

Forward

The purpose of the Marietta College Student Handbook is twofold. It informs students of opportunities for involvement with people and special programs that are available at Marietta College. It describes programs and services which will help increase the quality of every student's educational experience. The handbook also informs the College community of the regulations governing all students while at Marietta College. These regulations express expectations of behavior, convey a respect for community and provide for the protection of the rights of the individual. Each student or student group is held responsible for the rules and regulations of the College that are currently in effect or, from time to time, put into effect by the Administration of Marietta College.

Handbook

All registered students at Marietta College are held responsible for knowing the policies, expectations, procedures, and information contained in this handbook. Separate handbooks govern administration, faculty and staff. The Student Handbook is published by the Office of Student Life. This printed edition replaces any previous printed editions. Failure to read this Student Handbook does not excuse students from the requirements and regulations described herein. The master and official copy of the Student Handbook is maintained on the College's web pages at <http://www.marietta.edu>. The Dean of Students administers the policies and procedures contained herein.

Statement of Nondiscrimination

Marietta College admits students of any race, color, national or ethnic origin, disability, gender orientation, or religious affiliation to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, disability, gender orientation, or religious affiliation in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other college-administered programs. If you have questions regarding our non-discrimination policy, please contact our Director of Human Resources.

Services for Students with Disabilities

Marietta College complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act regarding non-discrimination against persons with disabilities. Any person having inquiries concerning Marietta College's compliance with Section 504 of the Rehabilitation Act of 1973 should contact the 504 Compliance Officer, Barb Cheadle, Academic Resource Center, Marietta College, Marietta, Ohio 45750, (740) 376-4467, who has been designated by the College to coordinate efforts to comply with Section 504.

The College seeks to offer support to all students and strives to make reasonable accommodations for individuals with protected disabilities. All campus services for students with disabilities are coordinated through the College's Academic Resource Center (know as "ARC"). Documentation of non-obvious disabilities must be provided

to the ARC to establish recommended accommodations. In addition to reviewing documentation to facilitate arrangements for specific classroom accommodations, ongoing individualized guidance is available from the ARC's Disabilities Specialist to include referrals to outside agencies for testing and assessment as necessary. Additional services available include tutoring, study skills assistance, access to adaptive technology (such as the Kurzweil 300 Scan/Read System, the Dragon Naturally Speaking Voice Dictation Software, and a TTY) and other personalized services based upon documented needs.

Students needing assistance with disability-related issues should contact the ARC (Andrews Hall, 740-376-4700, arc@marietta.edu) for more information. In addition, students are strongly encouraged to discuss individual class-specific needs with each faculty member at the outset of each academic course.

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WELCOME TO MARIETTA COLLEGE!

August 2006

Dear Marietta College Students:

It is a pleasure to welcome you to campus for a new and exciting year. The next two semesters will be filled with challenges and triumphs, frustrations and accomplishments, new knowledge and friendships. All, and much more, are all part of the college years.

Part of having a good experience is being informed about the various services available to you as well as the host of opportunities that exist for you outside of the classroom. Equally important is being familiar with the College policies and procedures that provide for an environment that is reflective of a community of scholars. The primary source for this information, and more is the Student Handbook. I encourage you to take a few minutes to thumb through it, I think you will find it useful.

As a student at Marietta College you are a member of a special community. I hope you know that by taking full advantage of it you will grow and develop not only intellectually, but socially and personally as well. Best wishes for a full and productive year.

Sincerely,

Lon S. Vickers, Ph.D.
Dean of Students

Section I – Student Policies

Community Standards of Conduct

Marietta College is a private college with a proud history. Its standards have always been and will remain high. The standards of conduct and regulations by which the College seeks to ensure the environment must be conducive to the well-being of a community of student-scholars and are not intended to legislate the morality of individuals. They are, however, intended to make clear the conditions under which learning is to take place at Marietta College and responsibilities which all members of the College community share.

Students must accept the responsibilities of membership in a community that existed long before their arrival and must continue to serve others long after they have left. It is assumed that students at Marietta College, prior to their enrollment know how to conduct themselves as responsible citizens, and that they will continue to live in a socially acceptable manner, without the necessity of written rules for all of the possible situations involving human behavior.

It is the individual student's responsibility to be thoroughly acquainted with the College's regulations. The student's very presence confirms a decision to abide by Marietta College's standards. Students who feel they cannot support those standards have the choice of enrolling in another college with standards better fitted to their needs.

At Marietta the Deans are responsible for the implementation of the College's standards of conduct and regulations. They are instructed to exercise jurisdiction when students fail to live up to the high standards expected of them and/or when the best interests of the College must be served.

Standards of conduct and regulations must always be susceptible to change. It is believed that the freedom students wish, and should experience, requires them to accept individual and group responsibilities. It is known that past acceptance of those responsibilities resulted in a College community in which the instructional program was paramount and in which Marietta could take pride.

Personal Conduct

Good student conduct and behavior as interpreted by Marietta College is an essential part of our educational pattern. The College administration reserves final decision in matters of dismissal, suspension, or requests not to return. The provisions of the Marietta College Undergraduate Programs and Graduate Programs Catalogs and this Student Handbook are not to be regarded as an irrevocable contract between the students and the College. The College reserves the right to change any provision or requirement at any time within the student's term of enrollment.

The responsibilities of good citizenship extend beyond the confines of the Marietta College campus. Membership in the College community in no way affords protection against apprehension and punishment at the local, county, state, or federal level. Nor, on the other hand, does apprehension and punishment by civil authorities afford any protection against the imposition of penalties when the College rules and regulations are broken. Action by the College does not necessarily follow cases heard or tried by the courts, but procedures of law do not rule out the possibility that measures may have to be taken by the College as well.

Every individual has the right to make public his or her position on issues of the day. The same right extends to groups. Peaceful demonstrations in support of, or in opposition to, any position or policy are certainly legal and legitimate. But when demonstrations interfere with the rights of others, disrupt regularly scheduled activities, or result in destruction of property, they have gone too far, and those responsible may be said to have separated themselves from the College community.

Students are expected to exhibit good judgment and responsibility in their behavior on and off campus. Failure to follow stated regulations may result in disciplinary action through the Marietta College Student Conduct Policy.

Temporary Suspension

Occasionally situations involving students may arise which call for immediate but temporary suspension before the case can be heard through either of the normal campus hearing procedures. If, in the judgment of the Dean of Students, the situation is urgent enough to warrant temporary suspension pending a full hearing of the case, the Dean will follow these procedures:

1. Review written documentation of the incident,
2. Interview all parties directly involved in the incident,
3. Present the case for temporary suspension to the President (or in his/her absence, the Provost) for concurrence before issuing the suspension,
4. Specify in the notice of temporary suspension the conditions associated with the suspension which may include:
 - a. To ensure the safety and well-being of members of the College community or preservation of college property; or
 - b. To ensure the safety and well-being of the student's own physical or emotional safety and well-being; or
 - c. To avoid the potential disruption of or interference with the normal operation of the College,
 - d. Any student who has been determined to pose a direct threat to him/herself or others may be subject to an immediate, emergency dismissal from the College.
5. During the interim suspension, students may be denied access to the residence halls and/or to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as specified in the notice of temporary suspension,

6. Normally, students must vacate within 24 hours of receipt of written notification. The College reserves the right, under certain circumstances, to modify the period of notification as specified in the notice,
7. The notice of temporary suspension will state the duration of the suspension.

College Housing Policies

There are a variety of standards and regulations pertaining to conduct in College housing. Marietta College reserves the right to make and change such rules as deemed necessary for the general welfare of the residents and the protection of property. Standards and regulations governing student behavior in College housing are listed in the Marietta College Residence Life Handbook. Anyone breaking rules of conduct in College housing will be subject to disciplinary action by either the Student Conduct Board or by Administrative Hearing and could be separated from Marietta College housing.

Age of Majority

In Ohio the age of majority is 18. Most students, therefore, are legal adults when they enter Marietta College. All rights, privileges, obligations, and responsibilities are accorded 18-year-olds within the state whether or not they are legal residents of Ohio. However, this matter of law does not limit the right of the College to impose reasonable conditions on those of any age who choose to become a part of its student body. In addition, the state of Ohio imposes special age requirements for the possession, purchase, and consumption of alcoholic beverages; that requirement is 21 years of age.

The Student Creed

The Marietta College Creed is the mechanism designed to implement the standards of conduct, as described throughout this handbook, for the Marietta College student community.

Statement of Principle

The mission of Marietta College “is to provide students with an integrated, multi-disciplinary approach to critical analysis, problem solving, and the leadership skills required to translate what is learned into effective action.” Students at Marietta College are both citizens and members of the academic community. As citizens, students enjoy the freedoms of speech, peaceful assembly, and the right to petition. However, as members of the academic community, they are subject to certain obligations which accrue to them by virtue of this membership. The success of an academic community in a residential setting depends upon the willingness of individuals to associate together in such a way that individual freedom and responsible order coexist. As a socially responsible academic community, Marietta College seeks a structure within which individual freedom may flourish without jeopardizing the requirements of an academic community and without becoming so self-centered that the resulting environment damages the very freedom it was intended to support. The College will seek representative input from students affected in changing or initiating any student life policy. This Creed balances the rights and responsibilities of the individual and of others, and of the College. It also recognizes that rights and responsibilities are separate entities,

yet one cannot exist without the other. To promote the fullest learning by everyone within the community of this campus, principles that support these goals must be adhered to. The principles outlined in the Creed describe the rights and responsibilities of which each community member must be aware.

Academic Responsibility

Academic Dishonesty

Dishonesty within the academic community is a very serious matter, because dishonesty destroys the basic trust necessary for a healthy educational environment. Academic dishonesty is any treatment or representation of work as if one were fully responsible for it when it is in fact the work of another person.

Academic dishonesty includes cheating, plagiarism, theft or improper manipulation of laboratory or research data or theft of services. A substantiated case of academic dishonesty may result in disciplinary action, including a failing grade on the project, or failing grade in the course, or expulsion from the College.

In cases of suspected academic dishonesty, the instructor is advised to consult with his or her department chair and, if deemed necessary, with the Provost. If it is determined that academic dishonesty has occurred, it is the responsibility of the instructor to notify the Provost and the Dean of Students of any penalties which have been applied. Those offices will keep a record which may guide action in case of another offense in the future.

Students have the right to appeal any penalties imposed for academic dishonesty in accordance with the Academic Grievance procedures described on pages 41-43.

Social Responsibility

A. Preamble

Marietta College recognizes the duality of human beings, as individuals and social beings. In its day-to-day operations it attempts to foster an atmosphere conducive to personal, social, and intellectual growth. It is the belief of the College that growth in these areas is interdependent.

Growth is facilitated by personal freedom. As a community, it is the responsibility of the College to promote that freedom. By choosing to become a member of the community the individual accepts the responsibility of ensuring the College is unhindered in its efforts to fulfill its obligation. Central to this individual responsibility is recognition of the personal freedom to which each member of the community is entitled.

The objectives of the College are best achieved when energy and resources are not consumed by issues such as discipline. To avoid such difficulties, the College

expects its individual members to exercise self-discipline in their associations with others and their activities within the community.

B. Personal Integrity and Self-Respect

The College has as its primary goal the maintenance of an educational community. The actions of individuals, grounded in self-respect and performed with integrity, form the basis for this community. Respect of self is evidenced in actions which protect the integrity of mind and body. Avoidance of morally and physically corrupting actions, including dishonesty and substance abuse, is expected of each member of the community.

C. Respect for the Rights and Concerns of Others

The College believes that among its primary goals are the personal, social, and intellectual growth of members of the community. It is expected that the actions of the students will reflect a personal investment in and commitment to the achievement of these goals. In support of these expectations the College provides education, leadership, and counseling.

D. Respect for the Functioning and the Property of the College

It is expected that all students will conduct themselves in a manner which fulfills the purpose of the College. Unreasonable interference with students, faculty, or staff in the performance of their studies or duties, or the abuse of an individual or College property is unacceptable.

Student Conduct Policy

The student conduct policy is designed to be a progressive discipline procedure to help students meet the conduct expectations of Marietta College. In most cases, the community provides educational intervention for the more minor violations of the Marietta College Student Creed. However, the college community also recognizes that from time to time more severe policy conduct violations occur. Therefore, in most cases the accused has the sole discretion of choosing to appear before the Student Conduct Board or choosing an Administrative Hearing. Under certain circumstances, the Dean of Students may deem it appropriate to refer a case to the Student Conduct Board, whether or not the accused desires an Administrative Hearing. For example, cases involving assault, felonies, and other serious cases may be automatically referred to the Student Conduct Board by the Dean of Students.

Terms

AHO Administrative Hearing Option
RD Resident Director
AHP Administrative Hearing Personnel
SCB Student Conduct Board (includes RD, SCO)
SCO Student Conduct Officer
SCBH Student Conduct Board Hearing
DOS Dean of Students

A. Administrative Hearing Option

The Administrative Hearing Option (AHO) is intended to handle most cases in which students plead "in violation" or "no contest" to the Marietta College Student Creed. On rare occasions, a student who pleads "not in violation" may also choose an Administrative Hearing. However, this option may be unavailable in serious cases, as noted above.

The Student Conduct Officer (SCO) or Residence Hall Directors (RD) generally conduct Administrative Hearings under the following conditions:
First and Second Offense—RD; Third Offense and thereafter—SCO

The SCO will refer cases to the appropriate administrator based on the number and severity of the accused's prior offenses.

*Cases that require special consideration (including, but not limited to, cases involving multiple respondents, damaging in excess of \$100, time card fraud and some cases of academic dishonesty) may be handled in the AHO by the SCO.

B. Marietta Student Conduct Board

The Student Conduct Board (SCB), composed of faculty, students, and administrators, is vested with the responsibility of resolving matters related to alleged violations of the Marietta College Student Creed if the accused does not elect an Administrative Hearing. SCB functions as the conscience of the Marietta College Community when determining whether a violation of the Creed has occurred and the sanction which is appropriate for any violation SCB finds.

Board Membership is to be for two consecutive academic years. Each member of the Student Conduct Board shall bear equal responsibility for service at the call of the Chairperson.

A quorum consists of five members with at least one representative from each of the three constituencies. The constituencies are as follows:

Student Members: Eleven voting student members shall be appointed by the Vice President of Student Senate and approved by Senate. Four students will hear a particular case. Student Senate shall keep in mind a balance of gender, race, athletes, non-athletes, Greeks, and non-Greek students as appointments are made;

Faculty Members: Five faculty members shall be appointed by the Chairperson of Faculty Council. Two faculty members will hear a particular case.

Administrative Members: Three members of the administration shall be appointed by the President's staff. One administrator will hear a particular case.

Officers of the Board

Student Conduct Officer (SCO) is an administrative position within the Student Life Division. The duties of the SCO consists of training new members of the board and advising the Student Conduct Board on procedures as well as gathering all information required by the board for cases before it. This officer is also the administrator responsible for implementing the Administrative Hearings procedure described in the Student Handbook.

The Chairperson convenes the board for meetings and hearings. The chair is a non-voting member of the board, except in the case of a tie vote.

The Secretary of the board takes minutes of meetings, makes tape recordings of all hearings, and maintains the minutes and the hearings tapes in the Student Conduct Board file within the Office of the Dean of Students.

Members' Responsibilities

1. Every seated member of the SCB has the right and responsibility to speak. It is the responsibility of each member to vote "yea" or "nay" on motions of verdict or sanction.
2. A member of the SCB shall voluntarily disqualify himself or herself before a particular case if he or she cannot remain impartial, or if continuation on the SCB because of association with either party constitutes or could have the appearance of bias.
3. No member shall disclose to anyone, other than members of the board, the degree of unanimity, harmony, votes, or the opinions of members seated for a particular case.
4. The SCB exists to promote justice and fairness, in order to serve the individual student, the campus, and the community interest. Therefore, every member of the SCB shall be held accountable for the following procedures:
 - a. No case or pending case shall be discussed outside the SCB;
 - b. No member should hear or entertain the merits of any case except when sitting as a member of the SCB in a hearing;
 - c. A member should not be swayed by partisan demands, public clamor, or consideration of personal popularity or notoriety, nor be apprehensive of unjust criticism;
 - d. When considering a question of "in violation" or "not in violation," a member should always bear in mind that he or she is deciding whether the Marietta College Student Creed has been violated by a clear and convincing presentation of evidence and not the validity of the creed;
 - e. A member should consider all relevant factors when deciding a sanction;
 - f. Hearings shall be conducted with fitting dignity and decorum and reflect the importance and seriousness of the hearing;
 - g. The SCB shall remove a member by a simple majority vote for failure to fulfill his or her duties or violation of the procedures for SCB members. The appropriate body shall appoint a replacement to fulfill the dismissed member's term.

New Member Selection

New member selection shall take place in the Spring semester by April 15th by the appropriate bodies. The SCB, including new members, shall meet during the Spring semester for orientation, training, and electing a chairperson and selecting a non-voting secretary. The new chairperson will meet with the outgoing chair for orientation and review of the previous year's activities.

Filing a Complaint

Any student, student group, faculty member, staff member or administrator may bring a complaint against any student or student group by contacting the DOS office.

If the accuser withdraws a complaint, and if there is a perceived threat to the individual or the community, allegations of creed violations may be pursued by the appropriate staff person in the DOS office. (The decision to go forward with a complaint will be made by the Dean of Students in consultation with the SCO, and appropriate College administrator(s)).

A "Creed Complaint Form" must be filled out by the complainant and returned to the SCO. This is a formal complaint and requires a signed, written statement which describes the alleged incident(s), as well as identification of any witnesses to the incident. Anonymous complaints will not be filed or kept on record. Forms are available from the SCO in the Dean of Students' office or the SCB chairperson.

The completed "Creed Complaint Form" must be received by the SCO for the case to proceed.

Complaint Notification to the Accused

1. A completed Notice of Complaint Form, Creed Response Form, and a Student Conduct Policy Checklist will be given to the accused by the SCO or RD. Copies of all applicable documentation will be provided to the accused by the SCO or RD during the meeting. The accused may have access to this information in the Dean of Students' office during regular office hours or by appointment at times other than regular office hours.
2. The "Creed Response Form" and the "Notice of Complaint" must be returned to the Dean of Students' office within five (5) business days of complaint notification during the academic year.
3. The accused will be given a checklist explaining all of his/her rights. Each item on the checklist will be initialed by the accused as it is explained by the SCO or RD. The accused will be advised of the SCB option and AHO.
4. Once the checklist is completed the accused and the SCO or RD sign the checklist document. The accused will receive one copy, and a second copy will be kept on file.
5. The appropriate administrator for an Administrative Hearing or the chairperson of the SCB for a Conduct Board Hearing will be notified.
6. The accused will then be contacted for the scheduling of the hearing.

7. Students may also be given a citation for creed violations by Campus Police. In these cases, students will be contacted by the administrator (RD or SCO) assigned to the incident.

Advisor to the Accused or Accuser

Both the accused and the accuser have the option of having an advisor present in the hearing. The advisor must be a member of the Marietta College community. A member is defined as a current member of the faculty, student body, staff, or administration. The advisor then becomes a part of the process and is therefore held by the same restrictions of members of the SCB (see earlier section on Members' Responsibilities). Each advisor has access to the case file information while the case is pending.

Board Challenges

The accused and the accuser have the right to challenge a member of the SCB. The challenge should take place prior to the convening of the hearing. The Chairperson will be responsible for notifying both parties, at least 72 hours prior in advance to the hearing of the names of the SCB members seated for the hearing. Challenges must be made in writing at least 48 hours prior to the scheduled hearing.

If a member is challenged, the SCB will determine the validity of the challenge prior to the hearing and remove the member, if validly challenged, by a majority vote of the SCB. The SCB shall then replace the member by appointing another sitting member from that same constituency. The Chairperson shall serve as a replacement if all other members of a constituency have been eliminated.

Student Conduct Board Hearings Procedure

Hearings will be audio-taped and may be reviewed if the sanction is appealed.

Any student (including witnesses) or student group required to appear before the SCB will be notified in writing by the Chairperson at least five (5) business days before the time set for SCBH. The notice will contain the name(s) of the accused(s) and the time and place set for the SCBH, and the student's or group's rights and responsibilities as specified in these procedures.

1. Student Conduct Board Hearings (SCBH) cannot commence unless a quorum, five members with at least one representative from each of the three constituencies, is present.
2. SCBH will be confidential.
3. Any student or group (and its representative) referred to the SCB must appear at the time set for the hearing. If the student or group (and its representative) fails to appear without justifiable reason, the case shall be heard without the person(s) there.
4. The giving of false information to the SCB is a serious matter and may lead to disciplinary action, including suspension. All persons appearing before the SCB shall be informed of this fact.
5. The SCB shall call in witnesses requested by the accused, accuser, or the SCB members, who can furnish information pertinent to the matter in question. Failure of student witnesses to appear and to testify before the SCB shall be considered a

breach of the Marietta College Student Creed. Therefore, such witnesses are subject to disciplinary action by the SCB.

6. Both the accused and the accuser shall have the right to hear all testimony. To protect the rights of the accused, the accused is not required to answer any questions concerning the alleged incident.
7. The SCB has the right to limit witnesses, testimony, and other presentations of evidence, to provide a fair and efficient hearing which is not necessarily duplicative or extended.

Student Conduct Hearing Order

1. Call to order by the chairperson.
2. Verification of Quorum declared by chairperson.
3. Complaint read by the chairperson.
4. Plea by the accused if present. (A SCBH will be held in the absence of the accused.)
5. If the plea is "not in violation," the hearing proceeds as follows:
6. Evidence and witnesses for the accuser made available for questions from the accuser, SCB, and the accused.
7. Evidence and witnesses for the accused made available for questions from the accused, SCB, and the accuser.
8. Recall of witnesses as requested by the accuser, SCB or accused.
9. Summary by the accuser.
10. Summary by the accused.
11. The chairperson excuses all witnesses, accuser, and accused so that the SCB can go into deliberations.
12. The SCB shall review and evaluate the information presented by "preponderance of the evidence."
13. The SCB shall vote on each charge separately "in violation" or "not in violation".
14. Voting shall be by open ballot.
15. If the accused is found "in violation" the SCO shall report to the SCB any past disciplinary matters in the accused's file.
16. The SCB shall determine a social penalty and/or recommend an academic penalty to the appropriate faculty member.
17. Voting by open ballot.
18. The penalty will be for an appropriate time period.
19. If the plea is "in violation" or "no contest", the accuser and the accused may make a statement of mitigation.
20. The accused and accuser are excused and the SCB deliberates the sanction.

Administrative Hearing Option Procedure

1. Call to order by the administrator assigned to the case.
2. Complaint read by the administrator.
3. Plea by the accused if present. (An AHO can be held in the absence of the accused.)
4. If the plea is "not in violation," the hearing proceeds as follows:

5. Evidence and witnesses for the accuser are made available for questions from the accuser, administrator, and the accused.
6. Evidence and witnesses for the accused are made available for questions from the accused, administrator, and the accuser.
7. Recall of witnesses as requested by the accuser, administrator, or accused.
8. Summary of the accuser.
9. Summary of the accused.
10. The administrator excuses all witnesses, accuser, and accused so that he/she can begin deliberations.
11. The administrator shall review and evaluate the information presented by a "preponderance of evidence."
12. The administrator shall determine the charge of "in violation" or "not in violation".
13. If the accused is found "in violation," the administrator shall consider any past disciplinary matters.
14. The administrator shall determine a social sanction and/or recommend an academic sanction.
15. If the plea is "in violation" or "no contest" the accuser and the accused may make a brief statement of mitigation.
16. The administrator excuses the accused and accuser.
17. The administrator reviews the accused's file for prior violations and determines the sanction.

Social Sanctions

Social penalties available to the SCB and the Administrative Hearings personnel are assessed on a case-by-case basis and are designed to be progressive discipline. Penalties may include, but are not limited, to the following:

Work penalty—gratis work on the campus or in the community;

Restitution—reimbursement for defacement, damages to, or theft of property or payment of medical bills;

Fine \$25-\$300;

Conduct probation—probation does not involve loss of privileges, but is recorded in the student's file. Additional violations during conduct probation could result in additional sanctions up to and including expulsion.

Restrictive Probation—such probation appears in the student file. The restrictive probation period may range from one semester to no more than two consecutive semesters. This sanction involves the loss of privileges. Any individual placed on restrictive probation may not hold office in College chartered or sponsored organizations and committees, nor may he/she represent the College in such official activities as athletics, music, or dramatics. If a student is found guilty of a subsequent violation of the Creed while under restrictive probation, the student may be suspended or expelled from the College;

Removal from College Housing—students may be required to leave College housing either for a serious offense or repeated violations of the Creed. If a student is removed from College housing, normally he/she will be required to pay full-semester room fee to the College. Students violating this sanction may also

be subject to suspension. This sanction may be levied in addition to any other sanction.

Suspension—separation from the College for one or two semesters with the right to apply for readmission at the end of the suspension period. Students receiving this sanction will receive the "WF" grade for the semester for which he/she receives the sanction. Upon receipt of notification, the student will be given 24 hours to vacate the residence halls unless an extension is granted by the Dean of Students.

Expulsion—separation from the College with no provision to return. Students receiving this sanction will receive the "WF" grade for the semester for which he/she receives the sanction. Upon receipt of notification, the student will be given 24 hours to vacate the residence halls unless an extension is granted by the Dean of Students.

Organizations and Groups—disciplinary action may include, but may not be limited to, loss of permission to hold future social events, loss of group housing privileges, probation, suspension, or expulsion.

Notification of Hearings Outcome

1. If the accused selected an AHO, the accused will receive a copy of a completed "Sanction Form" from the administrator.
2. If the accused selected an SCB option, the SCB secretary will notify the accused in writing of the decision, within two (2) business days.
3. In either case the accuser will be notified in writing by the SCO, RD, or Chairperson of the SCB of the outcome resulting from his/her complaint.
4. The SCB secretary shall report the results of SCB cases to be forwarded monthly to the Marcolian without names.
5. The SCO shall report to SCB the results of Administrative Hearings monthly. The SCB secretary shall report the results of the Administrative Hearings cases to be forwarded monthly to the Marcolian without names.
6. The DOS office must maintain records for the safety and protection of the College community as a whole. Disciplinary records will be maintained, including those that do not result in a finding of "in violation".
7. Disciplinary records are expunged one year after the student's graduation from Marietta College.

Appeals

A student found "in violation" of the Marietta College Student Creed by either the SCB or the AHO may appeal the decision. The student must file a written appeal directly to the Provost for academic violations and to the Dean of Students for social violations within five (5) business days of the decision. The basis of appeal must meet one of the following criteria: procedural violation, new evidence or lack of evidence.

Amendment

Amendment to the Creed may be proposed by the Campus Life and Athletic Committee, Faculty Council, Student Senate or President of the College. No amendment or revision

shall be effective until it has been approved by a two-thirds vote of Faculty Council, a two-thirds vote of the Student Senate and President of the College.

Alcohol Policy

Marietta College recognizes that abuse of alcohol and other drugs is a problem on the nation's campuses. In an attempt to deal with the prevention and treatment of these problems as they arise on the Marietta College campus, the following policy has been developed.

Illegal use of drugs is incompatible with the basic purposes of an institution of higher learning, and those who indulge in it or encourage others to do so are jeopardizing both the mission of Marietta College and their own responsible role in that mission.

Marietta College takes the official position that a student who seeks counseling or treatment for an alcohol or other drug use problem will not be subject to any disciplinary action because of said counseling or treatment. Further, no record of such treatment or counseling will be made or used in any way to place the student in jeopardy at a future time.

The College recognizes alcoholism and drug addiction as diseases that can be treated. For the purpose of this policy, alcoholism and drug dependence are defined as diseases. A student is considered to have an alcohol or drug abuse problem when use of such drugs interferes with the student's behavior, academic performance and/or personal health. Alcohol and drug abuse are defined as the student's consumption of alcohol or any other drug abuse to an extent where such consumption creates problem for the student or others.

Marietta College assures that any student having a problem with alcohol or other drug abuse will receive the same careful consideration and offer of treatment that is now extended to students with any other illnesses.

Philosophy

The campus alcohol policy proceeds from the premise that all campus policy must support the Marietta College Mission Statement and the College Creed. As an educational institution Marietta College is committed to fostering the intellectual and personal development of its members. The abuse of alcohol or other substances and behaviors associated with such abuse is incompatible to the mission and purposes of the institution and is therefore prohibited.

The alcohol policy is also based upon the recognition that:

1. The majority of Marietta College students cannot legally consume alcohol;
2. A number of students that are of legal age to consume or possess alcohol choose not to do so; and
3. Alcohol abuse on college campuses across the nation (including Marietta College) is rampant and widespread.

Given these facts, the College bears a dual responsibility: acknowledge the desire of those students who are of legal age to consume alcohol and ensure that the social life of the campus does not revolve around an activity in which the majority of students cannot participate and ensure that College-sanctioned events do not fringe upon students' intellectual and personal lives.

Marietta College condemns excessive consumption of alcohol as an unacceptable and irresponsible act. Also, the College considers the decision to consume alcohol or not, to be a value judgment on the part of each individual of legal age. If alcoholic beverages are consumed, the consumption must take place in accordance with the laws of the State of Ohio and the City of Marietta, as well as the policy of Marietta College.

Each member of the Marietta College community is responsible for upholding to the College Creed. The college reserves the right to deal with inappropriate alcohol related behavior by an individual or organization on- or off- campus through the campus judicial structure.

General Policies

- a. An individual must be of legal age (21 years of age or older) to consume or possess alcohol on campus.
- b. An underage (under 21 years of age) individual is not permitted to be in the presence of alcohol except when within the confines a living space (room or apartment), one resident of the living space is of legal age (21 years of age or older), and there are no more than 4 guests present and the door is left open.
- c. Under no circumstance is an individual of legal age permitted to purchase and/or provide alcoholic beverages to an underage individual.
- d. Alcohol consumption to the point of severe intoxication as manifested by destruction of property or harm to oneself or others is a violation of the College Creed. When severe intoxication is an accompaniment to other CREED violations under no circumstances may it be regarded as a mitigating factor and may result in additional disciplinary sanctions.
- e. Wine and malt beverages are the only alcohol permitted for possession and/or consumption by an individual of legal age on the Marietta College campus. No hard liquor is permitted on campus.
- f. An individual of legal age is allowed to possess a maximum of 12(twelve)-12 oz. containers of malt beverage or up to one 750ml bottle of wine in their control for personal consumption in a living space
- g. The purchase, possession and/or use of bulk quantities of alcoholic beverages (i.e., kegs of alcohol, beer balls, and other common containers) are not permitted on Marietta College campus.

- h. Alcoholic beverages and paraphernalia (i.e., shot glasses, empty wine, malt beverages, champagne bottles, and other common containers) are not permitted within residence hall floors and programmatic units that are designated as alcohol and/or substance free housing.
- i. Alcoholic beverage drinking games of any kind are not permitted on Marietta College campus.
- j. Registered student organizations, departments and offices shall follow all Social Function Policies and Procedures. If the registered student organization is affiliated with a national organization, it is the responsibility of the local chapter to comply with the rules and regulations of their national policies (the local chapter is expected to abide by College policy).
- k. No alcohol promotions or advertisement for College-sponsored events of kind are permitted on Marietta College campus.

Alcohol Violations and Sanctions

<u>Violation</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Alcoholic beverages and paraphernalia in substance free areas Item h.	\$100 fine, Conduct Warning, 10 hrs work penalty	\$150 fine, Conduct Probation, mandatory alcohol education program, 15 hrs work penalty, notify parents	\$250 fine, Restrictive Probation, mandatory alcohol assessment and treatment as deemed necessary by counselor, 25 hrs work penalty, notify parents, removal from College Housing
Promoting alcohol for a College sponsored event. Item k.	\$100 fine, Conduct Warning, 10 hrs work penalty	\$150 fine, Conduct Probation, mandatory alcohol education program, 15 hrs work penalty, notify parents	\$250 fine, Restrictive Probation, mandatory alcohol assessment and treatment as deemed necessary by counselor, 25 hrs work penalty, notify parents, removal from College Housing
Legal age individual possessing or consuming liquor or consuming alcohol outside of his/her room Item b, d	\$100 fine, Conduct Probation, mandatory alcohol education program, 15 hrs work penalty	\$200 fine, Restrictive Probation, mandatory alcohol screening and follow recommendation, 25 hrs work penalty, notify parents	\$300 fine, Restrictive Probation, mandatory alcohol assessment and treatment as deemed necessary by counselor, 35 hrs work penalty, notify parents, removal from College Housing
An underage individual in the presence of, possessing or consuming alcohol Item b, c	\$100 fine, Conduct Probation, mandatory alcohol education program, 15 hrs work penalty	\$200 fine, Restrictive Probation, mandatory alcohol screening and follow recommendation, 25 hrs work penalty, notify parents	\$300 fine, Restrictive Probation, mandatory alcohol assessment and treatment as deemed necessary by counselor, 35 hrs work penalty, notify parents, removal from College Housing

Any individual in possession of drinking game paraphernalia Item h, i	\$100 fine, Conduct Probation, mandatory alcohol education program, 15 hrs work penalty	\$200 fine, Restrictive Probation, mandatory alcohol screening and follow recommendation, 25 hrs work penalty, notify parents	\$300 fine, Restrictive Probation, mandatory alcohol assessment and treatment as deemed necessary by counselor, 35 hrs work penalty, notify parents, removal from College Housing
An individual of age who is in possession of more alcohol than allowed by policy Item f.	\$100 fine, Conduct Probation, mandatory alcohol education program, 15 hrs work penalty	\$200 fine, Restrictive Probation, mandatory alcohol screening and follow recommendation, 25 hrs work penalty, notify parents	\$300 fine, Restrictive, Probation, mandatory alcohol assessment and treatment as deemed necessary by counselor, 35 hrs work penalty, notify parents, removal from College Housing
Being under the influence of alcohol Item d.	\$100 fine, Conduct Probation, mandatory alcohol education program, 15 hrs work penalty	\$200 fine, Restrictive Probation, mandatory alcohol screening and follow recommendation, 25 hrs work penalty, notify parents	\$300 fine, Restrictive Probation, mandatory alcohol assessment and treatment as deemed necessary by counselor, 35 hrs work penalty, notify parents, removal from College Housing
An individual of age who is in possession of bulk quantities of alcohol Item g.	\$200 fine, Conduct Probation, mandatory alcohol education program, 20 hrs work penalty	\$300 fine, Restrictive Probation, mandatory alcohol assessment, 30 hrs work penalty, notify parents	\$400 fine, Restrictive Probation, mandatory alcohol assessment and treatment as deemed necessary by counselor, 50 hrs work penalty, notify parents, removal from College Housing
An individual of age providing alcohol to underage individuals Item c.	\$300 fine, Restrictive Probation, mandatory alcohol assessment and treatment as deemed necessary by counselor, 50 hrs work penalty, notify parents	\$400 fine, Restrictive Probation, mandatory alcohol assessment and treatment as deemed necessary by counselor, Removal from College Housing, 100 hrs work penalty, notify parents	\$500 fine, Suspension from College, 150 hrs work penalty, notify parents

All of these sanctions are minimums and the actual sanctions imposed upon an individual would depend on the circumstances of the violation and the prior judicial record of the individual documented.

Social Functions

In an attempt to promote responsible use of alcohol and practice sound risk management the Office of Student Life has developed procedures for use by faculty, staff, departments, recognized groups and registered student organization for hosting events where alcohol will be present. Please contact the Dean of Students Office for copies of the procedures and approval of events.

Good Samaritan Policy

In those instances in which a student contacts Campus Police or a Resident Hall Director seeking assistance with another intoxicated student, neither the student making the contact nor the student in need of assistance will be charged with violations of the

Alcohol Policy. The students however will be asked to meet with the Director of Residence Life to discuss the incident. The Director may refer the student(s) to Counseling Services for possible alcohol intervention. No formal judicial action will be taken unless the student(s) involved demonstrate a repeated lack of care for their well being and that of the college community or fail to follow the recommendations of the Director of Residence Life or Counseling Services.

Controlled Substance Policy

As an institution within the State of Ohio, Marietta College is committed to encouraging compliance with all state and local laws. Marietta College is opposed to the unlawful possession and use of controlled substances. It is only in an environment free of substance abuse that Marietta College can fulfill its mission. For these reasons, it is the policy of Marietta College that all activities on College property shall be free of the unlawful use of controlled substances.

In accordance with the Drug-Free School and Communities Act, Marietta College has determined that the following behaviors violate this policy:

1. The use of non-prescribed controlled substances.
2. Possession and trafficking (manufacturing, dispensing, or selling) of controlled substances.
3. Improper use of prescription medications.
4. Possession of drug-related paraphernalia (i.e., water-bongs, bongs, bowls and other common containers) is not permitted on the Marietta College campus.

Health Risks

The use of alcohol and other controlled substance, even on an infrequent basis, may seriously damage or impair one's health. The College Health Center or your individual health care provider can offer information on the effects of specific substances to one's health. Some of the risks include, but are not limited to the following:

- Excessive use of alcohol is associated with the liver damage, hypertension, brain damage and weaken immune system. Use of alcohol by pregnant women has been associated with fetal alcohol syndrome, premature birth and low birth weight.
- Cocaine or crack use may be fatal, depending on the cardiovascular response of the user. The drug is highly addictive.
- Tranquilizers and sedatives are also addictive, even in low doses. Use of these drugs in conjunction with alcohol is extremely dangerous and may result in the user becoming comatose.
- The intravenous use of drugs carries the additional risk of infection due to shared needles. HIV and hepatitis are both transmitted this way.
- Marijuana has properties of both depressants and stimulants and is considered a psychoactive drug. Marijuana contains more tar than tobacco and cause lung and bronchial disease, a chronic dry cough and respiratory irritation. Continuous use has also been connected with memory loss and motivational syndrome.
- Tobacco smoke contains carbon monoxide and may cause cancer and bronchial disease, a chronic cough and respiratory irritation. Smoking by pregnant women

may result in fetal injury, premature birth and low birth weight. Chewing of tobacco may cause cancer.

Current Assessments of Possible Health Risks Associated with Drug Use/Abuse

Type of Drug (and generic effects)	Name (and slang terms)	Possible Effects
Stimulants <i>speed up the action of the central nervous system</i>	Amphetamines <i>(speed, uppers, berries, pep pills)</i>	Hallucinations may occur. Tolerance, psychological and sometimes physical central nervous system dependence. Continued high doses could cause heart problems, malnutrition, and death.
	Cocaine <i>(coke, snow, crack, rock)</i> <i>Legally classified as a narcotic</i>	Confusion, depression, hallucinations may occur. Tolerance and physical dependence can develop. Effects are unpredictable - convulsions, coma and death are possible. Nasal membranes may be destroyed. Smoking may cause lesions in lungs.
Depressants <i>(relax the central nervous system)</i>	Barbiturates <i>(barbs, goof balls, downers, blues)</i> Tranquilizers	Confusion, loss of coordination etc. may occur. Tolerance, physical and psychological dependence can occur. An overdose can cause coma, death. Depressants taken in combination or with alcohol are especially dangerous.
	Hashish <i>(hash)</i> Hashish oil <i>(hash oil)</i>	Long-term use may cause moderate tolerance, psychological dependence. Long-term use may cause damage to lung tissue.
Cannabis <i>(alters mood & perception)</i>	Marijuana <i>(grass, pot, weed, reefer)</i>	Confusion, loss of coordination with large doses, hallucinations may occasionally occur.
Hallucinogens <i>(temporarily distort reality)</i>	Lysergic acid diethyl amide <i>(LSD, acid)</i>	Hallucinations, panic may occur. Effects may recur (flashbacks) even after use is discontinued. Possible birth defects in users' children.
	Phencyclidine	Depression, hallucinations,

	<i>(PCP, angel dust)</i>	confusion, irrationality. Legally classified as a depressant Tolerance develops. An overdose can cause convulsions, coma, and death.
	Mescaline, MDA, DMT, STP, psilocybin, "designer drug"	Effects are similar to those of LSD.
Narcotics <i>lower perception of pain</i>	Heroin (<i>H, scag, horse, junk, smack</i>) Morphine (<i>M, dreamer</i>) Codeine, Opium	Lethargy, apathy, loss of judgment and self-control may occur. Tolerance, physical and psychological dependence can develop. An overdose can cause convulsions, death. Risks of use include malnutrition, infection, hepatitis.
Deliriant <i>(causes mental confusion)</i>	Aerosols, lighter fluids, paint thinner <i>Amyl nitrate (poppers)</i> <i>Other inhalants</i>	Loss of coordination, confusion, hallucinations may occur. An overdose can cause convulsions, death. Psychological dependence can occur. Permanent damage to lungs, brain, liver, bone marrow can result.
Alcohol: Long-term, heavy drinking is linked to cancer, heart and liver damage and other serious illnesses. Tolerance and physical and psychological dependence can develop.		
Nicotine: Long-term cigarette smoking is linked to emphysema, lung cancer, and heart disease. Physical and psychological dependence can result.		
NOTE: Caffeine found in coffee and colas is a stimulant drug but is not controlled by law.		

Prevention and Awareness Programs

Assistance concerning alcohol and other controlled substance related problems are available from several sources at the College. Individuals needing personal assistance, individuals who know of someone who needs help, or individuals with questions concerning alcohol and other controlled substance problems may contact in confidence any of the following:

- Office of Student Life, Andrews Hall
- Counseling Services, Andrews Hall
- Student Health Center, Broughton Center Suite 200

Training on issues regarding alcohol and other controlled substance use and abuse is provided to the Residence Life staff, including student staff (RA's) in the residence halls. Additionally other members of the Student Life staff and Campus Police periodically receive appropriate training. Counseling Services members are available to residence

hall personnel as needed for consultation concerning individual students with alcohol and other controlled substance problems. In addition, the Athletic Department provides educational workshops focusing on alcohol and other controlled substance abuse and all first-year students must attend a mandatory educational program.

Revisions and Amendments

As part of the Marietta College Student CREED revisions or amendments may be proposed by the Campus Life and Athletic Committee, Faculty Council, Student Senate or President of the College. No revision or amendment shall be effective until it has been approved by a two-thirds vote of Faculty Council, two-thirds vote of the Student Senate and President of the College.

Section II – Student Services

Academic Advising (Irvine Hall 1st Floor, Ext.4741)

Marietta College makes academic guidance and counseling an integral part of the education method. The instructor for the First Year Seminar 101 is the student's academic advisor for at least the first two semesters. Generally, by the beginning of the third semester the student should make arrangements through the Records Office to select a department advisor in a major area of study. It is the student's responsibility to seek out his or her advisor for help, and each student is responsible for learning the requirements, policies, and procedures governing the academic program he or she is following.

Academic Resource Center (Andrews Hall 3rd Floor, Ext. 4700)

Marietta College offers a variety of academic support services through the Academic Resource Center (referred to as the "ARC"). The ARC's primary mission is to provide resources and services to assist all Marietta College students in the acquisition of information and development of skills to achieve their academic potential. In addition to individualized services for students, ARC resources are available to all members of the campus community (students, faculty and staff). Services offered by the ARC include, but are not limited to:

- Individualized academic support for students including advising and guidance in collaboration with faculty advisors and related college departments/programs.
- Early intervention system for students in academic difficulty.
- Individual and small group tutoring by appointment.
- Drop-in tutoring and study skills assistance.
- Services for students with disabilities including classroom accommodations and ongoing support (please see the "Services for Students with Disabilities" section of the Handbook for more information).
- Access to computers and other educational technology housed in the Center and maintained by program staff.
- Quiet, relaxed study areas and space for research and collaborative academic gatherings.
- Personal development workshops on study skills, time management, and other related/requested topics.
- Adaptive equipment for students with disabilities.
- A resource library of materials and tutorials on general study strategies, time management, test-taking (general skills information and study guides for specific assessments such as the GRE, GMAT, LSAT), stress management, learning disabilities and other related/requested topics.
- Centralized system to assist students interested in forming study groups.
- Referrals to other campus resources and outside agencies as needed.
- The ARC is located in Andrews Hall. For more information please email the staff at arc@marietta.edu.

Services For Students With Disabilities

Marietta College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act regarding nondiscrimination against persons with disabilities. The College seeks to offer support to all students and strives to make reasonable accommodations for individuals with documented disabilities.

All services for students with disabilities are coordinated through the college's Academic Resource Center (ARC). In addition to assessment and review of documentation to facilitate arrangements for specific classrooms accommodations, individualized guidance from the ARC's Disabilities Specialist (including referrals to outside agencies for testing and assessment as needed) is available. Documentation of a disability from a licensed psychologist, psychiatrist, or physician must be provided to the ARC before classroom accommodations can be arranged.

Students needing assistance with disability-related issues should contact the ARC (Andrews Hall Ext. 4700 / arc@marietta.edu) for more information.

Athletics and Recreation (Dyson-Baudo/Ban Johnson, Ext. 4554)

Athletics and personal recreation play an important role in the lives of Marietta College students. Programs and facilities exist to support a wide array of interests inherent in our student body. Questions regarding any athletic and recreation activity may be directed to the Athletic Department at Ext. 4665.

Intercollegiate Varsity Sports

Marietta College is proud to be a member of the Ohio Athletic Conference, the third oldest conference in the country. Founded in 1902, the OAC is predated only by the Michigan Intercollegiate Athletic Association, and the Big Ten. The Conference sponsors championships in 21 sports, 11 for men and 10 for women. The present membership consists of ten private, liberal arts colleges in Ohio. These include:

Baldwin Wallace
Berea, OH

Capital University
Columbus, OH

Heidelberg College
Tiffin, OH

John Carroll University
University Heights, OH

Marietta College
Marietta, OH

Mount Union College
Alliance, OH

Muskingum College
New Concord, OH

Ohio Northern University
Ada, OH

Otterbein College
Westerville, OH

Wilmington College
Wilmington, OH

The 2006-2007 school year has set the stage for Marietta College to engage in exciting Division III competition. Varsity Pioneer sports for the 2006-2007 year are:

Baseball	Men's Soccer
Men's Basketball	Women's Soccer
Women's Basketball	Softball
Men's Crew	Men's Tennis
Women's Crew	Women's Tennis
Men's Cross Country	Men's Track (Indoor and Outdoor)
Women's Cross Country	Women's Track (Indoor and Outdoor)
Football	Volleyball

Recreation Center & Intramural Programs

Intramural sports programs are for everyone in the College to participate in on a voluntary basis, regardless of skill. All members of the College community (students, administrators, faculty, and support personnel) are eligible to participate in intramural programs. Questions concerning an intramural schedule can be asked at the Welcome Center located in the Dyson-Baudo Recreation Center.

Hours of Operation (Subject to Change)

Monday – Friday	7:00 AM to 11:00 PM
Saturday	9:00 AM to 10:00 PM
Sunday	Noon to 10:00 PM

Climbing Wall Hours (Subject to Change)

Monday – Friday	4:00 PM to 10:00 PM
Saturday	Noon to 6:00 PM
Sunday	3:00 PM to 9:00 PM

Outdoor Sport Facilities

- Don Drumm Football Stadium and two practice football fields
- Track (400 meters)
- Don Schaly Stadium
- Women's Varsity Softball Diamond – Spring 2006
- Beren Tennis Courts
- Soccer Field and one practice field – Fall 2005
- McCoy Hall Courts – Outdoor basketball and in-line hockey

Adjacent Facilities

Swimming pools are available one block off campus at two facilities. The YMCA and the Betsy Mills Club offer open swim sessions. For more information call the YMCA at 373-2250 and / or the Betsy Mills at 373-8236.

The Boathouse facility contains boat storage, a locker room, meeting room, bunkhouse, and launching dock.

McCoy Athletic Facility houses football coaches offices, a weight room, and football locker room.

Bookstore (Gilman Student Center, Ext. 4697/4528)

Books and supplies are available in the Bookstore, operated by the Follett Higher Education Group, the industry leader in providing bookstore services in higher education. The Bookstore is located in the south end of the Gilman Student Center.

The Bookstore stocks not only textbooks for current courses, but also various supplies for science laboratories and art courses. It also will place special orders for hardbound and paperback books.

In addition to books and school supplies, the Marietta College Bookstore also carries a large line of college clothing, greeting cards, and souvenirs. Gifts and personal health care items may also be found in the shop.

Personal checks for payment of purchases are accepted with proper identification. Any charges must be made by credit card.

The Bookstore is open from 9:00 a.m. to 5:00 p.m. Monday - Friday and Saturdays 11:00 a.m. to 3:00 p.m. The store may also be open during select hours for special events and occasions.

The Marietta College Bookstore is also on the web at <http://www.efollett.com>. The web page also has Marietta College clothing, great promotional offers, and the latest news.

Campus Facilities & Reservations (Andrews Hall Room 106, Ext. 4784)

There are a number of facilities on campus you or your group has access to as a registered student organization. Whether you're planning a dinner, a program, or a social event, there's a place on campus you can use that will fill your needs.

Making a Reservation

Reservations for all buildings on campus, except the McDonough Center and Dyson-Baudo/Ban Johnson Athletic Facilities, can be made by completing the online reservation form at <http://www.marietta.edu/student/activities/reservation.html>. Questions regarding reservations should be directed to the Office of Student Life in Andrews Hall, Ext. 4784. Reservations for the McDonough Center are made by calling Ext. 4760 and reservations for the Dyson-Baudo/Ban Johnson Athletic Facilities can be made by calling 4554. There is no fee for the basic room rental, as long as your group is registered with the Office of Student Activities. Additional charges could be added, however, if special arrangements are needed.

When you reserve a room, have the following information available:

- Name, address, and telephone number;

- Type of event (meeting, dance, etc.);
- Which facility you're requesting;
- Any special instructions or equipment needs;
- Exact starting and ending times;
- Date of the reservation.

After you have made your reservation, a copy of the facility reservation form will be sent to you for the organization's records.

If your organization wants to reserve a room for a regular time every week (for example: every Monday at 9:00 p.m.), you can reserve the slot at the beginning of the semester. You need to get this done as soon as possible, so you'll be guaranteed a room. Again, a staff member will check for availability and let you know if there are times when you'll have to schedule a different location.

Room Descriptions

Andrews Hall

Alumni Fireplace Lounge—On the first floor of Andrews, this area provides a quiet, relaxing atmosphere for receptions or informal meetings, and is ideal for a group of twenty (20) or less.

Great Room—The largest and most versatile room in Andrews, the Great Room is usually reserved for dances, films and other presentations, dinners, and receptions. Set up for a dinner, this room seats about 125; for a standing reception, its capacity is 175.

Riggs Board Room—This room features seating for sixteen around a large group of tables. It is tastefully decorated, provides plenty of work space, comfortable chairs, and a small table for coffee and refreshments; a small kitchenette is also available. Total capacity is thirty (30).

Emeritus Chamber—The Emeritus Chamber provides a quiet, comfortable atmosphere to conduct your organization's business meetings. A fold-out white board and flip chart are provided, as well as seating for sixteen around a large grouping of tables. Additional seating along the walls bring total capacity to fifty (50).

The Gathering Place

This facility is a student center that provides students an opportunity to play video games, billiards, ping-pong, foosball, watch TV on the big screen, lounge about on the comfortable furniture, or just socializes among the many amenities that are available. The facility can be reserved and is used for campus events such as dances, parties, and a variety of programming activities.

Dyson-Baudo/Ban Johnson

Special arrangements can be made to reserve this space by calling Ext. 4665.

Classrooms

Classrooms on campus may be reserved by contacting Student Life Office at Ext. 4784.

Gilman Dining Room

Dining Area seats 250 people, or 200 with a dance floor.

Hermann Fine Arts Center

Lobby Capacity: 150 people, served; 125 people, buffet; 200 people, for a standing reception. Additional seating is available outside.

McDonough Center – Room Reservations Ext. 4760

Case Study Room #205—This room was designed to create an “arena” area where people can watch events in the center of the room. Sometimes called the fishbowl, this room is great for business meetings with a speaker or a small group up front. There’s plenty of work space and comfortable seating with a capacity of thirty-three (33).

Auditorium—The Lecture Hall is set up for large groups. Facilities include motion picture, television, and slide projection capabilities, as well as satellite down-linking and teleconferencing. This room’s balcony can be closed off and used as a classroom, or for a speaker. The Lecture Hall’s capacity is 225 on the main floor, and seventy in the balcony.

The Gallery—This is a flexible room that can be set up several different ways; it is a comfortable space for activities including several small groups, or for receptions when you want to mingle and socialize. Capacity is twenty-five per wing, with a total capacity of 125.

Room #206—This room is ideal for group discussion-style meetings. It has moveable desks, a chalkboard, and a white board; capacity is twenty-three (23).

Room #207—Very similar to Room #206, this room has chairs around four long tables instead of desks. Capacity is twenty-three (23).

Betty Cleland Dining Room—A very formal, elegant dining room for your organization’s special occasion. It seats twenty-two (22) comfortably around a beautiful mahogany table.

Campus Police (127-7th Street, Ext. 3333)

The Campus Police handle all matters relating to the safety and security of the campus community. The office offers a variety of services, including parking, late-night escorts across campus, and the issuance of identification cards to students, faculty, and staff. Anyone who has lost a card should visit the Campus Police Office to have it replaced for a small fee.

By October 1 of each year the College distributes to current students and employees an Annual Security Report containing certain statistics, policies, and a description of programs that promote campus safety.

Lost and Found

The Campus Police Office also operates a lost and found service. Articles may be turned in or claimed between 1:00 p.m. and 4:00 p.m., Monday through Friday.

Campus Services (127-7th Street, Ext. 4611)

Campus Services covers a wide range of necessities and perks that can benefit students, faculty, and the Marietta community at large. Those include:

Airport Transportation

For rides to the Wood County Airport contact Campus Services. Students should contact the office several days in advance when making arrangement for a ride to the airport.

ATM

A twenty-four hour ATM machine is available in The Gathering Place. The machine will accept all major credit cards. There is a service charge for each transaction.

Laundry

All residence halls have at least one laundry room. To report loss of money or mechanical problems with any machine contact Campus Services.

Micro refrigerators

Residents are permitted to have the combination refrigerator/microwave (micro-fridge) units in their rooms, which are leased from Campus Services. To reserve a micro-fridge, send an e-mail to mccs@mareitta.edu.

Vending

Beverage, snack and laundry facilities are located in Marietta College residence halls. To report loss of money, empty product or mechanical problem with any machine contact Campus Services.

Travel and Transportation

Each day, two Lakefront buses service the Marietta campus. Lakefront Lines provides service through Ohio, Michigan, Indiana, and Kentucky. To price a trip, stop by the Campus Services Office at the corner of 7th and Butler Streets next door to the Gathering Place.

Career Center (Gilman Student Center, Ext. 4645)

The Career Center is a comprehensive office designed to service the career needs of all students and alumni. The Career Center assists students in their career planning and development by offering individual career advising, programming and testing.

Students are encouraged to visit the Career Center for help in choosing a major, finding a summer job, internship, part-time/or full-time employment and graduate schools. A career advisor will work with all students providing exposure to career options through a full service career and occupational library, paper-based interest inventories and computer-based career development tools and Internet resources.

In addition, the Career Center staff works closely with alumni, employers, graduate and professional school personnel to provide options in the placement process.

The Career Center houses many resources, both paper and computer, to find graduate/professional school information and employment opportunities. In addition, The Career Center provides the necessary test materials for application to a variety of graduate and professional programs including: General Record Exam (GRE), Graduate Management Admission Test (GMAT), Law School Admission Test (LSAT), and the PRAXIS.

Students seeking employment after graduation benefit from workshops on resume writing, job search strategies and interviewing techniques. A popular program, "Wine, Dine and How to Act Fine" covers many of the above topics with the addition of an etiquette seminar and the benefit of having outside speakers and employers participating.

The Career Center co-sponsors, with other institutions, a variety of career fairs throughout the year. The Career Center participates in the Columbus Recruiting Consortium, Teacher Recruitment Consortium, Upper Ohio Valley Career Fair and the Stark County Job Fair to name a few. In addition, The Career Center hosts on-campus employers from business, industry and manufacturing. The Career Center hosts employers such as Unocal, Chase, Dietrich Industries, and Westfield Companies as a few examples.

The Career Center maintains a database of employment and internship opportunities year round and informs students of these opportunities via the Job Board, e-mail and newsletters. Students and alumni will also find easily accessible job and internship listing electronically through www.JobDirect.com, www.jobtrak.com and www.jobprospector.com (password issued by the Career Center required).

Credential files and Resume Referral are additional services provided by the Career Center. For information on any of the above, please contact the Career Center, Monday through Friday, 8:30 a.m.-5:00 p.m. To schedule an appointment, please call Ext. 4645.

Computer Helpdesk (Dawes Memorial Library, Ext. 4860)

The Computer Helpdesk assists faculty, staff and students with computer hardware and software questions, printing and network connectivity questions as well as providing training, with both online tutorials and classroom style workshops. Visit the Computer Helpdesk in the Dawes Memorial Library, call Ext. 4860 or email at <http://www.marietta.edu/~helpdesk/wonderdesk.cgi>

Counseling Center (Andrews Hall Room 101, Ext. 4477)

Counseling services are available to all full-time students at no charge. Services are provided and/or supervised by a mental health or counseling professional (clinical psychologist or counselor) who is licensed to practice in Ohio. Thus, the service providers meet the same standards applicable to professionals practicing in private offices, agencies, and hospitals. Providers adhere to state and federal guidelines governing provisions of mental health and/or counseling services to college students. As such, the services are confidential in accordance with state and federal guidelines.

Services are usually short-term and problem-focused and are initiated either by the student or by referral from another party. Students utilize counseling services for a variety of reasons including, but not limited to, enhancing personal growth, coping with stress associated with academic life, and dealing with relationships. Sometimes students access counseling services in order to obtain support for managing symptoms associated with depression, anxiety, family problems, substance use, anger management, eating disorders, attention-deficit hyperactive disorder (ADHD), and other clinical and non-clinical concerns.

Counseling services can be accessed by contacting the office directly at (740) 376-4477 or by contacting the office of Student Life at (740) 376-4736

Dining Services (Gilman Student Center, Ext. 4786)

The MC meal plans have been designed to accommodate the various needs of our students. With our meal plans, you will have the option of eating up to nineteen meals on campus each week. When you become a meal plan member your student ID card becomes your pass to use your meal plan at any of our dining locations. When you sign up, select your meal plan based on your academic schedules, eating patterns and social life.

Traditional Plans

Under these plans you are allowed to use one meal per meal period and allowed to use meal exchanged program in Izzy's and Gilman Express.

- Up to 19 meals per week with \$35 points per semester (1st Semester Freshman required)
- Up to 14 Meals per week with \$75 points per semester
- Up to 10 Meals per week with \$135 points per semester

Super 3 Meal Plan

Under this plan you are allowed 3 visits per day, anytime of the day. The plan can be used at any time up to 3 times per day during regular operating hours in Gilman Dining Hall, Izzy's and Gilman Express.

Meal Exchange Program

To add greater flexibility to our meal plan program, meals can be exchanged for a combo in both Izzy's and Gilman Express. Meal Exchange combo packages consists entrée,

side, dessert and beverage. Meals can be exchanged at Izzy's seven days a week for Lunch 10:30 am to 3:00 pm and for Dinner from 3:00pm to close and at Gilman Express Monday through Friday from 8:00 am to 1:30 pm.

Hours and Location

Gilman Dining Hall, First Floor, Gilman Center

Monday through Thursday		7:00 am – 8:00 pm
Friday		7:00 am – 7:00 pm
Saturday & Sunday	Brunch	10:00 am – 1:00 pm
	Dinner	5:00 pm – 6:45 pm

Gilman Express, Second Floor, Gilman Center

Monday through Friday	8:00 am – 1:30 pm
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Izzy's, Ground Floor, Andrews Hall

Monday through Friday	10:30 pm – 8:00 pm
Saturday & Sunday	12:00 pm – 7:00 pm

The Student Health Center (210 Seventh Street, Telephone 373-0792)

The Student Health Center, operated through a mutual agreement with The Broughton's Health Center of Marietta Memorial Hospital, is located directly across the street from the campus. The center is operated as an outpatient facility serving the medical needs of the student population. Students are seen on a first-come, first-serve basis. Injuries or conditions, which require immediate attention, may be seen ahead of those with less serious needs.

The center offers diagnosis and treatment of general medical problems including, but not limited to the treatment of colds, influenza and upper respiratory infections. Additionally the center provides for prescription drugs, gynecological services, injection therapy, lab tests, student employment physicals, nutrition counseling, health education and referral to other specialized health care providers.

Since students pay a Health Service fee, there is no charge for office visits. However students will be responsible for any charges associated with lab work, x-rays, pharmaceuticals, supplies and injections. Payment may be made at the time of services or be billed to their student account in the college business office.

The center is open fifteen (15) hours per week, Monday through Friday, during the academic year. When open the center is staffed by qualified health care providers including a registered nurse, nurse practitioner and medical doctor. Contact office of Student Life for more information (740) 376-4736.

Monday thru Thursday	3:00 PM to 6:00 PM
Friday	12:30 PM to 3:30 PM

International Student Programs (Thomas Hall, 2nd Floor, Ext. 4708)

The International Student Programs Office assists international students with initial orientation to Marietta College. The office helps international students comply with College and immigration regulations. They also assist all international students in planning intercultural activities, formation of organizations, and participation in the mentor family program. In addition, they conduct cultural awareness workshops for campus and community organizations.

International students should contact this office upon arriving on the campus.

Library (Dawes Memorial, Ext. 4757)

The Dawes Memorial Library perpetuates the name of a distinguished family with a long record of devotion and service to the College. Completely air-conditioned, the three-level building seats 370 and houses more than a quarter million volumes and nonbook library materials, classified according to the Library of Congress system. Among the special collections are the Rodney M. Stimson Collection of Americana, a collection of rare 15th through 20th century books, and a unique collection of records of historic manuscripts rich in items pertaining to the Old Northwest Territory whose settlement began in Marietta in 1788.

During the 2006-2007 academic year, the Dawes Memorial Library will begin to experience changes in preparation for the construction of a new library building. Lesser-used books and periodicals will be moved mid-year to storage off campus and will be retrieved by library staff upon request. At the end of the academic year, library service desks and student study spaces will be relocated to an alternate location on campus. A new library facility will be constructed on the site of the present building and should be completed and occupied during the 2008-2009 academic year.

M.C. CAT, the library's online catalog, expands the capabilities of patrons to search for materials in the library's collections. The integrated, multi-function library system includes an automated circulation system, as well as serials check-in and electronic ordering modules. As a member of OhioLink, a statewide consortium of 84 Ohio college and university libraries, and the State Library of Ohio, Dawes Memorial Library provides access to over 100 periodical indexes and full-text databases via the World Wide Web. Students and faculty, using the patron-initiated online borrowing feature, can request books directly from other OhioLINK libraries.

The library currently receives more than 500 serial titles in print and more than 10,000 on-line periodical titles. As a designated depository the library also receives selected publications of the United States Government and the State of Ohio.

Hours

During the academic year, the library is regularly open ninety-two hours per week:

Day	Open	Close
Sunday	1 P.M.	12 Midnight

Monday	8 A.M.	12 Midnight
Tuesday	8 A.M.	12 Midnight
Wednesday	8 A.M.	12 Midnight
Thursday	8 A.M.	12 Midnight
Friday	8 A.M.	6 P.M.
Saturday	10 A.M.	5 P.M.

These hours are posted on the bulletin board outside the main entrance to the library. Changes in hours during final examination periods, holidays, intersession, etc. are posted on the outer entrance doors to the library and under Library Information Hours on the library's web site <http://library.marietta.edu>.

Post Office (Gilman Student Center, Ext. 4617)

The College Post Office is located on the upper level of the Gilman Student Center and is open for the purchase of stamps and the sending of packages (including United Parcel Service) from 8:30 a.m. to 4:30 p.m., Monday through Friday. The College Post Office will insure only packages sent through U.P.S. and are unable to process registered mail. Both of these services may be done by the U.S. Post Office on Front Street.

All regularly enrolled students (residential and commuters) have mail boxes for incoming mail and for campus communications.

Mail is distributed once a day, Monday through Saturday. Outgoing mail is processed by 4:00 p.m. daily.

The College also offers a free campus mail service for sending letters or notes to others at Marietta College. This service is used widely by various campus organizations for announcements.

Print Shop (Irvine Hall-Basement Level, Ext.4610)

The print shop is open Monday through Friday from 8:30 a.m. to 4:30 p.m.

Multicultural Affairs (Andrews Hall Room 110, Ext. 4464)

The Office of Multicultural Affairs seeks to promote the goals of the College by providing a diverse range of programs and opportunities to enhance the student cultural experience. Dedicated to positively influencing all students, the office develops and supports programs that increase awareness and appreciation of cultural differences. Other services provided by the Office of Multicultural Affairs include: providing support to address academic, social, and individual needs of women, lesbian, gay, bisexual, and transgender (LGBT) students; advising for student organizations; and coordinating programs such as the annual Martin Luther King, Jr. Day Celebration, Hispanic Heritage Month, Native American Awareness Month, Black History Month, Women's History Month, and various other programs that are critical to helping all Marietta College members develop valuable like skills to be used both during and after their collegiate careers.

Residence Life (Andrews Hall, Room 113, Ext. 4531)

Marietta College seeks to provide an environment in which a sense of community is an integral part of the education it offers. As a private, residential, undergraduate College, it requires all students to reside in College-owned or College-related housing for eight semesters, unless the students are commuting students living at home with their parents.

Students, who reserve rooms in College housing, contract for the entire year. No one is permitted to move within, to, or from College housing except in special cases approved by the Director of Residence Life.

All residence halls are closed during all College vacation periods. When residence halls have been closed during a College vacation, they re-open at 9:00 AM, one day preceding the resumption of classes. However, dining services resume the first day of classes. All residence halls close at 9:00 p.m. the evening of Commencement.

Hours for College Housing

There are no curfew hours in which men or women students must return to their College housing. To maintain security, the main doors of each residence hall are locked at designated times. Entry is gained by student identification card. Students should keep their room door locked for their own safety and safety of others.

Residency Requirement

The College seeks to provide an environment in which a sense of community is an integral part of the education it offers. As a private, residential, undergraduate College, it requires all students to reside in College-owned or College-related housing for eight semesters, unless the student(s) meet one of the following exceptions:

- Has resided in a college residence hall for at least eight semesters prior to making the request.
- Has reached the age of twenty-three prior to the term(s) for which the request is made.
- Is married.
- Is living with a parent/guardian within a sixty-mile radius of Marietta College.
- Is enrolled in eleven hours or less credit hours.
- Has received permission from the Dean of Students for special circumstances.

Students may request permission to live-off campus by completing a Residential Requirement Waiver Application with the Director of Residence Life. Students will be billed for room and board as residential students if this approved application is not on file in the Office of Student Life.

Waiver applications must be received by the Office of Student Life thirty days prior to the first day of classes in the semester a student is applying to live off campus.

Room Fee Adjustments

When room changes occur a student who moves within, into or out of a residence hall where room rates vary the student will be subject to a refund or additional charge. Based

on when and where they moved. The difference will be pro-rated on a weekly basis. No adjustments will be made after “Last day to withdraw with a grade of “W” or tenth week of the semester.

Student Activities & Greek Life (Andrews Hall Room 105, Ext. 4784)

The Office of Student Activities mission is to provide students with practical, theoretical and fun experiences that complement the traditional classroom education. In keeping with this mission, the Office of Student Activities provides assistance to individual students and student organizations in the planning, management and evaluation of programs and organizational activities. Through these activities, the office strives to promote the College’s objective to provide enriching activities through programs in the performing and visual arts pop concerts. The office of Student Activities is committed to provide students with learning opportunities while insuring a wide spectrum of program offerings to the campus and community.

Greek Life has always been part of Marietta College. Currently there are seven social Greek Letter societies on campus. Fraternities: Alpha Tau Omega, Delta Tau Delta, Delta Upsilon and Lambda Chi Alpha. Sororities: Alpha Xi Delta, Chi Omega and Sigma Kappa. The three governing bodies that provide leadership to the Greek community are Interfraternity Council, Panhellenic Council, and Greek Council.

Student Employment (Irvine Hall 320, Ext. 4501)

Marietta College has four types of student employment, each of which are referred to by the color of the time card the employee completes.

If you have received a financial aid award that includes Federal Work-Study eligibility, the award listed is the maximum amount you are eligible to earn. You may work for any of our employers that hire either “yellow card” or “green card” employment. Yellow card positions are regular work-study positions and denote on campus employment only.

Green card positions denote work-study positions that are part of our community service program. While most of the work-study positions available are found on the College’s campus, green card positions may either be on or off campus. The eligibility requirements are the same as yellow card but we designate these positions separately for federal reporting purposes. These opportunities are in local educational and social service agencies that meet the needs of members of the community, especially those who are financially disadvantaged. Students are paid the same hourly rate as those working on campus and receive their checks from the College on the same schedule as on campus positions. These positions provide a great opportunity to assist the Marietta community and to earn resources to assist with college costs.

Students who have applied for financial aid but do not have work-study eligibility in their award packages may work “blue card” positions. These on campus positions are not as plentiful as work-study jobs but they do not have the restrictions of the federally funded jobs.

For students who plan to stay on campus during the summer and are interested in working for the College, all summer positions are “red card” positions.

Specific information about our hiring process is available in the *Student Employee Handbook*, which will be in your campus mailbox by fall Registration Day and is also available in the Student Employment Office. Federal regulations require completion of the I-9 form before any student may begin working. To complete this form the Student Employment Office must see the original document of (for most students) your driver’s license AND either your social security card or birth certificate. In addition, before you may begin working, you will need to complete a Marietta College Application for Student Employment, tax withholding forms, direct deposit forms, and a Marietta College Pay Authorization Form.

You and your employer arrange specific employment hours. However, students may not work more than 40 hours per weeks. You will be paid at an hourly rate only for those hours you have actually worked. Pay will be direct deposited into your account according to a schedule printed on the back of the *Student Employee Handbook*. Earnings may be credited directly to your bill, provided you return a request form to the Payroll Office.

Telephone Service and Voicemail (213-4th Street, Ext. 3042)

Marietta College provides telephone and voice mail service to students as part of the residence hall package. Each room has a telephone jack installed and an assigned telephone number. For new students, information regarding these services will be available upon check-in. Residents need to bring their own touch-tone telephone to use in the room. Since voice mail is provided, answering machines are not necessary.

Television Cable (213-4th Street, Ext. 3042)

CableComm, the local cable company, provides extended basic service to all College owned housing. Premium movie or pay-per-view channels are not available. Report any problems with your cable to Telecommunications.

Writing Center (Thomas Hall Room 217, Ext. 4658)

The Campus Writing Center provides a collaborative, supportive, and instructional environment where students work closely with peer tutors to strengthen their college-level writing. We are committed to fostering growth and understanding in the writer, not just in the paper.

The center is a place of learning, and is open to all students of Marietta College who desire to improve their writing confidence and self-editing skills. Students seeking help with the conception, research, drafting, or revising stages of their papers are welcome. All writers, regardless of their ability, benefit from the process of peer review.

The Campus Writing Center is located in Thomas Hall 217. Please contact Ext. 4658 to schedule an appointment.

Section III – Other College Policies

Academic Grievances

Marietta College is committed to the highest principles of academic and personal integrity and a sensitive regard for the right of others. Essential to these rights are the individual responsibilities of faculty and students.

Faculty members are responsible for clearly communicating their grading policies, testing procedures, and expectations of student performance at the beginning of each course, as described in the Faculty Handbook. Students are responsible for following these policies and fulfilling these expectations. Even though students have the right to their own opinions about course content and delivery, they remain responsible for learning the content of the course.

Teaching, like any human activity, inevitably results in occasional misunderstandings, disagreements, and grievances. Most—but by no means all—of these grievances relate to the grading policy.

The purpose of this policy is to spell out a procedure for managing academic grievances.

Plagiarism is a form of academic dishonesty. In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without properly acknowledging its source. In cases where a student has a grievance concerning alleged academic dishonesty, faculty members selected to serve on the grievance committee are asked to determine whether or not the alleged academic dishonesty occurred.

Penalties for academic dishonesty should be determined by the instructor, and must be clarified in the instructor's course syllabus and/or written assignment sheet. In cases where no instructor plagiarism policy is outlined, students are still expected to understand which actions constitute plagiarism and are subject to the penalties outlined in the Student Handbook. These actions are discussed in English 101 and Communication 101, and information on plagiarism is available through the Campus Writing Center.

Definitions for Academic Grievance

1. **Complaint:** An informal claim by an affected student that an instructor has carried out his or her responsibilities improperly.
2. **Grievance:** A written allegation by a student that an instructor has carried out his or her responsibilities improperly.
3. **Respondent:** The instructor identified by the affected student as causing or contributing to the complaint or grievance.
4. **Time Limit:** The time limit of a grievance or complaint is defined as the semester following the incident in which the grievance/complaint took place. The summer term does not count as a semester.

Procedure for Academic Grievances

An aggrieved student should follow the following procedure:

Step I

It is recommended that a student consult with his or her academic advisor before and while initiating a complaint or grievance. In cases where the academic advisor is the subject of the complaint or grievance, the student should consult the Provost.

1. The student shall discuss the problem with the respondent.
2. If a problem is not mutually resolved, the student shall confer with the immediate supervisor (usually the department chair) of the respondent. If the respondent is a supervisor or department chair, the student shall confer with the Provost or the person to whom the Provost has delegated this responsibility, hereafter referred to as the Provost designate. A student should not assume that petitioning a complaint or grievance means that the petition will be granted. The student should continue to attend classes and fulfill the requirements of the course in which the student is currently enrolled.

Step II

1. If the complaint is not satisfactorily resolved in Step I, the student has the right to file a grievance with the Provost or the Provost's designate. This written allegation shall describe the grievance, a summary of the circumstances surrounding it, the related evidence, and what has already been done in attempting to resolve it.
2. The Provost or the Provost's designate shall convene a grievance committee and a hearing shall be scheduled with 15 days after receipt of the written grievance.
 - a. The grievance committee shall be composed of three members of the full-time teaching faculty, one chosen by the student, one chosen by the respondent, and one chosen by the Provost or the Provost's designate. All three members selected for the committee will be based in the instructor's academic division. In cases where the instructor is not represented by an academic division, the Provost or Provost's designate will facilitate the selection process.
 - b. The grievance committee shall hear testimony from the student, the respondent, and whomever else it deems appropriate.
 - c. The grievance committee shall maintain confidentiality concerning any information presented in the hearing.
 - d. There shall be no legal counsel present in the hearing of grievance committee.
 - e. At the discretion of the Provost or the Provost's designate, the committee shall have access to all materials in feels is relevant to the case.
3. Within 15 days after completion of the hearing, the grievance committee shall submit its recommendation to the Provost or the Provost's designate for his or her resolution. A copy of the resolution shall be sent to the respondent and to the student. A file of the recommendation and resolution is kept in the Provost's office.

4. The student may withdraw the grievance at any point in the proceedings by so requesting in writing to the Provost or the Provost's designate.
5. The Provost or the Provost's designate may grant an extension of the time limit of this procedure for good cause.
6. The student or the respondent may appeal to the Provost (if the Provost has not handled the case himself or herself), and then to the President of the College if either finds the resolution of the matter unsatisfactory.

Advertising Policy

It is the policy of Marietta College to allow as much space as possible to recognized College organizations for the purpose of publicizing their events and activities. The College also reserves the right to discard any publications from outside businesses that are not approved of by the Office of Student Life. Also, please note that while the following guidelines are for the entire campus, clubs and organizations are also required to adhere to individual building's policies.

Types of Advertising and Announcements

- A. Posters may be affixed to bulletin boards. Posters placed on bulletin boards may not exceed 11" by 17" in size.
- B. Handbills and Leaflets may not be distributed on College property without the expressed permission of the Dean of Students.
- C. Banners maybe placed on the rail in front of the Gilman Student Center.
- D. Chalk on the sidewalks.

Approval by Student Life Office

Any advertisement of questionable content may be brought to the Office of Student Life in Andrews Hall for approval. Items will then be stamped if approved. However, general advertisements do not need the approval stamp.

- A. A recognized College organization whose name appears on the materials must sponsor the materials.
- B. Distribution must be limited to the areas set aside for advertising purposes.
- C. At no time are materials to be taped, glued, tacked, or otherwise affixed to doors, walls, windows, or other building surfaces not specifically designated for such purposes. This also includes sidewalks, stairs and trashcans.
- D. Posters and signs must be no larger than 11" by 17" in size so that several groups may use posting areas at the same time.
- E. Materials must be removed within five business days (this does not include Saturday and Sunday) of said event or activity.
- F. Although alcohol may be served at an event, advertisements containing references to alcohol will not be approved.
- G. Office of Student Life reserves the right to deny approval for any advertisements on the basis of good taste and previous adherence to advertising guidelines.
- H. Exceptions maybe made on a case by case basis with the approval of the Dean of Students.

Banner Publicity

Banner publicity is on a first come first serve basis. The banner area may be reserved for periods of forty-eight hours. Banners are also subject to approval. Rope may be used to attach banners to the Gilman Student Center railing, however, use of duct tape; etc will result in fines and damage repair. Organizations are responsible for the removal of their banner after the forty-eight hour display period.

Chalking the Mall

Chalking of the campus is limited to flat ground where rain can wash the chalk away and not on buildings or under awnings. Chalk must be non-toxic sidewalk chalk. Paint is not acceptable and will result in fines and damage charges being assessed to the individual or group.

Painting the Rock

Painting the rock is limited to the rock only. The painting of trees, grass, building, trash cans, etc. will subject the offending organization to fines and damage charges. Also a twenty-four hour “courtesy” rule is asked to be followed (allow another organization to advertise for at least twenty-four hours before repainting.)

Distribution and Charges

Distribution of materials in violation of the above policies may result in removal of the materials plus charges to the individual and/or organization involved of costs of cleaning up debris. Violations may cause an organization to lose advertising privileges and/or be subject to fines.

College-Sponsored Off-Campus Activities

Students who are away from Marietta College campus as a group representing or sponsored by Marietta College are expected to conduct themselves as good citizens respectful of the property, rights, and privileges of others. They are expected to adhere to the laws of each locality they visit while off Marietta College campus. Students breaking the law do so at their own risk and with complete liability for the consequences. Membership in the College Community in no way affords protection against apprehension and punishment.

Confidentiality of Student Records

Marietta College abides by the Family Education Rights and Privacy Act of 1974. Information held by the College in any office (e.g., Records Office, Office of the Dean of Students, Student Health Services Center, Placement Office, Admissions Office, Financial Aid Office, Cashier’s Office, and faculty offices) is released for off-campus use only with the student’s written consent or upon subpoena, with the exceptions listed below:

Data classified as directory information, which may be released by the College upon request, includes the student’s home and local addresses, dates of attendance, degrees and

awards received, date of graduation, date and place of birth, major field of study, participation in officially recognized activities and sports, and, if a member of an athletic team, weight and height. In addition, information about a student's accomplishments, such as participation in recognized student activities and receipt of awards and honors, may be communicated to news media, parents and the high school the student attended, unless the student specifically requests that such communication not take place. Such a request must be in writing and sent to the Office of College Communication, Irvine Hall

Student records (i.e., grades, disciplinary action, health records, etc.) may be released to parents or legal guardians at the request of the student. The student must provide the College with a signed waiver form for such release of information. Waiver forms are available in the Records Office and Dean of Students Office.

Discriminatory Harassment Policy and Procedures / Sexual Harassment Policy and Procedures

Policy and Procedures for Addressing Complaints of Discriminatory Harassment and Sexual Harassment.

1. Scope

These policies apply to all Marietta College students and employees. Although they cannot be held to the same procedural guidelines, independent contractors, vendors and all guests on the College premises are also expected to comply with this policy. The College will take appropriate action if they fail to do so.

2. Statement of Beliefs

The educational process is a College-wide enterprise based on mutual understanding and respect, and a sense of shared responsibility of all its members. Marietta College is committed to providing faculty, staff, and students with a community and living environment where work and study are free of harassment, including discriminatory harassment and sexual harassment. Therefore, Marietta College acknowledges its belief:

- a. that discriminatory and sexual harassment are included under the heading of unprofessional conduct threatening the academic freedom of others;
- b. that discriminatory and sexual harassment are illegal under federal and state law, are demeaning to all persons involved, impairs the academic mission of the College, and, therefore, will not be tolerated; and
- c. that discriminatory and sexual harassment are problems which require distinct mechanisms to seek redress, as well as protection for the accused.

3. Discriminatory Harassment

Discriminatory Harassment/Sexual Harassment are severe and/or pervasive unwelcome behavior which creates an environment that intimidates, or is hostile or offensive to, a person or persons because of race, color, religion, national origin, sex or sexual orientation (discrimination based on sex or sexual orientation also is covered by the College Sexual Harassment Policy), age, or disability. This

behavior interferes with the ability of the person or persons to function in their academic, work, or social life. The campus community will not tolerate discriminatory harassment.

The College is an environment in which learning takes place and is, therefore, dedicated to ensuring that free discussion of the widest possible nature takes place. Consequently, harassment of any kind is most unwelcome because it tends to inhibit open inquiry and the free expression of ideas by those who are harassed. The College acknowledges that frank and open discussion of social, cultural, artistic, religious, scientific, and political issues may be disturbing for some individuals. In such instances, the principle of free exchange and inquiry takes precedence because it is fundamental to the educational enterprise. The expression of offensive ideas is not, in itself, harassment. Harassing behavior must be serious in its effect, directed at a specific individual or group, unwanted by those to whom it is directed, and usually repeated over time, although sufficiently severe incidents alone may constitute harassment.

4. Sexual Harassment Policy

This policy is adopted as a grievance procedure for dealing with complaints of sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

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

Nothing in this definition shall be interpreted as a limitation on academic freedom.

Sexual assault, which includes all incidents of "criminal sexual conduct" as defined by Ohio Law, will not be tolerated on the Marietta College campus. In cases of alleged sexual assault, students should file a complaint with Campus Police and with a designated Conferee (see Section 4 below). Victims of alleged sexual assault are encouraged to seek assistance through the Sexual Assault Advocate, Campus Police, a designated Conferee, the Student Life Office, Counseling Services, or Marietta City Police.

5. Overview

General information and educational materials concerning discriminatory harassment/sexual harassment are available in the Office of the Provost, the

Office of the Dean of Students, the Campus Police Office, the Human Resources (Personnel) Office and Counseling Services.

The discriminatory harassment/sexual harassment policies require action, either informal or formal, as a means to protect the entire College community. The policy promotes the education of all members of the College community.

The policy and procedures for addressing complaints of discriminatory harassment/sexual harassment provide two avenues of recourse, those being: informal and formal resolution of complaints against faculty, staff, or students. A person wishing to lodge a complaint of discriminatory harassment/sexual harassment should approach one of the designated conferees below:

Melissa Liptak	ext. 4465	Andrews Hall Room 105
Cathy Mowrer	ext. 4796	Erwin Hall Room 303
William Vincent	ext. 3243	Ban Johnson Room 108

6. Procedures for Addressing Complaints of Discriminatory Harassment/Sexual Harassment

A. Selection and Role of Conferees

1. Three individuals designated as Conferees, shall serve as advisors to persons who feel they have been subjected to discriminatory harassment/sexual harassment. These Conferees are appointed by the President, after appropriate consultation with the Faculty Council, the Dean of Students, the Director of Human Resources, and officers of Student Senate. These Conferees should be persons who are viewed by the various constituencies of the College as trustworthy, credible, and aware of and sensitive to the issues of discriminatory harassment/sexual harassment. The Conferees should be composed of one representative from the faculty, one from the Division of Student Affairs, and one other employee of the College. Both sexes should be represented, and a diversity of representation in terms of race, color, religion, national origin, sexual orientation, age, and disability is desirable. Ordinarily the term of appointment shall be three academic years, with new appointments made on a staggered basis. The President may replace a Conferee at any time after appropriate consultation with the Chair of the Faculty Council, the Dean of Students, the Director of Human Resources, and officers of Student Senate.
2. The Conferees shall act individually or, when appropriate, as a committee to accept complaints of discriminatory harassment/sexual harassment; to advise a Complainant about the options available, along with the time constraints and potential consequences of each option; to assist informally in resolving a complaint; to assist in appropriate referral; and/or, if necessary, to assist in the filing of a formal complaint. In addition, the Conferees may also assist in educating the

College community by clarifying the issues of discriminatory harassment/sexual harassment to the various constituencies of the College community.

3. The selected Conferees shall hear cases of both sexual and discriminatory harassment.

B. Selection and Role of Discriminatory Harassment Officer (DHO)/Sexual Harassment Officer (SHO)

1. DHO & SHO—The DHO & SHO will be selected by the President in consultation with the Chair of the Faculty Council, the Dean of Students, and the Director of Human Resources. The DHO & SHO shall serve for three years, with the possibility of reappointment. The DHO & SHO are responsible to insure that training is provided to members of the Discriminatory and Sexual Harassment Complaint Board (see Section 6.B.3), Conferees, and Director of Human Resources.

C. The Complainant and the Conferee

Any Marietta College student or any employee of the College may seek assistance from any of the three Conferees in resolving a complaint. The Conferee who receives the complaint shall be designated as the Initial Conferee. The person who brings forward a complaint of discriminatory harassment/sexual harassment shall be designated as the Complainant, and the answering party shall be designated as the Respondent. The answering party may be either an individual or a group.

1. Definition of an Incident: The Initial Conferee, in consultation with the other Conferees, shall determine whether the allegation of the Complainant, if proven, would constitute an incident of discriminatory harassment / sexual harassment as defined by the policies. All such incidents become part of the record.
2. Options available to a Complainant to address issues of discriminatory harassment/sexual harassment. These include:
 - a. informal resolution (e.g. mediation);
 - b. formal complaint procedure;
 - c. Counseling Center;
 - d. referral to another College authority (Dean of Students, Campus Police, Department Chair, work supervisor);
 - e. referral to legal authority.

D. Other Guidelines

1. All informal interactions with the Conferees shall be kept confidential to the greatest extent possible consistent with:
 - a. preventing future acts of harassment;
 - b. providing a remedy to persons injured by acts of harassment; and
 - c. allowing the Respondent to reply to a complaint.

2. Once it has been determined that the complaint fits the policy definition of discriminatory harassment/sexual harassment, then the Conferee is required to act on the issue either informally or formally.
3. Persons wishing to file a complaint of discriminatory harassment/sexual harassment must do so within one year of the occurrence of the event or last occurrence of a related series of events out of which the complaint arises.

7. Procedures for Resolution

Complaints can be resolved informally or formally. If satisfaction is not reached through informal resolution, a complaint can also be addressed through the formal complaint processes. Third-party complaints will be investigated but will not be the basis of a formal complaint.

The two sets of procedures for resolution are: Informal Resolution of Complaints against a Faculty Member, Staff Member, or Student (Section 6.A); Formal Resolution of Complaints Against a Faculty Member, Staff Member, or Student (Section 6.B).

A. Informal Resolution of Complaints Against a Faculty Member, Staff Member, or Student of the College.

If the Conferee and the Complainant agree that an attempt shall be made to resolve the incident informally, the Initial Conferee shall contact the Respondent, describing the complaint and identifying the Complainant. The Initial Conferee shall then meet with both parties, together or separately. The Conferee's function is not to determine responsibility but to assist both parties in achieving a resolution satisfactory to them. A record shall be kept of the resolution using procedures described in Section 7. Every attempt will be made to resolve the complaint in a timely manner. All parties need to be aware that the academic calendar may pose certain limitations to the timeliness of the process.

B. Formal Resolution of Complaint Against a Faculty Member, Staff Member, or Student of the College.

1. Definition: A formal complaint must include the name(s), date(s), time(s), specific incident(s), and any other information on which the complaint is based. The Complainant must be willing to be identified to the person against whom the complaint is directed.
2. Role of the Conferee: In order to file a formal complaint, the Complainant must first discuss the situation with the Conferee, who now becomes the Initial Conferee. Once the Complainant decides to file a formal complaint, the Initial Conferee shall assist the Complainant throughout the process, including the writing of the complaint. The Initial Conferee shall convene the other two Conferees, normally within five (5) working days, to determine by majority vote whether the complaint falls within the policy definition of discriminatory harassment/sexual harassment.

- a. The Initial Conferee will describe the incident to the other Conferees at this meeting, ordinarily without disclosing the identities of those involved.
 - b. If the decision is that the complaint does not fall within the definition of discriminatory harassment/sexual harassment, the Initial Conferee will advise the Complainant in seeking an appropriate resolution.
 - c. If the Conferees determine that the complaint falls within the definition of discriminatory harassment/sexual harassment, the Initial Conferee will forward copies of the formal complaint to the following persons normally within two (2) working days: the Respondent, the Complainant, the Chair of the Discriminatory and Sexual Harassment Complaint Board, and the appropriate administrator. The appropriate administrator shall normally be that Cabinet officer to whom the Respondent reports. If the Respondent is a student, the appropriate administrator is the Dean of Students. The Respondent may seek guidance concerning the process from either of the two remaining Conferees. The Director of Human Resources will also be available to explain the process to the Respondent.
 - d. If the Complainant withdraws a formal complaint, and if there is a perceived threat to the individual or the community, allegations of discriminatory harassment/sexual harassment may be pursued by the College. (The decision to go forward with a formal complaint will be made by the Conferees in consultation with the DHO/SHO and appropriate College administrator(s)).
3. Selection of the Discriminatory and Sexual Harassment Complaint Board (DSHCB). The Discriminatory and Sexual Harassment Complaint Board (DSHCB) shall be composed of six members and six alternates, representing students, faculty, and staff. These members hear complaints of both discriminatory harassment and sexual harassment.
- a. Two faculty members plus two alternates, two females and two males, shall be appointed by Faculty Council to serve as members on the DSHCB, with staggered lengths of service of two or three years. Once the rotation is in place, one female and one male shall be elected each spring when necessary for three-year terms.
 - b. Two students plus two alternates, two females and two males, shall be appointed by the Student Senate in the spring of each year.
 - c. Two staff members plus two alternates, two female and two males, shall be appointed by the President (length of appointment same as faculty).
 - d. Six members of the Discriminatory and Sexual Harassment Complaint Board (DSHCB) hear the complaint—two faculty members, two students, and two staff members. Alternates may be used as needed due to conflict of interest or other relevant

circumstances. The six individuals hearing the complaint constitute the Hearing Panel.

- e. In addition to representation of both sexes in the faculty, student, and staff categories, a diversity of representation in terms of race, color, religion, national origin, sexual orientation, age, and disability is desirable.

4. Role of the Discriminatory and Sexual Harassment Complaint Board (DSHCB)

The DSHCB Board hears formal complaints of both discriminatory harassment and sexual harassment. There is a separate College policy governing sexual harassment, described elsewhere in the document (see page 1). The entire pool of six members and six alternates of the DSHCB will meet in the early fall to review the definition of discriminatory harassment, the issues, and the complaint procedure. At this meeting, the Chair and Vice Chair shall be elected from among the faculty members, staff members and students. The three Conferees, the College's Discriminatory and Sexual Harassment Officers, the Appeals Board (see Section 6.b.2 below) and the Director of Human Resources shall also attend this training. Should a complaint be filed prior to the fall training session, the previous year's DSHCB will hear the complaint.

If a written complaint is received from the Initial Conferee:

- a. The Chair of the DSHCB shall select, convene, and preside over the DSHCB, normally within five (5) working days, to review the case and set a time for the formal hearing, which will take place no later than ten (10) working days after the Chair receives the complaint. All parties need to be aware that the academic calendar may pose certain limitations to the timeliness of the process. Persons who have a conflict of interest with either the Complainant or the Respondent will be excused from hearing the case in question;
- b. The Chair shall notify the following people of the date, time, names of those selected to hear the case, and place of the hearing: the Complainant, the Respondent, the Initial Conferee, the Director of Human Resources, the appropriate administrator, and the Hearing Panel;
- c. At that time the Complainant or the Respondent may submit a written request to the Chair that any member selected to hear the case be removed for just cause. The Chair will determine the validity of the challenge, and if necessary, select an alternate. If the Chair has a conflict of interest or is challenged, then the Vice Chair shall serve as Chair until the conflict or challenge is resolved;
- d. Prior to the formal hearing, the Director of Human Resources will gather all relevant information pertaining to the complaint and

organize the proceedings. The Director of Human Resources will meet with the Respondent to review the complaint and corresponding evidence, and go over the Respondent's rights within the process. The Respondent will be asked to give a written response;

- e. The formal hearing will be open only to the Complainant, the Respondent, the Initial Conferee, the Director of Human Resources and the Hearing Panel. In addition, both the Complainant and Respondent may have present a Marietta College colleague of his/her choice. These individuals will hereafter be referred to as Advisors. Witnesses will be called as appropriate. Legal counsel will not be permitted in these proceedings. The role of the Director of Human Resources is limited to answering questions of procedure, and to make a tape recording of all sessions of the hearing.

The Initial Conferee and the Advisor(s) shall act only in the capacity of advisors and not as witnesses.

The Hearing Panel will not be bound by strict rules of legal evidence and may admit any evidence that is of probative value in determining the issues involved. The Hearing Panel will make every possible effort to obtain the most reliable evidence available. This may require the Hearing Panel to clarify or corroborate the evidence presented or to gather additional information.

The formal hearing may be composed of as many sessions as necessary to hear all parties and to gather information necessary to determine responsibility and to recommend what action, if any, should be taken. The decision of responsibility will be by majority vote of the Hearing Panel. The recommended sanction(s) will be approved by two-thirds majority of the Hearing Panel. Such recommendations shall be based on the evidence presented at the hearing. Only the Hearing Panel and Director of Human Resources shall be present during the deliberations;

- f. Immediately following the decision on responsibility, the Respondent, the Complainant, and the Initial Conferee will be notified of the decision. The Chair shall give written notice of the decision to the Respondent, the Complainant, and the Initial Conferee as soon as it is reasonably possible to do so;
- g. The Chair shall give written notice of the Hearing Panel's decision, and its recommendation of what action should be taken, to the appropriate administrators. The Chair will forward all written documentation to the appropriate administrators. The tape recording of the hearing will be given to the DHOSHO for record and shall be kept in confidence as per the procedures description for keeping records in Section 8;
- h. Before the appropriate administrator determines the sanction(s), he or she will review with the DHO/SHO all, if any, prior informal

discriminatory harassment/sexual harassment records and records from formal hearings where the Respondent has been found responsible. Normally within fourteen (14) calendar days of the Hearing Panel's decision, the appropriate administrator will inform, in writing, the Respondent, the Complainant, and the Initial Conferee of any corrective action or disciplinary measure, if any, that will follow.

5. Sanctions: Sanctions may include, but are not limited to, a warning, a reprimand, a recommendation for suspension, or a recommendation for termination of employment.
6. Appeals
 - a. Every Respondent has the right to appeal the decision of responsibility on the basis of alleged procedural error(s) or in the case of introduction of newly discovered evidence.
 - i. In the case of alleged procedural error(s) the DHO/SHO will review the process and render a judgment.
 - ii. In the case of newly discovered evidence, the Director of Human Resources in consultation with the Chair of the Hearing Panel will review the case and render a decision as to whether the evidence is considered to have merit, and then the Hearing Panel will reconvene to review the case and hear the new evidence.
 - b. In the case where the recommended sanction involves separation (suspension, expulsion, dismissal, or termination of employment), the sanction may be appealed as per the following:
 - i. Any full-time faculty member recommended for dismissal or termination may appeal the sanction to Faculty Council. Faculty Council shall hear the appeal according to the procedure outlined in Section VII.D. of the Faculty Handbook.
 - ii. Students and employees other than full-time faculty may appeal sanctions for separation (suspension, expulsion, dismissal, or termination of employment) to an Appeals Board appointed by the President. The President should seek consultation from the executive officers of Student Senate, the Dean of Students, and the Vice President for Administration and Finance prior to making appointments to the Appeals Board. The Appeals Board should include the following representation:
 - 2 students, 2 alternates
 - 2 administrators, 2 alternates
 - 2 hourly employees, 2 alternatesFurther, representation on the Appeals Board should reflect a balance of males and females in each category, and a diversity of representation in terms of race, color, religion, national origin, sexual orientation, age, and disability is

desirable. The Appeals Board should be appointed in the spring of each year. Members of the Appeals Board should be included in training provided at the beginning of each semester.

7. False Charges: No member of the College community may knowingly falsify a charge or testimony under this policy. A member of the College community who believes that a false charge has been brought against him/her may request a hearing before the Discriminatory and Sexual Harassment Complaint Board. A Hearing Panel may levy sanctions should it determine that a false charge has, in fact been made. The Director of Human Resources and DHO/SHO shall be present for any such hearing. If a charge is proven to be false, the records kept will pertain to the Complainant and not the accused.
8. Retaliation: A member of the College community who has been charged under the Discriminatory Harassment Policy is prohibited from retaliating in any manner against the Complainant or against any of the witnesses. Reports of alleged retaliation shall be made to the Discriminatory and Sexual Harassment Complaint Board. The Hearing Panel may recommend sanctions should it determine that acts of retaliation have occurred.

8. Keeping Records

Records must be kept for the safety and protection of the College community as a whole.

A. Procedures

1. When an incident has been resolved, either formally or informally, the Initial Conferee will complete a form, which includes the names of the Complainant and the Respondent, dates, a description of the incident, and action taken. Both the Complainant and the Respondent will be given copies of this report, and both have the right to include their own statements with the report. The report form and any accompanying statements and all hearing materials including tape recordings will be sealed in an envelope identified only by the date of the incident. The sealed envelope will be given to the Director of Human Resources. In a locked cabinet, a list of names of Complainants and Respondents and dates of incidents will be maintained by the Director of Human Resources as the formal College record. Each entry on this record and the corresponding sealed envelope will be held for seven (7) years following the incident, and if no other incident naming the Respondent is reported, the entry and related materials will then be destroyed.
2. In addition, in cases where an incident is heard formally by a Hearing Panel and the Respondent is found to be responsible, a duplicate report form will be placed in the permanent record of the Respondent. In the case of a faculty or staff member, this report will be part of the permanent record of the Respondent's personnel file. In the case of a student, this report will be part of the permanent record of the Respondent's official

student file. These materials will be held as part of the permanent record in accordance with record retention procedures.

3. In the case of multiple incidents on any given day, the envelope and corresponding record entry will both be marked with an alphabetical suffix (a.b.c. and so forth) after the date.

B. Access to Records

1. In the case of informal action, the list of incidents and the sealed envelopes shall not be part of any personal record, and thus, are not subject to review as part of personnel decisions; nor shall they be part of any permanent student record. Only those incidents that result in formal action, and where the Respondent is found responsible, become part of an individual's permanent record as would any judicial record. Only the DHO/SHO or successor will have access to the record of names and the sealed envelopes.
2. On behalf of the College, the DHO/SHO shall monitor the record of incidents. When a name (Respondent or Complainant) appears more than once on the list, the DHO/SHO will open only the relevant sealed envelopes and will investigate circumstances surrounding the incidents. The DHO/SHO will consult with the Conferees to determine if any action is recommended.
3. Incidents may be brought to the attention of other judicial bodies by the DHO/SHO in instances where corrective action, disciplinary measures, or employment decisions are being considered.

9. Education and Training

A. Education for College Community

1. It shall be the responsibility of the President to ensure that campus-wide educational programs are conducted annually.
2. The Dean of Students will develop and coordinate educational programs for the student body on the topic of discriminatory harassment/sexual harassment. The Provost shall be responsible to see that the faculty devotes at least one faculty meeting to discussion of the discriminatory harassment/sexual harassment policy statement and an understanding of what constitutes discriminatory harassment/sexual harassment, procedures for addressing possible discriminatory harassing/sexual harassment behavior and situations, and methods for prevention of discriminatory harassment/sexual harassment. This meeting should be held early during the first semester of each academic year. The Director of Human Resources shall be responsible to see that all administrative and support staff meet annually in August or September to discuss the discriminatory harassment policy statement, provisions for addressing possible discriminatory harassing behavior and situations, and methods for prevention of discriminatory harassment.
3. Educational programs shall be held at the beginning of each semester for new students (freshmen and transfers), new faculty, and staff. Ongoing educational programs shall also be held for all faculty, staff, and students.

B. Training—DSHCB, Conferees, DHO/SHO, Director of Human Resources, Appeals Board

The DHO/SHO, along with the Conferees and other designated College representatives (named in Section 8.A.2.), shall develop, conduct, and participate in an educational program for members of the DSHCB, Conferees, and Director of Human Resources, at the beginning of each academic year. The training program shall include discussion on the purpose and role of all individuals involved in the process, guidelines for conducting a hearing, the appeal process, and a review of the definition of discriminatory harassment/sexual harassment as defined in the policy statement.

10. Procedures for Amendment

Amendment to this document may be proposed by the Campus Life/Athletic Committee, Faculty Council, Student Senate or President of the College. No amendment or revision shall be effective until it has been approved by a two-thirds vote of Faculty Council, a two-thirds vote of the Student Senate and President of the College.

Equal Opportunity Policy

Committed for many years to equal opportunity in employment and education, Marietta College hereby reaffirms its moral and legal obligation to a policy of equal opportunity. It has been and shall continue to be the policy of the College that no individual shall be denied employment or educational opportunities because of age, race, color, creed, national origin martial status, gender, sexual orientation, or disability. The College will pursue equal employment practices in recruitment, hiring, placement, promotion, and termination. Moreover, the College shall be nondiscriminatory in providing access to educational programs and activities.

Firearms, Weapons, Explosives, and Fireworks Policy

The use or possession of firearms or any instrument which emits a projectile by way of compressed gas, air, or explosive device or other devices including billy clubs, explosive devices, and fireworks is forbidden on Marietta College property.

The individual possession of weapons will result in suspension. A city ordinance prohibits the discharging of firearms within the city limits.

Grievance Procedure; Section 504 of the Rehabilitation Act of 1973

If a student has a question or concern related to the compliance with a particular provision of section 504 of The Rehabilitation Act of 1973 they are encouraged to resolve their concerns through informal consultation with the College's 504 Officer. If a student decides to file a formal grievance they can file under the following procedure:

- 1) Level One: The student will file a formal written grievance with the 504 Compliance Officer. All formal grievances will include a written statement regarding the nature of the complaint and the desired resolution. Formal grievances will be promptly investigated and a decision will be rendered within 14 calendar days of the receipt. If the student is not satisfied with the response at level one then they can submit an appeal to the Director of the ARC.
- 2) Level Two: An appeal for review of the decision reached at Level One, needs to be in writing, addressed to the Director of the ARC, 215 Fifth Street, Marietta, Ohio 45750-4008. The appeal shall state the nature of the complaint, actions taken up to this point, the reason the student feels the decision was wrong, and a desired resolution. The Director of the ARC will render a decision within 14 calendar days of receipt. If the student is not satisfied with the response at level two, then they can appeal to the Provost.
- 3) Level Three: An appeal for review of the decision reached at Level Two, needs to be in writing, addressed to the Provost, 215 Fifth Street, Marietta, Ohio 45750-4008. The appeal shall state the nature of the complaint, actions taken up to this point, the reason the student feels the decision was wrong, and a desired resolution. The Provost will review and render a decision within 30 working days of the receipt. The decision by the Provost is final.

If the student is not satisfied with the services provided by the College, and is unsuccessful in resolving the issue through the internal process, the student may explore other resolutions through the Office for Civil Rights within the U.S. Department of Education. Using this grievance procedure is not a prerequisite to the pursuit of other remedies, including filing a complaint with the Office of Civil Rights.

The United States Department of Education
Office of Civil Rights
600 Superior Avenue, East, Suite 750
Cleveland, Ohio 44114

Questions regarding the process or obtaining the Complaint Resolution form can be directed to The Academic Resource Center (ARC) at 740-376-4700 or 740-376-4406 (fax).

The 504 Officer is Barb Cheadle, and she may be reached at The Academic Resource Center (ARC) at 740-376-4467 or 740-376-4406 (fax).

This policy and procedure shall be distributed to all employees and added to the student and faculty handbooks.

Hazing Policy

Hazing is not permitted under the Marietta College Creed and the laws of the state. The State of Ohio defines hazing as doing any act or coercing another, including the victim, to

do any act of initiation to any student that causes or creates a substantial risk of causing mental or physical harm to any person. No person shall recklessly participate in the hazing of another.

No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

Whoever violates this section is guilty of hazing, a misdemeanor of the fourth degree.

Leave of Absence Policy

Any student who has completed at least one semester of work in residence at Marietta College may apply for any of the following types of leaves of absence. Each leave is for one semester, renewable for a second semester. No leave may extend for more than two consecutive semesters, although there is no limit to the total number of semesters that a student may accumulate.

1. **ACADEMIC LEAVE** is intended for students participating in approved programs away from Marietta College, who wish to transfer credit back to Marietta upon their return to campus.
2. **PERSONAL LEAVE** is intended for students who wish to take time away from Marietta College to pursue primarily non-academic activities. Students on personal leave may work, participate in an internship, or simply take time off to think about their goals. This leave is intended for students who plan to return to campus within one semester, although the leave may be extended for a second semester.
3. **MEDICAL LEAVE** is intended for students who need to take time away from Marietta College for health reasons.
4. If you live in a residence hall, you must move out 24 hours after withdrawing unless you have the approval of the Director of Residence Life.

Applying for Leave

To apply for leave, the student must complete a leave form from the Dean of Students office, have it signed by the appropriate person(s), and return the form to the Records Office no later than the last day of the final examination period of the semester before the leave is to take effect. Each student needs the signature of his/her advisor. If the student is receiving financial aid, the student must also get the signature of the Director of Financial Aid. For all leaves of absence, the student must also get the signature of the Dean of Students.

Returning from Medical Leave

The Dean of Student's office must receive a letter stating when the student would like to return. A letter addressed to the Dean of Students from the student's professional therapist or physician or both must be received, stating the student's medical situation and that he/she believes you are able to live and work at Marietta College.

After receiving the application for return, a routing sheet for the student's clearance is sent to the following offices: Academic Advisor, Counseling Center, Financial Aid Office, Comptroller's Office, Coordinator of College Experience Seminar (first-time students only), and the Registrar's Office.

After receipt of all signatures the Dean of Students will review the request for return and notify the Registrar's Office of the final decision. The Registrar will notify students.

Marital Status Policy

A student at Marietta College who marries needs to notify the College through the Office of the Dean of Students and the Registrar's Office.

Motor Vehicles Policy

All motor vehicles (including mopeds, motorbikes, motorcycles, and motor scooters) operated by students must be registered with The Campus Police and must display the Marietta College registration sticker on the inside of the drivers side rear window. There is a charge of \$6.95 each for replacement stickers.

Whenever a license number is changed on a motor vehicle, the student must report the change on-line at their parking registration account.

Temporary permits are given out only if the student already has a permit and has a circumstance in which their primary car with the permit is not on campus. The fee is \$5.00 and the permit is good for seven days.

Visitor permits are free and are administered to companies and organizations that come to campus to visit.

Registration entitles students to park their vehicles in designated parking areas on College property. Due to limited parking spaces on campus registration does not guarantee the opportunity to park on campus. Parking is not permitted in any circle or drive in front of residence halls and in posted areas reserved for faculty, staff, and visitors. Motor vehicles may not be parked or stored inside College-owned buildings.

It is the responsibility of the Colleges police officers to see that all students, faculty, and staff operating motor vehicles comply with Marietta College regulations concerning motor vehicle registration and parking on College property and to maintain orderly use of parking facilities. It is the further responsibility of the Office of the Dean of Students through the campus police officers to establish, publish at the beginning of each fall semester, and administer a system of monetary fines for registration and parking violations. All fines must be paid at the Campus Police office, 9:00 a.m. to 5:00 p.m., Monday through Friday, within five working days of the issuance of the citation, or on-line via the registration site.. To appeal the fine, a written request must be filed within three days on-line at the parking registration site. A \$5 additional charge will be levied for failure to pay any fine. In addition, Campus Police reserves the right to issue a state-

codified citation in instances of severe violation. These citations will be dealt with at Marietta Municipal Court, located at Third and Putnam Streets during regular business hours. Please refer to the parking brochure for further details.

Students wishing to leave their automobile on campus during school breaks need to contact the Office of Campus Police for permission.

The current schedule of College fines is as follows:

- Failure to register a motor vehicle with the College \$10
- Failure to display the College registration sticker \$10
- Parking in an area reserved for faculty, staff, or visitors \$10
- Parking or storing a motor vehicle inside College-owned buildings (The violator also will pay any charges involved in removal of vehicle.) \$10
- Parking in a hazardous manner (Cars will be towed at the owner's expense when parking in such hazardous areas as safety zones, traffic lanes, tow areas, etc.). \$10
- Parking on College property not designated as a parking area (Cars will be towed at owner's expense). \$10
- Unapproved parking in a location reserved for handicapped \$50

The Campus Police Department may have any vehicle towed at the vehicle owner's expense for any violations of College traffic and parking rules. Marietta College will assume no liability for vehicles parked on campus.

Network Use Policy for Information Technology

It is the policy of Marietta College to maintain access for the campus community to local, national and international sources of information and to provide an atmosphere that encourages access to knowledge and sharing of information.

It is also the policy of the College that information resources will be used by members of the campus community with respect for the public trust which they have been provided and in accordance with policies and regulations established from time to time by the College, its operating units, and appropriate legal authorities. This includes the campus code and or creed, the Sexual and Discriminatory Harassment policy, the law of intellectual property, including copyright, and all other policies which govern campus life.

In accordance with the above policies, the following guidelines, which are not to be considered exhaustive, have been established for general Internet and e-mail usage.

1. Any member of the Marietta College community – student, faculty, and staff – may request and obtain an e-mail account with limited web space while that person is an eligible member of the college community. “Eligible” is defined to mean that the person is a current student, or currently employed faculty or

staff person, or retired staff or faculty. This status is reflected in the college's administrative database. Once a person ceases to be an eligible member of the Marietta College community that person's e-mail account will be deleted. Expired accounts are deleted in the middle of each semester. In some cases, accounts may be continued as guest accounts.

2. By agreeing to hold an e-mail account at Marietta College, the user agrees to hold Marietta College harmless for any detriment that may accrue when that account is suspended and/or deleted. It is understood that account holders will use their Marietta College e-mail to further their educational objectives at Marietta College, and will not use their accounts to further commerce in any substantial fashion.
3. Access to the Internet through Marietta College is a privilege, not a right. Any user, who, without authorization, accesses, uses, destroys, alters, prevent rightful access to or otherwise interferes with the integrity of computer-based information or information resources obtained through the Internet has engaged in unethical and unacceptable conduct. The user is therefore open to forfeiture of the Internet account and/or disciplinary action by the College and/or appropriate legal authorities according to already established procedures.
4. It is the responsibility of all individuals to guard against abuses of the Internet. These include, but are not limited to, keeping your password confidential, changing your password regularly, respecting the privacy of others complying with legal protection provided by copyright and licensing of program, and complying with all state and federal laws governing information technology.
5. While Marietta College endeavors to respect the privacy of users of its computing and networking resources and does not routinely inspect or monitor use of these resources, there can be no guarantee of the security or privacy of your use of the same. By using these resources, users consent in advance to any monitoring, inspection, interception and retrieval of information stored or transmitted on them without prior notice in accordance with College policy and applicable law. User may be monitored, inspected, intercepted and retrieved **WITH THE PERMISSION OF THE PROVOST OR PRESIDENT** when:
 - Necessary to maintain or protect the College's computing or networking resources.
 - Activity from an account prevents access to computing or networking resources by others.
 - General usage patterns indicate that an account is responsible for activity that appears illegal or in violation of College policy.
 - There are reports of violations of policy or law taking place.
 - It appears necessary to do so to protect the College from liability.
 - It is required or permitted by law.

The provisions of this paragraph do not apply to the day to day systems monitoring performed by authorized network administrators.

6. Marietta College encourages open and active participation on the Internet by individuals. This participation may take such forms as private consultations with colleagues, postings to lists or bulletin boards, and/or postings to personal home pages on the Internet. At no time may the user present him or herself as a representative of Marietta College unless given explicit written permission, nor does the College accept any responsibility for the contents of such communications. Furthermore, the individual must ensure that the materials on the home page do not in any way violate the proprietary rights of any other party, and the individual must provide a disclaimer plus the e-mail address of the person responsible for maintaining that home page. In addition, the account holder must make every effort to ensure that the information posted is as accurate as possible.

The disclaimer should read as follows: *The contents of this page are the responsibility of the author and do not necessarily reflect the policies of Marietta College.*

7. Servers (or any network device that will be used by more than one user) must not be installed on the Marietta College Network without the individual first applying to the Director of Technology and obtaining written permission. On receipt of any such request, the Director will convene the college committee set up to consider such requests. The Director will convey the decision of the committee to the applicant. Whenever such permission is given, the Director must be provided with root access at all times and will specify in writing the constraints under which the server will operate. The decision of the committee to grant or withhold permission is final. The Director has the option (in consultation with the committee) of removing a device from the network without providing notice.
8. Each student living on campus will be allowed to operate one computer from hi/her living area. The operation of this computer will be subject to the rules periodically published by the IT department. These rules are to be construed as being part of this document. Permission to attach multiple computers to the network must be obtained from the IT Department.

Search Procedure Policy

Premises occupied by students and the personal possessions of students may not be searched without a certificate, except under emergency conditions. An emergency is a circumstance or combination of circumstances that threatens immediate physical harm to person or property. In all other cases, searches must follow the appropriate procedure.

For premises controlled by Marietta College, a certificate shall be issued by the Dean of Students or Director of Residence Life. The certificate shall be signed by the party issuing it and shall specify the person against whom the certificate is sought, the premises to be searched, the items to be seized, and the reasons upon which the certificate has been granted. As specified by Ohio state law, however, any illegal possessions not mentioned in the certificate will be seized and subsequent charges may be filed. The search shall be

conducted by a staff member of Student Life and his or her superiors only, and one student (not employed by the Director of Residence Life or Chief of Campus Police) must be present during the search. A copy of the certificate shall be presented to the student against whom the certificate was sought at the time of the search. If the student is not present, the search may be conducted and the certificate must be served upon the student personally by a Campus Police officer with 24 hours. If he or she cannot be found, he or she must be notified by certified mail, or regular mail addressed to his or her place of residence.

Evidence which is found in a legal search procedure can be used by the College judicial system or through the local, state, and federal courts. Violations processed by the College are reviewed by the Dean of Students.

Evidence which is gathered by the Campus Police office in violation of this search procedure, as ruled by the College Hearings Board, cannot be used within the College system, but may be used by the appropriate local and state authorities.

Sexual Assault Procedure & Reporting

Sexual assault and rape are often devastating experiences. Survivors of these crimes are robbed of their sense of control over their bodies and their lives. The consequences of such powerlessness and helplessness are both immediate and far-reaching and carry the potential of permanently altering the person's view of their own self and their world. A survivor's ability to recover will be greatly affected by the actions of those who she/he first informs following the assault.

Recognizing the seriousness of sexual assault and rape the College strongly urges members of the community to immediately contact the Sexual Assault Advocate, who serves as the on-campus contact/advocate for all students who are survivors. The Sexual Assault Advocate will ensure that the survivor receives the emotional support, care, information and interventions from the appropriate resources when disclosures occur, as well as, make recommendations for follow-up procedures.

Contacting the Sexual Assault Advocate does not require that the identity of the survivor be revealed. Confidentiality is the utmost importance for those directly affected by sexual assault. Survivors frequently express concerns that others, such as parents, friends, law enforcement agencies or the press, will learn of the assault. It is important that those directly affected by sexual assault understand information can sometimes be shared in an anonymous fashion, that notification occurs in order to ensure adequate care is made available, and that the contact/advocate will act to protect survivor's rights to privacy.

Helpful information for survivors:

1. Emergency Medical Examination/Evidence Collection

Receiving medical care immediately following a sexual assault of rape is extremely important for three reasons:

- (1) The survivor may have suffered injuries, particularly internal injuries that she/he is unaware of or unable to determine
- (2) Treatment of/and information regarding sexually transmitted infections or pregnancy may also be needed.
- (3) Finally, if there is any possibility that the survivor will wish to pursue prosecuting the offender, a medical/legal examination for the collection of evidence is vital.

The Emergency rooms at Marietta Memorial Hospital and Selby General Hospital both offer the sexual assault medical exam and evidence collection in addition to treatment for sexually transmitted infections and pregnancy 24 hours a day. If possible, the exam will be done by a SANE (sexual assault nurse examiner) nurse, who has been specially trained to work with survivors of sexual assault and is qualified to appear in court or for judicial support. **If the survivor does not have a preference in which hospital they would like to go to then call each and find out which one has a SANE on duty. The one with a SANE on duty is the best option. Marietta Memorial can be contacted at 374-1400. Selby General can be contacted at 568-2000.**

For physical evidence to be present and useful, it is best collected as soon after the assault as possible: Within 24 hours and no later than 72 hours.

The examination is rigorous and for some survivors may be reminiscent of the assault they have just experienced. Therefore, should survivor decide to have the exam done but has not yet spoken directly with trained support personnel, you are again strongly advised to recommend the survivor to consider doing so. **If the survivor decides to seek medical attention, you or the support personnel must ensure that the survivor is informed of the following:**

- a. College officials will be notified that a sexual assault survivor is being treated at a medical facility, but **they will not be informed of the survivor's identity** (except in cases of severe injury or threat of suicide). The survivor has a right to confidential treatment at the medical facility. College officials will not reveal the survivor's name to anyone except in cases of critical nature.
- b. The medical facility will, as a matter of required procedure, notify law enforcement authorities that a sexual assault survivor is being treated. A law enforcement officer will arrive at the medical facility. This will be the only notification made by the medical facility. There will be no one else contacted regarding the survivor's treatment.
- c. The medical/legal examination in the emergency room is costly (up to \$1800). If a survivor goes to an emergency room, the jurisdiction in which the assault occurred will pay for the evidence collection procedures, if the survivor

cooperated with law enforcement authorities (this typically means making a statement to the police, but not necessarily prosecuting).

- d. **It is best if the survivor does not shower, bathe, douche, brush teeth or change clothing prior to going to the medical facility. Doing so may destroy important physical evidence. However, an examination can and should still be performed if someone has already done any of these things.**
- e. The survivor will need a complete change of clothing. The medical facility will probably retain clothing items worn at the time of the assault as part of evidence. This could include a coat if evidence may be gathered from it.

2. Law Enforcement

If the survivor goes to a medical facility for treatment of a sexual assault, Marietta College Campus Police will be notified because a sexual assault is a criminal offense. If the survivor does not seek medical attention, contact law enforcement only if you are requested to do so by the survivor. *If the survivor wishes to pursue prosecution, it is vital that the survivor contact Marietta College Campus Police as soon as possible after the sexual assault.* Do not be concerned with whether or not the assault took place on campus. Marietta College Campus Police officers will determine what actions need to be taken. **Call 376-3333**

If the survivor declines to make a report, within one working day, you will need to report the assault to the Sexual Assault Advocate, who will then make an anonymous police report.

Stranger Sexual Assaults: The urgency for reporting and gathering evidence is magnified in stranger assaults. The potential danger to the survivor and the community at large is high in cases involving strangers. The probability that the offender will leave the area is also high. The sooner the assault is reported, the greater the likelihood that authorities will apprehend the offender. **Therefore, immediately notify Marietta College Campus Police of all stranger sexual assaults.** It is important not to destroy evidence that could be retrieved from the survivor's body or clothing, or from the crime scene. **Let the survivor know that it is possible for her/him to undergo an examination to obtain physical evidence and retain the right not to speak with police if that is the survivor's desire. The exam needs to take place no later than 72 hours after the assault, optimally within 24 hours.**

Reporting acquaintance sexual assaults not treated in a medical facility: Deciding whether or not to report the assault to law enforcement authorities can be difficult for some survivors. Although it is their decision alone to make, trained support personnel can assist and you should encourage the survivor to consider talking directly to an advocate. If the survivor chooses not to do so, you will need to inform the survivor of the following options available to her/him.

- a. **Direct Reporting** involves the survivor speaking directly with law enforcement officers regarding the assault. Such report can be made at the main office of Marietta College Campus Police, or the survivor's place of residence. If the survivor wishes to pursue prosecuting the offender, direct reports are required and should be made as soon as possible.

If the survivor has determined that she/he does not want to pursue prosecution, it is still valuable to report the assault. Reporting to authorities will assist in tracing the number and nature of assaults on campus and will provide important information for developing prevention strategies. The following two options are available when the survivor is unwilling to report the assault directly but indicates that she/he would like authorities to be aware of the crime. **These options should only be encouraged after the survivor has determined she/he does not want to make a direct report.**

- b. **Third Party Reporting** involves someone to whom the survivor has reported the assault contacting Marietta College Campus Police and reporting the details of the assault. The survivor may wish to have the assault reported but not want to talk with authorities yet. The officers can take information regarding the assault but will not be able to pursue charging or apprehending an offender.
- c. **Anonymous Reporting** involves the survivor contacting authorities and reporting the details of the assault but not disclosing her/his identity. Again, this type of reporting is useful in tracking assaults on campus but cannot be used for further investigation.

NOTE: Often survivors will be concerned that if they report the assault to the police they will have no choice in deciding whether or not to prosecute, and may decide to not report as a result. Reporting is different than prosecuting. Students should be advised that they cannot control the progress or outcome of a criminal investigation, but law enforcement will give serious consideration to their wishes. Prosecution is unlikely to occur without the consent of the survivor.

NOTE: Some survivors may be reluctant to report the assault if they were drinking at the time, particularly if they are under the legal age for alcohol consumption. It is important to explain that the law enforcement agency will be more concerned about the felony crime of sexual assault than the misdemeanor crime of underage drinking. **Survivors will not be blamed for the assault or charged for underage drinking by Marietta College Campus Police if they were drinking at the time of the assault.**

3. Important Options

In addition to the issues you must address with all survivors of sexual assault (emotional support services, medical attention and reporting to law enforcement) there are several other options that the survivor may wish to pursue and with which you should be familiar.

1. **Broughton Health Center** offers treatment of sexually transmitted infections and pregnancy testing for survivors who do not wish to have legal evidence collected but would like to be examined, either at the time of the assault or at a later date. **Anyone seeking emergency contraception should go to Physician's Care.** (Broughton Health Center is open to Marietta College students Monday thru Thursday 3:30 p.m. - 6:30 p.m. and Friday 12:30 p.m. - 3:30 p.m. On Wednesday it is open from 2 p.m.-5 p.m. **Broughton Health Center can be reached at 373-0792. Physician's Care can be reached at 373-3960.** All services are confidential.
2. **Campus Judiciaries:** The survivor may choose not to report the assault to Marietta College Campus Police or pursue criminal prosecution, but may decide to take action through the campus judicial system. Any survivor assaulted by another Marietta College student, on or off campus, may pursue a variety of options available under Marietta College Creed. Students who have been sexually assaulted by other Marietta College students can contact the Sexual Assault Advocate to be informed of campus judicial options. **Call extension 4532.**
3. **Marietta College Counseling Services** provides cost-free, confidential counseling to all students. Talking with a counselor and/or clinical psychologist in no way compels the survivor to take further action. If the survivor has chosen not to talk with counselor and/or clinical psychologist, advise her/him of the services available through S.A.I.N.
4. **Contact Family/Friend:** The survivor may wish to contact a family member or a close friend to assist her/him in making decisions and to be supportive through whatever actions are chosen. Be aware that significant others are "secondary victims" to the assault and are often unable to support the survivor because of the own trauma. Encourage the survivor to contact either Marietta College Counseling Services or S.A.I.N. who can assist both the survivor and the family member or friend in addressing the emotional aspect of the assault.
5. **Take No Action:** The survivor may choose to take no action at all beyond discussing the assault with you. Often this decision can be difficult for those assisting the survivor to accept. It is critical that you remain sensitive to the importance of the survivor regaining control over what happens to her/him. Keep in mind that the ultimate decisions rest with the survivor. Your job is to provide a calm, private place in which the survivor can be made aware of all her/his options and think through what actions she/he wants to take. You

cannot decide for the survivor and should not attempt to force or pressure her/him into any actions. You should, however, be aware of what help is available and whenever possible assist the survivor in accessing that help.

Smoking Policy

The College policy is to create and maintain a smoke-free environment within all College buildings used for academic, administrative and athletic activities and in the public areas of all residence halls. Smoking is permitted outside of buildings. Please use the provided containers to extinguish smoking materials.

Solicitation Policy

Persons or organizations wishing to solicit funds, sell items of any kind, distribute or post advertising on Marietta College property must register in advance with the Office of Student Activities and Greek Life in Andrews Hall.

Usually such activities must be sponsored by the College or a recognized student organization, and the individuals engaged in these activities must be currently enrolled at Marietta College.

Student Complaint Policy

Prior to submitting a written complaint about any service, policy or instructional issue, to the College a student should try to resolve the issue with the person directly responsible for the area (I.e., classroom instructor, resident assistant.) If the issue is not resolved the student should then speak with that person's supervisor (I.e., department chair, director of residence life.) Only after these steps are completed shall the student submit a written complaint to the appropriate Cabinet member (I.e. Provost, Dean of Student, Director of Athletics.) The written complaint to the Cabinet member should contain the result of any attempts at resolution. The Cabinet member's decision is final. Each Cabinet member will keep a log of student complaints and resolutions that come to their office.

The only exception to this process is a complaint of sexual harassment or discrimination. In these cases the student should follow the policy outlined in the harassment policy.

Student/Faculty Relationships Policy

Consensual Relations between Faculty and Students, the 1995 AAUP policy, to which the faculty subscribes states:

Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible

later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students.

In their relationships with students, members of the faculty are expected to be aware of their professional responsibilities and avoid apparent or actual conflict of interest, favoritism, or bias. When a sexual relationship exists, effective steps should be taken to ensure unbiased evaluation or supervision of the student.

Student Organization Policies

The following policies which apply to all registered student organizations of Marietta College have been modified from Risk Management Policy provided by the Fraternity Insurance Purchasing Group. These policies include provisions which apply to all organizational entities and all levels of organization membership.

Alcohol and Drugs

1. The possession, sale, use and/or consumption of ALCOHOLIC BEVERAGES, while on the organization's premises, during an organization event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the organization must be in compliance with any and all applicable laws of the state, province, county, city and Marietta College's alcohol policy and social function policy.
2. No alcoholic beverages may be purchased through organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. The purchase or use of bulk quantity or common sources of such alcoholic beverages, ie., kegs, cases, trash can punch, etc. is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the organization without specific invitation, where alcohol is present, shall be prohibited.
4. No member, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under legal "drinking age").
5. The possession, sale and/or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on organization's premises or during organization event or at any event that observer would associate with the organization is strictly prohibited.
6. No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
7. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations.
8. Alcohol is not permitted at any organizational recruitment activity or function.
9. No member shall permit, tolerate, encourage or participate in "drinking games."
10. No alcohol shall be present at any pledge/associate member/novice program or activity or ritual of the organization.

Hazing

No organization, student, or alumnus shall conduct hazing activities. Hazing activities are defined as: “Any action taken or situation created, whether on or off organization premises, for the purpose of or which is likely to produce mental or physical discomfort, embarrassment, harassment of ridicule.” Such activities may include but are not limited to the following: use of alcohol and/or drugs; paddling in any form; creation of excessive fatigue, including sleep deprivation; physical and psychological shocks; the deprivation of food and /or water; quests, treasure hunts, scavenger hunts, road trips or any such activities carried on outside or inside the confines of the organization’s house; kidnapping of any sort, whether by initiated members or pledges; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law

Sexual Abuse

The organization will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions which are demeaning to women or men including but not limited to date rape, gang rape, or verbal harassment.

Fire, Health and Safety

1. All organization houses should meet all local fire and health codes and standards.
2. All organizations should have posted by common phones emergency numbers for fire, police and ambulances and should have posted evacuation routes on the back of the door of each sleeping room.
3. All organizations shall comply with engineering recommendations as reported by the insurance company.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the organization is expressly forbidden.

Education

Each organization shall instruct its students and alumni in the Student Organization Policies of Marietta College. Additionally, all student and alumni/alumnae members and national volunteers and advisors members shall annually receive a copy of said policy.

Theft or Damage Policy

Theft or damage of personal or College property, services, and facilities violates the spirit of this College Creed. Theft includes, but is not limited to the following: Library materials which are essential to the academic program of the College and must be available to all students on a fair and equal basis. It is expected that persons using College computer and library facilities will do so in a responsible fashion, including conserving computer resources and being considerate of other users.

Travel Policy

Student organizations/groups taking trips of over 250 miles one way using rentals from Physical Plant or national agencies must be accompanied by a college escort (faculty or staff). These trips are to be reported to the Office of Student Activities and Greek Life in Andrews Hall. A list of students on the trip, the advisor's name, time and date of departure and expected time of return shall be included with this report.

In addition, no organization/group will be approved for rental vehicle until Physical Plant confirms the trip is registered with the Office of Student Activities and Greek Life.

Section IV – Joint Boards

Joint Boards Statement

At Marietta, students share responsibilities in College governance. In addition to serving within their own student government, they are members of two College committees essential to the quality of student life: the Campus Life/Athletic Committee and the Student Conduct Board. Please see campus telephone directory for a complete listing of faculty/student committee appointments.

Campus Life/Athletic Committee Preamble

The Campus Life/Athletic Committee, composed of faculty, students, and administrators, is charged with advising the President and Dean of Students in all non-academic aspects of student life.

Committee Responsibility

The Campus Life/Athletic Committee shall be concerned with the quality of campus life. It shall advise the President and the Dean of Students in all aspects and areas of campus co-curricular life, residence life, food service, etc., to insure their constructive contributions to the educational goals and objectives of the College. It shall also serve as a study and resource group for new ideas in the co-curricular area and recommend changes where appropriate.

Committee Composition

The Campus Life/Athletic Committee shall be composed of two faculty representatives, two administrative representatives and three student representatives:

- A. The faculty representatives shall be selected annually by the Faculty Council from the full-time members of the faculty;
- B. Administrative representatives shall be selected annually by the President;
- C. Student representatives shall be selected annually by the Student Senate;
- D. The President shall annually appoint a chairperson from the current membership.
The chairperson shall only vote in case of a tie.

Committee Meetings

- A. The committee shall meet monthly, or more often if the membership desires, during each academic year;
- B. A special meeting may be called by the chairperson or by request of any committee member;
- C. A quorum shall be composed of one faculty member, one administrator, two students, or five members.

Committee Legislative Procedures

Committee actions shall be approved by an absolute majority of the committee's membership. On issues where the committee is split, the minority position will be clearly articulated along with the majority decision.

Student Conduct Board Statement

The Student Conduct Board Hearing (SCBH) option or Administrative Hearing option (AHO) will be utilized to handle any infraction of the “College Creed.” If charged under the Creed, a student will appear before a SCBH or AHO which can find the student in violation or not in violation. If found in violation, the student can be sanctioned by the SCB or AHO. If found in violation, the student can appeal in accordance with the procedures set forth in the Board’s constitution.

Section V - CLUBS & ORGANIZATIONS

Academic

American Institute of Graphic Arts
Association for Computing Machinery
Athletic Training Student Organization
Geological Society
Math Club
Physician Assistant Student Society
Pre-Law Society
Pre-Med Club
Psychology Club
Society for Collegiate Journalists
Society for Petroleum Engineers
Society of Physics Students
Teacher Education Association at Marietta

Community Service

Christmas on Campus
Circle K
Recycling Club

Governing

College Union Board
Greek Council
Interfraternity Council
McDonough Student Advisory Council
Panhellenic Council
Student Athletic Advisory Council
Student Senate

Greek Life

Alpha Tau Omega Fraternity
Alpha Xi Delta Sorority
Chi Omega Sorority
Delta Tau Delta Fraternity
Delta Upsilon Fraternity
Lambda Chi Alpha Fraternity
Sigma Kappa Sorority

Honor Societies

Alpha Lambda Delta (Freshman)
Alpha Psi Omega (Theatre)
Alpha Sigma Lambda (Continuing Education)
Beta Beta Beta (Biology)

Gamma Sigma Alpha (Greek)
Kappa Delta Pi (Education)
Kappa Mu Epsilon (Mathematics)
Kappa Pi (Art)
Lambda Pi Eta (Communication)
Omicron Delta Epsilon (Economics)
Omicron Delta Kappa (Leadership)
Order of Omega (Greek)
Phi Alpha Theta (History)
Phi Beta Kappa
Phi Sigma Iota (Languages)
Pi Epsilon Tau (Petroleum)
Pi Kappa Delta (Forensic)
Pi Sigma Alpha (Political Science)
Psi Chi (Psychology)
Sigma Delta Pi (Language)
Sigma Tau Delta (English)
Tau Pi Phi (Economics, Management, Accounting)

Media/Publications

Confluence (Literary Magazine)
Fifth Street Productions
Marcolian (Newspaper)
Mariettana (Yearbook)
WCMO - FM (98.5 FM)
WCMO - TV

Multicultural/Special Interest

American International Association
Charles Sumner Harrison Organization

Performance Organizations

MC Band
MC Chamber Singers
MC Concert Choir
MC Jazz Rock Ensemble
MC Woodwind Chamber Ensemble
Oratorio Chorus

Political

Coalition for Social Change
College Democrats

Religious

InterVarsity Christian Fellowship
Newman Community

Special Interest

Commuter Council
Honors House
Independent Musicians Club
Japanese Animation Club
Model United Nations
Omicron Chi Theta
Role Playing Game Association
Student Alumni Council
Student Global AIDS Campaign
Women's Choir

Sports & Recreation

Cheerleading
Dance Team
Friends of Rowing
Kuk Sul Do Club
Lacrosse Club
Paintball Club
Step Team
Swim Club
Swing Dance Club
Ultimate Frisbee Organization

Section VI - MARIETTA COLLEGE ALMA MATER

The Navy Blue and White

Words: David Fleming Turning, Class of 1901

Arrangement: James Bird, Director of Music, 1897-1912

- | | |
|---|--|
| 1. Time-honored Marietta
Thy walls to us are dear,
Oh, how can we forget thee,
Or the times that we've spent here.
Thy name we'll ever cherish,
And for thy banner fight,
Nor ever let it perish-
The Navy Blue and White! | 2. Gladly do we sing thy praises
And of thy heroes tell,
How many brave hearts struggled
Because they loved thee well.
'Twill be our firm endeavor
To stand up for the right.
Protect and keep thee ever
O Navy Blue and White! |
| 3. Best of all we love and banner
That waves o'er land and sea,
And proclaims to all its freedom
And undying liberty ---
And then our colors waving
We hail with fond delight.
We're one and all for saving
The Navy Blue and White. | 4. Then we'll give to Marietta
The honor that she's won,
And let us hope her labors
Are only just begun.
And when we're called to duty,
To battle for the right,
Wave on in all they beauty,
Navy Blue and White. |

Chorus: (after each verse):

Thy dear name we'll ever cherish,
And for thy banner fight,
Nor ever let it perish---
The Navy Blue and White