

OVERVIEW OF COLLEGE LIFE

OFFICE OF THE DEAN OF THE COLLEGE

The Office of the Dean of the College places student learning at the center of its work. Consistent with the College Mission, the programs and offices under the Dean of the College educate students as they discover and explore a love of learning, the skills of critical thinking, the role of citizenship in their lives and the values of civility. The Office of the Dean of the College exercises oversight for the departments listed below. Dean of the College, **Kent Trachte**, and Senior Associate Dean of the College, Steven O’Day provide leadership and oversee administrative support. **Christiane Fisher**, Assistant to the Dean of the College, coordinates the daily operation of the Office and plans special events including Awards Day. **Sarah Esh**, Assistant to the Senior Associate Dean of the College, supports the Senior Associate Dean of the College and issues related to judicial affairs.

THE COLLEGE HOUSE SYSTEM

College Houses provide a crucial crossroads for faculty, students, distinguished visitors and alumni/ae. They are a “third space,” neither classroom nor residential hall, that fills a need intimately connected with the nature of a liberal arts education. The House System offers faculty and students a setting for chance encounters and informal moments as well as scheduled opportunities that spark students’ potential, engage their intellectual imaginations and connect them with alumni/ae and current and future notables in environments that are stimulating, comfortable and educational in the deepest sense.

The Houses are the meeting ground where students can interact and network among the extended College family. On any given day, students might encounter a government official, visiting alumni/ae, distinguished scholars, candidates interviewing for positions at the College, faculty hosting small discussions, or CEOs looking for talent. Students will create and host social events that bring them together with other members of the house and with the extended college community.

In these ways, the House environment integrates thoughtful deliberation and intellectual exploration into students’ daily lives. This frequent engagement with ideas and the cultivation of one’s own views will help students to form habits of thought and analysis that will vitalize their professional and personal lives. There are currently four College Houses: Bonchek, Brooks, Schnader and Ware College Houses. A fifth College House will open in Fall 2011.

HOUSE DONS AND PREFECTS

A House Don and a House Prefect oversee each College House. Members of the Faculty, the House Dons provide leadership in fostering the intellectual life of the Houses. Members of the Administration, the House Prefects work closely with House residents on a daily basis in a variety of capacities. The Dons and the Prefects advise the students who conduct house governance and programming. Both the Dons and Prefects occupy office space in the Houses.

HOUSE SEMINAR ROOMS

House Seminar Rooms serve as meeting spaces for many first-year seminars. This classroom component introduces students to skills of critical reading, critical thinking, oral communication and information literacy. At the same time, the members of a first-year seminar typically live together in the same College House. Frequently, discussions of substance about ideas move between the classroom and informal living environment of the Houses.

HOUSE GOVERNANCE

The structure and governance of each House is based on the explicit acknowledgment that students should govern many aspects of their social and residential life. When the Houses were founded, students proposed, discussed, amended and ratified governance structures that determined how each house is to be run. Students create and enforce rules of conduct for each house. This degree of student autonomy demands strong student leadership and requires that each student assume some responsibility for the success of the daily living environment.

Constrained only by broad College policies, students govern a College House and control its social activities and programming budget. Faculty Dons and House Prefects set the tone for the house, and guide and teach students as students experience the challenges of leading others, negotiating agreements and resolving conflicts.

Members of the Houses form teams that participate in intramural and recreational sports. Finally, the residents and their advisers also conduct a New Student Orientation that introduces each new generation of students to the culture and traditions of the House and the intellectual community that is Franklin & Marshall College.

HOUSE INITIATIVES

Since their conception, the Houses have encouraged and cultivated a number of initiatives to create opportunities for students to expand their thinking and provide new ways of engaging with the larger college community. Working collectively, the Houses have worked with students in developing *The Liberal Arts Review*, a student-led publication that addresses topics such as identity and freedom. The Junto Society, similar to the one Benjamin Franklin formed, encourages intellectual curiosity and civil discussion through a series of meetings throughout the years.

The following professional staff members coordinate the administration of the College's faculty-led residential House System. Senior Associate Dean of the College, **Steven O'Day**, oversees administrative support for the entire House System. Associate Dean and Senior House Prefect **Todd DeKay** and Associate Deans and House Prefects, **Roger Godin**, **Amy Moreno**, **Kate Snider** and **David Stameshkin**, each coordinate administration of a House. **Lori Foust** serves as the College Residential Coordinator for both the College Houses and all other College-approved housing.

ALLIES RESOURCE CENTER

The Allies Resource Center (ARC) organizes educational, cultural and social activities for lesbians, gays, bisexuals and allies on campus. Examples include volunteering for the Pink Triangle Coalition's Adopt-A-Highway clean up program, a Women's Center lunch-time discussion on "being gay at Franklin & Marshall," a Safer Sex Seminar with the American Red Cross, a program for Days of Dialogue and special events for

National Coming Out Day and B.G.L.A.D. (Bisexual, Gay, Lesbian Awareness Days). The Center is also a resource for students, faculty and professional staff and houses books, videos, brochures, magazines and journals. The ARC is run by a part-time Coordinator, **Anthony Lascoskie**, who acts as an advocate and provides support and assistance to students, both one-to-one and as adviser to the Lesbian, Gay, Bisexual, Transgendered and Allies (LGBTQA) student organization.

APPEL HEALTH SERVICES

The mission of Appel Health Services (AHS) is to support students' academic and social wellbeing by providing them with accessible, high quality ambulatory medical services, including treatment for acute and chronic health problems, preventive medicine, sports medicine, travel medicine and health education. The staff recognizes the unique opportunity of college health to affect not only the present but also the future health of students and therefore engages them in promoting lifelong wellness.

AHS, located in the Appel Infirmary, is accredited by the Accreditation Association for Ambulatory Health Care. During the academic year, hours of operation are 8 a.m. to 5:30 p.m. from Monday through Friday and 10 a.m. to noon on Saturday. A Nurse Response phone service is available after regular office hours. Emergency and off-hours medical care is provided by nearby hospital emergency rooms.

Services at Appel Health Services are provided as a fee for service. Student's private insurance or F&M Insurance will be billed for services provided by Appel's doctor and nurse practitioners. Services of local consultants, hospitalizations, emergency room visits, X-rays, laboratory tests and prescriptions for medications must be paid for by the student, either directly or through health insurance.

Amy A. Myers, M.D., the Director of Health Services and Team Physician, is board certified in Family Medicine with a CAQ in Sports Medicine. **Fran Stefany** is the office manager. **Jan Masland**, Nurse Practitioner, is the Director of Health Education and Wellness and serves as Victim Advocate for Sexual Misconduct. The staff also includes five registered nurses, another nurse practitioner, a secretary/receptionist and a dietitian. Family Practice medical residents from Lancaster General Hospital and medical students from Hershey Medical Center, Temple University, Drexel and the University of Pennsylvania are periodically in attendance at AHS as part of their primary care training.

ATHLETICS AND RECREATION

The athletic program at Franklin & Marshall promotes liberal learning in the fullest sense by complementing the academic mission of the College. This objective is accomplished through a variety of programs: intercollegiate, intramural and club sport competition as well as recreation and wellness activities. The Department upholds the principles of valuing athletics, ensuring departmental integration and staff recognition, pursuing academic representativeness and student-athlete recognition, instilling community values and promoting recreation.

Franklin & Marshall is a member of the Centennial Conference and the Eastern Collegiate Athletic Conference, where most of its teams compete at the NCAA Division III level. The non-scholarship Division I wrestling program is a member of the Eastern Intercollegiate Wrestling Association. The squash teams play independent schedules.

The Department of Athletics & Recreation is led by Director of Athletics **Patricia**

S.W. Epps, Senior Associate Director **Shawn Carty** and Associate Director **Steve Peed**.

CAREER SERVICES

The mission of Career Services is to equip and empower students and alumni to be innovative in their thinking, create their way of life, and achieve greatness. Career Services provides individual coaching to students and alumni on a variety of topics regarding life after F&M. Career Services also offers resources and educational programming on topics such as self-assessment, job and internship planning, resume improvements, interviewing, graduate and professional school information and the critically important activity of networking. Marquee events include: Career Day, Graduate School Fair and Selective Liberal Arts Consortium Interview Days. Online resources are accessed through FandMConnect.com, which allows students and alumni to network with alumni, search for and apply for jobs and internships, view upcoming Career Services events, download career information and utilize assessment tools. Career Services also offers two unique, structured student programs, Foundations for Success and the Life After College Program, both of which are designed to help students achieve their goals for life after F&M.

The professional staff includes Interim Director **Tammy J. Halstead**, Career Specialist **Christine Della Penna**, Employer Relations Coordinator **Debra Saporetti**, Office Administrator **Johanna Kobularik** and Career Specialist **Tamara Pohle**.

COLLEGE PROGRAMS

The Office of College Programs supports the College's commitment to student learning, promoting engagement and participation in the social, cultural and intellectual life of the College while instilling in students the capacity for both independent and collaborative action. In its work advising student organizations, the Office of College Programs fosters qualities of character, civility and critical thinking. The student involvement and leadership development opportunities offered through the Office of College Programs form an integral component of each student's educational experience.

The Office of College Programs helps student organizations in many areas, including planning, fundraising, publicity and programming. The Office of College Programs also aids the reactivation and recognition of new clubs in addition to the registration and support of active ones.

The College Programs staff works closely with the Dons and Prefects of the College House system, executive members of clubs, and the Office of Greek Life.

The professional staff includes **Kelly Haas**, Director and **Cindy Galgon**, Office Coordinator.

COUNSELING SERVICES

Franklin & Marshall Counseling Services, located on the lower level of Appel Infirmary, promotes and fosters the academic, personal and interpersonal development of students by providing a full range of counseling and psychological services to students desiring assistance in coping with personal and emotional difficulties, social relationships, career and educational concerns and substance abuse issues. Students face a variety of challenges during their college career. Counseling Services is available to help students meet these challenges and take full advantage of the many opportunities afforded to them in the Franklin & Marshall community. The counseling process

helps students learn more about themselves, overcome obstacles, identify and develop coping strategies and emerge with enhanced self-confidence.

All contacts with Counseling Services are confidential as provided by federal and state law. Services provided on campus are free and there is no limit to the number of counseling sessions a student may receive. Students must pay, either directly or through insurance, for services of local consultants or for hospitalization.

If a psychological emergency occurs when Counseling Services is closed, the on-call counselor can be reached by calling Counseling Services at 717-291-4083 and following the voice mail instructions for reaching the confidential answering service. For issues of sexual assault, please call the F&M Sexual Assault Response Line 717-560-7311. A health care professional from Counseling Services or Health Services is available to assist you and answer questions 24/7 during the academic year. All calls to this line are completely confidential.

The Counseling Services staff includes: **Christine Conway, Ph.D.**, Director/ Licensed Psychologist, **Lauren Firestone, M.A., L.P.C.**, Licensed Counselor, **Andrea Hunt, Psy.D.**, Counselor, **Chetan Joshi, Ph.D.**, Counselor, **Susan Schultheis, Ph.D.**, Licensed Psychologist, **Emily Pressley, D.O.**, Consulting Psychiatrist and **Janice Sexton, B.S.**, Secretary. The Counseling Services staff is highly trained and committed to enhancing the wellbeing and personal development of all Franklin & Marshall students.

DISABILITY SERVICES

In accordance with equal education opportunity laws, Franklin & Marshall College arranges to provide appropriate academic accommodations for students whose disabilities limit their participation in academic programs for which they are qualified. Issues considered by Disability Services include ADHD, learning disabilities, medical conditions and psychological disabilities. Appropriate academic accommodations are determined on an individual basis, utilizing the required documentation of the disability.

Dr. Kenneth John, Clinical Psychologist, coordinates services and accommodations to meet the needs of students with disabilities that limit their participation in the programs and activities of the College. Every student at the College has the opportunity to complete a Disability Notification Form, available throughout the year at Disability Services or online. The College considers information provided on this form as confidential and uses it to provide appropriate accommodations for qualifying students.

GREEK LIFE

Established in 1853, the Greek System at Franklin & Marshall College is rich in tradition and continues to thrive. Membership in a Greek organization has provided students with opportunities for growth, self-authorship and the development of necessary life skills that have contributed to productive and meaningful experiences during and after a student's career at Franklin & Marshall College.

Fraternities and sororities are values-based organizations dedicated to the development of character and friendship. Greek organizations offer leadership positions, community service projects, academic excellence programs and a close-knit group of friends. Fraternity or sorority membership carries academic, moral and social responsibilities that encourage the development of well-rounded individuals. Membership in a Greek organization helps students make the most of their college experience by joining together with people who share similar interests and ideals.

The Office of Greek Life advises Franklin & Marshall's Greek system, which is comprised of seven national social fraternities and three national social sororities. The Office also supports the Pan-Hellenic Council, the Interfraternity Council and the Greek Council. **Mary Kate Boland** and **Adam Taylor** work collaboratively to direct fraternity and sorority life on campus.

INTERNATIONAL PROGRAMS

The Office of International Programs advises students on study abroad and off-campus study programs, advises international students on immigration and student life, manages summer travel and coordinates international events, speakers and activities throughout the school year.

The International Programs staff includes: **Patti Brown**, Associate Dean for International Programs, **Nicole Zeimis**, Assistant Dean for International & Off-Campus Study, **Jackie Haring**, Assistant Dean for International Student & Scholar Services and **Claire Retterer** and **Kate Ness**, Office Coordinators for International Programs.

MULTICULTURAL AFFAIRS

The Office of Multicultural Affairs (OMCA) works to ensure the advancement of the College's mission as it relates to diversity. It strives to cultivate multicultural students' leadership, heighten cultural awareness and provide diversity education to our constituents. It aims to initiate, support and advocate approaches that can transform the F&M environment into one that fosters in its members a desire to embrace diversity and learning across cultural boundaries with respect, acceptance, civility and humility. OMCA directs the Gray Scholar Program for students with a record of community service, hosts Intercultural Dialogues and is part of a team that develops student leadership programs. OMCA supports multicultural student organizations in a variety of ways from advising to funding, and reaches out to multicultural alumni groups.

OMCA is staffed by Associate Dean of Multicultural Affairs, **Marion Coleman** and Assistant Director **Xay ChongTua**. More information about OMCA and multicultural student groups is available online at: www.fandm.edu/omca.

RELIGIOUS AND SPIRITUAL LIFE

Franklin & Marshall offers support to all religious traditions represented at the College. **The Rev. Susan Minasian**, College Chaplain and **Dean Ralph Taber** oversee the College's support for religious and spiritual life.

The Catholic Campus Community offers a range of social, educational, service and liturgical opportunities. In addition to regular Mass held in Nevin Chapel, Catholic students are served by **Fr. Michael Messner**, of the Sacred Heart Church and **Brad Fischer**. The Catholic Campus Community office is located in the basement the College Center.

The College's Protestant Community is supported by **The Rev. Susan Minasian**, Campus Chaplain and multiple student groups. The Protestant Community at Franklin & Marshall is a multi-denominational group and each week a different local minister leads services from their traditional perspective.

Hillel, housed in the Klehr Center for Jewish Life, is an affiliate of the national Hillel: The Foundation for Jewish Campus Life. **Dean Ralph Taber** and **Tama Goodman** advise Hillel.

The Orthodox Christian Fellowship is an association of Eastern Orthodox and Eastern Rite Catholic students and the group is advised by **Fr. Hector Firoglanis**.

Nur-ul Islam, or the Light of Islam is a Muslim group at F&M. Buddhists, students who practice Zen meditation and others are welcome to attend weekly Buddhist prayer/study meditation. Hindu students and others are welcome to gather and affirm their faiths and practices.

STUDENT ACADEMIC AFFAIRS

Student Academic Affairs is an integral component of the Office of the Dean of the College. The professional staff overseeing Student Academic Affairs coordinates the College's faculty-based academic advising program, serves to educate and advise students and faculty regarding academic rules and regulations, deadlines and academic policy and intervenes with students experiencing academic difficulty.

Todd DeKay, Associate Dean and Senior House Prefect, oversees all programs of the Office, with particular focus on exceptions to academic policies, academic suspensions, incomplete grade requests, leaves of absence and questions of academic integrity. The office includes **Steven O'Day**, Senior Associate Dean of the College and Pre-Law Adviser; **Dr. Kenneth Hess**, Professor of Chemistry and Health Profession Adviser, and **Kelly McAllister**, Assistant to the Associate Dean and Senior Prefect.

STUDENT JUDICIAL AFFAIRS

Steven O'Day, Senior Associate Dean of the College, oversees and administers the college's judicial processes, which include adjudication of situations involving both individual students and student organizations. He is assisted by **Kate Snider**, Associate Dean and College House Prefect, who serves as the College's chief judicial officer. All members of the community are expected to respect the dignity and rights of each individual, public and private property and personal and academic honesty.

THE WARE INSTITUTE FOR CIVIC ENGAGEMENT

Based on the belief that a commitment to purposeful civic engagement is central to a liberal education, the Ware Institute for Civic Engagement serves as the College's focal point for identifying and sustaining community partnerships that address real needs. As such, the Institute builds relationships between community partners and Franklin & Marshall College, supports student-led service initiatives and collaborates with faculty in community-based-learning coursework. To this end, the Institute furthers the College's commitment to developing socially responsible and civically-engaged graduates.

The Ware Institute for Civic Engagement, located in the Steinman College Center, was founded in November 2000 through a generous gift from Trustee Paul W. Ware '72. The Ware Institute provides students, faculty and staff members, with multiple opportunities to volunteer or otherwise engage in the larger Lancaster community.

The Ware Institute helps develop community-based learning courses and internships for credit, provides unique summer internships with key community organizations, like the Public Service Summer Internship, The F&M Mentorship Program and the Manheim Summer Mentoring Program "Kids Kamp" and organizes the annual Putting It Together in the Community (PIT) and Project Launch programs for first-year students as well as many other programs and service opportunities throughout the school year.

In addition, the Ware Institute collaborates with several organizations and departments to offer alternative winter and spring break programs in Guatemala and Honduras as well as summer community-based learning courses in Ecuador and South Africa.

The Ware Institute provides guidance and support to those students wishing to make a difference in the lives of others. Franklin & Marshall College boasts more than 100 active community partnerships who both welcome and appreciate our student volunteers, and students engaged in community-base learning and internships. Each year, students, faculty and professional staff donate toys, clothing and other gifts to hundreds of local citizens during the annual Holiday gift drive.

The office includes **Dr. Susan Dicklitch**, Director and Associate Dean of the College, **Lisa Wolfe**, Associate Director and **Sandy Smoker**, Department Coordinator.

THE ALICE DRUM WOMEN'S CENTER

The Alice Drum Women's Center, located on the lower level of the Steinman Student Center, was established in 1992 to encourage dialogue on women's and gender issues, to advocate for women and to promote equality and mutual respect on campus. The Center, which is open to all, sponsors events and programs that educate the campus about women's contributions to society, serves as an advocate for the needs and concerns of women, offers referrals to other campus and community services, provides resource materials on women's issues, sponsors support programs for women and empowers both male and female students to work for a future free of sexism.

In partnership with a variety of groups on campus, the Center sponsors special displays and free literature in its lobby on health-related issues and on sexual assault prevention and dating and domestic violence. The Center also maintains a large collection of books on feminism and women's history, women's achievements in a variety of fields and issues affecting women such as domestic violence, poverty, employment discrimination, sexual harassment, etc. Books can either be checked out or used at the Center.

The Center also does outreach to women's groups in the Lancaster community and maintains close relationships with organizations such as the YWCA and Domestic Violence Services of Lancaster.

Beth Graybill serves as the Interim Director of the Alice Drum Women's Center.

ADDITIONAL SERVICES

BUSINESS OFFICE

The Business Office, located on Race Avenue, manages student payroll, coordinated by Donna Visco; student accounts, coordinated by **Babs Smith**; and student receivables, coordinated by **Carol Asplin**. It also provides cashier services and emergency loans, coordinated by **Donna Dull**.

CENTERS FOR OPINION RESEARCH AND POLITICS AND PUBLIC AFFAIRS

The Center for Opinion Research seeks to provide empirically sound research solutions and opportunities for academic and public policy researchers and the local community.

It also aims to produce and disseminate information that supports learning by students, researchers and the general public. The Center conducts grant-funded research on behalf of state and federal agencies, educational institutions, foundations, the media and non-profit organizations.

The Center for Politics and Public Affairs fosters the study of politics and public policy. It seeks to stimulate discourse on political and policy issues. Its activities include fellowships and internships, public policy and political research, publishing research on policy and political topics.

Together the Centers produce the Franklin & Marshall College Poll, the oldest Pennsylvania statewide poll exclusively directed and produced in the state.

For more information, contact **Berwood Yost**, Director of the Center for Opinion Research, or **G. Terry Madonna**, Director of the Center for Politics and Public Affairs.

COLLEGE BOOKSTORE

The Franklin & Marshall College Bookstore, located in Distler House, provides numerous services to students. It allows students to purchase all of their course texts—both new and used—either in the store or through online orders. The store will buy back used books from students at any time of year and allows for returns to accommodate changing course schedules. The bookstore also sells school supplies, general reading and reference books, dorm life necessities and college apparel and gifts. It is overseen by Store Manager **Debra Schwanke** and the website is www.fandm.bncollege.com.

FACILITIES AND OPERATIONS

In pursuit of the College mission, Facilities and Operations (F&O) seeks to proactively support the living, learning and working experiences of the campus community, guests and neighbors. F&O's many responsibilities include construction services, mechanical trades, building trades, grounds maintenance, college vehicle maintenance and custodial services. F&O also assists in coordination of conferences and events; provides telephone, campus ID, campus-owned rented housing and reservation services; and provides a Service Response Center to handle maintenance requests.

IDENTIFICATION CARDS

The Franklin & Marshall College Identification Card Office is located in the Steinman College Center. Franklin & Marshall ID cards are issued to all students, both full-and part-time, for the regular academic year. The card serves 1) as a photo ID card (which is required to be shown for various purposes on campus), 2) to access meals from a purchased College meal plan at a dining venue on campus, 3) to access flex dollars from the purchased College meal plan at a dining venue on campus, 4) to borrow Library books and 4) to access money deposited as declining balance funds (Ben's Bucks) which can be used on campus and at select off campus locations. Visit www.mybensbucks.com for a complete list of merchants.

Students are required to carry their cards at all times and to present them at the request of a College official or public safety officer. The ID card can only be used by the person whose name appears on the card; lending or altering a card may subject the owner to disciplinary action.

Loss of the card must be reported immediately both to the Campus Card Office

and to the Library so that lost cards can be deactivated to prevent unauthorized use. There is a \$15 card replacement charge for damaged or lost cards. Cards that no longer function properly will be replaced at no charge, assuming that the card has not been damaged or abused. When a student withdraws from the College for any reason during a semester, the card must be left with the Department of Public Safety.

The ID card provides the owner with the availability to create a declining balance account, Ben's Bucks allows for cash deposits to be placed on the card and functions as a debit card. Amounts deposited transfer from semester to semester and year-to-year; balances available at the time of graduation will be credited to student's account. Ben's Bucks can be used on campus at all dining venues and the bookstore as well as off campus. Ben's Bucks can only be accessed by use of the computerized card readers at appropriate locations. For more information, please visit www.mybensbucks.com. The card office produces the ID cards and accepts payments for Ben's Bucks, break shuttles to the airports and break shuttle reservations.

INFORMATION TECHNOLOGY SERVICES

Franklin & Marshall Information Technology Services (ITS) helps the entire College community to use computer technology effectively and easily. ITS Help Desk provides direct individual support by telephone, e-mail (at helpdesk@fandm.edu, tip-sheets, hands-on workshops and training sessions, software repair, and data recovery. Hardware repairs are coordinated with Macheads, the College's authorized computer repair partner located in College Row along Harrisburg Avenue.

Another key facility managed by ITS is the new Innovation Zone, which replaced the Martin Computer Workroom. Located in the heart of campus in the Harris Center, the Innovation Zone is designed primarily for student/faculty interaction and to foster new models of learning and collaborative activities. Creative lighting, large interactive displays, desktop and laptop computers, and comfortable seating all combine to form a modern, relaxed atmosphere perfect for individual or group study or just to relax and talk. The Innovation Zone opens early and closes late. You can spend a few minutes between classes checking e-mail or printing a paper or a few hours working on an assignment or new media project. The space is flexible and can easily accommodate students and faculty working alone or collaborating in small to medium sized groups. Professional and student staff are available to help—if asked—with the most minor to very complex information technology questions and digital media projects.

ITS is overseen by **Dr. Jonathan Enos**. More information can be found at <http://its.fandm.edu> or by calling the Help Desk at 717-358-4483.

INSTRUCTIONAL AND EMERGING TECHNOLOGIES

Instructional and Emerging Technologies (IET) is dedicated to integrating media and computing technologies into the College curriculum to enhance instruction. IET assists the faculty, students and other members of the College community in the location, evaluation, creation and delivery of "technology-based" instructional materials that support the educational mission of the College.

IET supports opportunities for Franklin & Marshall students to use educational technology in College-sponsored curricular activities through instructional media production, instructional materials access and distribution, online learning resources, technology demonstrations and student help and project consulting. IET is located in the Harris Center and directed by **Dr. Oscar Retterer**.

PUBLIC SAFETY

The Department of Public Safety maintains campus safety through 24-hour service and patrol to enhance the quality of life at Franklin & Marshall College. Select buildings around campus, including College-owned residential facilities, are controlled by electronic access 24 hours a day. CCTV cameras are located around the perimeter of the College and select parking areas.

Public Safety serves a variety of other functions, including responding to all medical emergencies and alarm calls, administering campus parking policies, providing a student escort service and giving information to College guests. The office, open 24 hours a day, 365 days a year, is located in Marshall Hall.

The Department of Public Safety consists of director, public safety supervisors, officers and dispatchers, all responsible for the enforcement of criminal and civil regulations and also protecting the property of the College and the property of its members.

REGISTRAR

The Office of the Registrar is responsible for handling student records. Among its many services are processing registration requests, scheduling classes and final exams, authorizing course additions and withdrawals, overseeing graduation requirements and maintaining official transcripts. The Office of Registrar is located in Diagnothian Hall and overseen by Registrar **Christine Yerkes**.

WRITERS HOUSE

The Philadelphia Alumni Writers House at Franklin & Marshall College provides a home for a great variety of writing-related programs and activities. As both a vibrant community of readers and writers, and a house at 633 College Avenue, the Writers House is a hub for curricular and programmatic innovation on campus and in the city, and it serves as a rich incubator for projects and events of all literary stripes. To implement this ambitious mission, the Writers House features programs and workshops ranging from creative writing, to academic scholarship, to experimental fiction, to broadcast media and journalism; hosts readings and intimate craft talks with eminent and emerging authors; supports student-initiated literary programs and publications; brings visiting writers into the Lancaster City Schools, and more.

The House is collaboratively led by “whcommune,” an ever-growing body of more than 300 students, faculty and professional staff from diverse academic departments and programs at the College, volunteers, alumni and members of the Lancaster community—all with the goal of advancing writers and reading to the forefront of campus and regional culture. The director is **Kerry Sherin Wright**.

WRITING CENTER

The Writing Center plays a critical role in the general education curriculum. Located on the second floor of Diagnothian Hall, the Center provides assistance and counseling for students working on college writing assignments—from short memos and longer analytic expository essays to lab reports and lengthy term papers. Students may also ask for consultations on oral presentations, in which they can receive advice on how to compose effective PowerPoint slides as well as feedback on full dress rehearsals. A trained staff of student Writing Assistants, who represent a wide range of majors

and career interests, helps students discuss and clarify their ideas and also improve their writing styles. Writing Center sessions can address any stage of the writing process, including interpretation of an assignment, formulation of a thesis, organization of supporting evidence and revision. The collaborative sessions can benefit any writer—from the first-year student writing a first college paper to the senior writing an honors thesis.

The Writing Center also offers in-class writing workshops to further encourage excellent writing across the curriculum. **Dr. Daniel Frick** directs the Writing Center.

CLUBS AND ORGANIZATIONS

Students are encouraged to participate in diverse extracurricular activities. Historically, the College recognizes more than 100 student clubs and organizations, including departmental and professional organizations; ethnic and lifestyle clubs; literary clubs; educational organizations; honorary societies; performing arts clubs; music and vocal groups; political advocacy groups; publications and media clubs; religious organizations; service groups; and other special interest groups. Students are encouraged to form new organizations to meet their own needs and the needs of our campus. The following is a selection of the clubs and organizations that are, or have been, at the College. For more information, please contact the Office of College Programs.

ACADEMIC CLUBS

Some student groups are associated with particular academic programs. These include the American Chemical Society, Anthropology Club, Geological Society, Government Club, Philosophy Club, Physics Club and the Pre-Vet Clubs. Also, clubs devoted to classical, English, French, German, Italian, Russian and Spanish cultures and language supplement language courses, provide community for speakers of foreign languages and engage other members of the community in new languages and cultures.

ARTISTIC GROUPS

Student-led artistic groups include the a capella singing groups Poor Richards, Sweet Ophelia and the Chessmen; Dance Team, and Dance Dance Revolution Club; and musical theater group F&M Players.

BROADCAST

WFNM, the College radio station, has studios in the College Center. WFNM broadcasts to the Lancaster community at 89.1 FM. Students work in music, news, sports, special features, production, engineering and broadcast management.

BEN'S UNDERGROUND

Ben's Underground is a student-run club/restaurant located below Marketplace Dining Hall. Five students manage the daily operation of this facility. Ben's programming includes student performances, live music, and a coffeehouse series. Ben's offers a wide variety of snack items for late-night visits; provides pool, foosball, poker tables and other games; houses televisions, DDR equipment and wireless internet.

CLUB SPORTS

Sport clubs provide an opportunity for students to compete at various levels of play against other colleges while still being student-initiated and organized with an emphasis on participation. Franklin & Marshall sport clubs include Men's and Women's Rugby, Equestrian, Men's Volleyball, Cheerleading, Ice Hockey, Cycling team, and Ultimate Frisbee.

COLLEGE ENTERTAINMENT COMMITTEE (CEC)

The CEC organizes a wide and well-balanced variety of high-quality, diverse entertainment and late-night alternatives in the interests of the Franklin & Marshall College community. Entertainment that CEC brings to campus includes movie nights, Taste of Lancaster events and trip to New York. The organization also promotes the development of students' leadership abilities through involvement in the Committee's professional atmosphere.

MULTICULTURAL GROUPS

Many different cultural traditions are represented within the student body. Student clubs representing this diversity include the African Club, African Dance Troupe, African Drumming Club, Black Student Union, Ciao Bella, East Asian Society, International Club, Mi Gente Latina, Russian and Eastern European Club and SANGAM (South Asian Club). These groups sponsor a variety of speakers, performances, exhibits, coffee hours, trips and other events, often in such contexts as the Hispanic festival, Black Cultural Arts Weekend, Martin Luther King, Jr., observance, Lunar New Year celebration, Diwali festival and International Day.

OTHER ROOM THEATER

The Other Room was a theater space just off campus (on North Mary Street) that has been renovated and updated to become a hip hangout for the Franklin & Marshall community. It's open six nights a week, has wireless internet service and a great sound and projection system, has regularly scheduled programmed events such as open mike nights and film nights and is available for student clubs to utilize for events.

POLITICAL AND SOCIAL ACTIVIST CLUBS

Students who wish to be politically active or who are simply interested in politics, government, or social activism can become involved in a variety of clubs. Organizations include College Democrats, College Republicans, Students Committed to Social Change, Amnesty International, Oxfam, Environmental Action Alliance, F&M Free Culture, Students for Animal Advocacy, College Students for Life and Students for Marriage Equality.

PUBLICATIONS

The *College Reporter* is a weekly student-edited newspaper. It contains current news, features, comments on student and national problems, satire and a lively "Letters to the Editor" section.

The Dispatch, a bi-weekly print and on-line journal, promotes free speech through

open discussion of a wide range of issues. A student-edited publication, it accepts well-written pieces from students, faculty, staff, administration and others.

Kituhwan is the Anthropology Club's annual journal of student papers in Anthropology.

Oriflamme is the College's award-winning, official yearbook. It is a student-designed and developed publication that appears each spring.

Plume is an annual journal of translations and original work in foreign languages by students, faculty and professional staff.

Prolog, a student literary and arts magazine, features poems, artwork, essays and short stories.

Epilogue is a compilation of student writing and art work comprised primarily of poetry and fiction.

STUDENTS FOR STUDENTS

Students for Students dedicate themselves to combating the problems that surround alcohol use and other social issues confronting high school and college students. This student improvisational troupe steps out of the bounds of traditional education and confronts problematic issues head on, by the students, for the students.

THE ARTS

MUSICAL PERFORMANCE

The Music Department's performing ensembles include choruses and instrumental ensembles for which college credit is offered. The Franklin & Marshall College Chorus concentrates on the masterpieces of the choral repertory. The select Chamber Singers performs music of many styles and periods for smaller vocal ensemble. The choral ensembles, under the direction of **William B. Wright**, each perform at least twice a year and are open to all members of the College community by audition at the beginning of each semester.

Instrumental ensembles, directed by **Brian Norcross**, include the Franklin & Marshall Orchestra (combining the strengths of the student body and the Lancaster community) and the Symphonic Wind Ensemble (which performs literature for both the full ensemble and chamber groups). In addition, the Jazz Band and Chamber Music Society provide opportunities for exploration of more specialized repertoires appropriate to their respective instrumentation and style. Each ensemble performs at least three times a year. The instrumental music program has a commitment to performing music from a variety of periods, with particular interest in premieres of new music. The department also offers a pep band for athletic events. All the ensembles are open to those who are willing to make a commitment and have an interest in making instrumental music.

In addition to private lessons for academic credit, the Music Department administers the Artist-Teacher Program to provide co-curricular private study in applied music. The teachers perform on campus and assist students in the presentation of solo and group recitals. For more information and to ensure a place in the program, students should contact the Music Department before the semester begins.

The Poor Richards is a group of students who sing mixed chorus arrangements. In addition, the Chessmen, an all-male a cappella group and Sweet Ophelia, an all-female

a cappella group, both sing a variety of songs that are often arranged by the student members. The groups perform regularly on campus, locally before alumni and civic meetings and at other colleges and universities.

The F&M Players, a student group, directs its own musical comedy.

Sound Horizons, a concert series, offers a broad musical spectrum from the classical repertoire. Programs are held in the Ann and Richard Barshinger Center for Musical Arts in Hensel Hall.

THEATRICAL PERFORMANCE

Each year, Franklin & Marshall sponsors theatrical performances that are impressive in scope and quality. Performances may be professional or may be student work sponsored by the Theater, Dance and Film Department.

The Roschel Performing Arts Center is the main-stage theater for the Department of Theater, Dance and Film. Performances in the Schnader Theater presented in the Roschel Center are directed and designed by faculty members, with cast and crew selected by audition from the student body. The Green Room Theatre presents productions by both students and faculty, usually in a less formal, experimental context. Course credit is available for some participation in theater productions.

DANCE PERFORMANCE

Franklin & Marshall's Dance Programs sponsors full-scale dance productions throughout the year in the Schnader Theater, Roschel Center and Green Room Theatre, as well as performance exchanges with dance programs at other area colleges.

Residencies by major guest-artists include six to eight Master Classes in various dance styles throughout the year, workshops in dance reconstruction, lecture-demonstrations and guest performances. Two dance studios in the Roschel Center serve as classrooms and rehearsal spaces and the larger studio doubles as a fully functional theater for small dance productions. Additionally, the Franklin & Marshall Dance Company, Dance Club and Dance Team offer numerous opportunities for student choreography, performance and support of dance activities.

FILM PRODUCTION

In addition to the regular video production courses offered by the Film Program, a student video/media club sponsors and supports extracurricular student video production with its own pool of digital equipment. Student video productions are shown in the Green Room Theatre. Other opportunities for video production include live multiple-camera recordings of all main-stage productions, regular stage-screen and dance-video collaborations and a pioneering community media laboratory.

LITERARY MAGAZINES

Prolog is Franklin & Marshall College's Literary and Arts Magazine, open to submissions from any students enrolled at the College. It bi-annually publishes works of fiction, poetry, creative non-fiction and art. The student editorial staff elects published authors and professional artists to choose outstanding submissions for awards.

Plume is Franklin & Marshall College's Foreign Language Literary magazine, open to submissions from any members of the College and its community. It publishes

a magazine each spring containing poems and short stories in diverse languages with English translations accompanying each.

VISUAL ART DISPLAYS

The Phillips Museum, located on three floors of the Steinman College Center, houses three distinct interconnected galleries. The Dana Gallery, located on the street level, displays traveling exhibits as well as objects from the permanent collection; the Rothman Gallery, located on the level below, features Franklin & Marshall's outstanding collection of Pennsylvania folk art; and the Curriculum Gallery, on the lowest level of the College Center, offers both students and faculty a flexible space to display as well as to examine and study art.

COLLEGE GOVERNANCE AND ADMINISTRATION

Franklin & Marshall College operates under the overall jurisdiction of the Board of Trustees. Three linked but largely discrete branches of governance are centered in the administration, the faculty and the student body. The committees and other decision-making bodies in each branch are organized in different ways, according to their responsibilities and the source of their authority.

The administration reports to the President through Senior Management.

Of the College's many committees, only those including student members are mentioned below. For more information, contact the Diplomatic Congress or the Office of the Dean of the College.

TRUSTEE COMMITTEES

The **Academic Investments Committee** provides direction on strategic plan activities that involve academic initiatives to strengthen the liberal arts experience at the College. 2 students

The **Advancement Committee** provides policy guidance and oversight for the College's alumni, development and communications activities. 2 students

The **Career Services Committee** is primarily responsible for providing leadership, direction and counsel to ensure that effective and appropriate strategies are used in the career services area to result in employment opportunities for students. These strategies include close cooperation with alumni and parents programs and involve both opportunities for internships and also initiatives for students in all four years of enrollment that result in viable career alternatives upon graduation. 2 students

The **Civic Engagement Committee** provides direction on strategic plan initiatives that involve the College's interactions and outreach to the neighborhoods surrounding the campus and the city of Lancaster. 2 students

The **Enrollment Committee** provides leadership, direction and counsel to ensure that sufficient tuition revenue is generated to meet fiscal year budget requirements and to facilitate long-range enrollment management strategies. 2 students

The **External Relations Committee** develops methods of raising awareness of the College in identified geographical areas, including the College's identity and development of communications plans with Admission. 2 students

The **Facilities Planning and Public Safety Committee** monitors the implementation of the College's Campus Master Plan and the Public Safety program. 2 students

The **Quality of Campus Life Committee** is concerned with services that enhance the overall ethos of campus life and students' lives inside and outside the classroom and that complement and support the academic mission of the College. 2 students

COLLEGE STANDING COMMITTEES

The **Budget Priorities Committee** (BPC) studies the resources of the College in consultation with the President and advises the President concerning the allocation of resources among competing needs in accordance with the College's long-range plans. 2 students

The **Educational Policy Committee** (EPC) addresses major curricular policy

issues, plans and coordinates the curriculum, articulates curricular goals, provides leadership, encourages innovation and advises the Provost about academic staffing. 2 students

FACULTY COUNCIL COMMITTEES

Faculty Council, the faculty's elected legislative body that sets the agenda for faculty meetings and conducts the faculty's business either directly or through appointed committees, appoints numerous committees, including the following:

The **Committee on Academic Status** (CAS) recommends and implements policies which affect academic standing, dismissal and petitions to exemptions for academic policy. 2 students

The **Committee on Academic Technology** (CAT) promotes an environment in which computers and computing and media technologies are used appropriately and effectively in the College's academic programs. 2 students

The **Committee on Admission** advises the Dean of Admission on long-range admission policies and procedures and articulates faculty priorities for the next incoming class. 2 students

The **Committee on Athletics and Recreation** advises the Director of Athletics on appropriate ways to relate athletic, social and academic life. 2 students

The **Committee on the Quality of Campus Life** advises the directors of several administrative offices on policies governing the availability and effectiveness of student educational services, e.g. academic advising, counseling, career services, the registrar and first-year programs. 2 students

The **Committee on Grants** (COG) reviews and evaluates student and faculty proposals for College funds for research and allocates available funds. 1 student

The **Committee on the Library** reviews and monitors policies of operation of the Library that affect its effectiveness as an educational resource. 2 students

The **Committee on Student Conduct** interprets the rules of conduct for the student body and dispenses judgments regarding breaches of those rules. 4 students (one is chair)

The **Curriculum Sub-Committee** (CSC) reviews new course proposals, changes in major requirements and curricular matters related to Foundations and the First-Year Seminar program. 2 students

PRESIDENTIAL COMMITTEES

The President currently appoints one committee with student representation:

The **Public Safety Advisory Committee** is charged with overseeing continuing efforts to improve the safety of our campus and surrounding neighborhoods and identifies additional steps that can be taken to improve F&M's public safety environment. 2 students

COMMITTEES APPOINTED BY THE PROVOST

The Provost and Dean of the Faculty, in collaboration with Faculty Council, appoints the following committees with student representation:

The **Campus Advisory on Workplace Safety** functions as a coordinating body for assessing and responding to workplace safety issues in order to reduce overall exposure by employees to accidents and work-related injuries/illnesses. 2 students

The **Campus Sustainability Committee** works to establish short- and long-term

goals for the incorporation of environmentally, economically and socially sustainable practices into the life of the College community. 4 students

The **College Exhibitions Advisory Committee** coordinates on-campus art exhibits and ensures that appropriate exhibits of exceptional quality are presented on a regular basis. 2 students

The **Committee on Information Technology** advises the College's chief information technology officer in the coordination of technology development between the College Library and Computing Services. 2 students

The **Concert Committee** selects artists to present concerts on campus in the Sound Horizons series. 1 student

The **Committee on Fair Practices** reviews the College's goals, programs and actions to determine if they accord with stated policies against discriminating on the basis of race, religion, color, age, gender, sexual orientation, physical handicap and national or ethnic origin and to insure that they give attention to the special needs of women and minorities. 2 students

The **Common Hour Committee** oversees programming of campus-wide events during the College's weekly common hour. 3 students

The **International and Off-Campus Study Advisory Committee (IOCS)** offers direction and guidance concerning international and domestic off-campus study, approves new programs and exchange agreements and monitors the recommended off-campus program list. 2 students

The **Mueller Fellowship Committee** recommends, selects, invites and plans for a 3-day visit of a distinguished Mueller Fellow each year to meet with students and faculty in classes and seminars. 2 students

The **Greek Life New Member Education Review Board** oversees the interpretation and implementation of the guidelines relating to rush and Greek life new member education. 3 students

The **Roschel Center Advisory Committee**, in collaboration with the Department of Theatre, Dance and Film, is responsible for developing and scheduling events for The Roschel Performing Arts Center. 2 students

The **Bonchek Faculty Advisory Committee** presents programs that introduce students and the broader community to the essential role of rational thought and the scientific method in the study of and discussion of major social, economic and political questions. 2 students

DECLARATION OF STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES

PREAMBLE

Franklin & Marshall College is a scholarly community whose aim is to create an environment for humane learning. Toward this end, students and faculty working together in close relationship pursue not only knowledge but also wisdom. In their mutual devotion to intellectual discovery, each stimulates the other. The prerequisite for the continuing success of this endeavor is academic freedom—the freedom to teach and learn. As full members of the College community, therefore, students, like faculty, are encouraged to develop their capacity for critical judgment and to engage in a sustained and independent search for truth. The rights, freedoms and responsibilities of students outlined below are essentials for the realization of this goal.

Academic freedom depends for its vitality upon appropriate conditions in the classroom, on the campus and in the larger community. The responsibility to secure and maintain these conditions is shared by students, faculty and administration.

FREEDOM OF ACCESS TO HIGHER EDUCATION

The character of an institution of higher learning finds expression in the criteria it applies in offering admission to prospective students and these criteria become significant factors in the safeguards of appropriate freedoms of students on campus. It is therefore appropriate that they receive mention in this document.

Franklin & Marshall is a selective college. It chooses to offer admission to students who are intellectually well qualified and highly motivated and whose presence in the campus community can be expected to contribute to a desired diversity of interests, talents and backgrounds. No applicant is denied admission on the basis of race, color, creed, sex, physical handicap, or other factors that have no bearing on a candidate's potential academic success. Admission is competitive and limited by the availability of facilities, programs and other resources of the College.

The quality of a student's academic record in secondary school is the most important criterion for admission. Other factors evaluated in the selection process are test scores, recommendations, participation in co-curricular activities and information concerning the student's personality and character.

Subject to reasonable regulations and the rules of the College, the facilities and services of Franklin & Marshall College are open to all enrolled students. Students may only pledge and belong to Greek organizations recognized by the College. Pledging eligibility is described in the Recognition Guidelines for Greek Organizations.

IN THE CLASSROOM

Members of the Franklin & Marshall College faculty, in the classroom and in conference, are expected to encourage free inquiry. Student performance is to be evaluated solely on an academic basis, not on opinion or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression

Students are responsible for learning and demonstrating an understanding of the content of any course of study in which they enroll. Furthermore, students are free to express careful and reasoned criticism of data and opinion offered in any such course.

B. Appeal of a Grade by Students (See the *Catalog*)

C. Protection Against Improper Disclosure

Information about student views, beliefs and political associations which professors, administrators and staff acquired in the course of their work is to be considered confidential. Protection against improper disclosure of this information is a serious professional obligation. As committee members or as employees of the College, students also may often find themselves obligated to avoid improper disclosure of confidential personal information.

Judgments of personality, ability and character of students may be provided by faculty or administrators under appropriate circumstance. Normally, responses to requests for references are to be made with the knowledge or consent of the student, although the substance of such response may be held confidential. In listing references on graduate school applications, job applications, etc., it is the individual student's responsibility to obtain permission from his or her recommenders to use their names and to give those persons permission to release personal information about him or her.

It is recognized that judgment on the part of College faculty members and administrative officers is called upon in responding to inquiries. The College wishes to be helpful to its students in career opportunities or employment, but it carries a moral and professional obligation to be complete and candid in evaluations. It may also on occasion be appropriate for the College to respond to inquiries about a student without a formal authorization from the student; a student applying for a sensitive governmental post, for example, does so in the knowledge that his or her background will be investigated and therefore can be assumed to have given consent to respond to inquiries. College officials may thus feel free to respond to such inquiries but need not feel obligated to do so.

In virtually no situation, however, will College records be opened to inspection by inquirers or investigators except under legal compulsion. Information other than the student's attendance dates at the College, degrees earned, or home or local addresses is normally not made available unless permission has been received from the student or in cases in which the safety of persons or property may be endangered. If in response to subpoena the College is required to release information from any records, the College will endeavor to inform the student.

STUDENT RECORDS

Franklin & Marshall College has a policy of maintaining complete academic, disciplinary, health and financial records for its students. The recording of such information is necessary to protect the rights of both the student and the College, and while the student is in residence or consulting the College about his or her plans, such records are valuable in the College's basic purpose of facilitating the student's development as an educated person.

The College is mindful that student records in general should be held in a relationship of confidentiality between the student and the institution. Although students may not request that a record be withdrawn, destroyed, or improperly altered, they may appropriately expect the College to release confidential information only with

their prior knowledge and consent, except under unusual circumstances described above in Section II, C, "Protection Against Improper Disclosure." In the many other circumstances in which inquiry may be made about students or alumni by students, their parents, prospective employers, other institutions, governmental agencies, faculty, administrative officers and philanthropic and research organizations, the College normally follows guidelines established in 1976 by the American Association of Collegiate Registrars and Admissions Officers.

In addition, the College currently observes these safeguards:

Formal academic records and official transcripts (including actions which may affect a student's eligibility for re-admission to the College) are maintained separately from notes of counseling interviews, disciplinary records and other kinds of personal information.

Records of committee proceedings in disciplinary cases and the record of disciplinary actions, per se, may be kept for undetermined periods for College purposes or research.

The confidentiality of health and counseling services is inviolable, subject only to provisions of law and professional ethics.

STUDENT LIFE

Franklin & Marshall College recognizes that, in the interest of preserving students' freedoms, certain standards must be maintained in student affairs. The College recognizes the following criteria related to freedom of association and freedom of inquiry and expression:

A. Freedom of Association

The College places few limitations on the private affiliations of students. Students are also free to organize and join associations in the legitimate pursuit of their common and private interests.

It is recognized that student associations may appropriately be affiliated with extramural organizations.

These conditions are considered appropriate for all student associations at Franklin & Marshall College:

1. Membership, policies and actions are determined by persons who are bona fide members of the College community.
2. Each organization is free to choose its own adviser from the faculty, staff, or administration of the College. Advisers counsel organizations in the exercise of responsibility but do not have authority to control their policies or monetary actions.
3. Organizations furnish a statement of purpose, criteria for membership and a current list of officers.
4. Organizations must not restrict membership because of race, religion, color, gender, sexual orientation, physical handicap, or national or ethnic origin, except that religious qualifications may be required by organizations whose aims are primarily sectarian, and except that some Greek organizations have unique characteristics requiring single gender membership.

To be eligible for consideration and a favorable recommendation by Club Council for subsidy by the College and to enjoy free use of College facilities, a student organization must meet the foregoing conditions.

Individuals or groups which do not meet these criteria may also apply to Club

Council for special funds to support an event or project which benefits the entire College community. Since funds are limited, they should be applied for as early as possible in the semester.

B. Freedom of Inquiry and Expression

1. Franklin & Marshall College students and student organizations are free to discuss all questions of interest to them and to express opinions publicly and privately. At the same time, it must be emphasized that, in the public expression or demonstrations of students or student organizations, they are speaking only for themselves.
2. Franklin & Marshall students may invite and hear any guest speaker or presentation that they choose. A routine procedure for the scheduling of facilities and preparation for the event is required. The College is obligated not to use institutional control of campus facilities as a device of censorship. It is recognized, however, that campus events are intended primarily for the edification of members of the College; therefore, such events must be open to the full College community, although it is not obligatory upon the College to permit the public or the press to be in an audience. The College also reserves such authority as is necessary to provide for the health and safety of its members and invited visitors. The sponsorship of guest speakers by the College or a student organization does not necessarily imply approval or endorsement of the views expressed, either by the College or the student organization.
3. In expression of their views in any manner, students share in the responsibility for maintaining the orderly processes of the academic community and the greater society. The policy with respect to disruption is stated below under "Disruptions of the Academic Process" and in actions of the Board of Trustees.
4. Posting and chalking on our campus are not rights; they are privileges open only to members of the community. Non-College-affiliated individuals and commercial enterprises may not freely post or chalk messages on campus. Posting is permitted only on certain exterior and interior areas of campus. All exposed sidewalks on campus are available for chalking. Chalking should be done in washable chalk or pastels. No permanent paint, markers, or other items may be used for sidewalk chalking. Postings are not permitted in areas where they could be potentially dangerous, destructive, or difficult to remove. Messages that contain abusive language, threats, fighting words, or obscenities will be removed, as will all messages, regardless of content, that appear in prohibited locations or that fail to comply with other relevant restrictions. For more detailed information on these policies, see the Office of College Programs.

The posting of signs on the sidewalk should be limited to the following areas:

- a. East, west and south entrances of the Steinman College Center
- b. The west entrance to Stager Hall
- c. The entrances to and the exits from the Dining Hall at Ben Franklin out into the Quad
- d. The front of Old Main
- e. College House entries

All sidewalk postings should be 8 1/2 x 11"; any larger signs need to be approved by the Office of College Programs beforehand. Biodegradable tape

or water-soluble glue should be used. Clubs, organizations and recognized Greek Organizations must submit a copy of their flyers to the Office of College Programs with name and phone number on it before posting the flyers on campus. It is the group's responsibility to remove the sidewalk postings within 48 hours of the event or be subject to a fine for the cost of removing the overdue or inappropriately placed postings. Please refer to the Student Leader Guidebook for additional details.

C. Student Participation in Governance

Franklin & Marshall College observes a form of collegial responsibility in the governance of academic and other campus affairs. The College encourages student participation in campus governance, particularly through the processes of the Student Senate and its committees.

OFF-CAMPUS FREEDOMS OF STUDENTS

A. Exercise of Rights of Citizenship

As citizens, students have the same freedoms other citizens enjoy, and they also carry the same obligations and responsibilities as other citizens. Students are also members of the academic community, and they are subject to the obligations imposed by membership in that community and enjoy such privileges as accrue by reason of such membership.

Faculty members and administrative officials are obliged to insure that institutional powers are not misused to inhibit the legitimate exercise of rights of citizenship either on or off campus.

B. Institutional Authority and Civil Penalties

Activities of students may upon occasion result in violation of the law, and students who violate the law may incur penalties prescribed by civil authorities. College officials stand prepared to apprise students of sources of legal counsel and may offer assistance. Students apprehended by College officials in offenses of a criminal nature can expect that such cases will be referred to the civil authorities.

The College does not use its institutional authority merely to duplicate the function of civil courts, but it is recognized that in committing a violation of law, a student may also have violated institutional regulations and therefore be subject to institutional sanctions as well as civil penalty. The College, through the Committee on Student Conduct or administrative intervention, reserves the right to review each such violation brought to the College's attention to determine whether the academic community is distinctly and clearly affected under the College's regulations, outlined in the *College Life Manual* and other official publications of the College, and if it finds in the affirmative, it may appropriately assert jurisdiction in the aspect of the case.

It is understood that a student who incidentally violates institutional obligations (such as requirements of class attendance) in the course of off-campus activity shall be subject to no greater penalty for such violations than would normally be imposed.

COLLEGE POLICIES

STUDENT CODE

Within the limitations that govern an ordered intellectual community, the College accords students freedom of inquiry, expression and action. Freedom is not interpreted as license, for a corollary of freedom in a democratic society is responsibility. Each student, therefore, is expected to assume the obligations of responsible citizenship in the College community.

Attendance at Franklin & Marshall College is a privilege, not a right. The College reserves the right to impose discipline up to and including expulsion from the College when it determines that a student has engaged in conduct inconsistent with institutional regulations or objectives of the College, whether that conduct occurs on or off the College Campus.

Citizenship in the Franklin & Marshall community requires respect for the dignity and rights of each individual, respect for public and personal property and personal and academic honesty.

Students are expected to obey all the laws and ordinances of the United States of America, the Commonwealth of Pennsylvania and the City of Lancaster.

Since regulations are necessary in any community, guidelines have been established in the form of a *Student Code* that accords students the greatest possible freedom consistent with the welfare of other students and the College. Violation of this *Code* subjects a student to disciplinary action, which may result in his or her dismissal from the College.

The College's judicial proceedings (administrative or Committee on Student Conduct) are designed to determine a student's status in the College community and whether discipline for a violation of the *Student Code* should be imposed. Judicial proceedings are not designed for, nor intended to be, a determination of liability under Civil or Criminal Law.

The College also expects all of its student groups and organizations to follow College policies as well as local, state and federal laws and regulations. Groups and their officers and members failing to do so are subject to College as well as civil penalties.

PROSCRIBED CONDUCT

A student who is found to have committed any of the following acts, or is found to have aided, abetted, or assisted any other person in committing any of the following acts, while on or off the College Campus, or has been charged and/or found guilty of a misdemeanor or felony in or outside Lancaster County, shall be subject to sanctions authorized by this *Code*. Elected and appointed leaders of student organizations and athletic teams may be held accountable for the behavior of the group as a whole or of individual members acting for the group. Prohibited acts include:

1. **Academic Misconduct.** This includes but is not limited to all forms of cheating and plagiarism. Academic misconduct includes but is not limited to providing or receiving assistance in a manner not authorized by an instructor in the creation of work to be submitted for academic evaluation including papers, projects and examinations; presenting, as one's own, the ideas or words of another person or persons for academic evaluation without proper acknowledgment; and infringing upon the rights of others to fair and equal access to library

materials. The College relies upon a variety of means to uphold the principles of academic integrity, including the use of services to evaluate papers for plagiarism. *Students are reminded that a concern of academic dishonesty will be based on what the student submits for evaluation, not what they intended to submit.* See “Academic Honesty,” in the *Catalog*, for further explanation.

2. **Disrupting or Impeding Classes, Laboratories, Seminars, Research Projects, or Other Academic or Co-curricular Activities of the College** (see p. 49).
3. **Computer Abuse.** This includes but is not limited to violations of the Responsible Computing Standards, plagiarism of programs, misuse of computer files, unauthorized destruction of files, possession of unauthorized passwords, illegal use of software, disruptive or annoying behavior on the computer or network, or activities which impede the use or enjoyment of the computer or network by others.
4. **Actual or Threatened Physical Assault or Intentional or Reckless Conduct Resulting in Injury to Persons or Unreasonable Risk of Such Injury.** Conduct likely to constitute assault includes but is not limited to violence against another and excessive force in self-defense.
5. **Sexual Misconduct** includes but is not limited to any non-consensual sexual contact, including any improper touching and/or penetration of intimate body parts; exposing oneself or engaging in other conduct of an improper sexual nature; and looking at or photographing another person who is naked or in a stage of undress without his or her knowledge and/or permission. A person who is incapacitated (which includes being under the influence of alcohol or other drugs), asleep, physically helpless, mentally disabled, or unconscious is considered unable to give consent.
6. **Harassment or Intimidation.** This includes but is not limited to threatening to commit crimes against persons or their property and other conduct intended to cause inconvenience, annoyance, or alarm. Conduct likely to constitute harassment and/or intimidation includes but is not limited to exhibiting, distributing, posting, or advertising publicly offensive, indecent, or abusive matter concerning any person or group of persons in the College community; employing racial, sexual, ethnic, sexual orientation, religious, or personal slurs or epithets; engaging in sexual harassment; and taking pictures of others in settings such as bathrooms or locker rooms without their permission and or knowledge.
7. **Unauthorized membership.** This includes but is not limited to rushing, pledging, joining, or maintaining membership in a Greek organization that is not recognized by the College. It also includes living in a house or apartment run by or on behalf of an unrecognized Greek organization.
8. **Hazing.** Hazing is a violation of College Policy and Pennsylvania State law. This includes but is not limited to behaviors occurring on or off campus that are physically, emotionally, or psychologically humiliating or abusive toward an individual or selected group of individuals as part of the process of gaining entrance or acceptance into an established group, team, or organization—the “willingness” of the student to participate in said activity notwithstanding. Hazing also includes but is not limited to subjecting an individual to extreme mental stress or encouraging or requiring willful destruction or removal of public or private property for the purpose of initiation or admission into, affiliation with, or as a condition of continued membership in any organization.

9. **Possession and/or Use of Firearms, Fireworks, Dangerous Weapons and Illegal Use or Possession of Hazardous Substances.** The College is unwilling to allow even the presence of weapons. While some objects or substances are clearly dangerous, this offense includes the dangerous use of items or substances not customarily considered dangerous weapons. See also “Weapons Policy.”
10. **Sale, Possession, or Use of Illegal Drugs, Controlled Substances, Other’s Prescription Drugs, or Drug Paraphernalia.** Such controlled substances include but are not limited to barbiturates, hallucinogens, amphetamines, narcotics, cocaine, or marijuana. See “General Policy Concerning Drugs.”
11. **Violation of the College’s General Alcohol Policy.** See “General Alcohol Policy.”
12. **Behavior or Activities Which Recklessly or Intentionally Endanger the Safety of Oneself or Others.** This includes but is not limited to self-destructive behavior; placing oneself in harms way; arson; and tampering with, damaging, or misusing fire safety equipment.
13. **Making False Statements.** Includes but is not limited to making false statements in petitions, requests, disciplinary proceedings, or other matters of record in the academic or nonacademic transactions with officials of the College and in College publications.
14. **Disorderly Conduct.** This includes but is not limited to intentional conduct that has the effect of unreasonably disrupting the life of or interfering with the activities of persons or groups in the College community.
15. **Damage to Property.** This includes damage, destruction, or defacement of College property or property of any person in the College community as a result of a deliberate action or as a result of reckless or imprudent behavior.
16. **Theft of or Unauthorized Use of Property.** This includes but is not limited to theft or unauthorized use of property or possession of stolen property, including College property or property of a member of the College or greater community.
17. **Misuse of College Documents** includes forging, transferring, altering, or otherwise misusing any College document or record.
18. **Unauthorized Presence in or Forcible Entry into a College Facility or College-Related Premises.**
19. **Violation of the Terms of the Room and Food Service Contract.** See “College House Policies.”
20. **Possession or production of false identification cards or other false documents.**
21. **Failure to Identify Oneself When Requested by Person(s) in Authority Who Are in the Process of Discharging Their Responsibilities.**
22. **Failure to Comply with Reasonable Requests When Made by Person(s) in Authority Who Are in the Process of Discharging Their Responsibilities.**
23. **False Reporting of Emergency** includes false alarms, unwarranted activation of emergency telephones, or the false report of a bomb, fire, or other emergency in any building, structure, or facility.
24. **Misuse of Telephone.** This includes but is not limited to making or assisting in making unauthorized telephone calls or misuse or abuse of telephone or communications equipment.
25. **Misappropriation or Misuse of Student Organization Funds or Property of the College or of Any Student Organization.**

26. **Unauthorized Gambling, Including Bookmaking, Lottery Selling, or Operating Games of Chance.**
27. **Unauthorized Use or Possession of Keys.** This includes but is not limited to use or possession of any College key without proper authorization and duplication of College keys.
28. **Violation of any of the Restrictions, Conditions, or Terms of Any Sanctions Resulting from a Disciplinary Hearing Previously Held by the Committee on Student Conduct or Resulting from Administrative Action.**
29. **Disruptive Behavior.** This includes but is not limited to behavior which is disruptive; behavior which is unmindful of others' rights to live and work in an environment free of excessive noise; or behavior which deliberately disrupts living arrangements, for example, attempts to force a roommate to move out of a room or to prevent a potential roommate from moving in.
30. **Failure to comply with rulings of the College House Dispute Resolution Council.**
31. **Failure to comply with the College's motor vehicle registration and parking policies.**

DISCIPLINARY PROCEEDINGS

A. Investigation of Student Misconduct

1. *Student Rights*

When the Office of the Dean of the College conducts an investigation of allegations of student misconduct, the student or students who are questioned will be informed of procedural safeguards afforded to them under the *Student Code*, namely:

- that this is an official investigation and notes will be taken by the investigative officers;
- what alleged incident the College is investigating;
- that all the investigative meeting and its contents are confidential, and that any breach of confidentiality by a student can result in disciplinary action being taken against him or her;
- that as a result of the investigation, they or other students might be charged with violation(s) of the *Student Code*;
- that as a result of the investigation, they may need to appear as a chargee or a witness at a Committee on Student Conduct Hearing.

2. *Investigative Process*

Care will be taken by the College representatives to avoid coercion in the process of gathering information about the alleged violations. However, since investigations are conducted in regard to potentially serious violations of the *Student Code*, which often involve concerns for the safety of others, students will be strongly encouraged to provide all potentially helpful information known to them.

All of the rights of the individual are important, but the rights of the community and victims are also important. In an effort to uphold community standards and to ensure enforcement of the *Student Code*, students who are not perceived to be truthful or forthcoming may be pressed for more information. Students involved in the investigation will also be reminded that the *Student Code* requires that they be truthful at all times. Failure to do so may result in being charged with violation of the *Student Code*, **Item 13. Making False**

Statements, which could increase the penalty if they are later charged and found in violation of the *Student Code*, or may result in a disciplinary charge even if they are not directly involved in the original incident. Investigative meetings are closed meetings and only the investigating officers and the involved student(s) can be present.

3. *Investigative Officers*

Investigative officers receive additional training regarding the administration of investigations. Investigative officers do not make decisions regarding the disciplinary outcomes; those decisions are made by the Dean of the College, the Senior Associate Dean of the College, or the Committee on Student Conduct, based on the investigative officers' report and other relevant information.

4. *Searches*

a. *Search by Civil Authorities.* Except under extreme circumstances, College premises* occupied by students and the personal possessions of students will not be searched by civil authorities without the authorization of the College or judicial authority unless the student consents to the search. While civil authorities may ask College officials to be present during a search authorized by appropriate order, the College has no authority to contest such a search.

b. *Search by College Authorities.* For College premises*, application must be made to the Dean of the College before a search is conducted. This application must specify the reasons for the search and the particular objects or information sought. The student should be present, if possible, during the search. Normally, the College may not remove a student's personal property from the student's room, but this provision shall not be interpreted to permit or excuse the use or storage in the student's room of equipment, property, or materials disallowed in the Room and Food Service Contract or policy statements of the College.

* For purposes of section #4, College Premises shall include all College owned properties as well as College Row Apartments, College Hill Apartments, JSP Houses and College Approved Landlord properties in which Franklin & Marshall students reside.

5. *Responsibilities of Residents*

The obligations of students with respect to residence in College facilities are described below under "Residential and Dining Programs" and are set out in detail in the Room and Food Service Contract signed by each student resident before taking occupancy of a room. The Contract provides for the right of entry of College officers, agents and employees "for the purpose of examining the condition (of the room), making such repairs as the College may see fit to make, inspection for health or safety reasons, or enforcement of this contract."

6. *Greek Housing*

The health and welfare of students are of paramount importance. In order to be assured that the students are living and congregating in safe surroundings, the College reserves the right to request and be granted permission to inspect Greek Houses. The College will also require annual reports from Greek organizations establishing that they are satisfying state and local government codes.

B. Committee on Student Conduct Hearing Procedures

Any member of the College community (student, faculty, or professional staff) may

seek to have a case heard by the Committee on Student Conduct by referral of the case to the Dean of the College or the Senior Associate Dean of the College. The Dean of the College or the Senior Associate Dean of the College shall make a determination of whether the matter warrants a referral to the Committee. Should the Dean of the College or the Senior Associate Dean of the College decide that the alleged misconduct does not warrant or is not appropriate for Committee consideration, then the person initiating the charges may petition the President to refer the matter to the Committee. Such petition must be filed in writing within ten days of the decision of the Dean of the College or the Senior Associate Dean of the College unless additional time to prepare the petition is granted by the Dean of the College or the Senior Associate Dean of the College. The decision of the President on whether the matter should be referred to the Committee shall be final.

The Dean of the College and the Senior Associate Dean of the College are also authorized to refer any matter to the Committee without regard to whether the matter was raised by a source outside the Office of the Dean of the College.

When misconduct may result in serious penalties (suspension or expulsion), the Dean of the College or the Senior Associate Dean of the College will normally refer the case to the Committee on Student Conduct. The Dean of the College or the Senior Associate Dean of the College may impose discipline without referral to the Committee.

The object of these procedures is to provide a fair process that enables the College to have a reasonable opportunity to obtain the facts. A hearing is not a trial, and these procedures should not be followed mechanically without consideration of the circumstances. No failure to follow these procedures will be the basis to change a disciplinary decision unless it has resulted in prejudice to the individual or individuals involved. In unusual circumstances, the Dean of the College and the Senior Associate Dean of the College have the authority to specify alternative procedures for deciding matters of student discipline.

A student accused of academic misconduct may not drop the course in question until the student has been cleared of any academic misconduct.

The Committee on Student Conduct has jurisdiction in cases of academic and non-academic misconduct of individuals and recognized student organizations. The Committee observes these procedural safeguards:

1. The Senior Associate Dean of the College or designee will meet with the accused student to discuss the alleged misconduct prior to the hearing. At the pre-hearing interview the student will be advised of the charges against him or her, the procedures followed by the Committee, the *Student Code* and the student's responsibilities in the hearing process.
2. The student will be informed in writing of the charges against him or her and that it is the student's responsibility to present his or her case before the Committee at least five (5) working days before the scheduled hearing date to insure opportunity to prepare for the hearing. The specific time and location of the meeting will normally be stated in this notice.
3. Statements written by those who referred the matter to the Office of the Dean of the College or the Committee on Student Conduct will be shared with the accused student prior to the hearing.
4. The student will be informed of the right to choose and be assisted in the hearing by an adviser who must be a member of the immediate College community. The adviser may be present at the hearing and will be given copies of pre-hearing documents that were given to the student. The adviser may not

address the Chair, the Senior Associate Dean of the College or designee, the Committee, or other persons at the hearing unless granted permission to do so by the Chair or the Senior Associate Dean of the College or designee, or unless the student asks the adviser to make either the opening or closing statement on behalf of and instead of the student. The roles of the adviser will be to assist the student in preparing for the hearing, to assist the student in preparation of a written statement should one be appropriate and to consult with the accused during the questioning of the accused student. It is highly recommended that the adviser meet with the Senior Associate Dean of the College or designee prior to the hearing. The Committee may elect to authorize other advisers for the hearing participants at its discretion.

5. No member of the Committee on Student Conduct who feels he or she cannot be impartial or who has an immediate interest in a particular case may sit in judgment or be present during the proceedings.
6. Students may question the impartiality of a member of the Committee prior to the hearing. To do so, they must state their concerns in writing to the Chair. The Chair will then consult with the member in question. The final decision rests jointly with the Chair and the member in question.
7. All hearings are closed though the Committee may authorize the attendance of any person it believes may serve a legitimate purpose in the hearing process.
8. The Committee will attempt to conduct all phases of the hearing during one session.
9. The Committee will not consider written or oral statements against the student unless the student has been made fully aware of their content and of the names of those who made them, and unless the student has been given the opportunity to rebut unfavorable inferences which might otherwise be drawn. At the hearing witnesses may be called by the Committee, by those who referred the matter to the Committee, and by the accused student(s). The Committee has the discretion to determine which witnesses and what evidence it will hear to provide the charged with a fair hearing. The student's list of requested witnesses and any written information being submitted by the student for the Committee's review must be submitted to the Senior Associate Dean of the College or designee at least two (2) working days prior to the hearing.
10. At the hearing, witnesses to fact are heard. The student then gives an accounting of the circumstances leading to the allegations. The Committee queries witnesses and then the student, who has the right to question the witnesses after the Committee.
11. The Committee deliberates in private after hearing all evidence, being careful not to violate the procedures of this document. In making its final decision the Committee will review all of the information and determine whether it is "more likely than not" that the accused student is in violation of any part of the *Student Code*. The Committee must first determine if the accused is in violation of any part of the *Student Code*. If the student is found to be in violation, the Committee will decide on an appropriate sanction. At this time, background information may be brought to the Committee's attention to assist it in determining an appropriate sanction. In determining the appropriate sanction, the student's entire conduct record may be considered.
12. Once the Committee completes deliberation, the student is immediately informed of its decision orally. Within four (4) working days, written notification of the Committee's decision will be mailed to the accused. The letter will also refer

the student to information about the procedures involved in the decision. The person who brings the charge will be informed of the outcome of the hearing, unless the Committee decides otherwise. In sexual assault cases, the person bringing the charges will be informed of the outcome of the hearing.

13. The sanction goes into effect as determined by the Committee and ordinarily remains in effect during the appeal process. The student may request that the sanction be postponed during the period of the appeal. The Dean receiving the appeal can give this permission after consulting with the Chair.
14. Copies of sanction letters are placed in the Student File, but there is no notation to the academic transcript, except for sanctions of Suspension and Expulsion. Information in the Student File is confidential, but it may be used for legitimate educational purposes, including conferring prizes and awards, providing recommendations and imposing disciplinary sanctions.

C. Appeals of Committee on Student Conduct Decisions

A student (either the student charged or the student initiating the charge) may appeal a Committee on Student Conduct decision in his or her case to the Dean of the College (or designee). The student must file this appeal in writing, with the grounds noted, with the appropriate officer, within five (5) working days after the Committee issues its written notification of its decision. Appeals can be sought on the following two grounds:

- a. On a claim of error in the hearing procedure that affected the outcome of the hearing.
- b. On a claim of new evidence, information or material that was not available at the time of the hearing and is relevant to the case.

Before deciding whether or not to hear an appeal, the appeal officer meets with the Chair and the Adviser to the Committee on Student Conduct to review the procedures that the Committee followed and the evidence that it considered. If the appeal officer considers it necessary, he or she may meet with a number of Committee members or the Committee as a whole.

If the appeal officer refuses to hear an appeal, the student will be informed in writing. Included in the decision will be the findings of fact on which the decision is based. The appeal officer, however, need not give detailed reasons for the decision reached.

If the appeal officer decides to hear an appeal, the student has the choice of requesting that the Committee on Student Conduct rehear the case or that the appeal officer hear the appeal.

If the Committee agrees to rehear the case, it will then decide whether to rehear the case in its entirety or to rehear portions thereof. Following the rendering of the Committee's decision, if appropriate, the student may appeal the new decision to the appeal officer following the appeal procedures and guidelines. When rehearing a case, it is possible that the Committee may issue a sanction more severe than the original sanction if the evidence and situation so warrant.

If the Committee refuses to rehear the case, then the case will automatically be referred back to the appeal officer to hear the appeal.

In hearing the student's appeal, the appeal officer will observe the following procedural safeguards:

1. Discussing the circumstances of the case and the appeal with the student.
2. Further discussing the case and the appeal with the Chair of the Committee

on Student Conduct, where appropriate, a number of Committee members, or the Committee as a whole.

3. Rendering a decision on the appeal within 30 working days from the time that the student files it, unless extraordinary circumstances require delay in the appeal process.
4. Including in the decision the findings of fact on which the decision is based. The appeal officer, however, need not give detailed reasons for the decision reached or the sanction imposed.
5. The decisions of the Dean of the College or designee are final.

D. Administrative Disciplinary Procedures

The Senior Associate Dean of the College or designee (hereafter referred to as the Administrative Officer) conducts Administrative Reviews. Most Administrative Reviews are held with professional members of the Office of the Dean of the College. The objective of the Administrative Review is to review the alleged behavior with the student(s) and to determine whether there has been a violation of the *Student Code* or the Housing and Food Service Contract. If a violation has occurred, the student and the Administrative Officer will discuss the behavior(s) and possible consequences. It is in a student's best interest to attend Administrative Reviews and to be truthful in all communications. A student who fails to attend an Administrative Review session risks a decision based upon the information available to the Administrative Officer.

These procedures or guidelines should not be followed mechanically without consideration of the circumstances. Failure to follow these procedures will not be a basis to change a Disciplinary decision, unless it has resulted in prejudice to the individual or individuals involved.

Upon receiving information alleging misconduct generally in the form of an Incident Report submitted by Public Safety, a College House Administration staff member, or a student, the Administrative Officer will follow these procedures:

1. The student will receive a request in written form, by e-mail, or by telephone to meet or have an appointment scheduled to meet with an Administrative Officer.
2. At the meeting with the Administrative Officer, the student will be informed of the reason for the meeting.
3. The student will be asked for his or her account of the incident(s).
4. The student may request to review the Incident Report and be informed of his/her option to write an Incident Report describing events in her/his own words.
5. If a violation of the *Student Code* or the Housing and Food Service Contract has occurred, the Administrative Officer will discuss with the student what is inappropriate about the behavior(s).
6. Students are not presumed to be in violation of the *Student Code* or the Housing and Food Service Contract; however, Administrative Officers are empowered to make decisions whether or not a violation of the *Student Code* or Housing and Food Service Contract has occurred.
7. At the conclusion of the meeting, if a decision has been reached by the Administrative Officer, the student will be informed of that decision and the Sanction, if any. The student will also receive written verification of that decision in a timely fashion. If the Administrative Officer is not able to arrive at a decision at the conclusion of the meeting, the student will be informed of the outcome

in written form in a timely fashion. A copy of this letter will be placed in the Student File.

8. Information in the Student File is confidential, but it may be used for legitimate educational purposes, including conferring prizes and awards, providing recommendations and imposing disciplinary actions.

E. Appeal of Administrative Discipline Decisions

Administrative sanctions may be appealed as follows. All academic misconduct decisions and social disciplinary decisions may be appealed to the Dean of the College. The student must file his/her appeal in writing with the grounds noted with the appropriate administrator, who now for the purposes of this process becomes known as the appeal officer, **within five (5) working days** after the administrator issues written notification of the decision. Appeals can be sought on the following two grounds:

1. On a claim of error in the procedures that affected the outcome.
2. On a claim of new evidence, information, or material that was not available at the time of the disposition and is relevant to the case.

In reviewing the student's appeal, the appeal officer will observe the following procedural safeguards:

1. Discussing the circumstances of the case and the appeal with the student.
2. Further discussing the case and the appeal with the Administrative Officer who issued the original sanction.
3. Rendering a decision on the appeal within 30 working days from the time that the student files it, unless extraordinary circumstances require delay in the appeal process.
4. Including in the decision the findings of fact on which the decision is based. The appeal officer, however, need not give detailed reasons for the decision reached or the sanction imposed.
5. The decisions of the Administrative Officer hearing the appeal are final.

F. General Provisions

1. Pending investigation of the alleged misconduct by the Office of the Dean of the College or pending a hearing before the Committee on Student Conduct when the Dean of the College has not yet imposed a penalty, the academic status of the student is not normally altered, nor is his or her right to be present on campus to attend classes normally suspended, except for reasons relating to the safety and well-being of College property or the physical, academic, or emotional safety or well-being of members of the College community. The decision as to whether to suspend any of the student's rights during the pendency of any proceedings or appeals rests with the Dean of the College or the Senior Associate Dean of the College. Where the Dean of the College or the Senior Associate Dean of the College determines that it is necessary or advisable to temporarily suspend the rights of a student pending investigation or Committee hearing, efforts will normally be made to expedite the investigation and/or hearing.
2. Lawyers who are not College employees are not permitted at any College hearing, informal or formal.
3. Involved students are expected to attend the Committee hearing and cooperate in the Committee procedures. A student who fails to cooperate in the Committee proceedings may be excluded from the hearing at the discretion of the

Committee, and the Committee may proceed to hear the case and make a decision.

4. An accused student who fails to attend the Committee proceeding risks a decision of the Committee based upon the evidence it hears or an adverse decision by the Dean of the College or the Senior Associate Dean of the College or designee.
5. When a student accused of serious misconduct has left the College before the case can be heard by the Committee on Student Conduct or the Dean of the College or the Senior Associate Dean of the College or designee, the following procedures are invoked:
 - a. The student will be notified in writing of the charges being brought against him or her and of the time, date and location of his or her hearing before the Committee on Student Conduct.
 - b. The student will also be notified in this same communication that the hearing can and will be held without him or her being present.
 - c. The hearing will be conducted following normal procedures including the rendering of a decision and the student's access to the appeal process.
6. All information about student disciplinary matters, including names, details of the incident and outcomes, is confidential unless otherwise specified within the *Student Code*. Students found to be in violation of this stipulation will be subjected to discipline as outlined in the *Student Code*.
7. Students who are suspended or expelled from the College or who are removed from College-owned residential facilities due to disciplinary action are normally not given refunds for fees paid.
8. An alleged of sexual misconduct and/or rape can appear at Disciplinary Hearings as either a witness or as the sole presenter of the case. Specific details regarding these two options can be discussed with the Senior Associate Dean of the College or designee.

DISCIPLINARY ACTIONS AND PENALTIES

When the disciplinary penalties listed below are administered they will normally include the following actions:

1. **Warning or Educational Intervention**
 - a. Given for minor misconduct.
 - b. Recorded in the Student File but not reflected on academic records or College transcripts.
2. **Reprimand**
 - a. Given in cases of serious misconduct or in cases of repetitious minor misconduct.
 - b. Recorded in the Student File but not reflected on academic records or College transcripts.
3. **Disciplinary Probation**
 - a. Given in cases of very serious misconduct when it is felt the student should not be removed from the College community.
 - b. Given for stated period of time.
 - c. May be required to meet periodically with an appropriate College official.
 - d. Recorded in the Student File but not reflected on academic records and College transcripts.

- e. Under certain circumstances, a letter is sent home to parents/guardian.
4. **Suspension**
- a. Given in cases of *extremely serious* misconduct when it is believed that the student should be removed from the College community.
 - b. During the period of suspension, the student is not to be on College property without prior permission from the Senior Associate Dean of the College or designee.
 - c. Penalty is given for stated period of time and readmission is not automatic.
 - 1). The student must file a petition for readmission with the Senior Associate Dean of the College.
 - 2). If appropriate, the Senior Associate Dean of the College may consult with the Committee on Student Conduct prior to granting permission to return.
 - 3). The process of petitioning for readmission may be initiated during the semester of suspension.
 - 4). A suspended student is normally asked not to be present in the city of Lancaster. In such cases, if the student is found to have been in Lancaster, reinstatement at the College will not normally be granted.
 - 5). Official readmission will not take effect until one week prior to the start of classes in the semester following the period of the suspension.
 - d. A letter is sent home to parents/guardian.
 - e. Recorded for a stated period of time in the Student File, on the student's official academic record, and on any College transcript issued as "Suspended, Committee on Student Conduct, (date)" or "Suspended, Administrative Action, (date)."
 - f. Except in unusual circumstances, academic credit is not given for course work undertaken during the period of suspension.
5. **Expulsion**
- a. Given in cases of *extremely serious* misconduct when it is the judgment of the Committee or Hearing Officer that the student should never be permitted to reenter the College.
 - b. Penalty implies that an appeal for readmission would not be granted.
 - c. The student forfeits the rights of membership and participation in the College Community and may not be on College property without prior permission of the Senior Associate Dean of the College or designee.
 - d. A letter is sent home to parents/guardian.
 - e. Recorded in the Student File, on the student's official academic record, and on any College transcript issued as "Expelled, Committee on Student Conduct, (date)." or "Expelled, Administrative Action, (date)."
 - f. After a student is expelled, the student's case will automatically be reviewed by the appeal officer and the student will be invited to add any supporting arguments or documents. This step constitutes the first step in the appeal process.

Instead of, or in addition to, the above stated sanctions, the following actions may also be administered:

6. **College-owned Residential Facilities Separation**

College-owned residential facilities Separation involves removal from a College-owned residential facilities community for conduct that clearly demonstrates unwillingness or inability to function appropriately in the College-owned

residential facilities living situation. Such separation may be permanent or for a specified number of semesters.

7. Restitution

Restitution is not a fine; it is reimbursement for actual damage to, destruction of, or misappropriation of College property or property of any person that results from conduct in violation of this Code. The Office of the Dean of the College or the Committee on Student Conduct will investigate and determine the appropriate reimbursement.

8. Restriction of the Privileges of a Recognized Student Organization

Restriction of the Privileges of a Recognized Student Organization is the loss of any or all privileges of a registered student organization. Imposition of this sanction does not preclude disciplinary charges against individual members of the organization.

9. Termination of the College's Recognition of a Recognized Student Organization

Termination of the College's Recognition of a Recognized Student Organization is the discontinuation of the College's recognition of the registered student organization. Imposition of this sanction does not preclude disciplinary charges against individual members of the organization.

10. Parental Notification

In certain circumstances, a copy of the student's letter will be sent home to the parent or guardian of the offending student informing the parent or guardian of the student's infraction and the sanctions given.

11. Work Hours

Work Hours are assigned for various policy infractions. Hours vary depending on the severity of the offense and will be tied to local community organizations that deal with the problems stemming from the use of alcohol and drugs, if involved. Upon receipt of a sanctioning letter, the individual must contact the Assistant Director at the Center for Community-Based Learning and Service of the Ware Institute for Community and Public Service (still true?) to discuss service opportunities. It is the student's responsibility to obtain the signature of the appropriate work hours facilitator, as indicated on the Work Hours Verification Form. This form must then be submitted to the Office of College House Administration within 72 hours of completing the work. Failure to complete the required sanctions will result in a mandatory meeting with the Senior Associate Dean of the College or designee, the possible suspension of community involvement privileges and possible suspension from the College.

12. Educational Seminar

Dependent upon the specific infraction and at the discretion of the sanctioning officer, one of two different educational sanctions may be required of the individual in violation of policy. The College seminar is held on campus and the individual is required to pay a \$35 seminar fee. The fee covers the cost of the class and supports other drug and alcohol awareness programs. If deemed necessary, the College may require an off-campus educational seminar or assessment, which will also be at the expense of the student.

13. Suspension of Community Involvement Privileges

Any inappropriate behavior directed at the College community or members of the community may result in the individual's loss of community privileges, including participation and/or holding a leadership position in specified organizations or athletic activities for a designated period of time.

The following administrative officers/hearing panels can impose sanctions as listed:

The Committee on Student Conduct/Dean of the College or designee/President: Expulsion, Suspension, College-owned residential facilities Separation or Reassignment, Disciplinary Probation, Reprimand, Warning, Restitution, Termination of the Privileges of a Recognized Organization, Termination of the Registration of a Recognized Organization

The Dean of the College or the Senior Associate Dean of the College may temporarily suspend the privileges of an individual or individuals pending Committee or administrative hearing, decision, or appeal.

In imposing any of the above penalties or in place of the penalties, the Committee or the disciplinary officer may administer such additional sanctions or conditions as deemed appropriate.

Examples:

- a. Required work projects.
- b. Prohibitions from involvement in College co-curricular activities.
- c. Attendance at educational programs.
- d. Obtaining professional help, guidance, or advice.
- e. Letter(s) of apology.

G. Greek Council Judicial Board Disciplinary Procedures.

Through the oversight of the Senior Associate Dean of the College or designee (hereafter referred to as the Board Adviser), the Judicial Board of the Greek Council will adjudicate allegations against Greek organizations for violations of the Greek Regulations, the *Student Code* and other principles adopted subsequently by the College or the Greek Council. The Greek Council Judicial Board will be advised by the Board Adviser, and will include at least five students from the Greek Council and four faculty or professional staff advisers of Greek organizations. One student will be appointed as the Chair of Greek Council Judicial Board. The maximum participation for a hearing will be five students from the Greek Council and four FPS advisers of Greek organizations, and the minimum will be three students from the Greek Council and two FPS advisers of Greek organizations.

The College retains the right to address issues with both organizations and individuals specifically, including but not limited to those regarding standards for health and safety of students, new member education programs and abiding by state laws and College Policy concerning alcohol use.

It is in a Greek organization's best interest to participate in the Greek Council Judicial Board Review process and to be truthful in all communications. Organizations that fail to participate in the process risk a decision based upon the information available to the Greek Council Judicial Board.

These procedures or guidelines should not be followed mechanically without consideration of the circumstances. Failure to follow these procedures will not be a basis to change an outcome or a sanction, unless it is a result to a prejudice to the individual or individuals involved.

Upon receipt of information regarding an allegation, the Senior Associate Dean of the College will, if appropriate, seek additional information and/or ask that the matter be investigated more fully following the usual investigative procedures. At this point, the Board Adviser will inform the Greek Council Judicial Board Chair that allegations against a Greek organization have been made and that either an investigation is under way or a case will be referred. If the Board Adviser deems further investigation is

necessary, that information will then be summarized and communicated to the Senior Associate Dean of the College.

Once a decision has been made to refer a matter for the Review of the Greek Council Judicial Board, these procedures will be followed:

1. The Board Adviser, will meet with the Greek organization Chapter President and Chapter Adviser to discuss the alleged misconduct prior to Board Review. At this meeting, the Chapter President will be advised of the charges against the organization, the procedures that will be followed by the Board, and the President's responsibility in the Review process.
2. The Greek organization President will be informed in writing of the allegations/charges against the Chapter and that it is the officer's responsibility to present the case before the Board. This written charge will arrive at least five (5) working days before the scheduled Review date to insure the opportunity to prepare for the Review meeting. Specific time and location of the meeting will be stated in the notice.
3. Statements and investigative reports submitted to the Office of the Dean of the College based on the allegations will be shared with the Chapter President prior to the Review.
4. The Greek President will be informed of his/her right to choose and be assisted in the Review by an adviser, who must be a member of the College community; the adviser may be present at the Review and will be given copies of the documents that were given to the Chapter President.
5. If a member of the Greek Council Judicial Board is a member of the Greek organization that is coming before it for Review or feels that he or she cannot be impartial or has an immediate interest in the particular case, that member will be excused from the Hearing proceedings.
6. The Chapter President may question the impartiality of the member of the Greek Council Judiciary Board prior to the Review. To do so, he or she must state his or her concerns in writing to the Office of the Dean of the College. The Board Adviser will then consult with the member in question. The decision rests with the Board Adviser.
7. Reviews are normally closed meetings, open only to the Board, the Board Adviser, the Chapter President, the selected adviser, person(s) presenting the case, and approved witnesses. However, the Chapter President can request, in writing at least three (3) business days prior to the Review, that the Review be open. If the Senior Associate Dean of the College grants this request, then the Review will be open to all members of the College Community.
8. The Greek Council Judicial Board will not consider written or oral statements unless the Chapter President has been made fully aware of their content and of the names of those who made them, and unless the Chapter President has been given the opportunity to rebut unfavorable inferences which might otherwise be drawn. At the Review, witnesses may be called by the Board, by those who referred the matter to the Board and by the accused Chapter. The Board has the discretion to determine which witnesses and what evidence it will hear to provide the charged with a fair Review. The Chapter's list of requested witnesses and any written information being submitted by the Chapter for the Board's consideration must be submitted to the Board Adviser at least two (2) working days prior to the Review.
9. As the Review begins, witnesses to fact are heard. The Chapter President then gives an account of the circumstances leading to the allegations. The Board

queries witnesses and then the Chapter President, who has the right to question the witnesses after the Board.

10. The Board deliberates in private after hearing all information, being careful not to violate the procedures of this document. In making its final decision, the Board will consider all of the information and determine whether it is “more likely than not” that the accused student is in violation of any part of the *Student Code* and/or Greek Regulations. The Board must first determine if the Chapter is in violation. If the Chapter is found to be in violation, the Board will decide on an appropriate sanction to recommend to the Dean’s designee. At this time, background information may be brought to the Board’s attention to assist it in determining an appropriate sanction. In determining the appropriate sanction, the Chapter’s record may be considered.
11. The Board makes its recommendation to the Senior Associate Dean of the College, who will then prepare a formal letter of the outcome to the President of the Chapter, the Chapter adviser, the President of the Chapter’s Alumni Advisory Board and the National Office.
12. The sanction goes into effect as determined by the Board and ordinarily remains in effect during the appeal process. The President may request that the sanction be postponed during the period of the appeal.
13. The Greek Council Judicial Board has the authority to recommend sanctions to the Senior Associate Dean of the College for implementation, including but not limited to:
 - a. **Limiting or restricting of privileges**, such as: temporary suspension of party registration privileges, suspension of facilities access privileges, participation in recruitment events, etc.
 - b. **Fining** the Chapter, with fines normally not exceeding \$500 per offense.
 - c. **Suspension of Specific Activities** of the Chapter, such as the ability to participate in recruitment, to take a pledge class, to hold group meeting/ functions, or to initiate new members for a set period of time.
 - d. **Censure**, such as the loss of vote and voice in the Greek Council.
 - e. **Creative sanctioning** is permitted if it fits the situation and is educational in intent.
 - f. **Suspension of the College’s recognition** of a Chapter for a specific period of time and communication to the Chapter’s National Office recommending suspension of the Chapter for the same period of time.
 - g. **Permanent Removal of the College’s recognition** of a Chapter and communication to the Chapter’s National Office recommending revocation of the Chapter’s Charter.

H. Appeals of Greek Council Judicial Board Decisions

A Chapter President may appeal a Greek Council Judicial Board decision in his or her case to the Dean of the College. The student must file this appeal in writing, with the grounds noted, within five (5) working days after the Board issues its written notification of its decision. Appeals can be sought on the following two grounds:

1. On a claim of error in the hearing procedure that affected the outcome of the hearing.
2. On a claim of new evidence, information, or material that was not available at the time of the hearing, and is relevant to the case.

Before deciding whether or not to hear an appeal, the appeal officer meets with the Chair and the Adviser to the Greek Council Judicial Board to review the proce-

dures that the Board followed and the evidence that it considered. If the appeal officer considers it necessary, he or she may meet with a number of Board members or the Board as a whole.

If the appeal officer refuses to hear an appeal, the Chapter President will be informed in writing, including in the decision the findings of fact on which the decision is based. The appeal officer, however, need not give detailed reasons for the decision reached.

If the appeal officer decides to hear an appeal, the student has the choice of requesting that the Greek Council Judicial Board rehear the case or that the appeal officer hear the appeal.

If the Board agrees to rehear the case, it will then decide whether to rehear the case in its entirety or to rehear portions thereof. Following the rendering of the Board's decision, if appropriate, the student may appeal the new decision to the appeal officer following the appeal procedures and guidelines. When rehearing a case, it is possible that the Board may issue a sanction more severe than the original sanction if the evidence and situation so warrant.

If the Board refuses to rehear the case, then the case will automatically be referred back to the appeal officer to hear the appeal.

In hearing the student's appeal, the appeal officer will observe the following procedural safeguards:

1. Discussing the circumstances of the case and the appeal with the student.
2. Further discussing the case and the appeal with the Chair of the Greek Council Judicial Board where appropriate, a number of Board members, or the Board as a whole.
3. Rendering a decision on the appeal within 30 working days from the time that the student files it, unless extraordinary circumstances require delay in the appeal process.
4. Including in the decision the findings of fact on which the decision is based. The appeal officer, however, need not give detailed reasons for the decision reached or the sanction imposed.
5. The decisions of the Dean of the College (or his designee) are final.

I. Sexual Misconduct Policy, Definitions, Choice of Action and Resources

Franklin & Marshall College is committed to the personal safety of members and guests of the community. The College informs incoming students about sexual assault prevention measures through campus programs that include workshops, discussion groups and orientation seminars. The purpose of these programs is to disseminate information about sexual assault, promote discussion, encourage reporting of incidents of sexual assault and facilitate prevention of such incidents. The College also offers medical and emotional support to students, whose rights may have been violated, including a trained sexual assault victim's advocate.

Franklin & Marshall College does not tolerate sexual misconduct. The Franklin & Marshall College Harassment and Sexual Misconduct Policy has been developed to reaffirm the principle of non-tolerance and to provide recourse for those individuals whose rights have been violated. This policy outlines a means to determine if behaviors trespass on the rights of other individuals and community values. By encouraging a clear understanding of the College's expectations for sexual communication, the College also hopes to prevent violations. When a student is found to have violated this policy, serious sanctions will be imposed.

DEFINITION OF PROHIBITED CONDUCT

SEXUAL MISCONDUCT

Sexual misconduct is an act of violence. It is prohibited by the rules of Franklin & Marshall College. It is also against the laws of the Commonwealth of Pennsylvania. An offender is subject to disciplinary action by the College, including expulsion. An offender may also be prosecuted in criminal court, may be sued for money damages in civil court and may risk other serious personal and professional consequences. The College may proceed with its process concerning sexual misconduct before, during or after any criminal or civil courts proceedings involving the same event.

While the policy below is quite detailed and specific, the expectations of this community can be summarized in these simple paragraphs.

Clear consent should be evident whenever individuals engage in sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is less clear than explicit verbal consent. Consent to some form of sexual activity cannot be automatically taken as consent to any other sexual activity. Likewise, consent given for sexual activity at a previous time does not imply consent at a later time. Silence—without actions demonstrating permission—cannot be assumed to show consent. There is a difference between seduction and coercion. Coerced sexual activity violates this policy just as physically forced sex does. Coercion happens when someone unreasonably pressures someone else for sex. An individual cannot be understood to consent to sex unless that individual has the capacity to understand the behavior. Under-aged persons are not considered capable of giving consent. Under this policy, “No” always means “No,” and “Yes” may not always mean, “Yes.”

Someone who engages in sexual activity with someone whom they know to be—or should know to be—mentally or physically incapacitated because of alcohol or other drug use has committed sexual misconduct. This policy also applies when an individual is incapacitated because of mental disability, sleep, involuntary physical restraint or from the taking of so-called “date rape” drugs. Possession, use and/or distribution of any of these substances (including Rohypnol, Ketamine, GHB and others having similar effect) is prohibited, and administering any of these drugs or alcohol to another for the purpose of inducing incapacity is a violation of this policy. Evidence of incapacity includes but is not limited to slurred speech, bloodshot eyes, alcohol on the breath, poor equilibrium, vomiting, unusual behavior, unconsciousness or the knowledge of a witness that the person is incapacitated as a result of any of the above.

Sexual Harassment is gender-based verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or that creates an intimidating, hostile, or offensive working, educational, or living environment. Quid pro quo sexual harassment exists when submission to or rejection of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature results in adverse educational or employment action, or the threat of such adverse action, or when submission is made a condition of educational or employment advancement. Sexually offensive depictions may also be seen as sexual harassment. Franklin & Marshall College however, does not consider visual and/or aural demonstrations, depictions or conduct to be sexual harassment when there is a legitimate pedagogical context, such as material having an appropriate connection to course

subject matter. Zero tolerance extends to those who retaliate for complaints of harassment. Franklin & Marshall College views retaliatory harassment to be just as severe as the initial harassment itself.

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any body part or object, by a man or a woman upon a man or a woman, without consent.

Non-Consensual Sexual Intercourse is any sexual penetration (anal, oral or vaginal), however slight, with any body part or object by a man or woman upon a man or woman, without consent. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that he or she does not want sex, wants it to stop or does not wish to go past a certain point of sexual interaction, continued pressure beyond that point is coercive.

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostitution, non-consensual video or audio-taping of sexual or other private activity, exceeding the boundaries of consent (e.g. permitting others to hide in a closet and observe consensual sexual activity, videotaping of a person using a bathroom), engaging in voyeurism, or engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of such infection.

CHOICE OF ACTIONS IN RESPONSE TO SEXUAL MISCONDUCT

Persons who desire to file a complaint about an act of sexual misconduct committed by a student have recourse through the procedures of the College established by this Policy. These procedures apply to complaints against a student (including but not limited to a complaint by a faculty member or professional staff) regarding incidents taking place either on or off College-owned property or during College-sponsored travel off campus. For all complaints of sexual misconduct by a student, the Senior Associate Dean of the College consults with the Chair of the Sexual Misconduct Committee.

Complaints by a student against Faculty or College staff should be reported to the Senior Associate Dean of the College or the Dean of the College. The Sexual Misconduct Committee does not have jurisdiction when a student makes a complaint against a member of the Faculty or Professional Staff. These complaints are resolved according to procedures detailed in College's Sexual Harassment Policy.

The Sexual Misconduct Committee stands ready to respond to complaints against a student in a variety of ways. Anyone who wishes to discuss a concern may approach any individual member of the Committee. The current membership of the Sexual Misconduct Committee may be found on the Web pages of the Office of the Dean of the College. The confidentiality of all parties to a complaint of harassment or sexual misconduct must be strictly observed by the Committee and by the appropriate College officers, except insofar as it interferes with the College's obligation to investigate fully the allegations and to record statistics as required by law. Where confidentiality is not strictly observed, reports of sexual

misconduct will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Health professionals in Health and Counseling Services, which include the members of the Sexual Assault Response Team, are the only Franklin & Marshall College employees who can offer absolute legally protected confidentiality.

College officials reserve the option of informing the parents or guardians of a student involved in a complaint of harassment or sexual misconduct. Normally, this action is taken when significant medical, disciplinary, or Academic issues are raised by the situation. The College strongly encourages students to inform parents or guardians. College officials will inform parents or guardians when requested in writing to do so by a student.

A person filing a complaint may request limitations be placed on a student regarding contact with the complainant while the complaint is being reviewed. The Dean of the College or designee also has the discretion to impose limitations. These limitations may include, but are not limited to, a separation of the working, living and/or academic arrangements of the student(s) involved in the complaint.

COMPLAINANT OPTIONS

A complainant has the option of requesting different levels of response by the Sexual Misconduct Committee, which are briefly described below.

1. Information

A member of the community may talk with any member of the Committee about harassment or sexual misconduct by a student. Complainants may, if they wish, have another member of the College community, including the Sexual Assault Victims Advocate, accompany them when discussing a problem with a Committee member. Information about options available under this as well as possible outcomes will be discussed. No written records will be kept. The Committee member will report to the Chair of the Committee or the Senior Associate Dean of the College only that someone sought information regarding harassment or sexual misconduct; the identities of the involved parties will remain confidential. If a threat or danger to the victim or community is apparent, however, the College has the obligation to investigate a report of an alleged violation of this policy.

2. Mediation

In a case of sexual harassment a complainant may request a referral to a trained campus mediator who will try to facilitate understanding of the nature of the complaint by the respondent, clear up misunderstanding and resolve the complaint while maintaining confidentiality. Mediation is particularly appropriate when the complainant wants help in addressing the issue without pursuing formal action. While a complainant may request mediation, the College does not recommend that allegations of nonconsensual sexual intercourse be addressed through mediation. A person who desires mediation should write a letter to the Chair and/or the Senior Associate Dean of the College outlining the complaint and requesting mediation. The Senior Associate Dean of the College responds, with the Chair of the Committee, to complaints brought by one student against another. The Chair and the Senior Associate Dean of the College meet with the complainant and refer the complaint to a trained campus mediator.

A person seeking mediation must agree to be identified to the respondent. A campus mediator begins mediation efforts promptly and reports to the Chair that the mediation occurred. Complainants are encouraged not to discuss the complaint with other members of the community except as required by the need for psychological counseling. At the conclusion of a successful mediation, both parties sign a statement agreeing that the mediation was successful. If the mediation is unsuccessful, the complainant can proceed to a formal complaint and hearing, in a timely fashion, after the attempted mediation. A copy of the signed statement constitutes the record of the mediation.

3. *Formal Complaint*

An individual may file a formal complaint by submitting to the Senior Associate Dean of the College a signed written statement, including at a minimum the time, place and nature of the alleged offense and the name of the respondent. Submitting this statement activates the *Sexual Misconduct Committee Procedures* and involves the Chair of the Committee, the Senior Associate Dean of the College and the Hearing Panel of the Committee. The Senior Associate Dean of the College responds, with the Chair of the Committee, to complaints brought against a student. In addition to taking action within the College, a victim of sexual misconduct may also elect to file a complaint with the Lancaster City Police or the police in the jurisdiction where this conduct occurred. The College's Victim's Advocate and/or the Director of Public Safety stand ready to assist students with contacting the Police. A student may also utilize the criminal complaint as a sole course of action, the College reserves the right to take action as well.

J. Sexual Misconduct Committee

1. *Membership*

The Sexual Misconduct Committee (the "Committee") shall be composed of at least eight and no more than ten professional staff members appointed by the Dean of the College. Every effort shall be made to maintain a gender balance on the Committee. The Dean of the College shall appoint the Chair. The Senior Associate Dean of the College and Chair shall arrange for the Committee members to receive training prior to assuming their responsibilities.

2. *Hearing Panel*

The Chair shall appoint a three person Hearing Panel composed of Committee members who have not served as investigators for this complaint. The Chair is a non-voting member of the hearing committee who presides over the hearing.

If the respondent accepts responsibility for a violation of policy, or if the Hearing Panel finds him or her responsible, various sanctions, ranging from Warning to Expulsion from the College, may be imposed. Individuals found to have violated the College policy on Non-consensual Sexual Intercourse should expect to be Suspended or Expelled from the College.

3. *Investigation of Complaint*

Franklin & Marshall College investigates complaints of sexual misconduct. The Chair of the Sexual Misconduct Committee appoints two members of the Committee to serve as the investigators. Parties and witnesses are interviewed and evidence collected by investigators. The respondent and complainant are expected to participate in all facets of the investigation and are expected to be forthcoming and to answer truthfully all of the questions posed during the

investigation. Both the complainant and the respondent may be accompanied by an adviser.

It is the responsibility of the investigators to take custody of and arrange safekeeping for any physical evidence to be used in making a determination subject to the qualification that evidence related to the commission of a crime should be handled by law enforcement authorities. At the conclusion of an investigation, the investigators issue a written report summarizing the information gathered.

The Senior Associate Dean of the College and the Chair of the Sexual Misconduct Committee review the report from the investigators. Upon review of the summary, the Senior Associate Dean of the College in consultation with the Chair may assign a sanction if violations of the Student Conduct Code are indicated. The Senior Associate Dean and the Chair may also decide to refer the complaint for a hearing. The Senior Associate Dean will normally refer the complaint for a hearing upon request by either the complainant or respondent.

In all complaints of sexual misconduct, the complainant and respondent are informed of the outcome and sanction in writing. In some instances, the College may also choose to make a brief public announcement of the nature of the violation and the action taken. The names of individuals are not used in these announcements. Certain college administrators (e.g. the President of the College, Dean of the College and Director of Public Safety) may be informed of the names of individuals on a confidential need-to-know basis.

4. *Procedural Safeguards*

In the event the matter is referred to the Hearing Panel, the following procedural safeguards are observed:

- a. The Senior Associate Dean of the College meets with the respondent to discuss the alleged misconduct prior to the hearing. The respondent is advised of the charges against him or her, the procedures followed by the Panel, the *Student Code* and the respondent's responsibilities in the hearing process. The respondent may choose at any point to waive the hearing process by admitting responsibility. The respondent must submit in writing his or her decision to waive a hearing to the Senior Associate Dean of the College and the Chair of the Committee. In such cases, the Senior Associate Dean in consultation with the Chair may determine an appropriate sanction.
- b. The complainant and respondent are informed in writing of the charges at least five (5) working days before the scheduled hearing date in order to insure opportunity to prepare for the hearing. At this time the respondent is also informed that it is his or her responsibility to present his or her information before the Panel. The Chair gives formal notice to the complainant, respondent and relevant witnesses specifying the time, place and details of the hearing.
- c. Statements written by those who referred the matter to the Office of the Dean of the College, or the Sexual Misconduct Committee are shared with the complainant and respondent at least 48 hours prior to the hearing.
- d. The complainant and respondent are informed of the right to choose and be assisted in the hearing by an adviser, who must be a member of the immediate College community. The advisers may be present at the hearing and are given copies of pre-hearing documents that are given to the complainant and respondent. An adviser may assist a student in preparing

for the hearing, which might include a written statement. An adviser may also consult with the student during the hearing. It is highly recommended that the adviser meet with the Senior Associate Dean of the College or the Chair prior to the hearing. The Panel has the discretion to authorize other advisers or participants in a hearing. Advisers may not address the Hearing Panel or other persons at the hearing unless granted permission to do so by the Chair with the exception that the complainant or respondent may ask the adviser to make either an opening or closing statement on behalf and instead of the complainant or respondent.

- e. Both complainant and respondent shall share a list of all proposed witnesses with the Chair at least 48 hours prior to hearing. The Chair shall have discretion to determine which proposed witnesses and evidence the panel will hear to provide for a fair hearing. The Chair shall also have authority to call expert sources of information, as necessary. The Chair will then share the names of all approved witnesses, including expert sources of information, with both the complainant and respondent and their advisers.
 - f. A member of the Panel who feels he or she cannot be impartial or who has an immediate interest in a particular case may not sit in judgment or be present during the proceedings.
 - g. Either the respondent or complainant may question the impartiality of a member of the Panel prior to the hearing. The concerns must be stated in writing to the Chair. The Chair then consults with the member in question. The final decision about participation rests with the Chair.
 - h. All hearings are closed but the Chair may authorize the attendance of any person who may serve a legitimate purpose in the hearing process. A recorded record shall be kept of the hearing proceedings. Private panel discussions and deliberations are not recorded. The recorded record is an internal record of the College to be made available to the appeals officer. A student preparing an appeal may also be allowed to listen to the record, under the supervision of a designee of the Senior Associate Dean of the College's. The record of a hearing is the property of Franklin & Marshall College.
 - i. A panel hearing normally consists of a single session, but the panel may decide to continue the hearing. See section F for the Hearing Panel's procedures.
5. *Hearing Procedures*
- a. The Hearing Panel reviews all materials from the investigation prior to the hearing.
 - 1). The Panel notes any questions they have based upon investigation report.
 - 2). The Panel reviews written statements of the parties in response to the investigation findings, if available.
 - b. The hearing is called to order with the complainant and respondent present with their advisors, unless alternative hearing procedures separating the parties have been established. Witnesses are not present at this point and are kept sequestered outside the hearing room.
 - c. Each participant introduces him or herself and states his or her role in the hearing.

- d. The Chair asks if any of the participants have questions about Hearing procedures or his or her rights in the Hearing.
 - e. All participants are reminded 1) to be truthful; 2) to speak only when recognized by the Chair who has full authority over the proceedings; 3) that the proceedings are confidential and should not be discussed outside of the hearing room; and 4) that irrelevant information about the participants' sexual histories or reputation will be excluded from the Hearing. Each witness to be called into the hearing room is informed of the same expectations.
 - f. The Chair introduces the formal statement of complaint (reads first section of complaint) and identifies the policies allegedly violated.
 - g. The complainant or designee is asked to make an opening statement. These comments should be directed to areas of agreement/disagreement with the investigation report.
 - h. The respondent or designee is asked to make an opening statement. These comments should be directed to areas of agreement/disagreement with the investigation report.
 - i. The Panel may ask questions of complainant, respondent or the investigators.
 - j. The complainant may call witnesses.
 - k. The complainant, Panel and respondent question witnesses.
 - l. The respondent may call witnesses.
 - m. The respondent, Panel and complainant question the witnesses.
 - n. Any witnesses who need to be recalled and re-questioned are called and then excused.
 - o. The complainant or designee is given the opportunity to make closing statement.
 - p. The respondent or designee is given the opportunity to make closing statement.
 - q. The Chair confirms that no questions remain unanswered.
 - r. The hearing is adjourned. All participants other than the Panel members and Chair are asked to leave.
 - s. Using the "more likely than not" standard, the Panel determines first if the respondent is responsible for violation of the policy or policies identified in the complaint. Decisions are made by majority vote.
 - t. If the Panel has found the respondent in violation of College policy, the Panel reviews any impact statements that have been submitted prior to determining its recommended sanction.
 - u. The Panel meets with the Senior Associate Dean of the College, and discusses its findings and the rationale for its recommended sanction(s). The Senior Associate Dean of the College makes the final decision on all sanctions.
 - v. Usually within 48 hours of meeting with the Panel, the Chair and the Senior Associate Dean of the College inform the parties and their advisers of the outcome and sanctions, if any, and explain appeal options, and how sanctions will be implemented. The Senior Associate Dean of the College will usually provide a written confirmation of the outcome and sanctions to the complainant and respondent within 5 working days of this meeting.
6. *Appeals of Sexual Misconduct Committee Decisions*
 The respondent or the complainant may appeal the Senior Associate Dean of the

College's decision in his or her case to the Dean of the College (or designee). The student must normally file this appeal in writing, with the grounds noted, within five (5) working days after the Senior Associate Dean of the College issues his or her written notification of her or his decision. The Dean of the College or designee has the discretion of extending this deadline. Appeals may be sought on the following two grounds:

- a. On a claim of error in the hearing procedure that affected the outcome of the hearing.
- b. On a claim of new evidence, information or material that was not available at the time of the hearing and is relevant to the case.

Before deciding whether or not to hear an appeal, the Dean of the College (or designee) meets with the Senior Associate Dean of the College and the Chair of the Hearing Panel to review the procedures that the Panel followed and the evidence that it considered. If the Dean of the College (or designee) considers it necessary, the Dean may meet with a number of Panel members or the Panel as a whole.

If the Dean of the College (or designee) refuses to hear an appeal, the student is informed in writing. The Dean is not expected to provide detailed reasons for the decision reached. In hearing the student's appeal, the Dean of the College (or designee) observes the following procedural safeguards:

- 1). Discussing the circumstances of the case and the appeal with both the appellant and appellee.
- 2). Further discussing the case and the appeal with the Senior Associate Dean of the College, the Chair and or members of the Hearing Panel.
- 3). Rendering a decision on the appeal within 30 working days from the time that the student files it, unless circumstances require delay in the appeal process. The decisions of the Dean of the College (or designee) are final.

7. *Hearing records*

The Chair shall keep only such records as are needed for the Committee's semi-annual report. The Senior Associate Dean of the College shall keep on file in his or her office for six years from the date of the filing of the formal complaint, copies of the written statement of the complainant, the respondent and the action taken.

The record of an appeal consists of the letter of appeal, the written statements from the parties and Dean/Officer and Chair; the written decision whether to hear the appeal and the outcome of the appeal. This record is appended to the written record of the original decision and kept with it.

8. *Other procedures*

The Dean of the College or the Senior Associate Dean of the College may always choose to appoint and empower a designee as circumstances may require.

At the beginning of each semester, the Committee shall report on its activities during the past term. Its report shall include the number of individuals who came to Board members for help, the number of requests for mediation, the number of formal complaints that were lodged and the kinds of behavior that gave rise to the complaints. The Committee shall submit its report to the Dean of the College, who shall make it public. The report shall not mention the name of any individual or identifying details of any case.

APPEAL RECORDS

The record of the appeal consists of the letter of appeal, the written statements from the parties and Dean/Officer and Chair; the written decision whether to hear the appeal and the outcome of the appeal. This record is appended to the written record of the original decision and kept with it.

DESIGNEES

It is understood that circumstances may require the substitution of administrators for alternate roles within this process. The Dean of the College or the Senior Associate Dean of the College may always choose to appoint and empower a designee.

SEMI-ANNUAL REPORT

At the beginning of each semester, the Committee shall report on its activities during the past term. Its report shall include the number of individuals who came to Board members for help, the number of requests for mediation, the number of formal complaints that were lodged and the kinds of behavior that gave rise to the complaints. The Committee shall submit its report to the Dean of the College, who shall make it public. The report shall not mention the name of any individual or identifying details of any case.

POLICY AMENDMENT

The Sexual Misconduct Committee, the Chair and/or the Senior Associate Dean of the College may recommend modifications of this policy to the Dean of the College.

DISRUPTIONS OF THE ACADEMIC PROCESS

All students should be familiar with this policy statement on campus disruptions, adopted by the College Senate and the faculty in May, 1969:

1. Franklin & Marshall College is fully committed to the principle that freedom of thought and expression must be assured for all members of the College community, including the freedom to express or demonstrate disagreement and dissent by reasonable and peaceful means.
2. This freedom is a *sine qua non* of a college. The commitment is hereby reaffirmed.
3. The spirit of this commitment is clear and it should, by common consent, be held inviolate.
4. But the determination of what is orderly and peaceful cannot be left only to those engaged in that action. The College retains the responsibility to state and enforce those determinations.
5. The process of free exploration, examination and evaluation of ideas can survive only in an atmosphere in which every member of the College is guaranteed the right to think, and talk, and move about freely. When any members of the College, unwittingly or by design, deprive others of these rights, the institution and its academic endeavors are placed in grave jeopardy.
6. Those who deny this freedom to others shall be subject to sanctions by the College and may, after due process, be considered unwelcome as members of the community.
7. The academic process cannot be conducted in an atmosphere tainted by disruption or by the threat of intimidation, coercion, or duress.
8. While the maintenance of the integrity of the academic process is an obligation

of all members of the College, there is a clear responsibility imposed upon the faculty to safeguard that integrity and to certify standards of performance of all engaged in the academic life of the College.

9. The College's determinations on such matters are reached through reasoned thought and rational discourse. The College will not condone or tolerate unreasoned or injudicious violations of the spirit of the College or disruptions of the orderly academic process.
10. The College cannot recognize as valid conclusions reached under the imposition or threat of intimidation.
11. It is asserted, therefore, that activities which disrupt the normal academic processes of the College are not only inappropriate but intolerable. Individuals who initiate or engage in such activity shall be subject to appropriate disciplinary procedures or sanctions by the College. Such action shall, of course, provide for appropriate access to fair hearing and due process.

SEXUAL HARASSMENT POLICY

Approved by the faculty, February 15, 1996

Franklin & Marshall College does not tolerate sexual harassment directed toward any member of the College community. The College will act expeditiously to investigate alleged harassment and to remedy it if the allegation is valid.

Franklin & Marshall College affirms its commitment to ensuring fair and respectful learning and working conditions for its students and employees. Sexual harassment is unacceptable in a college because it is a form of unprofessional behavior that damages the educational community.

The fundamental element in sexual harassment is unwelcome sexual actions or attention by one person toward another. This includes deliberate unwelcome or sexual advances; requests for sexual favors; or verbal comments, gestures, or physical contact of a sexual nature which are unwelcome. These constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of academic status or employment;
- submission to or rejection of such conduct by an individual is the basis for evaluations of academic status or employment decisions;
- such conduct has the purpose or effect of substantially interfering with academic or work performance or creating an intimidating, hostile, or offensive learning or working environment; or
- such conduct threatens an individual's emotional well-being.

PROCEDURES FOR DEALING WITH SEXUAL HARASSMENT

In circumstances in which personal safety is not in danger, a student or an employee who believes that he or she has been subjected to an incident of sexual harassment should clearly communicate to the alleged offender that the behavior is unwelcome.

When the College receives a complaint of sexual harassment, it will undertake a confidential investigation into the circumstances surrounding the complaint, and if the complaint is found to have merit, take appropriate action against the individuals responsible for a violation of the policy and take action to protect the complainant against further harassment.

Students should contact the Senior Associate Dean of the College or a House Prefect. For College policies regarding sexual assault and rape, students should see the *Student Code* ("Declaration of Student Rights," VI, item 5).

Employees should contact the Director of Human Resources (ext. 3995) and/or their immediate supervisor. If the objectionable behavior involves the immediate supervisor, the employee should report the incident to the Director of Human Resources or to the senior staff responsible for their department: Dean of the College, Provost and Dean of the Faculty, Vice President for College Advancement, or Vice President for Enrollment Management and Dean of Admission.

In cases involving unusually serious conduct or a clear risk of retaliation, the College may take measures to protect a complainant from harm or retaliation, such as temporary or permanent transfers to alternative classes or jobs, or suspension of the alleged offender. To the extent possible given the nature of the investigation, confidentiality by all is required in order to protect both the complainant and the alleged offender.

SEXUAL MISCONDUCT

Sexual Misconduct violates State and Federal law and the *Franklin & Marshall Student Code*, Article 5; consult the *Code* (above) for appropriate disciplinary procedures. Sexual misconduct is defined as any non-consensual sexual contact, including any improper touching of intimate body parts. A person who is incapacitated (which includes being under the influence of alcohol or other drugs), asleep, physically helpless, or unconscious is considered to be unable to give consent.

The College informs students of both the College disciplinary process and criminal procedures. Moreover, the College encourages students to proceed with both College disciplinary and criminal charges if the student believes such action is appropriate to the situation.

As in cases of sexual harassment, students who believe they may have been subject to an incident of sexual misconduct may discuss the incident informally with any one of a number of appropriate College personnel, such as House Advisers or members of the professional staff of Counseling Services, Health Services, the Women's Center, College House Administration, or other offices of the Dean of the College.

When appropriate, the College will, among other measures, make changes in students' academic and living arrangements.

The College promotes awareness of sexual misconduct issues through educational programs and during Orientation.

RESOURCES AT F&M AND IN LANCASTER

F&M's Sexual Assault Response Line: 717-560-7311

- Access 24 hours a day to F&M Counseling Services & Health Service professionals
- CONFIDENTIAL
- Receive help exploring options
- Calls to the Response Line do not commit the student to taking any disciplinary action

F&M's Victims' Advocate

- Provides support for students through the entire process of coping with an assault
- Can be accessed through the **F&M Response Line 717-560-7311**

Off-Campus Resources

Lancaster YWCA Sexual Assault Prevention & Counseling Center 24 hour
Hotline: 717-392-7273

Lancaster City Police

Dial 911

WHAT TO DO IF YOU HAVE BEEN SEXUALLY ASSAULTED

- Get to a safe place immediately; call 911 for the Police and 291-3989 if you feel unsafe.
- Contact someone who can help you: the F&M Sexual Assault Response Line at 717-560-7311, Department of Public Safety at 717-291-3939, or the Police (911).
- Remember, sexual assault is never the victim's fault. Do not blame yourself. The F&M Sexual Assault Response Line will help you think through your options regarding getting medical attention, getting counseling support and reporting the assault. This call is confidential and does not obligate you to take any further action.
- The F&M Sexual Assault Line is a confidential service staffed by the College's Health and Counseling Services and other trained professional staff.
- When you call this line, you will speak with an off-campus answering service and be connected to the on-call professional. This person will listen and support you and will explain your options for receiving medical attention, counseling support and reporting the assault. You are in control of deciding what is best for you to do.
- A call to the F&M Sexual Assault line does not obligate you to make a report to the College. All information discussed with the professional on this line is confidential and will not be released without your written permission.
- Do not shower, drink, eat, douche, brush your teeth, brush your hair, or change your clothes. These activities destroy physical evidence that will be important if you decide to prosecute the assailant.
- Get medical attention as soon as possible. You may have hidden injuries and should explore options for preventing pregnancy or sexually transmitted diseases.
- Consider going to Lancaster General Hospital for a forensic exam.
- Write down everything that you remember about the event(s), with as much detail as possible. This step can help both with your own healing process and in any legal or disciplinary action you might decide to take.
- Seek counseling or other sources of support. Talking with a trained mental health professional may help in coping with the aftermath of a sexual assault. Family and friends may also be a source of comfort and support. It is most important that you are comfortable with and trust the individuals in whom you choose to confide. Franklin & Marshall's Counseling Services is available to meet with the student. Hours are Monday–Friday 8:30 until noon and again from 1–4:30 p.m. There are also walk-in hours daily between 3 and 4 p.m. You can also call for an appointment at 717-291-4083.
- The Sexual Assault Victim's Advocate can be contacted through Appel Health Services, 717-291-4082, Monday through Friday 8 a.m.–5:30 p.m. Both services are also available after hours through calling the Sexual Assault Line or the Office of Public Safety.
- Appel Health Services can provide emergency contraception and sexually

transmitted infection evaluation and treatment for students who do not require or choose not to have a forensic examination. Hours of service are Monday –Friday 8 a.m.–5:30 p.m., Saturday 10 a.m.–noon, 717-291-4082. After hours access these confidential services through the Sexual Assault Response Line 717-560-7311.

GENERAL ALCOHOL AND DRUG POLICY

PHILOSOPHY

Franklin & Marshall College is committed to maintaining a healthy and safe environment that promotes respect for oneself and others, zero tolerance for disruptive behavior resulting from alcohol and other drug abuse, and compliance with the law. Substance abuse is uniformly and consistently addressed through practice, policy, enforcement, education and treatment. The entire campus community shares responsibility to eliminate alcohol and other drug abuse and the consequences of abuse. The mission of the College is supported and enhanced by these community standards.

The College expects each student as well as all faculty and employees to obey federal, state and local laws concerning alcoholic beverages. Students, faculty and employees who are legally privileged to use alcohol are expected to do so in a way that does not bring discredit upon themselves or the College or interfere with the rights, freedoms, or safety of others. The College further stresses that any student who illegally uses alcoholic beverages is subject to the jurisdiction of the civil authorities as well as College disciplinary procedures. The College defines its relationship with students in this area as non-custodial and stresses that there is no “special relationship” created by their status as students as it pertains to the law. The College will take no responsibility for any actions taken by students who have been drinking, whether on or off campus.

COLLEGE EXPECTATIONS

Students and their guests who are 21 or older may consume alcoholic beverages in their rooms. However, excessive volumes of alcohol are prohibited in College-owned residential facilities in which students reside, and at activities in College-owned residential facilities and on campus grounds that have not been registered with and approved in advance by College officials. All social events on campus at which alcohol may be consumed must be registered with and approved in advance by the appropriate College official.

- Alcohol may not be consumed by students in the following areas of the campus: academic and administrative buildings, Mayser Center, the athletic fields and North Campus (except in appropriately licensed retail operations).
- Individuals may not carry alcoholic beverages in an open container on campus property except at registered College functions at which approval has expressly been granted for such behavior.
- Open containers of alcohol are prohibited on City streets.
- In accordance with state law, College employees (including House Advisers) may not serve alcohol to minors or purchase alcohol for consumption by minors.
- College monies may not be used for purchasing alcoholic beverages for under-age students, and alcoholic beverages may not be sold on campus or by any student group.
- The College very strongly discourages students from taking part in drinking

games and prohibits the consumption of grain alcohol since both activities have led to alcohol abuse and critical medical situations for our students in the past.

- Students who do not conform to these expectations will be subject to disciplinary action and confiscation of alcoholic beverages and alcoholic beverage containers (if applicable) by the Department of Public Safety and referral for disciplinary action. Moreover, students who are drunk and/or disorderly, whether in possession of alcohol or not, will also be referred for disciplinary action. **Intoxication will not be an excuse for misbehavior; indeed, misbehavior while intoxicated may be dealt with more strongly than simple misbehavior.** Depending on the nature and severity of the offense, College officials will impose sanctions consistent with College Policy, local, state and federal law. Possible sanctions include expulsion from the College and are further described under the heading “Disciplinary Actions and Penalties,” above.

ALCOHOL/DRUG POLICY SANCTIONS

Franklin & Marshall College is committed to maintaining a healthy and safe environment that promotes respect for oneself and for others. The College is committed to the implementation of a program to prevent unlawful possession, use, or distribution of illicit drugs and alcohol by its students, on or off premises or as part of any of its activities.

The Judicial Officer or panel has the discretion to determine the enforcement of this policy and its outcomes.

(See Alcohol and Drug Policy Violations on pages 56–57.)

*During the period of Deferred Suspension, if the student is found in violation of any College policy, the student will immediately be suspended from the College.

A strike will be forgiven one calendar year after the date of the initial violation, provided that the student has not violated any College alcohol or drug policy during that one-year period. For each subsequent 100-consecutive-day period without violations, an additional strike will be removed.

AMNESTY POLICY

The following students will not be subject to the sanctions of the College’s Alcohol and Drug Policy (Health and Well Being Interventions may still be issued):

1. Students who are seeking medical assistance for another student.
2. Students who are seeking medical assistance for themselves.
3. Students for whom medical assistance has been sought by another student.

POLICY REVIEW AND AMENDMENT

The Office of the Dean of the College will oversee the periodic review of the College’s alcohol policy to assess the alcohol policy’s effectiveness and ensure that disciplinary sanctions are consistently enforced.

PENNSYLVANIA LAW

1. All persons while in the Commonwealth of Pennsylvania are subject to the Pennsylvania Liquor and Penal Code.
2. It is illegal for anyone who has not reached the age of 21 to possess, transport, or drink alcoholic beverages in Pennsylvania.
3. The law also prohibits the selling or furnishing of alcoholic beverages of any kind to persons under 21 years of age by any agency or any person. ‘Furnish’

ALCOHOL POLICY	
VIOLATIONS	
First Minor Violation (No Strike)s	No Strikes
<p><i>These violations include but are not limited to:</i></p> <ul style="list-style-type: none"> • Underage consumption/possession/ transportation of beer/wine • Drinking or possession of an open container of beer/wine in any public area unless explicitly authorized, regardless of possessor's age 	<ul style="list-style-type: none"> • Parent and Coach notification • Disciplinary reprimand
Subsequent Minor Violations (One Strike)	One Strike
	<ul style="list-style-type: none"> • Parent and Coach notification • Disciplinary reprimand • \$100 fine
Major Violations (One or Two Strikes)	Two Strikes
<p><i>These violations include but are not limited to:</i></p> <ul style="list-style-type: none"> • Underage consumption /possession/ transportation of hard alcohol • Drinking or possession of an open container of hard alcohol in any public area unless explicitly authorized, regardless of possessor's age • Inducing or coercing others to consume any alcohol • Possession of an unregistered keg or beer ball on College property • Purchasing alcohol for minors or serving alcohol to minors 	<ul style="list-style-type: none"> • Parent and Coach notification • Two-semester loss of housing option (no suite or waiver) • Deferred Suspension for one year* with or without notation on student's transcript at the discretion of the Senior Associate Dean of the College or designee • \$200 fine
Major Violations (Two or Three Strikes)	Three Strikes
<p><i>These violations include but are not limited to:</i></p> <ul style="list-style-type: none"> • DUI 	<ul style="list-style-type: none"> • Parent and Coach notification • Permanent loss of housing option (no suite or waiver) • Either suspension for one or two semesters without refund, with completion of a certified treatment program as a condition of return and notation on student's transcript; or expulsion

DRUG POLICY	
VIOLATIONS	SANCTIONS
Minor Violations (One Strike)	
<p><i>These violations include but are not limited to:</i></p> <ul style="list-style-type: none"> • Possession of drug paraphernalia (bongs, pipes, or other items used specifically to consume, inhale, smoke, or inject illegal or controlled substances, etc.) 	<ul style="list-style-type: none"> • Parent and Coach notification • Disciplinary reprimand • \$100 fine
Major Violations (One, Two or Three Strikes)	
<p><i>These violations include but are not limited to:</i></p> <ul style="list-style-type: none"> • Possession and/or use of illegal drugs, controlled substances, or other's prescription drugs • Inducing or encouraging others to consume illegal substances 	<ul style="list-style-type: none"> • Parent and Coach notification • Two-semester loss of housing option (no suite or waiver) or permanent loss of housing option (no suite or waiver) if three strikes are issued • Deferred Suspension for one year* with or without notation on student's transcript at the discretion of the Senior Associate Dean of the College or designee or either suspension for one or two semesters without refund, with completion of a certified treatment program as a condition of return and notation on student's transcript; or expulsion if three strikes are issued • \$100 or \$200 fine
Major Violations (Three Strikes)	
<p><i>These violations include but are not limited to:</i></p> <ul style="list-style-type: none"> • Dealing or distributing illegal drugs, controlled substances, or prescription drugs 	<ul style="list-style-type: none"> • Parent and Coach notification • Permanent loss of housing option (no suite or waiver) • Either suspension for one or two semesters without refund, with completion of a certified treatment program as a condition of return and notation on student's transcript; or expulsion
HEALTH AND WELL BEING INTERVENTIONS	
<p><i>Any indication that a student may have a problem with drugs or alcohol could result in the following actions to protect the health and well being of that student:</i></p> <ul style="list-style-type: none"> • E-CHUG, E-TOKE, or Alcohol Education Class • Substance Use Assessment 	

is defined as: “To supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged” (Pennsylvania Crimes Code, 1986).

4. In addition, it is unlawful to misrepresent one’s age to any person to obtain alcoholic beverages or to represent to any person that a minor is of age.
5. Further, it is unlawful to transport liquor that was not purchased, obtained, or possessed according to Pennsylvania law.
6. It is illegal to possess, manufacture, or sell a false ID card whether or not the card is used to obtain alcoholic beverages. It is also illegal to attempt to obtain alcoholic beverages by using another person’s ID card.
7. The law has been interpreted to mean that no person under 21 years of age may pay assessments that will be used in whole or part for the purchase of alcoholic beverages.
8. Finally, it is against the law to charge admission to an event at which alcohol is being served (or to sell alcoholic beverages) without a liquor license. The College does not have a liquor license.

All students should be aware of the following sections of the 1986 revision of the Pennsylvania Crimes Code, Title 18, Act 31: Liquor Law Violations and Penalties.

Section 6307 Misrepresentation of Age: A person, being under the age of 21, knowingly and falsely represents himself to be 21 years of age or older...for the purpose of procuring or having furnished to him, any liquor or malt or brewed beverages....
FIRST OFFENSE: Summary violation, \$300 fine and suspension of driver’s license for 90 days. SUBSEQUENT OFFENSE (S): Misdemeanor III, \$500 fine, suspension of license for 1–2 years. MANDATORY SENTENCING.

Section 6308 Possession and Transportation: A person...less than 21 years of age, attempts to purchase, purchases, consumes or possesses, or knowingly and intentionally transports liquor.... Parents notified of arrest. FIRST OFFENSE: \$300 fine, suspension of license for 90 days. SUBSEQUENT OFFENSE (S): \$500, suspension of license for 1–2 years.

Section 6309 Representing that Minor is of Age (i.e. a person other than yourself): ...guilty of a misdemeanor of the third degree if he knowingly, willfully and falsely represents to any licensed dealer, or other person any minor to be of full age, for the purpose of inducing...to sell, furnish any liquor...to the minor. PENALTY: \$300–2,500 fine, one-year imprisonment or both. MANDATORY SENTENCING.

Section 6310 Inducement of Minors to Buy Liquor: ...misdemeanor of the third degree if he hires or requests or induces any minor to purchase, or offer to purchase liquor...from a...licensed dealer for any purpose. PENALTY: as in section 6309 above. MANDATORY SENTENCING.

Section 6310.1 Selling or Furnishing to Minors: A person...intentionally and knowingly sells or...furnishes, or purchases with the intent to sell or furnish, any liquor...to a person...(under the age of 21). FIRST OFFENSE: Misdemeanor III, \$1000–2,500 fine, one-year imprisonment, or both. Subsequent: \$2,400–5,000 fine, one-year imprisonment. MANDATORY imprisonment. MANDATORY SENTENCING.

GENERAL DRUG POLICY

The College expects students, faculty and employees to obey all federal, state and local laws regarding drugs. The manufacture (e.g., growing a marijuana plant in

your closet), sale, or use of illicit drugs or controlled substances may subject you to serious legal sanctions. Penalties for the manufacture or sale of drugs are even more severe if the violation occurs within 500 feet of an educational institution, such as the College. Conviction may result in substantial fines, imprisonment and/or long periods of community service. Legal defense against drug charges, even without conviction, may cost many thousands of dollars. If you are receiving a Pell Grant, conviction may result in suspension of payments or termination or debarment from this financial aid program. In addition, a felony conviction will make you ineligible to vote or hold political office. Felony and (in some states) misdemeanor convictions on drug charges will make you ineligible for professional licenses required to practice medicine, law, psychology, nursing, etc. Intoxication from illicit drugs may impair your judgment and put you at greater risk of performing a negligent act (e.g., an automobile accident in which someone is injured) for which you could be sued. You may also risk being included in a lawsuit if you sell or provide drugs to a person who, after using them, goes on to perform a negligent action. The expense of your legal defense and judgment against you could pose considerable financial hardship to you and your family. Complete text of the Federal and State Drug Laws is available at the Shadek-Fackenthal Library. The text of any local drug laws is available at the Lancaster County Courthouse Law Library at 50 N. Duke St., Lancaster. See the *Student Code*, Article 10, for College regulations prohibiting the sale, possession, or use of illegal drugs.

HELP FOR ALCOHOL OR DRUG CONCERNS

Episodes of intoxication or alcohol/drug-related injury that threaten a person's health or safety are emergencies that must be attended to swiftly. **Call 911 for an ambulance and Public Safety (717-291-3939) for assistance.**

Literature describing the risks and effects of alcohol or drug use is available at Counseling Services (Appel, 717-291-4083), Health Services (Appel Infirmary, 717-291-4082) and in the Student Health Advisory Committee Pamphlet Rack in the Steinman College Center. You may also consult the College Physician or a Counseling Service Counselor to discuss concerns about your substance use or your involvement with someone else who is using alcohol or other drugs. The College Physician or Counselor can also refer you to other sources of information, outpatient, or hospital treatment in Lancaster, or help you to arrange for treatment in your home community. Consultation with the College Physician or Counseling Services **is confidential**. You may anonymously contact Counseling Services or Health Services or Compass Mark in the Lancaster Community (www.compassmark.com or 717-299-2831) for information about the time and location of AA or Al-Anon meetings.

WEAPONS POLICY

Weapons are inconsistent with the educational purposes of the College and have no place in the College community. Consequently, Franklin & Marshall College strictly prohibits the possession, use, or introduction of weapons everywhere on College premises.

It shall be a violation of College policy for any student, faculty member, employee, or visitor to have in his or her possession any weapon or to introduce any weapon into the College community without the express prior written permission of the Director of Public Safety.

For the purpose of this policy, the following definitions shall apply:

College Premises: Includes all College owned properties as well as College Row

Apartments, College Hill Apartments, JSP Houses and all College approved landlord properties in which Franklin & Marshall students reside.

Weapons include but are not limited to:

- Handguns, rifles, shotguns and other firearms of all types, air guns, pellet guns, paint guns and BB guns;
- Axes, swords and knives of any kind other than eating utensils;
- Bows and arrows, cross bows, sling-shots and any archery equipment (except equipment owned by the College when possessed or used in the course of instructional programs);
- Fireworks or ammunition of any kind;
- Any martial arts or security equipment of a dangerous nature, including Chinese stars, nunchakues, brass knuckles and spiked gloves.

Possession means physical possession on the person or placing or keeping a weapon at any location on the College campus, including an individual's living quarters or workplace, in any vehicle, or in an individual's container (including, but not limited to, backpacks, briefcases, purses, wallets, bags and luggage).

Introduce shall mean:

- to bring any weapon onto College premises (see above); or
- to assist anyone in bringing any weapon onto College premises (see above).

Students found in possession of weapons on campus or in any College building or on College Premises as defined above may be found to be in violation of the student conduct code and may be disciplined up to expulsion from the College.

PROHIBITED/DANGEROUS SUBSTANCES POLICY

It shall be a violation of the College Policy for any student, faculty member, employee or visitor to have in his or her possession any "Prohibited/Dangerous Substance" or introduce any "Prohibited/Dangerous Substance" into the College community.

For the purpose of this policy, the following definitions shall apply:

Prohibited/Dangerous Substances shall include but are not limited to:

- Explosives of any type: compounds (moldable putty or powder), liquid solvents, gases, etc.
- Components of any type: caps, wiring, timers, remote devices, etc.
- Devices: defined for this policy as being any mechanism which could be detonated to cause an explosion resulting in death, injury or property damage

Possession shall mean: physical possession on the person or placing or keeping at any location on the College campus, including an individual's living quarters, workplace, in any vehicle, or in an individual's container (including, but not limited to, backpacks, briefcases, purses, wallets, bags and luggage)

Introduce shall mean:

- to bring onto College premises (as defined above); or
- to assist anyone in bringing onto College premises

Students found in possession of any of the above Prohibited/Dangerous Substances on campus or any College building or College premises as previously defined may be found to be in violation of College Policy and may be disciplined up to expulsion from the College.

FIRE SAFETY

In the event of a fire, the building fire alarm should be activated and the Department of Public Safety should be called (ext. 3939) to have them assist in evacuating residents. Students should familiarize themselves with the location of fire alarm pull stations, fire extinguishers, exits and a designated meeting place during alarms. Fire extinguishers, smoke detectors, heat detectors, sprinkler heads and pull stations are installed for the protection of building occupants, and are wired directly to the Department of Public Safety. Tampering with fire protection systems or turning in a false alarm is a violation of the Lancaster City Fire Code and the laws of the Commonwealth of Pennsylvania and is classified as a felony, punishable by a fine and/or imprisonment of up to five years. A student found guilty of this felony also could be expelled from the College. For reasons of safety, students may not light candles or burn incense in College-owned residential facilities. Halogen lamps and hot plates are also banned from College-owned residential facilities due to the high risk of fire from their use. Electronic equipment, extension cords and multi-outlets should be UL approved. Fire safety training is available for anyone upon request. For questions or concerns please contact the Fire Safety Coordinator at 717-291-3939 or at public.safety@fandm.edu.

LOSS OR DAMAGE TO PERSONAL PROPERTY

The College does not assume responsibility for loss of or damage to personal property of residents through fire, theft, or other causes. The College recommends that each student or his or her parents carry insurance against loss of and damage to personal property.

Large sums of money and valuable belongings should not be kept in College-owned residential facilities. Doors to unoccupied rooms should be locked at all times. Any loss should be reported to the Department of Public Safety immediately.

The Department of Public Safety offers to students the use of an engraver to engrave driver's license numbers and/or student number on any property brought to campus. Students are urged to maintain a record of all model and serial numbers of valuable equipment (e.g., stereos, cameras, computers, etc.) with a copy placed on file at the Department of Public Safety.

LANCASTER CITY NOISE CONTROL

The City of Lancaster has a Noise Control Ordinance that prohibits noise above certain levels, particularly between the hours of 9 p.m. and 8 a.m. Some provisions of the ordinance apply at *any* time. The ordinance covers noise made by stereos, radios, car horns, musical instruments, animals and other instances. A Special Noise Variance can be obtained from the City Police Department of Lancaster. Students should be familiar with the Noise Control Ordinance, copies of which are available from the Department of Public Safety.

OTHER COLLEGE POLICIES

COLLEGE HOUSES

All regularly enrolled first- and second-year students, except approved commuting students who live at home or with a legal guardian within a 50-mile radius, are required to live in their College House during their first year at the College, either in their College House or in an approved Theme House during their second year at the College, and in approved College housing for the remainder of their time at the College. Exceptions must be approved in advance by the Housing Committee. Each spring, a room selection process will be held.

The College has established some basic regulations that require each student to assume maximum responsibility for the environment in which he or she lives. All students are expected to abide by the *Student Code* and act in such a manner that the rights, safety and comfort of others are not disturbed. Behavior inconsistent with these values could lead to administrative action and/or a hearing by the Committee on Student Conduct. Such cases may also result in civil action and/or action by the Dean of the College or designee.

Students are also expected to establish and observe College House rules.

College policies are in effect whenever college approved housing is occupied. It is the responsibility of each student and his or her guests to be aware of the regulations and to adhere to them, as well as to policies outlined in the Room and Food Service Contract and in other sections of this *Manual*, including the alcohol policy.

GENERAL REGULATIONS

Students residing in college housing are entitled to the expectation that they will be able to study in their rooms, enjoy the company and conversation of their friends, experience the privacy and opportunity for uninterrupted sleep that a demanding schedule requires, and, in general, benefit from a style of life more independent than they experienced before entering college. No one has greater responsibility for providing this atmosphere for study, rest, friendship and civility than the residents themselves.

CANVASSING AND COMMERCIAL ENTERPRISES

For the protection of residents, canvassing, soliciting and commercial enterprises are prohibited unless approved in advance by the Director of College Programs. In order to obtain approval, individuals should contact the Director of College Programs. Unapproved items will be removed from halls and responsible individuals and/or groups may face disciplinary action.

The Director of College Programs must also approve club fundraising projects and personal profit-making enterprises. Such sales, for limited periods of time only, are restricted to tables in lower level of the College Center, except by special advance approval.

COOKING AND APPLIANCES

Air conditioners, hot plates, microwave ovens, electric heaters and heavy appliances, such as large refrigerators, are not permitted in college housing. Microfridges (small 2.1 cu. ft. refrigerators with attached microwaves) and refrigerators are available to students through a leasing arrangement with a local firm. They may not be used in the Theme Houses.

DAMAGES

Students are responsible for their rooms and the furnishings therein and also the cost of any repair and replacement beyond ordinary wear. Students are required to keep all items, including College-issued furniture, personal furniture and other personal items, in their rooms at all times. Students may not store any items in hallways or common areas. Items that are left in hallways or common areas are violations of local fire codes and are considered hazardous. They may be removed and disposed.

In the common areas—lounges, hallways, bathrooms, etc.—when direct responsibility cannot be placed, the cost of repair and replacement of damaged items is shared by all students living in and using these areas.

In order to prevent structural damage, students and their guests may not participate in sports games in college housing. This prohibition includes but is not limited to basketball, soccer, lacrosse, football, hockey and frisbee.

Students' own property is not insured by the College's insurance. Students should consider obtaining renter's insurance or equivalent coverage (fire & liability insurance) to protect their personal property. The College shall not be liable for any loss of damage to property left in a room after the room has been vacated by the student, nor shall the College be liable for loss or damage to property resulting from fire, theft, water damage from sprinkler release or any other cause. Additionally, the College is not responsible for any personal injuries occurring with a student's room unless caused by or resulting from the negligence of the College.

KEYS

For the safety of students, lost keys should be reported immediately to the Department of Public Safety, which will contact the necessary offices so that locks will be recombined and keys replaced. There will usually be a \$40 fee for the lock re-combination and a \$50 fee to replace exterior door fobs. Failure to return assigned keys and fobs at check out could result in disciplinary action as well as replacement costs.

LOCKOUTS

A student who becomes locked out of his/her College-owned residential facilities, for which the Department of Public Safety maintains keys, will be assisted by a staff member from the Department of Public Safety, who will unlock the residence after identification is verified. A student will be allowed assists for the first week of school free of charge. A \$10 fee will be levied for each subsequent room unlock by the Department of Public Safety during the academic year.

PETS

No student may keep a pet(s) in college-approved housing. This includes all reptiles, all mammals and any other animals that live outside of water; the only exception is fish. Aquariums must be 20 gallons or smaller. Pets also are not allowed in the Steinman College Center or any food service areas at any time. The City of Lancaster Health Code prohibits animals in areas where food is served, and a City of Lancaster ordinance requires dogs to be leashed in public places. Licensing laws are strictly enforced. Copies of the City's "Dog Law" are on file at the Department of Public Safety.

PICTURES AND ORNAMENTS

In hanging fixtures and other ornaments in student rooms, care must be taken so that painted surfaces are not damaged and that smoke detectors are not covered.

ROOM CHANGES

Room changes can be made only with the approval of the House Prefect, in the case of special interest housing the College Residential Coordinator. In most cases, room changes are not allowed during the first and last three weeks of each semester. Please note that suites and apartments cost more than single or double rooms. Accounts may reflect a different housing charge once a student changes rooms.

ROOM CONDITION

Repairs to on-campus and theme housing should be reported to the Service Response Center or House Adviser. Only authorized maintenance personnel are permitted to install equipment and to make alterations or repairs.

SMOKING POLICY

Smoking is not permitted in any of the College's residential facilities. Please see the College's nonsmoking policy for additional details.

CONTRACTS

No student or employee of the College may sign a contract that legally obligates the College with a vendor, entertainment agency, government agency, or any other public or private organization without the approval of an adviser, department chair, or supervisor and the signature of the Associate Vice President for Finance on the contract.

DINING SERVICES

DINING REQUIREMENTS

Sodexo Campus Services operates Franklin & Marshall's Dining Services. Marketplace is the all-you-can-eat resident dining facility, and retail options include Pandinis, Jazzman's, and Crepes. Beyond its commitment to variety, Dining Services supports students' efforts to maintain a healthy lifestyle and accommodates special dietary needs. The Franklin & Marshall Catering Department provides meals for special on- and off-campus events. The General Manager for the Dining Services is **Kevin Dean** who is accessible to all students. All regularly enrolled first-year and sophomore students, except commuting students living at home or with legal guardian, are required to contract for board in the College dining hall during the entire academic year. First-year students are required to sign up for the 225-meal block plan (including \$120 flex dollars). Second-year students may select either the 225-meal block plan or the 180-meal block plan (including \$145 flex dollars). Third- and fourth-year students are not required to select one of the meal plan/declining balance options. Juniors and Seniors living off campus may purchase a 125-meal block plan (including \$220 flex dollars), the 70-meal block plan (including \$195 flex dollars) or a 50-meal block plan (including \$245 flex dollars). Flex Dollars are not real dollars but an amount of "flexible" funds that give you purchase power at the retail restaurants. Flex dollars are transferable from fall to spring semester but not from one academic year to the next. For fee information or to sign up for a meal plan, please visit the Business Office website or call 717-291-4213. Meal plan changes can be made at the Business Office through September 3, 2010. Changes cannot be made after September 3, and students are limited to one change only. Dining services website <http://www.fandmdining.com/>

USE OF FRANKLIN & MARSHALL ACCESS CARDS FOR MEALS

All meal plan participants receive appropriate credit on their Franklin & Marshall Access Card. The card must be “swiped” at each meal by the person checking cards at the entrance of the dining rooms.

Sharing of a meal plan is not allowed even when the owner is present. The cost of board plans are calculated by using a formula which assumes that each student will miss a number of meals; if sharing of meal plans were permitted, the cost of the meal plan for each participant would be substantially higher. There are ten guest meal passes included in each meal plan and can be used only at Marketplace.

CASH EQUIVALENCY

Eating at Marketplace is only requires one swipe or one meal. Dining Services offers meal plan students the option of either having their meals in Marketplace or using Cash Equivalency in all retail spaces except Crepes. There are no restrictions on purchases at these restaurants. However, dollar values are assigned for each block. Blocks are assigned the following Equivalency values:

Breakfast	\$2.25
Lunch	\$3.95
Dinner	\$4.45
Late Night	\$3.95

If your retail purchase exceeds these amounts, you may pay the difference with Flex Dollars, cash, Ben’s Bucks, or another meal swipe. The well-trained cashiers will guide you through purchase to help you maximize your meal plan.

The Equivalency program may be used only during the following hours of operation at approved locations:

Breakfast	7:30 a.m.	—	10:59 a.m.
Lunch	11 p.m.	—	4:59 p.m.
Dinner	5 p.m.	—	7:44 p.m.
Late Night	7:45 p.m.	—	1 a.m.

GUESTS AT MARKETPLACE

There is no sharing of block or flex. School policy dictates that your meal plan belongs only to you. Each meal plan includes 10 guest meals that are accepted only at Marketplace. These meals can be used for a friend or for yourself. These guest meals are a part of the original block of the meals provided in the plan.

NOT BORROWING TABLEWARE

China, glassware and silverware are expensive and constitute a major part of Dining Service costs. Each item lost or taken must be replaced. This results in reducing the amount of money available for food and other services. Dining Services can provide you with disposable utensils.

SPECIAL DIETS

Students with special dietary needs should contact the General Manager of Dining Services. Dining Services can be reached at 717-291-4200.

FINANCIAL AID

Franklin & Marshall financially assist bright, capable students of all economic backgrounds to attain a Franklin & Marshall education. Approximately two-thirds of

the students at Franklin & Marshall receive some form of financial aid from a variety of private and public sources. The College provides nearly \$28 million per year in need-based grants/scholarships. About half of the students receive some type of need-based aid in the form of grants, loans and/or campus employment.

To apply for need-based financial aid at Franklin & Marshall College, students must submit the following documents by the appropriate deadlines:

- CSS/College Board PROFILE
- Free Application for Federal Student Aid (FAFSA)
- Signed copies of most recent Federal Income Tax Forms and schedules and W-2s, for the applicant and parents
- Information related to business/farm ownership and divorce/separation status is included in the PROFILE.

Franklin & Marshall is a member of the College Board and the College Scholarship Service (CSS) and subscribes to that organization's principles of financial aid. Need-based grants are awarded to students who have demonstrated financial need as determined from information provided in the College Board PROFILE application and the Free Application for Federal Student Aid (FAFSA).

Ben Franklin once wrote, "An investment in education pays the best dividends." We believe that a Franklin & Marshall education is an excellent investment in a student's future, and our Office of Financial Aid is here to assist students attain that investment. As the student is the primary beneficiary of the education, Franklin & Marshall presumes that each family will first make a reasonable sacrifice in financing its son's or daughter's education ahead of the College. Students receiving financial aid from the College are expected to work throughout the year/summer to earn funds for their education. In addition, all applicants must apply for any federal, state, or other awards for which they may be eligible. State and federal grants typically replace institutional grants. Failure to complete all applications for federal and state grants will result in the loss of institutional funding.

For the purposes of awarding federal, state and institutional financial aid at Franklin & Marshall College, the academic year is defined by the academic calendar and is comprised of two 15-week semesters. In addition to standard term awarding, students may receive federal or state financial aid for the summer terms, provided they enroll in at least two courses at Franklin & Marshall College. Receipt of financial aid during the summer term may impact a student's federal or state aid during the academic year. In certain situations a student may also receive federal or state aid when attending other colleges in the summer, provided they enroll in the equivalent of six semester hours and complete a Consortium Agreement provided by the Office of Financial Aid.

Students may be eligible for financial aid when studying abroad or off-campus through college approved programs. Students must be enrolled full-time and have completed and submitted the Off-Campus Study Budget Planner to the Office of Financial Aid.

M. Clarke Paine, Director of Financial Aid

Varo Duffins, Associate Director of Financial Aid

Jane Weidman, Financial Aid Counselor

Lynne Hackman, Coordinator of Student Loans

Sherri Fischer, Coordinator of Financial Aid Records & Office Coordinator

For a general statement of Financial Aid policies, see the *Catalog*.

FEDERAL PROGRAMS AND GUIDELINES

Federal Pell Grants

Grants of up to \$5,550 a year are made directly to the student by the federal government. Grant schedules and eligibility are established yearly by the U.S. Department of Education. Application is made by completing the Free Application for Federal Student Financial Aid (FAFSA) online at www.fafsa.ed.gov. All need-based aid applicants must apply for a Pell Grant.

Federal Supplementary Educational Opportunity Grants

Grants of \$100–\$4,000 are determined by the College using an allocation provided yearly by the U.S. Department of Education on a funds available basis. Preference in making grants is given to Pell Grant students.

Federal Perkins Loans

The College offers Federal Perkins Loans to students on a limited basis. Maximum eligibility per year is \$4,000 per year with a maximum loan total of \$16,000 for four years on a funds available basis. These loans carry no interest while the student maintains at least half-time enrollment status, including graduate school. After a nine-month grace period (or earlier if the grace period has already elapsed), interest commences at a rate of 5% simple interest on the unpaid balance. Repayment may be extended up to ten years. Students must demonstrate financial need to qualify for Perkins Loans by means of the Free Application for Federal Student Aid (FAFSA). Recipients are selected on the basis of demonstrated need, fund availability and the amount of other aid available to them. Preference is given to students with the highest financial need.

Federal Work Study Program

On-campus work opportunities are available to assist students meet their personal expenses and are funded by an annual allocation to the College from the U.S. Department of Education, to which the College adds its own funds. Students may work a maximum of 10 hours a week. Recipients must demonstrate financial need by means of the Free Application for Federal Student Aid (FAFSA). Students are responsible for securing their own employment. Open positions for students are posted at www.fandm.edu/departments/studentaid/bb/default.html. For other information see “Jobs,” below.

Federal Direct Loan Program

Loan amounts range from \$3,500 for first-year students, \$4,500 for sophomores and \$5,500 for juniors and seniors with a maximum undergraduate total loan limit of \$23,000 permitted. The federal government also allows a student to borrow an additional \$2000/year of unsubsidized loan funds.

Any family may apply for a Federal Direct Loan by submitting the Free Application for Federal Student Aid (FAFSA). Payment of the variable interest rate and the principal for subsidized Federal Direct Loans begins six months after completion of the student’s educational program or earlier if the grace period has already elapsed. Repayments are made to the federal government, and are similar to the provisions for Perkins Loans.

Eligibility for Federal Direct Loans is determined by the Office of Financial Aid according to the procedures described above. The limitations are statutory and the loan together with all other aid may not exceed a student’s federal eligibility. The student

and parents must submit the Family Aid Application, prior years' federal taxes and prior years' W-2s to determine eligibility for a Federal Direct Loan.

STATE PROGRAMS

The Pennsylvania Higher Education Assistance Agency (PHEAA) administers the Pennsylvania state grant program and annually determines the award levels and the criteria for eligibility. Pennsylvania students must submit the FAFSA by May 1 in order to be considered for a State Grant. The College serves only as the certifying and disbursing agent for these awards. Students must complete all Pennsylvania Grant application requirements as part of their overall financial aid file.

Other states have similar programs. At Franklin & Marshall, any support obtained from a state source will be used to meet need in the student's aid package. Aid applicants are required to apply for any available state aid.

COLLEGE PROGRAMS

Grants/Scholarships

The College awards grants/scholarships funded from endowment income, gifts and the operating budget.

All College-funded need-based grants/scholarships are awarded only to students who demonstrate financial eligibility according to Institutional and Federal Methodology. The grant determination is based on demonstrated financial need, other resources, class level and particular family circumstances. Assignment of a student to receive a particular endowed or restricted grant/scholarship is determined by the Office of Financial Aid staff.

Loans

The College uses the Federal Direct Loan program and Federal Perkins Loan program in its packaging of student financial aid.

The amount of loan offered or recommended and the funding source is the decision of the Financial Aid Committee based on the criteria listed for grants and the availability of particular funds. Maximum loan limits are subject to change as federal funding for these programs is reviewed yearly.

Federal Direct Parent PLUS of up to the total cost of education less any other financial aid are available through the federal government with no financial needs test. The interest rates fluctuate. The federal government also offers an unsubsidized Federal Direct Loan; further information is available from the Office of Financial Aid. The College also offers a ten-month payment program; information on this program is available upon request from the Business Office.

Employment

In addition to the Federal Work Study Program, the College operates a program of institutionally funded student employment. Students who are not awarded need-based or federal work study may seek on campus employment positions. Open positions are posted at <http://www.fandm.edu/x12889>.

The College limits students to a maximum of 10 hours a week of work during enrollment periods and forty hours a week during non-enrollment periods. Wages are paid bi-weekly in accordance with a schedule published annually. A student must meet the requirements of the job as established by the department or office with which the student is contracted. An evaluation of the student's work performance is made by the department or office. Information regarding on-campus employment is available

upon request from the Office of Financial Aid. For other information regarding student employment, please refer to this page.

STUDENT RIGHTS AND RESPONSIBILITIES

Students and their parents are entitled to complete confidentiality of all financial aid information submitted to the College. The Office of Financial Aid will not release any financial aid information about a student to any agency outside the College, unless the student has completed a waiver authorizing such disclosure, except as required by law.

All students are entitled to the counseling services of the Financial Aid staff. Appointments are recommended.

Students whose family circumstances change should contact the Office of Financial Aid to determine if there is additional eligibility for need-based financial aid. They are encouraged to discuss the circumstances with members of the Financial Aid staff at any time during the school year and to ask for full explanation of any decisions made.

Students are responsible for the completeness and accuracy of information provided on all applications for financial assistance and for meeting application deadlines.

Students who are awarded financial aid must sign an affidavit of intent to use federal aid only for College-related costs, and to complete required acknowledgments of funds and necessary forms, notes and schedules. They must also file the Selective Service Statement of Registration Compliance. Students who work at the College must complete forms I-9 and W-4 at the Payroll Office.

All applicants for financial aid are required to apply for Pell Grants, state scholarships and any other aid sources for which they may be eligible.

Students who receive aid from sources outside the College are required to report these awards to the Office of Financial Aid; in that case, aid awarded by the College may be adjusted.

Students whose parents are separated or divorced should file two applications. The parent (and current spouse, if applicable) with whom the student resides submits the FAFSA and the College Board CSS/PROFILE directly to the appropriate processing agency. The other parent submits the Non-Custodial Profile online at www.collegeboard.com. Appropriate stepparent income and assets must be shown on both applications.

Students may reduce or reject any portion of their aid packages by notifying the Office of Financial Aid. Explanations of supplementary resources are helpful in determining the next year's needs analysis.

REAPPLICATION FOR NEED-BASED FINANCIAL AID

In order to be eligible for federal and institutional aid, all students must be making satisfactory progress toward a degree.

The Committee on Academic Status determines satisfactory academic goodstanding, and only students in good standing are permitted to enroll. Aid recipients should consult the regulations for satisfactory progress under "Academic Standards," above. After each semester, the Committee on Academic Status also warns students who are in danger of not making satisfactory progress to be considered in good academic standing. Aid recipients must also maintain satisfactory academic progress. As such, a student must pass full-time units (3) for each semester of financial aid received as a full-time student. This is reviewed at the end of the spring semester for the academic year.

Aid is limited to eight semesters (or, in the case of transfer students, expected semesters needed to earn 32 credits once transfer credits are applied). The Commit-

tee on Academic Status sets the minimum number of courses successfully completed each year that permit a student to maintain good standing at the College. Students should clearly understand, however, that various state and federal programs may have more stringent requirements, and any aid lost for failure to meet those requirements cannot be replaced by the College. Students who re-enroll at the College regain their eligibility for aid on a funds available basis. Exceptions to these regulations may be requested in accordance with the procedures specified above in “Petitions,” under “Course Registration.”

Students must apply each year to determine eligibility for need-based financial aid. The application process includes the Free Application for Federal Student Aid (FAFSA) and the College Board PROFILE, signed copies of the student’s and parents’ most recent federal income tax return and W-2 forms, and the College’s Family Aid Application (FAA). Application forms, as well as important filing instructions and deadlines, are obtained at the Office of Financial Aid during December and filed with the appropriate processing agencies after January 1. Completed applications received by the Office of Financial Aid after May 15 may receive less consideration in the process. Need-based aid decisions are normally announced by late June. Students who submit applications after August 15 will be reviewed for College grants on a funds available basis. All required financial aid forms are available online at <http://www.fandm.edu/departments/financialaid>.

Typically, students who demonstrate financial need in their first year at the College can expect to be eligible for need-based aid in future years. The amount and type of assistance awarded may vary from year to year depending upon the family’s financial circumstances and the availability of federal and state assistance. Only in the most extreme cases of academic neglect or social misconduct will financial aid be curtailed. Failure to meet application deadlines may result in reduced or discontinued College aid. Furthermore, College aid cannot be used to replace outside resources lost by a student’s failure to file a renewal application. The College reserves the right to apply these limitations to federal and state aid as well.

Students’ financial need is recalculated each year. Total aid may increase or decrease depending on each student’s demonstrated institutional financial need and changes in the cost of attendance. Decisions on the nature of aid renewal packages are made by the Office of Financial Aid. No financial aid is renewed automatically. Review of eligibility and warning notices for poor performance are conducted each semester by the Committee on Academic Status.

Students on an approved Leave of Absence must meet the normal deadlines for applying for aid in order to be considered for funding for the semester in which they plan to return. Financial aid will not be disbursed until the office of Student Academic Affairs notifies the Office of Financial Aid that a return from Leave of Absence has been granted. Please see the sections on “International and Off-Campus Study” and “Leave Policies” in the *Catalog*.

OTHER CONSIDERATIONS

Review for Additional Funding

Students wishing to request additional funding must submit a letter indicating the reasons and provide appropriate documentation to the Office of Financial Aid. The Financial Aid Committee will review the request and provide a written response regarding the determination.

Crediting Financial Aid Payments

Grant funds awarded by the College are credited against the student's bill (in advance, when possible) using one-half the amount of the grant in each semester. Scholarships from outside sources (state, industry, or private foundations, for instance) are credited only upon receipt by the College of the award; a student showing proof of the outside award is permitted an open balance on his or her tuition account in the amount of the award. In most cases, loan funds will be disbursed to the student's account electronically.

Withdrawals and Leaves of Absence

The federal government prescribes the treatment of Title IV aid in the event a student withdraws. At Franklin & Marshall, all leaves of absences, whether informal or formal, are treated as withdrawals for the purpose of returning Title IV aid. When the Office of Financial Aid receives notice of a leave of absence or withdrawal from Franklin & Marshall from Student Academic Affairs, the Office must calculate the percentage of the semester that the student was enrolled. If the student withdraws after the semester is 60% completed, the student has earned all Title IV aid for the semester and no funds will be returned to the federal government. If the student withdraws prior to the 60% point in the semester, the percentage of the funds that were not earned will be returned in the following order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- Perkins Loan
- PLUS Loan
- Pell Grant
- SEOG
- Other Title IV programs

For example, a student receives a \$1300 Unsubsidized Stafford loan, a \$1325 Subsidized Stafford Loan and a \$5000 PLUS loan, all with 3% fees. \$7396.25 is disbursed (97% of \$7625). If the student is enrolled for only 30% of the semester, \$5177 will be returned, equaling 70% of the net proceeds. In compliance with federal law, Franklin & Marshall will return all the unsubsidized and subsidized Stafford loan proceeds and \$2631 of the PLUS loan. Earned Federal Work Study funds do not need to be returned.

If the student also receives institutional and state grants and officially notifies Student Academic Affairs of the withdrawal or leave of absence, the College will reduce institutional aid per the College's tuition refund schedule. For example, the student above takes a leave of absence in the fifth week of classes. As 37.5% of the tuition (less administrative costs) will be credited to the bill, 37.5% of the institutional grant aid already received will be debited from the bill. The College may choose to return all state grant funds to ensure state grant eligibility in future semesters if the withdrawal is early in the semester. If the student withdraws after the eighth week of classes, no tuition refund will be granted and all institutional and state aid will remain credited.

If the student has received a refund credit prior to withdrawing, the student will be responsible for repayment of the Title IV funds per Return to Title IV requirements, either to the College or the federal government. The College will notify the student of his or her responsibilities regarding the repayment of unearned Title IV funds that have already been disbursed and refunded to the student.

HEALTH LEAVES AND POLICIES

Whenever, in the opinion of Counseling Services, a student's condition is such that he or she should not continue academic pursuits but should devote full time to the treatment of a mental health issues, a staff counselor recommends to the Senior Associate Dean of the College or designee that the student be granted a Leave of Absence for Health Reasons. (For procedures, see the *Catalog*.) While on leave, a student is expected to obtain appropriate professional assistance from a psychologist or psychiatrist. Generally, such a leave lasts one or two semesters. When a student wishes to return to the College, his or her therapist should provide a complete evaluation to the Director of Counseling Services and the Director of Health Services. Reinstatement to the College is dependent on an interview and a positive recommendation by the Director or a counselor at Counseling Services.

The Director of Health Services recommends a Leave of Absence for Health Reasons to the Senior Associate Dean of the College or designee when, in her opinion, a student is unable to continue academic pursuits and should devote full time to the treatment of a disability. When a student is placed on a leave, he or she is normally withdrawn from courses for that semester while obtaining appropriate medical care. Reinstatement to the College is dependent on a review of medical records, evaluation and a recommendation by the Director of Health Services. (For more information, see the *Catalog*.)

It is mandatory that all students have medical insurance coverage either through a parent's policy or private insurance or by purchasing the plan available through the College. Students who do not return the waiver indicating their insurance coverage will be billed for the Accident and Sickness Insurance Plan designed specially for the students of Franklin & Marshall. Students who intend to participate in intercollegiate, club, or intramural sports, as well as students insured through managed care programs, are strongly urged to consider this plan as a supplement to their coverage.

All incoming first-year and transfer students are required to submit a medical history form to be completed by their family physician. A tuberculosis risk assessment is required, and immunizations must be up to date. All incoming students are required to be immunized against measles, mumps and rubella (two injections after one year of age), tetanus/diphtheria, polio, and a three-dose series of Hepatitis B. By Pennsylvania law, a one-time meningococcal vaccine (or a signed waiver declining it) is required for students living in college-owned housing. Varicella and Hepatitis A vaccines are recommended.

Appel Health Services does not issue medical excuses for missed classes due to illness. If a student is deemed to be too ill to attend class or is sent home or taken to a local hospital, the Office of the Dean of the College will be notified to place the student on a short-term medical leave and professors will be notified by e-mail from that office.

LIBRARIES

The Library supports the mission of the College by providing scholarly resources vital to a liberal education and by teaching the research skills necessary for lifelong learning. The Library is committed to developing knowledgeable information consumers. With this in mind, librarians and professional staff partner with faculty and students to enable effective location, access, evaluation and ethical use of information.

The Library's services include research assistance online and in person, Interli-

library Loan, library research workshops, preservation of archival College history and the provision of well-equipped and comfortable spaces conducive to scholarly study, research and the exchange of ideas. Its collections include books, journals, scholarly online databases, maps, recordings, periodicals, government documents, reference materials, archival and special collections and visual resources.

Library materials are located in Shadek-Fackenthal Library, the Martin Library of the Sciences and Media Services. The College Librarian is **Dr. Pamela Snelson**.

LIBRARY POLICIES

For information on Library holdings, see the *Catalog*.

ACADEMIC HONESTY AND THE LIBRARY; LIBRARY ETIQUETTE

No student may infringe upon the rights of others to have fair and equal access to library resources. Failure to sign out library materials appropriately is considered academic dishonesty and may result in the suspension of library privileges. Failure to return promptly materials that have been recalled also constitutes an infringement upon the rights of others to fair and equal access to library resources. Offenders may be brought before the Committee on Student Conduct or be subject to administrative action.

Library materials are protected by an electronic security system that automatically triggers an alarm when anyone attempts to remove material from the Library without properly signing it out.

Only library staff should reshelv books; patrons should place them on the holding shelves near the elevators.

Covered drinks are allowed in both library buildings. You may enjoy your snacks in the Periodicals Room of Shadek-Fackenthal Library.

The Library designates certain areas for quiet study. When working in the Library, be considerate of other students; use a group study room, or, if you wish to socialize or talk on a cellular phone, please go outside. There are study rooms located on the first and third floors of Shadek-Fackenthal Library that may be reserved for group study sessions. Group study rooms are also available in the Science Library.

BORROWING BOOKS

You must present a current Franklin & Marshall ID to check out books and reserve items. Books are checked out for 28 days. Periodicals, reference books and books marked “Non-Circulating” *cannot* be checked out. You may have up to 50 books checked out at any given time. By state law, all library circulation records are confidential. The Library will not tell you who has checked out a book. The Circulation and Reserve Desks close 15 minutes before the building closes. At this time, all computers and copiers will be shut down. You will not be able to check out items or make copies after this time.

RETURNING BOOKS

When the Library is open, please return books to the Circulation Desk. When the building is closed, you may return books in the book drop located to the left of the front door at the Shadek-Fackenthal Library. The Martin Library of the Sciences also has a book drop; however, it is not accessible when the building is closed.

RESERVE DESK

Reserve items may be checked out for two hours and they must be used in the Library. Fines will be charged for overdue reserve items.

Note: A professor may give a student permission to take a reserve item from the

Library. This permission must be in writing and it must be given to one of the staff members in the Circulation Department.

OVERDUE BOOKS AND FINES

If you fail to return or renew a book by its due date, you will be charged a fine of \$0.25 per day per book. If you fail to return a reserve item, you will be charged a fine of \$1 per hour. An overdue notice will be sent to you by electronic mail the day after the book is due. It is your responsibility to check your e-mail regularly and to notify the Library of any discrepancies. If the book is not returned or renewed within two weeks, you will be billed for its replacement. Replacement costs for lost or damaged books are \$70.00 per book. At the end of each semester, all unpaid charges will be sent to the Business Office. Seniors who fail to return books or pay fines may not receive their diplomas.

RENEWING BOOKS

If your books are overdue, you must bring them to the Library for renewal. To renew books by phone, call the Circulation Desk at 358-7007 (Shadek-Fackenthal) or 291-4331 (Martin Library of the Sciences) *before* the due date. Books cannot be renewed if another patron has requested them.

You may also review your account information and renew books using the Library's catalog accessible via the website (<http://library.fandm.edu>).

BOOK HOLDS AND RECALLS

If you need a book that is checked out, you have two options. The first option is to click on the "E-Z Borrow" link that appears in the Library Catalog record. The second option is to have the Library recall the item for you. Fill out a Hold/Recall Card at the Circulation Desk. A Hold will be placed on the book so that no one will be able to check it out before you. A book may be recalled after a borrower has had it for two weeks. If you receive a recall notice and still need the book, please talk to one of the Circulation staff members, not a student employee, as soon as you receive the notice. They will try to resolve the matter.

If you do not return a recalled book or contact the Library to resolve the matter, you will be charged \$1 per day per book and your borrowing privileges will be suspended.

If the book that you need has not been checked out for the required 2 weeks, and your need is urgent, please talk with a Circulation staff member. They will try to work out an arrangement to share the book.

You may view and modify outstanding hold requests using the Library's catalog.

INDEPENDENT STUDY

Students working on an independent study may borrow books for an entire semester. This privilege will be granted each semester automatically, once an Independent Study list is available. This privilege may be revoked at any time. Books checked out for your independent study are subject to recall.

INTERLIBRARY LOAN AND E-Z BORROW

Books and articles not available at Franklin & Marshall can be borrowed from other libraries. E-Z Borrow and Interlibrary Loan appear as links on the Library's website. Pick up and return Interlibrary Loan books at the Circulation Desk. Articles will be sent

to a student's campus mailbox. For renewals, speak with a member of the Interlibrary Loan staff in the Reference and Interlibrary Loan Office or call 291-4224.

REFERENCE SERVICE

Librarians are available online and at the Reference Desk on the first floor of the Shadek-Fackenthal Library to assist you with information and research needs. Research appointments may also be made with a librarian. Appointments are especially useful for upper-level course papers and independent study projects. In the Martin Library of the Sciences, reference service may be requested at the main desk. Reference Librarians can be reached through e-mail, instant messaging or texting with all contact information available on the Library's website. You may also reach them by phone at x4217 in Shadek-Fackenthal, and at x3843 in the Science Library.

SCHOLARLY DATABASES AND ELECTRONIC RESOURCES

The library provides access to more than 130 scholarly electronic resources, full-text article and index databases and reference sources in all academic disciplines.

All electronic resources are accessible from the By Subject and A-Z List links on the Library website.

PRINTING

The Library supports the College curriculum by providing full access to scholarly databases, eDisk, Blackboard and other related resources. There is a per page fee for printing, controlled by the College's GoPrint management system and payable at the Business Office.

ADDITIONAL INFORMATION

Book Locations: The Library shelves books using the Library of Congress call number system, not the Dewey Decimal System that most public and school libraries use. If you are not familiar with this system, please stop by the Circulation or the Reference Desk and one of the staff members will be happy to assist you. Floor directories are posted by the service desks, in the stairwells and by the elevator.

Missing Books: If you can't find a book that the online catalog indicates is available, ask the Circulation staff to check the shelves at the Circulation Desk where returned books are held. If it's not waiting to be shelved, fill out a "Search" card and the staff will try to find it for you. In order to initiate a search for a book, please provide complete call number, author and title information. A thorough search process usually takes two weeks; you will be notified of the results. If your need is urgent, please indicate this on the "Search" card.

Change: Please bring the correct change for the copiers. There is a change machine in the first floor copy room of the Shadek-Fackenthal Library. It takes \$1 and \$5 bills and gives quarters. The Library is unable to give change for \$20 bills.

NON-SMOKING POLICY

In order to promote the health and safety, comfort and well-being of all members of the College community, Franklin & Marshall prohibits smoking:

- inside all buildings on campus, including academic and administrative buildings, the Alumni Sports and Fitness Center and the Steinman College Center,
- in all indoor public areas and restrooms,
- in shared as well as private offices,
- in College Houses/College-owned residential facilities,

- at all indoor and outdoor athletic events,
- within 30 feet of the entrance or exit to any administrative or academic building on campus

Lighted smoking materials are not permitted in any indoor public areas of the College, offices, or Houses/College-owned residential facilities. Smokers are expected to dispose of smoking materials properly and safely; trash receptacles are provided near most campus buildings for this purpose.

PARKING AND MOTOR VEHICLES

GENERAL STATEMENT

Bringing a car to campus is a privilege, not a right. Operation of a personal car is not a requirement of any College program, and students bring and operate cars at their own risk. The College attempts to assist vehicle owners by furnishing appropriate parking regulations and limited parking spaces but assumes no responsibility for theft or vandalism to vehicles parked on College property.

MOTOR VEHICLE REGISTRATION

First-year students are prohibited from bringing vehicles to campus or **surrounding neighborhoods**.

Any other student who plans to operate a motor vehicle, including a motorcycle or moped, in the Lancaster area must register that vehicle with the Department of Public Safety within 24 hours of its being brought into the Lancaster area.

Registration forms may be obtained at the Department of Public Safety.

The campus speed limit is 15 miles per hour.

Motorized scooters are prohibited in Lancaster City.

24-HOUR STUDENT PARKING

The student parking area behind Weis Hall, Ware College House and Bonchek College House (with the exception of the Special Permit Parking, which must be applied for through the Parking Committee at the Department of Public Safety), and North Campus west parking lot offer 24-hour student parking. For continued safety of vehicles parked in student parking areas, it is strongly advised that owners make frequent checks of their vehicles. No student parking is permitted in the lot on the west side of College Square at any time.

OFF-CAMPUS PARKING

Student parking is *not permitted on the residential side of Race Avenue or on West Frederick Street, West New Street, West Clay Street and West Ross Street between Race Avenue and State Street.*

Employees, students and guests are requested to observe both Lancaster City and Franklin & Marshall regulations. Street cleaning signs are posted in the neighborhoods.

ON-CAMPUS PARKING

Parking is permitted only within lined spaces. **Reserved spaces and all spaces in Williamson Field parking lot are for faculty and professional staff, Monday to Friday, 7 a.m. to 5 p.m.** Student parking is permitted in the Williamson Field Parking Lot between 5 p.m. to 2 a.m. on weekdays and 7 a.m. to 2 a.m. on weekends and holidays. **Williamson Field parking lot and the lot on the east side of College Square are**

closed to all parking seven nights a week from 2 a.m. to 6 a.m. No student parking is allowed at any time in the Food Services 24-hour reserved spaces.

Vehicles may never block fire lanes or exits.

Questions regarding parking will be answered by the Department of Public Safety.

PARKING AND DRIVING PENALTIES

Students are expected to operate their vehicles within the provisions of the Commonwealth of Pennsylvania Vehicle Code. Persons violating campus parking and driving regulations are subject to fines up to \$50 per occurrence depending upon the violation. Failure to abide by these parking and driving regulations may result in penalties, including towing of vehicle and/or College disciplinary action.

Parking fine appeals must be made within five working days of the offense at the Department of Public Safety. Appeals are reviewed and ruled upon by the Parking Review Board, composed of a member of Public Safety, professional staff and two students. The Board's decision on an appeal is final.

After five parking violations, settled or unsettled, in one academic year, a letter will be sent to the student that future violations could result in his/her vehicle being towed from campus at his/her expense. A copy of this letter will be sent to the student's parents. Vehicle towing will begin with each subsequent violation.

After ten parking violations, settled or unsettled, in one academic year, a student will be issued a Disciplinary Reprimand, which will be placed in the student's file. The student will be required to perform ten (10) approved work hours by the end of the academic year. Towing of the student's vehicle, at his/her expense, will remain in effect with each subsequent violation.

These conditions are in addition to the student being liable for payment of all parking fines. Until all fines are paid, diplomas and/or transcripts will be withheld from graduating seniors and returning students. Failure to complete the required ten (10) approved work hours will result in further disciplinary action and the suspension of campus parking privileges.

Parking regulations are always in effect, even during evenings, weekends and vacations.

REGULATIONS ON OTHER VEHICLES

Skateboards and motorized scooters are not permitted on College grounds.

BICYCLE REGISTRATION

All students who bring bicycles with them to campus are required to register them with the Department of Public Safety. A decal is issued which aids in recovery if the bicycle is lost or stolen. Bicycles should be securely locked to bicycle racks provided on campus. For continued bicycle safety, it is strongly advised that students make regular and frequent checks of their bicycles and use a U-shaped, kryptonite lock to secure the bicycle rather than a cable and padlock.

CAR SHARING

F&M has contracted with Hertz Connect to provide our students (18 yrs +) two Ford Fusions that are available to rent by the hour. Membership with Hertz is required and is completed on-line at: www.connectbyhertz.com. The low hourly rates includes insurance and gas, see the website for complete details. All reservations, car issues and questions are to be directed to Hertz. The cars are equipped with satellite communications to Hertz customer service department and roadside service is provided. The F&M Auxiliary

Services Office will assist with any concerns about Hertz customer service, but please contact Hertz with car sharing questions.

The cars are parked between Weis and North Ben Franklin residence halls in the Race Ave. lot. There are two assigned parking spaces for the cars, the cars are to be picked up and returned to the same location. The two parking spaces are reserved for the Car Sharing cars 24/7, towing of any vehicle other than the Hertz cars will be strictly enforced. The cars must be returned to the same location so if there is a non-Hertz car in the space when attempting to return the car contact Public Safety at 717-291-3939 and they will assist.