

**THIEL**  

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**C O L L E G E**

**2018-2019**

**STUDENT HANDBOOK**

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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, 1<sup>st</sup> 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 Affairs 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 VPAA/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 VPAA/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    WKBN — Youngstown  
WYSU-FM — Youngstown        Y103-FM — Youngstown

4. The VPAA/Dean of the College will also, by 7:00 a.m., inform the VPSL/Dean of Students. At that time, the VPSL/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. This includes texting and all social media outlets (Facebook, Twitter, etc..)
- 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 that 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 Dean of Students 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 Dean of Students; 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 Life, 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 devices. 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 Life 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 (i.e. airsoft 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 for following 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 B).
- 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 C).
- 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 D).
- 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 E).

## Appendix A

### 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 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 disrupting 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.) A student may be suspended without the use of administrative, formal, or student board hearing
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, he/she will likely be dismissed or expelled. (Any refund due the student would be consistent with the College refund policy.) A student may be suspended without the use of administrative, formal, or student board hearing

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.) A student may be dismissed without the use of administrative, formal, or student board hearing
  
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.) A student may be expelled without the use of administrative, formal, or student board hearing
  - A. Sanctions are progressive and most likely will increase with each violation.
  - B. More than one of the sanctions listed above may be imposed for any single violation.

- C. 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.
- D. The above sanctions may be imposed upon groups or organizations and may also include loss of College recognition for a specified period of time.
- E. 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 (\$50 a day per day it is on campus) NO EXCEPTIONS!
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 B**

### **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, it is fair to assume that the majority of first year students living in those halls are under the legal age to consume alcohol. 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 bong,” 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.).
10. Students and College officials may request the use of breathalyzers in determining if a student has consumed alcohol.
11. Any over 21 year old found present in an under 21 year old room when alcohol is being consumed may be found guilty of furnishing alcohol to the underage student and may face disciplinary action.

### **Over 21-Status**

Students of legal drinking age who 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.
7. All empty containers will be treated as “in use” by students of any age. Empty containers in a room of a Student with Over 21 Status will be counted towards the permitted amount of alcohol.
8. It is Unlawful for a person to sell or furnish any alcoholic beverage to a person who is less than 21 years of age. Anyone who does furnish may face disciplinary action.

### **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 on the day 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 that 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 A-5 under Disciplinary Sanctions)
- Substance Abuse Counseling referral
- Loss of Privilege
- The host of a room found violating the alcohol policy has primary responsibility for checking the guest for underage status, therefore they may be fined a minimum of \$150.00 for 1-3 underage individuals and an up to an additional \$50.00 per head after three individuals.
- 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 or guardians 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 C**

### **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., hookah's/bongs, one hitters, pipes, clips, rolling papers, scales, etc.). Any drug paraphernalia found will be confiscated and disposed of.

Medical marijuana is also prohibited on campus property because it remains a drug prohibited by federal law. Permission for off-campus housing regarding medical marijuana use may be considered on a case-by-case basis. Any student who violates this policy may be subject to disciplinary action within the school or may face federal prosecution.

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. 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.
- B. 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.
- C. 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.
- D. If found responsible for violation of College Drug Policy, students may be required to undergo drug testing, paid for by the individual, 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 D**

### **SEXUAL HARASSMENT POLICY**

Sexual harassment is a form of discrimination that 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.

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, or 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 may be a 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 or 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:

- Dean of Students
- Assistant Dean of Students/Director of Residence Life
- Campus Minister

- College Counselor
- Coordinator of Health Services/College Nurse
- Residence Life Staff and 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 E**

### **SEXUAL ASSAULT POLICY AND THE CAMPUS SAVE ACT**

Thiel College is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act ([Clery Act](#)) and the Campus Sexual Violence Elimination Act (SaVE Act), Thiel College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the Thiel College community (students, faculty, and staff) as well as contractors and visitors.

The Thiel College community strictly prohibits acts of domestic violence, dating violence, sexual assault, and stalking. We take violations of these acts very seriously and anyone found in violation of them will be dealt with by the appropriate authorities. Disciplinary sanctions for these acts can vary from internal penalties (fines, community service, mandated counseling, suspension, and/or expulsion) to external penalties like prosecution. These will be looked at strictly on a case to case basis.

Thiel College is continually offering educational programs to our faculty, staff and students about sexual violent acts on campus. Through the AWARE and RAD programs, the Thiel College community is up to date on current trends and policies, and members are trained on how to deal with and report sexual crimes on campus. For more information about our policies and procedures for handling situations of sexual violence, dating violence, domestic violence, and stalking, please visit the Thiel College website.

**DEFINITION OF TERMS:** In dealing with these issues 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.

**Sexual Assault** refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence** refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

**Stalking** occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

#### **REPORTING AN INCIDENT:**

Thiel College encourages any member of the Thiel community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the

community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the College.

If a Thiel College student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to the Thiel College Police Department at ext. 2222 from an on-campus telephone, or 724-589-2222 from an off-campus telephone.

Individuals who are on campus can also make an in-person report with Thiel College Police. Thiel College Police will assist all members of the Thiel community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, Thiel College Police can assist the survivor in notifying the local police department with jurisdiction over the crime. **In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911.** Calling 911 will put you in touch with local police.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Associate Dean of Students/Director of Residence Life at 724-589-2193, or to one of the College's Title IX Coordinators, Shannon Reesh (724-589-2126 — office located on the 1<sup>st</sup> floor Howard Miller Student Center in the Student Life suite) or Amy Schafer (724-589-2164 — office located at the Gymnasium on the fitness center level).

Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to Jennifer Clark, Director of Human Resources, at 724-589-2858 (office located on the 1<sup>st</sup> floor of Roth Hall).

These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within Thiel College. For more information, please visit the Thiel College Website.

Reporting sexual assault, domestic violence, dating violence, and stalking to the police (including the Thiel College Police Department) does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

## **PROCEDURES SURVIVORS SHOULD FOLLOW**

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

### **WRITTEN NOTIFICATION OF RIGHT AND OPTIONS**

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a survivor to:

- A. Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
- B. Seek a criminal complaint for threats, assault and battery, or other related offenses;
- C. Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);
- D. Request the police remain at the scene until your safety is otherwise ensured;
- E. Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
- F. Obtain a copy of the police incident report at no cost from the police department.

### **WARNING SIGNS OF RELATIONSHIP/DATING VIOLENCE OR ABUSE**

- Having angry outbursts
- Blames others for their problems
- Threatens to hurt you during arguments
- Gets extremely jealous for no reason
- Acting cruel towards animals or children
- Trying to control you by belittling you or your ideas

## **WHAT CAN YOU DO TO HELP PREVENT BEING A VICTIM TO A SEXUAL CRIME**

- Date people you know and trust
- Be extra careful about meeting people On-line
- Tell your parents or a friend when you are going out on a date, where and when
- Know your limits and express them
- Avoid drugs and alcohol
- Go out, don't hang out

### **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.**

### **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 are:

- A. To evaluate procedures regarding cases of sexual assault and to ensure that a victim's 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 is to accurately assess the campus environment and to aid in the development of prevention efforts. Examples of specific information 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.

## **APPENDIX F**

### **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 G**

### **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 & guardians 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.

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

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

*1) The right to inspect and review the student's education records within 45 days in which the College receives a request for access.*

Students should submit to the Registrar, Academic Dean, or Dean of Students, a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

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

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

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

Upon request, the College may disclose education records without consent to officials of another school, in which a student seeks or intends to enroll.

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

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue

## **NOTICE FOR DIRECTORY INFORMATION**

FERPA requires that Thiel College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Thiel College may disclose appropriately designated “directory information” without written consent, unless you have advised the College to the contrary in accordance with College procedures. The primary purpose of directory information is to allow Thiel College to include this type of information from your education records in certain publications. Examples include:

- A playbill, showing your role in a drama production;
- The annual yearbook or like publications;
- Academic Honors or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. If you do not want Thiel College to disclose directory information from your education records without your prior written consent, you must notify the Registrar’s Office in writing. Upon receiving a student’s refusal to permit the release of “Directory Information,” no further disclosures of directory information are made without that student’s written consent (except to parties who have legal access to student records without written consent.) A student may rescind this action by submitting the request in writing to the Registrar’s Office. Thiel College has designated the following information as directory information:

- Student’s Name
- Participation in officially recognized activities and sports
- Address, telephone number and email address
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major and/or field of study
- Dates of attendance
- Grade level
- Previous educational institutions attended.

## **RESIDENCE LIFE PROGRAMS**

### **STAFF**

There is a Resident Assistant on each floor of the residence halls, in strategic locations in Theme Housing, and in 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 available 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 an online room selection process. Three traditional-style residence halls (Florence West, Hodge, and Sawhill) are co-ed halls that typically house first year students. Bane, Harter and Stewart are traditional-style residence halls, co-ed by floor, and are available to upper-class students through the general room draw process. 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 room). 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 Life Office.

- D. Cable Hookups.** Individual cable hookups are provided for students in their rooms. Students 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 Learning Commons, 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 designated roadways. This policy is in effect 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 may 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 stairwells, 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 made 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 utensils to the dining hall
- Remove all personal possessions from common areas, such as the laundry room, bathroom, etc.
- Disconnect all electrical appliances, excluding refrigerators
- Take home with you all valuables, including your laptop computers and gaming equipment
- 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.

At the end of each semester, any items that are left behind will be discarded after 10 days.

**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 or guardians 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 your RA; 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. Similarly if the front door key to a theme house is lost the door's lock core will be changed, at a cost of \$120.00, 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, and will be held responsible for any damages as a result of these activities.

#### **S. Housing Deposits.**

1. **Security Deposit.** A \$100 security deposit is required of all resident students and will be included on the student's first billing from the Student Accounts Office. This deposit is used toward any damages that may be assessed to a student for dorm damage

2. **Room Reservation Deposit.** A \$100.00 room reservation deposit is required of all students and shall be submitted with the Housing Contract due by the evening of room draw. 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 withdraw). 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 or Resident Director/House Manager. Emergency Requests may be submitted directly to Student Life Office. 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 are 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 leads 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 during the first two weeks of a semester except those required to eliminate any temporary assignments, or for emergency or health reasons. All changes must be authorized by the Office of Student Life.
- 2) Any student wishing to change his/her room must file a request with the Resident Director/House Manager of their building, Housing Coordinator, and/or Student Life Office. Room Change Request forms are available from RD's or the Student Life Office. Each form must be fully completed and returned to the Student Life Office at least one (1) working day in advance of the change.
- 3) A mandatory fee will be assessed for room changes made outside of the designated room change period (after the fifth week of each semester). The students moving may be charged \$35.00 for each room change

All occupancy rates for housing will be official after the 5<sup>th</sup> week of housing. Any student who is living by themselves in a residence hall room after this date will be charged a private room rate. Any students who are living in premium or theme housing will be charged based on the number of occupants living in their space by the last day of the 5<sup>th</sup> week of each semester. If occupancy levels change after this date, students will be pro-rated the difference.

**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 unkempt 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 for arranging 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 assessment of cleaning charges. Thiel College is **NOT** responsible for

any items left behind at the end of each semester or left during a move given a designated deadline.

**RR. Visitation.** All College residences have established visitation hours for members of the opposite sex. These hours are:

**Sunday – Thursday 9:00am to 12:00am**  
**Friday and Saturday 9:00am 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 8:30pm (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. 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 guests are 17 years of age or older and of the same sex, they may stay overnight providing they follow the guidelines for overnight guests. If guests are 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 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 Public Safety Director/Chief of Police is the administrator directly responsible for the safety and security of Thiel College. Public Safety maintains a force to provide police protection 24 hours a day, 7 days a week. The department consists of sworn, armed police officers who have met the standards of Pennsylvania Municipal Police officer training. All officers are trained in emergency response procedures, First Aid, and CPR. The Public Safety department is located on the 2<sup>nd</sup> floor of the Howard Miller Student Center and can be reached at 724-589-2222.

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, vehicle lockouts, battery jumps, enforcing traffic regulations and checking building equipment to ensure that proper safety and operating conditions are maintained. Campus Police officers have the authority to arrest, if necessary. The 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 724-589-2222.

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 College a safe community by following the campus rules and regulations and by reporting suspicious activity at 724-589-2222. 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.

Thiel College is a safe community and by following the below tips, you can do your part to help keep it safe.

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. Do not loan out your room or car keys.
5. Register your automobile even if you are keeping it on campus for only a few days.
6. Do not prop open exit doors of campus housing. Any building is only as secure as its occupants wish it to be.
7. If possible, do not walk alone after dark. Use the escort service.

The Department provides programming for students and employees in the following areas: Sexual and Domestic Violence, Personal Safety, and Drugs and Alcohol. **If you should have any questions concerning Campus Police or find you need assistance, please contact 724-589-2222.**

### **Student Health Services**

The Health Center at Thiel College is located on the first floor of the Howard Miller Student Center. The Health Center provides a variety of services for students within the campus community: treatment of minor illness and injuries; distribution of non-prescription cold medicine, sinus and flu medicines; basic first aid supplies; blood pressure screening; information and forms regarding Thiel's student insurance; and referrals to local physicians and health agencies. Educational health brochures and literature is available to all students as well. These resources at the Health Center are complimentary for all students and we encourage students to utilize these services. All consultations to the health center are free of charge and confidential.

### ***Medical requirements for student living on campus:***

Medical requirements for all students living on campus is completion of a physical examination, up to date immunizations and signed meningitis form. A copy of the physical, required immunizations and meningitis form must be on file in the health center prior to moving on campus. Athletes need to contact their coach and athletic trainer regarding additional medical forms needed for participation in their sport.

### ***Illness and Injury:***

Students experiencing an illness or injury and who need to schedule a doctor's appointment, but do not have an emergency, are encouraged to report the Health Center as early as possible in the day to set up the appointment and arrange for transportation.

Students who have a *serious injury or serious health problem* that need immediate attention are advised to contact a Residence Life Staff member, Campus Police or call 911 for emergency assistance. Campus Police *can be reached at all times* at ext. 2222 from campus phones, or 724-589-2222 from a cell phone or private phone. Campus Police will notify health service if it is during office hours.

***Student supplemental health insurance:***

Thiel College student accident and illness supplemental insurance is provided 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 supplemental 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. It is the students' responsibility to know their primary insurance coverage and the procedures to follow when seeking medical attention. The Thiel College student insurance is secondary coverage and the students' primary insurance will be billed first. Any unpaid balance is the responsibility of the student.

**College Counseling Center**

The Thiel College Counseling Center is a free and confidential service available to enrolled students during the fall and spring semesters. The Counseling Center provides support in managing emotional and psychological needs. The primary objective of the Counseling Center is to help students identify problems they are facing and explore skills to effectively manage or cope with their individual situation. The counselor conducts individual sessions with students to foster positive change to meet identified treatment goals. Group sessions are conducted based upon identified needs of students. If a student has a need that cannot be met within the Counseling Center, a referral will be made to a community provider. The counselor also provides consultation to staff and faculty members as requested.

There are many reasons students present to the Counseling Center. These reasons include but are not limited to homesickness, changes in mood state such as feelings of depression or anxiety, relationship or family stressors, drug or alcohol issues, grief/ loss, difficulty adapting to college life or expectations, and personal or academic stressors.

The Counseling Center is staffed by a full-time Licensed Professional Counselor. It is located on the first floor of the Howard Miller Student Center directly across from the elevator. Hours of operation are Monday through Friday from 8:00 a.m. – 5:00 p.m. Appointments can be scheduled by contacting the counselor at 724-589-2754 or the Student Life Office at 724-589-2125.

## **Campus Ministry**

### **LUTHERAN CONNECTIONS**

Thiel College is an independent institution related to the Evangelical Lutheran Church in America. The school was founded in 1866 by the visionary Lutheran pastor William A. Passavant, through the generosity of Louis and Barbara Thiel, members of the congregation Passavant served in Pittsburgh. Thiel College maintains a lively Lutheran identity and connections with a variety of expressions of the Lutheran church, while welcoming and supporting students from a wide range of religious backgrounds and vigorously pursuing ecumenical and interreligious understanding and action. Thiel College's strategic plan affirms the formative power of Judeo-Christian values and ethics in creating a culture of caring and confidence, while also recognizing and valuing differing interpretations of religion and spirituality.

### **WORSHIP, ON AND OFF CAMPUS**

Thiel College Campus Ministry is committed to weekly, seasonal and occasional worship on campus that is student-centered, inclusive and creative, with distinctive Lutheran accents. Special services featuring guest preachers, choral and interpretive dance groups are offered throughout each academic semester. Students are also actively encouraged to become involved in worship on campus and to visit other ministries of local congregations, for which the College can provide free transportation upon request.

### **STUDENT RELIGIOUS ORGANIZATIONS**

As of fall 2016, there are five student religious organizations recognized by the Student Government Association:

- J-Walkers(RomanCatholicStudentMinistry)
- Fellowship of Christian Athletes (Non-Denominational)
- Lutheran Student Movement (Lutheran Student Ministry)
- Thiel Soldiers for God (Non-Denominational)
- Thiel Christian Fellowship (Non-Denominational)

These organizations collaborate on joint campus ministry activities overseen by the campus pastor. They plan and carry out a wide range of Bible studies, retreats and conference events, service projects, and fellowship opportunities. Student groups and activities are open to all Thiel College students.

### **RELIGIOUS STUDIES, THEOLOGY AND YOUTH MINISTRY**

A significant array of courses in religion (major and minor) theology and youth ministry (major), parish education (major) and pre-ministry (minor) are offered at Thiel College. See Page 220 for any faculty member in the Department of Religion, as well as the campus pastor, for further information.

### **THEOLOGICAL EDUCATION AND MINISTRY EXPLORATION**

The campus pastor (along with others on campus) is available for conversation, prayer, guidance and networking concerning further theological education or exploration of various forms of professional ministry. Vocational discernment opportunities (seminary and theological school visits, mentoring relationships, ministry site visits, workshops, retreats) for both individuals and groups can be customized to fit the particular passions and promptings students are experiencing.

### **CAMPUS PASTOR**

Thiel College provides a full-time campus pastor, called and professionally rostered through the Evangelical Lutheran Church in America. The campus pastor oversees campus worship and campus ministry groups, offers pastoral care and guidance for the entire campus community and facilitates spiritual formation, discipleship and vocational reflection. As part of the Student Life team, the campus pastor works to promote compassionate, vibrant and just community life. As an adjunct faculty member, the campus pastor teaches courses in religion and youth ministry, and fosters other kinds of discovery and service learning opportunities for students.

The campus pastor's office is located on the first floor main hall of the Howard Miller Student Center, near the Campus Store. Drop-ins are always welcome, and conversation can also be arranged by appointment. The campus pastor can be reached at ext. 2130 (office), or through Public Safety, ext. 2222.

### **The Learning Commons (TLC)**

The Learning Commons, located on the first floor of the Langenheim Memorial Library, aims to enhance the academic development of Thiel students by providing a variety of engaging and innovative programs designed to supplement the student's academic experience. The TLC

promotes collaborative learning opportunities to enable students to build on their strengths and maximize their potential for academic success. The TLC provides a comprehensive set of services which include:

- academic coaching
- assistance with academic skills and study strategies
- peer tutoring
- supplemental instruction
- organized study groups
- writing lab
- quiet study area

For students admitted to Thiel College with a designation of academic support and those students on academic probation, The Learning Commons offers structured academic counsel along with our other services.

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

### **Disability Resource Center**

The Thiel College Disability Resource Center recognizes disability as a valued aspect of diversity and fosters an inclusive environment for all of the Thiel College community through awareness, accessibility, and empowerment. The office is committed not only to ensuring access, but also to supporting success.

The mission of the Disability Resource Center is accomplished by:

- Promoting inclusion within the campus community by creating an open, communicative environment for students, staff and faculty.
- Serving as a resource and providing disability awareness information to the campus community.
- Ensuring that students with disabilities have equal access to take full advantage of Thiel college's educational, social, and cultural opportunities.
- Promoting access to the campus community by facilitating the acquisition and use of assistive technology and the use of universal design.

- Positively influencing the transition, retention, graduation and future success of students with disabilities through individualized, supportive services.
- Facilitating the provision of reasonable academic accommodations.
- Encouraging student development through empowerment, skills-based education, self-advocacy and personal decision making.

The Disability Resource Center (DRC) provides individualized services to students with disabilities, providing the resources and support to help them succeed at Thiel College. Unlike high school, the student must self-disclose his or her disability to the Disability Resource Center. Students sometimes feel they do not want to disclose information about their disability in an effort not to “stand out” or due to a desire to “go it alone.” However, the students who do contact the Disability Resource Center find that accommodations support their academic success.

### **How do I request services through the Disability Resource Center?**

Complete the Confidential Self-Disclosure Form (available from the DRC office or webpage), email the coordinator Clarissa Arbuckle ([disabilityresources@thiel.edu](mailto:disabilityresources@thiel.edu)), stop in the office, which is located in the Thiel Learning Commons area of the Library, or call us at 724-589-2063.

### **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 may 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 **TC Cafe** is located on the ground floor of the Howard Miller Student Center (HMSC) and the **Rotunda Bistro** is on the first floor. 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 **TC Cafe** 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 a “made to order” station ; our **Fusion** station offers a variety of dishes cooked to order right in front of you from areas around the world; the **Deli** area features fresh sliced meats and cheeses on your choice of bread or a wrap, made 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. Students may 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 may use your meal plan to feed your guests in the **TC Cafe**.

***Stock up for Later!!***

***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 may 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 meet people 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 food allergies, intolerances, and other considerations. To contact us, 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. Our 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 **TC Cafe** is open. Second, **TELL EVERYONE!** Your suggestion(s), placed in the suggestion box outside of the **TC Cafe**, 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 Jason at 2204**

**Langenheim Memorial Library**

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 320,000—cataloged books, plus 400,000 government documents, approximately 400 current periodical titles with extensive back holdings, microfilm, microfiche, phonograph recordings and other audio-visual materials. The TOMCAT, our On-line Public Access Catalog provides access to our book collections. In addition to TOMCAT, the library provides access to 46 databases with over 195,000 full text journals. These electronic sources are available throughout Thiel, via the campus network. Off campus access is provided through The Hub. A local automated system provides expanded service.

Our librarians serve as research partners for your academic projects. 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:

Sunday.....	4:00pm-11pm
Monday—Thursday .....	8:00am-11:00pm
Friday.....	8:00am-5:00pm
Saturday-----	CLOSED

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

JOIN US ON FACEBOOK FOR UPDATES!

### **International Student Affairs**

Located in the Howard Miller Student Center, the International Student Services Office offers a comprehensive international student orientation, assistance with adjustment issues, F1 and J1 immigration compliance, advisement, cultural programming, on and off campus activities, oversees a host family program along with a conversation leader program. For more information on these services please contact Shannon Reesh in the International Student Services Office at ext. 724-589-2126.

### **English for International Students**

Through the English department, 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 interviews and written essays during orientation.

### **Academic Support**

Free individual tutoring is offered through The Learning Center, which is located in the library. In addition, peer tutors are available for most academic classes.

### **Mouganis Instructional Media Center**

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 key boarding skills. The lab staff will record new broadcasts from students' native countries upon request.

### **Post Office**

Welcome to Thiel College. Each student, resident or commuter, has an assigned post office box. It is the student's responsibility to pick up the key at the Campus Post Office when school begins. There is no charge for the key however there is a charge for a replacement key. \*\*The keys are to be turned in at the end of the spring semester or when you leave Thiel. (Your box number changes each year)

The College Post Office sells stamps, and provides the same types of mail services that you find in your post office at home (Ex: Certified, Priority and Express Mail). UPS shipping is also available.

Mail is delivered to the campus post office every morning, Monday – Friday. It is then sorted and placed in individual boxes by approximately 1:00 pm. ICM (inter-campus mail) is sorted and delivered continually throughout the day. Outgoing USMail is taken to the Greenville Post Office and shipped daily.

UPS, FedEx Express/Ground and DHL Express also deliver to campus Monday – Friday.

Students are notified via “Thiel” e-mail of package arrival.

Window hours are Monday - Friday, 8:30a.m. – 4:10p.m.

Your campus address should read:

Your Name (First and Last)  
Thiel College  
75 College Ave.  
Greenville, PA 16125-2186

Please do not use your P.O. Box #

For further information call ext. # 2230

### **Transportation**

Transportation to the Pittsburgh Airport and bus station at the beginning and end of the semesters and during breaks can be arranged in advance in the Office of Student Life, 1<sup>st</sup> floor, Howard Miller Student Center. The transportation that is available to the Cleveland Airport is, A1AirportShuttle. For more information about this service, please contact the Student Life Office. 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

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, Public Safety, 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. Elections are also held each spring for a Student Government Executive Board president, vice president, secretary, treasurer and media board manager as paid student officers. Student Government Offices are located in the HMSC. The SGA Executive Board officers maintain office hours and are available to meet with students to discuss campus issues and concerns. SGA also nominates representatives for various campus committees, 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! Watch for the Activities Fair with information about the numerous clubs and organizations, or call the SGA offices ext. 2223 to learn more.

### **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 will 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. Groups are able to petition SGA to start their own clubs. Look for announcements about new clubs and organizations on campus. Each fall semester, an Activities Fair with representatives from each club is held to introduce students to these group

*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.**

*Thiel College Radio* is 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 may 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 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 may 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:

MEN

WOMEN

Football	Volleyball
Soccer	Soccer
Cross Country	Cross Country
Basketball	Tennis
Wrestling	Golf
Basketball	Cheerleading
Indoor/Outdoor Track	Dance
Baseball	Basketball
Golf	Indoor/Outdoor Track
Tennis	Lacrosse
Volleyball	Softball
Lacrosse	

**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**

#### **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 are 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 may use this facility. The Fitness Center hours are as follows: Monday- Saturday: 6:00am to 11:00 pm, Sunday: 12:00 pm to 10:00 pm and closed over breaks. 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.

A Thiel College ID card is necessary for use of the gymnasium and entry to athletic events. Recognized campus clubs and organizations may 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.**

### **Greek Life**

The Greek system at Thiel College consists of four sororities and four fraternities. The governing bodies for the Greek system are the Panhellenic Council (Panhel) and the Interfraternity Council (IFC). Select members of each sorority/fraternity serve as their organization’s delegates on Panhel/IFC. 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. Both IFC and Panhel work together to foster a sense of Greek pride and unity. The Greek chapters on campus are:

#### ***Fraternities (Men)***

Delta Sigma Phi  
 Kappa Sigma  
 Phi Theta Phi  
 Sigma Phi Epsilon

#### ***Sororities (Women)***

Alpha Xi Delta  
 Chi Omega  
 Sigma Kappa  
 Zeta Tau Alpha

Most students join a fraternity or sorority primarily during Recruitment, a week where students meet the chapters during structured events. To be eligible for membership, students must have achieved a 2.5 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. **For more information about these groups contact the Student Activities & Involvement Office located on the first level of the HMSC or call 724-589- 2192.**

### **New Member Education**

Typically, new members of sororities and fraternities are oriented to their organization during a new member education period. These experiences are essential, serving to teach the new members about their chapter and integrating them into the organization. This period is not for

testing a student's desire 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 time permitted by Thiel College (specific dates are determined each semester and generally is between six and eight weeks). Some components found in new member programs include:

- A. **Knowledge of the Organization** — A member learns the history and development of the organization, the reasons for its founding, the values and beliefs for which it stands, and the way it is conducts its business. Educational materials include new member manuals, lectures and/or readings.
- B. **Development of Relationships with Other Members** — New and Active members will have the opportunity to create strong, lasting bonds with one another. Relationships are developed through big brother/sister work projects or common experiences, athletic competition and other team building activities.
- C. **Personal Development** — A new member should not surrender his/her personal identity to the organization, but through his/her experience in the chapter, will grow as a person and enhance that development. Personal development is facilitated in a new member program in many ways, including: development of various skills (academic, social, athletic); reinforcing common values and standards; discussing conflicting values and philosophies; gaining self-awareness; and understanding the contributions of an individual within a group.

When these objectives are met in a new member program, the mission of 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 must be addressed, such as:

1. **Time Demands** — Greek organizations are co-curricular activities. All members (new and active) are students first. The activities associated with participation in Greek Life should not interfere with academic commitments.
2. **Respect for all members of the community** — the academic and social life of the college community, residential life, roommates, staff, faculty, and other individuals on campus should not be inconvenienced by Greek Life-related activities in any way.
3. **Positive emphasis** — the emphasis on new member education should be on the uniqueness of the Greek experience at Thiel College and build positive perceptions, goals, and values within each organization.
4. **Legal liability** — the officers and organizations may all be held liable for activities and cause injury, death, or which violate the law or college regulations. New members are considered members of the organization upon signing to join and new member education is an organized

activity. Therefore, the officers and other involved members are legally liable. Negligence can be charged when rules are not enforced by the organization, when common sense is not exercised in activities, and when inappropriate actions are committed.

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.**