

Marietta College Student Handbook 2015-2016

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WELCOME TO MARIETTA COLLEGE

August 2015

Dear Marietta College Student:

Welcome, or welcome back! I'm sure you've been busy getting ready for the start of an exciting school year. We know that the fall and spring semesters will provide you with many opportunities, and perhaps some challenges as well. You'll be able to navigate those challenges and opportunities better if you've got easy access to important information. That's the purpose of this Student Handbook. Use it to help guide your decision making so that it can enhance your learning experiences in the classroom and beyond.

It's important for you to be aware that as a member of the Marietta College community, it's your responsibility to educate yourself about the policies and procedures set forth in this Handbook. These are designed to create and support an environment that reflects the fact that Marietta College is a community of scholars. The Handbook also contains valuable information about the many services Marietta College offers to help you succeed. Finally, an essential component of the college experience is your growth as a person. That growth is enhanced by your active engagement and participation in the life of the College, including student clubs and organizations. This Handbook provides important information about these and a variety of other opportunities to enhance your college experience, the campus as whole, and the community in which we all learn and live.

As a Pioneer, you're part of a very special group of people, and I encourage you to take advantage of all that Marietta College has to offer so that you will continue to grow intellectually, socially and personally.

Here's to a great year for all the members of the Long Blue Line!

Richard K. Danford, Ph. D.
Interim Vice-President for Student Life

STUDENT HANDBOOK

All registered students at Marietta College are responsible for knowing the policies, expectations, procedures, and information contained in this handbook. 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 website at <http://www.marietta.edu>. There are times that items in the Handbook are changed or updated during the academic year. You will be informed of those changes or updates when needed.

STATEMENT OF NONDISCRIMINATION

Marietta College is an equal opportunity educator and employer that values diversity. In our educational, admissions and employment policies, scholarship and loan programs, and athletic and other co-curricular activities, Marietta College does not discriminate on the basis of age, race, national or ethnic origin, disability, gender identification or orientation, religious affiliation, veteran status, or any other protected status or facet of personal identity. Questions regarding the non-discrimination policy at Marietta College can be directed to our Title IX Coordinator or the Office for Diversity and Inclusion.

THE PIONEER PLEDGE

The Marietta College Pioneer Pledge provides the philosophical foundation upon which the Code of Conduct, as described throughout this handbook, is based.

Honesty	I will always communicate truthfully with all members of the Marietta College community.
Integrity	I will always hold myself to the highest ethical principles both personally and academically.
Responsibility	I will take responsibility for all of my decisions, and will challenge others to make decisions that put the community's best interest at the forefront, while holding them accountable for the decisions that they make.
Respect	I will treat each individual on campus with respect and learn to appreciate the differences that make each individual and culture within our community unique.
Engagement	I will be active within our community to make a positive difference, and to help serve those who are taking an initiative to better the lives of others.

COMMUNITY LIVING PRINCIPLES

Be Safe

Never create a threat to any person's safety.

Be Respectful

Treat each individual at Marietta with respect, and learn to appreciate the differences that make our community unique.

Be Responsible

Take responsibility for all your decisions and challenge others to make decisions in the best interest of the community.

Be Engaged

Be active within the community to make a positive difference.

SECTION I – JUDICIAL PROCEDURES

A) 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 service. Plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without properly acknowledging its source.

A substantiated case of academic dishonesty may result in disciplinary action, including a failing grade on the project, a failing grade in the course, or expulsion from the College. Penalties for dishonesty should be determined by the instructor in consultation with the department chair and must be clarified in the instructor’s course syllabus and/or 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 Writing 101 and Communication 101, and information on plagiarism is available through the ARC Tutoring & Writing Center.

Students have the right to appeal charges of academic dishonesty. Faculty members selected to serve on an appeals committee are asked to determine whether or not the alleged academic dishonesty occurred and/or whether the penalty is appropriate.

This policy applies to all students at Marietta College, both undergraduate and graduate. In the case of graduate students, “program director” replaces “department chair” in the procedures.

ACADEMIC DISHONESTY PROCEDURES

Complainant is the instructor

- A. If the instructor is the complainant, he or she will confer with the department chair. (If the department chair is the complainant, s/he will consult with another chair within the academic division). The chair and instructor will decide on an appropriate penalty, ranging from a deduction of points on the assignment to an F on the assignment or an F in the course. Even if no penalty is exacted, the instructor will meet with the student to explain academic conventions and community standards and to reinforce the importance of academic honesty.
- B. If a penalty is to be exacted, the instructor will inform the student of the allegation and the penalty. This may be done in person at the instructor’s discretion. Depending on the timing within the semester, a face-to-face meeting may not be possible. With or without such a meeting, the student must also be informed in writing (or e-mail), stating the allegation descriptively and the specific nature of the penalty. The communication will include information on the process to be followed if the student wishes to contest an allegation or a penalty, i.e., as described in section IV.
- C. The chair and the Provost will receive a copy of the written communication to the student, which may also include a report on the face-to-face communication with the student if one occurred. Any relevant documentation should be sent to the Provost.
- D. An undergraduate student wishing to contest an allegation or a penalty should follow the procedures for appeal described below in Section IV. A graduate student wishing to contest an allegation or a penalty should follow Step II of the Procedure for Academic Grievances as described under Graduate Student Academic Grievances, initiating the process in person or by e-mail within one month of having received the instructor’s written notification. If there is no contact within one month, whether in person or by e-mail, the Provost will assume that the student accepts the charge and the penalty.

- E. The Provost sends the student a letter in hard copy summarizing the charge and the penalty.
- F. The Provost will maintain a list of students charged with and found responsible for academic dishonesty. A student's name is removed from this list and the document destroyed seven years after the student's graduation or separation from the College, whichever comes first.

Complainant is not the instructor

If the person wishing to file the allegation is not the instructor of the course, that person informs the instructor of the allegation. The instructor will ask the complainant to submit the allegation in writing with documentation to the extent possible. The instructor will confer with the department chair to determine if the allegation has validity. (If the department chair is the complainant, s/he will consult with a senior member of the department or another chair within the academic division.) If the instructor and the chair determine that the complaint does not have merit, the chair will inform the complainant that the allegation was considered but will not be pursued. If the complaint is judged to have merit, the instructor proceeds as in I.B.

COLLEGE PENALTIES FOR MULTIPLE OFFENSES

- A. If the Provost's record shows that this is not the first sustained complaint of academic dishonesty, the student is liable for a College penalty. The letter from the Provost to the student will also specify that this is not the student's first offense.
- B. The Provost will request that the Assistant Academic Deans review the current and earlier complaints and make a recommendation to the Provost for a College penalty which will be in addition to the penalties exacted by each instructor. This may range from a grade of F for the course, to restrictive probation, to suspension for a specific number of semesters, to expulsion.
- C. The Provost will confer with the Assistant Deans and make a decision on the College penalty.
- D. The Provost will convey the College penalty to the student in writing.
- E. The student may appeal the College penalty by appealing the charge as described in Section IV within one month of having received the Provost's letter.

APPEALS PROCEDURE FOR CHARGES OF ACADEMIC DISHONESTY

- A. A student penalized by an instructor or the Provost for an infraction of academic dishonesty has the right to appeal the charge and the penalty within one month of having received written notification. The criteria for an appeal are either a procedural error, the availability of new evidence, or that the charge was based on insufficient evidence. An undergraduate student may initiate the process in person or in writing, addressing the appeal to the Associate Provost for Academic Administration (APAA). Graduate students should follow the grievance procedure outlined under Academic Grievances in the Graduate Program Catalog. See also Appendix 1:13 of the Faculty Handbook.
- B. The APAA will convene an appeals committee within ten (10) business days of receiving the student's appeal. The committee shall be composed of three members of the full-time teaching faculty, one chosen by the student, one chosen by the Provost and one chosen by Faculty Council.
- C. The appeals committee shall hear testimony from the student and will examine the evidence and communications about the cases on file in the Provost's office. The committee may hear testimony from instructors or any others it deems necessary. Faculty members selected to serve on the appeals committee are asked to determine whether or not to overrule the decision of the Provost and/or instructor based upon the three criteria specified in Section IV A.
- D. The appeals committee shall maintain confidentiality concerning any information presented in the hearing.
- E. There shall be no legal counsel present in the hearing of the appeals committee. One member of the Marietta College faculty or staff may accompany the student.
- F. Within ten (10) business days after completion of the hearing, the appeals committee shall submit its decision to the Provost. The Provost sends a copy of the decision to the student and keeps a record of the decision on file.
- G. The student may withdraw the appeal at any point in the proceedings by so requesting in writing to the APAA.
- H. The APAA may grant an extension of the time limit of this procedure for good cause.

B) THE STUDENT CODE OF CONDUCT

In support of its Mission, Marietta College has developed standards of conduct and processes, based upon the Pioneer Pledge, designed to hold students accountable to these standards. The purpose of the student conduct process is to maintain a safe environment for the campus community, one that supports the academic mission and provides a productive living and learning environment. The student conduct process is also designed to foster the personal development of students and emphasizes the student's personal understanding of their behavior as well as their responsibilities to the community.

Marietta College also has an obligation to uphold the laws of the larger community of which it is a part. While the activities covered by the laws of the larger community and those covered by Marietta College's rules may overlap, it is important to note that the community's laws and Marietta College's rules operate independently and that they do not substitute for each other. Marietta College may pursue enforcement of its own rules whether or not legal proceedings are in process, and may use information from third-party sources, such as law enforcement agencies, news agencies, and the courts to determine whether College rules have been broken. Membership in the College community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all Marietta College regulations.

The rules, policies, and procedures outlined in this Code provide a framework for community life at Marietta College. Recognized student organizations may establish rules and procedures for the purpose of self-regulation so long as those rules and procedures are not in conflict with the provisions of this Code.

As changing times and needs of the College community dictate, the Vice President of Student Life may appoint a committee to recommend additions to, amendments to, or deletions from this Code.

Please note that the College reserves the right to amend, rescind, or modify this policy and related procedures at its sole discretion at any time.

JURISDICTION

Students at the College are provided a copy of the Student Code of Conduct annually in the form of a hard copy student planner in their mailbox. Additional copies are available upon request from the Office of Student Life. Students are responsible for having read and abiding by the provisions in the Student Code of Conduct.

The Student Code of Conduct and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all College-affiliated student organizations. For the purposes of student conduct, the College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the College.

The College retains conduct jurisdiction with regard to students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, and/or obtain official transcripts and/or graduate, and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the College may invoke these procedures, and should the former student be found responsible, the College may revoke that student's degree.

The Student Code of Conduct applies to behaviors that take place on the campus, at College-sponsored events and may also apply off-campus when the Associate Dean of Students or designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of self or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the College;

The Student Code of Conduct may be applied to behavior conducted online, via email or any other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of a policy violation is posted online. The College does not regularly search for this information but may take action if and when such information is brought to the attention of College officials. However, most online speech by students not involving College networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”;
- Speech posted online about the College or its community members that causes a significant on-campus disruption.

The Student Code of Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, campers and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements. Visitors to and guests of the College may seek resolution of violations of the Student Code of Conduct committed against them by members of College community.

There is no time limit on reporting violations of the Student Code of Conduct; however, the longer someone waits to report an offense, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the College’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Community Standards, Rights, and Responsibilities or the Marietta College Police Department.

College email is the College’s primary means of communication with students. Students are responsible for all communication delivered to their College email address.

VIOLATIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the Student Code of Conduct. When an offense occurs over which the College has jurisdiction, the College conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint (additional grounds for interim suspension are outlined below, in the section *Student Conduct Process*). Interim suspensions are imposed until a hearing can be held, typically within two weeks. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and the College may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the College will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the complaining victim to allow the criminal investigation to proceed before the College process.

Students accused of crimes may request to take a leave from the College until the criminal charges are resolved. In such situations, the College procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

STANDARDS OF CONDUCT

The College considers the behavior described in the following sub-sections as inappropriate for the College community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate or graduate. The College encourages community members to report to College officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in *Student Conduct Sanctioning*.

Honesty: Students will always communicate truthfully and respectfully with all members of the Marietta College Community. Behavior that violates this value includes, but is not limited to:

1. **Falsification.** Knowingly furnishing, manufacturing, or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments; knowingly providing false information or false identification to a Marietta College official.
2. **False report of any emergency.**
3. **Unauthorized access or entry.** Unauthorized access or entry to any College building or to any space in any College building (including rooftops and unoccupied residence hall rooms) or unauthorized possession, duplication, distribution, or use of any means of access to any College building or failing to timely report a lost College identification card or key.

Integrity: Students will always hold themselves to the highest ethical principles both personally and academically. Behavior that violates this value includes, but is not limited to:

4. **Collusion.** Knowingly assisting in the violation of any provision of the Student Code of Conduct.
5. **Conduct unbecoming of a Marietta College student.** Any conduct committed on- or off-campus that threatens the security, well-being, or reputation of the College.
6. **Vandalism, intentional damage to, or theft of property.** Intentional and unauthorized vandalism, intentional damage to, or theft of College property or the personal property of another, including goods, services, and other valuables.
7. **Stolen property.** Knowingly taking or maintaining possession of stolen property (including residence hall common area furniture).
8. **Obstruction of official College duties.** Interference with or obstruction of College officials in the performance of their duties.
9. **Failure to Comply.** Failure to comply with reasonable directives from College officials during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
10. **Disruptive Behavior.** Substantial disruption of the College operations or residence hall life including obstruction of teaching, research, administration, other College activities, and/or other authorized non-College activities which occur on campus.

Respect: Students will treat each individual on campus with respect, and learn to appreciate the differences that make each individual and culture within our community unique. Behavior that violates this value includes, but is not limited to:

11. **Assault.** Assault of any member of or visitor to the College community, including harassing or threatening any person, engaging in menacing behavior, or fighting with another member of or visitor to the College community.
12. **Threatening Behaviors:**
 - a. **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 - b. **Intimidation.** Intimidation is defined as implied threats or acts that cause a reasonable fear of harm in another.

13. **Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
14. **Hazing.** 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 participate in the hazing of another or knowingly permit others to do so (*Please see the Hazing Policy in Marietta College Community Standards for further information*).
15. **Relationship Violence.** Relationship violence is violence or abuse by a person in a relationship (intimate or otherwise) with another (*Please see the Sexual Misconduct Policy for further information*).
16. **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person's safety or the safety of others; or suffer substantial emotional distress. (*Please see the Sexual Misconduct Policy for further information*).
17. **Sexual Misconduct.** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (*Please see the Sexual Misconduct Policy for further information*).
18. **Discriminatory Harassment.** Discriminatory harassment is 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, age, or disability (*See Discriminatory Harassment Policy for further information*).
19. **Invasion of Privacy.** Making, attempting to make, transmitting, or attempting to transmit audio, video, or images of any person(s) on College premises or viewing or spying on a person(s) on College premises where there is an explicit expectation of privacy with respect to nudity and/or sexual activity without knowledge or consent of all participants. (*Please see the Invasion of Privacy Policy in Marietta College Community Standards for further information*).
20. **Undisclosed Recording.** Making, attempting to make, or transmitting an audio or video recording of private, non-public conversations and/or meetings on College premises without the knowledge and consent of all participants (*See Undisclosed Recording Policy in Marietta College Community Standards for further information*).
21. **IT and Acceptable Use.** Violating the Network Use Policy for Information Technology or the Peer-to-Peer File Sharing Policy (*Please see Marietta College Community Standards for further information*).
22. **Abuse of the Conduct Process.** Abuse or interference with, or failure to comply in, College conduct hearings, including, but not limited to:
 - a. Falsification, distortion, or misrepresentation of information
 - b. Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation;
 - c. Attempting to discourage an individual's proper participation in, or use of, the student conduct system;
 - d. Harassment (verbal or physical) and/or intimidation of a member of the student conduct body prior to, during , and/or following a student conduct proceeding;
 - e. Failure to comply with the sanction(s) imposed by the student conduct system;
 - f. Influencing, or attempting to influence, another person to commit an abuse of the student conduct system.

Responsibility: *Students will take responsibility for all of their decisions, and will challenge others to make decisions that put the community's best interest at the forefront, while holding them accountable for the decisions that they make. Behavior that violates this value includes, but is not limited to:*

23. **Alcohol.** Use, possession, or distribution of alcohol beverages or paraphernalia except as expressly permitted by law and the College's Alcohol Policy (*See Alcohol Policy in Marietta College Community Standards for further information*).
24. **Controlled Substances.** Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the College's Controlled Substances Policy (*See Controlled Substances Policy in Marietta College Community Standards for further information*).
25. **Tobacco.** Smoking or tobacco use, including the use of e-cigarettes and hookahs inside any College-owned or-operated facility or within 20 feet of a College-owned or-operated facility (*See Smoking Policy in Campus Policies for further information*).
26. **Guests.** Failure to monitor guests' behavior to assure adherence with the Student Code of Conduct; failure to register guests.
27. **Weapons.** Possession, transport and storage of weapons on College-owned or leased property, including in personal vehicles or at any College-sponsored function. Dangerous weapons include, but are not limited to: handguns and other firearms, explosives, ammunition, fireworks, knives, martial arts equipment, clubs, brass knuckles, bows and arrows, or any instrument that emits a projectile by way of compressed air, gas, or explosive device, or is defined as a weapon by federal, state or local laws (*See Weapons Policy in Marietta College Community Standards for further information*).
28. **Health and Safety.** Creation of health and/or safety hazards (dangerous pranks, throwing items from windows, hanging out of or climbing from/on/in windows, balconies, roofs, etc., being on any part of a building's outside structure); causing physical harm or a reasonable expectation of physical harm to any person; removing or opening security window screens; obstructing or impeding entrance or egress from a residence hall; possession of any prohibited item within the residence halls (*See Prohibited Items list for further information*).
29. **Fire Safety.** Violation of local, state, federal or College fire policies including, but not limited to:
 - a. Intentionally or recklessly causing a fire which damages College or personal property or which causes injury.
 - b. Failure to evacuate a College-controlled building during a fire alarm.
 - c. Hanging items from sprinkler systems.
 - d. Possession, use, or manufacture of explosive, flammable, or harmful materials.
 - e. Improper use of College fire safety equipment.
 - f. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property. Such action may result in a local fine in addition to College sanctions.
30. **Residential.** Failure to follow residential policies, including but not limited to:
 - a. Violating quiet and/or courtesy hours
 - b. Bringing or housing an animal inside a residence hall
 - c. Renting, subleasing, or loaning of a residence hall space
 - d. Remaining in a residence hall room without the resident's permission
 - e. Changing residence hall rooms without permission of a Community Coordinator or the Housing Officer
 - f. Removing furniture from residence hall rooms
 - g. Propping open any wing or exterior door
31. **Wheeled Devices.** Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside College buildings, residence halls or on tennis courts. Additionally, skateboards and other wheeled items may not be ridden on raisings, curbs, benches, or any such fixtures that may be damaged by these activities; individuals may be held liable for damage to College property caused by these activities.

32. **Littering.**
33. **Motor Vehicle Policy.** Failure to follow any tenet of the Motor Vehicle Policy, including but not limited to failure to register vehicle, parking in unauthorized or restricted areas or driving in unauthorized or restricted areas (*See Motor Vehicle Policy in Campus Policies for further information*).
34. **Student Organization Policies.** Failure to follow any outlined student organization policy (*See Student Organization Policies and Campus Policies for further information*).
35. **Other Policies.** Violating other published College policies or rules, including all residence hall policies.

PROHIBITED ITEMS

The following list of items are banned both in the residence halls and on the Marietta College campus.

- Beds bunked in a manner other than that for which they are designed
- Candles, incense, potpourri, or any open-flame burning item
- Cooking equipment such as hot plates, electric fry pans, and anything with an exposed heating element and without an automatic shut-off
- Decals, stickers, contact paper, darts, dartboards, or other items that may damage walls or furniture
- Electric cigarettes
- Flammable liquids, harmful chemicals, gasoline, explosives, flares, firecrackers and fireworks
- Glade plug-ins
- Halogen lights
- Hay, straw, leaves, corn stalks, dried vegetables, cut evergreen trees and branches
- Heated blankets
- Homemade lamps
- Lofts that are non-College owned
- Indoor grills
- Inflatable pools
- Liquor bottles, empty or full, in both upper-class and first-year residence halls
- Motorcycles, mopeds, and automotive parts or components stored in or around the buildings
- More than one (1) mini-fridge per double room, two (2) per triple room
- More than one (1) microwave per room, regardless of number of occupants
- Multi-plug extension cords and multi-plug adapters
- Non-College owned window coverings
- Non-College owned grills/fire pits
- Pets or animals, except fish in a 5-gallon tank
- Reptile lamps
- Sheets, tapestries, furniture, or any other objects that create a barrier or a false wall that obstructs a clear view of the room
- Space heaters
- Stolen property, such as street signs
- Surge-protector outlet covers
- Power tools
- Waterbeds
- Weapons, including firearms, BB guns, bows and arrows, bullets, martial arts weapons, knives, and any items that is a reasonable facsimile of such a weapon

Any item not listed can be removed at the discretion of a Community Coordinator or another member of the Division of Student Life.

STUDENT CONDUCT PROCESS AND SANCTIONING

Student Conduct Procedures: Complaints

Any member of the College community may file a complaint against any student alleging a violation of the Student Code of Conduct. Complaints shall be prepared in writing, utilizing the online reporting form found on the Office of the Dean of Students website and are forwarded to the Office of Community Standards, Rights, and Responsibilities for adjudication. Any complaint should be submitted as soon as possible after the event takes place, generally within 30 days of the alleged incident. The Associate Dean of Students or his/her designee may request that the Marietta College Police Department investigate the incident. At the discretion of the Associate Dean of Students or his/her designee, the time permitted to file a complaint may be extended.

Acts committed off-campus, but related to the security, well-being or reputation of the College or the College community, its educational Mission, its programs, and study abroad programs are subject to disciplinary action.

Upon receipt of information of a violation in which the accused's presence on campus raises concern for public safety, under the authority of the Vice President for Student Life or his/her designee, the person may be required to leave campus until the disposition of the case is completed.

In the case of alleged sexual misconduct, stalking, and relationship violence, academic and living arrangements may be modified upon request by the complainant, provided that such arrangements are reasonably available at the College. If modifications are made, there is no presumption that the respondent is responsible. Those involved in a sexual misconduct case will also be notified of on-campus and off-campus support services at the time a report is made. Please see the Sexual Misconduct Policy for additional information.

In cases involving misconduct by a student organization, the case may be referred to the Critical Issues Board, depending on the nature of the alleged violations. Sanctions may include, but are not limited to: censure, suspension of recruitment privileges (or other applicable procedures), suspension or revocation of charter, or denial of recognition or registration as well as other appropriate sanctions permitted under this Code. In circumstances where urgent attention is required, the Dean of Students and/or the Vice President for Student Life, or their designee, may determine whether a violation has occurred and may implement necessary disciplinary measures. Individual members of organizations may also be held accountable for their actions in these incidents and are subject to the usual disciplinary procedures.

DISCIPLINARY AUTHORITIES

All alleged cases of student misconduct are referred from the Office of the Dean of Students to the Office of Community Standards, Rights, and Responsibilities for adjudication. The duties of the Disciplinary Authorities of this Office are to:

- A. determine appropriate charges;
- B. review all evidence available;
- C. determine, based on a preponderance of the evidence, whether the respondent is responsible for a violation of the *Marietta College Student Code of Conduct*;
- D. determine appropriate sanctions when necessary;
- E. allow for reflection and education.

1. Administrative Hearings

For first-level violations that occur in residence halls, an Administrative Hearing is conducted by a Community Coordinator. The Community Coordinator can refer the violation to the Peer Review Board for a hearing.

Administrative Hearings of alleged violations of a more serious nature, multiple violations, or violations that occur outside of the residence halls are conducted by the Associate Dean of Students or his/her designee. This disciplinary officer may dispose of the matter administratively, or refer the case to his/her designee, the Peer Review Board, or the Critical Issues Board for adjudication.

All hearings for violations of the Alcohol Policy originate with the Assistant Dean of Students or his/her designee.

2. Student Organizations Misconduct Resolution

Hearings involving alleged misconduct of organizations involving College rules and regulations may be conducted by the Associate Dean of Students, who may dispose of the matter administratively, refer the matter to the Dean of Students or the Critical Issues Board, or may conduct alternative resolution with the student organization.

Student organizations willing to accept responsibility for misconduct that does not involve a serious policy violation (i.e. not involving hazing, assault, sexual misconduct, discriminatory harassment, or a violation of the controlled substance policy) will be eligible to forgo the formal resolution avenues and proceed with alternative resolution with the Associate Dean of Students. In the alternative resolution process, representatives of the organization will work with the Associate Dean of Students to develop an organization enhancement plan to complete in lieu of traditional sanctioning. This plan must then receive approval from members of the organization. If it is not accepted, traditional student conduct adjudication will occur. The organization will work closely with the Associate Dean of Students and the Coordinator of Campus Involvement to complete the requirements laid out in the organization enhancement plan. Should the organization fail to complete the organization enhancement plan, it will be referred through the student conduct process for formal adjudication.

3. Interim Disciplinary Procedures

In the event that the academic calendar prevents a timely hearing by the Peer Review Board or the Critical Issues Board, the following procedure will be used. The investigation will occur and complaints will be resolved through the administrative hearing process, which allows for the Associate Dean of Students or his/her designee to hear and render a decision on the case. Requests for appeals of decisions made by the Associate Dean of Students in these situations are heard by the Dean of Students, or his/her designee, whose decision in the matter is final.

4. Peer Review Board (PRB)

The Peer Review Board hears all cases referred by any member of the Office of Community Standards, Rights, and Responsibilities. Cases submitted to the Peer Review Board may involve multiple offenses. Students may also request a hearing before the Peer Review Board.

The Board shall be comprised of three students selected from a larger group of students who have been trained in Marietta College's student conduct process, with one student acting as the presiding officer. The Assistant Dean of Students or his/her designee is a permanent ex-officio member and serves as the PRB Administrator.

5. The Critical Issues Board (CIB)

Disciplinary matters not decided in administrative hearings and that are of a more serious nature, such as violence against others, drug infractions, hate crimes, possession of weapons or other matters, including violations of state and federal law, may be referred to the Critical Issues Board. Students may also request a hearing before the Critical Issues Board.

This Board is comprised of one staff member, one faculty member and one student. The Associate Dean of Students or his/her designee is a permanent ex-officio member and serves as the CIB Administrator. The presiding officer shall be a faculty or staff member appointed by the members of the Board. Members serve a one-year term following their selection and ending on May 31st of the following year. Faculty members shall be selected by the Faculty Council. Other members shall be selected by the Associate Dean of Students or his/her designee from a group of administrators, staff, and students who are trained in Marietta's disciplinary processes.

HEARINGS CONDUCTED BY THE PEER REVIEW BOARD AND THE CRITICAL ISSUES BOARD

Peer Review and Critical Issues Board Hearings are conducted according to the following guidelines:

- Students against whom the complaint is filed (respondents) shall be given notice of the pre-hearing date and the specific charges against them at least two (2) days in advance.
- The complainant and the respondent shall be given notice of the formal hearing date at least five (5) days in advance.
- The complainant and the respondent shall be given the opportunity to view all documents prior to their hearing or as information is presented to the Board.
- The complainant and the respondent shall have the right to review members of the pool for the Critical Issues Board. If there is a member of the pool they wish to eliminate for consideration as a member of the Board, they must present significant and pertinent information that supports the request.
- Hearings shall be conducted in private.
- The complainant and the respondent have the right to be assisted by an advisor. The advisor shall be a College faculty or staff member, unless the hearing involves a Title IX case, in which instance the advisor may be an attorney. Parents/guardians of the complainant and the respondent are not permitted to participate in the hearing. The complainant and/or the respondent is responsible for presenting his/her own case and, therefore, the advisor is not permitted to speak or participate directly in any hearings before the Board.
- The complainant and respondent will be kept in separate rooms during the hearing.
- Pertinent records, exhibits, written statements and witnesses may be accepted as evidence for consideration by the Board at the discretion of the Board Administrator.
- The Board examines all witnesses and both the complainant and respondent may request the Board to ask certain questions, which the Board, in its discretion, may elect to do.
- All procedural questions are subject to the final decision of the Administrator of the Board.
- After the hearing the Board shall determine, by a preponderance of evidence and majority vote, whether the respondent is responsible for each alleged violation of the Code.
- In a Critical Issues Board hearing, a tape recording of the hearing will be made to ensure accuracy of all proceedings. The record shall be the property of the College and housed in the Office of the Dean of Students.
- If the respondent fails to appear for a scheduled hearing, evidence in support of the charges shall be presented and considered by the Board.

STUDENT CONDUCT APPEALS

Requests for appeals are permitted for all aspects of the student conduct process.

REQUESTS FOR APPEAL OF ADMINISTRATIVE HEARINGS AND THE PEER REVIEW BOARD:

For matters related to administrative hearings and the Peer Review Board, the complainant or respondent must file a written request for an appeal to the Dean of Students or his/her designee within three (3) days of mailing the letter notifying the respondent or organization of the findings and imposed sanctions. Requests for appeals are heard by the Dean of Students, or his/her designee, whose decision in the matter is final. Failure to request an appeal within the allotted time will render the original finding and imposed sanctions final and conclusive. Timely submission of a request for appeal does not guarantee that the request will be granted.

Requests for appeal to the Dean of Students or his/her designee must meet one of the following criteria:

1. Established administrative procedures were not followed that would have a **significant impact** on the outcome of the hearing.
2. New evidence that was not available or could not have been discovered through diligent investigation before or during the hearing that merits or warrants reevaluation of the case and that would have a **significant impact** on the outcome of the hearing.

REQUEST FOR APPEAL OF THE CRITICAL ISSUES BOARD:

Requests for appeals of the Critical Issues Board are made to the Dean of Students or his/her designee and are heard by the Discipline Appeals Board. Requests for appeals must be submitted by the complainant or the respondent in writing to the Dean of Students or his/her designee within three (3) days of the mailing letter notifying the respondent of the findings and imposed sanctions. Failure to appeal within the allotted time will render the original finding and imposed sanctions final and conclusive. Timely submission of a request for appeal does not guarantee that the request will be granted.

APPEAL CRITERIA:

Requests for appeal to the Dean of Students or his/her designee must meet one of the following criteria:

- A. Established administrative procedures were not followed that would have a **significant impact** on the outcome of the hearing.
- B. New evidence that was not available or could not have been discovered through diligent investigation before or during the hearing that merits or warrants reevaluation of the case and that would have a **significant impact** on the outcome of the hearing.
- C. The sanction(s) imposed were **clearly disproportionate** to the violation found. This criterion is only to be considered in cases where the sanction is suspension or expulsion.

DISCIPLINE APPEALS BOARD (DAB):

The Discipline Appeals Board shall be composed of one faculty member, one staff member, and one student selected by the Dean of Students or his/her designee from a group of faculty, staff, and students who are trained in Marietta College's disciplinary procedures. The Associate Dean of Students or his/her designee is a permanent ex-officio member and serves as the DAB Administrator.

On appeal, the Discipline Appeals Board may:

- A. Affirm the finding and impose the sanctions of the Critical Issues Board.
- B. Remand the case to the presiding officer of the Critical Issues Board to reconsider the Board's finding or sanction or conduct a new Critical Issues Board Hearing if one of the three appeal criteria is present.

If the case is remanded to the presiding officer of the Critical Issues Board, the Board will reconvene within three (3) days to review the matter and then report its findings to the Dean of Students, who shall notify the complainant or respondent and appropriate College personnel by letter of the finding regarding the appeal.

A request for an appeal of the decision of the Discipline Appeals Board following remand must be filed in writing within two (2) days to the Dean of Students. The request for an appeal must cite one or more of the appeal criteria listed above. Timely submission of a request for appeal does not guarantee that the request will be granted. The decision of the Dean of Students is final.

STUDENT CONDUCT SANCTIONING

The sanctions listed below may be applied separately or in combination. Other appropriate sanctions which would enhance the educational value of disciplinary proceedings may be applied in a given case.

1. WARNING

Written or oral notification that certain conduct or actions are in violation of College regulations and that continuation of such conduct or actions may result in further disciplinary action.

2. EDUCATIONAL SANCTIONS

A requirement to conduct research, complete a reading and response paper, prepare and present a program, attend an educational program, undergo evaluation for counseling or engage in other educational activities related to the violation.

3. FINES

Payment of a specific amount of money as determined by the circumstances of a particular case.

4. RESTITUTION

Reimbursement for damage to, or misappropriation of property. Restitution may take the form of monetary or material replacement not in excess of the loss incurred.

5. DISCIPLINARY WORK HOURS

Assignment to volunteer for a specific period of time under supervision as reparation within the community where the violation occurred.

6. LOSS OF PRIVILEGES

Limitation of College-related activities or services for a specific period of time, consistent with the offence committed, including but not limited to:

- A. eligibility to serve as an officer or member of any College organization, to participate in intercollegiate competition or to receive any award from the College;
- B. housing probation;
- C. removal from housing;
- D. restriction from using specific facilities and services;
- E. denial of on-campus use of an automobile;
- F. hold on enrollment;
- G. hold on forwarding personal records to external institution or individuals until satisfactory completion of disciplinary sanctions.

7. COLLEGE PROBATION

A specific period of observation and review of behavior including terms appropriate to the offense committed during which the student must demonstrate compliance with College regulations and the terms of the probationary period. Failure to comply with the College's policies and completion of assigned sanctions will result in suspension or expulsion.

8. SUSPENSION

Removal from the College community for a designated period of time, which may include specific requirements that must be fulfilled prior to reinstatement within the College community.

9. EXPULSION

Permanent separation of the student from the College.

In exceptional circumstances the Vice President for Student Life may suspend a student or take other disciplinary action pending a hearing.

HARASSMENT POLICY AND PROCEDURES

POLICY AND PROCEDURES FOR ADDRESSING COMPLAINTS OF DISCRIMINATORY HARASSMENT

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.

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. Therefore, Marietta College acknowledges its belief:

- a. That discriminatory harassment is included under the heading of unprofessional conduct threatening the academic freedom of others;
- b. That discriminatory harassment is 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 harassment is a problem that requires distinct mechanisms to seek redress, as well as protection for the accused.

DISCRIMINATORY HARASSMENT

Discriminatory Harassment is 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 Misconduct 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 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.

The discriminatory harassment policy requires action, either informal or formal, as a means to protect and educate all members of the College community. The policy and procedures for addressing complaints of discriminatory harassment provide formal resolution for complaints involving students with the student conduct process. A person wishing to lodge a complaint of discriminatory harassment should contact the Office of the Dean of Students.

SEXUAL MISCONDUCT POLICY AND GRIEVANCE PROCEDURES

GENDER-BASED MISCONDUCT POLICY

INTRODUCTION

Members of the Marietta College community, guests, and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a responding party is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO PHYSICAL SEXUAL MISCONDUCT

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing, and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. **Sexual Harassment**
2. **Non-Consensual Sexual Contact (or attempts to commit same)**
3. **Non-Consensual Sexual Intercourse (or attempts to commit same)**
4. **Sexual Exploitation**

SEXUAL HARASSMENT

Sexual Harassment is:

- unwelcome, gender-based verbal or physical conduct that is
- sufficiently severe, persistent or pervasive that it
- unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the College's educational programs, employment, and/or activities, and is
- based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; gender-based bullying.

NON CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force.

Sexual Contact includes:

Intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/ of/by breasts, buttocks, groin, genitals, mouth or other orifice.

NON-CONSENSUAL SEXUAL INTERCOURSE

Non-Consensual Sexual Intercourse is:

- any sexual intercourse
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- that is without consent and/or by force.

Intercourse includes:

- Vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

SEXUAL EXPLOITATION

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another student;
- exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- sexually-based stalking and/or bullying may also be forms of sexual exploitation

ADDITIONAL APPLICABLE DEFINITIONS:

Consent:

Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- In order to give effective consent, one must be at least 18 years of age.

Force:

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you.” “Okay, don’t hit me, I’ll do what you want.”).

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
- This policy also covers a person whose incapacity results from a mental and/or a physical disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.
- Where to report? - moved

SANCTION STATEMENT

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.*
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

*The Critical Issues Board reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless justification exists to do so.

OTHER GENDER-BASED MISCONDUCT OFFENSES THAT FALL UNDER TITLE IX

- A. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- B. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- C. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- D. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.
- E. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
- F. Violence between those in an intimate relationship to each other, including:
 - a. Physical violence, which includes but is not limited to: kicking, punching, hitting, choking, biting, shaking or otherwise using physical force to restrain or hurt a person. Physical violence can be used against a person with a physical disability by not allowing them access to equipment such as a wheelchair or similar items, which assist a person with a disability in daily living.
 - b. Emotional violence (including verbal/written violence), which includes using isolation, intimidation, and threat of physical force or words to restrain or hurt a person. This could include threatening to “out” a lesbian, gay, bisexual or transgender person. In some cultures, family members may participate in emotionally abusing a person. International students who experience relationship violence may receive threats stating that they will be sent back to their country of origin if they report acts of violence against them.
 - c. Economic abuse, which is defined as withholding financial resources to intimidate, threaten or cause a person to remain in a relationship because of lack of access to finances.
- G. Stalking, defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - Fear for the person’s safety or the safety of others; or
 - Suffer substantial emotional distress.

For the purpose of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

CONFIDENTIALLY, PRIVACY AND REPORTING

All College employees (faculty, staff, and administrators) are expected to report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate College officials-therby offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources will take action when you report victimization to them. The following describes the two reporting options at Marietta College:

TO REPORT CONFIDENTIALLY

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- Counselors and medical staff at the Dr. J. Michael Harding Center for Health and Wellness, (740) 376-4477
- The Marietta College Sexual Assault Victims' Advocate, (740) 434-3457
- EVE, a local agency that provides free services to survivors of sexual assault, relationship violence, and stalking, 1-800-974-3111
- Off-campus members of the clergy and chaplains

NON-CONFIDENTIAL REPORTING TO “RESPONSIBLE PERSONS”

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, College police, and human resources). The College considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

REPORTING TO OTHER COLLEGE EMPLOYEES

Please note that the College expects any employee with good reason to believe that a person has been sexually assaulted, has been subjected to severe or pervasive gender-based harassment, or has otherwise been discriminated against because of gender to report that belief to the employee's supervisor or, in the case of a potential sexual assault, to Marietta College Police. Therefore, depending on what information is provided, reports to these College employees may not be confidential.

FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain campus officials have a duty to report sexual misconduct, stalking, and relationship violence for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be given to College Police regarding the type of incident and its general location (on-or off-campus, in the surrounding area, with no specific addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime and to ensure greater community safety. Mandated federal reporters include: Office of Community Living staff members including Community Coordinators and Community Advisors, Division of Student Life staff members, Marietta College Police, local police, coaches, athletic directors, human resources staff, advisors to student organizations, and any other official with significant responsibility for individual and campus safety. The information to be shared includes the date, the location of the incident (using Clery location category) and the Clery crime category. This reporting protects the identity of the survivor and may be done anonymously.

FEDERAL TIMELY WARNING REPORTING OBLIGATIONS

Victims of sexual misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

QUESTIONS AND ANSWERS

Here are some of the most commonly asked questions regarding Marietta College's Sexual Misconduct Policy and Grievance Procedures.

DOES INFORMATION ABOUT A COMPLAINT REMAIN PRIVATE?

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the College's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the Complainant (alleged victim) or the Respondent (accused individual) may lead to conduct action by the College.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the Complainant. Certain College administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the College, Dean of Students, Director of Security). If there is a report of an act of alleged sexual misconduct to a conduct officer of the College and there is evidence that a felony has occurred, College Police will be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

WILL MY PARENTS BE TOLD?

Whether you are the Complainant or the Respondent, the College's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. College officials may directly inform parents:

- when requested to do so by a student;
- if a health or safety emergency involves the student;
- if the student, under the age of 21, has violated any law or policy concerning the use and/or possession of alcohol or a controlled substance;
- if the student is at risk of being removed from College housing or suspended or dismissed from the College;
- if the student has been found responsible for a serious violation of the Student Code of Conduct or College Housing Policies;
- if the Vice President for Student Life and/or Dean of Students deems there are special circumstances that are in the best interest of the student and College to notify the parent;
- if the student has signed the "Authorization to Release Academic/Conduct Information" form at registration which allows such communication;
- or in other situations as allowed by law.

WILL THE RESPONDENT KNOW MY IDENTITY?

Yes, if you want formal disciplinary action to be taken against the alleged Respondent. Sexual misconduct is a serious offense and the Respondent has the right to know the identity of the Complainant. If there is a hearing, the College does provide options for questioning without confrontation.

DO I HAVE TO NAME THE RESPONDENT?

Yes, if you want formal disciplinary action to be taken against the alleged Respondent. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the College's legal obligations depending on what information you share with different College officials). Complainants should be aware that not identifying the perpetrator may limit the institution's ability to respond comprehensively.

WHAT DO I DO IF I AM ACCUSED OF SEXUAL MISCONDUCT?

DO NOT contact the Complainant. You may immediately want to contact a staff or faculty member of your choosing who can act as your advisor. You may also contact the Dean of Students Office, which can explain the College's procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor at the Dr. J. Michael Harding Health and Wellness Center or seek other community assistance.

WILL I (AS A VICTIM) HAVE TO PAY FOR COUNSELING/OR MEDICAL CARE?

Counseling and most medical care provided by the Dr. J. Michael Harding Center for Health and Wellness is covered by student fees. If a Complainant is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc.

WHAT ABOUT CHANGING RESIDENCE HALL ROOMS?

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused individual to move, that request will be evaluated by the Title IX Coordinator or Deputy Title IX Coordinator to determine if it can be honored. Other assistance and modifications available to you might include:

- Assistance from College support staff in completing the relocation;
- Arranging to dissolve a housing contract and pro-rating a refund, if appropriate;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- Other accommodations for safety as necessary.

WHAT SHOULD I DO ABOUT PRESERVING EVIDENCE OF A SEXUAL ASSAULT?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc., for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to emergency room before washing yourself or your clothing. You may have injuries of which you are unaware; you also should be tested for sexually transmitted infections and pregnancy (if applicable). A medical exam for evidence collection (by a qualified forensic nurse examiner) is strongly recommended and should be done as soon as possible. Marietta Memorial Hospital is able to provide access to qualified forensic nurse examiners. If any evidence is collected at the hospital, Marietta Memorial will ensure that it is properly stored and released to the Marietta City Police Department. Marietta Memorial Hospital is located at 401 Matthew Street in Marietta, and its Emergency Department can be reached at 740-376-1939.

The Sexual Assault Victims' Advocate, (740) 434-3457, can accompany you to the hospital, and College Police, (740) 376-3333, can provide you with transportation. If a victim goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

WILL A VICTIM BE SANCTIONED WHEN REPORTING A SEXUAL MISCONDUCT POLICY VIOLATION IF HE/SHE HAS ILLEGALLY USED DRUGS OR ALCOHOL?

No. The severity of the infraction will determine the nature of the College's response, but whenever possible the College will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern, and the College does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

WILL THE USE OF DRUGS OR ALCOHOL AFFECT THE OUTCOME OF A SEXUAL MISCONDUCT COMPLAINT?

The use of alcohol and/or drugs by either party will not diminish the accused individual's responsibility. On the other hand, alcohol and/or drug use is likely to affect the Complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the Complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the Respondent without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by a Respondent.

WHAT SHOULD I DO IF I AM UNCERTAIN ABOUT WHAT HAPPENED?

If you believe that you have experienced sexual misconduct but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the institution's Sexual Assault Victims' Advocate at (740) 434-3457. The institution provides advisors who can help you to define and clarify the event(s) and advise you of your options.

SEXUAL MISCONDUCT GRIEVANCE AND INVESTIGATION PROCESS

WHERE TO REPORT:

Students who wish to report a concern or complaint relating to discrimination or harassment may do so by reporting the concern to the College Title IX Coordinator:

Richard K. Danford

Marietta College

215 Fifth Street

Marietta, OH 45750

Telephone (740) 376-4899

E-mail danfordr@marietta.edu

Individuals with complaints of this nature also always have the right to file a formal complaint with the United States Department of Education:

Office for Civil Rights, *Cleveland Office*

U.S. Department of Education

600 Superior Ave. East, Suite 750

Cleveland, OH 44114-2611

Telephone: 216-522-4970

Fax: 216-522-2573

TDD: 877-521-2172

E-mail: OCR.Cleveland@ed.gov

Web: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

PREFACE

Marietta College's process for handling allegations of sexual misconduct involves an immediate initial investigation to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the College will initiate a prompt, thorough and impartial investigation. This investigation is designed to provide a fair and reliable determination about whether the College nondiscrimination policy has been violated. If so, the College will implement a prompt and effective remedy designed to end the discrimination, prevent its recurrence and address its effects.

FORMAL AND INFORMAL GRIEVANCE PROCEDURE FOR STUDENT COMPLAINTS

This procedure is intended to apply to student grievances against employees, employee civil rights grievances against students, student-on-student civil rights grievances, student grievances against visitors or guests, and guest or visitor grievances against students. All other grievances by students against students or employees against students will be addressed through the student conduct procedures located elsewhere in this **Code**.

In the event that an employee is taking classes or should a student also be an employee (as in the case of work-study, a TA, a CA, etc.), procedures applicable to employee-on-employee grievances through the Department of Human Resources may also be applicable. It is the practice of this institution to bring employee and student grievance mechanisms together for joint resolution in such cases. Sanctions may result in an individual's capacity as a student, as an employee, or both.

INFORMAL DISPUTE RESOLUTION EFFORTS: A USEFUL FIRST STEP BEFORE FILING FORMAL COMPLAINTS

In cases other than sexual assault, before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with faculty, staff, or administrators, including following procedures for formal appeal. Whenever possible and safe, the problem or complaint should first be discussed with the individual involved in the complaint. If satisfactory resolution is not reached after discussion with the individual, the student should contact the individual's direct supervisor to attempt to resolve the complaint. If these efforts are unsuccessful, the formal complaint process may be initiated. The College does not require a student to contact the person involved or that person's supervisor if doing so is impracticable, or if the student is uncomfortable or believes that the conduct cannot be effectively addressed through informal means.

FORMAL GRIEVANCE PROCESS:

Introduction

Formal complaints of sexual misconduct by a student are made to the Title IX Coordinator, (740) 376-4899. When a complaint of sexual misconduct is filed with the Title IX Coordinator, the Coordinator will designate two (2) Investigators to investigate the complaint. The Investigators will be selected from a pool of faculty and staff members who have received training on investigating alleged cases of sexual misconduct and Title IX.

1. Fact-finding Inquiry

Following receipt of a complaint, the Investigators will gather relevant evidence to determine whether sexual misconduct rules were violated. This inquiry should normally be completed within fourteen (14) calendar days. If the inquiry cannot be completed within that time, the Investigators will inform the Complainant and the Respondent.

The inquiry generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents (including social media) as appropriate. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough inquiry. Participants in an inquiry shall be advised that maintaining confidentiality is essential to protect the integrity of the inquiry. The inquiry process is not open to the public.

The student accused of sexual misconduct (the Respondent) will be notified in writing by the Investigators of the allegations and to explain the judicial procedures for allegations of sexual misconduct. The Respondent has the right to meet with the Investigators and tell his/her side of the story, to submit documents and other relevant evidence for consideration by the Investigators, to bring an advisor to the meeting with the Investigators, and to identify witnesses who may have information relevant to the complaint.

While the Investigator's inquiry is pending, the Complainant and the Respondent each have the right to know, upon request, the status of the inquiry.

At any time during the inquiry, the Investigators may recommend that interim protections or remedies for the Complainant be provided by appropriate College officials. These protections or remedies may include, but are not limited to, separating the parties, placing limitations on contact between the parties, or making alternative working or housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of the Sexual Misconduct Policy.

2. Decision by the Investigators

Upon completing the inquiry, the Investigators will make a determination as to whether the Respondent violated the sexual misconduct policy, and if so, what sanctions are applicable. The standard of proof the Investigators will use in making this determination is preponderance of evidence.

The Investigators may recommend to resolve the complaint in one of three ways: (1) a recommendation to dismiss the sexual misconduct allegations without sanctions; (2) a finding by the Investigators that the Respondent violated the sexual misconduct policy (and possibly other policies) and sanctions other than suspension or expulsion should be imposed (e.g. removal from College housing, probation, etc.); (3) a finding by the Investigators that the Respondent violated the sexual misconduct policy (and possibly other policies) and suspension/expulsion should be imposed.

The findings will be presented to both the Complainant and the Respondent in the form of a letter. The Respondent and/or the Complainant have the choice to accept the findings of the Investigators, and the presented sanctions, if applicable, or they can reject the findings and presented sanctions. If the Respondent and/or the Complainant disagree with either the findings of the Investigators, or the proposed sanctions, if applicable, they must present to the Investigators, in writing within three (3) calendar days that they reject this finding and wish to have the case resolved by the Critical Issues Board. Upon receipt of this written request, the Investigators will compile all relevant materials related to the inquiry and provide them to the Associate Dean of Students or his/her designee, who will conduct resolution of the complaint through the Critical Issues Board. If the Respondent and/or the Complainant accept the findings and any applicable sanctions, they will not be eligible to appeal the decision.

3. Dismissal of Complaint

If, after completing the inquiry, the Investigators determine that the preponderance of evidence does not show that the Respondent violated the sexual misconduct policy, they shall make the recommendation to dismiss the sexual misconduct allegations. If the Investigators recommend dismissal of the sexual misconduct allegations, but determine that the Respondent may have violated other, non-sexual misconduct policies, they shall refer the matter to the Associate Dean of Students or his/her designee for further proceedings and possible sanctions imposed for the Student Code of Conduct violations.

The findings of fact shall be summarized in a letter to the Respondent with a note explaining that the Complainant has the opportunity to appeal the finding. The Investigators shall inform the Complainant in writing of the outcome of the inquiry. The Investigator's letter to the Complainant shall reference the judicial procedures for allegations of sexual misconduct and set a deadline of three (3) calendar days after the letter is sent for rejecting the Investigator's recommendation, and requesting a hearing before the Critical Issues Board. If the Complainant rejects the finding of non-responsibility, they must present to the Investigators, in writing, that they reject this finding and wish to have the case resolved by the Critical Issues Board. Upon receipt of this written request, the Investigators will compile all relevant materials related to the inquiry and provide it to the Associate Dean of Students, or his/her designee, at which point the case will be resolved by the Critical Issues Board.

If this deadline passes without a request for review, the decision to dismiss will become final. In this event, the Investigators shall inform the Respondent and the Complainant that the complaint is considered resolved.

If the case is to be dismissed, a copy of the report, with information related to third parties deleted, will be sent to the Complainant, the Respondent, and kept in the Title IX Coordinator's files.

4. Formal Hearing Charge Procedure

In those cases where the complaint is remanded to the Associate Dean of Student, the Critical Issues Board (CIB) will resolve the complaint.

The Critical Issues Board is comprised of one staff member, one faculty member and one student. The Associate Dean of Students or his/her designee is a permanent ex-officio member and serves as the CIB Administrator. The presiding officer shall be a faculty or staff member appointed by the members of the Board. Members serve a one-year term following their selection and ending on May 31st of the following year. The Faculty Council shall select faculty members. Other members shall be selected by the Associate Dean of Students or his/her designee from a group of administrators, staff, and students who are trained in Marietta's disciplinary processes and Title IX.

Critical Issues Board Hearings are conducted according to the following guidelines:

- A. Respondents shall be given notice of the pre-hearing date and the specific charges against them at least two (2) calendar days in advance.
- B. Respondents shall be given notice of their formal hearing date at least five (5) calendar days in advance.
- C. The Complainant and the Respondent shall be given the opportunity to view all documents prior to their hearing or as information is presented to the Board.
- D. The Complainant and the Respondent shall have the right to review members of the pool for the Critical Issues Board. If there is a member of the pool they wish to eliminate for consideration as a member of the Board, they must present significant and pertinent information that supports the request.
- E. Hearings shall be conducted in private.
- F. The complainant and the respondent have the right to be assisted by an advisor. The advisor shall be a College faculty or staff member, or may be an attorney. Parents/guardians of the complainant and the respondent are not permitted to participate in the hearing. The complainant and/or the respondent is responsible for presenting his/her own case and, therefore, the advisor is not permitted to speak or participate directly in any hearings before the Board.
- G. The Complainant and Respondent will be kept in separate rooms during the hearing.
- H. Pertinent records, exhibits, written statements and witnesses may be accepted as evidence for consideration by the Board at the discretion of the Board Administrator.
- I. The Board examines all witnesses and both the Complainant and Respondent may request the Board to ask certain questions, which the Board, in its discretion, may elect to do.
- J. All procedural questions are subject to the final decision of the Administrator of the Board.
- K. After the hearing the Board shall determine, by a preponderance of evidence and majority vote, whether the Respondent is responsible for each alleged violation of the Code.
- L. A tape recording of the hearing will be made to ensure accuracy of all proceedings. The record shall be the property of the College and housed in the Office of the Dean of Students.
- M. If the Respondent fails to appear for a scheduled hearing, evidence in support of the charges shall be presented and considered by the Board.

5. **Interim Disciplinary Procedures**

In the event that the academic calendar prevents a timely hearing by the Peer Review Board or the Critical Issues Board, the following procedure will be used. The investigation will occur and complaints will be resolved through the administrative hearing process, which allows for the Associate Dean of Students or his/her designee to hear and render a decision on the case. Requests for appeals of decisions made by the Associate Dean of Students in these situations are heard by the Dean of Students, or his/her designee, whose decision in the matter is final.

6. **Post-Hearing Requests for Appeal**

Requests for appeal to the Dean of Students or his/her designee must meet one of the following criteria:

- A. Established administrative procedures were not followed that would have a **significant impact** on the outcome of the hearing.
- B. New evidence that was not available or could not have been discovered through diligent investigation before or during the hearing that merits or warrants reevaluation of the case and that would have a **significant impact** on the outcome of the hearing.
- C. The sanction(s) imposed were **clearly disproportionate** to the violation found. This criterion is only to be considered in cases where the sanction is suspension or expulsion.

Appeal Criteria:

Appeals to the Vice President for Student Life must meet one of the following criteria:

- A. Established administrative procedures were not followed that would have a **significant** impact on the outcome of the hearing.
- B. New evidence that was not available or could not have been discovered through diligent investigation before or during the hearing that merits or warrants reevaluation of the case and that would have a **significant impact** on the outcome of the hearing.
- C. The sanction(s) imposed were **clearly disproportionate** to the violation found. This criterion is only to be considered in cases where the sanction is suspension or expulsion.

Discipline Appeals Board (DAB):

The Discipline Appeals Board shall be composed of one faculty member, one staff member, and one student selected by the Dean of Students or his/her designee from a group of faculty, staff, and students who are trained in Marietta College's disciplinary procedures. The Associate Dean of Students or his/her designee is a permanent ex-officio member and serves as the DAB Administrator.

On appeal, the Discipline Appeals Board may:

- A. Affirm the finding and impose the sanctions of the Critical Issues Board.
- B. Remand the case to the presiding officer of the Critical Issues Board to reconsider the Board's finding or sanction or conduct a new Critical Issues Board Hearing if one of the three appeal criteria is present.

If the case is remanded to the presiding officer of the Critical Issues Board, the Board will reconvene within three (3) days to review the matter and then report its findings to the Dean of Students, who shall notify the complainant or respondent and appropriate College personnel by letter of the finding regarding the appeal.

A request for an appeal of the decision of the Discipline Appeals Board following remand must be filed in writing within two (2) days to the Dean of Students. The request for an appeal must cite one or more of the appeal criteria listed above. Timely submission of a request for appeal does not guarantee that the request will be granted. The decision of the Dean of Students is final.

7. Sanctions

Examples of sanctions for students found to be responsible for sexual misconduct include, but are not limited to: expulsion; suspension; interim suspension; removal from College housing; loss of privileges including restrictions from using specific facilities and services, ineligibility to serve as an officer or member of any College organization, to participate in intercollegiate competition, or to receive any award from the College, hold on enrollment, hold on forwarding personal records to external institutions or individuals until satisfactory completion of disciplinary sanctions; or restitution. Mediation (i.e., bringing the parties together) cannot be used as a remedy in cases of sexual assault.

8. Written Report

An inquiry will result in a written report that, at a minimum, includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the Investigators as to whether College policy has been violated. The report may also recommend actions to resolve the complaint, including educational programs, remedies for the Complainant, and other sanctions as appropriate.

If a complaint is remanded to the Critical Issues Board, the case records will be maintained in the Office of Student Life.

SECTION II – OTHER COLLEGE POLICIES

A) ADDITIONAL ACADEMIC POLICIES

Marietta College is committed to the highest principles of academic and personal integrity and a sensitive regard for the rights 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.

1. ACADEMIC GRIEVANCES

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

Definitions for Academic Grievance

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

Procedures for Academic Grievances

An aggrieved student should follow the following procedures:

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 of 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's 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 within 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 the grievance committee.
 - e. At the discretion of the Provost or the Provost's designate, the committee shall have access to all materials it 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.

2. FEDERAL FINANCIAL AID POLICIES

The Higher Education Opportunity Act requires colleges to notify all students about the ramifications of drug convictions on federal financial aid eligibility.

Students who are convicted of a state or federal drug offense for possession or sale of controlled substances (illegal drugs) during a period of enrollment will lose federal aid eligibility. This period of ineligibility is 1-2 years from the date of conviction. Subsequent offenses result in aid eligibility loss for 2 or more years. Convictions for both possessing and selling extend the ineligibility periods.

Students can regain eligibility for federal student aid the day after the ineligibility ends, upon completion of a qualified drug rehabilitation program, or successfully passing two unannounced drug tests conducted by a drug rehabilitation program.

3. PARENT NOTIFICATION POLICY (FERPA)

The Parent Notification Policy of Marietta College is based on the following premises: (1) that college students are in the process of developing independence as they move towards adulthood and (2) that the education of students involves a partnership between the College and the parents of our students and (3) compliance with the Family Educational Rights and Privacy Act (FERPA).

Under FERPA, when a student turns 18 or enters a postsecondary institution at any age, all rights to a parent transfer to the student. However, FERPA provides ways in which schools may, but are not required to, share information from a student's education records with parents, without the student's consent. With this in mind, Marietta College will observe the following policy: students own their education records and have the right and responsibility to solve their own problems, but parents of dependent students, under the following circumstances may be notified without the student's consent:

- If a health or safety emergency involves the student.
- If the student, under the age of 21, has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- If the student is at risk of being removed from college housing or suspended or dismissed from the College for reasons other than academic performance.
- If the student has been found responsible for a serious violation of the Student Code of Conduct or College Housing Policies.
- If the Vice President for Student Life and/or Dean of Students deems there are special circumstances that are in the best interest of the student and College to notify the parent.

The College believes that this policy has a beneficial effect on the College community and will help your student achieve the academic and personal goals that are at the heart of the Marietta College education.

4. 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 Record's Office.

5. 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 Dean of Students.

Applying for Leave

To apply for leave, the student must complete a leave form from the Records 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.

Returning from a Leave of Absence

To return from a Leave, student must contact the Records Office no later than 30 days prior to the first day of classes to complete a re-admission application. Upon receipt of the application for return, a routing sheet for the student's clearance is sent to the following offices as applicable: Office of the Dean of Students, Student Financial Services, Student Accounts, Office of Admission, Office of Academic Affairs, and the Cashier.

In cases of return after a medical leave or a medical withdrawal, the Center for Health and Wellness must receive a letter from the student's professional therapist, physician or both stating the student's medical situation and that he/she believes the student is able to live and work at Marietta College.

After receipt of all signatures, the Registrar will review the request for return and notify the student of the final decision.

6. GRIEVANCE POLICY & PROCEDURE; SECTION 504

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, informal consultation with the College's 504 Officer can be used to address those concerns. If a student decides to file a formal grievance, the following procedure can be followed:

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 Academic Resource Center (ARC).
2. **Level Two:** An appeal for review of the decision reached at level one, needs to be submitted in writing to: Director of the Academic Resource Center, Marietta College, 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 Academic Resource Center will render a decision within 14 calendar days of receipt. If the student is not satisfied with the response at level two, an appeal can be made to the Provost.

3. Level Three: An appeal for review of the decision reached at level two, needs to be in writing, addressed to Provost, Marietta College, 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. Using the grievance procedure outlined above is not a prerequisite to the pursuit of other remedies, including filing a complaint with the Office of Civil Rights, within the U.S. Department of Education:

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

Questions regarding the Marietta College process or how to obtain a copy of the Complaint Resolution form can be directed to the Academic Resource Center at (740) 376-4700 or (740) 376-4406(fax).

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

This policy and these procedures shall be distributed to all employees and added to the student and faculty handbook.

7. STUDENT RECORDS CONFIDENTIALITY

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 Student Life, Center for Health and Wellness, Career Center, Office of Admission, Office of Student Financial Services, Office of Student Accounts, 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 to anyone by the College on request, includes the student's home and local addresses, telephone, email, photograph, dates of attendance, schedule of classes, degrees and awards received, date of graduation, 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 may be made in writing and sent to the Office of Strategic Communications, Irvine Administration Building. Such requests must be resubmitted at the beginning of each academic year and may cover no more than one year
- Student records (i.e. grades, disciplinary action, health records, etc.) may be released to parents or legal guardians only with signed consent of the student. The student must provide the College with a signed waiver for such release of information. Waiver forms are available in the Records Office. See the Parent Notification Policy section for specific circumstances in which exceptions may be made.
- Photographs or video of students held by the College in any office (e.g., Office of Strategic Communications, Office of Admission, etc.), and obtained through an orchestrated or planned photo or video shoot cannot be used or released for marketing purposes of the College without written consent from the student. Photographs or video taken during live events (e.g., athletic contests, Commencement, Matriculation, etc.) are allowed to be used, unless the student has a signed request on file with the Office of Strategic Communications to not use any images or likenesses of them on file. This request is valid for one year and must be re-submitted each academic year.

8. 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.

9. MISSING STUDENT NOTIFICATION POLICY

Any individual (parent, student, faculty, staff member) who believes that a student is missing should immediately notify the Marietta College Police Department at 740-376-3333. College Police will follow established departmental policy in the investigation of a missing student.

If College Police is unsuccessful in locating the student or it is apparent from the beginning that the student is missing the following will occur:

- If a resident student has not been seen on campus for more than 24 hours, acquaintances do not know where the student may be, and College Police, as a result of their investigation, has determined the person to be missing the Dean of Students or designee will be notified.
- The Dean of Students or designee will attempt to contact the missing student's confidential contact.
- Students under the age of 18 will have their parents notified if they are determined missing for more than 24 hours.

Students will be given the option of designating a confidential contact person on their Emergency Information Form who will be contacted if the student is determined missing. At the College's discretion, in addition to a confidential contact, the College reserves the right to contact a parent and/or guardian. If entry is needed into a residential student's room the presence of a Community Coordinator and a Marietta College Police Officer will be required. The Dean of Students or designee will be responsible for communicating with the family or relatives of the missing person.

B) CAMPUS POLICIES

1. 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, Community Coordinator). If the issue is not resolved, the student should then speak with that person's supervisor (i.e., Department Chair, Dean of Students). Only after these steps are completed shall the student submit a written complaint to the appropriate Cabinet member (i.e., Provost, Vice President for Student Life, 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, and 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 Sexual Misconduct Policy.

2. ADVERTISING AND POSTING POLICY

It is the policy of Marietta College to allow as much space as possible to recognized College clubs and organizations for the purpose of publicizing their events and activities. The College reserves the right to discard any publications from outside businesses that are not approved by the Office of Campus Involvement. Note that individual campus buildings may have additional guidelines regarding placement of advertising.

Type of Advertising and Announcements

- Posters, flyers, and other paper materials may be affixed to bulletin boards or kiosks.
- Handbills and leaflets may only be distributed on College property with the expressed permission of the staff of the Office of Campus Involvement
- Banners can be bed sheets, tarps, professionally-made, etc. and may only be hung at Gilman Student Center and the Legacy Library on a first-come, first-serve basis.
- Chalk only on paved surfaces. No paint, stains, dyes, or other permanent or semi-permanent substances may be used on campus grounds.

Approval by the Office of Campus Involvement

Any advertisement should be brought or emailed to the Office of Campus Involvement in Andrews Hall for approval stamp. Materials are typically approved for two weeks at a time. Advertisements should be campus event focused (see Solicitation Policy).

1. A recognized College organization, office, or department must sponsor the materials and the sponsor's name and contact information must appear on the materials.
2. Distribution must be limited to the areas set aside for advertising purposes, including inside the residence halls.
3. 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 trash cans.
4. Posters and signs must be no larger than 11"x17" in size so that several groups may use posting areas at the same time.
5. Materials must be removed within twenty-four (24) hours of said event or activity.
6. Advertisements containing references to alcohol will not be approved.
7. The Office of Campus Involvement reserves the right to deny approval for any advertisement on the basis of good taste and previous adherence to advertising guidelines.
8. Exceptions to the aforementioned policies may be made on a case by case basis with the approval of the Office of Campus Involvement.

Banner Publicity

After approval, banners may be placed on the rails in front of the Gilman Student Center and the rail in front of Chlapaty Cafe. Rope, zip-ties, or other non-adhesive methods may be used to attach the banners to the railings. The use of duct tape, adhesive strips, etc. will result in fines for damage repair. Banners are to be removed within twenty-four (24) hours after the conclusion of the event being advertised. Banners displayed after this period will be removed and thrown away.

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, stains, dyes, and other permanent or semi-permanent substances are not acceptable. Chalking in other locations other than the Mall (flat ground) will result in fines and damage charges being assessed to the individual or group responsible.

Painting the Rock

Painting the rock (located on the grounds of the McDonough Center) is limited to the rock only. The painting of trees, grass, buildings, trash cans, etc. will subject the offending organization to fines and damage charges. Also, a twenty-four (24) "courtesy" rule is asked to be followed. This rule will allow an organization to advertise for at least twenty-four (24) hours before the rock is repainted.

3. SOLICITATION POLICY

Solicitation shall include any undertaking of an individual or group which attempts to promote the sale or use of a particular product or service. Specifically, this policy addresses the following:

- Soliciting on campus (door to door or office to office) is expressly prohibited.
- There shall be no soliciting of funds, prizes, or awards for scholarships, loans, grants, equipment, supplies, or other purposes unless it is approved by and in cooperation with the Office of Campus Involvement.
- Solicitation in or on all campus facilities (buildings and grounds) by for-profit corporations, direct sales organizations/events/parties, non-profit organizations, private individuals, faculty, staff, or non-resident students is prohibited.
- Personal solicitation through campus e-mail list serves is prohibited

Procedures for Approved Student Organization Sponsored Solicitation

1. Student organizations must submit an Event Request Form to the Office of Campus Involvement two weeks prior to request authorization for a solicitation event.
2. Approved solicitation events must be conducted totally by the recognized student group. Co-sponsoring with a non-university group is prohibited, e.g. the student organization may not reserve a table and leave it for an outside entity to staff.
3. Student organizations are required to adhere to all Student Organization policies regarding sales and fund raising. Funds raised must be deposited to and accounted for through the student organization's College revenue account.

4. TRAVEL POLICY

Student organizations/groups taking trips of over 250 miles one way and/or using rentals from the 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 Campus Involvement in Andrews Hall with a Travel Manifest. The Travel Manifest is available in the Office of Campus Involvement or from Physical Plant, and is a list of students on the trip, the advisor's name, time and date of departure and expected time of return..

Student organizations/groups traveling off-campus together are encouraged to complete waiver forms, no matter the distance traveled. These are available on the Campus Involvement website or may be picked up in person.

In addition, no organization/group will be approved for a rental vehicle until the Physical Plant confirms the trip is registered with the Office of Campus Involvement.

College-Sponsored Off-Campus Activities

Students who are away from the 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 the 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. Further, the College retains the right to hold students and organizations accountable for off-campus actions through the campus conduct process.

5. FIRE, HEALTH, AND SAFETY OF ORGANIZATION HOUSING

- A. All organization houses should meet all local fire and health codes and standards.
- B. 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.
- C. All organizations shall comply with engineering recommendations as reported by the insurance company.
- D. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the organization is expressly forbidden.

6. TOBACCO POLICY

The College recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its students, faculty, staff and visitors. Marietta College has developed a tobacco and smoke-free policy for all academic, administrative, and campus service buildings, athletic facilities, offices, residence halls, apartments and Greek houses. Smoking must take place at least 20 feet from all College buildings. For the purpose of this policy, "tobacco" is defined to include any lit cigarette, cigar, pipe, bidi, clove cigarette, e-cigarette, other smoking products or any alternative smoking devices; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

7. MOTOR VEHICLE POLICY

All motor vehicles (including automobiles, mopeds, motorbikes, motorcycles, and motor scooters) operated by students must be registered with the Marietta College Police Department and must display the Marietta College registration sticker on the exterior of the rear window on the passenger's side. Yearly parking permits are free. Whenever a license number is changed on a motor vehicle, the student must report the change on-line at their parking registration account or contact the Marietta College Police Department at 740-376-3333.

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. Visitor permits are free and are administered to individuals, companies, and organizations that come to campus to visit. Visitor permits may be obtained by visiting the Marietta College Police Department during regular business hours.

Registration allows students to park their vehicles in designated parking areas on College property. Due to limited parking space 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 or 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 every student to read and understand the Marietta Parking Brochure which outlines the rules and regulations for parking on campus. The brochure can be located at www.marietta.edu/parking.

Freshmen are not permitted to have vehicles on campus. There are a limited number of exceptions that will allow a freshman to obtain a parking permit. A Freshmen Parking Permit will be issued for the following reasons: Off-campus job that requires a vehicle (**prior to applying for permit**), a medical reason, academic reason, and commuter students. All requests must be provided with documentation: such as a doctor's verification for medical treatment or verification from the student's employer or department chair. Freshmen must apply for a parking permit no later than August 1st each year. Students will be notified as to whether they will receive a Freshmen Parking Permit no later than August 15th.

It is the responsibility of the Marietta College Police Officers to see that all students, faculty, and staff operating motor vehicles comply with Marietta College's 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 Marietta College Police Department 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 on-line via the registration site. To appeal the fine, a written request must be filed within three (3) days through the on-line parking registration site. A \$5.00 additional charge will be levied for failure to pay any fine. Any citations not paid after 45 days will be added to the student's account. In addition, College Police reserve the right to issue a state-codified citation in instances of severe violations. These citations will be processed through the Marietta Municipal Court, located at Third and Putnam Streets during regular business hours. Please refer to the parking brochure for further details. Students who have committed any parking violation may have their vehicle towed at their expense. Vehicles that do not display a parking pass will be towed from property and the owner will be required to obtain a valid parking pass before they can retrieve their vehicle. Vehicles parked in the fire lanes, handicapped spots, reserved spots, or blocking other vehicles will be towed immediately. Students wishing to leave their automobiles on campus during school breaks need to contact the Marietta College Police Department for permission.

The current schedule of College fines is as follows:

- Failure to register a motor vehicle - \$10.00.
- Failure to display the College registration sticker - \$10.00.
- Parking in an area reserved for faculty, staff, or visitor - \$10.00.
- Parking or storing a motor vehicle inside College-owned buildings (The violator also will pay any charge involved in removal of vehicles.) - \$10.00.
- 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.) - \$10.00.
- Parking on College property not designated as a parking area (Cars will be towed at owner's expense.) - \$10.00.
- Unapproved parking in a location reserved for handicapped - \$150.00.
- 2nd offense of any parking violation - \$25.00.
- 3rd offense of any parking violation - \$50.00.

The College 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.

8. MAKING A ROOM RESERVATION

Reservations for all buildings on campus can be made by submitting a new booking request through the EventPro reservation system with the link located in your MyMarietta under "Reserve Facilities." EventPro will not allow you to login if you are off-campus; you must be on a campus network in order to use the system.

General questions regarding reservations should be directed to the Office of Campus Involvement in Andrews Hall: 740-376-4784. There is no fee for the basic room rental, as long as your group is registered with the Office of Campus Involvement. Additional charges could be added, however, if special arrangements are needed. Rooms may only be reserved 48 hours in advance. If you are requesting a special room set-up, it is highly encouraged that you reserve your space as soon as possible.

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

- Name, address, and telephone number of the contact person for the event;
- Type of event (meeting, dance, etc.);
- Which facility you are requesting;
- Any special instructions or equipment needs (e.g. how many tables and chairs);
- Exact starting and ending times;
- Date of the reservation.

If your organization would like to reserve a room for a reoccurring meeting day and time (for example: every Monday at 9:00pm), you can "Add Locations" on the "Location Information" page until you have entered all the dates/times for the meeting.

9. STUDENT ORGANIZATION POLICIES

The following policies which apply to all registered student organizations of Marietta College have been modified from the 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

- A. The possession, sale, use/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.

- B. 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 quantities or common sources of such alcoholic beverages, i.e., kegs, cases, trash can punch, etc. is prohibited.
- C. Organizations who wish to host BYOB or BYOB-style events must utilize or hire a third-party, certified bartender. This includes events on- and off-campus. The bartender may be provided by the rented venue (e.g. a hotel may have a bartender on staff). Organizations must indicate who the bartender will be on the Event Request Form.
- D. Open parties, meaning those with unrestricted access by non-members of the organization without specific invitation, where alcohol is present, shall be prohibited.
- E. No member, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under legal “drinking age”).
- F. The possession, sale, manufacture, and/or use of any illegal drug or controlled substance while on an organization’s premises or during an organization’s event or at any event that observers would associate with the organization is strictly prohibited.
- G. 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.
- H. Organizations may not host events at taverns (see above definition). The Office of Campus Involvement reserves the right to approve/deny event locations for organizations for any reason.
- I. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations.
- J. Alcohol is not permitted at any organizational recruitment activity or function.
- K. No member shall permit, tolerate, encourage or participate in “drinking games.”
- L. No alcohol shall be present at any pledge/associate member/novice program or activity or ritual of the organization.

Harassment

The organization will not tolerate or condone any form of 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 sexual misconduct, sexual harassment, discriminatory harassment, stalking, relationship violence, hazing, and physical assault. *Please see the Sexual Misconduct Policy for further information.*

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.

Event planning

1. Any event planned by the organization must follow appropriate risk management planning and must be reviewed and approved by the Office of Campus Involvement.
2. Any event scheduled for an outdoor venue must have a contingency plan for inclement weather.

3. All events scheduled must be in compliance with all policies and procedures of the student handbook and tenets of the Student Code of Conduct.
4. Any event that directly or indirectly results in the vandalization or destruction of College property will result in both individual and student organization referrals to the student conduct process.

Education

It is the responsibility of each organization to educate its members and visiting alumni regarding Student Organization Policies of the College. Annually, Marietta College will provide copies of the Student Organization Handbook to the leadership of each student organizations with the understanding that the Leadership is responsible for conveying the information contained in the policies to the organization's membership and organization advisors. It may also be necessary to convey this information to visiting alumni and national volunteers. Please note that the Student Organization Policies are also posted on the Campus Involvement webpage and is accessible by all students, faculty and staff as well as the greater community.

C) MARIETTA COLLEGE COMMUNITY STANDARDS

1. ALCOHOL POLICY

The Alcohol Policy of Marietta College is in compliance with the laws of the State of Ohio, Washington County, and the City of Marietta. Students or groups who fail to comply with this policy will be subject to disciplinary action.

The Alcohol Policy of Marietta College is also based upon the recognition that:

- The majority of Marietta College students cannot legally consume alcohol;
- A number of students that are of legal age to consume or possess alcohol choose not to do so; and
- Alcohol abuse on college campuses across the nation (including Marietta College) can be problematic.

Given these facts, the College acknowledges the desire of those students who are of legal age to consume alcohol. In addition, the College must ensure that the social life of the campus does not revolve around an activity in which the majority of students cannot participate.

Philosophy Supporting the Policy

Marietta College is primarily a residential college, which results in a dynamic, living community. This experience allows for a sense of community to be built among the students, faculty and administration, and it helps to strengthen both the ties and the sense of belonging to the institution. As a result, students have a responsibility to develop and to understand how their actions affect the lives and experiences of those other members of the community. Responsible and legal alcohol use is a part of responsibility.

Marietta College recognizes that abuse of alcohol and other drugs is a problem on the nation's campuses. Alcohol abuse has a number of serious implications in the health, social development, and cognitive development of students, including lower GPAs and academic problems, financial difficulties, unwanted or unprotected sexual misconduct, injury as a result of intoxication, injury of another individual, damaged property, or death due to alcohol poisoning or a fatal injury. Alcohol is also known to be involved in chronic depression (Goral, 2004). Members of the College community who chose to not engage in alcohol use are not immune to the effects of alcohol abuse. Students who are not engaging in alcohol use, but are living in the residential environment and are surrounded by individuals who are abusing alcohol are more likely to suffer academically due to disrupted sleeping or studying patterns, be assaulted physically by someone who has been consuming alcohol, be sexually assaulted by someone who has consumed alcohol, have personal property damaged by an intoxicated individual, or be responsible for the repairs of College property that was damaged by an individual under the influence of alcohol (Goral, 2004).

Researchers have demonstrated repeatedly that the environment of a college campus plays a large role in determining the alcohol use culture of that institution. Institutions that have a culture where alcohol use is expected, have few policies regulating the use of alcohol, and where the access to alcohol is not limited are institutions that are likely to experience high-risk alcohol consumption (Knopf, 2008).

For these reasons, Marietta College condemns excessive consumption of alcohol. The College also considers the decision of whether to consume alcohol 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, Washington County, and the City of Marietta, as well as the policy of Marietta College. The campus alcohol policy proceeds from the premise that all campus policy must support the Marietta College Mission Statement, and the Student Code of Conduct. As an educational institution, Marietta College is committed to fostering the intellectual and personal development of its members. The abuse of alcohol or other substance and behaviors associated with such abuse is incompatible to the mission and purposes of the institution and is therefore prohibited.

Each member of the Marietta College community is responsible for supporting the alcohol policy. The College also reserves the right to respond to inappropriate alcohol-related behavior by an individual or organization on-or-off campus through the campus disciplinary structure. Enforcement on-campus is the responsibility of the staff of the Office of Student Life, Office of the Dean of Students, other faculty and staff, student groups, and individual students. This policy applies to all situations on campus where students and alcohol are present.

Marietta College's Official Position on Substance Abuse

Marietta College takes the official position that a student who seeks counseling or treatment for an alcohol 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 as a disease that can be treated. For the purpose of this policy, alcoholism is defined as a disease. A student is considered to have an alcohol abuse problem when use of such interferes with the student's behavior, academic performance and/or personal health. Alcohol abuse is defined as the student's consumption of alcohol to an extent where such consumption creates problem for the student or others.

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

General Policies for Alcohol

- 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 under the following circumstances:
 - Verification is received from College Police or a Community Coordinator that the underage person is not under the influence of alcohol.
 - The underage individual is within the confines of their living space (room or apartment) where one resident of the living space is of legal age (21 years of age or older).
- C. Under no circumstance is an individual of legal age permitted to purchase and/or provide alcohol beverages to an underage individual.
- D. Under no circumstance is an individual, regardless of their age, permitted to provide a location for individuals underage (under 21 years of age) to consume alcohol.
- E. Alcohol consumption to the point of severe intoxication is a violation of the Student Code of Conduct. When severe intoxication is an accompaniment to other Student Code of Conduct violations, under no circumstance may it be regarded as a mitigating factor and may result in additional disciplinary sanctions.

- F. Inducing or forcing another individual to consume alcohol (including, but not limited to hazing incidents) is prohibited.
- G. Wine and malt beverages are the only alcohol beverages permitted for possession and/or consumption by an individual of legal age on the Marietta College campus. No liquor or any other intoxicating liquid is permitted on campus.
- H. An individual of legal age is allowed to possess a maximum of twelve (12)-12 ounce containers of malt beverages (beer, ale, “coolers,” “hard lemonade,” etc.) that contain 15% or less alcohol per volume, or up to two (2) 750ml bottles of wine or one (1) 1.5 L bottle of wine, on their person or in their control (room, backpack, car, etc.) for personal consumption in a living space (this includes empty as well as full containers).
- I. The purchase, possession and/or use of bulk quantities of alcoholic beverages (i.e. more than 30 12-ounce containers of beer, kegs of alcohol, beer bong, and other common containers) are not permitted on the Marietta College campus.
- J. Possession of paraphernalia (e.g. funnels, beer sticks or any other device) used in drinking games or activities intended to increase the rate of consumption of alcoholic beverages is prohibited and said items will be confiscated by College officials.
 - Sheets of plywood and rectangular tables decorated in such a way as to indicate a beer pong playing surface will be confiscated.
- K. The use of paraphernalia for drinking games is prohibited.
- L. Alcoholic beverages are not permitted within residence hall floors and programmatic units that are designated as alcohol and/or substance free housing and common areas including but not limited to: stairwells, hallways, lounges, restrooms, lobbies, and laundry rooms
- M. 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).
- N. No alcohol promotions or advertisement for either College-sponsored or non-College-sponsored events of any kind involving alcohol are permitted on the Marietta College campus.

Sanctions for Alcohol Policy Violations

Violations of this policy by individuals or groups will be adjudicated by the appropriate student conduct procedures as specified in the Marietta College Student Handbook that include the Assistant Dean of Students, the Associate Dean of Students, Dean of Students, the Peer Review Board, the Student Organization Review Board or the Critical Issues Board. All violations of this policy are cumulative and carry over throughout a student’s career at Marietta College. The degree of sanctioning for a student may depend on a number of factors including the level of the violation, any mitigating factors regarding the incident, and the number and type of past violations.

Repeat violations will result in additional sanctions, and may be subject to the succeeding tier’s sanctions.

Tier 1 Violations:

Examples of Tier 1 Violations include but are not limited to:

- An individual of legal age who is in possession of more alcohol than allowed by policy.
- An individual in the possession of drinking game paraphernalia.
- Promoting alcohol for a College sponsored event.

Sanctions of Tier 1 Violations include but are not limited to:

- Fine of \$50-\$150.
- A minimum of 10 disciplinary work hours.

Tier 2 Violations:

Examples of Tier 2 Violations include but are not limited to:

- An individual under the age of 21 possessing or consuming alcohol.
- Possession of liquor.
- Possession of bulk quantities of alcohol (as outlined in line h).
- Possession of alcohol in substance free areas.
- Use of drinking game paraphernalia.
- Alcohol served/consumed outside of guidelines outlined in line n.

Sanctions of Tier 2 Violations include but are not limited to:

- Fine ranging from \$100-250.
 - A minimum of 15 disciplinary work hours.
 - Alcohol education program.
 - Additional Educational Sanction.
- *Repeat violations of the alcohol policy will result in a parental notification.

Tier 3 Violations:

Examples of Tier 3 Violations include but are not limited to:

- An individual of age providing alcohol to underage individuals.
- Individuals of any age providing a location for minors to consume alcohol.
- Alcohol consumption to the point of severe intoxication that manifests in the destruction of property or harm to oneself or others.

*See also Good Samaritan Policy for additional information.

- Inducing or forcing another individual to consume alcohol.

Sanctions of Tier 3 Violations include but are not limited to:

- Fine ranging from \$200-500.
- A minimum of 35 disciplinary work hours.
- Alcohol assessment and treatment as deemed necessary by counselor.
- Parental notification.
- A minimum of two additional educational sanctions.

Additional Sanctions:

Additional sanctions may be recommended for any level of violation based upon the circumstances of each individual case. These additional sanctions may include but are not limited to:

- Restitution for damages incurred due the incident.
- Being placed on College Probation.
- Suspension from co-curricular activities unless academically required as part of the probationary status.
- Recommendation for off-campus assessment.
- Removal from college housing.
- Community service projects.
- Required attendance at PAC events/athletic events/non-alcoholic events.
- Required involvement with a student organization.
- Creation of educational posters/bulletin boards/programs for residence halls (requiring approval from the Assistant Dean of Students prior to dispersal).
- Complete rounds with a Community Advisor on a Friday or Saturday night.

- Interview a Community Advisor, faculty member, member of the Office of Community Living, the Division of Student Life, an athletic coach or a police officer about how they view alcohol at Marietta College, and how it affects their jobs and the experience of students at the College (requiring approval/facilitation from the Assistant Dean of Students).
- Plan and execute three non-alcoholic events for the student's floor in their residence hall (in conjunction with their Community Advisor/Community Coordinator) on a Thursday, Friday, or Saturday night.

Ohio Law Prohibits:

- Persons under 21 years old from consuming, purchasing, or possessing alcoholic beverages.
- Giving or selling alcoholic beverages to persons under 21 years old.
- Having an open container of alcoholic beverage in a public place, regardless of your age. Public places are those which anyone can enter freely and include sidewalks, streets, tree lawns, some outdoor areas of apartment complexes, and inside parked or moving cars.
- Using false identification to obtain alcoholic beverages.
- Allowing underage persons to consume alcoholic beverages on your property.

Punishment for these first-degree misdemeanors can be up to six months in jail and/or a fine of up to \$1,000.

Social Functions with alcohol

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

Good Samaritan Policy

In those instances in which a student contacts Marietta College Police or a Community Coordinator 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 Associate Dean of Students to discuss the incident. The Assistant Dean of Students may refer the student(s) to the Dr. J. Michael Harding Center for Health and Wellness 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 Associate Dean of Students or staff member from the Dr. J. Michael Harding Center for Health and Wellness.

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:

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

Unlawful possession, use, manufacture, sale, or distribution of alcohol or illicit drugs may lead to referral to the appropriate federal, state and/or local authorities for prosecution. Depending on the nature of the offense, it may be categorized as a misdemeanor or a felony and may be punished by fine and/or imprisonment.

Federal law prohibits the distribution and illegal possession of controlled substances (see 21 United States Code, Sections 811 and 844). Depending on the amount, first offense maximum penalties for distribution marijuana range from five years imprisonment and a fine of \$250,000 to imprisonment for life and a fine of \$4 million. Depending on the amount, first offense maximum penalties for distribution class I and II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) range from five years to life imprisonment and maximum fines range from \$2-\$4 million. First offense penalties for the illegal possession of a controlled substance range from up to one year in prison and a fine of at least \$1,000 but not more than \$250,000, or both.

FEDERAL DISTRIBUTION PENALTIES

<i>Drug/Schedule</i>	<i>Quantity</i>	<i>Penalties</i>	<i>Quantity</i>	<i>Penalties</i>
Cocaine (Schedule II)	500-4999 gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life Imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28-270 gms mixture		280 gms or more mixture	
Fentanyl (Schedule II)	40-399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10-99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100-999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1-9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5-49 gms pure or 50-499 gms mixture		50 gms pure or more pure or 500 gms or more mixture	
PCP (Schedule II)	10-99 gms pure or 100-999gms mixture	100 gms or more pure of 1 kg or more mixture		

Penalties		
Other schedule I & II drugs (including any drug product containing Gamma Hydroxybutyric Acid) and 1 gm Flunitrazepam	Any amount	<p>First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 10 years. If death or serious injury occurs, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1.5 million if an individual, \$5 million if not an individual.</p>
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$2 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

FEDERAL DISTRIBUTION PENALTIES – MARIJUANA

Drug	Quantity	1st Offense	2nd Offense
Marijuana (Schedule I)	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 yrs, not more than life. If death or serious injury, not less than 20 yrs, not more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual	Not less than 20 yrs, not more than life. If death or serious injury, mandatory life Fine not more than \$20 million if an individual, \$75 million if other than an individual
Marijuana (Schedule I)	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 yrs, not more than 40 yrs. If death or serious injury, not less than 20 yrs, not more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual	Not less than 10 yrs, not more than life If death or serious injury, mandatory life Fine not more than \$8 million if an individual, \$50 million if other than an individual
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg mixture More than 1 kg of hashish oil; 50 to 99 plants	Not more than 20 yrs If death or serious injury, not less than 20 yrs, not more than life. Fine \$1 million if an individual, \$5 million if other than an individual	Not more than 30 yrs If death or serious injury, mandatory life Fine \$2 million if an individual, \$10 million if other than individual
Marijuana (Schedule I)	1 to 49 plants; less than 50 kg	Not more than 5 yrs Fine not more than \$250,000, \$1 million other than individual	Not more than 10 yrs Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release fined in accordance with the preceding sentence.

The State of Ohio and the City of Marietta also may impose penalties for distribution and illegal possession or use of controlled substances. Ohio law prohibits illicit selling, cultivating, manufacturing, or otherwise distribution in controlled substances, including cocaine, heroin, amphetamines, and marijuana; knowingly or recklessly furnishing them to a minor; and administering them to any person by force, threat, or deception with the intent to cause serious harm or if serious harm results. These offenses are felonies. The law also prohibits knowingly obtaining, possessing or using a controlled substance and permitting drug abuse on one's premises or in one's vehicle. These offenses may be either felonies or misdemeanors. The law further prohibits obtaining, possessing, or using hypodermics for unlawful administration of drugs and the sale to juveniles of paraphernalia for use with marijuana. These offenses are misdemeanors. A felony conviction may lead to imprisonment or imprisonment plus fine. The maximum prison term is 25 years. A misdemeanor conviction may lead to imprisonment for up to six months and/or a fine of up to \$1,000. Violations may also lead to forfeiture of personal and real property and the denial of federal benefits such as grants, contracts, and student loans.

Marietta College may also impose sanctions for those found guilty of distribution, illegal possession of a controlled substance and/or possessions of drug related paraphernalia. The sanctions may range from a fine, disciplinary work hours, and referral for education to suspension or expulsion from the College.

Health Risks Associated with Alcohol and Other Drug Use/Abuse

Alcohol-Alcohol consumption causes a number of changes in behavior and physiology, and even low doses significantly impair judgment, coordination and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights and incident of drinking and driving. Continued abuse may lead to dependency which often causes permanent damage to vital organs and deterioration of healthy lifestyle.

Cannabis (Marijuana, Hashish)-The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time and reduce coordination and energy level. Users often have lowered immune system and an increased risk of lung cancer.

Hallucinogens-Lysergic acid (LSD), mescaline and psilocybin (mushrooms) cause hallucinations. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects and flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack-Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pains, muscle spasms, convulsions and even death.

Amphetamines-Speed, methamphetamine and some diet pills can cause a rapid or irregular heartbeat, tremors and loss of coordination, reduced appetite, irritability, panic and paranoia. Heavy users are prone to violence and psychotic behavior.

Opiates-Codeine, heroin, morphine and other opioid pain relievers cause the body to have diminished pain reactions, drowsiness, respiratory depression and arrest, nausea, confusion, constipation, and possibly coma or death.

MDMA (Ecstasy, Molly)-Short term use of MDMA can cause increased tactile sensitivity, enhanced self-confidence, energy bursts feelings of peacefulness, acceptance and closeness with others, loss of inhibition, confusion, hallucinations, muscle tension, increased heart rate, increased blood pressure, increased body temperature, dehydration, involuntary teeth clenching, nausea, blurred vision, rapid eye movement, faintness, chills and sweating, impaired memory and learning. Long-term use of MDMA can lead to depression, sleep problems, liver and kidney damage, drug cravings, severe anxiety, paranoia, permanently impaired memory and ability to learn.

Anabolic Steroids-Steroid users often experience hypertension, cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression, acne, premature stoppage of growth and reproductive side effects for both sexes.

SUBSTANCE ABUSE PREVENTION

The Dr. J. Michael Harding Center for Health and Wellness (CHW) provides educational opportunities and guidance on substance abuse issues for the campus community through outreach. Substance abuse and dependence prevention objectives are reached by providing the necessary resources to students for informed decision making. In addition to the efforts on behalf of the Center for Health and Wellness (CHW), the Coordinator of Substance Abuse Services is responsible for collaborating with the campus community on substance abuse initiatives, as well as evaluating the efficacy of existing prevention programs.

SUBSTANCE ABUSE ASSESSMENT

When a student is charged with an Alcohol Policy violation, the student is referred for a substance use assessment (*see Alcohol Policy in Community Standards for further information*). The Center for Health and Wellness (CHW) works in conjunction with the Office of Community Standards, Rights, and Responsibilities to provide these assessments to enrolled Marietta College students. The assessments and treatment recommendations are strictly confidential and are not part of students' academic records. During the 60 minute clinical interview portion of the assessment, the counselor will ask the student questions about his/her substance use patterns, family history, friends, other social support, and any other psychological concerns. At the end of the assessment, the student and the counselor will work together to assess the risk of a current or potential alcohol/drug problem and identify ways the student can reduce their risk of any additional policy violations and negative consequences from alcohol/drugs. In addition to the substance abuse assessment, the student is free to discuss any other personal concerns. The counselor's focus is to assist you in any way possible, and it is not limited to the use of alcohol/drugs. The counselor may suggest additional services if they seem appropriate.

If a student is referred by the Office of Community Standards, Rights, and Responsibilities and does not come to their scheduled appointment, he/she may be required to schedule their substance abuse assessment with a designated community provider or drug and alcohol treatment facility. Alcohol/drug assessments do not have to be completed at the Center for Health and Wellness (CHW). Students may contact the Center for Health and Wellness (CHW) at 740-376-4477 for a list of designated community practitioners and drug and alcohol treatment facilities.

GROUP TREATMENTS

Our Choices About Alcohol and Marijuana Education groups are for students contemplating making changes in their substance use. Members will evaluate their substance use and how it impacts their academics, relationships, and personal goals. Students attending either group may be self-referred, referred by parents, or by the Office of Community Standards, Rights, and Responsibilities. Any information disclosed in the group about the misuse of legal or illegal substances is strictly confidential.

2. COMMUNITY VIOLENCE POLICY

Respect for the individual is one of the values of Marietta College.

Consistent with this value, Marietta College will not tolerate threatening or violent behavior in its community. Verbal and/or non-verbal, threatening behavior by any member of the Marietta College community against another individual will result in appropriate disciplinary action which may include dismissal. Arrest and criminal prosecution is also a possibility.

Prohibited Behavior

While it is not possible to describe all actions that might constitute threatening or violent behavior, the following are some examples:

- Using threatening, intimidating, or abusive language or gestures.
- Writing or sending threatening communications.
- Using or brandishing firearms, explosives, knives, or other types of weapons whether real or having the appearance of being real.
- Stalking or similarly harassing behavior.
- Physically attacking a person.
- Verbally threatening to harm another person.
- Destroying property.

Reporting (Marietta College Threat Assessment Team)

Community members are responsible for notifying College Police or the Office of the Dean of Students and their immediate supervisor. College Police or the Office of the Dean of Students will respond and take appropriate actions as may be necessary.

- College Police or the Office of the Dean of Students will notify the Director of Human Resources (in cases involving employees), Vice President for Student Life (in cases involving students), and the Chair of the Threat Assessment Team.
- The Threat Assessment Team will assess the situation and determine the risk to the community and recommend a course of action to the Director of Human Resources (employees) or Vice President for Student Life (students). In conducting their assessment the team may consult with faculty, staff, and students involved in or impacted by the behavior and will informally report back to the appropriately affected parties.

The Threat Assessment Team is comprised of the Chief of Police, the Associate Dean of Students, the Associate Provost for Undergraduate Curriculum, the Student Success Liaison, the Director for the Center of Health and Wellness, the Director of the Academic Resource Center, the Director for Education Abroad and the Vice President for Student Life.

3. WEAPONS POLICY

In the interest of providing a safe academic and working environment for all, the College prohibits the possession, transport and storage of weapons on College-owned or leased property, including in personal vehicles or at any College-sponsored function. Dangerous weapons include, but are not limited to, handguns and other firearms, explosives, ammunition, fireworks, knives, martial arts equipment, clubs, brass knuckles, bows and arrows or any instrument that emits a projectile by way of compressed air, gas or explosive device or is defined as a weapon by federal, state or local laws. This Policy applies to individuals even if they have a permit to carry a concealed weapon. This policy does not apply to any law enforcement personnel when performing official duties.

The College reserves the right to conduct appropriate searches of persons and property when there is sufficient cause to believe that a person is violating this policy.

Violations of this policy will result in immediate disciplinary action in accordance with College disciplinary policies and procedures. Individuals found responsible will be subject to disciplinary sanctions up to and including expulsion. The College also reserves the right to file appropriate criminal charges against any individual found to have violated this policy.

4. 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 Student Code of Conduct, the Marietta College Sexual Misconduct Policy, the law of intellectual property, including copyright, and all other policies which govern campus life.

Guidelines for general internet and e-mail usage

In accordance with the above policies, the following guidelines, which are not to be considered exhaustive, have been established:

- A. 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.
- B. 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 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.
- C. Access to the Internet through Marietta College is a privilege, not a right. Any user, who, without authorization, accesses, uses, destroys, alters, prevents 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.
- D. It is the responsibility of all individuals to guard against abuse 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.
- E. 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 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.
- F. 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.

- G. 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 Information Technology and obtaining written permission. On receipt of any such request, the Director will convene the college committee set up to consider such request. 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.
- H. Each student living on campus will be allowed to operate one computer from his/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.

5. PEER-TO-PEER FILE SHARING POLICY

Marietta College maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, staff and other campus users. The college is required by Federal Law – H.R. 4137, Higher Education Opportunity Act (HEOA) – to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. Also, the HEOA requires institutions to take steps to detect and punish users who illegally distribute copyrighted materials. The college must certify to the Secretary of Education that a policy is in place. Finally, the HEOA requires the college to provide alternatives to illegal file sharing. All users are encouraged to check the list of “Alternatives to Illegal Downloading” that may be reviewed at: www.marietta.edu/technology/Alternatives-to-P2P

Although the HEOA makes reference only to students using Peer-to-Peer, this policy applies to all Marietta College network users. The College reserves the right to suspend or terminate network access to any campus user if the violation is deemed severe. Likewise, network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution.

First Violation

The first time a report of distributing or downloading copyrighted files is received, the person who was using the computer at the given time is notified by the Chief Information Officer (CIO) of the violation via an email sent to their campus email address. The user must respond to the CIO within two business days.

If the user does not respond within two business days and/or if the user continues unauthorized use of copyrighted materials, the user’s network access is suspended (the user’s network connection is disabled) immediately and until the situation is resolved. E-mail and other accounts are not disabled. In addition, the CIO will notify the Office of Community Standards, Rights, and Responsibilities (for students) or the supervisor and area Cabinet member (for employees) of the violation notice and user non-response.

The user is required to submit a signed Technology Copyright Violation -Certification Page that states that the user understands copyright issues and the ramifications of a subsequent offense or to demonstrate that the notification was unwarranted. Network access will be restored no sooner than two business days after receipt of the signed certification page. Users who receive notifications of copyright violations are strongly encouraged to review the educational materials located at the campus web-site: www.marietta.edu/technology/copyright.

If the user feels the notification is erroneous, he/she must show evidence to the CIO that the file(s) was used legally or was not copyrighted. Notifications of all violations will be maintained by Information Technology. Records of unwarranted notification will also be retained for archival purposes.

Second and Subsequent Violations

If a second or subsequent notification of violation is received, network access shall be suspended immediately. The user is again informed of the violation by email from the CIO. The user is required to respond to the notification within two business days by contacting the CIO. If the CIO determines that the notification is warranted, the CIO also files a formal complaint to the Office of Community Standards, Rights, and Responsibilities (for students) or the Director of Human Resources (for employees). Human Resources will notify the appropriate supervisor and Cabinet officer of the violation. Network access is not restored, if at all, until the case is reviewed and decided by the appropriate Cabinet officer, supervisor and Director of Human Resources (in the case of employees) or the Office of Community Standards, Rights and Responsibilities (in the case of students). The Office of Community Standards, Rights, and Responsibilities or the Cabinet officer and supervisor can impose whatever sanctions – including termination of network access; educational sanction, probation, suspension, expulsion (for students); or disciplinary action (for faculty and staff) – as deemed appropriate.

If the user feels the notification is erroneous, he/she must show evidence to the CIO that the file(s) was used legally or was not copyrighted. Notifications of all violations will be maintained by Information Technology. Records of unwarranted notification will also be retained for archival purposes.

The existence and imposition of Marietta College sanctions do not protect members of the campus community from any legal action by external entities or the college itself.

Go to http://help.marietta.edu/alternatives_to_p2pf or a list of sites that offer free or inexpensive products that you can use without violating copyright law.

6. THEFT AND DAMAGE POLICY

Theft and damage of personal or College property, services, and facilities violates the Student Code of Conduct. 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.

7. HAZING POLICY

Hazing is not permitted per the Student Code of Conduct 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 participate in the hazing of another or knowingly permit others to do so.

No organization, student, alumnus, or visitor to campus 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 or 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 or any campus building(s); 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 Marietta College, or applicable state law.

Policy Enforcement

Violation of this policy is a violation of the Student Handbook, Marietta College policy and/or state law. Suspected violations of this policy should be referred and reported to the Associate Dean of Students (740-376-4784) and/or the Marietta College Police Department (740-376-3333). In emergency situations call 911.

It is not a defense to violation of this policy to claim that:

1. participant consent was obtained;
2. participant injury was not a result of participation in a recognized, sanctioned or approved event or activity;
3. participant injury was unintentional; or
4. participant injury was minimal.

If an individual member or student organization is reported or suspected to be conducting or supporting hazing activities, they will be taken through the appropriate organization or individual student conduct process, and may be given sanctions from the Office of Campus Involvement and/or the Office of Community Standards, Rights, and Responsibilities.

8. UNDISCLOSED RECORDING POLICY

Making, attempting to make, or transmitting an audio or video recording of private, non-public conversations and/or meetings on College premises without the knowledge and consent of all participants subject to such recordings is prohibited. This provision does not extend to the recording of public events or discussions, or to recordings made for law enforcement purposes.

9. INVASION OF PRIVACY

Marietta College extends to all members and visitors of its community an expectation of a reasonable level of privacy. The following behaviors are prohibited:

- A. Making, attempting to make, transmitting, or attempting to transmit audio, video, or images of any person(s) on College premises in bathrooms, showers, bedrooms, or other premises where there is an explicit expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all participants subject to such recordings.
- B. Viewing or spying on a person(s) on College premises in bathrooms, showers, bedrooms, or other premises where there is an explicit expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all participants.

SECTION III – RESIDENCE HALL POLICIES AND PROCEDURES

RESIDENCE HALL STANDARDS OF CONDUCT

In support of its mission, the Office of the Dean of Students has developed standards of conduct, rules and regulations, as well as procedures necessary to enforce these standards. The purpose of these regulations is to maintain a safe environment for the campus community that supports the academic mission and provides a productive living and learning environment, and to help provide a framework for community life at Marietta College. All students, regardless of their residential status, are responsible for upholding the Student Code of Conduct, as well as all local, state, and federal laws. Students are responsible for all conduct occurring in their residence hall room, suite, or apartment, regardless of their level of participation in the violation. Students found to be in violation of the Code will be subject to the College's disciplinary processes.

A) RESIDENCY REQUIREMENT

Marietta College is a residential College and as such seeks to provide an environment in which a sense of community is an integral part of the education it offers. Therefore, the Office of Community Living strives to provide residential communities that focus on the living and learning process that is at the core of our College mission to prepare students for meaningful work, responsible citizenship and fulfilling purposeful lives. As a private College, it requires all students to reside in College-owned or College-related housing unless a Petition to Live Off-Campus is submitted to and approved by the Office of the Dean of Students.

Marietta College 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:

1. Live with Parent/Guardian: Students who are living exclusively in the permanent primary residence of parent(s)/guardian(s) within 35 driving miles of Marietta College.
2. Lived on campus for eight semesters.
3. Married, divorced, widowed or custodial parent (documentation required).
4. Will be 23 years of age or older, prior to September 1 for that academic year.
5. Possession of a Baccalaureate degree from an accredited four-year college (documentation required).
6. Served and honorably discharged from the Armed Forces (documentation required).
7. Medical (verification by a physician required and submitted to the Office of Disability Specialist/504 Coordinator – Andrews Hall 3rd Floor)
8. Is enrolled in nine (9) hours or less credit hours.
9. Financial hardship (documentation required).

Students may request permission to live off-campus by filing a Petition to Live Off-Campus with the Dean of Students, available early in the spring semester for the following academic year. Completing this application **does not** guarantee that a student will be given permission to move out of College-owned housing. Students should contact the Office of Student Financial Services to determine if moving off-campus will affect their financial aid.

Permission to live off-campus is only valid as long as the reason for the exemption exists. The College reserves the right to revoke permission granted for off-campus residence when the College deems it necessary or appropriate. The student's local address and phone number must be maintained through the Office of the Dean of Students in order to remain valid. Any student who does not provide an accurate address and phone number by July 1st will be charged for a room and a meal plan.

Any student supplying false information on any petition for off-campus residency or failing to immediately notify the Office of the Dean of Students upon change in exemptions status, with intent to deceive, will be charged for the semester or year room cost, a meal plan, and be subject to student conduct action. In addition, no refund for a room will be issued after the student has checked into the residence hall. Once a student has checked into their residence hall for the academic year, they may not apply for off-campus residency for the same academic year. 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 Dean of Students. Students are reminded that they are responsible for the rules, regulations and policies of Marietta College whether living on- or off-campus.

B) COMMUNITY LIVING PRINCIPLES

Residents in College-owned or operated housing have specific individual and group rights while engaged in activities that are part of College activities. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents.

- Be Safe: Never create a threat to any person's safety.
- Be Respectful: Treat each individual at Marietta with respect, and learn to appreciate the differences that make our community unique.
- Be Responsible: Take responsibility for your decisions and challenge others to make decisions in the best interest of the community.
- Be Engaged: Be active within the community to make a positive difference.

C) THE RESIDENTIAL EXPERIENCE

Check-in

Students and their roommate(s) or suitemates share responsibility for the condition of their room, apartment or suite. When they check-in, they will note all damages on their Room Condition Report (RCR), found on the Residence website (accessible through MyMarietta or by visiting Marietta-Residence.symplicity.com). At the end of the year, students will be billed for any damages not listed at check-in. Students must complete their online Room Condition Report within 3 days of moving in, or else they will be unable to appeal damage charges at the end of the year. Students are only eligible to move into the room they are assigned to by the Housing Officer or his/her designee. Moving into a room without written authorization will result in a \$50 charge and referral through the student conduct process.

Check-out

All personal belongings must be out of a student's residence hall room, suite, or apartment by the time the hall closes or 24 hours after the completion of their last final exam, whichever occurs first. Prior to departing campus, students must fill out their online Room Condition Report and indicate any damage they are responsible for. Final determination of charges is made by the Community Coordinator or the Dean of Students. All residents of a room will be held responsible for any damages, custodial, or maintenance work to that room or its furnishings unless the responsible person is noted on the RCR or reported to their Community Coordinator. Students will be charged if their room is left excessively dirty, if there is remaining trash, or if they fail to return their key. Students wishing to contest charges must notify the Associate Dean of Students in writing by the deadline outlined in the letter accompanying the notification of charges.

Failure to make and keep an appointment to check out by the time the halls close will result in a charge of \$50 for improper checkout in addition to any charges that may be assessed for damages or cleaning.

Abandoned Items

Items left in the residence halls after the resident has moved from the hall will be declared abandoned in favor of the College. Residents may be charged for removal and/or storage of items.

Accidental Single rooms

Should a student's roommate move out, they must find another student to move into their room, or be willing to accept another roommate if asked to by the Office of Community Living. Students remaining in a room alone as a result of refusal to provide a welcome atmosphere for another roommate will be charged the Single Room Surcharge (current room rate plus 50%) beginning with the date of single occupancy.

Air Conditioning

Air conditioners are not permitted in the residence halls and Marietta College requires an application to be submitted along with physician verification for a student to be approved to have an air conditioner for health purposes. A request for use of a personal air conditioner in a residence hall room will be approved under the following conditions:

- A student has a chronic medical condition that necessitates use of an air conditioner.
- A student submits verification from their physician that outlines this necessity.
- Marietta College's Center for Health and Wellness validates and concurs with the student's request.

Medical documentation for this request must meet the following criteria:

- A qualified medical professional must provide a letter (with original signature) that includes a clear statement of the medical diagnosis, the basis for the diagnosis, a description of treatment plan, patient response, and prognosis, as well as the current impact of the disability as it relates to the housing request that is being supported.
- The credentials of the diagnosing professional must be listed if not clear from professional letterhead or other forms.
- The diagnosing professional may not be a family member.
- A note on a prescription pad is not an acceptable form of documentation.

It is up to the student to confirm receipt of documentation and to ensure their doctor has followed the outlined description. All documentation must be sent to the Dean of Students, 215 Fifth Street, Marietta, Ohio 45750. Applications are available in the Office of the Dean of Students, Andrews Hall, and are due by May 1 for current students and by June 15 for incoming students.

Approved Appliances

Students residing in a traditional double or triple room, apartment or a suite may have and utilize the following approved appliances in their rooms: electric tea kettles, iron, and coffee makers.

Microwaves

Students are permitted to have one 700-watt microwave in their residence hall room. Students who reside in apartments are not permitted to have microwaves in their individual bedrooms and instead should confine microwave use to the provided microwaves in the apartment kitchen.

Refrigerators

Students are permitted to have one 3.4 cubic foot refrigerator in their residence hall rooms. Students who reside in a triple room may have two 3.4 cubic foot refrigerators.

Students residing in McCoy Hall must use the outlet in their room designated for refrigerators. Questions regarding the appropriate plug should be directed to a McCoy Hall Community Advisor or the Community Coordinator.

Bicycle Storage

Bicycle Storage areas are found outside of each residence hall. Indoor bicycle areas are located in Fayerweather Hall, Harrison Hall, Hopewell House, Marietta Hall, McCoy Hall, and Pioneer House. Bikes may not be stored in public areas such as balconies, lounges, stairwells, entrances/exits, or other undesignated areas, and should not interfere with campus landscaping.

Break Procedures and Break Housing

All College-owned housing closes for Thanksgiving, winter, and spring breaks. Before departing campus, students must do the following:

- Close and lock room windows and close blinds.
- Clean their room and take out all trash.
- Clean out their refrigerator; defrost at least 24 hours prior to departure (winter break).
- Unplug all appliances (except fish tanks).
- Turn off lights in their room.
- Set heat to 65 degrees (Thanksgiving and winter breaks).
- Turn heat off (Spring break).
- Lock their door.

All residence halls close at 9 a.m. on the day after the last classes held before a break, and will reopen at 9 a.m. on the Sunday following the break. Break housing is available for students with a valid reason for staying on campus, and the Office of Community Living approves requests for break housing for valid reasons. There is a fee of \$110 per week. Break housing registration is available in Residence five (5) business days before each break and concludes at noon the day before the start of the break. Failure to register online by the deadline will result in a \$50 late fee.

CLEANLINESS

Students are responsible for keeping their room, apartment, and suite area clean and free of any fire hazards. Office of Community Living staff will make routine inspections of rooms, apartments and suites to ensure compliance with health and safety regulations. Charges will be assessed for cleaning any room that is found unsatisfactory, and continued failure to meet adequate standards may result in cancellation of a student's housing agreement.

DAMAGE POLICY AND BILLING

Individual Student Rooms/Suites/Apartments

Room, suite, or apartment: charges will be divided equally among all residents living in the room, suite or apartment unless the responsible individual is identified.

Public Areas

Charges will be divided equally among all students on the floor or in the residence hall unless the responsible individual is identified.

DECORATING

Students are encouraged to decorate their room; however, duct tape is not permitted for use on walls. No decorations are allowed to be hung on the ceiling. If a student's room is equipped with a nailing strip around the perimeter of the room, they are permitted to use framing nails or other adhesives on the nailing strip. Damage to walls as a result of hanging decorations will result in fines upon check out of the room

Decorations

- Must be noncombustible or fire resistant and bear the label of Underwriters Laboratories, Inc. (UL).
- May not be placed in a manner that will interfere with safe passage or evacuation, and they may not obstruct a person's vision.
- May not cover smoke detectors, emergency lights, audible fire signals/strobe lights, and/or any other life safety device.

ELEVATORS

In the event an elevator should malfunction, residents should use the emergency call button and wait for assistance. Residents trapped in a malfunctioning elevator never should attempt to exit without assistance from building maintenance staff or outside emergency assistance. Under no circumstances should an individual attempt to exit by prying open the doors or crawling out of the elevator.

FURNITURE

Each student room is furnished with a bed, mattress, desk, closet, dresser, Ethernet connection and cable television access. All furniture provided by Marietta College must remain in the assigned room at all times. No room furniture may be placed in storage, and these items must be in the room in their original condition and position at checkout.

Students are not permitted to remove furniture from any common areas in the residence halls to place in their rooms, suites, or apartments. Students who are found with common area furniture will receive an automatic \$200 fine in addition to any other sanctions imposed through the student conduct process.

INSURANCE

The College does not accept liability for loss, theft, or damage to any personal property, including times when you are away from the hall. Thefts should be reported immediately to Marietta College Police Department and your residence hall staff, regardless of value, as soon as possible. You should buy insurance for your personal property.

IT/TV MAINTENANCE REQUESTS

Students who are experiencing IT or TV problems requiring maintenance should submit Help Desk ticket at <http://help.marietta.edu/> or call the Help Desk at (855) 376-4860.

LAUNDRY FACILITIES

Laundry facilities are located in each residence hall. All residents are responsible for the condition of the laundry rooms, and billing for damage to this area will be initiated when appropriate and necessary. If a machine is not working, please notify Campus Auxiliary Services at (740) 376-8363.

KEYS

Every resident is given a key to their residence hall room, suite, or apartment, and is responsible for maintaining custody of that key at all times. Loaning keys to another resident is against the Student Code of Conduct, and students who do so will be referred through the student conduct process.

Lockouts

If a student is locked out of their room, they should first attempt to locate their roommate. If they are unable to find their roommate, they should then attempt to locate a Community Advisor in their building/complex. If they cannot locate a Community Advisor, they may then contact the Marietta College Police Department by calling (740) 376-3333. **After a student's third lockout, there is a \$25 fee per lockout.** After a student's fifth lock out, they will be referred through the student conduct process. As a reminder, the Office of Community Living staff and Marietta College Police may only open a residence hall room door for the occupants of that room.

Lost Keys

Lost or stolen keys must be reported to the resident's Community Coordinator or to the Office of Community Living as soon as they discover they are missing. The Community Coordinator will file a work order with Physical Plant to have the room re-keyed, and the student will be assessed a charge for the replacement of the lock and keys.

KITCHENS

Residence halls are equipped with a kitchen, available for resident and group use. Students are not permitted to remove kitchen equipment (pots and pans) meant for the community. Excessively dirty community kitchens will result in community fining and loss of kitchen privileges.

MAINTENANCE

If a student room requires maintenance, the residents need to complete a maintenance request by visiting <http://www.marietta.edu/~cs>. Information will be forwarded to the student's Community Coordinator for approval. Repairs are completed on a priority basis, but should the repair work not be completed within a reasonable period of time, students should contact their Community Coordinator. Depending on the nature of the damage, there may be charges. If another individual breaks something in or around a student's room, it needs to be reported immediately to an Office of Community Living staff member, and an incident report needs to be completed by that staff member.

PETS

Students residing in College-owned residence halls are not permitted to have animals besides fish in a 5-gallon fish tank. Students found to have animals other than fish will be assessed an automatic \$250 cleaning fee, will be required to remove the animal within 48 hours, and will be referred through the student conduct process.

ROOM ASSIGNMENTS AND ROOMMATES

Students are expected to remain in the room and hall to which they are assigned and are encouraged to try and work differences out before requesting a room change.

Room changes are made at the discretion of the Community Coordinator and can vary based upon case. Room changes are not granted during the first two weeks of each semester and any immediate changes will depend on available space. Before approving a change, Community Coordinators will work with students to help them understand the situation and make a sincere effort to work out the problem. Room changes are not made on the basis of race, color, religion, national origin, ancestry, sexual orientation, or physical ability.

If a student would like to request a room change, they must abide by the following procedure:

1. Discuss the situation first with their roommate(s).
2. Discuss the situation with their Community Advisor and actively participate in any attempts to resolve a roommate conflict.
3. If their Community Advisor is not able to assist in resolving the conflict, the Community Advisor will notify the Community Coordinator on their behalf. The student will then meet with their Community Coordinator to discuss other housing options on campus. After deciding upon a new housing assignment, the student's Community Coordinator will provide them with instructions for relocating.

Students may not move from their assigned rooms into other residence hall rooms without prior permission of the Community Coordinator(s) involved. It is the responsibility of each resident to inform his/her roommate(s) when a room change has been processed. Room and roommate changes made without official written approval from the Office of Community Living will result in student conduct action, including but not limited to a \$50.00 improper room change charge and the requirement that they move back to their original room.

The Office of Community Living holds one open room change period to take place in January. Residents who would like to inquire about available spaces may approach their Community Coordinator to request a room change beginning in the last two weeks of the fall semester. Residents must request a room change prior to departing for winter break, and requested moves will be accommodated based on availability.

POSTING:

Only recognized clubs and organizations can hang flyers in the residence halls and small group housing (*Please see Advertising & Posting Policy in Campus Policies for further information*).

BREAK STORAGE

The College has no storage space available for personal belongings.

TRASH REMOVAL AND RECYCLING

Room trash should be placed in containers in the following locations:

- First Year Housing: the containers located in the back of Russell Hall.
- Harrison hall: Trash rooms on each floor.
- Fourth Street: the containers located behind A&H House and Harmar House.
- McCoy Hall: the trash room or containers located on the first floors.
- Fayerweather Hall: the containers located to the southeast of the building.

HEATING AND COOLING SYSTEMS

Except for Fayerweather Hall, Harrison Hall, McCoy Hall, and the first floor of Russell Hall, the halls are set for heating only. The heating system will be turned on when the nighttime temperatures are in the low 40's°F and the daytime temperatures do not rise above the mid 60's°F for a period of four days. Generally this transition occurs in mid-October. During the heating season, the sensor to start the heater will be set to start when the outdoor air temperature falls below the mid 40's°F.

Physical Plant will be called in to check the heating equipment if the room temperature is outside of established parameters. If you believe your room temperature to be outside of these parameters, complete a work order at <http://www.marietta.edu/~cs>

In buildings with air conditioning, the cooling systems shall be turned off when outdoor air temperatures and humidity are comfortable in the 66°F-76°F range. Cooling systems will be turned on when temperatures are in the high 70's°F for a period of four days straight. Generally, this transition occurs in early May.

D) COMMUNITY POLICIES

QUIET HOURS

Common courtesy is in effect 24 hours a day, and excessive noise is not permitted at any time. If a resident has asked the person(s) making the noise to lower the noise level and they have not honored the request after two attempts, the resident should contact a Community Advisor, who will intervene. If a staff member is in the hallway or on rounds and the noise can be heard approximately two rooms away that staff member may ask the person(s) to lower the noise level. Violation of quiet hours will result in disciplinary action.

All Buildings Quiet Hours

11 p.m. – 11 a.m.

During the final exam period, quiet hours are in effect 24 hours a day. Signs will be posted within the residence halls informing students when quiet hours will begin

Students should feel welcome to invite a guest to their room for a visit. The College has guidelines to help ensure that visits from guests are a pleasant experience for all involved.

GENERAL VISITATION POLICY

- During the daytime, a guest(s) is welcome to spend time with his or her host in a residence hall.
- Prior to the visit, the resident must discuss having a guest(s) with his or her roommate(s), and gain permission for a visit.
- After a student gains permission, his or her roommate(s) reserves the right to ask the guest(s) to leave.
- No guest may stay more than two consecutive nights.
- The maximum occupancy of a room is at the discretion of the residence hall staff. Community Advisors and Community Coordinators may limit the number of guests based on College health and safety standards.
- Hosts are responsible for guest's behavior, and guests are expected to abide by all College rules and regulations.
- Guests of the opposite gender must use appropriate bathrooms.
- No one under 18-years-old will be permitted in the residence halls after 6:00 P.M..
- Marietta College student guests can visit any campus residence hall Sunday through Saturday.
- Non-Marietta College guests must register their vehicles and can only park in lots designated by the Marietta College Police Department.
- Non-Marietta College guests may only stay on campus Friday through Saturday.

ACCESS POLICY

Any student or guest who poses an immediate danger to the health or safety of his/herself or others may not be allowed entry or access to the residence halls. This includes, but is not limited to:

- Actions or behaviors that indicate a likelihood of physical violence.
- High levels of alcohol or other drug impairment.
- Unconscious or reduced levels of consciousness.
- Contagious diseases.
- Medical conditions that put themselves or others at risk.

In addition, emergency personnel may remove residents or guests from a residence hall if they are unable to care for him or her or when their health or safety is at risk.

NOTIFICATION OF PARENTS/LEGAL GUARDIANS

The Office of Community Living reserves the right to notify parents/legal guardians when deemed necessary, for incidents including, but not limited to: medical emergency, infectious disease, behavioral misconduct, or financial issues (*See Parent Notification Policy, in Other College Policies for further information*).

SEARCH PROCEDURES

College personnel may enter and/or search a student's room, vehicle, or other area, including personal property, in either or a residence hall or other College-owned location or operated facility under one of the following premises:

- If there is reason to believe that the room, vehicle, or other area as outlined above is being used for illegal purposes;
- If there is reason to believe that the room, vehicle, or other area as outlined above is being used for a purpose that violates College or residence hall policies;
- If there is reason to believe that the room, vehicle, or other area as outlined above is being used for a purpose that violates health and safety regulations;
- With consent of the resident of that room or multiple room unit, or is the owner of the vehicle or personal property;
- When specifically authorized by the Dean of Students or by his or her designee.

SEARCH PROCEDURES

- The search shall be conducted by a member of the Student Life staff as appointed by his or her superiors, and one student (not employed by the Office of the Dean of Students, Office of Community Living, Division of Student Life, or the Marietta College Police Department) must be present during the search.
- 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, and the reasons upon which the certificate has been granted.
- A reasonable effort should be made to ensure that a resident of the room or multiple rooms or the person whose vehicle is registered for on-campus parking is present for the search.
- A copy of the certificate shall be presented to the student(s) against whom the certificate was sought at the time of the search. If the student(s) is not present, the search will be conducted according to the procedures listed above, and the certificate must be served to the student personally by a Marietta College Police Officer within 24 hours of the search being completed.

SEIZURE

- Any item violating College policies, or creating a health or safety risk may be confiscated anywhere on College premises.
- As specified by the State of Ohio, any illegal possessions not mentioned in the certificate will be sized and subsequent charges may be filed.
- Evidence which is found in a legal search procedure can be used through the College disciplinary process.

E) DISORDERLY CONDUCT/UNACCEPTABLE BEHAVIOR

Residence halls exist to compliment the educational mission of an institution of higher learning. The Office of Community Living will use the student conduct process as a way of providing appropriate disciplinary actions to students living, visiting, or occupying the College's residence halls who are in violation of the Marietta College Residency Agreement, the Marietta College Student Handbook, and the Student Code of Conduct.

THE FOLLOWING ABUSIVE BEHAVIORS WILL NOT BE TOLERATED IN THE HALLS:

The following behaviors may result in immediate dismissal from the residence halls:

- Verbal abuse, including offensive language and derogatory racial slurs.
- Threatening behavior, whether written, verbal, or physical.
- Any form of sexual harassment or coercion, including date or acquaintance rape.
- Any use of force or physical violence.
- Trespassing, entering, or remaining in a room without the resident's permission.
- Lewd, obscene, or offensive behavior.
- Any behaviors that demonstrate an inability to abide by the requirements for group living.

The College also will not allow the posting of items that are deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or in any way oppressive in nature. These items may be removed and disciplinary action may be taken.

EMERGENCY POLICIES

EMERGENCY NOTIFICATION SYSTEM

Marietta College uses the Pioneer Alert Network to quickly contact you during a major crisis or emergency. Pioneer Alert delivers important emergency alerts, notifications and updates to all the devices you choose to register:

- cell phone (via SMS/texting)
- email account (work, home, other)
- wall radios mounted in buildings around campus and in each of the residence halls

When an incident or emergency occurs, authorized senders will notify you using Pioneer Alert. Pioneer Alert is your connection to real-time updates, instructions on where to go, what to do, or what not to do, as well as instructions on where to find more detailed information.

Marietta College will also update the marietta.edu homepage to post information about the emergency.

REGISTERING FOR THE PIONEER ALERT NETWORK

In order to receive information to their personal devices, members of the Marietta College community must register their information. All members of the Marietta College community are encouraged to register for the Pioneer Alert Network.

To enter or update emergency notification information, please follow these instructions:

- Log on to "MyMarietta"
- Go to the left hand side of the site
- Go to User Account, click "emergency information"
- Enter emergency contact information and confidential missing person's contact information
- Click "submit" and the information will be entered into Marietta College's Datatel system (campus-wide data base)

You may update emergency contact information at any time when necessary by completing the same process as indicated above.

EARTHQUAKE

In the event that an earthquake occurs or a tremor is felt:

During the Earthquake

- Remain where you are whether it is inside, outside, or in a car. **Inside:** get under heavy furniture such as a study table or desk, under interior door frames, or braced in an interior corner away from shelves, mirrors, or windows. **Outside:** move away from the sides of buildings, power poles, lampposts, and walls.
- Wait a few moments after the shaking stops before leaving cover.

After the Earthquake

- Evacuate if there is immediate danger.
- Report serious injuries or hazards to the Marietta College Police Department, 740-376-3333.
- Be prepared for unpredictable aftershocks, which can cause significant additional damage.

FIRE ALARM WARNING SYSTEM

All residence halls have a fire alarm warning system to alert the occupants of fire and are tested each semester.

Any person who intentionally causes a false alarm, or initiates or circulates a report or warning of an alleged or impending fire, explosion, crime or other catastrophe when such a report or warning is known to be false, is guilty of Inducing Panic (Section 2917.31 of the Ohio Revised Code). Inducing panic is a misdemeanor of the first degree and is punishable up to \$1,000 fine and six (6) months in jail, and is also a violation of the Student Code of Conduct. Causing a fire alarm, whether with knowledge or by negligent behavior, may result in disciplinary action. If causing a fire alarm results in physical harm to any person or property, the violator is guilty of a felony of the fourth degree, which is punishable by up to a \$2,550 fine and five (5) years in jail.

FIRE EXTINGUISHERS

Fire extinguishers are placed in all buildings for extinguishing small fires. Fire extinguishers should not be tampered with or used for purposes other than extinguishing fires, and it is illegal to use this equipment for other than firefighting. Discharging a fire extinguisher when there is not a legitimate reason to do so is a violation of the Student Code of Conduct.

SMOKE DETECTORS/SPRINKLER SYSTEMS

All residence hall hallways and rooms have smoke detectors connected to the building fire alarm system. If any smoke alarm is activated the building alarm system will sound to evacuate the building and Marietta College Police and the City of Marietta Fire Department will respond.

In addition to smoke detectors, Dorothy Webster Hall, Fayerweather Hall, Harrison Hall, and McCoy Hall rooms and hallways are equipped with heat-activated sprinkler heads connected to the fire alarm systems. If a sprinkler head is activated, the building alarm system will sound to evacuate the building and Marietta College Police and the City of Marietta Fire Department will respond.

If a smoke detector, sprinkler head, manual pull station, horn or strobe alarm, or fire extinguisher appears to be malfunctioning or is damaged, Office of Community Living Staff or the Marietta College Police should be contacted immediately and informed of the problem.

FIRE SAFETY

Anyone seeing fire or smoke in or near their room, should immediately call 911, and give them their name, the name of their building, the floor number or area of the building, room number and what they see. If the fire is in their room, they should leave their room immediately and close the door. While exiting the building, the resident should pull the nearest fire alarm at the first opportunity and alert other occupants of their floor or suite.

Residents, and their guests, must evacuate the building in accordance with the building's fire evacuation plan **ANY TIME** a fire alarm sounds. Failure to evacuate is a violation of state law and subjects you to arrest, possible fine, and/or student conduct action on campus.

If residents are in their room and the fire alarm sounds for evacuation, they should first check their door to ensure it is not warm or hot to the touch. If it is warm or hot to the touch, they should not open the door and should instead remain in the room. If the hallway is filled with smoke and/or flames, residents should stay in their room with their door closed and should seal spaces around the door with towels or sheets to keep smoke from entering the room. If smoke does enter the room, residents should open one window slightly. Residents should hang something noticeable out of their window such as a towel or sheet to draw attention to their room. Under these conditions only, the screen may be removed to indicate residents' locations to the fire department personnel. If residents cannot open a window, or if they are in a room with no windows, they should remain close to the floor as the best breathing air will be in the 18 inches above the floor. Residents should never break a window unless it is absolutely necessary for their survival.

It is the Community Advisors' responsibility to inform residents of these procedures at the first floor meeting and to answer questions students may have about evacuating the building. **It is not their responsibility to knock on doors and ensure that everyone is off the floor.** They are instructed to assist the Fire Department and the Marietta College Police with crowd control and other duties as assigned.

In the event that a student becomes temporarily disabled and is not able to follow proper evacuation procedures, she/he should contact the Office of Community Living and request to be placed on the "**Temporarily Disabled List.**" Further instructions regarding evacuation will be provided.

Should residents have any questions, they should seek out a member of the Office of Community Living immediately for clarification. All students will be held responsible for all College and residence hall policies at all times during the evacuation process.

PLANNED FIRE DRILLS

Fire drills are required by law to be conducted 4 times per year, with the first occurring within 10 days of occupancy. Fire drills are unannounced, and need to vary in terms of time of the day that they are conducted and time of the week. At least one drill must be conducted in the evening. All buildings are to be evacuated, and Office of Community Living staff members and Marietta College Police will be present to ensure that all students evacuate and follow Marietta College policies and procedures.

FLOOD

On occasion after heavy rains or melting snow, students may need to move automobiles due to flooding. An Office of Community Living staff member or College Police will notify students if it is necessary for residents to move their vehicles, or if other actions are necessary.

POWER OUTAGE

If a power outage occurs, residents should stay in their rooms. Office of Community Living staff members and College Police will make frequent rounds until the power returns. A power outage in no way alters the regulation that prohibits burning of candles or any other-flame device in residence hall rooms.

TORNADO

Tornado Watch: When a watch has been issued, conditions are right for a tornado to develop. Students should be prepared to take shelter and stay informed of the latest storm conditions. In addition, students should familiarize themselves with the list of safe places to take shelter in the event of a tornado.

Tornado Warning: A tornado warning means a tornado has been sighted and confirmed in the area. Residents should take cover immediately and carry shoes and blankets with them to the shelter areas. Elevators should not be used.

TORNADO SHELTER AREAS

First Year Complex:

- Dorothy Webster Hall: Basement
- Elsie Newton Hall: First floor hallway
- Marietta Hall: First floor hallway
- Mary Beach: First floor hallway
- Russell Hall: First floor hallway and first floor bathrooms

Upperclass Complex:

- A&H: First floor bathroom
- Delta Tau Delta: First floor hallway and guest bathroom
- Fayerweather Hall: basement hallway and basement bathroom
- Harmar: Behind bar in common area, guest bathrooms on first floor
- Harrison Hall: First floor hallway
- Hopewell: First floor bathroom
- McCoy Hall: First floor hallways and laundry room
- Pioneer: First floor bathroom

If the shelter areas listed do not provide sufficient space, interior stairwells and bathrooms may be used, provided they do not contain windows.

SECTION IV - STUDENT SERVICES

SERVICES FOR STUDENTS WITH DISABILITIES

Andrews Hall 3rd Floor, 740-376-4700

Marietta College complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Americans with Disabilities Amendment 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, Kristin English, 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 documented disabilities. All campus services for students with disabilities are coordinated through the College's Academic Resource Center (known as "ARC"). Current, complete documentation of disabilities should be provided to the ARC's Accessibility Specialist who is responsible for reviewing documentation, interviewing the student for the current functional impact and determining reasonable accommodations or adjustments for coursework at the College. The request process continues with each faculty member at the outset of each academic course to discuss individual class-specific needs and to facilitate arrangements for specific classroom accommodations. On-going individualized guidance is available from the Accessibility Specialist to include referrals to outside agencies for testing and assessment as necessary. Additionally, adaptive/assistive technology (such as the Kurzweil 3000 Scan/Read System, and Dragon Naturally Speaking Dictation Software) and other personalized services are available based upon documented needs.

ACADEMIC ADVISING

Irvine Hall 2nd Floor, 740- 376-4728

Marietta College makes academic guidance and counseling an integral part of the education method. The instructor for the First Year Experience course 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. Transfer students are assigned an advisor in their major department during the admissions process. 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.

REGISTRATION

Currently enrolled students are expected to schedule courses for the upcoming semester during the pre-registration period that begins in the 10th week of the semester. Registration priority is determined by credit hours completed, with the exception of students enrolled in the Curriculum Honors program who may register earlier than their classmates. In order to register for courses, students must receive clearance from the Student Accounts Office, including payment of the annual pre-registration deposit during the spring semester, and their academic advisor. Students are responsible for arranging an advising session with their advisor as a required component of the registration process. After meeting with their advisor, students will submit their registration online via WebAdvisor on the MyMarietta portal. To receive academic credit for a course, a student must be registered for the course by the end of the add period for the term in which the work is done.

LEAVE OF ABSENCE POLICY

See Leave of Absence Policy in Other College Policies for further information.

STUDENT RECORDS CONFIDENTIALITY

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 Student Life, Center for Health and Wellness, Career Center, Office of Admission, Office of Student Financial Services, Office of Student Accounts, 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 to anyone by the College on request, includes the student's home and local addresses, telephone, email, photograph, dates of attendance, schedule of classes, degrees and awards received, date of graduation, 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 may be made in writing and sent to the Office of Strategic Communications, Irvine Administration Building. Such requests must be resubmitted at the beginning of each academic year and may cover no more than one year
- Student records (i.e. grades, disciplinary action, health records, etc.) may be released to parents or legal guardians only with signed consent of the student. The student must provide the College with a signed waiver for such release of information. Waiver forms are available in the Records Office. See the Parent Notification Policy section for specific circumstances in which exceptions may be made.
- Photographs or video of students held by the College in any office (e.g., Office of Strategic Communications, Office of Admission, etc.), and obtained through an orchestrated or planned photo or video shoot cannot be used or released for marketing purposes of the College without written consent from the student. Photographs or video taken during live events (e.g., athletic contests, Commencement, Matriculation, etc.) are allowed to be used, unless the student has a signed request on file with the Office of Strategic Communications to not use any images or likenesses of them on file. This request is valid for one year and must be re-submitted each academic year.

ACADEMIC RESOURCE CENTER

Andrews Hall 3rd Floor, 740-376-4700

Through a holistic approach to student success, the ARC provides support services to the campus in the form of tutoring, individualized academic support, academic workshops and seminars, and accessibility services for students with disabilities. Every student is offered an opportunity for educational development, enhanced scholarship, and engagement in the learning process. 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.
- Tutoring services for over 15 different subjects and writing (Please see the "ARC Tutoring & Writing Center" section of the Handbook for more information).
- Services and adaptive technologies for students with disabilities including classroom accommodations and ongoing support (Please see the "Services for Student with Disabilities" section of the Handbook for more information).
- Access to computers and other educational technology housed in the ARC.
- Designated quiet study areas.
- A Learning Lounge for research, collaborative academic gatherings, and computer use.
- Personal development workshops on study skills, time management, and other related/requested topics.

- A resource library of materials and tutorials on general study strategies, time management, test-taking, stress management, learning disabilities, and other related/requested topics.

To learn more about our services, or to schedule an appointment, please visit us on the 3rd floor of Andrews Hall, call 740-376-4700, or email arc@marietta.edu

ARC tutoring & Writing Center

Thomas Hall Room 221, 740-376-4651

tutoring@marietta.edu mywco.com/marietta

The Tutoring & Writing Center provides free tutoring services to all Marietta College students. Each academic year, 30% of the student population has at least one appointment with staff in the Tutoring & Writing Center. In AY 2013-2014, our staff conducted over 1880 hours of tutoring sessions in more than 15 content areas and writing. We not only help students to learn course content, but also to *learn how to learn*.

Our mission is to connect students with highly trained Learning Consultants and Writing Consultants who create positive learning experiences, clarify content, foster development of writing skills, and help students develop the ability and confidence to attain higher academic achievement.

SUBJECT-SPECIFIC TUTORING

Each year, the Tutoring & Writing Center provides free tutoring in over 15 different content areas. Peer Learning Consultants complete rigorous training each semester in order to provide high-quality learning assistance to students in need. We work with students from all backgrounds and abilities, from students who struggle, to outstanding students who are working on their honors theses and capstone projects for graduation.

WRITING TUTORING

All writers, regardless of their ability, can benefit from the process of peer review. The Tutoring & Writing Center in Thomas Hall room 221 provides a collaborative, supportive, and instructional environment where writers work closely with Peer Writing Consultants to strengthen their writing. Writers seeking help with the brainstorming, researching, drafting, or revising stages of their papers are welcome. Peer tutors are also available for reading-comprehension consultations.

LOCATION & CONTACT INFORMATION

The Tutoring & Writing Center is located in Thomas Hall Room 221. To see the full schedule of available tutoring each semester, and to make appointments, students can easily create an account and log in to mywco.com/marietta

To learn more about tutoring services on campus, or for assistance, please contact Keira M. Hambrick, the Academic Support Coordinator, in Thomas Hall room 208, call 740-376-4651, or write to tutoring@marietta.edu

ATHLETICS AND RECREATION

Dyson Baudo/Ban Johnson, 740-376-4665

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 activity please contact the Athletic Department at 740-376-4665. For questions regarding the Recreation Center and its programs feel free to contact the Director of the Recreation Center at 740-376-3243.

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 18 sports, 9 for men and 9 for women. The present membership consists of ten private colleges & universities in Ohio.

The 2015-2016 school year has set the stage for Marietta College to engage in exciting Division III competition. Varsity Pioneer sports for the 2015-2016 year are:

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

The latest schedules can be found on the athletic webpage pioneers.marietta.edu

RECREATION CENTER & INTRAMURAL PROGRAMS

The Marietta College Intramural Program is designed to combine both individual and team sport offerings to allow students, faculty and staff an opportunity to participate in a variety of activities/events. The objective of the program is to meet the needs, interests, and abilities of all participants as well as to develop and uphold high standards of sportsmanship among individuals and groups. Team champions of each league and individual winners of single events receive a free Intramural Champion t-shirt or shorts.

The program is supervised by the Director of the Dyson Baudo Recreation Center and employs a staff of work study students who in turn organize, manage, and run the daily operations of the program. The current sport offerings include anything from flag football to volleyball, to indoor soccer. There are one day tournaments as well as leagues that require a team. Additionally, each school year is evaluated as to the specific sports and activities offered within the program. Questions concerning an intramural program can be asked at the Welcome Center located in the Dyson Baudo Recreation Center or by calling the Director of the Dyson Baudo Recreation Center at (740) 376-3243.

Hours of Operation (Subject to Change for Holidays & Summer)

Monday—Thursday	7:00am—11:00pm
Friday	7:00am to 9:00pm
Saturday	9:00am to 9:00pm
Sunday	Noon to 11:00pm

Climbing Wall Hours (Subject to Change for Holidays & Summer)

Monday - Thursday	4:00pm to 10:00pm
Friday	3:00pm to 9:00pm
Saturday	Noon to 6:00pm
Sunday	3:00pm to 9:00pm

ADJACENT FACILITIES

A swimming pool is available one block off campus at the YMCA. For more information call the YMCA at (740) 373-2250.

MARIETTA COLLEGE BOOKSTORE

Gilman Student Center 740-376-4677

The Bookstore stocks new, used and rental textbooks for current courses as well as digital format for select titles. It also carries various supplies for special events, science laboratories and art courses. They will also place special orders for any current, in-print book. In addition to books and school supplies, the Marietta College Bookstore also has a large line of college clothing, gift items, greeting cards, supplies, convenience items and general books. Personal health care items may also be found in the shop as a matter of convenience.

Marietta College Bookstore hours are:

Monday – Friday	9:00 am to 5:00 pm
Saturdays	11:00 am to 3:00 pm

CAREER CENTER

Gilman Student Center, 740-376-4645

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, and internship, job search and graduate school preparation resources, programs and services.

The Career Center’s website contains many resources to assist students with their career planning needs. Students can also benefit from a variety of special events including: workshops on career-related topics and a popular program, “Wine, Dine and How to Act Fine,” which features an etiquette seminar and a five course meal!

The Career Center co-sponsors with other institutions a variety of career fairs throughout the year. The Career Center participates in the Ohio Foundation of Independent Colleges’ CareerFest, and the Teacher Recruitment Consortium, to name a few. In addition, the Career Center hosts on-campus employers and career panels. A database of employment and internship opportunities is also offered online for Marietta College students and alumni, in addition to a weekly e-mail newsletter.

For information on any of the above, please contact the Career Center, Monday through Friday, 8:00am - 5:00pm. To schedule an appointment, please call 740-376-4645 or send an email to cc@marietta.edu.

MARIETTA COLLEGE POLICE DEPARTMENT

127½N. 7thStreet,

Non-Emergency, 740-376-3333

Emergency (911)

Marietta College maintains its own College Police Department. All uniformed officers are commissioned police officers and have been certified through the Ohio Peace Officers Training Academy. State law grants the College Police Officers the same powers of arrest and law enforcement as city and county officers.

The Marietta College Police Department handles all matters relating to the safety and security of the campus community. The Office offers a variety of services, including parking permits and enforcement, late-night escort services, vehicle assists, such as jump starts and unlocks, room and building lockouts, and the issuance of identification cards to students, faculty, and staff. Anyone who has lost a card or has a physically damaged I.D. card should visit the following website and click on Campus Police, then follow the procedures to purchase a replacement ID card, (https://secure.touchnet.com/C23012_ustores/web/index.jsp). Once completed, print off and bring the receipt to the College Police Office to have the I.D. replaced. The cost for a lost or damaged card is \$25.00, and the fee may not be placed on a student account.

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

Lost and Found

The College Police Department Office also operates a lost and found service. Articles may be turned in or claimed between 8:00am and 4:00pm Monday through Friday.

COMPUTER HELP DESK

740-376-4860

The Computer Help Desk 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. To contact the Help Desk, call (740) 376-4860 or visit the web site: <http://help.marietta.edu>.

OFFICE OF THE DEAN OF STUDENTS

Andrews Hall, 740-376-4784

The Office of the Dean of Students assists with the concerns of students living on-and off-campus and offers support to students in a number of areas. These areas include advising students, offering educational and social programming, assisting with roommate and personal problems, and dealing with maintenance issues within the residence halls. The Office of the Dean of Students works closely with the other offices on campus and can serve as a reference for students with a variety of issues.

DINING SERVICES

Gilman Student Center, 740-376-4433

Create your own custom dining experience at Marietta College. Enjoy fresh food and relax with friends in any campus eatery. Or, if you're on the go, grab a quick bite to eat on your way to class.

Each meal plan offers a specific number of meal swipes per week plus a Declining Balance amount for custom purchases in campus cafes. Each time you dine, a meal will be deducted from your total meal balance for that week. Your meal plan will reset every Saturday night.

You must choose your meal plan at the beginning of each semester. If you find your plan isn't fitting your needs, you have up to ten (10) days after the semester starts to make a change.

SELECTING YOUR MEAL PLAN

The Meal Plans are designed for personalized meal planning. Simply determine your dining needs and select the plan that works best for you.

Meal plans allow up to 3 unrestricted meal swipes per day, seven days a week, in Gilman Dining Hall or at any of the campus dining locations by using the meal exchange program. Students must have meals available on their plans to use 3 daily meal swipes.

Meal swipes may be used at any time of the day during regular operating hours, providing the opportunity for students to dine multiple times during a meal period (breakfast, lunch & dinner) or visit the Pioneer Pit Stop Convenience Shop in McCoy Hall.

DECLINING BALANCE

The meal plan also has a Declining Balance account and may be used for custom meal or snack purchases at any dining location on campus. Declining Balance is valid for one semester. Additional Declining Balance dollars may be purchased in \$25 increments as needed anytime during the semester in person at the Gilman dining services office, by telephone at 740-376-4786, or by emailing the dining service office.

MEAL EXCHANGE

The meal exchange program provides the opportunity to use meal swipes to select meal or snack packages offered in select campus dining locations (Gilman Dining Hall, Gilman Express, and Izzy's). Packages are valued at one meal swipe.

HOURS AND LOCATIONS:

Gilman Dining Hall, First Floor, Gilman Student Center

Monday through Thursday 7:00am - 8:00pm

Friday 7:00am -8:00pm

Saturday & Sunday 10:00am-7:30 pm

Gilman Express, Second Floor, Gilman Student Center

Monday through Friday 7:00am - 1:00pm

Izzy's, Ground Floor, Andrews Hall

Monday through Friday 11:00am - 7:00pm

Saturday & Sunday 1:00pm - 7:00pm

Chlapaty Café, First Floor, Legacy Library

Monday through Thursday 7:30am - 10:00pm

Friday 7:30am - 5:00pm 4:30

Saturday 10:00am –2:00pm

Sunday 1:00pm - 10:00pm

Pioneer Pit Stop, Convenience Shop, McCoy Residence Hall Lobby

Sunday through Thursday 7:00pm - 12:00am

LIBRARY

Legacy Library, 740- 376- 4757

The Legacy Library opened for services as Marietta College's new library building as the Spring 2009 semester began. The 53,000 square foot facility is located at the center of campus and offers research assistance at the reference desk on the main floor and a variety of study spaces for student use. With a collection of approximately 250,000 print volumes, plus a large number of electronic books, as well as numerous print and electronic journal subscriptions and other full-text resources, the Legacy Library supports research in all subject areas offered at the College. Through OhioLink, a statewide consortium of Ohio college and university libraries, and the State Library of Ohio, the Legacy Library provides access to a wide variety of 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. As a designated government document depository, the library also receives selected publications of the United States Government and the State of Ohio.

The Legacy Library's Public Services staff facilitate student learning in a variety of ways. Department staff provide research assistance at the Reference Desk whenever the library is open. Reference Librarians give presentations to numerous classes on searching techniques and the research process and are available for scheduled or impromptu assistance at the Reference Desk on student projects such as term papers and presentations. Circulation Department staff process library material check-out and renewal and manage the Library's popular electronic reserve system.

The Library's Special Collections Department located on the lower level offers a wealth of unique resources for research in the history of the college and the local community with significant manuscript and photograph collections and an outstanding collection of rare early American publications.

HOURS OF OPERATION

During the academic year, the Legacy Library is regularly open ninety-four and one-half hours per week:

<u>Day</u>	<u>Open</u>	<u>Close</u>
Sunday	1:00 pm	12:00 MIDNIGHT
Monday-Thursday	7:30 am	12:00 MIDNIGHT
Friday	7:30 am	6:00 pm
Saturday	1:00 pm	5:00 pm

Special Collections Hours:

<u>Day</u>	<u>Open</u>	<u>Close</u>	<u>Open</u>	<u>Close</u>
Monday	By appointment only			
Tuesday-Thursday	9:00 am	12:00 Noon	1:00 pm	5:00 pm
Friday	By appointment only			
Saturday-Sunday	Closed			

During final exams, closing times on Sunday through Thursday are typically extended until 1:00 am. Current Legacy Library hours, including changes in hours during final examination periods, holidays, intersession, etc., are posted in the foyer of the main entrance to the library. Changes in hours are also posted on the library's web site <http://library.marietta.edu>.

OFFICE FOR DIVERSITY AND INCLUSION

Andrews Hall, 740-376-4505, 740-376-3287 or 740-376-4899

The Office for Diversity and Inclusion supports the mission of Marietta College by providing a wide range of programs, activities, and opportunities that enhance the experiences of the entire campus community. Dedicated to creating and sustaining a welcoming and supportive environment for everyone, the Office develops and collaborates on programming that raises an awareness and appreciation of diversity as a source of value added. Services provided by the Office include, but are not limited to, addressing the academic, professional, social and individual needs of students and employees with regard to the broad spectrum of our shared cultural diversity; engaging with student organizations and employee initiatives; and sponsoring and/or supporting programs that help all members of the campus community develop valuable knowledge and skill sets that are essential to a positive experience at Marietta College and beyond.

OFFICE OF EDUCATION ABROAD

Thomas Hall, 740- 376- 4708

The Office of Education Abroad (OEA) introduces international opportunities to students studying at Marietta College. Additionally, this Office helps international students comply with College and immigration regulations and assists with academic orientation to Marietta College. The Office of Education Abroad works with students who are interested in studying abroad for a summer, semester or academic year outside the U.S. and provides various promotional events to encourage program option exploration. The study abroad resource library, in Thomas 214, is open during business hours. Students wanting more information should set up an appointment by visiting the OEA website: http://www.marietta.edu/departments/Education_Abroad/index.html.

MAILROOM

Gilman Student Center, 740-376-4617

The College Mailroom is located on the upper level of the Gilman Student Center and is open for the purchase of stamps and sending packages from 8:00 am to 4:30 pm, Monday through Friday. The College Mailroom will insure packages sent through the USPS and offers delivery confirmation, certified mail, overnight, air mail as well as express mail. Any faculty member or student can receive packages from a wide array of postal services such as USPS, FedEx, UPS, and DHL. Upon arrival, packages are entered into our computer system and a package slip is printed out and placed in the specified mailbox.

All packages are stored in the package room located directly behind the mailroom.

All regularly enrolled students (residential and commuters) have mailboxes for incoming mail and for campus communications. Mail is distributed once a day, Monday through Saturday. Outgoing mail is processed by 2:15pm daily. The College also offers a free mail service for sending letters or notes to others at Marietta College. This service is used widely by various campus or organizations for announcements.

MAP-WORKS: MAKING ACHIEVEMENT POSSIBLE

SKYfactor™ Mapworks is an innovative web-based program that helps students stay on track by directing them to campus resources specific to their individual needs. Mapworks also provides a way for faculty and staff to connect and collaborate, ensuring the student receives all the support he or she needs to be successful at Marietta College.

For first year students and sophomores, Mapworks uses a combination of:

- Admissions data (high school GPA, ACT/SAT scores)
- Institutional data (graduation rates, average GPA)
- A series of individualized student surveys taken at pivotal times throughout each semester that concentrate on:
 - o Learning (expectations and past earned grades, study skills and maximization of those skills)
 - o Connections (student activities and residence hall life)
 - o Making healthy choices (time management, eating healthy)
 - o Self-knowledge (academic abilities and self-management)

Mapworks provides student participants with a personalized online or printable (PDF) report. Each report helps the student understand their personal strengths and weaknesses. It also details pertinent campus resources as well as benchmarking results to show participants how their peers are adapting to campus life.

At all class levels Mapworks provides faculty with two functions to make student referrals to designated support services: Academic Updates which is specific to class attendance and performance, and the referral function allows faculty and staff to refer students to designated support services for academic concerns, personal issues such as homesickness, health and wellness, and campus engagement, and financial concerns.

All undergraduate students are connected to Mapworks. However, the extent of connection is different at each class level.

JUNIORS AND SENIORS

Mapworks is used primarily for academic updates and referral purposes at the junior and senior level. Students at these class standings are not asked to supply survey data. The system provides a venue by which faculty can refer students to appropriate offices for support. It serves as the academic warning system in our current structure. If juniors and seniors are enrolled in 100 or 200 level courses, faculty will also be asked to periodically report attendance or performance issues through the Academic Update system. Faculty may use Academic Updates to report attendance or to create specific academic referrals to the Academic Resource Center in upper-level courses, but it is not requested. Information in Mapworks is restricted to a junior or senior's advisor, the faculty of courses in which they are enrolled during a given semester and professional staff to whom referrals are made. In addition, Community Advisors (CA) are connected with the students with whom they are working in an official capacity for the institution in order to make referrals.

SOPHOMORES

In addition to the academic update and referral function referenced above, sophomores are also invited to participate in a Mapworks Transition Survey each semester of their sophomore year. Mapworks provides student participants with a personalized online or printable (PDF) report. Each report helps the student understand their personal strengths and weaknesses. It also details pertinent campus resources as well as benchmarking results to show participants how their peers are adapting to campus life. This survey allows the institution to learn the top issues of concern to sophomore students in order to provide targeted programming in residence halls, in the Academic Resource Center, and through a sophomore convocation each semester. Advisors are also able to view aggregate survey results for their advisees who take the survey in order to help students address concerns through referrals to available support services. Information in Mapworks is restricted to a sophomore's advisor, the faculty of courses in which they are enrolled during a given semester and professional staff to whom referrals are made. In addition, Community Advisors (CA) are connected with the students with whom they are working in an official capacity for the institution in order to make referrals. They can also see a dashboard of aggregate survey results to assist them in reaching out to their students' concerns during their office hours and in Directed Conversations required as part of the CA duties.

FIRST-YEAR STUDENTS

First year students have the greatest degree of connection within MAP-Works. Faculty are asked to provide Academic Updates for all of their first year students periodically throughout first semester. The Mapworks referral function is used by faculty and staff to refer students to appropriate support services for academic concerns, personal issues, and financial concerns. Students are required to take the Mapworks Transition Survey in the fall as part of their First Year Experience course and are invited to take the Spring Transition Survey. Survey results are used as part of the first year advising process to help students set goals, address concerns and to make connections to assist first year students in the transition process. Mapworks activity data such as academic updates, referrals, and detailed survey results are restricted to a first year student's advisor, the faculty of courses in which they are enrolled during a given semester and professional staff to whom referrals are made. In addition, Community Advisors (CA) and Peer Mentors (PM) are connected with the students with whom they are working in an official capacity for the institution in order to make referrals. They can also see a dashboard of aggregate survey results to assist them in reaching out to their students' concerns during their office hours and in Directed Conversations required as part of the CA duties.

MAPWORKS USER POLICY

All Mapworks users are required to complete FERPA training. In addition, staff direct connects, peer mentors, community advisors, and community coordinators take part in a mandatory training on best practices in using Mapworks in a manner compliant with college policies. All Mapworks content is monitored by the system administrators. Inappropriate comments are removed and users are contacted for follow-up training. All referrals regarding health and financial aid are private, meaning that only the Director of J. Michael Harding Center for Health and Wellness and the Director of Financial Aid have access to their respective referrals.

OFFICE OF CAMPUS INVOLVEMENT

Andrews Hall, 740-376-4784

The Office of Campus Involvement guided by and in support of the mission of Marietta College, enables students to develop independent thought, self-expression, and self-awareness, as well as define their personal leadership style by offering various workshops, events, and programs. The office promotes the growth of the individual student by providing opportunities outside of the classroom that connect and complement his or her academic aspirations with experiential learning through involvement in student organizations and co-curricular activities, as well as document that learning through the Student Learning & Development Transcript.

STUDENT ORGANIZATIONS

There are over eighty (80) student organizations (and increasing each year) at Marietta College. Organizations at Marietta College fall into one of the following categories: Academic, Athletics & Recreation, Campus Life, Cultural, Political, Religious, and Service. Five students that share your common interest and a faculty/staff advisor are all you need to begin. The next step is to make an appointment to meet with one of the staff members of the Office of Campus Involvement.

FRATERNITIES & SORORITIES

Greek Life has always been part of Marietta College. Currently there are eight (8) social Greek Letter Organizations on campus. The two governing bodies that provide leadership to the Greek community are the Interfraternity Council and the Panhellenic Council.

- Fraternities: Alpha Sigma Phi (ΑΣΦ), Alpha Tau Omega (ΑΤΩ), Delta Tau Delta (ΔΤΔ), and Lambda Chi Alpha (ΛΧΑ)
- Sororities: Alpha Xi Delta (ΑΞΔ), Chi Omega (ΧΩ), Theta Phi Alpha (ΘΦΑ), and Sigma Kappa (ΣΚ)

STUDENT LEARNING & DEVELOPMENT TRANSCRIPT

The Student Learning & Development Transcript (SLDT) is managed by the Office of Campus Involvement. The SLDT provides students with a way to document and track all of the co-curricular activities they engage with and skills they develop at Marietta College. The program is Web-based, and housed in each student's MyMarietta page (Collaboration > Student Academics > Student Learning & Development Transcript). For any assistance, please contact a staff member in Campus Involvement. An SLDT may be sent free of charge to any outside entity: graduate school applications and internship sites are common destinations. Request your official SLDT through the portal at any time.

STUDENT EMPLOYMENT

Irvine Hall, 740-376-4501

Marietta College has four types of student employment, each of which is referred to by a color. 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 the 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 might be able to 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 Employment Handbook, which will be in your campus mailbox by the beginning of school 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 week. 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.

VENDING SERVICES

740-376-4380

Vending Services covers a range of necessities and services that benefit students, faculty and staff. Those include:

ATM

A twenty-four hour ATM machine is available in the Gathering Place and in the Chlapaty Café seating area in the Legacy Library. The machine will accept all major credit cards. There is a service charge for each transaction.

LAUNDRY AND VENDING

Laundry facilities and beverage machines are located in Marietta College residence halls. To report mechanical problems with any machine contact the Vending Hotline at 740-376-VEND (740-376-8363). If the nature of the problem you are reporting is an emergency, i.e. requiring immediate campus attention regarding beverage machines or washers/dryers, please contact Marietta College Police at (740) 376-3333.

MALFUNCTIONS AND REFUNDS

If you attempt to use a beverage vending machine or a washer or dryer and the unit does not function properly or if you deposit money in a unit and it does not dispense the requested product or otherwise operate, please call the Vending Hotline at 740-376-VEND (740-376-8363) to report the problem and, if appropriate, request a refund. You will be able to record your message. Please provide the following information when you call:

- Your name
- How you can be contacted
- Cell phone, e-mail address
- When you encountered the problem (time and date)
- Location of the problem unit (building, floor, etc.)
- Unit ID (washer and dryer only - each has a six digit ID tag located on the front of the machine)
- Nature of the problem

Items will be reported to our vendor on a daily basis to be corrected as soon as possible. If you are requesting a refund, you must first report the problem as described above, but may proceed at your discretion to the Cashier's Office in Irvine Hall to claim it. We will confirm problem reporting before issuing related refunds and will maintain records to identify units with repeat problems. Refunds for problems reported by 3:00 pm on a business day will be available during normal business hours the following day. Refunds are limited to \$3.00 for beverage machines.

DR. J MICHAEL HARDING CENTER FOR HEALTH AND WELLNESS (CHW)

Harrison Hall, 740-376-4477

The Dr. J. Michael Harding Center for Health and Wellness (CHW) is an integrated wellness center offering services in 3 areas: Health Services, Counseling and Psychological Services and Sexual Assault Prevention. The entrance to the facility is located on the 7th street side of Harrison Hall. The CHW is open Monday through Friday during the academic year from 9:00 am-5:00 pm. Walk-in and evening appointments may also be available. To schedule an appointment call 740-376-4477.

HEALTH SERVICES

The CHW's health center functions as an outpatient facility serving the medical needs of the students. These services are provided by licensed health-care providers, including a medical doctor, a physician assistant, and a registered nurse. There is no charge for most services including office visits. However, students will be responsible for any charges associated with lab work, X-rays, pharmaceuticals, supplies, and injections. All fees will be discussed with the student before services are provided.

Marietta College requires a complete health record be on file in the CHW. A completed health/immunization form must be completed by all incoming first year or transfer students. It is important to note that for any student who feels that they are experiencing or witnessing a medical emergency, call the Marietta College Police Department at 740-376-3333 or dial 911.

COUNSELING & PSYCHOLOGICAL SERVICES

The goal of the CHW's counseling and psychological services is to enhance your abilities to make more informed personal and academic decisions. The counseling staff consists of licensed mental health professionals who have experience working with college students. Individual and group counseling can encourage you to engage in new ways of thinking about academic, career, and personal issues. There is no charge to students for these services.

Issues that might bring you to CHW include, for example: adjustment to college life, study skills, time management, assertiveness, relationships with family, roommates, friends or significant others; eating, weight, and body image issues; drug or alcohol problems; self-esteem issues; experiences of grief or loss; adjusting to a different culture or language; feelings of depression or hopelessness; feelings of anxiety or panic; sexuality, sexual identity, or sexual orientation; motivation or achievement; coping with traumatic events or memories; or managing symptoms of a mental or physical illness or disability.

SEXUAL ASSAULT PREVENTION

The CHW provides leadership and guidance on sexual assault issues for the campus community with the objective of integrating awareness, understanding, and prevention/risk reduction behavior into the daily lives of Marietta College students. The CHW Sexual Assault Advocate is responsible for the educational components: campus and community partnerships, and review and development of Marietta College sexual assault prevention and response initiatives, including assault prevention covered at Orientation for parents and students before classes begin. Sexual assault/sexual misconduct education will also inform students about the following: 1) medical and mental health treatment, 2) help you report the offense to the police and inform you of how to pursue disciplinary action, 3) assist you with accessing academic support services, and 4) support you with emotional health and other needs.

HOW DO I MAKE AN APPOINTMENT?

Call 740-376-4477 during our business hours (9AM to 5PM). The receptionist will arrange for an initial session. The purpose of the initial session is to identify your problems and to explore how to best meet your needs. The counselor/medical provider that you meet with will explore with you the various options available to you and will help you to make a decision among these options. In an emergency, we work hard to see you as soon as possible. If you have any questions about any of our services, if you would like to consult about a situation, or if you would like to schedule an appointment, please give us a call. All appointments are confidential and no information is released to anyone without your permission. The obvious exceptions to confidentiality include cases that involve imminent harm and danger to you or to others. To make an appointment, call during office hours. In emergency situations, students generally can be seen almost immediately.

EMERGENCY CONTACT INFORMATION

College Sexual Assault Advocate	(740) 434-3457
Monday through Friday(CHW)	9:00 am – 5:00 pm: (740) 376-4477
Weekends & after 5:00 pm emergencies:	Call College Police Department: (740) 376-3333
Marietta Memorial Hospital ER	(740) 374-1400
Selby General Hospital ER	(740) 568-2000
(1106 Colegate Drive, Marietta, OH)	

ALCOHOL AND OTHER DRUG TREATMENT

SUBSTANCE ABUSE PREVENTION

The Dr. J. Michael Harding Center for Health and Wellness (CHW) provides educational opportunities and guidance on substance abuse issues for the campus community through outreach. Substance abuse and dependence prevention objectives are reached by providing the necessary resources to students for informed decision making. In addition to the efforts on behalf of the Center for Health and Wellness (CHW), the Coordinator of Substance Abuse Services is responsible for collaborating with the campus community on substance abuse initiatives, as well as evaluating the efficacy of existing prevention programs.

SUBSTANCE USE ASSESSMENT

When a student is charged with an Alcohol Policy violation, the student is referred for a substance use assessment (*see Alcohol Policy in Community Standards for further information*). The Center for Health and Wellness (CHW) works in conjunction with the Office of Community Standards, Rights, and Responsibilities to provide these assessments to enrolled Marietta College students. The assessments and treatment recommendations are strictly confidential and are not part of students' academic records. During the 60 minute clinical interview portion of the assessment, the counselor will ask the student questions about his/her substance use patterns, family history, friends, other social support, and any other psychological concerns. At the end of the assessment, the student and the counselor will work together to assess the risk of a current or potential alcohol/drug problem and identify ways the student can reduce their risk of any additional policy violations and negative consequences from alcohol/drugs. In addition to the substance abuse assessment, the student is free to discuss any other personal concerns. The counselor's focus is to assist you in any way possible, and it is not limited to the use of alcohol/drugs. The counselor may suggest additional services if they seem appropriate.

If a student is referred by the Office of Community Standards, Rights, and Responsibilities and does not come to their scheduled appointment, he/she may be required to schedule their substance abuse assessment with a designated community provider or drug and alcohol treatment facility. Alcohol/drug assessments do not have to be completed at the Center for Health and Wellness (CHW). Students may contact the Center for Health and Wellness (CHW) at 740-376-4477 for a list of designated community practitioners and drug and alcohol treatment facilities.

GROUP TREATMENT

Our Choices About Alcohol and Marijuana Education groups are for students contemplating making changes in their substance use. Members will evaluate their substance use and how it impacts their academics, relationships, and personal goals. Students attending either group may be self-referred, referred by parents, or by the Office of Community Standards, Rights, and Responsibilities. Any information disclosed in the group about the misuse of legal or illegal substances is strictly confidential.

AA MEETINGS IN THE COMMUNITY

The Center for Health and Wellness keeps an up to date list of community AA, NA and Alanon meetings. Please call the center at 740.376.4411 for more information.

COMMUTER STUDENT SERVICES

Andrews Hall, 740-376-4784

The purpose of Commuter Student Services is to enhance the quality of education for commuter students at Marietta College. Our office serves as a resource for all commuter students, including non-traditional and veteran students.

Commuter Lounge: The Lounge is located on the second floor of Gilman. This is a great place to relax between classes, get work done, and more!

Lockers: Available in Gilman. Please contact the Andrews Hall 1st Floor Information Desk (740-376-4784) to sign up.