHNOLOGY SERVICES**

Computer resources are provided in labs and common areas throughout campus. An assortment of Microsoft Windows and Apple Mac computer labs exist throughout campus for student use. Students will have access to the latest Microsoft Windows and Apple Mac (OSX) computing environments, including Office 365, and G Suite for Education (Google). Whenever possible, Information Technology Services may provide updates and enhancements to the infrastructure in an effort to maintain an efficient and secure operating environment. For a list of current computer lab locations and hours, please view the Information Technology Services page on the Adrian College Website. <https://www.adrian.edu/student-life/information-technology-services>

### **COMPUTER USE AGREEMENT**

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

1. Each user is responsible for the use of his/her network account. Students may not allow others to use their computer accounts.
2. Students are responsible for any and all computing and network access through their Adrian College network connection (residence hall rooms, offices, etc.).
3. All users must take reasonable precautions to safeguard their passwords.
4. Transferring copyrighted materials to or from any system or via the College network without express consent of the owner is strictly forbidden and is a violation of Federal and State laws. Examples of illegal copying include:
  - a. Making a personal copy of software licensed to the College.
  - b. Copying files created by another person without obtaining that person’s permission.
  - c. Installing software on a computer without first obtaining a license for that software.

- d. Failing to abide by computer software contracts.
5. It is forbidden to disrupt the Adrian College computer network or computing equipment or software or to tamper with computer security.
  - a. It is unacceptable behavior to corrupt files, introduce deviant software (malware, worms, viruses, etc.), or interfere with someone else's legitimate computer use.
  - b. Possession of a program designed to gain unauthorized access will be deemed to constitute an attempt at breaking computer security.
  - c. Browsing, exploring, or making other unauthorized attempts to view, obtain, or modify data, files, postings, or directories belonging to the College or to other users is forbidden.
6. Accessing, viewing, displaying, printing, or distributing pornographic or obscene material is prohibited. Establishing Web pages with links to such material is also prohibited.
7. Use of email, social media and other network communications facilities to harass, offend, or annoy other users of this network or any other network is forbidden. "Chain letters", "e-mail bombing" and "SPAM" are considered to be violations of this policy.
8. Students are expected to treat the equipment with appropriate care. Computer repairs, re-cabling, software installation, configuration, and OS security patches, etc., must be done by Information Technology Services staff members only.
9. Users should help keep down the cost of providing the computer resources. Supplies such as laser toner and paper are provided for use in the laboratories on college-owned equipment. Printing should be limited to essential work. Multiple copies of printouts (e.g., meeting notices, campaign posters) should be made on photocopy machines rather than on the computer printers. Supplies should not be removed from the laboratories for use on other equipment. Students with computers in their rooms are responsible for providing their own supplies for in-room use.
10. Users are not to send out unsolicited electronic mail messages to large numbers of recipients (over 25 recipients), except for official College business on behalf of student organizations. Consent for email usage by student organizations can be requested by the Student Life Office and the Dean of Students.
11. Incidental use of College computers and network resources for personal gain (e.g., posting a resume, mentioning consulting services on a personal Web page, using e-mail to correspond with an employer) is allowed, but students are not to make such business activity and/or entertainment activity the primary focus of their computing and network usage. This includes network access in residential areas. While Information Technology Services makes every effort to provide an Internet experience that is feature rich in residential areas, priority network access will always be given to Academic and Business matters.
12. Students are not allowed to provide off-campus access bulletin board systems, web servers, or other services using their residence hall computers.
13. The use of college owned equipment for the facilitation of academic dishonesty is forbidden.
14. Computer use which violates or assists in a violation of local, state or federal laws or the Adrian College Student Code of Conduct is prohibited.
15. As required under AC Policy, local, state, or federal law, users with access to administrative (or other) computer data are expected to protect the confidentiality of the information and to respect the privacy of individuals to whom the information refers.

Failure to adhere to the terms of this computer use agreement may result in loss of network privileges, and/or judicial process by the Student Life Office as spelled out in Section VIII of the Adrian College Student Code of Conduct.

### **STUDENT HELPDESK**

Students in need of general technology assistance may contact the Student Helpdesk located in Shipman Library. The Helpdesk is a resource for questions related to computer access, password resets, email questions, NetClassroom, and BlackBoard systems. The Helpdesk can be contacted via email ([HelpDesk@adrian.edu](mailto:HelpDesk@adrian.edu)), Web (<https://adrian.loop1helpdesk.com>), Phone (517-417-HELP), or walk in during normal hours. For more information on the Student Helpdesk, including hours of operation, refer to the Information Technology Services webpage. <https://www.adrian.edu/student-life/information-technology-services>

## INSTITUTE FOR CAREER PLANNING

### TOMORROW BEGINS TODAY!

The Institute for Career Planning, located in the Caine Student Center, offers a wide array of services designed to help students choose a rewarding career and build knowledge and skills for a successful transition from college to graduate school and/or career. Students are invited to focus their career goals via online career assessments provided by Career Planning and take advantage of individualized career coaching with the Career Planning staff. All students have access to the Institute's recruitment and career management system called Handshake, a powerful tool that links students with job and internship opportunities, events, networking and more! For more information on the Institute, visit: <http://adrian.edu/academics/career-planning/>. Contact us at [careerplanning@adrian.edu](mailto:careerplanning@adrian.edu) or 517-265-5161 x4392. To schedule an appointment, log into your Handshake account. Follow us on Twitter, Facebook and Abuzz.

The following is a list of services offered through the Institute for Career Planning:

- Handshake, online database for jobs, internships, events, networking, and more
- Assistance with Resumes, Cover Letters, Recommendation Letters and References
- Internship Assistance
- Interview Preparation, Mock Interviews
- Networking Assistance and Professional Development
- Graduate and Professional School Preparation
- Job and Internship Search Assistance
- On- and Off-Campus Career-Related Events
- PathwayU Career Resource
- Job Shadowing
- Social Media Assistance
- Presentations
- Suit-a-Bulldog (Professional Dress Closet)

## IV. BUSINESS AFFAIRS

### FOOD SERVICES

#### UNLIMITED PLAN

**The Unlimited Platinum Plan is the most versatile of the meal plan options. You may visit Ritchie Marketplace at any time, with no restriction on the number of visits per day, during regular business hours. This plan also provides \$300 in Dining Dollars per semester. You may also utilize meal exchanges at the Grill, the Paws & Go 24 Hour C-Store, or Zime, located in the Caine Student Center, and two meal exchanges per week at WOW (excluding D3 hockey games), adjacent to the Arrington Ice Arena.**

#### BLOCK PLANS

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

There are two different block plans to choose from:

Block 125 with \$350 Dining Dollars

Block 100 with \$300 Dining Dollars

## **TRADITIONAL PLANS**

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

There are three different Traditional Plans to choose from:

18 Meals with \$100 Dining Dollars

14 Meals with \$100 Dining Dollars

9 Meals with \$100 Dining Dollars

7 Meals with \$100 Dining Dollars

Traditional Meal Plan Swipe Periods:

-Breakfast: 7:30am-10:59am

-Lunch: 11am-4:29pm

-Dinner: 4:30pm-11pm

## **ID MEAL CARD PROCEDURES**

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

## **DEBIT MONIES**

### **BULLDOG BUCKS**

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

Bulldog Bucks debit monies may be added/purchased in the Ritchie Marketplace office Monday through Friday 9 am - 3 pm. Money in the account can be withdrawn signifying account closure. A processing fee of \$25.00 will be assessed by Sodexo. Please allow 4-6 weeks for check processing. The check will be sent to the student's home address. Seniors will not be charged a closure fee and should contact food service for a refund before graduation. Funds not requested for refund within one-year post leaving Adrian College will be forfeited.

### **DINING DOLLARS**

The second type of debit monies is called Dining Dollars. This debit is part of your Board program and may only be used for all food operations on campus and at designated off-campus restaurants. Each student on a traditional meal plan will have \$100 per semester spending power in Dining Dollars. Students on unlimited or block plans will receive between \$300-\$350 per semester in Dining Dollars. Use your student ID to access the Dining Dollars. There is no carry-over of funds from semester to semester. Dining dollars may NOT be used in the Bookstore.

### **SICK TRAYS**

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

1. A sick tray request is to be filled out by the Health Center staff (student name, student ID number and number of sick tray meals requested).

2. The meal may be picked up at the checker's station. Notify the cashier and request the sick tray from the line server. Disposable plastic and paperware will be provided in a sealed container.

### **SPECIAL DIETS**

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

### **SACK LUNCHES**

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

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

### **GUEST DINING**

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

Breakfast- \$7.31  
Lunch/Brunch- \$10.59  
Dinner- \$13.76

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

### **CAINE STUDENT CENTER DINING**

Hours for all Caine Student Center dining options will be posted in the Caine Student Center and are subject to change. Students may use their meal plan (meal equivalency) Monday-Friday 11 am – 11:00 pm and Saturday and Sunday 1 – 10:00 pm for traditional meal plans. Block plans, Dining Dollars, Bulldog Bucks and cash will be accepted during all service hours.

### **CATERING AND SPECIAL FUNCTIONS**

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

### **CONDUCT**

The food service operations in Ritchie Marketplace and all Caine Student Center dining options should be considered your home away from home. Staff members and the facilities should be treated with courtesy and respect. In order to provide an enjoyable experience you are prohibited from smoking while inside the buildings and you may not throw food or any other items. Everyone is required to use utensils to pick up food and return all china and flatware at the end of your meal to the dish return area. Other than "grab and go" meals and Green box to go program users, no food, beverages, dishes, utensils, etc. may be removed from the dining hall without a manager's approval. If by chance you leave behind personal items in the dining areas, see the checker or a manager. A lost and found box is maintained but the dining service cannot be held responsible for lost items.

### **POSTING OF NOTICES**

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

### **BOARD CALENDAR**

#### **Fall Semester 2022:**

- Sunday, August 21, Dinner through Friday, October 7, Lunch
- Tuesday, October 11, Dinner through Tuesday, November 22, Lunch

-Sunday, November 27, Dinner through Friday, December 9, Lunch

### **Spring Semester 2020:**

-Sunday, January 8, Dinner through Friday, February 24, Lunch

-Sunday, March 5, Dinner through Friday, April 28, Lunch

## **COLLEGE BOOKSTORE**

The College Bookstore is owned and operated by Adrian College and is located in Caine Student Center. The Adrian College Bookstore is open Monday through Friday 9:00 am – 4:30 pm and on Saturdays from 10 a.m. – 3 p.m. while school is in session. Special hours are posted for weekend events and for break periods. Ordering textbooks is now 100% online. Visit the official online bookstore at [adrian.textbookx.com](http://adrian.textbookx.com) to order textbooks. Select from new, used, ebook, rental and marketplace options available. The Bookstore also carries a wide variety of Adrian College insignia clothing and gift items as well as greeting cards, postage stamps, candy, art and academic supplies. To contact the Bookstore, please call 517-264-3185.

### **SELLING YOUR TEXTBOOKS**

Selling your textbooks is easy and also 100% online. Visit [Adrian.Textbookx.com/Sell](http://Adrian.Textbookx.com/Sell). Some books have a guaranteed buyback price. You can accept that offer and send it back, or name your price and wait for someone to purchase it.

### **METHODS OF PAYMENT**

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

## **STUDENT BUSINESS SERVICE CENTER**

The Student Business Service Center is open Monday through Friday, 8:30 a.m. to 5:00 p.m. Personal checks may be cashed up to \$50 per student per day, with a photo ID. Returned checks will be subject to a \$35 fee. Students who have had any checks returned will forfeit their privilege of cashing checks in the Student Business Service Center and will no longer be allowed to pay by check at the Bookstore. Students presenting bad checks may also be subject to judicial or criminal charges.

One-time payment options are accepted three different ways.

1. Pay by check or cash in the Cashier's Office.
2. Mail check payable to Adrian College: Adrian College Cashier's Office 110 Madison St. Adrian, MI 49221
3. Pay online via Net Classroom, by e-check or credit card (a small convenience fee is applied).

Payments for the fall semester are due August 1 and January 1 for the spring semester. Payments under the deferred 5-month payment plan through Adrian College will be due on the 1st of August, September, October, November and December for the fall semester and the 1st of January, February, March, April and May for the spring semester. The 4-month deferred payment plan will be due on the 1st of September, October, November, December for the fall semester and the 1st of February, March, April, and May for the spring semester. A \$95 fee will be added to any account with a 5-month payment plan, and with a 4-month payment plan a \$125 administrative fee will be added annually. A \$75 late payment fee will be assessed when a scheduled payment is not received by the due date. If you are waiting on additional Financial Aid, you will still need to make a payment to avoid any late payment fees. Any past due accounts will be subject to any collection fees (up to 33.3%) and/or attorney fees necessary to collect the amount due. Students with a past due account will not be permitted to register for classes or receive transcripts or diploma. Delinquent student accounts may result in a student **jeopardizing your priority request for student housing in the fall**. Under these circumstances, even if you have received confirmation of your housing for next fall, the College



also reserves the right to revoke that privilege, and including athletes participating in a sport. Please be advised you might be restricted from participating in ANY organized campus activity (e.g. team strength-training activities, gym activities, band, etc.) and may not be allowed access to locker rooms, suspension of dining hall privileges, campus employment privileges, or cancel enrollment, if the past-due balance is not addressed as well as dismissal from the College with the obligation to pay any past-due balance. It is required to sign and submit the Student Statement of Financial Responsibility and Payment Plan forms. You can sign these forms at <https://AC-FormsProcessor>.

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

## UNDERGRADUATE STUDENT CAMPUS EMPLOYMENT

The Student Campus Employment process is to be completed through Handshake and is broken up into TWO sections. The first will be completing and uploading an application to the Student's Handshake account. The second will be applying to available campus employment job postings. Once an application has been submitted to a job posting the application is automatically sent to the named Supervisor for the position. That Supervisor will contact the student if they have been selected for either an interview or to hire for the campus employment position. If a student does not hear from a specific position's Supervisor by the end of the second week of classes they may assume that other applicants have been hired for the position. Please know that simply applying for a Campus Employment job does not guarantee that a student will be hired. Students are encouraged to apply for more than one available job.

### PAYROLL

Adrian College utilizes Paycor for everything payroll related, including but not limited to; timecards, paychecks and year-end W2s.

**\*\*Students who HAVE NEVER worked on campus before will need to complete the "Onboarding Process" in Paycor, once they have been hired, but before the first day of work\*\***

- ❖ If you are notified that you have been hired for a Campus Employment position, you will need one of the following sets of identification (**this is required NOT optional**):
  - Photo ID and Social Security Card (**original**)
  - OR
  - Photo ID and Birth Certificate (**original**)
  - OR
  - U.S. Passport (**original**)
- ❖ Watch for an email from Campus Employment (campus-employment@adrian.edu) to receive your new hire instructions on where to bring the above required identification.

\*Students who have previously worked on campus do not need to complete the Onboarding, however if you are not in Paycor, please contact Payroll at [acurtis@adrian.edu](mailto:acurtis@adrian.edu)\*

The I-9 Form requires specific (**original**) documents to be presented for review on or before the **first day** of work. For the complete list of acceptable documents please go to I-9 Central at [www.uscis.gov](http://www.uscis.gov) and reference "*Acceptable Documents for Verifying Employment Authorization and Identity*". Per regulations established by the federal government, the Federal I-9 form **must** be filled out within the first 3 days of work or your employment status will be terminated. Therefore, it is important that you bring these documents with you on your first day of work.

After completing the above steps, (submit application, complete onboarding process, provide required I-9 documents) students will be eligible to begin working on campus. Under no circumstance may you begin working before the above documents are completed. Neither Paycor access nor paychecks will be issued until this information has been recorded, within the required timeframe, with the HR/Payroll Office. Student employees generally work 5 to 6 hours in any given week. This applies to **any**

student jobs. Overtime is not permitted for any student worker regardless of the position held.

### **INTERNATIONAL STUDENTS**

All **International Students** must apply for a U.S. Social Security Card once they have been hired for a position, before any hours may be worked on campus. The Admissions Office will help with getting the proper paperwork filled out and processed. After receiving the U.S. Social Security Card, bring it to the Payroll Office for verification.

## **CONFERENCES**

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

## **V. DEVELOPMENT**

### **DEVELOPMENT**

The Office of Development strives to strengthen relationships with alumni, organizations, and the local community to advance the mission of Adrian College through fundraising. These constituents greatly aid the College in many of its endeavors including, but not limited to, scholarships, grants, building construction and renovation, etc. Donations that are made to Adrian College are tax deductible and directly impact the College as determined by the constituent. Students may be called upon to thank donors for their support by writing, calling, or even meeting them in person. The chief fundraisers are the President and the Vice President for Development. The major initiative going on right now is the College of the Future Campaign. This campaign is geared toward enhancing classrooms with hybrid technology and offering more scholarship support to Adrian College students. The Office of Development also serves as the department to assist all fundraising efforts on campus, whether small or large. This office will work collaboratively with interested parties by strategically approaching all fundraising efforts.

### **STUDENT INVOLVEMENT**

Adrian College students are involved in these departments in a number of ways. Student callers phone alumni and parents during the Phone-a-thon that is part of the Annual Fund campaign. Students who are scholarship recipients are also asked to write a hand written thank you note to their donor or scholarship contact each year. The Office of Development and the Office of Financial Aid will contact all scholarship recipients at the beginning of the fall semester.

## **VI. ALUMNI RELATIONS**

### **ALUMNI RELATIONS**

The Office of Alumni Relations is responsible for communications, engagement, events, and recognition for Adrian's alumni. This includes coordinating Homecoming, the biggest reunion of the year held each fall. The alumni director works with the Alumni Association Board of Directors, whose members represent the larger alumni body of over 12,500. The office supports the alumni portion of the website and Contact magazine which is currently published online. The staff also contributes to selected social media accounts, and produces the Bulldog Bite E-mail Newsletter. New as of 2021, the Office of Alumni Relations launched the official AC Alumni App, Rafrt. To join the app visit, <https://www.adrian.edu/alumni/alumni-app>.

## VII. STUDENT LIFE

### OFFICE OF STUDENT LIFE

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

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

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

### HEALTH SERVICES

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

The Health Center is located in the new medical clinic next to the Arrington Ice Arena and is open during fall and spring semesters. The Health Center is nurse directed and consists of the registered nurse, medical assistant, administrative assistant, and counseling services.

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

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

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

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

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

All Health Services records are confidential. Safeguarding students' medical information is not only a legal requirement, but also an important ethical obligation. No one will have access to records without the written consent of a student. Nor will any information from a student's record be disclosed except in cases of extreme urgency where there is an obvious "need to know." Students have the right to have access to all personally identifiable medical records. Students have the right and ability to correct or remove any inaccurate, irrelevant or out-of-date information.

## **HEALTH INSURANCE**

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

## **COUNSELING SERVICES**

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

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

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

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

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

## **RESIDENCE LIFE**

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

### **RESIDENCE LIFE STAFF**

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

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

### **ROOM ASSIGNMENTS**

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

Premium Housing is open to upperclassmen with a cumulative GPA of 2.0 or better and must be in good judicial standing at the time of application. Assignments are awarded based on total credits earned and GPA. Judicial infractions may affect the status of a student's premium housing placement as determined by the Dean of Students.

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

### **ROOM CHANGES**

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

RA, please contact the Housing Office for further assistance.

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

#### CONSOLIDATION OF VACANCIES

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

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

If a residence becomes under occupancy in a premium housing, triple or quad room location before the start of each semester, students will be required to find other roommates to meet the occupancy requirements or potentially jeopardize their housing spot.

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

#### ROOM INSPECTION

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

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

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

#### ROOM SEARCH

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

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

#### ROOM OCCUPANCY

Due to building code requirements, only one person may reside in a small single room, only two persons may reside in a standard

double room, only three students may reside in a triple room and only four students may reside in a quad room.

#### **STUDENTS WITH DISABILITIES**

A number of services and housing options are available for students with disabilities. Students with disabilities requiring accommodations should notify the Accessibility Services Specialist, or the Housing Office, who will coordinate a discussion of the range of services and coordinate needed accommodations for the student. Students requesting accommodations will be required to submit their request and supporting documentation to the Housing Accommodations Committee via the Housing Accommodation Request Google Form. The Housing Accommodation Committee will meet once per semester for review of requests received for the subsequent semester.

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

#### **WITHDRAWAL FROM ADRIAN COLLEGE**

Students living on campus who withdraw from Adrian College must notify the Director of Housing that they have initiated the withdrawal process and need to set up an appointment to move out of their residence. Students will have 48 hours to vacate their on-campus residence from the date they contact the Registrar's office to start the process of withdrawal.

#### **RULES AND REGULATIONS**

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

### **RESIDENCE LIFE POLICIES**

#### **ALCOHOL AND DRUG USE**

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

#### **ALCOHOL (SEE ALCOHOL POLICY)**

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

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

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

#### **CANCELLATION POLICY**

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

#### **CANDLES, INCENSE, AND OPEN FLAME**

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

#### **DAMAGE/VANDALISM POLICY**

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

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

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

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

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

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

#### **DRUG POLICY**

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

#### **ELECTRICAL APPLIANCES**

All electrical appliances must be UL APPROVED and 110 volts or less. In addition, due to the extreme risk of fire, halogen lamps are not permitted in campus housing. When additional electrical outlets are needed in a student room, **FUSED POWER STRIPS MUST BE USED INSTEAD OF STANDARD ELECTRICAL EXTENSION CORDS.**

Following is a list of appliances which **may be** used in a student room: blenders, clocks, coffee pots, electric blankets, fans, hair dryers, curling irons, irons, radios, compact microwave ovens (800 watts or less), compact portable refrigerators (under 4.0 cubic feet), sewing machines, shavers, stereo equipment, televisions, computers. The use of cooking grills is permitted so long as they are 25 feet from any building.

**Prohibited items** include, but are not limited to, pressure cookers, crock pots, toaster ovens, air fryers, hot plates and other appliances that have a heating element over 110 volts.

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

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

#### **FIRE DRILLS AND SAFETY EQUIPMENT**

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

criminal prosecution. Fire retention doors are to remain closed.

#### **GUEST POLICY**

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

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

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

#### **LOADING/UNLOADING POLICY**

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

#### **LOFT CONSTRUCTION POLICY**

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

#### **NOISE POLICY**

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

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

#### **PET POLICY**

This policy applies to students of Adrian College.

Due to health standards, fish in an aquarium are the only pets permitted in student campus housing. Service/Emotional Support animals, which assist students with disabilities, are not considered pets. Students who require Service/Emotional Support animals must register their animal and comply with Service/Emotional Support animal policy guidelines which are available in Academic Services. Each request must be submitted to the Housing Accommodation Committee via the Housing Accommodation Request Google Form and will be evaluated on a case-by-case basis.

Individuals who violate this policy will be given 24 hours to remove the animal from the premises. If the animal is not removed, there will be an initial fine of \$500. Continued violation of this policy may subject the individual(s) to further fines and the possibility of immediate dismissal from the College.

Adrian College reserves the right to amend this policy, as circumstances require.

#### **ROOFS AND LEDGES**

At no time are residents permitted on roofs or ledges of any student housing unit. Students found in violation will be subject to a meeting with the Dean of Students and judicial review.

#### **SOCIAL MEDIA**

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



### **SOLICITING/SELLING**

Unauthorized soliciting and selling is prohibited at all times on campus property. Individuals are not allowed to fundraise/collect for personal gain. All fundraising/collecting must be sponsored by a recognized Adrian College group (student organizations, academic classes or athletes) and comply with Adrian College policies. Students should report unauthorized vendors to Campus Safety. **The College does not allow students to operate a business or sell products or services for personal profit on campus.**

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

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

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

The tobacco free policy applies to all academic, residential (including student rooms), service facilities and vehicles owned and operated by Adrian College. Tobacco (e.g. cigarettes, cigars, chewing tobacco, electronic cigarettes, etc.) use is permitted on campus grounds provided that it occurs beyond 25 feet of any building entrance and away from windows of residential buildings.

**Hookah pipes are not permitted on Adrian College campus.**

### **WINDOW SCREENS**

Screens are to be left in windows at all times.

## **RESIDENCE LIFE A - Z**

### **AIR CONDITIONERS/HEAT**

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

### **ATM MACHINES**

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

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

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

### **CABLE TELEVISION SERVICE**

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

### **CHANGE OF ADDRESS**

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

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

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

### **COMPUTER AND INTERNET USE**

Students may use their personal computers in their room to connect to the Adrian College computer network. All residence halls

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

#### **FURNITURE REMOVAL AND STORAGE**

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

#### **INCIDENT REPORT**

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

#### **KEYS**

Key(s) are issued upon check-in and must be returned upon check-out. Duplicating or loaning your key(s) to anyone else is strictly prohibited. In the event that a key is lost, the resident should report the loss as soon as possible to a staff member in the building. The resident will be billed for creating new keys and changing the lock, if needed. If a student loses their ID, a new one can be printed through the office of Sodexo. A fee may be charged. **No** student may add additional locks or mechanisms to their rooms, except for any College View Apartments and theme houses. Students adding locks to their rooms **must** give a copy of the key(s) to the Housing Office.

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

#### **MAIL**

Mail is distributed Monday through Saturday in the Caine Student Center during the academic year. If a student receives a large package that cannot fit in their mailbox, they will get notified by email when it has arrived and been logged into our mail system.

Mail to on campus students should be addressed as follows:

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

#### **OFF-CAMPUS LIVING**

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

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

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

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

## ON-CAMPUS LIVING

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

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

## ROOMMATE CONFLICT

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

## SECURITY

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

## TRASH

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

## VACATION PERIODS

Students who are staying in residence halls, apartments and houses over break must complete the approval form sent out by housing for every break. Regular dining options may not be available during breaks.

Students found residing in College housing over vacation periods without prior approval will be charged \$75 per night plus an additional judicial fee and meeting with the Dean of Students.

## INSTITUTE FOR CROSS-CULTURAL STUDIES

The mission of the Institute for Cross-Cultural Studies is to provide opportunities for academic study, programs, and services designed to encourage cultural, academic, social, personal growth and understanding among the Adrian College community.

The Institute of Cross-Cultural Studies reflects Adrian College's commitment to creating an equitable learning and social environment, where a wide range of perspectives, experiences, and academic interests are promoted in and out of the classroom. In particular, we aim to work with student organizations to promote community awareness of how social differences and cultural practices, as well as pressing contemporary issues related to race, class, gender, ethnicity, religion, sexual orientation, and/or disability impact our society, our learning environment, and our personal growth. To promote these goals, we seek to provide scholarly platforms that allow Adrian College's students to work as public intellectuals as they engage in political interests and social causes that enhance diverse and inclusive habits of mind.

This year, the Institute of Cross-Cultural Studies has adopted the theme of "Democratic Futures." In doing so, we seek to stimulate discussions and forge alternative paths toward an inclusive and democratic society. Throughout the year, we will sponsor and support a variety of campus events and promote digital learning and participation to facilitate this theme. To provide an outlet for student scholarship and to embolden the entire campus community to work as public intellectuals, the Institute of Cross-Cultural Studies, in conjunction with the History Department, will be the online host for the "History of Now" blog. This blog will serve as a scholarly domain for students and faculty to write and comment on the historical origins of today's most pressing political topics, social issues, and cultural trends. It is also a unique space to access the very best of Adrian College's student research. In this spirit of democratic inclusion, we welcome ideas, input, and volunteers from all disciplines, student organizations, and offices on campus.

## **INTERNATIONAL STUDENT SERVICES**

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

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

## **COMMUTER INFORMATION**

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

## **RELIGIOUS LIFE**

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

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

### **STUDENT RELIGIOUS ORGANIZATIONS**

Adrian College is affiliated with The United Methodist Church. There are a variety of religious organizations on campus representing many faiths and modes of spiritual and social expression. You are welcome to all groups and activities.

Spiritual Life Groups are available in the Chaplain's office or on our website at [www.adrian.edu](http://www.adrian.edu).

### **WORSHIP OPPORTUNITIES**

Ecumenical Christian Worship

Wednesday, 12:00 pm College Chapel

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

## **STUDENT ACTIVITIES**

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

### **STUDENT ORGANIZATIONS**

The Office of Student Activities is responsible for overseeing and assisting over 75 student organizations at Adrian College. The student organizations recognized by the Office of Student Activities represent several different areas including, but not limited to special interest, Greek, media, nationally affiliated, profession-based, honorary and religious groups. All policies regarding recognition of organizations, constitution requirements, benefits and privileges, financial responsibility and responsibilities of student organizations can be found in the *Student Organization and Advisors Guide*. The Guide and more information about individual organizations are available in the Office of Student Activities and on the web at [www.adrian.edu](http://www.adrian.edu).

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

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

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

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

1. Complete and submit the Intention to Organize a New Student Organization form to the Office of Student Activities.
2. Submit a copy of the organization's proposed constitution to the Office of Student Activities.
3. Submit a copy of how the organization satisfies the "Ribbons of Excellence" requirements
4. Have a minimum of 12 signatures of current AC students who will be in the organization.

5. Have an Advisor for the organization that is a Staff or Faculty member of the College.
6. Petition the College Environment Committee for recognition as an organization.

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

If the organization is approved by the College Environment Committee, the organization has two weeks to turn in the additional four forms (Student Organization Recognition, President's Agreement and Advisor's Agreement, Organization Roster) to complete the approval. Once an organization's recognition has lapsed for one year it is necessary to re-apply for recognition, by following the process as outlined above.

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

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

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

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

The Campus Activities Network, located in the Caine Student Center, coordinates recreational, cultural and social programs throughout the school year. CAN works with other major student organizations to help co-sponsor campus events. The goal of CAN is to provide variety and quality in all campus programs. It is also CAN'S goal to engage and involve students in campus activities. If you would like to join this group of students, stop by the Office of Student Activities located in the Caine Student Center or call extension 3836.

#### **STUDENT GOVERNMENT ASSOCIATION**

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

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

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

#### **CAINE STUDENT CENTER**

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

Student Life, Student Activities, Residence Life & Housing, Greek Life, Campus Safety, Student Business Services, 110 Madison Ave Salon, campus dining options, Arrington Bookstore, Slide and student mailboxes are all located in the Caine Student Center.

### **GREEK LIFE**

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

All four sororities currently reside in College-owned houses as of 08/2015. The five fraternities reside in College-owned houses located on the campus perimeter.

All fraternities and sororities recruit members each semester. No alcohol is permitted at any time, regardless of age, during recruitment activities. If you are interested in "Going Greek," visit the Greek Life web page by clicking on the "Greek Life" link under the "Student Life" heading on Adrian College's homepage ([www.adrian.edu](http://www.adrian.edu)); this will provide contact information and further details.

## CAMPUS SAFETY

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

### CAMPUS SAFETY MISSION STATEMENT

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

### STUDENT RESPONSIBILITY

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

### ON CAMPUS HOUSING SAFETY MEASURES

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

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

### Securing Your Belongings:

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

### Safety Measures Elsewhere on Campus:

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

### EMERGENCY INTERVENTION POLICY

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

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

## MOTOR VEHICLE REGULATIONS

### REGISTRATION OF VEHICLES

1. All student, staff and faculty motor vehicles, possessed or used, on campus **must be registered every academic year.**

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

- a. Students may register **only one** automobile.
- 2.
- a. The student vehicle fee is included in tuition and fees. Registration for vehicles will be done through the Campus Safety office or the online portal. All students with a vehicle on campus are REQUIRED to have a permit including commuters. Students will receive an email from Campus Safety when the registration process is open. Students will have until the Tuesday after Labor Day to complete the registration. Tickets will be issued for not having the proper permit after this date.
  - b. Commuters may park on the street or in the Merillat or Dawson lots for free until 11 pm. If a commuter needs to stay overnight for an off-campus college event, they must get a temporary overnight permit from the Campus Safety office. All commuters must have a valid permit to park on campus. Vehicles on campus must be identifiable in order to contact owners in the event of lot closures due to special events, snow emergencies or other emergency situations on campus that may occur.
  - c. Guest permits are unlimited at no cost and expire in 3 days.
  - d. A parking permit is no longer valid if a student withdraws or graduates.
3. Adrian College does not assume responsibility for the care or protection of any vehicle or its contents while operated or parked on campus property. Vehicles should be locked when unattended and must be parked within the boundaries of a defined parking space.
4. Motor vehicle registration expires:
- a. As indicated on the permit (by academic year)
  - b. When ownership of the vehicle changes
  - c. When the eligibility of motor vehicle privileges are revoked by disciplinary action
  - d. If a registered vehicle is traded for another, a windshield replaced, or a student moves and requires a different permit, a new permit will be issued for an additional cost of \$5.00, provided the remnants of the first permit are presented at Campus Safety.
5. The Adrian College window permit is to be completely affixed with its own adhesive and displayed at all times on the lower left corner of the back window (driver's side). An expired permit must be removed before a new one is affixed. Permits must not be altered or defaced in any way. Tickets may be issued to vehicles displaying a permit incorrectly.
6. Persons who knowingly acquire, use or display a parking permit not consistent with their current status will be considered to be engaged in fraudulent behavior and will be referred to the college discipline process which may include judicial fines up to \$100 as determined by the Dean of Students.
7. Students may not transfer parking permits to other vehicles or students. The only exception to this would be if the student gets a new vehicle and a NEW permit can be issued to that car for a fee of \$5 added to the student account.
8. Repeat Offenders
- Students who accumulate a total of 6 violations during an academic year will receive notification that any fines thereafter will be doubled or their parking privileges will be revoked at the discretion of Campus Safety and the Dean of Students.
9. The college reserves the right to use applicable means to identify the users of vehicles on campus. A fee of \$25 may be assessed if Campus Safety is required to obtain vehicle state registration information to identify the registered owner or user of any vehicle on college property. A fee of \$80 will be assessed if an immobilization device was also used on the vehicle.

### **PARKING REGULATIONS**

1. The following parking lots require a parking permit 24 hours a day:
  - Jarvis/Estes/College View North

- Deans/Herrick/Cargo/Lowry
  - Powell
  - Feeman/Stevens slanted spots (special permit)
  - College View South (special permit)
  - College View West (special permit)
  - College owned houses (special permit)
  - All fraternity lots (special permit)
  - Pellowe/Merillat/Dawson (guest or standard permit)
  - All faculty lots
2. The following parking lots are reserved exclusively for faculty and staff from 7 a.m. – 5 p.m., Monday – Friday
    - Valade
    - Mahan
    - Signed areas of Charles St. lot
    - Rush and Goldsmith
    - Cascade Circle
  3. Students with valid parking permits may park in faculty lots from 5 p.m. – 7 a.m., weekdays and all day on weekends. **Vehicles must be removed by 7 a.m. weekdays to prevent being ticketed, towed or immobilized.**
  4. The following parking lots are designated for commuters/visitors/guests and as overflow lots. All vehicles may park in these lots without a permit from 7 a.m.-11 p.m. There is NO OVERNIGHT parking in these lots without the proper registration/permit:
    - Dawson/Spencer
    - Merillat
  5. Any parking space that is posted for a specific title (i.e. custodial, building manager, Hall Coordinator, etc.) is reserved **exclusively** for that person 24 hours a day and no student parking is allowed.
  6. The City of Adrian does not allow parking on any city streets between the hours of 3 a.m. and 6 a.m.
  7. **Students and guests must not drive their vehicles on lawns or walkways at any time; including, when loading or unloading personal property to and from the residence halls.** If you need to park in an unauthorized area to load or unload your vehicle, contact Campus Safety. We will allow a reasonable time for you to be parked there. If you do not contact us, you are subject to being ticketed.
  8. All parking violations are subject to monetary fines, towing and/or having the vehicle immobilized. Students have 10 days to pay online with a credit/debit card. After 10 days the charges will be added to the students account.
    - Students wishing to appeal a ticket must do so within 10 days of the ticket issuance date. To appeal online go to the link found at the bottom of the ticket. The link is also available on the Campus Safety website. License plate and ticket number are required to log in and appeal. An email response will be sent to the student with the results of the appeal.
  9. Permits may only be placed on the vehicle that the permit is registered to. Altered, forged, or stolen permits may result in judicial actions against the student responsible, as well as revoked parking privileges. If you change or replace your vehicle for any amount of time, you must notify Campus Safety to obtain a temporary permit (*See Temporary Permit section*). If you do not contact us, you are subject to being ticketed.
  10. Permits may not be passed between students under any circumstances. If you move off-campus, your permit becomes invalid, whether you return it or not. Do not sell your permit to another student.

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

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

#### **IMMOBILIZING AND TOWING**

Students with an unregistered vehicle and two or more unpaid parking fines are also subject to having their vehicles immobilized



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

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

#### **REASONS FOR IMMOBILIZING**

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

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

#### **TEMPORARY PERMITS**

Temporary permits are for students who wish to park a vehicle on campus for a short time. Additional time and future requests will be left up to the discretion of the Director of Campus Safety. The student must display this permit on the dashboard on the driver's side so that it is visible by officers to avoid citations.

#### **GUESTS AND VISITOR PARKING**

All guests who wish to park on campus during the day may do so free of charge in the Dawson/Merillat lots. A permit is not required from 7 a.m.-11 p.m. All guests and visitors who wish to park on campus between 11 p.m.-7 a.m., must obtain a guest pass from Campus Safety. The student and guest must both be present with proper identification to attain a permit. The permit is free of charge and must be placed on the driver's side dashboard. **All guests and visitors MUST park in the Dawson/Merillat lots.** All other lots are for students with valid permits. All visitors who are parked in the student lots may be ticketed, towed or immobilized at the owner's expense. The student that is being visited by the violator will be held responsible for any fines and their student account charged for the violation fee. It is the responsibility of the student(s) to see that their visitors abide by all parking regulations.

#### **ABANDONED VEHICLES**

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

## **PARKING FINES**

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

Expired Temporary Or Guest Permit – \$20\*

Unauthorized Lot – \$25\*

Parked In Reserved Space – \$25\*

Parked In Yellow Zone – \$25\*

Parked On Grass Or Sidewalk – \$25\*

Improper Parking – \$25\*

No Parking Zone – \$25\*

No Valid Permit Displayed – \$30\*

Parked In Fire Lane – \$40\*

Parked In Handicap Space – \$70\*

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

*\*Fines are subject to change*

## **VIII. COMMUNITY RESPONSIBILITIES**

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

#### **PREAMBLE**

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

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

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

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

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

## ARTICLE II: JUDICIAL AUTHORITY

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

## ARTICLE III: PROSCRIBED CONDUCT

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

### B. Conduct – Rules and Regulations

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

1. Acts of dishonesty, including but not limited to the following:
  - a. Violation of the College Academic Integrity Policy. (See *Academic Integrity Policy*)
  - b. Furnishing false information to any College official, faculty member or office.
  - c. Forgery, alteration, misuse, or unauthorized transfer of any College document, record, or instrument of identification.
  - d. Tampering with the election of any College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, judicial proceedings, other College activities (including official off-campus functions), or other authorized non-College activities, when the act occurs on College premises.
3. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties. Failure to identify oneself and/or to produce the College identification card to these persons when requested to do so.
4. Physical assault/abuse or threat of physical assault/abuse which endangers the health or safety of any person.
5. Verbal or written abuse, threats, intimidation, harassment of a sexual, racial, or other nature, coercion and/or other conduct which threatens or endangers the health or safety of any person. This prohibition includes communication by direct or indirect means such as telephone, mail, email, social media, etc. (This prohibition includes the *Policy on Discrimination and Discriminatory Harassment*). This prohibition also includes the Notice of No-Contact letter, which has been reviewed administratively, executed and issued by the Director of Campus Safety.
6. Sexual contact (including, but not limited to, sexual assault) with another member of the College community or his/her guest, when that contact is:

physically forced; or

done without someone's consent; or

where someone says "no" or acts to show they do not want the contact; or

where alcohol, drugs, or mental deficiency prevents resistance. (See *Sexual Assault Policy*)

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

this code, disciplinary action may be taken and sanctions imposed. In such cases, if no action is taken pursuant to Article III A.3., no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest”).

2. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code of Conduct, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code of Conduct, however, the College may advise off-campus authorities of the existence of the Student Code of Conduct and how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

#### **ARTICLE IV: JUDICIAL POLICIES**

##### **A. Charges and Hearings**

1. Any member of the College community may file a complaint against any student for misconduct. Complaints shall be prepared in writing and directed to the Judicial Advisor responsible for the administration of the College judicial system. Any complaint should be submitted as soon as possible after the event takes place, preferably within 48 hours of the misconduct.
2. The Judicial Advisor may conduct an investigation to determine if the complaints have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor. Such disposition shall be final and there shall be no subsequent proceedings. If the complaints cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial body or a member thereof.
3. All endorsed complaints shall be presented to the accused student in written form. A time shall be set for a hearing, not less than three nor more than ten calendar days after the student has been notified of the charges. If the student fails to schedule, attend, or participate in a hearing, the hearing may proceed in the absence of the accused student. Such cases may not be considered grounds for an appeal. **Maximum time limits for scheduling of hearings may be reduced or extended at the discretion of the Judicial Advisor.**
4. Hearings shall be conducted by a judicial body according to the following guidelines:
  - a. Hearings will be confidential and closed to the general public (i.e., those who are not primary participants, authorized witnesses and advisors, the Judicial Advisor and members of the judicial body).
  - b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or its Judicial Advisor.
  - c. In hearings involving more than one accused student, at the discretion of the chairperson of the judicial body, hearings may be conducted separately.
  - d. The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the judicial body.
  - e. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the judicial body at the discretion of the chairperson. All College records will be kept confidential unless otherwise determined by the Judicial Advisor.
  - f. All procedural questions are subject to the final decision of the chairperson of the judicial body.
  - g. The judicial body’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.
  - h. The alleged violation will be clearly explained to the student. Tenets of the Student Code of Conduct will be cited.
  - i. The student will be informed in writing of the reasons for the disciplinary action in sufficient detail and in ample time that they may have an opportunity to prepare a defense for the disciplinary hearing. Written notification will be provided in person or to the address on file with the College. Students are responsible for ensuring that the College

has an accurate address on file and for checking mail in a regular and timely manner.

- j. The student will be given an opportunity to testify and to present evidence and witnesses. Witnesses are required to be members of the Adrian College community. Individuals outside the Adrian College community may submit written statements; they will not be permitted to participate in campus judicial hearings other than by submitting written statements.
- k. Primary participants in the hearing shall submit a typed list of witnesses they expect to present at the hearing. The witness list must be submitted two business days prior to the hearing; the Judicial Advisor may shorten this requirement if necessary. The list will consist of the witnesses' names and the relevant facts to which they will testify. The Judicial Advisor or the chairperson of the judicial body may limit the number of witnesses offering similar testimony. **Character witnesses will not be allowed.**
- l. All matters upon which a decision might be based must be introduced into evidence during the proceedings. The decision should be based upon such evidence.
- m. Depending on the severity of the incident, cases heard at the level of the All-Campus Judicial Board or the Dean of Students may be tape recorded. This record shall be the property of the College.
- n. The principal participants in a hearing may be assisted by an advisor of their choice from within the Adrian College community at the time of their appearance. The name of the advisor must be submitted in writing to the Judicial Advisor two business days prior to the hearing. The role of such an advisor will be of a counseling nature only. The advisor may not directly participate in the hearing. **Official legal representation is not permitted.**
- o. If for lack of a sufficient reason, as judged by Judicial Advisor or the judicial body, the student whose alleged violation is being reviewed fails to appear at the agreed time of the hearing, the advisor or the judicial body hearing officer reserves the right to conduct the full hearing in the student's absence and render a decision.
- p. If a situation arises that is not addressed above, the Student Life Office reserves the right to exercise professional judgment to make a determination.

#### B. Sanctions

- 1. The following sanctions may be imposed upon any student found in violation of the Student Code of Conduct:
  - a. Admonition — An oral statement to the student offender confirming violation of the Student Code of Conduct.
  - b. Official Warning – A notice in writing that the student is violating or has violated College regulations.
  - c. Educational Sanctions – Work assignments, community service to the College, or other related discretionary assignments (such assignments must have the prior approval of the Judicial Advisor).
  - d. Loss of Campus Privileges – Denial of specified privileges for a designated period of time.
  - e. Fines – Previously established fines may be imposed.
  - f. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service, monetary and/or material replacement.
  - g. Disciplinary Probation – A temporary suspension of a person's good standing in the College. Disciplinary probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulation(s) during the probationary period. The student remains enrolled in the College but under the stated conditions of the probation.
  - h. Directed Move – A change in on-campus living assignment.
  - i. Mandated Counseling – An assessment with the College Counseling Services or off-campus personnel may be required, in addition to following a prescribed treatment program.
  - j. Campus Housing Suspension – Separation of the student from campus housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. No fees paid for room and board will be returned to the student. The student must leave campus housing within 24 hours of housing suspension unless granted permission **in writing** by the Dean of Students to stay longer.
  - k. Campus Housing Dismissal – Permanent separation of the student from campus housing. No fees paid for room and board will be returned to the student. The student must leave campus housing within 24 hours of housing dismissal unless granted permission **in writing** by the Dean of Students to stay longer.

- l. Deferred Suspension – Action on a suspension is deferred when it is deemed to be in the best interests of the student and the College, thereby allowing the student to continue study in the normal manner. Failure to complete any of the additional expectations by the stated deadlines will lead to the immediate implementation of suspension without further hearing.
  - m. College Suspension – Suspension establishes a fixed period of time during which the student may not participate in any academic or other activity of the College. Suspension means that the student is physically separated from the College, must leave the campus and remain off-campus during the period of suspension. The student must leave campus within 24 hours of the suspension unless granted permission **in writing** by the Dean of Students to stay longer. During the suspension period, the student may return to campus only for official business if given prior written approval by the Dean of Students. (See *Policy Concerning Co-Curricular Participation During Suspension.*) At the end of the suspension period, the student may apply for readmission to the College; the application must be approved by the Dean of Students. In cases where the suspension prevents completion of the semester’s academic work, the student will receive a “W,” in the semester’s classes. Parents or guardians of a dependent student may be informed of the disciplinary suspension of a student.
  - n. College Dismissal – Permanent termination of student status, with no option to reapply. As with College Suspension (see above), dismissed students are required to leave campus within 24 hours of dismissal unless granted permission **in writing** by the Dean of Students to stay longer and may return to campus only with prior written approval from the Dean of Students. Parents or guardians of a dependent student may be informed of all actions of dismissal. The student will receive a grade of “W” in the semester’s classes.
2. Sanctions go into effect immediately, unless otherwise stated. **The sanctions remain in effect during the appeal process.**
  3. More than one of the sanctions listed above may be imposed for any single violation. Judicial bodies and the Judicial Advisor are not limited to the sanctions listed above, but may impose other sanctions of a less severe nature which bear a reasonable relation to the violation for which the sanction is imposed.
  4. Other than College dismissal, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential record. This record will be maintained in accordance with the College’s policy pertaining to the Family Educational Rights and Privacy Act of 1974. The student’s confidential record will be retained for a period of seven (7) years, from the time a student graduates or after the student’s last date of attendance. After such time all disciplinary records in the student’s confidential record are destroyed.
  5. The following sanctions may be imposed upon groups or organizations:
    - a. Those sanctions listed above in Section B 1, a through k.
    - b. Deactivation – Loss of all privileges, including College recognition, for a specified period of time.
  6. Each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be determined by the judicial body in conjunction with the Judicial Advisor. The Judicial Advisor will be responsible for ensuring that the sanction has been carried out. Cases in which persons other than or in addition to the Judicial Advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered in determining and imposing sanctions.
  7. Following the hearing, the judicial body or the Judicial Advisor shall notify the accused in writing of its determination and of the sanction(s) imposed, if any. This notification will normally occur within five working days after the hearing. Those persons involved with bringing charges and filing the College Incident Report may be notified of the outcome of the hearing, if deemed necessary. Such notifications are considered confidential and part of a student’s educational record and shall not be shared with anyone other than the case’s principal participants and necessary College officials.
- C. Interim Suspension
- In certain circumstances, the Dean of Students or a designee may impose a College or residence-hall suspension prior to the hearing before a judicial body.
1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.
  2. During the interim suspension, students shall be denied access to campus housing and/or to the campus (including classes)

and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students or the Judicial Advisor may determine to be appropriate.

#### D. Administrative Withdrawal

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

#### E. Appeals

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

#### F. Composition of Judicial Bodies

1. All-Campus Judicial Board — A hearing with the All-Campus Judicial Board may be used as an alternative to an administrative hearing with the Dean of Students or designee for those cases involving alleged serious violations of the Student Code of Conduct (e.g. violations which could result in suspension or dismissal). All members of the All-Campus Judicial Board are appointed for a term of one year. When appropriate, the Student Government Association Executive Board will appoint at least three (3) student representatives and two (2) alternates. At least two (2) faculty members and one (1) alternate faculty member will be elected by the faculty. At least two (2) board members and one (1) alternate will be appointed from the administrative staff by the Dean of Students or designee. The Dean of Students and the Assistant Dean of Students are not eligible for membership on the All-Campus Judicial Board. The Chair of the All-Campus Judicial Board shall be selected from within and among the faculty and administrative staff members. A quorum of the All-Campus Judicial Board [five (5) members] and representation from the three constituencies must be present in order for a hearing to occur. Decisions of the All-Campus Judicial Board or any other judicial body are based on a majority vote of the members present; all board members present are expected to vote yes or no on all motions.
2. Other Judicial Boards — Other judicial boards may be established by the Dean of Students, designee, or appropriate organizational units (e.g., Interfraternity Council, Panhellenic Council) for adjudication of constitutional matters, violation of organizational rules, residence life policy violations, or any cases of alleged Student Code of Conduct violations



referred by the Dean of Students or designee.

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

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

### **ACADEMIC INTEGRITY POLICY**

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

Students suspected of academic dishonesty may be subject to academic and/or administrative disciplinary procedures. In the first disciplinary procedure level, faculty members notify students suspected of dishonesty, meet with the students to discuss the infraction and impose appropriate academic penalties if an academic integrity violation is determined (e.g., reduced or failing grade for project and/or class). The faculty member also has the authority to report the incident to the Office of Student Life for inclusion in the student's file. In the second procedural level, the Office of Student Life may apply administrative action in addition to or in the absence of academic disciplinary procedures. Contact the Dean of Students at x 3142 for more information.

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

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

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

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

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

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

1. Obstruction: Any behaviors that would affect another's work or materials necessary to complete such work. For example, withholding reference materials; destroying or tampering with computer files, laboratory or studio work, library resources, or research projects. Obstruction also includes any action that interferes with the teaching efforts of

faculty members by disrupting the classroom, interfering with their interactions with other students, or in any way impeding or disrupting faculty member's research projects.

2. **Misconduct in Research and Creative Efforts:** Submission of work that the student knows to be inaccurate, including the fabrication, falsification, improper revision, selective reporting, or inappropriate concealing of data. Misconduct also includes a violation of human subjects standards including the failure to obtain IRB or equivalent approval before conducting research with human subjects; and/or the release of information or data given in the expectation of confidentiality to the researcher, creative artists, etc.; and/or failure to adhere to any applicable federal, state, municipal, disciplinary or collegiate regulations, standards or rules for the protection of human or animal subjects, or the protocols of the study population.
3. **Cheating on Quizzes, Tests, or Examinations:** Using or attempting to use any materials, including but not limited to notes, study aids, books or electronic devices, not authorized by the instructor; copying off another student's work; allowing another student to copy off your own work; taking an exam (which includes tests and quizzes) for another student or allowing another person to take an exam in your place; providing or receiving any kind of unauthorized assistance in an examination, such as providing or receiving substantive information about test questions or materials, topics, or subjects covered by the test.
4. **Use of Prohibited Materials:** using prohibited materials or equipment for performances, rehearsals, or classics assignments. For example, using a hidden "cheat sheet" with text for a vocal repertoire, vocal jury, or junior/senior recital.
5. **False Submission:** submission as one's own work that has been produced by another. For example, using another person's speech or presentation materials (e.g., a PowerPoint presentation created by another student or obtained from the Internet) or submission of work written or produced by another person (e.g., a paper acquired online, from other published sources, student organization files, or unattributed results generated by computer algorithm).
6. **Aiding and Abetting False Submissions:** Providing papers or other academic work to fellow students. For example, providing a paper from student organization files, writing or researching a paper for another student, or completing an assignment for another student. In general, unauthorized collaboration on the production of any academic work without prior approval of the instructor is prohibited. When in doubt, students should consult with the course instructor.
7. **Multiple Submissions:** Submission of the same work, in whole or substantial part, to more than one course without the explicit prior approval of all instructors currently involved. If work has been submitted in a prior course, either at Adrian or another institution, the student(s) must receive approval from the instructor(s) of the current course. If work is to be submitted to multiple courses in the same term, the student(s) must receive approval from the instructor of each course.
  - a. The policy applies to resubmission of assignments for a course that is retaken for any reason.
  - b. The multiple submissions rule is not intended to prevent students from building on or further developing work begun in prior courses. Examples include the further development of an art object begun in a course such as Two Dimensional Design in a later studio art class, the expansion of a project begun in a research methods course for a capstone project, the ongoing development of a laboratory experiment, etc. In each of these cases, however, the instructor of the later course has the authority to determine to what degree the original work may be incorporated into the later work.
8. **Corrupted Files:** Submitting an unreadable file known to be corrupted or intentionally corrupted. Claiming false grounds for requesting an extended deadline. For example, using an online site or application to corrupt the file in order to create delay and avoid deadlines (note that intentional data corruption is typically detectable).
9. **Fabrication:** The use of invented, counterfeited or forged information, sources, or data in any assignment, test, paper, project, lab report, etc. Includes alteration or misleading omission of relevant data and dishonest reporting of research results, but does not apply to legitimate disagreement over the interpretation of findings, data, concepts, theories, etc.
10. **Plagiarism:**
  - a. Plagiarize – Webster's New Collegiate Dictionary defines plagiarism as: "to steal and pass off the ideas or words of another as one's own; to use a creative production without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source.
  - b. The act of submitting a paper, project, test, or other assignment signifies that the student affirms that the work is his/her own. The absence of any discernible attempt to give credit to your source will be taken as *prima facie* evidence of intent to plagiarize. In other words, if you have made no attempt to give credit to someone else, you have created a presumption of intentional plagiarism. Inadvertent plagiarism is sloppy scholarship and is not acceptable, even if committed out of ignorance.
  - c. **Types of Plagiarism**
    - i. Direct plagiarism is taking the exact words of an author without giving due credit. There should be a visual indication of using an author's exact words, such as quotation marks or block indentation, and there should be a proper citation of the author's work.

Original Source: "To the extent that behavior problems occur in the classroom, teachers should question the students and conduct systematic observations of them" (Good & Brophy, 1991, p. 257).

1. Acceptable Use: Population cannot grow forever because the world is finite and cannot support an infinite number of people (Hardin 1968). [Note that although the student has

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

## **ADRIAN COLLEGE STUDENT ALCOHOL POLICY**

It is illegal in the State of Michigan to:

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

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

### **ON-CAMPUS POLICY**

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

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

9. Alcohol may not be used to recruit students by any student organization or athletic team.
10. Alcohol use that jeopardizes or endangers the welfare of oneself or others, or contributes to disturbances, property damage and other irresponsible or offensive action or behavior is a violation of the *College's Alcohol Policy*, in addition to other violations which may apply.
11. The College reserves the right to notify College officials who have a legitimate educational interest in students who violate the policy (e.g., Athletic Department of athlete violations).

### **TAILGATING POLICY**

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

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

### **OFF CAMPUS POLICY**

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

### **ENFORCEMENT**

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

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

### **GAMBLING POLICY**

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

### **CAMPUS TOBACCO POLICY**

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

The tobacco free policy applies to all academic, residential (including student rooms), service facilities and vehicles owned and operated by Adrian College. Tobacco (e.g. cigarettes, cigars, chewing tobacco, electronic cigarettes, etc.) use is permitted on campus grounds provided that it occurs beyond 25 feet of any building entrance and away from windows of residential buildings.

**Hookah pipes are not permitted on Adrian College campus.**

### **WEAPONS AND DANGEROUS DEVICES POLICY**

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

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

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

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

Amorous or sexual relationships between students and faculty members may also cause an instructor to favor the student involved over other students. Such favoritism is unprofessional and detrimental to the education process of all students. Equally harmful is other students' perception that such favoritism exists, regardless of whether there is any factual basis to support that perception. If other students believe that the relationship has affected an instructor's impartiality and that academic rewards are not distributed by merit, the resentment and loss of morale caused by such beliefs will undermine the integrity of the education process.

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

Students who are a party to an amorous or sexual relationship with a faculty or staff member and who believe that as a result of the relationship they may have been the subject of an abuse of power or authority, may seek redress through the process described in the College's Policy on Discrimination and Discriminatory Harassment (below). Members of the college community, other than students involved in

the student-employee relationship, who have factual knowledge of a student-employee relationship, may bring the matter to the attention of the Vice President to whom the employee reports. In the case of the employee being one of the College Vice Presidents, the matter should be referred to the College President. An employee may find himself or herself about to enter into a relationship as described in this policy. If this should happen and the employee believes that due to extenuating circumstances he or she should be exempt from the confines and sanctions of this policy, the employee should immediately notify the Vice President to whom they report and explain the circumstances that they believe warrant special consideration.

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

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

#### **SEXUAL ASSAULT POLICY**

Adrian College strictly prohibits committing, attempting, or inciting another to commit sexual contact with another member of the College community without that person's consent, including but not limited to, rape and other forms of sexual assault. Conduct will be considered "without consent" if no clear consent, verbal or non-verbal, is given; if inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent. For example, sexual contact with a person whose judgment appears to be impaired by

alcohol or other drugs may be considered “without consent”. Students found to have violated this prohibition will be subject to procedures outlined in the Adrian College Student Code of Conduct. Criminal proceedings may occur as well.

### **Guidelines for Assistance**

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

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

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

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

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

- Health Center, extension 4314
- Counseling Center, extension 4091
- Student Life, extension 3142
- Residence Life, extension 3861

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

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

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

- Student Life, extension 3142
- Housing Office, extension 3861

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

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

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

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

## **DISCRIMINATION AND DISCRIMINATORY HARASSMENT POLICY**

### **Introduction**

When Adrian College was established in 1859, its founders declared that it should be open to people of both sexes and all races and nationalities. Because of this mission, the College has always opened its campus to a wide variety of students. It attempts, through orientation, academic and social programming, affirmative action and the training of professional and student staff, to

create an environment where difference is not only tolerated but celebrated.

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

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

### **Definitions**

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

#### ***Discrimination***

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

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

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

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

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

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

#### ***Sexual Harassment***

Please reference the Sexual Misconduct & Sexual Harassment Policy:

<http://adrian.edu/campus-life/student-life/sexual-assault-policies>

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

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

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

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

### ***CAMPUS ADVOCATES***

These are students, faculty and administrative staff members who have volunteered to assist students and employees who believe



they have experienced discrimination or harassment. (See the Office of Student Life for a current list of Campus Advocates.)

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

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

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

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

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

Threats or other forms of intimidation or retaliation against the student making the complaint, any other witness or any person assisting the student in the process constitutes a separate violation of this policy.

### **POSTING POLICY**

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

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

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

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

#### **Content of Posting**

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

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

#### **Location of Postings**

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

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

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

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

posting.

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

#### **SIDEWALK CHALKING**

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

Chalking is limited to sidewalks on campus.

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

Use of spray chalk is prohibited.

#### **BANNERS**

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

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

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

#### **SOCIAL MEDIA POSTINGS**

Social Media postings must be approved as well. No postings are allowed until all paperwork (if necessary) has been submitted, approved and confirmation of approval has been received. All college policies and content of posting (see above) apply to social media as well.

## **ADMINISTRATIVE WITHDRAWAL POLICY**

#### **STANDARDS FOR WITHDRAWAL**

1. A student will be subject to administrative withdrawal from Adrian College, and/or from campus housing, if it is determined by substantial evidence, that the student is suffering from an emotional/mental disorder or is non-compliant with a medical treatment plan and as a result of the emotional/mental disorder or noncompliance with a medical treatment plan:
  - a. engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others,
  - b. engages, or threatens to engage, in behavior which would cause significant property damage, or
  - c. directly and substantially impede the lawful activities of others.
2. These standards do not preclude removal from Adrian College, or campus housing, in accordance with provisions of the residence hall agreement, or other College rules or regulations.

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

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

## REFERRAL FOR EVALUATION

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

## INTERIM WITHDRAWAL

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

## INFORMAL HEARING

13. Students subject to an involuntary withdrawal shall be accorded an informal hearing before the Dean of Students, or a designee. The following guidelines will be applicable:
  - a. Students will be informed of the time, date, and location of the informal hearing, at least two business days in advance.
  - b. The student file, including an evaluation prepared pursuant to part five of these standards and procedures, and the names of prospective witnesses, will be available for inspection by the student in the Student Life office during normal business hours. The file, which should be available at least two business days before the informal hearing, need not include the personal and confidential notes of any institutional official or participant in the evaluation process.
  - c. The informal hearing shall be conversational. Formal rules of evidence will not apply. The Dean or designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.
  - d. The student may choose to be assisted by a family member and a licensed psychologist, psychiatrist, or physician.
  - e. Those assisting the student will be given reasonable time to ask relevant questions of any individual appearing at the informal hearing, as well as to present relevant evidence.

- f. Whenever possible, the student will be expected to respond to questions asked by the Dean or designee. Students who refuse to answer may be informed that the Dean or designee could draw a negative inference from their refusal, which might result in their dismissal from the institution in accordance with these standards and procedures.
- g. The informal hearing may be conducted in the absence of a student who fails to appear after proper notice.
- h. The emotional/mental health professional who prepared the evaluation may be asked to appear at the informal hearing, and to respond to relevant questions, upon request of any party, if the Dean or designee determines that such participation is essential to the resolution of a dispositive issue in the case.
- i. The Dean or designee may permit a college official, and the emotional/mental health professional that prepared the evaluation, to appear at the informal hearing and to present evidence in support of any withdrawal recommendation. Legal counsel for the College will not present such evidence.
- j. The informal hearing shall be tape recorded by the College. The recording(s) shall be kept with the pertinent case file for as long as the College maintains the case file.
- k. The Dean shall render a written decision within five business days after the completion of the informal hearing. The student should also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement.

## **IX. AREA CHURCHES**

### **AFRICAN METHODIST**

#### **EPISCOPAL**

##### **Bethel AME**

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

#### **APOSTOLIC**

##### **Christ Temple**

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

#### **ASSEMBLIES OF GOD**

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

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

#### **BAPTIST**

##### **Berean Baptist**

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

##### **Bethel Baptist**

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

##### **Faith Baptist**

3625 Hunt Rd.  
Adrian, MI 49221

517-265-2376

**Iglesia Bautista Christiana**

409 Croswell St.

Adrian, MI 49221

517-265-8178

**Second Baptist Church**

607 N. Broad St.

Adrian, MI 49221

517-263-1020

**CATHOLIC**

**St. Joseph Catholic Church**

415 Ormsby St.

Adrian, MI 49221

517-265-8938

**St. Mary Catholic Church**

305 Division St.

Adrian, MI 49221

517-263-4681

**CHARISMATIC**

**Freedom Christian Fellowship**

1144 W. Michigan St.

Adrian, MI 49221

517-263-7995

**CHRISTIAN CHURCH/DISCIPLES OF CHRIST**

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

2667 Bent Oak Hwy.

Adrian, MI 49221

517-265-6852

**CHURCH OF CHRIST**

**Church of Christ**

719 W. Maumee St.

Adrian, MI 49221

517-263-2912

**CHURCH OF CHRIST-SCIENTIST**

**Christian Science Church**

229 Dennis St.

Adrian, MI 49221

517-265-5449

**CHURCH OF GOD**

**Adrian Church of God**

704 Baldwin Hwy.

Adrian, MI 49221

517-265-7040

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

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

140 Sand Creek Hwy.

Adrian, MI 49221

517-263-0882

**CHURCH OF THE NAZARENE**

**First Church of the Nazarene**

50 Industrial Dr.

Adrian, MI 49221

517-263-1579

**EPISCOPAL**

**Christ Episcopal Church**

720 Riverside Ave.

Adrian, MI 49221

517-263-1162

**EVANGELICAL FREE**

**Grace Point Evangelical Free Church**

4612 N. Adrian Hwy.

Adrian, MI 49221

517-265-7997

**EVANGELICAL FRIENDS (PROGRAMMED)**

**Raisin Center Friends**

1975 N. Raisin Center Hwy.

Adrian, MI 49221

517-423-7023

**Raisin Valley Friends**

3552 N. Adrian Hwy.

Adrian, MI 49221

517-265-5050

**FREE METHODIST**

**The 180 Church**

1629 W. Maumee St.

Adrian, MI 49221

517-215-8477

**HOLINESS**

**Bible Missionary Church**

702 Michigan Ave.

Adrian, MI 49221

517-265-6304

**JEHOVAH'S WITNESSES**

**Jehovah's Witness English Congregation**

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

**LUTHERAN**

**Christ the Redeemer Lutheran (ELCA)**

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

**Hope Lutheran (Missouri Synod)**

5625 W. US 223  
Adrian, MI 49221  
517-263-4317

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

3448 N. Adrian Hwy.  
Adrian, MI 49221  
517-265-6998

**St. Matthew's Lutheran Church**

326 S. McKenzie St.  
Adrian, MI 49221  
517-265-1921

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

632 S. Madison St.  
Adrian, MI 49221  
517-265-5605

**MENNONITE**

**Neighborhood Church**

737 E. Beecher St.  
Adrian, MI 49221  
517-263-6005

**NON-DENOMINATIONAL**

**Covenant Community Church**

3973 Ogden Hwy.  
Adrian, MI 49221  
517-263-2891

**Crossroads Community Church**

104 E. Maumee  
Adrian, MI 49221  
517-266-1919

**Mosaic Church**

1002 W. Maple  
Adrian, MI 49221  
517-265-8767

**Fellowship Bible Church**

128 N. Center St.  
Adrian, MI 49221  
517-265-1315

**Grace Covenant**

227 Greenly St.  
Adrian, MI 49221  
517-263-3504

**Ogden Community Bible Church**

3201 E. US-223  
Adrian, MI 49221  
517-265-6621

**PRESBYTERIAN**

**First Presbyterian**

156 E. Maumee St.  
Adrian, MI 49221  
517-265-2168

**SEVENTH-DAY ADVENTIST**

**Seventh-Day Adventist**

4916 Hunt Rd.  
Adrian, MI 49221  
517-263-4910

**UNITED CHURCH OF CHRIST**

**West Adrian United Church of Christ**

4545 Wolf Creek Hwy.  
Adrian, MI 49221  
517-263-1258

**UNITED METHODIST CHURCH**

**Adrian First United Methodist**

1245 W. Maple Ave.  
Adrian, MI 49221  
517-265-5689