

STUDENT HANDBOOK & PLANNER



2010-2011

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ABOUT THE STUDENT HANDBOOK

The Thiel College Handbook is published to inform students of the Thiel College community about the expectations, guidelines and services of Thiel College.

At the time the handbook went to print, all the information contained in it was correct. Because the document is prepared so far in advance of the academic year, changes may occur. If this happens, you will be informed.

Questions regarding the Handbook should be addressed to the Division of Student Life, 1st floor, HMSC, or by calling (724) 589-2125.

Thiel College Mission Statement

Thiel College, an academic institution in the Lutheran tradition, empowers individuals to reach their full potential by assuring educational excellence, stimulating global awareness, promoting ethical and responsible leadership, and preparing students for careers so that lives inspired by truth and freedom may be committed to service in the world.

Statement of Identity

Thiel College, an independent institution related to the Evangelical Lutheran Church in America, and established in Western Pennsylvania in 1866 as a co-education institution, educates students in the liberal arts and professional studies for service to society.

ACADEMIC

Academic Honor Code

The Thiel College Student Government has established the Academic Honor Code to promote the highest standards of academic integrity among students and to provide a forum for student initiative in minimizing plagiarism and cheating. Beginning August 31, 1998, the Academic Honor Code applies to all enrolled at Thiel College students and all of a student's academic work. The responsibility for upholding the ideals of academic integrity rests with the individual student.

The Academic Honor Code states:

I am aware that an Academic Honor Code is in effect at Thiel College, and I understand its implications for me as a student. I understand that as a student I am expected to uphold the highest standards of academic integrity. I am responsible for my own academic work and, therefore, will neither give nor receive unauthorized help from outside sources, nor will I engage in any acts of plagiarism. I also demand the same standards of academic integrity in my fellow students.

Acquiring a degree at Thiel College is both a distinction and a responsibility. Acceptance into this community of scholars is a privilege that enables you to engage, not only with administrators, professors, students, and staff, but also with the authors and editors of textbooks, journals, and scholarly work you will encounter in your courses and in your research. Failure to credit in an appropriate manner the information you acquire constitutes a lack of academic integrity and honesty, which can include but is not limited to the following examples of plagiarism:

- A. Copying homework, papers, tests, or other assignments, or providing such assistance;
- B. Using unauthorized notes, papers, books, calculators, or electronic devices during a test;
- C. Passing or accepting possible answers during a test;
- D. Copying or attempting to copy from other students' work;
- E. Using another person's answers, term papers, reports, and/or projects as one's own for the purpose of receiving credit or completing the assignments;
- F. Downloading and using without adequate citation any material found on the World Wide Web, including words, pictures, graphs, tables, and other graphics. The exact system of citation varies by discipline; your professor will tell you whether to use the MLA, the APA, the Chicago style, or some other. If you have any doubts about the appropriate style, or appropriate use of summaries, paraphrases, or quotations, ask your professor;
- G. Bypassing policies and/or examples defined in writing by an instructor or department to constitute cheating or plagiarism;
- H. Collaborating with others on projects where that is not allowed, and collaborating without adequately citing that collaboration;
- I. Using unauthorized access to computer accounts, files, and/or programs;
- J. Failing to indicate the sources of ideas, words, data, or images. When in doubt: cite!
- K. Manufacturing or falsifying data in the process of research; and
- L. Submitting one paper to satisfy the requirements of two different courses without obtaining permission from both professors.

Plagiarism is a serious violation that is considered a form of academic misconduct and is not tolerated by the College. Plagiarism is, by definition, using the work of others and offering it as one's own. This includes the use of another's ideas or writing without proper acknowledgement, submitting a paper written by another, or submitting an examination or assignment containing work copied from someone else. If you are found to have misused sources, you may be found guilty of plagiarism even when you have made no conscious effort to deceive. Therefore, cite your sources—primary, secondary, electronic, textbook, class discussion, lab manual, or any other source of information—whether through quoting, paraphrasing, or summarizing, in a clear and consistent way.

Students found to have committed dishonest acts, whether intentionally or through carelessness, will generally incur penalties, usually a lower assignment grade, lower course grade, failure in a course, ineligibility to graduate with honors, probation, suspension, or dismissal from the College.

A faculty member will generally take disciplinary action when plagiarism is suspected. Incidents of cheating are reported to the VPAA/Dean of the College. For the first offense, the student will generally receive a grade of zero for the work. For the second offense at the College (not necessarily within the same course), the student will generally receive a failing grade for the course. For the third offense, the student will generally be dismissed from the College. Exceptions to the rule may occur only under special circumstances.

Procedures:

After plagiarism is suspected, the faculty member discusses the issue with the student(s) as soon as possible. If at all possible, evidence should be available. If the issue is unresolved at this level, the following procedures are to be followed.

- A. Within one week, the faculty member completes the Thiel College Report of Alleged Student Cheating Form and submits it, along with any available supporting evidence, to the VPAA/Dean of the College with a copy to the student; the VPAA will send copies to the faculty member's department chair and to the student's advisor. The VPAA then sends a letter detailing the disciplinary action to the student with copies to the faculty member, the faculty member's chair, and the student's advisor
- B. If the student wishes to appeal the disciplinary action, he or she:
 1. Must submit a letter explaining his/her position to the VPAA with copies to the faculty member, his/her advisor, and the department chair within seven (7) days after receiving the written notification.
 2. May attend classes while the appeal is in process.
- C. The VPAA/Dean of the College will follow the normal hearing procedure and notify, in writing, the student, the student's advisor, the faculty member, and the department head, ordinarily within two (2) class days of the decision.
- D. If the decision is a failing course grade, the student may not attend class meetings or take the final examination.
- E. Multiple infractions (3 or more) will generally result in suspension or expulsion from the College by the VPAA. An appeal of suspension or expulsion shall be made directly to the President of Thiel College.

Academic Misconduct

Academic misconduct is a violation of the principles of the academic community and will not be tolerated at Thiel College. Academic misconduct is any conduct that detracts from the teaching and learning process of faculty and students. This includes but is not limited to, distractive or disorderly conduct in the classroom, misuse of or damage to classroom property, or conduct dangerous to self or others.

In the classroom setting, the faculty member has the responsibility for proper classroom management. He or she can order the temporary removal or, in cases of repeat violations, exclusion of any student from the classroom if the student's behavior is judged inappropriate.

Procedures:

- A. A faculty member may ask disruptive students to leave the classroom and will notify the Public Safety Office and/or the academic Services Office if the student refuses to obey the request.
- B. A faculty member has the right to assign a failing grade for any class work during the period of temporary exclusion.
- C. Prior to the next class meeting, the faculty member shall notify, in writing, the student, the student's advisor, the faculty member's department head and the Academic Dean of the incident and the resulting disciplinary actions.
- D. Recurrence of academic misconduct may result in the student being permanently expelled from the course where the misconduct has occurred or from Thiel College.
- E. An instance of severe or grievous academic misconduct may result in suspension or permanent expulsion from the College by the Vice President of Academic Affairs. Any appeal of suspension or expulsion shall be made to the President of the College.

Academic Grievance Procedure

Student grievances may concern grades, courses and academic requirements. The academic grievance process involves three steps:

- A. Any Student who has any form of grievance with a faculty member or administrator takes that grievance to the person involved.
- B. If a faculty member is contacted and a resolution does not result, the grievance may then be taken to the departmental chairperson.
- C. If the grievance is still not resolved, it may be taken to the Academic Dean. Prompt and polite communication among concerned parties is a sound practice in matters of misunderstanding. Grievance should be expressed and dealt with at the earliest point in time. Ordinarily students should begin the grievance process no later than two weeks after the initial unresolved experience.

Class Cancellation Procedures

In the event of a very serious snowstorm, extreme cold temperatures or a weather-related declared "state of emergency" the following procedures will apply to disseminate information regarding class cancellation for a day:

1. The Dean of the College (in his/her absence the Dean of Students), after consultation with the Director of Public Safety, the Director of Maintenance and the College President, will make the decision whether classes will be held. In most cases this decision will be made by 7:00 a.m. on the day in question.
2. The Dean of the College, by 7:00 a.m., will contact the Campus Telephone Operator and the Director of Public Relations and inform them of the decision.
3. In the event of class cancellation, announcements will be made on the following radio stations, after notification by the dean:

WGRP/WEIC — Greenville
WYSU-FM — Youngstown

WKBN — Youngstown
Y103-FM — Youngstown

4. The Dean of the College will also, by 7:00 a.m., inform the Dean of Students. At that time, the Dean of Students will inform the Director of Residence Life and the Residence Life Staff will then post signs on the main doors of each residence hall and theme house to inform students that classes have been cancelled.
5. In the event that commuter students should be stranded on campus, arrangements will be made to house them. Students should contact the Campus Telephone Operator for assistance.

STUDENT CODE OF CONDUCT

ABOUT THE CODE

All students are members of several communities - city, state, county, college and church. As such, each student is subject to the conduct codes prescribed by each of these communities.

As an academic and religious institution, Thiel College has a vested interest in the safety and well-being of the campus community. As a result of the high caliber of men and women Thiel attracts, the Student Code of Conduct reflects the emphasis on responsibility in both the academic and non-academic areas of college life. This Code, developed by representatives of the faculty, staff and student body, is intended to provide the necessary guidelines to support and advance the educational and religious mission of the College without unduly restricting or diminishing the College experience.

The Student Code of Conduct outlines the minimum acceptable level of conduct expected of every student at Thiel. The policies and procedures outlined are those that students, faculty, and administrators at the College have designated to further the educational aims of the institution and to assist all students in the pursuit of their educational and personal development.

A student, by voluntarily joining the Thiel College community, assumes the responsibility for abiding by the standards that have been instituted pursuant to our mission, processes, functions and goals. The Assistant Dean of Students or his/her designee maintains authority to impose sanctions for behaviors that violate the Student Code of Conduct and/or, if deemed appropriate, to terminate the student from membership in the College community.

All laws of the Commonwealth of Pennsylvania are in effect on the Thiel College campus. The implementation of college disciplinary authority does not protect the student from, nor does the college consider it to be a substitution for, civil process or criminal prosecution. In incidents when a criminal law has been violated or civil proceedings may be instituted, the civil proceedings or criminal prosecution may be instituted by the individual or law enforcement agency having authority and responsibility. The college disciplinary authority is educational rather than judicial in nature and purpose. At any time during or at the conclusion of the civil proceeding or criminal prosecution, the college may implement its own proceedings to enforce campus rules.

Those charged with enforcement of the Student Code of Conduct will at all times endeavor to treat each student fairly. Thiel College reserves the right to change policies or procedures maintained herein at any time during a student's enrollment period by circulating them to all the members of the College community through official College bulletins.

Any student found to have committed any of the following misconduct is subject to the disciplinary sanctions set forth in this code.

POLICIES

- A. **Failure to act with respect.** Students are required to be respectful to:
 1. Other members and guests of the College Community
 2. The Campus itself
 3. Property belonging to other members and guests of the College Community.
- B. **Engaging in physical abuse.** Students are not to engage in physical abuse. Physical abuse may include:
 1. Taking any action for the purpose of inflicting bodily harm upon any person.
 2. Taking reckless action, which results in harm to another person.
 3. Taking any action that creates a substantial risk or harm to another person.
 4. Otherwise physically harming any person.
 5. Any violation of the sexual assault policy and/or sexual harassment policy.
- C. **Engaging in dangerous or disorderly conduct.** Students shall not engage in:
 1. Behavior that threatens harms or causes to place in harm themselves or other persons.
 2. Behavior that is destructive, lewd, indecent, obscene or disorderly.
- D. **Engaging in verbal or written abuse.** Students are prohibited from participating in any form of verbal or written abuse, threats, intimidation, foul or obscene language, ethnic or other harassment or other conduct that is directed at, threatens, or offends any person.
- E. **Participating in public acts of indecent or lewd nature.** Students are not to participate in behavior that is destructive, lewd, indecent, obscene, or disorderly (This includes posting obscene pictures in common areas).
- F. **Engaging in Telephone Harassment.** Students are not to engage in telephone harassment. It is also a crime under both state and federal laws for anyone to make obscene or harassing telephone calls.

- G. **Culpability.** Each student present in a room or area at the time of a violation may be held responsible for any rule violation, which occurs when they are present. Students are advised in advance to avoid such situations that may put them at risk for disciplinary action.
- H. **Disregarding the Reasonable Directive of a College Official, Residence Life Staff Official or Civil Official.** Students are not to disregard the reasonable directive, verbal or written, of a College or Civil Official. Students are not to obstruct a College or Civil Official in the carrying out of his or her duties.
- I. **Contempt of the Student Conduct Process.** This includes, but is not limited to:
1. Failure to obey the summons of a college official.
 2. Falsification, distortion, or misrepresentation of information presented in the student code process.
 3. Disruption or interference with the orderly conduct of any student code proceeding.
 4. Initiation of a student code proceeding knowingly without cause.
 5. Attempt to discourage an individual's proper participation in, or use of, the student code system.
 6. Attempt to influence the impartiality of a member of a student conduct hearing panel prior to, and/or during the course of, any student code proceeding.
 7. Harassment (verbal or physical) and/or intimidation of a member of a student conduct or administrative body prior to, during and/or after a hearing proceeding.
 8. Failure to comply with the sanction(s) imposed by the hearing body.
 9. Influencing or attempting to influence another person to commit an abuse of the Student Conduct system.
- J. **Disrupting Normal College Functioning.** Students shall not engage in conduct that, in itself or in conjunction with the conduct of others, seriously disrupts or impairs the carrying on of normal college functions.
- K. **Violating Civil or Criminal Law.** Students shall not violate any state, federal or municipal law, whether specifically covered in this document or not. If a student is found in violation of civil or criminal law they shall be subject to College disciplinary action for said offense(s) and to the sanctions prescribed by this Code. The adjudication of such violations may proceed independently of state or federal agencies.
- L. **Participating in Illegal or non-Acceptable Activities on and/or off College Property.**
1. Students are not to engage in certain types of activities including, but not limited to, the following: gambling; the unlawful use of telephones/computers (i.e. harassment, etc.); using, possessing, making or causing to be made any key(s) for any College building, room or facility except as authorized; or the production of sound through amplification or other means that unreasonably disturbs or disrupts the peace of others.
 2. Student behavior that adversely affects the interests of Thiel College is prohibited. Such behavior includes, but is not limited to, physical or verbal abuse, property damage, disruptive actions, drunk and/or disorderly conduct, reckless misconduct, or threatening actions or statements. College sanctions may be assessed through the established discipline process in addition to any sanctions imposed by the State through the court system at any time during or at the conclusion of the civil proceeding or criminal prosecution.
- M. **Violating Residence Life Policies and Procedures.** Students are responsible for knowing the procedures and policies for all residence hall facilities they enter and are not to violate said rules or policies governing any College residence facility (See Residential Life Policies and Procedures Section.)
- N. **Violating Other Campus Policies and Procedures.** Students are responsible for knowing all other published college policies and procedures. Students are responsible for the information given to them, published here or otherwise distributed.
- O. **Engaging in Unauthorized Climbing of College Buildings or Facilities.** Students are not to climb on the exterior of residence halls or scale the exterior of any College building or facility. This practice is extremely dangerous and will not be tolerated.
- P. **Failure to be Responsible for One's Guest.** A student is responsible for his/her guest's behavior whether it is in his or her residence hall room, apartment, theme house or elsewhere on campus. It is the responsibility of the student to inform his/her guests of the standards of personal conduct that are outlined in this code. This includes their guests who are alumni of Thiel College. Students should not be involved in any act that might be construed as aiding or abetting another student in violating this code.

- Q. **Absence or Falsification of ID.** Students are required to carry their campus ID and present it upon the request of a college official or staff member. Falsification or alteration of the campus ID is strictly prohibited.
- R. **Engaging in Hazing.** Students and student organizations are prohibited from engaging in any activity that can be described as hazing. Hazing can be defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of admission into, initiation, affiliation with, or as a condition for, continued membership in a group or organization.
- S. **Engaging in Misappropriation, Theft, or Abuse of Computer Time or Programs.** Students are to refrain from theft or other abuse of computer time, including but not limited to:
1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 2. Unauthorized use of another individual's identification and password.
 3. Use of computing facilities to interfere with the work of another student, faculty member or college official.
 4. Use of computing facilities to send obscene or abusive messages.
 5. Use of computing facilities to interfere with normal operations of the college computing system.
 6. Any other violation of the computer use policy.
- T. **Engaging in Theft, Misappropriation or Unauthorized Sale.** Students are to refrain from the unauthorized occupancy, use, possession, or removal from a designated area, property belonging to the College, its community, members, guests or vendors.
- U. **Participating in Solicitations, Canvassing and Distribution of Literature.** Students are not to participate in the unauthorized solicitations, canvassing and distribution of literature.
1. The solicitation of monies/selling of products by individuals or groups is not permitted on campus without the written permission of the Vice President of Student Success and Engagement and the Student Government President.
 2. Contributions to certain charitable organizations, such as United Way, and various fund raising efforts by student groups and/or individuals may be permitted with prior written approval of the appropriate authority: The College President and his/her designee; the Development Director, the Vice President of Student Success and Engagement; or Student Government.
 3. All off-campus solicitation in the name of Thiel College shall require prior approval of the Dean of Students and Director of Development.
- V. **Inappropriate Posting of Information.** Students are expected to use follow the following guidelines when posting information on campus:
1. No posters or signs should be posted on glass or painted surfaces. Any items that are posted must be removed.
 2. All posters and signs should be in good taste and not include references to alcohol.
 3. All posters and signs must first be approved for posting in the Student Activities Office. Those signs on campus not bearing the Student Activities Office stamp will be removed.
 4. Posters will be removed from campus after the date of the event has elapsed.
 5. Posters and signs are not to be tacked up over signs already placed in an appropriate location, nor are appropriately posted signs to be removed to accommodate another poster or sign.
- W. **Damaging Public or Private Property.** Students are not to engage in actions that damage property without the consent of the owner or the person legally responsible.
- X. **Engaging in Unauthorized Campus Painting.** Students are not to engage in unauthorized campus painting. Any recognized college organization or group may paint designated large rocks on the campus. The painting of any other college property, without the written approval of the Office of Student Services, is not permitted.
- Y. **Engaging in an Unauthorized Entry into or Exit from College Facilities.** Students are not to engage in any unauthorized entries into or exit from College facilities. Forcible or unauthorized entry into any building, structure, facility, or room on the premises of College owned or controlled property is prohibited. Improper use of designated College exits is also prohibited.

- Z. **Possessing any Open Flames, Torches, Candles and Other Incendiary or Explosive Devices.** Students are not to possess any open flames, torches, candles or other incendiary or explosive devices except as authorized by the Director of Public Safety. All grills must remain at least 50 feet from buildings while in use. Propane tanks cannot be stored inside college-owned buildings.
- AA. **Alteration or Misuse of Safety Equipment.** Students are not to alter or misuse any fire fighting equipment, protective devices designed for such equipment, or other emergency device. Tampering with or otherwise rendering useless any college equipment or property intended for use in preserving or protecting the safety of members of the college community such as sprinkler heads, exit signs, fire extinguishers, fire alarms, fire boxes, smoke alarms, water/steam pipes, first aid equipment, entrance and exit doors, or emergency telephones is prohibited. Obstructing fire escape routes such as hallways or stairwells is also not permitted.
- BB. **Engaging in the False Report of an Emergency.** Students are not to engage in the intentional false report of a bomb, fire, attack, sounding an alarm or other emergency (verbal, written, or otherwise) in any college facility or on property controlled by the College in any form.
- CC. **Presentation of False Information.** Students are not to knowingly provide false information to College officials in any form, written or verbal. Students are not to knowingly misuse, misrepresent, or falsify any College record, form or computer resource. Students who assist others by any means in the providing of false information as described in this section will be considered in violation.
- DD. **Engaging in Unapproved Organized Activities on Streets, Roadways or College Property.** Students shall not engage in unapproved organized activities on streets, roadways or college property. Organized activities or events on streets, roadways or property of the College must be recorded in advance with the Student Services Office and be subject to approval by the Office of Student Success and Engagement and the Campus Police.
- EE. **Possession of Firearms, Dangerous Weapons, Explosives or Fireworks.** Students are not to possess any unauthorized firearm, ammunition, explosive device or other weapon on College owned or controlled property. This includes, but is not limited to guns, knives, toy or low powered guns, and fire crackers. Possession of such items may result in suspension or expulsion from the College. Students participating as members of the Thiel College Shooting Club are responsible to follow all rules and regulations established by the College for weapon and ammunition storage and possession.
- FF. **Engaging in a Violation of Alcohol Policy.** Students are not to engage in a violation of the Alcohol Policy (please refer to the Alcohol Policy in Appendix A).
- GG. **Engaging in a Violation of the Drug Policy.** Students are not to engage in a violation of the Drug Policy (please refer to the Drug Policy in Appendix B).
- HH. **Engaging in a violation of the Sexual Harassment Policy.** Students are not to engage in a violation of the Sexual Harassment Policy (please refer to the Sexual Harassment policy in Appendix C).
- II. **Engaging in a violation of the Sexual Assault Policy.** Students are not to engage in a violation of the Sexual Assault Policy (please refer to the Sexual Assault Policy in Appendix D).

STUDENT DISCIPLINARY PROCESS

Thiel College has a centralized disciplinary system coordinated within the Division of Student Life. The disciplinary system provides a means for deciding whether or not a college policy has been violated and, if so, what appropriate action should be taken. An outline of the organization and structure of the disciplinary system follows.

1. Submission of Charges

Any member of the college community may file charges against any student or student group for a violation of college policy. Charges should be prepared in writing and directed to the Student Life Office. Any charge should be submitted as soon as possible after the event takes place, preferably within 24 hours, although a Student Life staff member may decide to process charges submitted later.

2. **Investigative Process**

Upon receiving an alleged complaint that an individual student or group of students has committed a violation of college policy, the complaint shall be investigated.

- A. If it is determined that the allegation is without merit, the investigation shall cease and the person submitting the complaint will be notified.
- B. If it is determined that a violation may have occurred, the student/student group will be notified of a possible violation including date(s) and time(s) of the alleged offense. The student or student group shall contact the Student Life Office within two (2) class days of notification of an alleged violation to schedule a hearing with the designated Student Life Official or the Student Conduct Board.
- C. The accused student/student group has the right to review any disciplinary reports/Campus Police reports that are specific to the allegations. This can be done at the time of the hearing or can be arranged by contacting the Student Life Office prior to the hearing. As these reports are the property of Thiel College, no documents or copies of documents will be released except by court order.

3. **Jurisdiction**

The Student Life Office designee will consider the severity and frequency of the charge(s) and will determine the appropriate hearing (Administrative, Formal Administrative, Student Conduct Board or Mediation) for each case. The involved student(s) may request an administrative hearing or a student conduct board hearing to hear the case, or may request formal mediation. However, the Student Life Office designee will make the ultimate determination of who will hear the case. The Office of Student Life will make the determination whether a group/organization will be charged with a violation of college policy involving the actions of members of its group. This determination will be made on a case-by-case basis. Groups and organizations are encouraged to make every effort to regulate the actions of their members.

A. Formal Mediation:

At the discretion of the Office of Student Life, formal mediation may be assigned to parties involved in an interpersonal or group conflict. The mediator will give ground rules and each person involved will be given the opportunity to be heard. A "Contract of Resolution" may be created, mutually agreed upon, and then signed by all parties involved. This contract will be placed in each of the participating students' disciplinary file(s). A violation of this "Contract of Resolution" will be considered grounds for further disciplinary action. The person serving as mediator will be a representative of the Office of Student Life. If the mediation does not result in a "Contract of Resolution," the Student Life Office representative may proceed with the matter by holding an Administrative, a Formal Administrative or a Student Conduct Board Hearing.

B. Administrative Hearing:

With this type of hearing, a representative of the Office of Student Life will hear the case. This type of hearing is typically held by an administrator (The administrator may be a Student Life Office administrator or a Resident Director). The Student Life representative meets informally with the student, determines whether a student code violation occurred, and if so, assigns sanction(s).

C. Formal Administrative Hearing:

With this type of hearing, a representative from the Office of Student Life will hear the case. This type of hearing will typically follow the guidelines listed below. This type of hearing allows the complainant and respondent to present witnesses and cross question each other and the opposing witnesses through the person conducting the hearing.

D. Student Conduct Board Hearing:

With this type of hearing, the Student Conduct Board will hear the case.

The Student Conduct Board shall be composed as follows:

- Student Life representative (Chairperson, voting member only in case of a tie.)
- Two (2) Students
- One (1) Faculty/Staff Member

Please Note: If a Student Conduct Board cannot be established, i.e. summer violations; violations of college policy will be resolved through an Administrative Hearing, Formal Administrative Hearing, or Mediation.

4. Formal Administrative Hearing and Student Conduct Board Hearing Procedures

- A. Hearings shall be conducted according to the following guidelines:
1. For confidential reasons, hearings shall be conducted in private.
 2. Admission of any person to the hearing shall be at the discretion of the Student Life staff member. Since hearings are intra-institutional functions, no legal counsel may be present at hearings. Further, since the presence of the student's parents would not normally facilitate the hearing process, their attendance is not normally permitted unless serving as direct witnesses.
 3. In cases involving more than one accused student, the person conducting the hearings may decide to conduct them together or each separately.
 4. The complainant and the accused have the right to be assisted by an advisor who is a faculty/staff member of Thiel College. The complainant and/or the accused is responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any hearing unless they are direct witnesses.
 5. The complainant, the accused, and the Student Life designee shall have the privilege of presenting witnesses, subject to questioning by the Student Life designee. All cross-questioning should be directed through the chair of the Student Conduct Board or the administrator of a Formal Administrative Hearing.
 6. Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the chair or person conducting the hearing.
 7. Formal rules of evidence such as might apply in a court of law do not apply and accordingly, will not be followed.
 8. All procedural questions are subject to the final decision of the chair of the Student Conduct Board or the administrator of a Formal Administrative Hearing.
 9. After the hearing, it shall be determined (by majority vote if the hearing consists of more than one person) whether or not the student or student group has violated each college policy with which the student(s) was charged with violating.
 10. The determination of whether a student or student group has violated a college policy shall be made on the basis of whether it is more likely than not that the accused student or student group violated the college policy.
 11. There shall be a single verbatim record (tape recording) of hearings before a Student Conduct Board and a Formal Administrative Hearing. The record shall be the property of the College. In cases of appeal, the student/student group may listen to the tape (at the discretion of the Student Life representative) but must do so in the Student Life Office.
 12. Failure to attend or schedule a hearing by the accused student/student group may be considered a violation in and of itself.
 13. Should the accused student/student group fail to attend the scheduled hearing, it may take place in his or her absence at the discretion of the Student Life Staff. Sanctions may also be determined by the Student Conduct Board or the designated Student Life Staff in the student/student group's absence should s/he fail to attend the scheduled hearing.
- B. Order of Administrative Hearing:
1. Introduction/Sign forms
 2. Student reads discipline/Campus Police report(s).
 3. Statement of charge(s).
 4. Student response to charge(s).
 5. Student questioned by Administrator.
 6. Verbal or written notification of hearing results to student.
- C. Order of the Formal Administrative Hearing:
1. Introduction/Sign Forms.
 2. Statement of the Charge(s).
 3. Respondent will be asked to admit or deny the allegations.
 4. Complainant's information in support of the charge(s).
 5. Respondent's information regarding the charge(s).
 6. Complainant's witnesses in support of the charge(s)
 7. Respondent's witnesses regarding the charge(s).

8. Any other witnesses or information may be presented at this time.
 9. At any time the administrator may re-question the complainant or respondent or any other witness.
 10. Closing statements:
 - a. Complainant
 - b. Respondent
 11. Written notification of results of the hearing.
- D. Order of the Student Conduct Board:
1. Introduction of Student Conduct Board Members/Sign Forms.
 2. Statement of the Charge(s).
 3. Respondent will be asked to admit or deny the allegations.
 4. Complainant's information in support of the charge(s).
 5. Respondent's information regarding the charge(s).
 6. Complainant's witnesses in support of the charge(s)
 7. Respondent's witnesses regarding the charge(s).
 8. Any other witnesses or information may be presented at this time.
 9. At any time the board may re-question the complainant or respondent or any other witness.
 10. Closing statements:
 - a. Complainant
 - b. Respondent
 11. Student Conduct Board review and decision.
 12. Written notification of results of the hearing.

Disciplinary Sanctions

- A. The following sanctions are examples of possible sanctions that may be imposed by the designated Student Life staff member or the Student Conduct Board upon any student/student group found to have violated College policy:
1. **Disciplinary Warning.** This written action is taken when conduct or disciplinary involvement merits an official admonition. A disciplinary warning is a notice to the student(s) that the conduct in question was inappropriate and that future breaches of conduct will be treated more severely. The warning is recorded in the confidential discipline records of the Student Life Office.
 2. **Loss of Privilege.** Loss of privilege is the withdrawal of a privilege or use of a service for a specific period of time consistent with the offense committed and the rehabilitation of the student. Loss of privilege is recorded in the confidential discipline records of the Student Life Office.
 3. **Restitution.** Restitution requires the student(s) to pay for damages or misappropriation of college property or the property of members or visitors of the college community. Such reimbursement shall be charged to any student(s) who alone or through group-concerted activities organizes or participates in the events causing the damages or costs. Restitution may also be required of members of a residence hall, apartment or theme house floor or building if responsible parties for damages are not found. Parents may be notified of this action and grades withheld if restitution is not paid.
 4. **Fines.** Violations of the Student Code of Conduct can result in assessment against a student(s) by the College for previously published rules and regulations. Fines, if not paid, will result in the amount being added to a student's Student Account and listed as student disciplinary charges.
 5. **Community Service.** This may include work assignments, community service projects, written assignments or a related discretionary sanction.
 6. **Educational Sanction.** This may include written assignments, hall presentations, job shadowing opportunities or other related sanctions.
 7. **Residence Hall Suspension/Eviction from On-Campus Housing.** This entails removal or the separation of the student(s) from on campus housing and termination of the housing agreement for a definite period of time, after which the

student(s) may be eligible to return. Particular conditions for readmission may be specified in writing. (Any refund due to the student(s) would be consistent with college refund policy.) Parents may be notified of the residence hall suspension.

8. **Disciplinary Probation.** Disciplinary probation is a trial period during which a student(s) must behave in a manner acceptable to the College. The status of disciplinary probation is assigned for a specific period of time. While on disciplinary probation, a student is encouraged and may be required to seek advice and counsel from appropriate college and/or community offices. Terms of probation may be set forth that restrict the student's participation in co-curricular activities. Disciplinary probation status may affect qualification for some awards, prizes, or student aid (particularly those stipulating conduct acceptable to the College). Further incidents of misconduct while on probation may result in disciplinary suspension from the college as well as sanctions for the offense. Parents may be notified of the probationary status for certain violations. Disciplinary probation is recorded in the confidential discipline records of the Student Life Office.
 9. **Summary Suspension.** A summary suspension requires that a student immediately leave the campus. It may be imposed upon a student when the President of the College, the Vice President for Student Life/Dean of Students, or his/her designee believes that the student is an immediate threat to the safety of self or other persons or property, or is an immediate threat to disrupt the essential operations of the college. In exercising such authority, the college official may rely upon information supplied by others. Any student summarily suspended who returns to the campus during the period of summary suspension may be subject to additional disciplinary sanctions, including disciplinary dismissal or disciplinary expulsion. Permission to be on campus for a specific purpose during this time must be granted by the Office of Student Life. The scheduling of the hearing may be dependent on the condition of the suspension. Parents of the student may be notified of the summary suspension. (Any refund due the student would be consistent with the college refund policy.)
 10. **Disciplinary Suspension.** Disciplinary suspension is an action that may exclude the student from registration, class attendance, and residence on the campus, the use of college facilities, or all of the above for a specified period of time. In unusual circumstances (when the presence of the student on campus is deemed to be acceptable), college suspension action decided after the eighth week of the term may be deferred to the next term, upon such terms as may be imposed by the college. Parents may be notified of the suspension status. Upon termination of the period of suspension, the student must petition, in writing, to be reviewed for possible readmission based on the conditions of the suspension and review by the Student Life Office. If readmission is granted, the student may be considered for registration in compliance with academic admission standards then in effect. If a student is found to have committed an additional violation of College policy after the student is readmitted, it will likely result in dismissal or expulsion. (Any refund due the student would be consistent with the college refund policy.)
 11. **Disciplinary Dismissal.** Disciplinary dismissal is the withdrawal of the privilege of registration, class attendance, and residence on the campus with no promise (implied or otherwise) that the student may return at any future time. The privilege of the use of college facilities is withdrawn by this action unless specific permission is obtained from the President of the College or his/her designee. Parents of the student may be notified of the disciplinary dismissal status. A student on disciplinary dismissal may be readmitted only by action of the President of the College or his/her designee. A student who has been dismissed is not eligible for readmission sooner than one year from the date of dismissal. If the student is readmitted, established proof of further incident of misconduct may result in expulsion. (Any refund due the student would be consistent with the college refund policy.)
 12. **Disciplinary Expulsion.** Disciplinary expulsion is the permanent withdrawal of the privilege of registration, class attendance, or residence on the campus. The privilege of the use of college facilities is withdrawn by this action. Parents of the student may be notified of the disciplinary expulsion status. (Any refund due the student would be consistent with the college refund policy.)
- B. Sanctions are progressive and most likely will increase with each violation.
 - C. More than one of the sanctions listed above may be imposed for any single violation.
 - D. In some cases, depending upon the severity of the sanction, and in accordance with stipulations set forth in the Family Education Rights and Privacy Act (Buckley Amendment), parents may be notified of specific sanctions.

E. The above sanctions may be imposed upon groups or organizations and may also include loss of college recognition for a specified period of time.

F. Possible Fines — The following is a list of possible fines for some violations of Thiel College Policies that are published here, or otherwise distributed to students. Fines may be, but are not limited to, what is listed below:

1. Alcohol - \$100- \$300
2. Bathrooms violations - \$25 - \$100
3. Bicycles/Rollerblades/Skateboards in unauthorized area - \$25-\$100
4. Unauthorized cable hookups - \$100
5. Contempt of Student Conduct Process - \$25- \$100
6. Driving on lawn- \$25 - \$100
7. Drugs - \$200 - \$300
8. Fire procedures violation - \$25 - \$100
9. Fire safety equipment alteration - up to \$1000 fine
10. Guest(s) violations - \$25 - \$100
11. Hall closing procedures violation - \$50/day
12. Information and ID falsification - \$25 - \$75
13. Key - \$15 replacement charge; \$60 for core and keys.
14. Key -unauthorized possession and/or use - fine of up to \$1000
15. Lost ID- \$15 for replacement
16. Lounge furniture removal - \$25/day
17. Pets - \$50 - \$100
18. Prohibited items (See complete listing in Residence Life Policies.) - \$25
19. Quiet Hours/Courtesy Hours - \$25 - \$100
20. Roof violation - \$100
21. Room change violation - \$25/day
22. Room furniture removal - \$25 - \$100
23. Room furniture in hallway - \$25/day
24. Smoking/Open flames in unauthorized area - \$25 - \$100
25. Solicitation - \$25 - \$100
26. Vandalism - \$25 - \$100
27. Visitation - \$25 - \$100
28. Window/Screen violation - \$25 - \$100

Note: Along with fines, restitution may also be implemented.

G. **Appeal:**

1. A decision as to whether a violation of College rules has occurred may be appealed by the accused student(s) or the complainant(s) to the Office of Student Life. Sanctions imposed may also be appealed. All appeals must be made within two (2) class days of the date on the results of the hearing letter. Appeals should explain **in detail** the basis of the request and must be submitted in writing.
2. Occasionally there are cases where the Office of Student Life has been formally involved in an investigation where information is gained or has been a part of the hearing process prior to the appeal. In such cases, the student may appeal the ruling or sanctions issued by the Student Conduct Board, Disciplinary Officer, or the designated appeal person to the President of the College. The President may elect to hear the appeal or assign this task to another official of the College.
3. Except as required to explain the basis of new information, an appeal shall be limited to the review 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 information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present information that college policy was violated, and giving the accused student or group a reasonable opportunity to prepare and to present a rebuttal of those allegations.

- b. To determine whether the decision reached regarding the accused student or group was based on substantial information; that is, whether there was information which, if believed, was sufficient to establish that more likely than not a violation of college policy occurred.
 - c. To determine whether the sanctions imposed were appropriate for the violation of college policy which the student or group was found to have committed.
 - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because the person appealing did not know such information and/or facts at the time of the original hearing.
4. The Student Life representative may, upon review of the case appeal, affirm the matter as originally decided, reduce or increase the sanctions imposed, or remand the case to the body that originally heard the case for further consideration.

APPENDIX A

ALCOHOL POLICY

Student Alcohol Policy

The Thiel College Alcohol Policy and related educational programs are, as far as possible, educational in nature and designed to promote responsible decision-making concerning the use of alcohol in this community. The goals of this policy are: to create an environment dedicated to student success, to help educate our students about the effects of alcohol and laws associated with alcohol, to ensure compliance with the law, and to maintain an informed community where the effects of alcohol abuse and the behavioral problems associated, are minimized. The College expects all members of the community to be respectful of the right of others in order to contribute to an environment conducive to educational and personal development.

This policy reflects local and state laws governing the use and distribution of alcohol and recognizes the rights of individuals who are 21 years of age or older to consume alcohol in a legal and responsible manner. The College expects community members to abide by the laws of the State of Pennsylvania and the policies of the College. Any member of the community, including Residence Life and Campus Police personnel, may confront and report individuals whose behavior is in violation of these policies. Sanctions will be imposed upon students who violate this policy, or other policies of the College. Intoxication is not justification for violating any College policy.

All students and students' guests within the Thiel community are expected to observe the College Alcohol Policy, which includes the following rules and regulations:

1. Persons 21 years of age and older may possess and consume alcohol in west campus residence hall rooms, suites and apartments upon applying for and receiving Over-21 Status from the Department of Residence Life (see Over-21 Status Policy).
2. Since our first year residence halls are all located on east campus, and it is fair to assume that the majority of first year students living in those halls are under the legal age to consume alcohol. So no alcohol is permitted in east campus housing unless authorized by the Dean of Students and/or President's Office.
3. Possession of Alcohol Paraphernalia by individuals under 21, including, but not limited to, cans, bottles, "beer bongs", drinking game materials, cups containing alcohol, etc. are prohibited.
4. Open containers of alcohol are not permitted in common areas unless given prior approval by the Dean of Students or his/her designee. Common areas include, but are not limited to, academic and office buildings, residence hall lounges, bathrooms and hallways, athletic facilities, and outdoors. For the purpose of this policy, individual apartment and/or townhouse common spaces are not included unless the apartment/townhouse is occupied by individuals under 21 or has not received Over-21 Status.
5. Gatherings with bulk alcohol (defined as any quantity of beer in excess of two cases (48 twelve oz. cans) or the alcohol equivalent of wine) are not permitted in the residential facilities (except where noted in the Thiel College Student-Sponsored Social Events with Alcohol Policy found below). Kegs (with or without alcohol), beer balls and/or taps are not permitted in residential facilities (except where noted in the Student-Sponsored Social Events with Alcohol Policy).
6. Gatherings with bulk alcohol may be permitted in College designated social spaces. Social hosts are required to comply with the Student-Sponsored Social Events with Alcohol Policy, published here and in a Guide to Social Programming with Alcohol available in the Office of Student Activities.
7. Spirits (i.e. hard liquor or drinks with more than 14% alcohol content) are not permitted anywhere on campus unless authorized by the President.

8. The College reserves the right to notify the parents or guardian of a student who is transported to the hospital for an alcohol overdose or cited by Campus Police for alcohol related behavior, and to require that the student participate in an educational program on alcohol and/or other drugs at his/her own expense. The College may also choose to notify parents or guardian of any alcohol or drug related violation.
9. No drinking games or contests of any kind are permitted on campus (i.e. beer-pong, flip-cup, waterfall, etc.).

Over 21-Status

Students of legal drinking age that live on campus and meet the prerequisites established by the College may be accorded Over-21 Status for their individual apartments and/or room by the Department of Residence Life. Over-21 Status is a privilege granted to students and can be rescinded should students fail to use alcohol responsibly and in accordance with College policy. Students living in spaces that have been designated and approved as Over-21 Status must comply with the following rules:

1. The Over-21 Status Card must be placed on the inside of the entrance door to the room, apartment, and/or townhouse. This status will only be given to rooms and/or apartments where all residents are over 21 years of age.
2. No residence hall, theme house, apartment, or townhouse room may have more than one case of beer, wine coolers, or similar drink (24 twelve ounce cans) or 4 (750ml) bottles of wine, unless given approval by the Dean of Students or his/her designee.
3. No open containers of alcoholic beverages are permitted if minors (individuals under the legal age to consume alcohol) are in the room and/or apartment.
4. Occupancy rates must be upheld in each residential facility (see Maximum Number of People in a Room/Apartment Policy).
5. Residents may not consume or possess open containers of alcohol in common areas, as defined previously in the College Alcohol Policy.
6. The door to the apartment, residence hall, or theme house room must be closed when alcohol is being consumed.

Student-Sponsored Social Events with Alcohol

Students over 21 years of age who have attended the Social Host Preparation Workshop and TIPS Training may be permitted to host social events with alcohol in College approved areas provided the events are conducted in accordance with the following policies:

1. Events must be registered, approved and implemented in accordance with the regulations set forth by the Student Activities Office.
2. All Student-Sponsored Social Events with Alcohol require the use of a third party vendor. Regulations, requirements, and third party vendor contract information can be obtained in the Office of Student Activities.
3. Provision and consumption of alcohol must comply with Thiel College policy and Pennsylvania State law, which prohibit dispensing alcohol to anyone under the age of 21, or to any visibly intoxicated person. The social host(s) will be held personally and individually accountable for ensuring that the event is conducted in a safe, responsible, and legal manner, in accordance with these regulations. Social hosts who violate these regulations will be subject to disciplinary action through the College disciplinary process, which may include suspension from the College. Social hosts may also be subject to criminal sanctions and/or civil liability if a person to whom alcohol is served injures him/herself or a third party. In addition, organizations may also be held accountable for events that violate these regulations.
4. The hosts of student-sponsored events with alcohol are responsible for the actions of their guests, whether invited or uninvited, and may be held responsible for any damages to the area where the event is held, as well as entries, exits, common areas and bathrooms used by guests. All events must be conducted in a safe, responsible, and legal manner that is not disruptive to the surrounding area. Campus Police may close any gathering that fails to meet this requirement and disciplinary action will follow.
5. The yellow copy of the Social Host Responsibility Form (SHRF) must be prominently displayed throughout the duration of the event. Failure to do so may result in termination of the event.
6. The social host(s) must be present at all times while alcohol is available and/or served.
7. The social host(s) will refrain from consuming alcohol and remain sober for the duration of the event.
8. The social host(s) will not exceed the amount of alcohol approved on the Social Host Responsibility Form (SHRF).
9. The social host(s) and sponsoring organization are responsible for enforcing the NO SMOKING policy and all other College policies throughout the duration of the event.
10. Members of the sponsoring organization must staff the entrance, maintain an occupancy list, and monitor the event throughout its duration.

11. Proper identification indicating that a guest is 21 years of age must be presented before alcohol is served. A State Driver's Licenses or State Identification Card are the preferred forms of identification.
12. Hosts must identify students of legal drinking age with bracelets provided by the Student Activities Office.
13. Non-alcoholic beverages and low sodium/solid food must be easily accessible and provided in quantities appropriate for the number in attendance.
14. The sale of alcohol, including charging admission at the door of an event where alcohol is distributed free of charge, IS PROHIBITED. It is illegal to sell alcohol without a Liquor License from the State of Pennsylvania.
15. College funds may not be used to purchase alcohol at any student-sponsored event.
16. Student-sponsored social events with alcohol may not be scheduled during New Student Orientation, study days, or exam periods.
17. Alcohol may not be served after 2AM.
18. Cleanup of the area must be completed by 7AM the morning after the event.
19. Public advertising (including announcements through email, mass mailings, and/or internet sites) for student sponsored events may not mention alcohol or display alcohol related content (i.e. brand names and logos, photos or pictures of paraphernalia, etc.).
20. Greek Letter Organizations will be responsible for following the Risk Management rules and regulations established by their national organizations.

Thiel College Good Samaritan & Medical Amnesty Policy

The health and safety of our students is of principal concern to Thiel College. In cases of extreme intoxication or other medical emergency due to the use of alcohol or drugs, the College encourages individuals to seek medical assistance for themselves or others. If an individual seeks such medical attention, the Student Life Office will not pursue disciplinary sanctions against the student for violations of the Alcohol and/or Drug Policy found in the Thiel College Student Code of Conduct.

Further, those students who assist in obtaining medical attention for others will not receive disciplinary sanctions from the College for violations of the Alcohol and/or Drug Policy. However this policy does not grant amnesty for all actions, including, but not limited to, possession with the intent to sell.

In lieu of sanctions under the Student Code of Conduct, the student receiving medical attention, as well as the referring student(s), will be required to meet with a member of the Student Life Staff and may be issued educational requirements that could include, but are not limited to, alcohol and/or drug education, counseling, and/or a substance abuse assessment. Serious or repeated incidents will prompt a higher degree of concern/response. Failure to complete educational assignments or treatment recommendations issued under this policy normally will result in disciplinary action. Also the student will be responsible for any costs associated with drug or alcohol education interventions.

The Medical Amnesty Policy does not preclude sanctions due to any other violations of the Code of Conduct. Also this policy does not prevent action by police or other law enforcement personnel and does not excuse or protect students who repeatedly violate the College's Alcohol and/or Drug Policies. In cases where repetitive violations occur, appropriate disciplinary action will be taken.

Application to Student Organizations:

In circumstances where an organization is found to be hosting an event where medical assistance is sought for a member or guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol or Drug Policy. However, the organization's willingness to seek medical assistance for a member or guest will be considered in determining sanction(s) for violations of the Thiel College Code of Conduct.

Culpability and the Alcohol Policy

Each student present in a room or area at the time of a violation may be held responsible for any rule violation, which occurs when they are present. Students are advised in advance to avoid such situations that may put them at risk for disciplinary action.

Thiel College Enforcement

To emphasize the importance of adhering to these guidelines, should a person or group violate the Drug/Alcohol Policy, sanctions may include but are not limited to the following:

- Disciplinary Probation varying in length between 6 months and the student's entire academic career

- Fines from \$100-\$300
- Assignment of Community Service (see 5 under Disciplinary Sanctions)
- Substance Abuse Counseling referral
- Loss of Privilege
- Residence Hall Suspension/Eviction for up to one calendar year
- Disciplinary Suspension for up to one calendar year
- Providers of alcohol could be removed from campus on a first offense

Court Imposed Sanctions

- An alcohol offense under Pennsylvania Law can be a misdemeanor offense. A criminal record will very likely hamper a person's chances of gaining admission to another school or securing future employment.
- Court imposed penalties for an underage offense (consumption, possession, transportation of liquor or malt or brewed beverages) can include: fines up to \$300 and \$500 dollars, loss of driver's license for 90 days, probation and/or community service.
- Court imposed penalties for possession or manufacture of false identification cards can include: minimum fines of \$500 and \$1000 respectively for first offenses.
- Court imposed penalties for selling or furnishing alcohol to minors can include: a minimum fine of \$1000 per minor involved.

Parents of students will be notified following a violation of our drug/alcohol policy beginning with the first offense.

These are standard ranges of sanctions for students found in violation of the College Alcohol Policy. Sanctions are cumulative over a student's entire career, and may be enhanced based on past disciplinary record, the severity of behavior and the impact on the community. Additional sanctions may be imposed if a student violates other college policies while also violating the alcohol policy.

Federal Government guidelines state that anyone under 21 years of age receiving Federal Financial Aid (Pell Grants) who is convicted of established Federal or State Alcohol Laws may lose his or her financial aid.

NOTE: Money collected from fines will be used to offset counseling expenses, alcohol education expenses, alcohol programming, or deposited in the Student Life Programming Account.

APPENDIX B

DRUG POLICY

Thiel College has a prime concern for the psychological and medical well-being of its students and employees, and recognizes the problems created by the misuse of controlled substances. The College prohibits the possession, distribution, sale or use of controlled substances, and all other drugs prohibited by state and federal law (i.e. marijuana, narcotics, barbiturates, hallucinogens or amphetamines). The College also prohibits the possession of drug paraphernalia (i.e. bongos, one hitters, pipes, clips, rolling papers, scales, etc.).

Students who violate this policy are subject to disciplinary action by the College and/or criminal prosecution under State and Federal law.

Sale: When, in the opinion of the Student Life representative, there is sufficient and credible information that a student is or has been trafficking in controlled substances, the student may be "Summarily Suspended" by the Office of Student Life pending further action as described in the Student Handbook. Authorities outside the College may also be notified.

Use: Students are urged to seek help for themselves or on the behalf of others in any matter of drug use.

Sanctioning:

- A drug offense under Pennsylvania or Federal Law can be a misdemeanor or a felony depending on the charge and the amount of drugs involved. In either case, a criminal record will very likely hamper a person's chances of gaining admission to another school or securing future employment.
- Court imposed penalties for a first offense for possession, distribution, or use of drugs depends upon the circumstances of the case. They can include: (1) Fines of \$500 to \$250,000; (2) Jail terms of 30 days to 15 years; (3) Community Service hours; (4) Driver's License suspension for up to two years. Such penalties can be combined in a single sentence.
- Student Life will issue Thiel College sanctions. Possible sanctions may include, but are not limited to, those found under the Disciplinary Sanctions section, and may be given in combination.
- If found responsible for violation of College Drug Policy students may be required to undergo drug testing, paid for by the student, as a condition of their admittance to campus housing.

- E. Federal Government guidelines state that anyone receiving Federal Financial Aid (Pell Grants) who is convicted of violating established Federal or State controlled substance laws may lose financial aid.
- F. College sanctions may be imposed for violation of the College Drug Policy independent of or in addition to any sanction imposed by civil or criminal authorities.

APPENDIX C

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of discrimination, which violates college rules as well as various laws, such as Title VII of the Federal Civil Rights Act of 1964. Such behavior has the potential of threatening an individual's academic performance, economic livelihood, career advancement, psychological and spiritual well-being and our Thiel College community life together.

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

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement.

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, offensive working or learning environment.

Sexual harassment most often occurs in situations where one person abuses the power he or she has over another person, thereby violating the boundaries and trust implicit in that relationship. However, harassment can also occur between equals (i.e., student to student). Any member of the Thiel community is a possible victim of sexual harassment, although historically women are most often victimized.

Sexual Harassment Can Take Many Forms

- Verbal/written harassment may include innuendo, humor and jokes about sex or gender-specific traits, implied or blatant threats.
- Physical harassment may include offensive contact (patting, pinching, brushing against the body, etc.), blocking movement, attempted or actual fondling or kissing or any other form of coerced physical contact. (A separate section on sexual assault follows the harassment information).
- Non-verbal harassment may include insulting whistling, gestures or leering.

Sexual Harassment Can Have A Wide Range of Effects

- Denial of a promotion.
- Termination, forced resignation, quitting.
- Failing an exam, receiving poor grades or performance reviews.
- Dropping a class, changing a major, dropping out of school.
- Low morale or a tense, unproductive working or learning environment.
- Confusion, self-doubt, anxiety, embarrassment, guilt, insomnia, stress.

How To Deal With A Sexual Harassment Situation

Thiel College takes sexual harassment complaints very seriously. Sexual harassment hurts our whole community when it occurs. In addition to violating the law, as well as college policy, it violates our goal of developing a community where relationships are built on trust and mutual respect.

Any student believing he/she is being harassed, or otherwise feeling in need of advice or support, is encouraged to immediately see one of the following people:

- Vice President for Student Life/Dean of Students
- Assistant Dean of Students/Director of Residence Life
- Campus Minister
- College Counselor
- Coordinator of Health Services/College Nurse
- Residence Life Staff

- Public Safety Staff

Students are encouraged to seek assistance even if they are unsure that what they are experiencing is sexual harassment. Do not allow sexual harassment to jeopardize your rights and opportunities as a student here at Thiel College for work or education. The College wants to work with students to attempt to resolve sexual harassment issues but cannot do so unless the appropriate personnel listed above receive reports.

Thiel College's Response to Sexual Harassment

The Dean of Students, Student Life Staff, or Student Conduct Board will issue Thiel College sanctions. Possible sanctions include, but are not limited to, those listed in the Disciplinary Sanctions section of the handbook.

APPENDIX D

SEXUAL ASSAULT POLICY

The Thiel College Sexual Assault Policy has been developed to ensure that a consistent procedure and coordination of college and community resources takes place when dealing with victims of sexual assault. The policy is intended to meet the medical, legal, safety and psychological needs of the victim, and applies to all students and visitors to the campus.

The policy also provides for pro-active measures and a structure that will deal with the prevention of sexual assault through educational programming as well as a continuing institutional dialogue to assess services for victims.

DEFINITION OF TERMS: In dealing with the issue of sexual assault it is often helpful to define terms. The formal definition of rape is adapted from the Textbook of Emergency Physicians:

"Rape is the carnal knowledge, to a lesser or greater degree, of a victim without consent and by compulsion, through fear, force or fraud, singly or in combination. Thus, there are three elements of rape: (1) carnal knowledge, (2) non-consensual coitus, and (3) compulsion. Carnal knowledge can consist of anything from complete coitus to slight penile penetration of female genitalia irrespective of seminal emission. Non-consent must be an integral part of coitus unless the victim is a minor (under statutory age of consent), intoxicated, drugged, asleep, or mentally incompetent. Finally, there should be compulsion or fear of great harm, threats with real or alleged weapon, or use of threat of brute force. Any use of intimidation invalidates any consent on the victim's part."

In addition to rape, the spectrum of sexual assault for both men and women shall include but not be limited to the following unwanted acts: inappropriate disrobing and nudity; genital exposure; fondling of breasts or genitals; single or mutual masturbation; fellatio, cunnilingus and/or sodomy; and digital or object penetration of the anus and/or vagina.

PROCEDURES:

Once a college official is notified of an assault, they must report the information to Public Safety and the local authorities. The District Attorney's office will have 7 days from the initial report to conduct an investigation. During those 7 days the College, in cooperation with the District Attorney's office, may not proceed with its process. After the duration of the 7 days, Student Life will schedule a hearing. The hearing will normally be either a Student Conduct Board Hearing or a Formal Administrative Hearing.

IMMEDIATE MEDICAL ATTENTION:

Victims will be encouraged to seek immediate medical attention at UPMC Health System-Greenville or Sharon Regional Health System. Because of the extent of physical specimens required legally in cases of sexual assault, a complete and timely examination is necessary. If desired, Public Safety will provide transportation to UPMC Health System-Greenville.

If the victim requests immediate attention he/she will be referred to AW/ARE Rape Crisis Center Business Office (724) 981-3753, or UPMC Health System-Greenville (724) 588-2100, or Sharon Regional Health System (724) 983-3911. Individual counseling most likely will be offered for the victim and/or alleged perpetrator.

**AW/ARE 24-HOUR HOTLINE:
(800) 981-1457**

NOTIFY OFFICE OF STUDENT LIFE:

The Office of Student Life will always be notified in alleged cases of Sexual Assault. Further, the Office of Student Life will assist with arrangements for alternate housing if the victim feels his/her safety is in jeopardy. The Dean or his/her designee will be the College

representative in discussions with parents and/or significant others when the victim so requests, and in all cases in which a minor (person under 18 years of age) is involved.

VICTIM FOLLOW-UP:

The Victim will be made aware of the counseling options at Thiel and encouraged to seek counseling if necessary.

ASSESSMENT/PREVENTION:

As needed, the Director of Residence Life will convene a meeting of appropriate personnel to discuss sexual assaults and related campus violence incidents. The group, chaired by the Director of Residence Life, should consist of the College Counselors, the Campus Minister, the Director of Public Safety, the Director and/or the Coordinator of Student Discipline, and the Director of the Health Center. The goals of this group would be:

- A. To evaluate procedures regarding cases of sexual assault and to insure that a victims' needs are being met through proper institutional responses and delivery of services. This evaluation may result in developing additional policies, services and/or strategies related to sexual assault and other incidents of campus violence.
- B. To gather information on the frequency and nature of sexual assault cases/incidents on campus. The goal of gathering this information would be to accurately assess the campus environment and to aid in the development of prevention efforts. Examples of specific information would include date, time and location of assault, involvement of alcohol/drugs, whether the victim/alleged perpetrator are students, whether other forms of physical abuse were used, whether the victim's safety was in jeopardy and whether the victim received prompt medical attention. It should be noted that information generated in this fashion would be for internal committee use only.
- C. To develop and coordinate campus-wide educational programs aimed at the prevention of sexual assaults. Part of this plan may involve a session in the New Student Orientation Program and first year experience. Ongoing programs are encouraged and available to students throughout the year by the Public Safety Office, Health Services Office, Student Activities Office, Residence Life Office and Dean of Students Office.

THIEL COLLEGE ENFORCEMENT

The Dean and/or Assistant Dean of Students, Student Life Staff, or Student Conduct Board will issue Thiel College sanctions. Possible sanctions include but are not limited to those listed in the Disciplinary Sanctions section of the handbook.

APPENDIX E

EMERGENCY SERVICES

Alcohol and Drug Counseling

If students of Thiel College feel that they may be experiencing an alcohol or drug problem, they are encouraged to contact the Campus Nurse, the Student Life Office or the College Counselor. Counseling is available for confidential consultation on a voluntary walk-in basis or by appointment. A student will not be disciplined for coming in on a voluntary basis. These offices will be able to provide information or assist in making a referral to a local agency or treatment facility.

APPENDIX F

Family Educational Rights and Privacy Act of 1974

FERPA

Under section 438 of the Family Educational Rights and Privacy Act of 1974 as amended, all students, and parents of minor students, are provided the opportunity to review the student's educational record, and to seek correction of information contained in those records. Furthermore, disclosure of information from student records will be limited to professional staff of the College and those persons designated through written request by the student.

RESIDENCE LIFE PROGRAMS

STAFF

There is a Resident Assistant on each floor of the residence halls, and in strategic locations in Theme Housing, and the apartments. These upper-class students are trained to assist in developing a community conducive to student growth. If you have any problems, your RA may be able to help. In addition, each campus residence space has a Resident Director or House Manager who oversees the

well-being of the whole building and is also there to assist the residents. The staff members are here to work with the residents in ensuring that the environment of your hall is comfortable and conducive to learning.

HOUSING

Thiel College requires that all students live in college housing and participate in a meal plan throughout their enrollment at the College, excluding summer sessions.

Exemptions to this requirement must be requested **in writing** and **submitted** to the Student Life Office at least two (2) weeks prior to the semester for which the request is made. Exemptions may be granted on a yearly basis to students who:

1. Commute to class from the home of their parent(s) or legal guardian(s) which, determined by zip code, are within a radius of approximately 35 miles from Thiel campus;
2. Are veterans with one or more years of active service;
3. Are twenty-three (23) years of age or older;
4. Are married;
5. Are single parents;
6. Have previously lived on campus for eight (8) semesters, excluding summer sessions;
7. Can demonstrate other acceptable extenuating circumstances.

Thiel College provides room and board accommodations without regard to race, color, creed, national origin, or sexual orientation. Facilities are provided without discrimination on the basis of sex or handicap, although buildings and areas are predesignated for male and female residency and on the basis of accessibility. No family housing is available; therefore, children are not permitted to live in the residence halls.

Student housing is available through application and general room draw. Four traditional-style residence halls, Florence West, Hodge, Harter, and Sawhill are co-ed halls that typically house first year students. Bane and Stewart are traditional-style residence halls, co-ed by floor, and are available to upper-class students through the general room draw process. Hunton Hall, House #1 and House #2 are smaller, traditional-style, single-sex residence halls that are available to upper-class students through the theme housing application process. The Theme Houses are small, house-style residences that are available to upper-class students through the theme housing application process. The Davis Square, College Avenue, and Townhouse apartments are one to five person apartments that house upper-class students and include living room, kitchen, bathroom, and one to four bedrooms in each apartment. All residences are appropriately furnished.

The following options are offered for selection of individual rooms that will apply to **ALL** housing: Double occupancy (two persons per room); single occupancy (there is an additional charge for a private). A student may occupy a private room if he/she pays for that privilege and space is available.

RESIDENCE LIFE POLICIES

The following policies have been established to preserve the condition of the residence halls, townhouses apartments and theme houses, as well as to provide safety and security to the residential community. The rules and regulations under which you live are designed to promote individual and group responsibility, as well as to establish acceptable community standards. We count on students to hold each other responsible for their behavior. If, at any time, a student becomes aware that another individual is responsible for inappropriate behavior, we expect that student to a) confront the individual to stop the behavior, and b) to report it to the Residence Life Staff or Public Safety. It is expected that you know what constitutes acceptable behavior without a written rule to cover every situation. Any violation of these policies will result in appropriate charges and disciplinary action to the person(s) involved.

A. Bathrooms. Guest bathrooms are provided for guests of both sexes in each hall. Therefore, students and guests are prohibited from using a bathroom designated for members of the opposite sex.

B. Bicycles. Bicycles may be stored in an outside rack or in residents' rooms with the approval of roommates, but not in hallways, stairwells, or access ways. Bicycles are not to be used on the tennis courts behind Passavant Center.

C. Break Periods. The residence halls and theme houses will close at 7:00pm the last day of classes/exams for vacations and recess breaks. Halls will re-open at 12:00 noon the day before classes following all vacation periods. Students needing to stay on

campus during break periods due to special circumstances should make arrangements through the Student Life Office in advance, according to advertised policy. Students arriving early or requesting an extended stay will be billed \$50/day. For safety and security reasons, students may also be required to consolidate to a central location on campus.

Note: Electronic locks will be changed in the main entrances of each residence hall during all breaks. Therefore, students will not be able to access their rooms unless they notify Thiel Public Safety. A \$50.00 fee will be assessed to anyone who needs to enter halls/houses during break periods after the core locks have been changed.

Following the final examinations of each term, all students are required to leave campus housing within 24 hours of their last examination or by 7:00 p.m. on the day of the last scheduled final exam. If a student must stay beyond that time, arrangements must be made with the Student Life Office at least 24 hours in advance. Students requesting an extended stay will be billed \$50/day. For safety and security reasons, students may also be required to consolidate to a central location on campus. Any student remaining in campus housing without prior approval will be asked to leave by Thiel Public Safety and will be reported to the Student Engagement and Success Office.

- D. Cable Hookups.** Individual cable hookups are provided for each student in their rooms. Anyone found splicing and stealing illegal cable to their room will be fined and must remove the connection.
- E. Class Attendance.** Residents living in campus housing must show that they are making an attempt to succeed academically through attending classes, and if applicable keeping scheduled meetings with the Academic Success Center, Academic Advisor, and/or tutors. Failure to do so may result in removal and/or suspension from campus housing.
- F. Damage to Common Areas.** Residents of a residence area are jointly responsible for the care, cleanliness, and protection of the common areas of their space, including bathrooms, hallways, lounges, etc. If an incident of uncleanliness, damage or vandalism occurs and the person(s) responsible is not reported, all residents of that floor/wing/house/apartment must remedy the situation or they will be fined. Damages will be charged to students living in that area, or the residents of the entire building, if assessment to specific individuals cannot be determined. The minimum fine for Damage to Common Areas is \$5.00 per fine.
- G. Doors.** Entrance/Exit doors are not to be propped open.
- H. Driving on Lawn.** Because of the potential damage to the lawn, students and their guests are prohibited from driving motor vehicles off of designated roadways. This policy is in effect even during check in and check out periods. Violators will be ticketed and fined.
- I. Eviction from On-Campus Housing.** This entails the removal of a student from campus housing and termination of the housing agreement. Refunds for an evicted resident will be processed in accordance with the established refund policy of the College. An evicted resident will have 48 hours to vacate his/her room unless his/her continued presence on campus constitutes a threat to other residents or College property. The Associate Dean of Students or his/her designee may grant extensions.
- J. FAX Machine.** A fax machine is located in the Student Life Office, HMSC. This machine is available for students to send and receive faxes with the approval of Student Life Office personnel. A fee of \$1.00 per page will be charged to send a fax. There is no charge to receive a fax. It is the responsibility of the student(s) to contact the Student Life Office to pick up a fax they are expecting. If a fax is received for a student unexpectedly, the Student Life Office will attempt to contact the student by phone; if unsuccessful, the fax will be sent to the student's post office box.
- K. Fire Procedures.** In order to protect the health and property of residents, the College has established the following procedures for fire safety in campus housing:
 - 1. **Before a fire:**
 - a. Know the location of all fire alarm stations and fire safety equipment on the floor.
 - b. Know the location of all exits throughout the building.
 - 2. **Discovering a fire:**
 - a. Immediately pull the handle on the nearest fire alarm station.
 - b. If time permits, notify **Public Safety (ext. 2222)** and a Residence Life Staff member.
 - c. Vacate the building as quickly and safely as possible by the nearest accessible exit.

3. Hearing the Fire Alarm Sound:

- a. Open curtains.
- b. Put on shoes and coat and take a towel to cover face.
- c. Turn off all lights.
- d. Vacate the room, close the door and lock it if time permits.
- e. Vacate the building as quickly and safely as possible by the nearest accessible exit.
- f. If you encounter smoke while exiting, keep as low to the floor as possible.

NOTE: If your door or doorknob is hot, do not attempt to leave your room. Keep your door closed. Place a blanket or towel along the bottom of the door to keep smoke out of the room. Hang something out of your window and shout for help to attract attention.

4. After vacating the building:

- a. Leave the immediate area of the building.
- b. Remain at least 200 feet from the building until you receive further instructions from emergency personnel and/or staff members.

Tampering with fire/safety equipment or sounding a false fire alarm is against the law. Violators could be referred to the District Magistrate's Office and will face a Campus Disciplinary Hearing. Violators could be fined up to \$1000, be dismissed from the residence halls, and/or be suspended from the College, and have a police record. Students are not to alter or misuse any fire fighting equipment, protective devices designed for such equipment, or other emergency device. Tampering with or otherwise rendering useless any College equipment or property intended for use in preserving or protecting the safety of members of the College community such as sprinkler heads, exit signs, fire extinguishers, fire alarms, fire boxes, smoke alarms, water/steam pipes, first aid equipment, or emergency telephones is prohibited. Obstructing fire escape routes, such as hallways or stair wells, is also prohibited.

5. Illegal Items for fire safety include, but are not limited to:

- a. All types of neon signs, extension cords, microwave ovens, toaster ovens, toasters, halogen lamps, hot plates, candles, incense, air conditioners, paint, paint thinner, and any open coil cooking equipment.

6. Maximum number of people in a room/apartment:

- a. In a residence hall room, no more than 6 people (including the resident(s) may be in a room at one time.
- b. In an apartment/townhouse, no more than 10 people (including the resident(s) may be in an apartment/townhouse at one time.
- c. In a small house, no more than double the occupancy of the house (including the resident(s) may be in a house at one time. (For example, if 42 College Ave. has 8 current residents, the maximum number of people who may be in 42 College Ave. at one time is 16; if 58 College Ave. has 20 residents, then the maximum number of people who may be in 58 College Ave. at one time is 40).

7. Holiday Decorations Policy. Because of the potential for accidents or fires, the following regulations must be observed by anyone wishing to exhibit decorations:

- a. Only artificial trees shall be permitted in all College residences.
- b. Only UL approved, or listed, electrical lights may be used. If foreign made light sets are used, be sure that the electrical wiring and receptacles, as well as the bulbs, are listed by Underwriters Laboratories, and are so marked. Lights are not to be placed around doors or windows with the power line passing through the doorway or window frame to an outlet. The opening or closing of the door or window could short the power line.
- c. Decorations are not to be placed in any corridor or area that might obstruct an exit.
- d. All decorations used on the inside of a College building must be flameproof, or be name of a material that is flame retardant.
- e. No open flames (candles, sterno, liquid fuel, etc.) may be used.
- f. At no time will hallway lights, exit lights, etc., be painted or covered over.
- g. All decorations must be removed before leaving for breaks.

L. Closing Procedures. Closing procedures for each break and at the end of each semester will be emailed to students and posted throughout the halls/houses. For the safety of your possessions and to prevent damage assessments, all students are reminded to follow these guidelines:

- Turn heat to low
- Clean room
- Empty wastebaskets
- Be sure no perishable food has been left in the room
- Return all cafeteria dishes and trays to the dining hall
- Remove all personal possessions from common areas, such as the laundry room, bathroom, etc.
- Disconnect all electrical appliances, including refrigerators (exception: Apartments, Townhouses, and Small House large refrigerators may be left plugged in)
- Take all valuables home with you, including your laptop computers
- Lock windows and close drapes
- Lock room door

Residence Life Staff will remain on campus until all residents on the wing or floor have departed for vacation. They check all rooms and see that the residents have not overlooked any of the preceding items. Students who fail to follow closing procedures will be subject to disciplinary action.

M. Liability. The College assumes no responsibility for damages and/or loss of personal property due to theft, fire, destruction, acts of God, etc., whether such losses occur in your room, storage or public areas. Students are advised to check with their parents regarding their homeowner's policy. Students are encouraged to purchase renter's insurance. Contact the Student Life Office for details.

N. Lofts. Loftable beds are provided in most rooms. Should you and your roommate desire to loft your beds, loft kits are available through Maintenance; contact your RA about obtaining a kit from Maintenance. All College-owned bed pieces must remain in the student's room. At the end of the academic year (or at check out) the college bed **must** be assembled and returned to its original condition to avoid damage billing.

O. Lost and Found. A student who finds any property belonging to someone else has the obligation to return the item to its rightful owner or to the Public Safety Office if the owner is unknown. Failure to do so may result in a charge of theft.

P. Lost ID. IDs or ID replacements can be secured at the Office of Public Safety. A lost or stolen ID must be reported to the Office of Student Life. After reporting a missing ID, you will be issued a new ID at a charge of \$25.00, and your old ID will be deactivated.

Q. Lost Keys. The loss of a resident's room key must be reported to a Resident Director, Public Safety, or the Student Life Office. The door's lock core will be changed, at a cost of \$60.00, billable to the student, which covers the core and replacement keys. Should a resident damage a key, it should be turned in to the Student Life Office, where a replacement key will be issued upon return of the damaged key, and a charge of \$15.00 will be billed to the resident. Replacement Post Office keys can be obtained at the Post Office at a cost of \$5.00.

Possession of unauthorized keys. Possession of unauthorized keys is strictly prohibited. Violators could be fined up to \$1000.00, be dismissed from the residence hall, and/or be suspended from the College.

R. Hall Sports. Students shall not participate in any traditionally outdoors games or sports (e.g., baseball, football, frisbee) inside the residences. Violators will be subject to disciplinary action, as well as being responsible for any damages as a result of these activities.

S. Housing Deposits.

1. **Damage Deposit.** A \$100.00 damage deposit is required of all resident students and will be included in the student's first billing by the Business Office. This deposit is used toward any damages that may be assessed to a student for room damage. Damages assessed to students must be paid at the end of the academic year in which the damage was billed, or when required

by the housing contract. Any portion of the deposit remaining when a student withdraws, moves off campus, or graduates from the College will be refunded.

Please note: If a student's damage deposit at any time falls below \$70.00, it will automatically be adjusted to bring your balance to \$100.00. This amount will appear on your bill from the Business Office.

2. **Room Reservation Deposit.** A \$100.00 room reservation deposit is required of all students and shall be submitted with the Housing Contract. Housing applications will not be processed until this deposit is received. This deposit will be credited to the student's account and it will be deducted from the room and board charges.
 3. **Contract Cancellation Fee.** Fall contracts are for the full academic year (Exception: Students graduating in the Fall semester or a student who withdraws). A \$100.00 cancellation fee will be assessed for students canceling their contract after June 30 and will be billed directly to the student's account.
- T. Lounge Furniture.** Public area furnishings or equipment removed or taken to residents' rooms constitutes a theft of College property. Possession of lounge furniture in a resident's room may result in a \$50.00 per day fine and/or other disciplinary sanctions for said resident(s).
- U. Maintenance Work Request.** Any maintenance requests for students must be submitted through Residence Life. This may be accomplished through the Resident Assistant. Emergency Requests may be submitted directly to Student Life Office or Maintenance. After-hours emergency requests can be made through Public Safety or a Residence Life Staff member.
- V. Meal Plan.** A meal plan is required of all resident students. The board contract does not include College vacation periods or summer school.
- W. Microwaves.** Microwave ovens are not allowed in residents' rooms because of the electrical power they require. One microwave oven is provided in each residence hall for community use.
- X. Painting Rooms.** Residents may paint their rooms with permission from the Student Life Office during the first three weeks of the fall semester. Only Thiel authorized colors may be used. Paint must be requested through the Student Life Office one week in advance.
- Y. Pets.** For health and sanitation reasons, no animals of any kind may visit or be kept in any of the College's residences, including Townhouses, Theme houses and apartments. Fish are allowed in aquariums 10 gallons or smaller, provided they are maintained in a sanitary condition. Violators will be fined \$50.00/day between the day that the infraction is discovered and the day that the animal is removed from campus.
- Z. Prohibited Items.** The following items are prohibited from college-owned housing: Halogen lamps, heating devices (including floor and desk lamps), firearms, any type of dangerous weapon, weight-lifting equipment, large games or furniture (pool tables, video games, etc.), any vehicles having internal combustion engines, dartboards, waterbeds, amplifiers, air conditioners (unless you file a Doctor's excuse with Student Life and Maintenance installs the unit), microwave ovens, toasters, toaster ovens, hot plates, candles, incense, neon signs, and other flammable items such as paint, paint thinner, etc.
- AA. Quiet Hours.** In order to provide a quality living and learning environment on campus, specific times have been set aside as quiet hours for residents to relax, study and sleep. This should be interpreted to mean that doors be shut when stereos or TVs are on, or when groups of people are talking. Voices will also need to be kept low. Headphones should be used for those who like loud music. Listed below are the quiet hours in effect.

Regular Quiet Hours

Sunday through Thursday nights

Starting at 9:00pm until 10:00am

Friday and Saturday nights

Starting at 1:00am until 11:00am

24-Hour Quiet Hours are in Effect During Finals!!!

If a resident violates quiet hours, he/she will be subject to disciplinary action.

Courtesy Hours:

All the hours of the day/night that are not specifically designated “quiet hours” are to be considered “courtesy hours.” During courtesy hours, any person may ask a resident or room occupant to quiet down and the person must comply or be subject to disciplinary action. If a resident continually violates this reasonable standard during courtesy hours, he/she will face disciplinary action.

Residents are strongly encouraged to monitor their own floor’s noise level and to take personal initiative to confront violators in order to maintain an environment that is conducive to studying, relaxing and sleeping. Community standards upheld by residents are better respected by other residents and open to more regular enforcement.

BB. Refrigerators and Other Appliances. Refrigerators that are 4.5 cu. ft. or less are permitted, provided that they are maintained in a sanitary condition and do not interfere with other students in the room. One small refrigerator per bedroom is permitted in the Theme Houses.

CC. Rollerblades and Skateboards. Use of rollerblades and skateboards is permitted on campus in designated areas only. These designated areas include the Upper Quad sidewalks, Passavant Center parking lot, and west campus sidewalks. **NO** rollerblading or skateboarding is permitted around the entrances of any campus building, in the tennis courts behind the Passavant Center, or in areas other than those designated. Students using rollerblades or skateboards must exercise caution at all times and yield to pedestrian and motor vehicle traffic. Anyone who is found in violation of these guidelines or who damages property while rollerblading or skateboarding will be subject to disciplinary action. Persons not affiliated with Thiel College are not permitted to use rollerblades or skateboards on campus.

DD. Roofs. Students are not permitted to be on the roof of any College building; this lends to faulty roofs, and is very dangerous. Violators will face disciplinary action.

EE. Room Change Policy. It is essential that requests for room changes be processed in an effective and systematic manner. Many people are involved in each room change; Business Office, Information Technology, Residence Life Staff, Student Life Office, etc. Therefore, the following guidelines **must** be adhered to:

1. No room change shall be made except those required to eliminate any temporary assignments, or for emergency or health reasons.
2. Any student wishing to change his/her room must file a request with the Resident Director or House Manager of their building and/or the Student Life Office. Room Change Request forms are available from RDs or the Student Life Office. Each form must be fully completed and returned to the Student Life Office at least five (5) working days in advance of the change.
3. Room changes are costly in terms of paperwork and computer time. Due to the technology involved in changing a room (phone, voicemail, e-mail, cable, etc.), students will be charged \$35.00 for each room change.
4. Any student changing his/her room without filing a Room Change Request Form and/or not having the proper authorization will be assessed an additional \$25.00 fee for each day until the paperwork is filed properly.
5. Room Condition Forms must be completed and signed by the student and the RA for both the room moved into, as well as the room vacated. Students should make appointments with their RAs to have the paperwork completed.

FF. Room Condition Forms. Students are responsible for the appearance, cleanliness and care of their rooms. The Room Condition Form is very important because damage bills are assessed from information found on the sheet and from the end of the year room inspection. In the interest of maintaining a healthy and safe environment in the residence halls, students are expected to keep their rooms clean and sanitary (i.e., empty garbage, odor free, no dirty dishes or unempt food, etc.).

All roommates will check the room to determine its condition at the beginning of the term or year. All roommates, along with the Resident Assistant, will sign off on the Room Condition Form. Each roommate should be present when the check is made at the time of withdrawal, when a room is changed, or at the end of the year. The Residence Life Staff will make a final inspection after the room is vacated. Residents of each room are responsible to arrange a convenient time with the Resident Assistant to have the room checked and to fill out a Room Condition Form. Failure to do so will result in your loss of the right to evaluate damage and the corresponding repair costs.

- GG. Room Decorations.** Residents may decorate their rooms, but should be careful not to use any device that leaves a permanent mark when attaching objects to the walls or ceiling (e.g. large nails, screws, staples, tacks, double-sided tape, etc.). Students are responsible for damages to their room.
- HH. Room Furniture.** College furniture that is in a given room must remain in that room. Due to space limitations, storage or removal of furniture is not permitted unless authorized by the Student Life Staff. Residents are responsible for all college property assigned to their rooms and will be billed at the end of the semester/academic year for missing and/or disassembled items. This includes a \$25.00 - \$100.00 fine per item that is removed from the room. If the item is not returned, the student may also be billed a replacement charge.
- II. Screens.** For safety and maintenance reasons, removal of window screens, curtains or blinds is prohibited. Students are also prohibited from entering or exiting rooms or buildings through the windows.
- JJ. Security.** For the safety of their belongings and themselves, residents are strongly recommended to lock their doors and carry their room keys with them when not in the room. Residents are also encouraged to close and lock all windows when not present. Report any problems to Public Safety immediately.
- KK. Smoking & Tobacco Policy.** Smoking is prohibited in all college buildings and indoor facilities, at any indoor and outdoor athletic events, areas identified as non-smoking space, and all areas where non-smokers cannot avoid environmental smoke. Tobacco products (smoking and smokeless) are not allowed in any college vehicle. In addition, smokeless tobacco is prohibited in all college buildings, with the exception of individual rooms within our residential facilities. The student(s) renting the room and/or apartment can choose to allow or prohibit smokeless tobacco in that space. In shared residential space, all residents must agree to allow the use of smokeless tobacco in order for it to be permitted.
- LL. Solicitation.** No student is to permit his or her room to be used for any commercial purpose. Soliciting in College housing or on college grounds is forbidden without the expressed written permission of the Director of Residence Life.
- MM. Stereos/Electronic Equipment.** Stereo, radio and television sets may be used in individual rooms provided they are used in a reasonable manner and do not infringe on the rights of others. Students who habitually disturb others by playing their stereos, radios, or televisions will be subject to disciplinary action. The use of electric guitars and amplifiers in college housing is forbidden without permission from the Director of Residence Life. Students are encouraged to register all of their equipment with Public Safety to protect their property.
- NN. Storage.** No on-campus storage is available. All personal items must be removed over the summer. A \$50.00 fee will be charged for entering any college residence during a break or over the summer for any reason (other than residents housed in a hall during summer school). The \$50.00 fee will be paid on a cash in advance basis.
- OO. Street Signs.** Municipal signs (stop, yield, street, interstate, etc.) are not allowed in college housing, regardless of how they were obtained. Violators may be subject to disciplinary action and/or civil or criminal prosecution.
- PP. Telephones.** Students must provide their own telephone for use in their room. The College does provide a telephone jack for each student. **Long distance calling cards are available in the Campus Bookstore.** The use of the telephone to harass other students (i.e., hang ups, obscene language, threats, etc.) is a violation of both civil law and the Student Code of Conduct and will not be tolerated.
- QQ. Vacating Rooms.** All personal possessions and garbage must be removed when vacating rooms. Failure to comply will result in confiscation and/or disposal of the remaining items and clearing charges being assessed.
- RR. Visitation.** All college residences have established visitation hours for members of the opposite sex. These hours are:

Sunday – Thursday 11:00am to 12:00 Midnight
Friday and Saturday 11:00am to 2:00am

During these times, members of the opposite sex may visit student rooms. When visitation is over, no members of the opposite sex are permitted in students' rooms or apartments or on the floors of the residence halls.

All students who do not live in the building they are visiting, and visitors to the College, must sign in when they enter College residences starting at 8:30 (see below for further details of Overnight Guest Registration).

Main Lounges:

The main lounge of each college residence is available for residents and their guests continuously. The following guidelines are to be followed:

1. Do not enter any hall/house after closing time (see above) unless a resident of that building escorts you.
2. Stay in the main lounge.
3. Observe Quiet Hours. This area is a privilege extended not for parties, but designed for students to be able to study/talk together.
4. Keep the lounge clean.
5. Be responsible for your guests.
6. Anyone witnessing violations of college policy should inform a member of the Residence Life Staff and file a report with the Resident Director.

Overnight Guests:

Co-habitation is prohibited and represents a serious breach of conduct. Thiel College is opposed to the exploitation of any individual and concerned with the moral development of students. In addition, children are not permitted to live in the college residences. If a guest is 17 years of age or older and of the same sex, they may stay overnight providing they follow the guidelines for overnight guests. If a guest is 16 years of age or younger and of the same sex, they may stay over night providing they gain prior approval from Campus Police and the Resident Director of that building.

Overnight guests of the same sex are allowed provided that the hosting resident:

1. Receives permission for the guest to stay from his/her roommate;
2. Takes the guest to the designated location and registers the guest there (see postings in your College Residence as to where your designated location is). Identification will be required of both the resident and the guest. A Visitor Pass will be issued, which the guest must have in his/her possession at all times while on campus. When checking into a college residence, the host must show his/her Thiel ID, and the guest must leave the Visitor Pass at the desk, to be picked up when leaving the residence.
3. Accompanies his/her guest at all times. All students are responsible for their guests, and as such must be with them at all times while on campus, and;
4. Does not have guests staying overnight more than three nights per month.

No person shall infringe upon the privacy of others or behave in such a way as to disturb others by their conduct. No non-staff person shall enter the room of another without having been invited to do so. In situations where more than one person occupies a room, priority will be given to the occupant who does not wish to be intruded upon.

SS. Windows. Students are prohibited from entering or exiting rooms or buildings through the windows. Throwing trash or other objects out of windows constitutes a safety hazard and will not be tolerated. Residents are encouraged to keep their windows closed and locked when not in the room.

GROUP VIOLATIONS

The Office of Student Life will make the determination whether a group/organization will be charged with a violation of college policy involving the actions of members of its group. This determination will be made on a case-by-case basis. Groups and organizations are encouraged to make every effort to regulate the actions of their members.

Residence Life Search and Seizure

The College's Public Safety officers and Residence Life Staff reserve the right to enter and inspect areas, including bathrooms and student rooms, if:

- A. College policy is suspected of being violated;

- B. An occupant of the room is believed to be physically or emotionally in danger;
- C. Maintenance or repair work is necessary or requested;
- D. Health or safety hazards are suspected, or;
- E. Local, state, or federal law is suspected of being violated.

The staff member will knock and identify him/herself before entering. For maintenance, safety, or security checks, prior notice to students will be given, if possible. Refusal of a student to cooperate with an inspection will be considered suspicious behavior and will contribute to reasonable cause to believe a search is warranted.

Institutional searches will be authorized in writing by the Vice President for Student Life/Dean of Students or his/her designee, and will be conducted by a representative of the Office of Student Life and a Public Safety officer, in the presence of a Residence Life Staff member and the resident if possible. This type of search is used when the Vice President/Dean would have reason to believe that it is more likely than not that items in violation of College Policy (i.e., drugs, large amounts of alcohol, master keys, weapons, stolen property, etc.) are present in a specified location. This includes searches of the student's room and/or the student's person. Refusal of a student to cooperate with a search will be considered suspicious behavior and will contribute to reasonable cause to believe that such a search is warranted. The College also reserves the right to use a search warrant from the District Magistrate if deemed necessary or appropriate. A receipt will be given for any removed property.

CAMPUS SERVICES

Campus Police

The Campus Police officers perform many functions for the college community. Their primary function is to preserve the safety of the people living and working within the college community, and to protect college property. Secondary functions include locking and unlocking buildings, enforcing traffic regulations and checking building equipment to ensure that proper safety and operating conditions are maintained. Campus Police officers are first-aid and CPR trained for medical emergencies. They have the authority to arrest, if necessary. Campus Police also provides an on campus escort service 24 hours a day 7 days a week. To request an escort call Public Safety at ext. 2222.

As a member of the community, it is your responsibility to uphold the laws of the community in spirit and in action. You can help keep Thiel a safe community by following the campus rules and regulations and by reporting suspicious activity. Please comply with requests that you may receive from an officer on campus; the intent is to protect the safety of you, your friends and the campus.

Although Thiel is a safe community in which to live, safety precautions you can take will prevent harm to yourself, and the theft or damage of your possessions.

1. Lock your door and take your keys with you when you leave your room.
2. Lock your room at night when you are sleeping.
3. Report immediately to Campus Police any incident that jeopardizes your safety or the safety of your possessions.
4. Participate in the "Operation ID" program. You should record the serial number and a brief description of your valuables on the card and give it to the Campus Police Office.
5. Do not loan out your room or car keys.
6. Register your automobile even if you are keeping it on campus for only a few days.
7. Do not prop open exit doors of campus housing. Any building is only as secure as its occupants wish it to be.
8. If possible do not walk alone after dark. Use the escort service.

The Department provides programming for students and employees in the following areas: personal safety, DUI Awareness, property safety, first aid and CPR. **If you should have any questions concerning Campus Police or find you need assistance, please contact ext. 2222.** The Campus Police Office is located on the second floor of the Howard Miller Student Center.

Student Health Services

The Health Center provides many services for the students within the campus community: treatment of minor illness and injuries; distribution of non-prescription cold, sinus and flu medicines; basic first aid supplies; blood pressure screening; allergy injections (with the proper physician authorization); information and forms regarding Thiel's student insurance; and referrals to local physicians and health agencies.

A wide variety of educational brochures and literature are available on health topics. The resources of the Health Center are free to students. The Health Center is located on the 1st floor of the Howard Miller Student Center.

Feel free to call with any problems. All records and consultations are confidential. If the Center is unable to help you, they will try to assist you in locating available resources. If you have any special health needs, please stop in to let them know. Another contact person is Susan Cowan, Coordinator of the Office of Special Needs, and her number is 724-589-2063. Students with health problems or injuries are encouraged to see the nurse during office hours. Students who encounter an injury or serious health problem that needs immediate attention when the nurse is not available on campus are advised to contact a Residence Life Staff member or the Campus Police Office for assistance. Call Campus Police at ext. 2222 from your campus phone, or 724-589-2222 from a private phone.

Each department and/or professor has specific attendance requirements. It is the students' responsibility to be aware of these and to be compliant. It is the students' responsibility to contact each professor regarding a class absence and make arrangement for obtaining assignments and scheduling make up work. It is also the students' responsibility to contact work-study areas to report off work because of illness or emergencies.

A complete physical examination and updated immunization record are required on all students. Students will be unable to register for classes or participate in any athletic program unless their physical forms are completed and returned to the Health Center. Students in collegiate sports need to contact their coach and athletic trainer regarding additional medical forms needed for participation. Incomplete forms will be returned to the student for completion. Those students residing in campus housing must fill out a meningitis vaccination form prior to arriving on campus.

Insurance

Thiel College student accident and health insurance is required for all full time students. Information on coverage and procedures for filing claims is available in the Health Center. This insurance is intended to be used as secondary coverage for deductibles and co-payments of primary insurance. The completion of the insurance claim form and filing with the insurance company is the student and parent's responsibility. The insurance company is the sole determiner of eligibility requirements for payments. Benefits are limited and determined by the insurance company.

Since payment for medical treatment is the responsibility of the student, no medical bills should be sent to the College. It is the student's responsibility to know their insurance coverage and procedure to follow when seeking medical attention. Thiel insurance requires HMO and PPO plans be utilized whenever possible. The Thiel student insurance is secondary coverage; the students' primary insurance will be billed first. The balance can then be submitted to Thiel's insurance company for determination of benefit payment. A claim form can be obtained at the Health Center. This is the student and/or parents responsibility. Any unpaid balance is the responsibility of the student.

In the Event of Injury or Sickness — Procedure to Follow

If the injury or illness is an emergency, needing immediate intervention, **call Campus Police at ext. 2222 from a campus phone or 724-589-2222 from a private phone, or if you are calling 911 from a campus phone you must dial 9 to get an outside line and then 911** and emergency medical care and/or transportation will be provided. An ambulance will be called at Campus Police's discretion and at the students' expense. It is the student or parent's responsibility to notify their primary care physician or insurance company of the emergency care.

If the illness or injury needs a doctor's visit but is not an emergency, please report to the Health Center as early as possible since time will be needed to arrange an appointment and transportation. Health Center hours are Monday through Friday 8:30 a.m. to 4:30 p.m. and no appointments are needed. Limited non-prescription drugs and medical supplies can be obtained any time during working hours. It is the student or parent's responsibility to obtain any medical referral from a primary physician if it is a requirement of the primary insurance.

College Counseling Center

The mission of the Center is to assist students as they define and accomplish personal and academic goals. The scope of services include: (1) quality individual and group counseling to students who may be experiencing psychological, behavioral or learning difficulties as they adjust to college life and its stresses; (2) programming focused on the developmental needs of college students; and (3) consultative services to the institution, especially the department of Residence Life, to help foster an environment supportive of the intellectual, emotional, spiritual and physical development of students.

The Counseling Center is designed to be a resource for short-term intervention. Those students with serious pathologies or those requiring more than five counseling sessions will be referred to an off-campus health care provider. In order to provide a safe living-

learning environment for all students, the College will ask students to sign a Confidentiality Form in the Counseling Center prior to the start of any counseling service which allows the College and/or parent or guardian or other emergency contact person to have access to information which show risk of suicide, violence or other serious pathologies. Any suicide gestures, violence or other serious pathologies will be reported to the Dean of Students' Office and to the student's parent/guardian or other emergency contact person. The Counseling Center is located on the first floor of the Howard Miller Student Center. **Appointments can be made in the Student Health Center or by calling ext. 2125.** Counseling sessions are kept completely confidential.

Campus Ministry

Thiel's Lutheran Heritage

Thiel College is an independent institution affiliated with the Evangelical Lutheran Church in America. Founded in 1866 by the Lutheran Pastor William A. Passavant through the generosity of Pittsburgh Lutheran church members Louis and Barbara Thiel, Thiel maintains a Lutheran identity with an ecumenical commitment. The College encourages the engagement of religious faith and religious inquiry in all aspects of education, personal growth, and vocational development.

The Mission of Campus Ministry:

Called and empowered by God to serve one another in love, and to grow together in love and to proclaim by word and deed God's love, mercy and justice in the world.

Thiel's Campus Pastor

The College employs a full-time pastor to provide worship opportunities, pastoral care, and spiritual counsel for all members of the campus community. The College Pastor works integrally with the student body, the faculty, the staff, the administration, and the constituents of the College. The College Pastor also teaches a variety of courses in the College curriculum.

Contact The office of the College Pastor is located in the Howard Miller Student Center (opposite the bookstore). The College Pastor can be reached at telephone number 724-589-2130 (on campus extension 2130).

Worship, On Campus and Off Campus

Several worship services, reflecting both the Lutheran identity and the ecumenical commitment of the College, are held each week in the Johnson Memorial Chapel. The schedule is as follows:

- Tuesday evenings at 9 p.m. — traditional Lutheran worship service (Evangelical Lutheran Worship)
- Thursday evenings at 9 p.m. — contemporary, creative, and non-denominational worship services
- Every second and fourth Thursday of the month at 12 noon — ecumenical community worship service
- Catholic Mass is held once a month on Sunday

Students are also encouraged to become involved in the ministries of Greenville area congregations, and the College provides free transportation to any local worship service or ministry activity for any student who requests it.

Student Religious Organizations

Several student organizations at Thiel have or include a campus ministry focus. These include:

- Lutheran Student Movement
- Newman Organization
- Thiel Christian Fellowship
- Thiel Soldiers for God

These organizations plan and sponsor a variety of activities, including worship services, Bible studies, retreats, service projects, fellowship opportunities, and fun. All organizations are open to every student of Thiel College, regardless of religious background, and all participate in the Student Government Association and adhere to its policies and procedures.

Peer Ministry

Peer ministry is ministry by students to students. Peer ministers are trained by a professional peer ministry trainer and installed to serve in such capacity. Peer ministers are available for one-to-one support to fellow students who are facing personal struggles.

Pre-Seminary Development

The College Pastor works with all students who have an interest, intention or curiosity regarding seminary study and preparation for some aspect of ministry in the Christian church. The pre-seminary group meets with church leaders and teachers, takes field trips to seminaries and ministry sites, and gathers to discuss the vocation of ministry. Participation in the group is open to all students of any Christian denomination. Interested students should contact the College Pastor.

Religious Studies/Theology Youth Ministry

Courses offered through the Thiel College religion department provide an opportunity for students to deepen their knowledge of the faith and history of the Christian church and other world religions. Information about religious studies at Thiel can be found in the College Catalogue.

Student Success Center (SSC)

The goal of the Student Success Center (SSC) is to partner with students in making the most of their Thiel College experience and to provide students with opportunities that will be foundational for their future success. The Center provides services related to the following dimensions of the student experience:

1. Exploration

The SSC works with students around questions of vocational discernment, major and career exploration. While students' faculty advisors assist with these needs, the SSC compliments the exploratory process by providing systematic, assessment-based approaches to helping students get on the right path.

Career Services: In addition to assistance with discernment and advising needs, the SSC offers a whole set of services in the area of career exploration.. The four-phase career plan begins during the first year and continues through each of the student's years at Thiel. The staff is interested in holistic approaches towards helping students to grow as they choose their careers and prepare for life's work. The plan coordinates the student's educational experience with his or her selected career choices, finding the best direction for each student.

The program includes computerized vocational surveys, individual and group counseling, and professional seminars to assist students in clarifying goals and exploring career alternatives. Career workshops and on-campus recruitment interviews are scheduled throughout the fall and spring terms. Career Services also has many resources online, such as e-portfolios, to assist students with their career and graduate school questions.

2. Engagement

Along with receiving sound guidance and the most up-to-date information, the SSC works with students to help them explore through hands-on, engaging experiences. The SSC will assist students in setting up informational interviews, job-shadowing opportunities and internships. Additionally, the SSC has a well-established set of community partners with whom students can volunteer. The SSC also works with and supports faculty who wish to create a service-learning course that connects course content with the attempt to meet a genuine community need.

3. Enhancement

The SSC provides a comprehensive set of services to help students enhance their academic performance. The SSC helps students improve study skills, reduce test anxiety and manage time productively. Peer tutoring is also provided. Additionally, a writing lab is available and provides students with opportunities to improve writing skills. Writing lab tutors review grammar, punctuation and spelling as well as assist students with word processing skills. Tutors in the math lab provide assistance with math concepts, homework and test preparation.

For conditionally admitted students or students who are on academic probation, the SSC offers structured academic counseling and advising along with the other services mentioned above.

Students eligible (based upon residency and PHEAA guidelines) to participate in Pennsylvania's ACT 101 program also receive dedicated services from the SSC.

Special Needs: In addition to the enhancement programs offered above, the SSC offers services in the area of special needs. Students with special needs are encouraged to contact the SSC. The Center works closely with faculty and staff in an advisory capacity and assists in the development of reasonable accommodations that allow individuals with physical and other challenges or disabilities to fully participate in the programs offered at Thiel College.

It is the policy of Thiel College not to discriminate against qualified students with documented disabilities in its educational programs. Students with disabilities must meet the College's academic standards for admission and be able to perform the essential objectives of a program and course work with or without a reasonable accommodation. Such accommodations typically constitute an alternative way of displaying, conveying or communicating knowledge or mastery of an objective in a course. Requested accommodations must be reasonable.

Students desiring accommodations for a disability are responsible for providing signed documentation from a qualified health care professional psychologist or medical doctor on official forms or stationery. The documentation should verify a learning disability, psychological condition, hearing or visual impairment, or other physical impairments or permanent disabilities. As part of the evaluation, the qualified professional should also identify possible appropriate interventions. Documentation and disclosure of special needs must be presented to the Special Needs Officer no later than the second week of the student's first semester on campus and before the beginning of each semester. Students with disabilities are also responsible for discussing with their instructors within the first two weeks of each semester the impact of their disability on their course work and the accommodations desired. If a disability is diagnosed during an ongoing semester, the student should immediately inform the Special Needs Officer and course instructors.

Although the College does not have a structured program specifically designed for students with learning disabilities; the Student Success Center on campus provides a number of academic services to help students achieve academic success. Every reasonable effort is made to provide students with disabilities the opportunity to fulfill academic requirements. A list of available services can be obtained by contacting the SSC.

In view of limited funding nationwide, final determination of whether a specific accommodation can be provided will be at the discretion of the College. Some disabilities may be beyond the College's ability to serve adequately. Appeals must be submitted in writing to the Special Needs Officer for introduction into the Thiel College Grievance Procedure for Students with Special Needs.

Bookstore

The Bookstore, located in the HMSC, is a service offered by Thiel College to provide students with the necessary textbooks and art supplies for class. In addition, the bookstore carries other academic supplies, imprinted clothing, snacks, personal supplies, fraternity and sorority merchandise, and gift items. If you need an item that is not in stock please inquire about special orders. Discover, MasterCard, Visa and American Express are accepted and checks up to \$40.00 can be cashed. Monday - Friday hours are 8:30 a.m. to 4:30 p.m. **For further information call ext. 2170**

Food Services

Come in Sit Down Eat up Laugh Enjoy

AVI Foodsystems at Thiel operates several venues for your dining enjoyment. The **Galleria** is located on the ground floor of the Howard Miller Student Center (HMSC) and the **Rotunda Bistro** is on the first floor. The **C-Zone** (convenience store) is in the Glenn Johnson Community Center on the West Campus. Food Services also co-ordinates all food and beverage catering on campus. Menus and hours of operation for each of your dining choices are posted on the Thiel web page (click on current students, then Food Services) and on the Thiel Info Channel.

Are you Hungry?

The **Galleria** provides a lively social environment to meet friends as you enjoy all-you-care-to-eat dining. Your choices include: the **Grill** area featuring eggs to order at breakfast and a daily special along with hamburgers, hot dogs, grilled cheese and tomato soup and fries at lunch and dinner; our **Entrée** area features comfort foods with your choice of two main entrees, a starch and two vegetables; a **Vegetarian** station offering a variety of items each day; fresh tossed pizza dough is the main attraction at the **Pizza** area along with a daily special; the **Pasta** area offers two different pastas and sauces daily; our **Fusion** station offers a variety of dishes cooked to order right in front of you; the **Deli** area features fresh sliced meats and cheeses on your choice of bread or a wrap, made it your way and if preferred, toasted on our panini grill; our **Salad Bar** offers a variety of fresh toppings and dressings; the **Bakery** area features a variety of fresh desserts along with either soft serve or hard packed ice cream available. Students can choose from several meal plans that provide access to the dining hall. Your Dining Points, Me Money, Thiel Bucks and cash are also accepted. You can use your meal plan to feed your guests in the **Galleria**.

Stock up for Later!!

The **C-Zone** (convenience store) is located in the Glenn Johnson Community Center. The **C-Zone** offers different choices and a convenient spot for quick food, stocking your room with basics and satisfying that sweet tooth. Your Me Money, Dining Points, Thiel Bucks or Cash can all be used at the **C-Zone**.

Some Starbucks and a Super Cookie...

The **Rotunda Bistro** is your best bet in the area for a quality, made-to-order, quick service dining experience. If you are looking for a variety of fresh made grab-n-go items, a steaming fresh cappuccino, or Mary's fresh baked Super Cookie, this is the place for you. Our flame broiled Bistro Burgers and Home Style Chicken Tenders can't be beat! The Bistro specializes in upscale quick service offerings. Me Money, Dining Points, Thiel Bucks or Cash can be used to make purchases.

\$\$\$\$ Need Money \$\$\$\$

AVI Foodsystems is one of the largest employers of students on campus. If you are interested in customer service, data entry and food preparation positions, we need you! AVI offers a friendly working atmosphere, flexible schedules, competitive pay, free meals

when working, incentives for excellent job performance, weekly paychecks, direct deposit, and shift times to fit your schedule. Call ext. 2878 to talk with Lisa for information on how to join our team. It's a great place to have fun with other students while gaining valuable experience in responsibility and attendance.

Special Needs Met Here

Your ability to participate in the meals is very important to your overall experience at Thiel. It is our job to meet your dietary needs. We will work with you to accommodate your special circumstances for allergies, intolerances, and other considerations. To get us involved, just call our Office Manager, Sharon at 2190.

Problems? Concerns? Questions? We need your help!

AVI Foodsystems main goal is to keep your experience exciting and enjoyable. Your staff consists of the Director, Chef, Operations Manager, Catering Manager, Cash Operations Manager, Assistant Manager, and over 40 support staff who are committed to making your dining experience the best it can be. BUT—we need your help! You can give us feedback in three ways: First, **TELL US!** All staff members are eager to hear what you do and do not like, or what you would like to see. Your management staff is always available when the **Galleria** is open. Second, **TELL EVERYONE!** Your suggestion(s), placed in the suggestion box outside of the **Galleria**, will be read and considered. Your signed, constructive suggestions receive a written response that is posted for all to see. Third, **TELL THE GROUP!** Join the Food of the Future Committee! Your insights will give us direction as to WHAT and WHERE we need to be serving our customers. Call Sharon at 2190 for more information.

Can't Join Us?

While it is AVI's goal to provide all of the meals for all of the resident students, we realize that due to curricular or extracurricular activities, meals may be missed for valid reasons. For this we offer the flexibility of a packed meal. This option is often used for Honor Students, Athletes, Choir members, Student Teachers and others when approved activities take them off campus for one or more meals. **To learn more about this option please contact Karen at 2878 or Barry at 2204.**

Langenheim Memorial Library & Dr. Lauren H. Ashe Learning Center

The Langenheim Memorial Library is the Thiel College information resource center. The library collection has over 135,000 — catalogued books, plus 280,000 government documents, approximately 498 current periodical titles with extensive back holdings, microfilm, microfiche, phonograph recordings and other audio-visual materials. The library has automated services including on-line periodical indexing and government document database searching. A local automated system provides expanded service.

The librarians and other library personnel are there to assist you in locating information sources or data. Get acquainted with your library to ensure you get the most of this important campus resource to enhance your Thiel College educational experience.

Library hours are:

Monday — Thursday.....	8:00 a.m. — 10:00 p.m.
Friday.....	8:00 a.m. — 5:00 p.m.
Saturday.....	12:00 p.m. — 4:00 p.m.
Sunday.....	1:00 p.m. — 10:00 p.m.

Special hours during final examinations, summer school and vacation time will be posted at the entrance to the library.

International Student Services

Located in the Howard Miller Student Center, the International Student Services Office offers an international student orientation, assistance with adjustment issues, problem solving, a monthly social activity, and an airport shuttle during selected days at the beginning and end of the semester for new students.

English for International Students

Thiel offers six three-credit English classes for international students, three per semester, which emphasize speaking, reading and vocabulary, listening, grammar, structure and writing. Placement in these will be determined by results of tests, interviews and written essays.

Academic Support

Free individual tutoring is offered through the Academic Resource Center. In addition, peer tutors are available for most academic classes.

MIMC

Students are assigned work in the MIMC to improve listening comprehension and speaking skills. They may practice skills independently also. Computer programs are available to teach typing skills. The lab staff will record new broadcasts from student's native countries upon request.

International Student Organization

Membership in this organization is open to all members of the Thiel community. The main objective of this organization is to make the transitional living environment at Thiel College more comfortable for international students. Throughout the year members participate in a variety of activities and sponsor the Culture Show and International Food Fair.

Post Office

The Post office distributes and collects mail from the entire campus. But, the College post office is much more than that! The College Post Office sells stamps and provides the same types of mail services found in hometown post offices. It receives UPS deliveries every morning, Monday – Friday. Packages can also be shipped UPS every weekday afternoon. FedEx and DHL make deliveries to campus every weekday also. Mail is delivered to the campus Post Office every morning, Monday – Friday. US Mail is usually delivered to campus boxes by 1:00PM. Mail is also delivered inter-campus (ICM) throughout the day. ICM Mail does not need postage. If you are sending more than 10 ICM's please arrange them alphabetically.

All students are required to have a campus post office box. A Post Office key is needed to pick up your mail. If your key is lost, please see the postal clerk about a new key. There is a replacement fee. Window hours are Monday – Friday, 8:45am to 4:00pm. For best results your campus address should read: Your Name, Thiel College, 75 College Ave. Greenville, PA 16125-2186.

Please **do not** use PO Box #. For further information call ext. 2230.

Transportation

Transportation to Pittsburgh and Cleveland area airports and the Meadville bus station at the beginning and end of the semesters and during breaks can be arranged in advance in the Office of Student Life, 1st floor, Howard Miller Student Center. Thiel College shuttle rates for this service are available in the Office of Student Life, as well as a list of local companies providing service to the airports and bus station. Further information is available by calling ext. 2125.

Student Life Programs

Howard Miller Student Center (HMSC)

The Howard Miller Student Center is the focal point of campus life and provides many services and conveniences needed by the members of the college community as part of the daily life on campus. Newly renovated, it contains individual meeting rooms, the Rotunda Bistro, the Dining Place, game room, a TV lounge, a study Lounge, the Art Gallery, Student Government Offices, the Sawhill-Georgian Room for special events, the Student Life office, student activity rooms, the Career Center, the Campus Ministry Offices, the Counseling Center, the Health Center, the Special Events Office, the Commuter Lounge, the Bookstore, the Post office, the International Student Office, the Multicultural Affairs Office and a technology room.

Student Government

Getting involved in the Student Government Association (SGA) gives you a voice in decisions and an input into activities and events affecting student life at Thiel. Elections are held for each class for the offices of President, Vice President, Secretary and Treasurer. Elections are held in April for the Sophomore, Junior, and Senior classes and in September for Freshmen. Student Government Offices- these offices are located in the HMSC and are where Student Government officers maintain office hours and are available to meet with students to discuss campus issues and concerns. Student Government also elects student homecoming Chairs, selects the theme for Homecoming, brings speakers and events to campus and funds many student organizations. You may be appointed to one of the many committees that aid students and their life on campus. **Please contact SGA at ext. 2223 or the Student Life Office ext 2125 if you are interested.** A portion of your activities fee goes to SGA, which funds Thiel's clubs. Get involved and take advantage of these opportunities, in the clubs and in SGA! Watch for the Activities Fair with information about the clubs or call the SGA offices ext. 2223.

Campus Clubs and Organizations

Thiel has over 40 student clubs and organizations available to students, many of which are funded by the Student Government Association (SGA). Participation in clubs and organizations is an excellent way for students to spend time outside of class. Students get the chance to meet new people, develop close friendships, discuss common interests, debate issues and share their goals. For more information about clubs: **Call SGA (x2223) or Student Activities (x2192).**

You can create your own club! **Contact SGA or the Student Life Office (x2125)** about starting a club and petitioning for SGA funding. There are currently groups petitioning SGA to start their own clubs. Look for announcements about new clubs and

organizations on campus. Each fall an activities fair with representatives from each club is held for you to become familiar with these groups.

Campus Organizations:

Thiel Media

The Thielensian is the student newspaper, printed approximately once every two weeks. The student editor is selected for the year and works closely on production with faculty and staff advisors and other student staff members. The Thielensian office is located in the HMSC. **Contact ext. 2197.**

Webcat Radio Thiel's radio station is supervised by the faculty or staff Station Manager and two student staff members. Interest meetings are held at the beginning of the semester for students who wish to become involved. Students can have their own radio show, or help out behind the scenes. The station is located behind Hodge Hall. **Contact ext. 2210.**

The Endymion is the college's yearbook. It is produced under the direction of a student editor and a faculty or staff advisor. Students can take pictures and coordinate the lay out. The Endymion is published yearly and contains great photos and memories. The Endymion Office is located in the HMSC. **Contact ext. 2196.**

Campus Events

Thiel Activities Board (TAB) coordinates social events on campus every week. Student Government elects the General Manager. Any student can become involved. TAB is responsible for events such as movies, dances, videos, theme weekends, hypnotists, bands, comedians, musicians, etc. **Contact ext. 2192 for information about or suggestions for Student Activities.**

Performance Groups

Thiel Band and Thiel Choir are performance groups offered through the Music Department. They elect officers who work closely with the faculty member responsible. The groups have concerts both on and off campus. Auditions for the choir are held at the beginning of the semester. **Contact ext. 2149.**

Thiel Players is coordinated through the Theater Department. The Players stage a major production every semester with other smaller activities throughout the year. Auditions are held for these productions. There are always opportunities to participate in the productions by not only acting, but also by becoming involved with lighting, props, make-up and stage crew. **Contact ext. 2029.**

Athletics

Intercollegiate Athletics provide opportunities for physical activity to that segment of the student body, which, by personality, as well as physical ability, requires the greater challenge, the more rigid discipline, and the keener competition associated with athletics. The intercollegiate sports offered at Thiel College are:

	<u>MEN</u>	<u>WOMEN</u>
Fall:	Football, Soccer, Cross Country	Volleyball, Soccer, Cross Country, Tennis Cheerleading & Dance
Winter:	Basketball, Wrestling, Indoor Track	Basketball, Cheerleading & Dance Indoor Track
Spring:	Baseball, Track, Lacrosse Golf, Tennis, Volleyball	Softball, Track, Lacrosse, Golf Cheerleading & Dance

Contact the Athletic Department at ext. 2212.

ELIGIBILITY REQUIREMENT

To be eligible to participate in intercollegiate athletics at Thiel, a student-athlete must achieve a cumulative grade point average of 1.5 or above before entering his or her second semester at Thiel College. The student-athlete must then achieve a 2.0 or above before entering his or her third semester at Thiel College and must maintain that 2.0 cumulative grade point average for the remainder of his or her enrollment at Thiel College in order to be eligible. If a student is assigned an incomplete in a course, the student is eligible to participate in athletics if the grade point average without the incomplete meets the previously stated requirements. Once the incomplete grade is resolved, the resulting grade point average will determine the student's athletic eligibility. Athletic eligibility is determined at the beginning of each semester and is in effect the entire season.

Intramural Athletics includes such activities as basketball, cornhole, coed softball, flag football, Wii and others dependent on student interest. Activity registration dates are posted in various locations on campus. **Contact ext. 2192**

Gymnasium Hours

Monday-Thursday.....8:00am—10:00pm Friday..... 8:00am—9:00pm
Saturday..... 12:00noon—6:00pm Sunday.....2:00pm—10:00pm

Fitness Center

Monday-Saturday 6:00am-11:00pm Sunday12:00pm-10:00pm

A Thiel College ID card is necessary for use of the gymnasium and entry to athletic events. Recognized campus clubs and organizations can request use of the gymnasium with prior approval of the Director of Athletics. Physical education varsity athletics and intramurals will have priority in the use of athletic facilities. **Contact ext. 2137.**

PAUL BUSH '66 MEMORIAL FITNESS CENTER

The Fitness Center is located in the gymnasium, and is open to all Thiel College students, faculty and staff. The Fitness Center has treadmills, elliptical runners, exercise bikes, Cybex weight machines and a free weight area. There will also be fitness classes offered through the Fitness Center. Physical education classes, athletes in training and all students with a desire to maintain or improve their physical fitness can use this facility. The Fitness Center hours are as follows: Monday- Saturday: 6:00am to 11:00 pm and Sunday: 12:00 pm to 10:00 pm. Anyone using the Fitness Center is expected to follow the following requirements.

- A. Sign in at the front desk and present your Thiel ID.
- B. Change Shoes. Keep your center clean
- C. Audio players with headphones only.
- D. When workout is completed, clear program, wipe down machine, and return weights to the storage racks.
- E. Keep food and drinks in the juice bar area. Use waste containers.
- F. Contact Coach Reiser, if assistance or further information is needed.

Contact Steve Brewer ext. 2078

Greek Life

The Greek system at Thiel is made up of three fraternities and four sororities. The governing bodies for the Greek system are the Interfraternity Council (IFC) and the Panhellenic Council (Panhel). Each fraternity/sorority has representation on their respective council. The councils meet regularly and at times as one group. Both councils operate on the ideals of promoting cooperation and unification of the member groups in matters of individual, college and community benefit. The IFC and Panhel work together to foster a sense of Greek pride and unity. The Greek groups are:

Fraternities

Delta Sigma Phi
Kappa Sigma
Sigma Phi Epsilon
Phi Theta Phi (colonizing)

Sororities

Alpha Xi Delta
Chi Omega
Sigma Kappa
Zeta Tau Alpha

Joining a fraternity or sorority takes place during recruitment, a week for students to get to know the members of each chapter. To be eligible for membership, students must have achieved a 2.0 CGPA (cumulative grade point average) and be a full-time student. Chapters extend invitations (bids) to join their groups at the conclusion of Recruitment Week. Fall recruitment will be taking place

during the week of September 15th, 2008. **For more information about these groups contact a Director of Greek Life in the Office for Student Life, located in the HMSC or call ext. 2192.**

New Member Education

New members of fraternities and sororities are those people who have most recently joined. Typically, new members are oriented to their organization during new member education. These first experiences will be important memories and will teach the student about the chapter and the organization as a whole. The ultimate goal of a new member program is the integration of the new members into the organization. The new members have already been asked to join the organization; this education is not designed to test a student's desire to become a member or worthiness to represent the organization, but to prepare them to be a fully initiated member. Recruitment and new member education shall not exceed the maximum of eight weeks (specific dates to be determined). Some components found in new member programs are:

- A. **Knowledge of the Organization** — A member needs to understand the history and development of the organization, the reasons it was founded and perpetuated, the values and beliefs for which it stands, and the way it is organized and conducts its business. Activities that can be used to encourage knowledge of the organization include new member manuals, lectures and/or readings.
- B. **Development of Relationships with Other Members** — not only must new members get to know the active members, but the active members must also come to know the new members and the new members each other if the Greek organization is to succeed. Relationships can be fostered through big brother/sister work projects or common experiences, athletic competition and other group activities such as brotherhood and sisterhood activities.
- C. **Personal Development** — a member does not surrender his/her personal identity to the organization, but uses his/her experience as a member to continue to grow as a person and enhance that development. Personal development can be facilitated in a new member program by reinforcing the development of skills (academic, social, athletic); understanding common values and standards; helping individuals deal with that conflicting values and philosophy they encounter; giving individual feedback; decision-making, assertiveness; and discussion on the role of the individual in a group experience.

When these objectives are met in a new member program, the spirit that founded the organization will be perpetuated, the individual members will develop, and the organization will grow in character and numbers. Within the framework of a new member program, several underlying concerns need to be addressed. They are as follows:

1. **Time Demands** — Greek organizations are co-curricular activities and both new members and active members are students first. The activities associated with new members should not interfere with students' academic commitments.
2. **Respect for independents and other members of the community** — the academic and social life of the college community, residential life, roommates and other individuals on campus should not be disrupted or inconvenienced by the activities of new members.
3. **Positive emphasis** — the emphasis on new member education should be on the uniqueness of the Greek experience at Thiel College and should build positive perceptions, goals, and values within each organization.
4. **Legal liability** — the officers and organizations can all be held liable for activities and cause injury, death, or which violate the law or college regulations. Because new members are new members of the organizations and new member education is an organized activity, the offices are legally liable for those activities. Negligence can be charged when rules are not enforced by the organization, when common sense is not exercised in activities and when extraordinary things are done.
5. **Hazing** — Traditionally, most of the concerns with new member groups have centered on hazing. Any hazing, which includes any mental or physical requirements or obligation placed on a new member compromising his/her rights as a person, causing undue discomfort, pain or injury, or violating any statute will not be tolerated. **Please see the Code of Conduct sections for more detailed explanation of the Hazing Policy.**