



2012 - 2013 ACADEMIC CALENDAR

2012 Fall Semester

| | |
|---|--|
| Classes Begin | Monday, August 27 |
| Labor Day (Classes Held) | Monday, September 3 |
| Fall Family Day..... | Saturday, September 22 |
| Mid-Term | Friday, October 12 |
| Fall Break..... | Monday, October 15 – Tuesday, October 16 |
| Classes Resume..... | Wednesday, October 17 |
| Thanksgiving Break.. | Wednesday, November 21 – Sunday, November 25 |
| <i>(Begins at the end of all classes on Tuesday, November 20)</i> | |
| Classes Resume | Monday, November 26 |
| Classes End | Friday, December 7 |
| Final Exams | Monday, December 10 – Friday, December 14 |
| Semester Ends | Friday, December 14 |
| Commencement | Saturday, December 15 |

2013 Interim

| | |
|--|----------------------|
| Classes Begin..... | Wednesday, January 2 |
| Classes End..... | Thursday, January 17 |
| Final Exams and Last Day of Term | Friday, January 18 |

2013 Spring Semester

| | |
|--|--------------------------------------|
| Classes Begin | Monday, January 21 |
| Mid-Term | Friday, March 8 |
| Spring Break | Saturday, March 9 – Sunday, March 17 |
| <i>(Begins at the end of all classes on Friday, March 8)</i> | |
| Classes Resume | Monday, March 18 |
| Good Friday – No Classes | Friday, March 29 |
| Last Day of Classes- Friday Class Schedule | Monday, May 6 |
| Reading Day | Tuesday, May 7 |
| Final Exams | Wednesday, May 8 – Tuesday, May 14 |
| Semester Ends | Tuesday, May 14 |
| Baccalaureate | Saturday, May 18 |
| Commencement | Sunday, May 19 |



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Dear Students,

Welcome to Albright College!

We are optimistic that you will have a wonderful year of inquiry, learning, thinking and connecting. Albright is a close community where faculty, students, administration, staff and community members regularly interact with one another, creating a warm and exciting environment. Indeed, it is a privilege to be a part of this community. I know that you've worked hard to get here, and I'm sure that your hard work will continue.

This handbook has been designed to orient you to campus, provide you with resources, and educate you about campus policies that contribute to an environment of civility and respect. Please review and keep as a reference. You may want to add this link as a favorite for easy access.

Please let us know how you are doing and how we can help you achieve your goals. Remember to take time to explore, think, reflect and enjoy. In addition to our residential learning community, the city of Reading is rich with opportunities for cultural and educational learning. Take advantage of it! We hope you'll get involved, make new friends and learn new things – this is just the beginning!

Best wishes for a successful year. I'll see you around campus!

A handwritten signature in black ink, written in a cursive style. The name 'Gina-Lyn Crance' is clearly legible, with a long, sweeping underline that extends to the right.

Gina-Lyn Crance, Ed.D.

Vice President for Student Affairs and Dean of Students



Dear Albright Students,

Welcome to Albright! I am delighted you have chosen to join our community. Starting college means many demands and opportunities, but chief among them is your academic progress. I ask you to commit to Albright's learning goals and keep them in the foreground during your time at Albright. These include the ability to ask meaningful questions about complex issues and to develop reasoned solutions, to think critically and with discernment, to communicate effectively and to serve your community and contribute to the greater good. With regard to our values, I share with you a section of the Albright Strategic Plan (2007) describing the College seal.

Imprinted on the seal are the words *Veritas et Justitia*, accompanied by the symbols of the lamp of knowledge, the open book and the laurel wreath. The open book affirms the value we place on academic freedom, in which all forms of truth may be pursued with rigor, candor, and openness, free from external restrictions but always subject to inspection, criticism, and modification according to the canons of research and reason. The open book, covering the lamp of knowledge, invites each of us to take up the book personally, light the lamp, and read for ourselves. This lamp of knowledge, with its suggestion of enlightened guidance, thus affirms the value we place on wisdom and understanding as the basis for leadership in life, including leadership in personal, professional, religious and civic affairs. A stack of books rests next to the lamp of knowledge, symbolizing the value we place on the interrelationship and interdependency of all forms of knowledge and on the vital contribution that every person, of whatever background or tradition, can make to the learning enterprise. The phrase "truth and justice" points not only to the value we place on each of these ideals, but also to their mutual connectedness. We affirm that the search for knowledge should not be separated from the search for wise and just solutions in human affairs and in the conservation of the natural world. The combined pursuit of truth and justice means we honor, nurture, and celebrate human diversity in all its forms and call into question whatever negates or endangers the dignity and worth of the human spirit. The laurel wreath suggests the pride that we have in our tradition of liberal arts and sciences learning and in its enduring importance. It symbolizes our desire that the passion for knowledge, wisdom, skill, and virtue [*arête*] will serve as the basis for lifelong endeavors and achievements.

At Albright, we strive to provide an engaging, challenging and nurturing academic community in which you will acquire the capacities, receive the support, and enjoy the freedom to realize your potential and achieve your dreams. I look forward to getting to know you.

Sincerely,

A handwritten signature in cursive script, reading "Andrea Chapdelaine". The signature is written in black ink and includes a long, horizontal flourish extending to the right.

Andrea Chapdelaine, Ph.D.
Provost and Vice President of Academic Affairs



Welcome Albrightians!

On behalf of the Student Government Association, it is my pleasure to welcome you to our campus for the 2012-2013 academic year. With the days of summer fun behind us, it is time for us to redirect our focus on the many opportunities and activities that Albright College has to offer this year. I would like to take this time to give a special welcome to the Class of 2016 as well as the incoming transfer students, the newest additions to our Albright family. I would also like to thank the Class of 2013 for their contributions to student life at Albright in the past three years and in the year to come.

What does it truly mean to be an Albrightian? Albrightians are leaders, academically and socially. They are students willing to be active participants in the collegiate and local community, and always ask questions, constantly striving to strengthen the bonds that tie the social fabric of Albright together. No matter what, whether you are confident in your future career path or you have no concrete plans after college, you have the potential to be an active member of this College.

So, step out of your comfort zone and join an organization that has absolutely no relation to your academic concentration for the sheer enjoyment that it brings to you. Being a part of this community is not just about being a student, it is about the relationships that you foster with your faculty, your administrators, your staff, and most importantly your friends.

Sincerely,

Matt Bauer '13
President, Student Government Association



I. STUDENT RESOURCES

A. Academic Learning Center and Disability Services

The Academic Learning Center (ALC) provides all Albright students with the opportunity to enhance their academic careers. Our internationally certified and professional Peer Tutoring Program offers three levels of FREE tutoring services: individual tutoring, walk-in office hours and study groups. Tutoring is offered for many of our general education courses and tutoring requests are submitted online at the ALC web site. Academic skills workshops and other study skills programming offer students avenues to succeed at a higher level in their coursework. Workshops are often presented by faculty and include topics such as time management, learning styles, note-taking skills and exam strategies. The ALC is committed to assisting students through one-on-one academic consultation and in conjunction with students' academic advisers, facilitating academic planning and success. In addition, the ALC is the office that manages Disability Services and an academic success program for students placed on academic probation.

Albright College ensures that students with disabilities have equal opportunity to participate in its programs and activities, in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act and encourages students to request accommodations for which they qualify. Albright College offers disability services and accommodations for qualified students through the ALC, which handles all requests for academic accommodations and makes referrals to other college units as needed. The ALC is committed to providing timely, individual assessment of student needs and promotes self-advocacy and intentional learning among all students, especially disabled students. Students must schedule an appointment with an ALC staff member, submit current clinical documentation, and complete the accommodation registration form. To get started with this process, visit the ALC for an appointment. The ALC is located in the basement level of the Administration Building, B-07 and can be reached via phone at 610-921-7662, via e-mail at: academiclearningcenter@albright.edu. Visit the ALC web site at www.albright.edu/academic/alc.html for documentation guideline standards.

B. Bookstore

The bookstore is located in the Campus Center. Supplying textbooks is the prime function of the bookstore, although other items are available for purchase. These items include all school supplies (notebooks, pencils, etc.), greeting cards, imprinted sportswear, ceramics and glassware, magazines, cold drinks, snacks, and many other items. Gift cards, Mylar balloons and UPS shipping anywhere in the United States are available. Payments can be made using cash, personal checks with one form of photo ID, Albright DBA, Albright charge, or MasterCard, VISA, American Express and Discover card.

The bookstore hours are Monday through Friday, 8 a.m. to 5 p.m. Saturday hours will be observed on special occasions such as Homecoming, Family Weekend, Open Houses, Graduation and the start of each semester, or as posted.

You can take advantage of ordering merchandise and textbooks online by going to our web site: www.albright.bncollege.com.

C. Communications

1. Mail



Letters, magazines and pertinent campus communications are distributed weekday mornings, except holidays, in student mailboxes in the lower level of the Campus Center behind Jake's Place.

Students receiving package notification may pick up the item with proper Albright ID at the mail room window, weekdays from 10:30 a.m. to 5 p.m. To ensure that their mail and packages reach them efficiently and as promptly as possible, students should inform parents, friends and businesses the importance of indicating their NAME and BOX NUMBER on all incoming mail and packages. Nicknames and aliases should not be used on mail; proper names only. The mailroom should be notified of name changes due to marriage or divorce.

To expedite the processing of intercampus mail, multiple mailings should be in box number sequence. Stamped mail weighing more than 13 ounces has to be taken to the Post Office. Some international mail may require customs forms.

All express carriers (FedEx, UPS, DHL) need a street address. Be sure to use the following format for these carriers:

STUDENT'S NAME (BOX #)

Albright College
13th & Bern Streets
Reading, PA 19604

When submitting an address to the cable company or bank, students are required to use their box number, not their residence hall room number.

The following full address block should be used for U.S. mail:

STUDENT'S NAME (BOX #)

Albright College
13th & Bern Streets
P.O. Box 15234
Reading, PA 19612-5234

Note: In an emergency you can pick up Express mail at the Box Section window at the Gus Yatron Post Office located at 2100 North 13th Street. Hours of operation for the Box Section window are 6 a.m. to 1 p.m. Monday through Friday and 6 a.m. to 12:30 p.m. on Saturday. The retail window at the Post Office is open 8 a.m. to 6 p.m. Monday through Friday and 8 a.m. to 3 p.m. on Saturday.

2. Telephone System

Local telephone service will only be provided to residence hall rooms upon student request. For emergency purposes and college business, this service will be provided to RA rooms, common areas, and the following residence hall rooms: Albright Court Rooms B-1 thru B-3; Krause Hall Rooms 1 thru 17; and Walton Hall Rooms 1 thru 14.

If you do not have a cell phone, or have a limited cell phone plan, and would like to request this service please contact Telecommunications at 610-921-7676 or helpdesk@alb.edu. Please note that only local telephone service will be provided upon request, and this does not include long distance service or voicemail. Students must bring their own phones and answering machines, and should purchase a calling card if necessary.

For students with local phone service in their room, each student on campus will have an individual extension that is the student's mailbox per the chart below. To receive a call from



outside the Albright campus, the caller would need to dial 610-921-7200. When the Albright announcement starts to play, the dialer would need to dial your extension number.

| Student Mailbox Number | Extension/Voicemail |
|------------------------|---------------------|
| 1-999 | 5001-5999 |
| 1000-1999 | 1000-1999 |

Examples: mailbox 7 = ext. 5007; mailbox 123 = ext. 5123 mailbox 1024 = ext. 1024

D. Commuter Student Services

Commuting students will find opportunities for study, relaxation and socialization in the Pine Room, the day students' lounge located on the ground level of the north wing of Selwyn Hall. Students also frequent Jake's Place for breakfast or lunch and may purchase meals in the dining hall. Commuters are encouraged to join the Commuter Student Association and to become involved in all areas of campus life. If you have problems or concerns, please contact the director of student activities, Brad Smith, at 610-921-6637 or bsmith@alb.edu.

E. Counseling Center

The counseling center offers **free** and **confidential** services by licensed professionals. The Counseling Center can be found in the rear of the Gable Health and Counseling Center Building located at 1829 Linden Street. During the academic year, appointments are available Monday-Thursday from 10 a.m. until 6 p.m.; Fridays from 9 a.m. until 5 p.m. contacting the secretary at 610-921-7532. It should be noted that the Counseling Center is closed during the summer session. Further, the Counseling Center staff does NOT provide 24-hour coverage. If you are experiencing a mental health emergency and need immediate assistance, please go directly to the Public Safety Office, use one of the yellow emergency phones on campus or call 610-921-7670.

The counseling process is designed to help students address concerns that may be interfering with their personal growth, development or academic success, including but not limited to adjusting to college life, stress and time management, anxiety, depression, family and relationship issues, crisis intervention, and addiction. It involves a therapeutic relationship between the student and a trained counselor who has the desire and willingness to help students accomplish individual goals, come to a greater understanding of one self and learn effective personal and interpersonal success strategies.

Currently enrolled full-time day undergraduate students, graduate students and accelerated degree students who are enrolled on the main campus are entitled to the services of the center. The initial appointment(s) involve screening, assessment and establishing a plan. Albright's model is a brief therapy model, with most students receiving a maximum of eight sessions. Students may be referred to off-campus health, mental health or substance-abuse professionals for longer-term, more intensive services as necessary. Students are solely responsible for all payments involving off-campus treatment, which may or may not involve insurance.

The Counseling Center provides programming relating to the mental health of the campus community. Topics include but are not limited to dealing with stress, substance abuse, creating and developing healthier relationships and lifestyles, protecting oneself from sexual assault, eating disorders, learning how to communicate effectively, suicide prevention, coping with



depression, transitions, and grief and loss. Requests should be made to the director and require a minimum of two weeks notice.

F. Experiential Learning and Career Development Center

The Experiential Learning and Career Development Center, located in Geiser House, 1817 Linden Street next door to Gable Health and Counseling Center, is open from 8 a.m. to 5 p.m., Monday through Friday, with evening hours by appointment. The center provides a variety of services, programs, special events and workshops to assist students with experiential learning opportunities, career development and post-graduation planning. At the Experiential Learning and Career Development Center, students can obtain information about all of their career related needs (choosing a concentration, career options, resume/cover letter/interviewing skills, graduate/professional school research and application), Study Abroad/Off Campus, Albright Creative Research Experience (ACRE), and the Honors Program. Individual study abroad/off campus advising as well as career counseling are available by appointment. The resource library has information on the following topics: study abroad/off campus programs; occupational information, including salaries and employment projections; resume writing; and graduate/professional schools. An extensive workshop schedule is offered each semester, including concentration/career options, resume writing, interviewing and job/internship searching. The center also coordinates special alumni panel presentations and programs in collaboration with academic departments. Each academic year the Experiential Learning and Career Development Center also hosts five fairs. In the fall, Graduate/Professional School Day enables representatives to recruit Albright students for admission to their programs. During the spring, students can participate in the Study Abroad/Off Campus fair where representatives from study abroad/off campus program providers and faculty members offering faculty-led study abroad opportunities will be available to answer students' questions.

Students also participate in The Lehigh Valley Collegiate Career Expo (LVCCE), The Horizons Job and Internship Fair, and Teacher Recruitment Day (TRD) each spring. Students also have the opportunity to register for our on-campus recruiting program, which enables them to meet with employers seeking applicants for a wide variety of internship and career positions. Students are able to search for jobs, internships and mentors by accessing ASK JIM (Jobs, Internships, Mentors). Visit us online at www.albright.edu/elcdc for more information about our services. Students are strongly encouraged to begin their career planning during their first year at Albright. The center may be reached by telephone at 610-921-7630 or by e-mail at elcdc@alb.edu.

G. Fitness - Schumo Center for Fitness and Well-Being

The Schumo Center for Fitness and Well-Being is a new state-of-the art wellness facility that offers students the opportunity for fitness, relaxation, education and community. Students are able to schedule a massage or partake in a large variety of fitness classes, from kickboxing to yoga. Peg's, the Café at Schumo, offers a menu rich with healthy meals and snacks to rejuvenate our students' bodies and souls. For information regarding hours and available programs, please contact the front desk at 610-929-6715.

H. Food Service

All resident students, except those assigned to Albright Woods Apartments, must participate in one of the on-campus meal plans. Albright Woods residents and commuter students may select any plan offered. Several meal options are available to students who have special needs because



of class or work schedules, co-curricular activities, special diets, or diets related to religious beliefs. In all cases, contact the Food Service office at 610-921-7525.

1. Student Identification Card

To facilitate your entry to the dining hall, your card needs to be displayed at the door checker station and swiped through the card reader. If you do not have your card, your access to goods and services may be denied. Balances on your ID card can be checked at any dining terminal or at the Student Accounts office.

Door checkers are at the door to prevent unauthorized entrance to the Dining Hall. Please cooperate with them and help them maintain these important practices.

2. Dining Service Policies

We encourage and welcome all guests to the dining hall. We accept cash, bonus dollars, and declining balance accounts.

For your safety and a pleasurable dining experience, proper dress is required.

Food and beverages may not be removed from the dining hall without authorization from Food Service management.

Please return your tray and dishes to the dish room when you are finished eating. Thank you for your consideration in leaving the table presentable for our next guests.

Inappropriate behavior such as throwing food will not be tolerated. Offenders will be referred to the dean of students for judicial proceedings.

3. Alternate Meal Options

a. Grab and Go: This year Campus Dining is re-introducing our Grab'n'Go in a new format. Students who are interested in this program may make a one-time purchase (\$3.50) of the "Clamshell", a reusable container that will hold hot or cold foods. Along with the "Clamshell" comes a to-go cup for a beverage. Students may visit the stations of their choice and fill the container along with a beverage. As stated, the container is reusable and must be returned on the next visit to receive a "Clean Clamshell" from the Cashier. If you do forget your "Clamshell" you will be required to purchase a new one. All students using the Grab'n'Go will hand their I.D. card to the Cashier and have 10 minutes in which to gather food and drink, return to the Cashier Station and retrieve their I.D. card before leaving the Dining Hall.

b. Jake's Pass: Students with schedule conflicts can prearrange to extend their meal plan at Jake's Place. You can sign up in the Dining Service Office. We require a copy of your class schedule or letter/e-mail from your employer confirming the meal conflict.

c. Meal credits can be applied to your catering event. Please plan at least two weeks ahead and provide a list of all attendees. The credits do not apply if the meal period sacrificed is attended after all. For more info: 610-921-7525.

4. Dining Service Directory

| | |
|-----------------------------|------|
| Catering Coordinator | 7606 |
| Dining Hall Supervisor | 7602 |
| Director of Dining Services | 7603 |
| General Dining Services | 7525 |



| | |
|--------------------|------|
| General Manager | 6680 |
| Head Chef | 7574 |
| Production Manager | 7604 |
| Retail Operations | 6782 |

I. Health Services - Gable Health Center

Medical attention is available on campus through the Gable Health and Counseling Center. The office is open Monday through Friday, and patients are seen by appointment. The center is staffed with a medical doctor, a nurse practitioner, and two medical assistants. Should a medical emergency occur when the Health Center is closed, the Office of Public Safety will assist in arranging for transportation to a local hospital.

All students must submit a medical history, physical, and immunization information to the Gable Health Center. Pennsylvania state law mandates that all students living in the residence halls must either submit proof that they received the meningococcal vaccine or sign a waiver at the Health Center declining the vaccination.

Primary health insurance coverage is the responsibility of the student and parent. Information regarding the health insurance must be registered yearly at the Health Center. If you do not have health insurance and are interested in purchasing it, please contact the Gable Health Center at 610-921-7532 for further information. Please visit the Gable Health Center web site for health and wellness-related information at <http://www.alb.edu/resources/healthcenter/index.html>.

The Gable Health Center maintains strict standards around privacy and confidentiality. All information about you and your contact with the Gable Health Center is private and confidential. Confidentiality requirements contained in Federal regulations do not permit the College to disclose medical information pertaining to students/patients over the age of eighteen to anyone, including family members unless we receive the student's explicit permission and consent. Information about medical services rendered to you by the Gable Health Center should be provided to others (parents and college personnel) directly by you. It must be noted that if there is a serious risk of harm to oneself or to others, a health care provider may take action and disclose appropriate health information to protect the person(s) at risk of harm or to assist in their emergency health care.

1. Temporary Medical Conditions

Students occupying residential housing who acquire a temporary illness or medical condition that requires monitoring and attention of a nature that is over and above the capabilities of the residential housing staff and services that are routinely provided by the Gable Health Center will be asked to leave residential housing within 48 hours unless additional time is approved by the vice president for student affairs and dean of students.

J. Information Technology Services (ITS)

The Information Technology Services Department is located in the lower level of the Center for Computing and Mathematics (CCM), which also houses the following computer equipment for student use:

- Windows Workstations
- Mac Workstations
- Networked Laser Printers
- Color Scanners



Students with valid ID have free access to this facility during the following hours: spring and fall semesters, Monday through Thursday, 8 a.m. to 12 a.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 10 a.m. to 6 p.m.; and Sunday, 12 p.m. to 12 a.m. Interim and summer session hours are posted during those sessions. The CCM is open extra hours at the end of each semester and is closed for most academic breaks. Guests are not permitted in the computer labs at any time. Please read the Technology Acceptable Use Policy.

To receive more information about computing resources on campus, please call the IT Services Helpdesk at 610-921-7676. Several other computer labs on campus house similar equipment, some of which is available for general student use. Locations for these labs may be found on the IT Services web site at www.albright.edu/itservices. For a schedule of open hours at any of these labs, please contact the appropriate building secretary.

1. Other important services provided by the CCM include:

a. IT Help Desk: (610-921-7676 or helpdesk@alb.edu) - Located in the lower level of the CCM building, where it is now available during a greater span of hours with much improved ADA access. Our hours are Monday-Thursday, 8 a.m.-12 a.m.; Friday, 8 a.m.-5 p.m.; Saturday, 10 a.m.- 6 p.m.; and Sunday, 12 p.m.-12 a.m.

Students with a valid Albright ID card may visit the Help Desk to obtain their network/e-mail accounts and passwords.

b. Media Services: Media Services provides support for students, staff and faculty who wish to use technology in their academic activities and work. Services include AV equipment loaning, classroom technology support and one on one equipment training. Our hours of operation for equipment and support are Monday-Thursday, 8 a.m.-10 p.m.; Friday, 8 a.m.-5 p.m.; Saturday, 10 a.m.- 6 p.m.; and Sunday, 12 p.m.-12 a.m.

c. Student computing support: Staff technicians can help resolve general network and Internet connectivity problems in the residence halls. Technicians are available at the Help Desk during normal operating hours or by appointment only, Monday through Friday, 8 a.m. to 5 p.m. To schedule an appointment, please contact the IT Help Desk.

d. Student help desk: A member of the Albright student lab consultant's staff is available in the CCM during all lab hours to help students. These students have experience with most of the available software packages and are trained to answer students' questions and resolve problems. New students are hired for this position at the beginning and end of each academic session. Students interested in employment may inquire through the IT Help Desk.

K. Library Services – The F. Wilbur Gingrich Library

The Gingrich Library is an integral part of a student's academic experience and is interested in ensuring that students succeed academically. The staff gives highest priority to assisting students in their use of information and the library, so that the pattern of critically reading and researching information is instilled in all students.

Located in the Library/Administration Building, the library offers a wide range of services, facilities and resources. The library houses a collection of more than 250,000 books, periodical volumes, as well as over 100,000 records, microfilms, audiovisual materials and multimedia items; receives more than 38,000 magazine and journal titles in paper or online format; and can access almost 100,000 books in electronic format.



Reference, circulation, course reserves, current periodicals, leisure reading, DVD collections, Internet access, interlibrary loan services and the microform collection are on the main floor. The general collection is housed on the second and third floors. The Nolan Room/Holocaust Resource Center, Archives & Special Collections, Educational Materials Center, and group study rooms are located on the second floor. The College supports a small science library/study area in Room 350 of the newly renovated Science Center.

While classes are in session during the fall and spring semesters, the Gingrich Library is open Monday through Thursday from 7:30 a.m. to midnight, Friday from 7:30 a.m. to 7 p.m., Saturday from 10 a.m. to 7 p.m., and Sunday from 10 a.m. to midnight. These hours are posted online on the library web site and are available by telephone at 610-921-7219. During examination periods, the library extends its hours. Hours for Interim and summer session and other special times are posted on the website and available by telephone.

The library maintains group study rooms, study carrels, comfortable chairs, and some small table areas to accommodate various study habits. The lobby area contains food and drink vending machines, a courtesy college phone and a free (help yourself) book shelf.

The services offered by the library include, but are not limited to:

- Instruction and research assistance in using resources in the library and on the Internet.
- Research/reference support via telephone (610-921-7202); email (LibraryRef@alb.edu) or in person.
- Access from the Internet and campus network to the library catalog and citation and full-text databases.
- Access to the hi-speed college wireless network.
- Access to printing from library computers
- Circulation of books, electronic books, and audiovisual materials
- Access to scanners that allow scanning of various materials - one scanner allows output to email or flash drives
- Photocopying from microform or print originals by using cash or the College ID with a declining balance account (DBA).
- Access to library programming that may carry Experience credit.
- Ability to use materials not found at Albright since the library cooperates with other academic libraries via the ILLiad (interlibrary loan) service, where the Albright Library borrows items it does not own for the students.
- Reciprocal borrowing privileges at other academic libraries such as Kutztown University, Bucknell University, Franklin and Marshall College, Gettysburg College, Susquehanna University, Millersville University, as well as local colleges such as Alvernia and Penn State Berks Campus.
- Special assistance for physically challenged students.

Additional services and support options are available via the library LION website at library.albright.edu.

All new students are issued a College ID card by the beginning of their classes. That card also functions as the library card and is used to borrow materials from the library or obtain course



materials from reserve. College ID cards are used during the student's entire undergraduate experience and can be updated for restricted use when they become alumni. Students who fail to receive an ID card should contact the Office of Public Safety. Access to the computer network,

ILLiad and remote access to the library databases uses the college's LIONLink account username and password for authentication.

The following library instructions apply for all students:

- Each student is responsible for all materials borrowed on his/her card, including fines incurred and charges for lost or damaged materials.
- As a safety and security measure, students may be asked to present their college ID at any time while they are using the library.
- Loss or theft of the card must be reported to the Office of Public Safety and the library immediately.
- In order to use their IDs as swipe cards on the library photocopiers, students must create a declining balance account (DBA) with the Student Accounts.
- Drinks in covered containers and foods such as those sold in the library vending machine are allowed in the library. Patrons should report any spilling at the circulation desk and clean up any space they use.

In addition to library services, the library provides assistance in using Moodle, web-based software for classroom support. Support for Moodle can be obtained by contacting moodle@alb.edu or calling 610-921-7202 (library Reference Desk). Support for accessing Moodle via LIONLink can be obtained by contacting the HelpDesk (helpdesk@alb.edu), calling 610-921-7676 (ITS Department) or checking the LION web page at library.albright.edu/moodle.

L. Multicultural Office

The Office of Multicultural Affairs strives to support and empower students of all backgrounds. The office provides educational and inclusive programming, advisement, and other services that promote cultural awareness. Our goal is to work with the campus community in order to encourage academic, cultural, and personal growth. We welcome differences in age, race, ethnicity, disability, gender, religion, sexual orientation, socio-economic background, and geographic origin. While this office services the greater Albright community to enhance the goals of multiculturalism, specific focus and attention is placed on all students enrolled at Albright College.

M. Ombudsman

Students and advisers should follow the proper hierarchy when seeking a solution to a problem or concern. It is never advisable to contact the vice president or president first; they will expect you to first contact those who are more directly involved with your concern.

If an advisee believes that he/she has exhausted all appropriate avenues and the concern has not been properly addressed, then he/she should contact the College-appointed student ombudsmen, Samantha Wesner, assistant dean of students and Chaplain Paul Clark. They will act as the advisee's spokesperson. Ms. Wesner can be contacted at 610-921-7532 or at swesner@alb.edu and Chaplain Clark is available at 610-921-7716 or at pclark@alb.edu.



N. Public Safety

1. Our Mission

The Office of Public Safety is committed to providing an educational environment that ensures that the safety of students, faculty, staff and guests is protected within the available resources and through the adherence of rules and regulations promulgated by the College. Within the means available, the department will protect the physical assets of the College and foster an attitude of cooperation with the community at large.

To maintain this safe environment, the department employs a complement of full-time sworn police officers, security officers and part-time auxiliary officers, as well as an appropriate number of student security officers. With this staff, the department is able to provide 24-hour-a-day service, every day of the year.

The Office of Public Safety is located at the corner of College Avenue and Linden Street. If calling from a College telephone, the emergency telephone number for immediate access to the office when using an on-campus telephone is 311. In the event of a campus wide power outage dial 610-921-2277. Emergency telephones strategically located throughout the campus can be accessed in emergencies by pressing the red key button. These telephones also provide local calling capabilities.

All public safety officers are CPR, first aid and automated external defibrillator certified. A defibrillator is available in the Public Safety Office, as well as other on-campus locations, if an emergency situation requires its use.

The Office of Public Safety will transport any student in need of medical treatment to the local hospital or to a physician's office. The charge for this service is \$20. An escort service is provided throughout the year and during the hours of darkness.

2. Nationwide Alerts

As the federal government regulates the nationwide alert system, we need to be sensitive from a local perspective. The following initiatives have taken place on the Albright campus:

- a.** A campus-wide Emergency Response Plan has been developed for numerous situations that could occur on our campus.
- b.** All public safety officers have been trained in appropriate responses to any given emergency on campus.
- c.** Albright's assistant housing directors and resident assistants have received CPR certification and first aid training.
- d.** We have taken additional precautions at public events held on campus. We continue to monitor national and international developments, and are committed to maintaining the safest environment possible.
- e.** The College has implemented a text messaging system that provides critical information to anyone in the Albright community who has registered for this free service. To register your cell phone with E2 campus, contact the Help Desk in IT Services and they will provide instructions.
- f.** If a major emergency should occur, public safety officers will make immediate contact with the assistant housing directors, who in turn will contact the resident assistants. The information available will be disseminated quickly to all students.



3. The Albright community can assist as we attempt to heighten our own level of security by adhering to the following:

- a. Always be aware of anyone trying to gain access to a building when those on campus do not know the person(s). Never prop open locked doors.
- b. Anything of a suspicious nature should be immediately reported to Public Safety. Some have already assisted in this way in the recent past. As a result, several persons have been apprehended attempting to break into vehicles owned by our students. We depend on everyone to help us with this security effort.

4. College Identification Card (ID)

The Office of Public Safety issues to all incoming freshmen and transfer students a personal ID/access card with photograph. This card must be carried at all times while on campus. When asked by any Albright College official to produce identification, this card must be presented. This requirement is a security measure to ensure that only those who are authorized to be on campus can be identified. It provides access to the residence hall occupied by the owner of the card, as well as access to the library, dining hall, bookstore and various campus activities. The cost to replace a lost or misplaced identification/access card is \$10. This cost is not refundable if the missing card is found at a later date.

Access to residence halls can only be accomplished through a photo ID/access card. Propping of doors or allowing access to the building to non-registered or unauthorized persons jeopardizes the safety and integrity of the building and its occupants. Violators will be subject to a \$300 fine and/or a disciplinary hearing.

5. Escort Service

The Office of Public Safety provides an escort service seven days per week to all students during the hours of darkness. This service is only provided for on-campus escorts. Because of other responsibilities, it is impossible to provide transportation to areas such as airports, bus terminals or train stations.

The escort service will pick up students at the following locations at the following times, beginning at 8 p.m.

| | |
|----------------|---|
| Albright Court | :00 |
| The Library | :05 after the hour |
| Walton Hall | :10 after the hour |
| Mohn Hall | :15 after the hour |
| Woods (Stop 1) | :20 after the hour (at the parking lot between Apts. H and I) |
| Woods (Stop 2) | :25 after the hour (by Woods Apt.) |

This rotation will continue between the hours of 8 p.m. and 2 a.m. After these hours, a walking escort may be requested. Note: Groups of four or more individuals who are going to the same location will not be given an escort.

A walking escort may be requested any time after dark and will be given by an officer. There may be times when an immediate response may not be possible, due to other responsibilities or emergencies requiring the officers' attention. An officer will respond as quickly as possible.



Students are encouraged not to walk alone at night and to utilize the escort services provided by Public Safety.

6. Inspection and Legal Entry

Albright College is sensitive to student needs for privacy. However, the College is liable to civil authorities for behavior within its residence halls and apartments. College officials reserve the right to enter any room at any time for purposes of inspection or to call attention to any violation of the general regulations.

Any time a College official enters a room and finds a College policy being violated, that room may become subject to further search if warranted by the situation. Closets and dresser drawers also may be opened and searched.

Rooms may be entered in the event of an emergency where a person's well-being or health may be threatened, or when personal or College property is thought to be in immediate danger.

7. Keys

Keys are nontransferable and must be returned when a student vacates housing. Students assume a significant responsibility for safeguarding keys entrusted to them. The replacement cost for lost or broken keys, or the turning in of an unauthorized duplicated key, is \$25.

Students residing in the residence halls on campus, including Crowell Hall, Krause Hall, North Hall and Smith Hall, will be assigned combinations for individual rooms. Combinations should be kept confidential. Should it be necessary to change a combination a second time because of a breach of confidentiality violation, the student will be assessed a fee of \$25. There is no charge to students if the combination is changed per an administrative request.

8. Lost and Found

Items may be claimed, with proper identification, at the Public Safety Office. If you find a lost item, please take it to the Public Safety Office. Items will be kept for 30 days.

9. Insurance Protection

Albright College does NOT provide property insurance for the loss or damage of personal property of Albright residential or commuting students anywhere on campus. Students and parents should consult with their personal insurance agents to review their existing homeowner's or tenant's insurance policies to determine if appropriate insurance protections are provided for personal property brought to and used on the Albright campus.

If consultations reveal that no such protection exists, each student is urged to obtain such coverage by obtaining an insurance rider to an existing policy or coverage through a separate policy. Should the student not have an insurance agent or wish to compare premiums, coverage is available through National Student Services, Inc.

This company, located in Stillwater, Okla., provides personal effects coverage at a nominal cost. For more information, contact the Office of Housing and Residential Life.

10. Securing the Campus

Over the past several years, several officers within the Department of Public Safety, who have received Act 120 Certification or its equivalent, have become sworn police officers through the Berks County Court of Common Pleas. This was accomplished in order to provide a safer environment for everyone on the Albright College campus. Now, if a criminal from the community attempts to commit a crime on campus, these officers have the authority to detain and arrest them.



11. Snow and Other Emergency Situations

- a. When you hear that we have a late opening, this is what it means:
- **One-Hour Delay/Late Opening:** All classes before 9 a.m. are cancelled. Students report to their regularly scheduled 9 a.m. classes on MWF and 9:30 a.m. classes on T/TH. All offices open as soon as possible, but no later than 9 a.m.
 - **Two-Hour Delay/Late Opening:** All classes before 10 a.m. are cancelled. Students report to their regularly scheduled 10 a.m. classes on MWF and 11 a.m. classes on T/TH. All offices open as soon as possible, but no later than 10 a.m.
 - **Evening Classes Cancelled:** All classes on the main campus that begin at 5 p.m. and after.
 - **Activities, athletic events or individual facilities** may be closed or cancelled even when the College is open. Individual events may take place even when classes are cancelled.
 - **Status may change.** For example, a one-hour delay may later change to a two-hour or more delay or change to a closing. Late-afternoon and evening classes may be cancelled even if the College has been open all day.
 - **Faculty and Staff:** Employees may be required to report even when classes are cancelled.
 - **Accelerated Degree Program (ADP) locations,** call the ADP Office at 1-888-253-8851 for continuously updated information about closings in all ADP locations.

b. How to Find Out What's Happening

PLEASE NOTE: e2Campus text message, web and the hot line are the first places where information is posted and updated!

- 1) **e2Campus text message:** A brief text message will be sent to everyone signed up for the emergency text messaging system, e2Campus, and direct you where to find more detailed information. **To sign up for e2Campus, please visit <http://www.e2campus.com/my/alb/signup.htm>**
- 2) **Online:** Check the Albright web site at www.albright.edu.
- 3) **Call the Albright hot line:** x7800 or 610-921-7800. Information is posted and updated as necessary.
- 4) **Listen to Your Local Radio or TV Station** (Please do not rely on this as your first source of information.) **Reading:** WEEU (830AM); Y102 (102FM); WRAW (1340 AM); WIOV (105 FM). **Allentown:** WFMZ, Ch. 69 News; B104 (104 FM); WLEV (100.7 FM); WCTO (Cat County 96 FM); WEST (1400 AM); WODE (99.9 FM “The Hawk”) **Boyletown:** WFKB (107. 5 FM); **Harrisburg:** UPN 15/WHP Ch. 21 CBS; WITF Ch. 33; WITF (89.5 FM); WHP 580 AM; WRVV (97.3 FM “The River”); BOB (94.9 AM); KISS (99.3 FM); **Lancaster:** WGAL (Ch. 8); WLAN (97 FM); WROZ (101 FM “The Rose”); WIOV (105.1 FM); **Philadelphia:** KYW Radio (1060 AM) – listen for #1481; KYW TV 3; WCAU NBC 10.

O. Religious Activities and On-Campus Worship

The College seeks to provide opportunities in which students can reflect upon religious and moral questions and issues. In addition to the work of the Chaplain's Office, student religious groups representing the Jewish, Muslim, Protestant and Catholic traditions offer a variety of



means through which students can explore personal and social issues of faith.

For counseling appointments or other items that may require a specific block of time, please contact the chaplain at 610-921-7708 to schedule an appointment during office hours (9:30 a.m. – 6:30 p.m.). The office of the Albright College chaplain and director of the Multi-Faith Center is located in the lower level of Memorial Chapel. The Multi-Faith Center is located at 1811 Linden Street.

1. Buddhist Faith

Both Zen and Tibetan Buddhists serve as associate chaplains on Albright's campus. Please contact the Chaplain's Office at x7708 for more details.

2. Catholic Eucharist

Please contact the chaplain for a schedule of when the Mass will be celebrated on Sundays in Kachel Chapel. (The chapel is located in Teel Hall. Enter by the door facing the Computer Center.) The Mass comes to campus led by the priest assigned to Kutztown University and Albright College, Father Brensinger.

3. Jewish Faith

Albright's Hillel Chapter is the main focus for Jewish students on campus. Jennifer Koosed, Ph.D., from the Religious Studies Department, is the adviser. Hillel meets every week at the Multi-Faith Center. Dr. Koosed or the chaplain can help students find a local synagogue that meets their needs.

4. Muslim Faith

There is a Muslim Student Association chapter on Albright's campus. This group also meets weekly at the Multi-Faith Center. Also, daily prayer takes place in a room set aside for that purpose at the center.

5. Protestant Faith

A variety of liturgical experiences are offered depending on interest. The Albright Christian Fellowship provides a weekly Bible study for women and men, and a worship gathering on Wednesday evenings.

P. Residential Life

1. Mission Statement

The Office of Residential Life seeks to create a safe, supportive and inclusive living-learning community that fosters the academic success and personal growth of each resident student through purposeful programs and services that compliment the educational experience at Albright College.

2. Housing Office Information

The Residential Life Office is located at 1331 Richmond Street (next to Mohn Hall) and is open Monday through Friday, 8 a.m. to 5 p.m. The Housing Office is staffed by the director, three full-time assistant directors and/or area coordinators, and the administrative secretary. The office is responsible for the overall planning, development and implementation of the residential learning and housing program at Albright College. In the Residential Life Office, a student can find information regarding housing policies and procedures, general living conditions of the residence hall, or any other issues regarding residence hall life. Students should feel free to contact a resident assistant, assistant director or area coordinator for answers to questions or clarification of College policy.



3. College Housing Office Staff

Housing administration is the business operation of the office, and is involved with room assignments, room moves, and the cancellation of the housing contract. Residential learning involves staff recruitment and selection, and the training of resident assistants, who are responsible for developing a positive living experience and learning environment for resident students, and for supervising residence hall programming.

4. Assistant Directors/Area Coordinators

The assistant director is a full-time professional staff member who has the primary responsibility for the residence education program and administration of a designated community of residence halls. By coordinating programs and activities, promoting a positive living and learning environment, and getting students involved, the assistant director or area coordinator implements a comprehensive residential program to support the personal growth and development of resident students.

5. Resident Assistants

Resident assistants live with the students in each residence hall. They are student staff members selected on the basis of their skills, interests and activities, enabling them to effectively assist and advise students. Each resident assistant is trained to assist and/or refer students with academic and personal concerns, assist students in maintaining an educational environment, and enforce College and housing policies. More specifically, resident assistants conduct numerous programs and activities to meet the growth and developmental needs of students.

6. Residential and Food Service Contract

All students desiring residence hall housing are required to accept the terms and conditions of the housing contract and select a meal plan for the entire academic year. Note: Only Albright Woods apartment residents and residential house residents may elect not to participate in a meal plan. The contract defines the terms and conditions of occupancy, housing and meal plan costs, and procedures for termination.

7. Eligibility

Housing at Albright is available for traditional undergraduate students ages 17-25. On-campus housing is required and guaranteed (see note below) for all students with first-year and second-year academic status who are not living with a parent or legal guardian. Housing may also be made available to non-traditional students, including Accelerated Degree students, master's level students, 4+1 students, and any other students returning for certification, at the discretion of the housing director and dean of students. Albright College does not provide housing accommodations for married couples or families, and does not allow infants and children to reside on campus.

Please note: On-campus housing can be guaranteed only when established deadlines are met for the housing deposit, housing contract and housing preference card, and when student account balances are settled.

To be eligible to live in a College-owned residence hall, undergraduate students are required to enroll for a minimum of three courses. Students enrolled for less than the minimum must obtain advance approval from the director of housing and residential learning to secure on-campus housing.

For further information regarding housing and residential learning, please see The Community Living: Guide. This guide contains a complete listing of all policies and regulations particular to



all residence halls, Albright Woods Apartments, residential houses and the greater campus community. It is your responsibility to know and abide by these regulations.

8. Repairs

The Facilities Operations and Services Department is responsible for keeping the facilities of the College in good repair. Requests for service should be made by completing a facility work order, copies of which are available in the service center. Service requests may also be submitted online through the College's Web site at www.albright.edu/facilities.

Emergency repairs should be called to the attention of the Facilities Operations Department immediately by calling extension 7520. For repair and replacement costs for residence halls/apartments, please refer to the Office of Residential Life's Community Living Guide or contact Facilities at extension 7520.

The cost to repair vandalism to a residence hall and its furnishings will be charged to the responsible party. The party may be subject to further disciplinary action.

If such damage occurs and the responsible party cannot be determined, repair costs will be prorated and assessed to all students living on/in that particular floor, suite or apartment. Other items will be assessed as damage occurs. Punitive charges may be applied when damage occurs but total replacement is not practical (i.e., burn holes or stains in flooring).

Exterior damage at the Albright Woods Apartments (laundry, fences, lights, signs, lawn, driveways, parking lots) will be assessed and "charged back" to all residents of the complex unless the individuals responsible for the damage are identified.

9. Laundry

Laundry facilities are located in Albright Court, Albright Woods, Crowell, Krause, Mohn, North, Smith and Walton Halls. Washer and dryer services are free and available for student use only. Follow the instructions for the use of the machines for best results. Please be courteous with other students' personal property when using laundry facilities. The College is not responsible for any damage to laundry through student use of College washers and dryers.

10. Fire Drills

Fire drills are mandated by the fire department and are conducted each semester throughout all the buildings on campus. It is imperative for everyone to evacuate the building when an alarm is sounded. Those who fail to exit any building when an alarm has sounded will be cited. You should never assume that an audible alarm is just a drill and not an emergency situation.

Q. The Writing Center

The Writing Center is another academic support resource on campus, affiliated with the Academic Learning Center and English Department. The Writing Center is staffed by peer tutors and a professional staff member who provide one-on-one consultations, for all writers, at any stage of the writing process. From brainstorming to editing, the writing consultants who work in the center are trained to help writers with writing tasks, regardless of the course. Unlike copyeditors who simply correct grammar and style errors, writing consultants actively engage writers in meaningful conversations about their texts, helping writers discover, for themselves, how to improve their own work. The Writing Center is located in room 105 of the Center for Computing and Mathematics. Appointments can be made through our online appointment system at



www.rich75.com/alb. If you have questions, you can contact the center at writingcenter@alb.edu or by calling 610-921-7854 (coordinator) on weekdays or the center at 610-921-7540 during evening tutoring hours. The Writing Center web site has useful resources about style, grammar and avoiding plagiarism (www.albright.edu/academics/wcwelcome.html).

II. ACADEMIC RESPONSIBILITY

A. Academic Integrity Policy

Academic integrity is part of the foundation of an academic community. Any violation of the highest standards of academic honesty threatens the trust upon which an academic community is built.

Academic dishonesty is a serious breach of the rules of proper academic conduct. The penalty for the first act of academic dishonesty will be a zero on the piece of work involved or an F in the course, at the discretion of the instructor in consultation with the academic dean as appropriate. A letter describing the incident and the action taken will be sent to the chief academic officer for placement in the student's file. The letter will serve as a record of a first offense, but will be removed from the file upon graduation if no subsequent offense occurs. If a student commits a subsequent offense, the mandatory penalty will be an F in that course, a letter in the file, and a notation on the student's academic record (his or her transcript). A student may be dismissed from the College for any subsequent offense at the discretion of the chief academic officer.

Violations of academic integrity that are not relevant to a course in which the student is or was enrolled--for example, enabling others to be academically dishonest in a class in which the student is not enrolled, sabotaging another student's academic work in another class, or vandalism, theft or tampering with regards to data files or equipment--will be referred to the judicial process administered by the Student Affairs Division and described in *The Compass*. Documentation provided to the Office of Academic Affairs by faculty or others will be forwarded to the office of the Dean of Students.

A student found guilty of any academic integrity offense may lose his or her eligibility for college honors and awards.

Academic dishonesty can take many forms. In general, academic dishonesty is any behavior that results in the circumvention of the work required and expected to gain academic credit. For example, writing a paper without using your own thoughts and/or words, claiming participation in an academic requirement in which one did not participate, such as group work or required attendance, and submitting the same work more than once for credit all comprise acts of academic dishonesty. Following are further descriptions of behaviors that are considered academically dishonest. However, students should be aware that this list is not meant to be exhaustive. The fundamental question to always keep in mind is whether the behavior is a means by which to avoid the work required to secure academic credit. If the answer is yes, the behavior constitutes academic dishonesty.

One form of academic dishonesty is taking another person's work and presenting it as one's own. This can result from copying another student's paper, display on a terminal or an exam; using data or information stored in a computer system without explicit authorization or acknowledgement of the author; presenting someone else's ideas or words as one's own in a homework assignment or research paper; and so on.

Plagiarism is a distinct form of academic dishonesty in which a person uses the words or ideas of another without proper acknowledgment. But the definition of plagiarism cannot be satisfactorily



stated in a few words, and students are encouraged to consult the handbook approved by the English Department for ENG 101 and 102. Students also are encouraged to consult with faculty members if they wish further clarification. Faculty will endeavor to distinguish between intentional plagiarism and the misuse of sources due to poor attribution skills.

Other examples of academic dishonesty include using unauthorized material or devices on examinations or in preparing for examinations; unauthorized collaboration with others; using information stored in a computer system without explicit authorization and acknowledgement of the author; claiming participation in an academic requirement in which one did not participate; submitting the same work more than once for credit (without express permission); falsifying or fabricating data or sources; denying access to information or materials to other students; sabotaging another student's academic work; enabling others to be academically dishonest, whether one benefits or not; failing to acknowledge assistance from others and its specific results; allowing someone else to do work that one claims as one's own; and knowingly violating the ethical code of a profession for which one is preparing. Theft and/or damaging of books, periodicals, and other instructional materials (including laboratory equipment) shall be deemed acts of academic dishonesty. As such, are subject to monetary penalties and to the same penalties as apply to other such acts of academic dishonesty.

The unauthorized or inappropriate use of college computers or tampering with data files or equipment constitutes academic dishonesty. Plagiarism or violation of proprietary agreements concerning the programs and data of other users will be treated as acts of academic dishonesty. The Policy for Responsible Computing, available at the Computer Center, explains the College's guidelines with respect to computer ethics.

The College and its faculty will endeavor to inform students about what constitutes plagiarism and academic dishonesty, but the ultimate responsibility for adhering to accepted standards of academic behavior rests with the student.

A student who feels that he or she has been unfairly treated in a case of academic dishonesty has the right of appeal to the Academic Appeals Board. The appeals process is described in the "Academic Appeals" section of this catalog.

B. Academic Standing

A student is required to attain at least a 2.00 cumulative grade point average (GPA) and a 2.00 GPA in the area of concentration in order to graduate. A student's academic record is reviewed at the end of each semester to determine if the student is making satisfactory progress toward completing degree requirements. A student who is not making satisfactory progress will be subject to the sanctions described below. Students who have a concern about their academic standing should not wait until the end of the semester to determine if they are achieving a passing grade. In addition, failure to complete the required number of courses will render a student ineligible to receive financial aid.

The Faculty Enrollment Development Committee, in consultation with the chief academic officer and the registrar, are responsible for reviewing students' academic records and making decisions regarding their academic standing.

1. Academic Probation

A student will be placed on academic probation for the next semester if the student did not attain the minimum cumulative GPA listed below:



| Academic Level | Minimum GPA |
|---|--------------------|
| 1st semester, 1st year | 1.5 |
| 2nd semester, 1st year | 1.7 |
| 1st semester, sophomore year | 1.9 |
| 2nd semester, sophomore year | 1.9 |
| 1st semester, junior year and all later semesters | 2.0 |

A student on academic probation who did not attain the minimum cumulative GPA to be removed from probation but who is not subject to academic dismissal will be continued on academic probation for an additional semester.

A student may be placed on academic probation if the student failed or withdrew from all courses during a semester. Such a student is required to meet with a member of the chief academic officers staff before the beginning of the next semester. Failure to do so may result in the student not being permitted to attend classes during the next semester. A student on academic probation for this reason will continue to be on academic probation until he or she attains a 2.000 semester GPA.

A student who does not successfully complete six courses during an academic year may be placed on academic probation. A student on academic probation for this reason will continue to be on academic probation until he or she successfully completes six courses in a 12-month period.

2. Academic Probation Conditions

A student on academic probation is expected to develop personal strategies to improve his or her academic performance. These strategies should include utilizing appropriate College resources such as the academic adviser, Academic Learning Center, Career Development Center, Counseling Center, workshops, tutoring programs and other support systems. The Enrollment Development Committee will require a student on academic probation to meet certain conditions designed to promote improved academic performance. Such conditions may include, but are not limited to, requiring the student to:

- Repeat courses
- Take a different or reduced course load
- Change the area of concentration
- Attend academic and/or career counseling sessions
- Attain a minimum semester GPA

These conditions also may include declaring the student ineligible to participate in recognized student organizations and intercollegiate athletics.

4. Academic Dismissal

A student will be subject to academic dismissal for the following reasons:



- a. The student did not attain a 1.000 GPA during the first semester at Albright.
- b. The student is on academic probation and did not satisfy the conditions required by the Enrollment Development Committee.
- c. The student has been on academic probation for two consecutive semesters and did not attain the minimum cumulative GPA required to be removed from academic probation. However, the Enrollment Development Committee may decide to continue such a student on academic probation for an additional semester if the student's GPA significantly improved.
- d. The student's cumulative GPA is below the minimum required for the student's academic level and the Enrollment Development Committee believes the student is not making satisfactory academic progress. A student does not have to be on academic probation to be dismissed under this category.

5. Experience Probation

A student who did not complete the Experience requirement by the end of the sophomore year may be placed on probation. Such a student will remain on probation until the Experience requirement is completed.

C. Academic Appeals

1. Academic Dishonesty and Grade Appeals

Faculty members are expected to follow practices of fairness and objectivity in matters relating both to the issuance of grades and charges of dishonesty. A student who feels that he or she has been wrongly treated in this area has the right of appeal to the Academic Appeals Board.

The Academic Appeals Board is a judiciary body that investigates, holds hearings, and renders decisions on student appeals referred to it by the chief academic officer in which students challenge the academic policies or actions of an instructor. The membership of the Academic Appeals Board includes five faculty members and five students.

A student has the right to initiate an appeal to an instructor's grade which the student regards as unjustified within one week of the beginning of the following fall or spring semester. If the student is in the Accelerated Degree Program, the student may initiate an appeal up to twelve weeks following the issuance of the grade or sanction. Students with documented disabilities may request relevant accommodations if they participate in the appeals process. All requests for accommodations for an appeals hearing will be considered on a case by case basis and should be submitted in writing, accompanied by qualifying documentation, to the relevant academic dean.

Upon receipt of a complaint from a student alleging that an instructor has not followed practices of fairness and objectivity in matters relating to the issuance of grades and/or charges of dishonesty, the chief academic officer shall attempt a resolution of the problem through consultation with the student, instructor, and the instructor's department chair. In these discussions, the chief academic officer shall articulate her or his judgment of the strength of the case and her or his opinion concerning the decision likely to be rendered by the Academic Appeals Board. The chief academic officer shall also make the student aware that the ultimate responsibility for the determination of a course grade lies with the instructor. If the chief academic officer is unable to achieve a resolution to the matter, she or he is expected to refer such cases to the Board, if the student desires.



The Academic Appeals Board shall hold closed hearings in which the student and the instructor shall be asked to discuss the complaint and present relevant data. The board shall provide a copy of its decision to the instructor, the student and the chief academic officer. A copy of this report shall be made available to the registrar for attachment to the transcripts, if the student requests this.

The instructor has the right to accept or reject the recommendation of the board and make whatever adjustments she or he deems judicious in light of the board's decision. However, if the instructor does not follow the board's decision, then a notation shall be made on the student's transcript that the grade and/ or charge was successfully challenged.

2. Academic Standing Appeals

A student who has been academically dismissed may appeal the decision to the Enrollment Development Committee. This committee includes three to five faculty members who are voting members and the chief academic officer, dean of students, vice president for enrollment management and the registrar, who are nonvoting members.

An appeal of an academic dismissal must document the student's extenuating circumstances and must include specific actions that the student will take to improve his or her academic performance. The appeal must be in writing and must be filed in a timely manner (generally within one week of the official notification of dismissal).

A dismissed student may apply for reinstatement after one semester. In general, a student must demonstrate substantial improvement in his or her academic performance to be reinstated. To do this, a student usually must take courses at another college or university. A written petition for reinstatement must be submitted to the Enrollment Development Committee by August 1 for fall semester re-entry and by January 10 for spring semester re-entry. The petition must include the student's personal assessment of the factors that led to dismissal and what specific actions the student will take to improve his or her academic performance. An academic transcript from any other institutions the student attended while dismissed should be included with the petition. The Enrollment Development Committee determines whether to grant or deny requests for reinstatement and determines the conditions of reinstatement.

A student, in attending Albright College, recognizes the right of the College to dismiss for academic reasons. In all matters pertaining to academic standing, the decisions of the Enrollment Development Committee are final.

3. Graduation Requirement Appeals

The Enrollment Development Committee is responsible for making decisions regarding student requests for exceptions to graduation requirements. To file such a request, a student should contact the registrar or the assistant academic dean who will submit the student's request to the committee. Students should be aware that requests for exceptions to graduation requirements are rarely approved.

D. Withdrawal from Courses

With the adviser's approval, a student may withdraw from one course at any time throughout the semester after the drop period. Withdrawal without penalty is allowed up to one week after mid-



term grades are issued. The designation in this case is W (Withdrawn) and is so noted on the student's record. Withdrawal from a course in the period after the above date and three weeks prior to the beginning of final examinations will result in the student's receiving a W or a WF (Withdrawn Failing) at the discretion of the instructor.

1. Any student withdrawing from a course in the last three weeks of a semester automatically receives a WF, except for reasons of illness or other dire circumstances as determined by the provost. The grade of WF is counted as an F in computing the student's cumulative average. Grades of F are recorded for courses from which there has been no official withdrawal. Official withdrawal requires that a withdrawal form be submitted to the Registrar's Office.
2. Financial aid recipients should consult with the Financial Aid Office when considering course withdrawal.

E. Academic Standards for Participation in Athletics and Registered Student Organizations (RSO)

1. Grade Point Average Requirement

- a. In order to participate in any Recognized Student Organization (RSO) or intercollegiate athletics team, students must meet minimal academic requirements that are consistent with the academic standing policies of the College. Students must attain the minimum cumulative grade point average (GPA) indicated in the following schedule to participate in RSOs and athletics:

| Academic Level | Minimum GPA |
|---------------------------|--------------------|
| End of first semester | 1.5 GPA* |
| First year | 1.7 GPA* |
| First-semester sophomore | 1.9 GPA* |
| Second-semester sophomore | 1.9 GPA* |
| First-semester junior | 2.0 GPA* |
| Second-semester junior | 2.0 GPA* |
| First-semester senior | 2.0 GPA* |
| Second-semester senior | 2.0 GPA* |
| | * cumulative |

- b. Failure to achieve the minimum GPA will result in eligibility probation. Eligibility probation means that the student, although eligible to participate, will have one semester to raise his or her GPA to the designated minimum level. If this level is not attained, the student will be ineligible to participate in RSOs and athletics. After a student is ineligible to participate, he or she must attain the designated minimum GPA to regain eligibility.
- c. The Faculty Enrollment Development Committee may declare a student ineligible, with no eligibility probation, if the student's GPA is significantly below the required level.

2. Course Completion Requirement

Fulltime students must successfully complete six courses each academic year to maintain eligibility to participate in RSOs and athletics. A student who fails to successfully complete six courses during an academic year will be ineligible to participate beginning with the next fall



semester. Such a student will regain eligibility when he or she has successfully completed the sixth course.

3. Experience Events Requirement

Students must complete the Albright Cultural Experience requirement by the end of the sophomore year to maintain eligibility to participate in RSOs and athletics. Failure to do so will result in eligibility probation under which the student will have one semester to complete the requirement. Failure to complete the Experience requirement during the eligibility probation semester may result in ineligibility.

4. Special Provisions

- a. These standards apply to ALL students who wish to participate in athletics or other RSOs.
- b. Any executive officer (E-Board) of an organization or captain of an athletic team must forfeit that position if placed on probation.
- c. Individual teams or RSOs may set and enforce higher standards for their respective organizations.
- d. The dean of students and the director of student activities will monitor standards for students participating in RSOs, and the athletic director will monitor athletic eligibility. The Faculty Enrollment Development Committee will be informed of those students who are ineligible to participate.

Approved by Albright College Faculty, December 14, 1996

F. Guidelines for Excused Absences for Course Field Trips, Scheduled Athletic Events and Registered Student Organization (RSO) Travel

1. Introduction: Balancing Multiple Educational Objectives

The College expects students to attend classes on a regular basis but does not, except for the policies stated below, have official guidelines on class attendance.

Field trips, either as part of an academic course or an activity of a registered student organization (RSO), and athletic events provide a rich and valuable educational experience to our students. While these experiences are encouraged and supported by College resources, they must be balanced by a consideration of the impact on the student's entire education, especially the absence from normally scheduled classes that some activities require. For this reason, the following policy has been developed to guide faculty, students and administrators as they balance these competing pressures.

The general principle of these guidelines is that if a scheduled athletic competition conflicts with a class meeting or event, students should be excused from a class, provided that they adhere to the responsibilities listed below. Excused athletic absences from classes apply only to athletic competitions and not practices. For course field trips and RSO travel, faculty planning the excursion should not expect that an excused absence is automatic from the teaching faculty. The guidelines in this policy should be followed. RSO committee meetings or regularly scheduled student organization meetings do not meet eligibility requirements for excused absences.

Coaches, RSO advisers, and professors should strive to understand the demands on the student's time and resources by practicing open communication and dialog in individual cases. Students should never be placed in a conflict among faculty, RSO advisers and coaches. All parties must



seek out the counsel of the athletic director, department chairpersons and academic dean if a mutual adjustment cannot be obtained.

The policy outlined below should not be interpreted to mean that only faculty members are to excuse students from classes. Coaches should also be expected to excuse students from athletic events or practices when there are unique academic programs that are offered at times that conflict with athletic events or practices. The College schedules Experience events, seminars and professional gatherings at times that might conflict with athletic activities. Under certain circumstances, such programs may take precedence over athletic events.

2. Student Responsibilities: Professional Behavior

Students have the following responsibilities in regard to an excused absence from class or required event for a scheduled athletic competition, required course field trips and RSO travel:

- a. Notify the Professor.** The student must personally notify his/her instructor at least one week in advance and in the class just prior to the absence.
- b. Obtain Missed Material.** The student is responsible for obtaining all information and materials presented or distributed in the missed classes. All academic assignments and course requirements must be made up from the missed class in a timely manner.
- c. Accept Responsibility.** Students should be aware that some in-class work simply cannot be made up. Such activities include, but are not limited to: presentations, class participation, drama performances, and foreign language practice. Students are encouraged to discuss the class activities with the professor before making the decision to miss class.
- d. Submit Assignments on Time.** The student is responsible for submitting on time all assignments that were assigned prior to the day that the class was missed. A field trip, travel or athletic competition cannot be used as an excuse for late submissions. Assignments distributed on the day of the missed class, even if due in the next class period, must be completed on time.
- e. Register Intelligently.** Students should schedule their courses each semester to minimize the need to miss classes. Review published athletic schedules before course registration periods. Consult with your academic adviser and coach.

III. SOCIAL RESPONSIBILITY

Albright College recognizes the duality of human beings, as individuals and social beings. In its day-to-day operation, the College attempts to foster an atmosphere conducive to personal, social, spiritual and intellectual growth. Growth is facilitated by personal freedom. As a community, it is the responsibility of the College to promote that freedom. By choosing to become a member of the community, the individual accepts the responsibility of ensuring that the College is unhindered in its efforts to fulfill its obligation. Central to this individual responsibility is recognition of the personal freedom to which each member of the community is entitled.

The educational goals of the College are best achieved when issues such as discipline do not consume energy and resources. To avoid such difficulties, the College expects its individual members to exercise self-discipline in their associations with others and their activities within the community.

- **Personal Integrity and Self-Respect**

Maintenance of an educational community is the College's primary goal. The actions of individuals, grounded in self-respect and performed with integrity, form the basis of this



community. Respect of self is evidenced in actions that protect the integrity of mind, body and spirit. Members of the community should avoid morally and physically corrupting actions, including dishonesty, alcohol and substance abuse.

- **Respect of the Rights and Concerns of Others**

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

- **Respect for the Functioning and the Property of the College**

All students are expected to conduct themselves in a manner that fulfills the mission of the College. Interference with students, faculty or staff in the performance of their studies or official duties, or the damage or abuse of individual or College property is unacceptable.

A. Code of Conduct

1. Albright College seeks to provide students with an integrated, multidisciplinary approach to critical analysis, problem solving and the leadership skills required to translate what is learned into effective action. Students at Albright College are both citizens and members of the academic community. As citizens, students enjoy the freedoms of speech, peaceful assembly and the right to petition. However, as members of the academic community, they are subject to certain obligations, which accrue to them by virtue of this membership. Albright College is committed to protecting individual freedoms, as long as they are not inflammatory or harmful toward others. The success of a residential community in an academic setting depends upon the willingness of individuals to associate together in such a way that individual freedom and responsibility coexists. As a socially responsible academic community, Albright College seeks a structure within which individual freedom may flourish without jeopardizing the requirements of an academic community.

2. Representative student input will always be solicited in developing policies governing student conduct. This Student Code of Conduct balances the rights and responsibilities of the individual with those of the College. To accomplish these goals, the College has established a Code of Conduct. To sustain the optimal learning environment, everyone within the Albright College community must adhere to the principles that support these goals. The policies created to support these goals are reviewed at the conclusion of the academic year. Throughout the year, there may be circumstances that may call for a revision or additional policies. The College reserves the right to revise or add policies at anytime deemed necessary in order to fulfill its goals. Albright College students are both citizens of the larger society and the College academic community. Upon entry to Albright College, students are expected to observe and familiarize themselves with the student handbook, The Compass, which can be found online at <http://www.albright.edu/compass/index.html>.

B. Student Code of Conduct

1. The Albright College Student Code of Conduct was created by the Albright College community and is implemented by the vice president for student affairs and dean of students in an effort to support a community of mutual respect and cooperation. This code of conduct is designed to explain the rights and responsibilities inherent in membership in this academic community. Students are expected to familiarize themselves with all applicable policies and



regulations. Ignorance of policies regarding expected behavior will not be accepted as a defense or excuse.

2. From matriculation through commencement, students acknowledge that they are fully and personally responsible for their actions and the consequences of their actions, whether on or off campus. The Albright College community recognizes that responsibilities of good citizenship extend beyond the confines of the Albright College campus and include adherence to local, county, state and federal laws. The College's jurisdiction in disciplinary matters extends to conduct that occurs on the premises of the College and to any conduct that adversely affects the College community, the College's reputation and/or the pursuit of its mission and objectives regardless of where it occurs. Violations of local, county, state or federal laws, even if not explicitly stated in the code of conduct, may subject the student to disciplinary action by the College.

Albright College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the director of community standards. Further, pending proceedings may be suspended at any time at the discretion of the director of community standards. Determinations made or sanctions imposed under this Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

3. Students will enjoy freedoms of speech, peaceful assembly, the right to petition, freedom of expression, and personal choice on and off campus so long as it does not infringe upon the rights of others or the policies of the campus. Albright students are expected to understand and live up to the highest expectations of an academic community.

4. Violation of the norms of civility and other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary action. The College, through the Vice President for Student Affairs and Dean of Students Office, reserves the right to exercise any disciplinary action deemed necessary when a student has engaged in activities that are inconsistent with the mission and policies of the College. Violations of the Student Code of Conduct shall be dealt with in a manner that is respectful to all parties and contributes to a safe living and learning environment.

5. The student conduct policy is designed to be a progressive disciplinary procedure to help students meet the conduct expectations of Albright College. Progressive discipline means that the consequences become more severe with each successive violation. Major incidents, such as cases involving assault, sexual assault, felonies, arson, drug violations and other serious cases, may be referred to the Community Standards Hearing Board by the vice president for student affairs and dean of students. These violations may have more severe sanctions that may include, but are not limited to, expulsion, suspension, large fines or referral to outside agencies such as counseling or law enforcement. Failure to complete all sanctions by the posted deadlines will be considered a failure to complete graduation requirements.

6. Albright College reserves the right to discipline students for infractions not specifically stated in the handbook in order to protect the general well-being of the Albright community and to address a wide variety of circumstances. It is the responsibility of Albright College officials to



initiate action to restrain or prohibit behavior that threatens the purposes or the property of the College or the rights, freedoms, privileges and safety of the personnel of the academic community.

C. General Offenses

1. Acts of Dishonesty

a. Failure to identify oneself: Fails to identify, or falsely identifies, oneself when requested by a member of the College community acting in the performance of his or her duty and authority (including designated student staff). This also includes failure to provide ID upon request. Students must carry their IDs at all times. Students who do not carry ID may be subject to disciplinary action.

b. Possession of a false identification: This includes, but is not limited to: No person shall possess an identification card falsely identifying that person as being 21 years of age or older or provide another person with an identification card falsely identifying that person as being 21 years of age or older.

c. Furnishing false or misleading information is strictly prohibited: This includes, but is not limited to: **(i)** Furnishing false information to Public Safety or other College officials; **(ii)** The falsification, distortion or misrepresentation of information before a hearing officer/board; **(iii)** Reports to a College official an offense or other incident with their concern knowing it did not occur or pretends to furnish information relating to an offense or incident when he knows he has no information relating to such offense or incident.

2. Alcohol

a. Distribution/providing to a minor: Students 21 years of age are not to provide alcohol to minors. If a 21-year-old student is found in a room with underage consumption occurring, he/she may be subject to disciplinary action. All roommates must be 21 years of age in order for students to possess/consume alcohol in the privacy of their assigned space. Otherwise, it is considered to be a dry room, suite, apartment or house and all students will be subject to disciplinary action for violations of the alcohol policy.

b. Drinking in public areas, or public intoxication. This includes, but is not limited to: **(i)** public drunkenness; **(ii)** alcohol-induced disorderly conduct; **(iii)** property destruction; **(iv)** intimidation, or otherwise; **(v)** infringing upon the rights or privacy of others; **(vi)** open, unconcealed alcohol containers in public areas, such as residence hall hallways or outdoors, are not permitted; **(vii)** use and/or possession of alcohol in any common area is prohibited, Note: Possession is defined as being in the presence of alcohol; **(viii)** empty alcohol bottles or cans are not permitted in rooms where occupants are under 21, Note: Empty alcohol bottles used for decorative purposes are prohibited. This includes empty alcohol bottles refilled with colored liquids, sand, or any other substances.

c. Underage consumption/possession: Students who are underage must not consume or possess either closed or open alcohol. Note: Possession is defined as being in the presence of alcohol.

d. Illegal Purchase/Transport: It is unlawful to purchase alcohol illegally or transport liquor or alcohol within the Commonwealth unless it has been purchased from a Pennsylvania wine & spirits store or in accordance with Liquor Control Board regulations. Persons who violate these laws subject themselves to College disciplinary action and prosecution from the Commonwealth.



- e. Irresponsible alcohol: This includes, but is not limited to: (i) introducing a substance into someone's drink that would have adverse effects on them; (ii) driving under the influence; (iii) serving alcohol to intoxicated individuals; (iv) any student who uses alcoholic beverages is expected to do so in a manner that does not discredit himself or herself or the College, nor interfere with the rights and freedoms of others; (v) behavior that disturbs, causes embarrassment, health risk or property damage; (vi) any effort to induce a student to drink against an expressed desire shall be considered an offense. (Impairment, attributable to the consumption of alcohol, that substantially interferes with student judgment and decision making); (vii) possessing or participating in drinking games; (viii) behavior that requires the intervention of College personnel (i.e., any student who appears at a College function or on campus in an intoxicated condition, or who creates a disturbance by reason of excessive drinking on or off campus); (ix) individuals who attempt to force or induce another person to drink against his or her expressed desire, or breaches, attempts, or induces a breach of the laws of the Commonwealth of Pennsylvania in regard to alcoholic beverages, will be subject to disciplinary action; (x) possession of excessive quantities of alcohol; use or possession of kegs, beer balls, beer bong, funnels and similar products.
- 3. Dangerous and Prohibited Items**
- a. Dangerous Items: Possession, distribution, knowledge of, and presence of firearms, fireworks, and other dangerous weapons or items that are dangerous to the College community. This includes, but is not limited to, fireworks, firearms, firecrackers, BB guns, paintball guns, knives and/or other weapons. Possession of an illegal or restricted item is considered a violation.
- b. Prohibited items: Any items that are prohibited to be possessed, consumed, or used within the United States.
- 4. Disregard**
- a. Disrespect to College Officials: This includes but is not limited to belligerent behavior, verbal or physical, toward members of the College community. This will not be tolerated. This also includes intimidation or verbal abuse of a residence hall staff member.
- 5. Drugs**
- a. Usage (including salvia divinorum, medical marijuana, and synthetic forms of banned substances, including but not limited to, K2, Spice, Black Magic, bath salts, etc.), possession, distribution, knowledge of, or in the presence of drugs or drug paraphernalia, or other items intended for drug use.
- b. The use of, or possession, or possession for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packing, repacking, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance is a violation of this act.
- c. Unauthorized Administration of Intoxicant: A person who substantially impairs a student's power to assess or control his or her conduct by administering, without the knowledge of the student, drugs or other intoxicants.
- 6. Failure to Comply**
- a. Outstanding sanctions or failure to follow directives of *disciplinary terms*: Fails to comply with the disciplinary action imposed (sanction imposed) under the Student Conduct Code by the Office of Community Standards or failure to follow the directives of a Public Safety or other College official is a violation of this offense. Failure to complete outstanding sanctions will lead to a hold on one's account and may lead to further sanctions, such as



suspension, and/or dismissal. Failure to complete all sanctions by graduation will be considered a failure to complete graduation requirements.

b. Repeated disregard for college regulations: Students who have repeated offenses or continuously show a disregard for College regulations or College officials regardless of the seriousness of the offense will be charged with this offense.

c. Failure to Comply: Failing to comply with the direction of College officials or failure to respond to College business or correspondence in a timely manner. This also includes refusal to respond to a legitimate oral or written request to report to a College official, failure to cooperate, or refusal to respond to the official notification from the Office of Community Standards or other department, including failing to respond to charge letters, failing to pick up sanction letters, failing to complete sanctions, and refusing to sign for a formal notification letter. Students must also comply with the directives made by a Public Safety or any College official.

7. Gambling

Students are prohibited from participating in activities that involve the wagering of money or other property. Gambling of any kind is prohibited.

8. Hazing

The Pennsylvania Law, ACT No. 1986175, defined as follows: The following words and phrases when used in this act shall have the meanings given to them in this section unless the context clearly indicates otherwise: “Hazing”- Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or any action which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education.

The term shall include, but is not limited to any brutality of a physical nature such as a) whipping b) beating c) branding d) forced calisthenics f) exposure to elements g) forced consumption of any food, liquor, drug or other substance h) any other forced physical activity which could adversely affect the physical health and safety of the individual or any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which would adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding (“Institution of higher education” or “institution” is any public or private institution within the Commonwealth authorized to grant an associate degree or higher academic degree).

9. Inappropriate Behavior

a. Disorderly Conduct: This includes, but is not limited to: **(i)** engaging in fighting, threatening or violent behavior; **(ii)** intention to cause public inconvenience, annoyance or alarm; engaging in acts that encourage, prolong or contribute to a public disturbance, public nuisances, obstructions or disruptions that interfere with the living and working environment provided by the College or the general community or activities of the College; behavior that



materially and substantially disrupts the college living environment; **(iii)** using obscene language or gestures; **(iv)** creating a physically offensive condition that shows no legitimate purpose; **(v)** abusive language toward members of the College community; **(vi)** throwing any object in the dining facility or out the window of a College facility; **(vii)** an effort to intimidate or influence a person by any means whatsoever in an effort to discourage or prevent his or her bringing charges before or participating in any judicial proceeding.

b. Disruption or Obstruction: This includes, but is not limited to: **(i)** an action or combination of actions by one or more individuals that disrupts a peaceful environment or that unreasonably interferes with, hinders, obstructs or prevents the operation of the College, or infringes on the rights of others to freely participate in its programs and services; **(ii)** yelling, fighting, talking that causes a public disturbance or a scene, or causing disruptions at an event, activity or classroom; **(iii)** intentionally or recklessly interfering with normal College or College-sponsored activities, including, but not limited to, teaching, research, College administration, fire, police or emergency services.

c. Excessive Noise: This includes, but is not limited to: **(i)** the violation of quiet hours or making unreasonable noise; **(ii)** loud noises that disturb residents. Residents are expected to use discretion where noise is concerned, both in and around student residences. Therefore, excessive noise is prohibited at all times. Courtesy hours are always in effect.

d. Invasion of Privacy: This includes, but is not limited to: **(i)** going through another's private possessions; **(ii)** listening in on conversations, or infringing upon the rights of all members of the campus to privacy in offices, laboratories and residence hall rooms, and in the keeping of personal papers, confidential records and effects, subject only to the general law and College regulations. The College also has the right to control use and entry into facilities for reasons of security, safety or protection of property.

e. Lewd or Indecent Behavior: This includes, but is not limited to: **(i)** streaking; **(ii)** stripping in public places; **(iii)** grabbing others; **(iv)** engaging in sexual acts beyond the confines of one's room; **(v)** exposing one's genitals; **(vi)** providing/displaying to minors or individuals inappropriate material that the student knows is likely to be observed by others who would be offended or alarmed.

f. Misconduct at Events: This includes, but is not limited to, **(i)** misconduct at sporting events. Students are expected to conduct themselves in accordance with the College's Code of Conduct, the law and common decency. Fans who display inappropriate behavior, including profane or vulgar language, or disrespectful gestures toward players or officials, will be escorted and evicted from the arena. **(ii)** participating in an on- or off-campus demonstration, riot, or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College.

g. Use of Surveillance Equipment: Use of surveillance equipment is prohibited. This includes the use of cameras to watch who is coming, or the use of electronic devices to make an audio or video record of any person while on the premises without his/her prior knowledge, or without his/her effective consent.

10. Jeopardizing Safety

a. Assault: This includes, but is not limited to: **(i)** attempts to cause or intentionally, knowingly or recklessly causes bodily injury to another; **(ii)** negligently causing bodily injury to another with a deadly weapon; **(iii)** attempting by physical menace to put another in fear of imminent serious bodily injury; **(iv)** attempting to cause serious bodily injury to another, or



causing such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life.

b. Harassment: This includes, but is not limited to: intent to harass, bully, discriminate, intimidate, annoy or alarm another person; including verbal, written and electronic means; **(i)** strikes, shoves, kicks or otherwise subjects him to physical contact, or attempts or threatens to do the same; **(ii)** follows a person in or about a public place or places; **(iii)** engages in a course of conduct or repeatedly commits acts that alarm or seriously annoy such other person and that serve no legitimate purpose (PA Crimes Code, 2709); **(iv)** makes a telephone call without intent of legitimate communication or addresses to or about such other person any lewd, lascivious or indecent words or language, or anonymously telephones another person repeatedly; **(v)** makes repeated communications anonymously or at extremely inconvenient hours, or in offensively coarse language.

c. Recklessly Endangering Health/Safety of the College Community: This includes, but is not limited to: **(i)** endangering the health and safety of an Albright College member; **(ii)** engaging in actions that may recklessly or intentionally endanger the safety of others.

d. Sexual Assault: Sexual assault and rape are crimes that will not be tolerated at Albright College. The nature of these types of incidents causes immense difficulty to the individuals directly involved and offends the educational mission of the institution. Those identified as being responsible for such acts may expect to be criminally prosecuted and held accountable under the College's Sexual Misconduct Policy procedure.

1) Definition: Deliberate physical contact of a sexual nature (or threats or attempts thereof), that is against the person's will or without their consent or cognizance. It may be by forcible compulsion, or threat of forcible compulsion that would prevent resistance by a person of reasonable resolution, or with an individual who is unconscious or where the person knows that the complainant is unaware that the sexual contact is occurring, or where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance, or if the complainant is intoxicated, undergoing emotional trauma, or drug-induced weakened mental state, or with someone who suffers from a mental disability or other factor that may make the complainant incapable of giving consent to the sexual contact. The subject of sexual assault or rape is filled with instances of misunderstandings between two persons concerning each party's intentions and consent. To prevent a complaint of sexual misconduct, individuals must be unmistakably sure of each other's intentions and consent. One's impairment or intoxication is not an excuse for one's behavior. Sexual misconduct also includes but is not limited to:

- Rape
- Nonconsensual touching or fondling
- Lewd comments
- Penetration with an inanimate or animate object
- Threats of physical harm

e. Sexual Harassment: Sexual harassment is any form of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. These actions shall constitute harassment when **(i)** submission of such conduct is either implicitly or



explicitly a term or condition of an individual's employment, enrollment or academic standing; (ii) submission to or rejection of such conduct is used as a basis for employment, academic standing or retention decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic/co-curricular performance or creating an intimidating, hostile or offensive work/College environment. The College prohibits such conduct as sexual innuendoes, sexually derogatory remarks, physical touching, or graphic displays of sexually oriented materials.

f. Stalking: A person commits the crime of stalking when he/she engages in a course of conduct or repeatedly commits acts toward another person. This encompasses all forms of cyber-stalking via e-mail, text messaging, and social media networks which include but are not limited to facebook and twitter. Stalking includes following the person without proper authority, under circumstances that demonstrate either of the following: (i) An intent to place the person in reasonable fear of bodily injury; (ii) An intent/result to cause substantial emotional distress to the person.

g. Threatening: Either directly or indirectly, written, verbal, electronic or any questionable behavior.

11. Misuse of Equipment

a. Computer Technology:

All students must comply with the **Acceptable Use of Information Technology Resources Policy**, found on the IT Services website, located at http://albright.edu/itservices/pdf/Policy_Acceptable_Use.pdf.

Use of Albright College information technology resources constitutes an acknowledgement of this policy.

b. Misuse of telephone services: This includes, but is not limited to, annoying, harassing or inappropriately calling any member of the Albright community. Unauthorized use of another person's telephone or any use of another person's password is prohibited. Alteration, tampering with or tapping into the TV cable or telephone lines is also prohibited.

12. Negligence: Failure to exercise the degree of care considered reasonable under the circumstances, resulting in an unintended injury to another party or damage to one's property.

a. Guest Responsibility:

- 1) It is the responsibility of the host student to ensure that his/her guest is aware of College rules and residence hall policies.
- 2) Guests are held responsible for their own actions and for knowledge of College regulations. However, the host will be held accountable for any violation of campus policy committed by his/her guest, unless the guest can be identified and is an Albright College student.
- 3) Students are permitted to have guests in their rooms only if there is no objection from their roommate(s). Guests should not remain in room when host is not present.
- 4) The host/resident must be present with the guest for the duration of the visit. The host must meet their guest at the front door and escort them at all times throughout their visit, including to the front door upon leaving. **Roommates are never required to leave when a guest is present.**
- 5) Neither room keys nor door access cards will be provided for guests. Residents are not to give their keys, combo or access ID card to guests.



- 6) Guests may not move from one host's room to another in order to extend their stay in the residence halls.
- 7) Individuals found in the building who are not residents or guests of residents are considered to be trespassing.
- 8) Guests are to use the appropriate restroom/shower facilities, i.e. male and female.
- 9) Students whose guests violate the Student Code of Conduct will be held accountable for the actions of their guests.
- 10) Albright College reserves the right to disallow guests from returning to campus property.

Note: Guests must be 16 years or older and all overnight guests must be registered and approved by the Public Safety Office in advance of their stay. Refer to the Community Living Guide for more details on the Guest/Escort Policy in the Residence Halls.

b. Shared Responsibility: Students who are in the presence of and/or aware that a College policy is being violated and remain in the dwelling or location are considered to be giving implied consent to the violation and will therefore share in responsibility for the offense. Students who act together or assist another in the violation of College policies will share in the responsibility for the violation.

13. Safety

a. Breach of Security: Access to residence halls can only be accomplished through photo identification/access card. Propping of doors or allowing access to the building to non-registered, unauthorized persons or to students who are not residents of that particular building jeopardizes the safety and integrity of the building and its occupants.

Violators will be subject to a fine of up to \$300 and/or disciplinary action.

1) The following actions are prohibited:

- (a) Propping of doors or allowing access to the building to non-registered, unauthorized persons or to students who are not residents of that particular building
- (b) Tampering with or removing an automatic door locking mechanism or door alarm, or possession and/or use of a College key when not specifically authorized
- (c) Dropping an object, liquid or solid, from or out of any window
- (d) The throwing of objects, including sports equipment, and the playing of physical games in the hallways and lounges
- (e) Outdoor sports activity within any residence unit (i.e., hockey, skateboarding, soccer, Frisbee throwing, water fights, snowball fights, bouncing balls, etc.)
- (f) The removal of window screens
- (g) Locking someone in their room, or blocking room exit
- (h) Causing hazardous conditions in the residence halls (i.e., creating slip and slides), wrestling or outside sports in the lounges or hallways
- (i) Giving your access card, keys, and/or combos to someone
- (j) Being present on the roof, walls or balcony ledges of any College owned, leased or otherwise controlled building or hanging out of any such building window

b. Fire Safety: The following actions are prohibited: (i) inappropriately pulling the fire alarm; (ii) intentionally initiating a false report or providing a false warning of an emergency;



(iii) threatening to cause/or actually causing a fire or an explosion; (iv) endangering the safety of persons or property through or by the creation of a fire hazard, the endangering of the safety of persons or property through tampering with fire safety equipment. Fire and smoke alarm systems, as well as appropriate procedures, are provided for the protection of life and property in case of fire; (v) tampering with equipment such as EXIT signs, posted fire safety information, fire extinguisher and alarm systems; (vi) the improper use and/or possession of flammable, corrosive, poisonous chemicals or other hazardous substances.

1) Any time the fire alarm is sounded students must leave the building immediately and return only when advised by College officials. During a fire alarm, all rooms will be opened to assure that residents have evacuated. It is a violation of the fire safety policy to fail to vacate a building if a fire alarm sounds.

14. Substantial College Interest: Albright College holds students to a higher standard. Any action that is not listed as an offense, but affects the substantial College interest, will be a violation under this offense. Albright College also reserves the right to cite students to this code of conduct for violations of federal, state or local laws.

a. Off-Campus: While the College has a primary duty to supervise behavior on its premises, there are many circumstances where the off-campus behavior of students affects a substantial College interest and warrants disciplinary action. Albright College expects students to conduct themselves in accordance with the law. Student behavior off the premises of the campus that may have violated any local, state or federal law, or yields a complaint from others alleging law violations or student misconduct, will be reviewed by the College. When students are found responsible for behavior off campus that both meets the definition of affecting substantial College interest and violates the Code of Conduct, sanctions will be applied. Student conduct committed off the campus that affects a substantial College interest is conduct that:

- 1) Constitutes a criminal offense as defined by the Pennsylvania Crimes Code. This includes violations of any local, state or federal law.
- 2) Indicates that the student may present a danger or threat to the health or safety of him/herself or others.
- 3) Significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder.
- 4) Is detrimental to the educational interests of the College.
- 5) Violates a code of conduct on another campus.

b. On-Campus: Actions on campus that either violate a local, state or federal law, or affect a substantial College interest, will be a violation under this offense.

15. Theft

a. Attempted Theft: Students who attempt to steal and are caught in the act.

b. Knowingly receiving stolen property and keeping it for oneself, or not taking the appropriate action of notifying officials, is also considered a violation.

c. Theft, relocation or unauthorized possession of property: This includes, but is not limited to, (i) tangible or intangible property belonging to the College or any member of the College or greater community, which includes but is not limited to campus signage, traffic signs, street signs, college furniture, etc.; (ii) removing, using, misappropriating, stealing, or selling the property of the College or another person without prior consent or authorization;



(iii) unlawfully transferring, or exercising unlawful control over, immovable property of another or any interest therein with the intent to benefit himself or another not entitled to.

d. Personal Theft: Students may file a complaint against other students who have stolen any of their belongings. Restitution is not the responsibility of the College.

e. While committing theft, injures another; threatens another, or puts a fear of serious bodily injury. Physically takes property from another using force however slight.

f. Vehicle Break-In: A person commits the offense of theft from a motor vehicle if he unlawfully takes or attempts to take possession of, carries away or exercises unlawful control over moveable property of another from a motor vehicle with the intent to deprive him thereof.

16. Trespassing

a. Forcible Presence: Students who forcibly enter a building or room, and/or prevent another person from leaving, will be in violation of this general offense.

b. Unauthorized Entry/Trespassing: This includes, but is not limited to, (i) trespassing or entering places without authorization, license or privilege to do so; (ii) inviting, encouraging or admitting an unauthorized person to enter College facilities or property and residence hall rooms; (iii) entering any area of the College with the illegal use of any key or access card; (iv) breaking into a building or occupied structure or separately secured or occupied portions thereof.

c. The College has the right to control use and entry into facilities for reasons of security, safety or protection of property. This includes closing facilities at specified times. It should also be recognized that an open or unlocked door is not an invitation to enter and use facilities. The same concept applies to computer entry or misuse.

17. Unauthorized use

a. This includes but is not limited to, the (i) unauthorized use of telephones, computers and network systems; (ii) unauthorized access or attempted access to any computer file, program or facility, or attempting to access College facilities when not authorized to do so; (iii) utilization of College premises for the manufacturing, duplication or alteration of documents; (iv) misuse of College property or other official documents, public or private, including forgery, alteration with intention to deceive, or misrepresent, and the obtaining, dissemination and abuse of confidential College information; (v) moving furniture from public areas to individual rooms, removing College furniture from a room or building, moving College property onto balconies, and using furniture and fixtures in a manner for which they are not intended.

b. Unauthorized use of key/access cards including, but not limited to the use, possession or duplication of any College key/access card without proper authorization from a College office.

18. Vandalism

a. Vandalism of College or Personal Property: Intentionally or negligently destroys or damages property owned by the College or another person. Vandalism includes, but is not limited to: (i) defacement; (ii) abnormal alteration; (iii) destruction of another person's property or College property, facilities or furnishings; (iv) causing damage, whether accidental or intentionally, and leaving the scene or failing to report the incident; (v) removal, loss or damage of windows or other property; (vi) removal or tearing down of any college affiliated posters; (vii) shooting of paintballs on the buildings, graffiti or other



destructions; **(viii)** conduct that is disruptive where the intended act would have caused damage.

D. Community Standards Procedures and Processes

The Office of Community Standards works to ensure that the standards of the community and College policies are upheld. While students have the right to enjoy their freedoms, there is also a sense of responsibility. To maintain the optimal learning environment, everyone within the Albright College community has the responsibility to familiarize themselves with and adhere to the Code of Conduct. The Office of Community Standards is responsible for responding to issues that may be in violation of the Student Code of Conduct. The Office of Community Standards will impose sanctions for those who have violated College policy.

1. General Process

a. Filing a Complaint

- 1) Any student, student group, faculty member, staff member or administrator may bring a complaint against any student or student group by contacting the Office of Public Safety or the vice president for student affairs and dean of students.
- 2) The complainant, through the Office of Public Safety, must fill out an incident report. This is a formal complaint and requires a signed, written statement that describes the alleged incidents, as well as identification of any witnesses to that incident. Anonymous complaints will not be filed or kept on record. Public Safety personnel may also give students a notice to appear for Student Code of Conduct violations.
- 3) The complaint must state sufficient facts, including the specific name(s), date, location, and description of the alleged act(s) of misconduct in sufficient detail to enable the dean of students or designee to make a determination as to whether further fact-finding is necessary and/or if sufficient information exists for a hearing on the charge(s).
- 4) If the complainant withdraws a complaint, and there is a perceived threat to the individual or the community, the withdrawn allegation may be pursued by staff personnel in the Vice President for Student Affairs and Dean of Students Office. The decision to go forward with the complaint will be made by the vice president for student affairs and dean of students in consultation with the director of community standards and appropriate student, faculty and/or College administrator.
- 5) Incident report(s) are filed by Public Safety. Upon closure, the file is then sent to the Office of Community Standards.
- 6) The Office of Community Standards must receive a complete incident report in order for the case to proceed. In most cases, charges are filed with the Office of Community Standards by the Office of Public Safety. In some instances other offices or College personnel may file a complaint. Public Safety will conduct an investigation and determine course of action.

b. Notice to Appear: A student who has been involved in an incident that will be adjudicated by the Office of Community Standards will receive a “Notice to Appear.” The Notice to Appear is delivered by Public Safety and requires the accused student’s signature.

c. An informational meeting will be arranged for the accused student to discuss the charges, the notice to appear form, the student’s rights, and the procedures. Refer to Section 2. Informational Meeting for more details.



2. Informational Meeting

a. An informational meeting is a meeting between the accused student and the director of community standards or designee. At the informational meeting, the director of community standards or designee will discuss the charges, the notice to appear form, the student's rights, and the procedures. At the informational meeting, students will have the opportunity to ask all necessary questions. Family members, friends and attorneys are not allowed at the informational meeting. The attorneys, family members or friends may not speak for the student. If necessary, procedures for administrative and board hearings may also be discussed at the informational meeting. If an administrative or board hearing is scheduled, the informational meeting will take place at least five days prior to an administrative hearing or board hearing.

b. Informational meetings are MANDATORY. It is the student's responsibility to attend the informational meeting when notified. If the student should encounter difficulties attending the informational meeting, it is the student's responsibility to notify the Office of Community Standards within 24 hours and reschedule the meeting. If a student fails to attend the informational meeting and there have been no known attempts to reschedule, the Office of Community Standards will review the charges, determine responsibility and, if appropriate, apply sanctions. In addition, a \$50 failure to comply charge will be assessed. If an administrative or board hearing is scheduled, the student may attempt to schedule an informational meeting prior to the hearing date.

c. During the informational meeting, students will be able to view all relevant facts to reach a fair decision. Students will review their rights and the accused student then has the right to accept, or not accept, responsibility for violation of the charges. If the student accepts responsibility for the violation(s), and upon the discretion of the director of community standards and the agreement of the accused student, the Office of Community Standards may allow an accused student who accepts responsibility to receive a decision and a sanction without a hearing. The student will sign the charge form indicating that he/she accepts full responsibility for the charges and will fulfill any sanctions imposed for their actions.

d. If the student does not accept responsibility for violation of the charges, then an administrative or board hearing will be scheduled. Note: The informational meeting will take place at least five days prior to an administrative or board hearing. Student rights include:

- 1) The right to review relevant evidence and documents included in his/her disciplinary file.
- 2) A review of the types of hearing (administrative or board) and the format of the hearings, which includes the right to call witnesses for both types of hearings.
- 3) The right to refuse to answer questions.
- 4) The right to an advisor (only for board hearings); advisors are not permitted at administrative hearings. No other representative shall assist the accused. Note: family members, friends and attorneys are not permitted to serve as advisors and are not permitted to sit in on hearing proceedings (refer to letter E. Definitions section for more information on advisors).
- 5) The right not to be subjected to duress or threats or any form of coercion in order to gain an admission of accepting responsibility from the accused student.



6) Review of the appeal process, which will be communicated to the accused student within five business days after the director of community standards has received the decision regarding the hearing outcome.

3. Administrative Hearing

a. Description

1) The administrative hearing is intended to handle serious offenses, repeated offenses and/or offenses that have five or more students involved.

2) One hearing officer, other than the director of community standards, is assigned to an administrative hearing. The hearing officer is also referred to as the chairperson.

b. Only the public safety director or designee / officer (s), hearing officer, complainant, accused student(s), witnesses and members of the Office of Community Standards are allowed in the hearing room. Attorneys, friends (other than witnesses) and family members are not allowed in the hearing room at any time.

Refer to Section 5. Administrative and Board Hearing Procedures for more details that pertain to both types of hearings.

4. Community Standards Board Hearing

a. Description

1) The Community Standards Hearing Board hears very serious incidents and/or cases with numerous student respondents. Advisors are permitted for students at the board level and no other hearing. The Community Standards Hearing Board is composed of faculty, students, staff and administrators. It is vested with the responsibility of resolving matters related to alleged violations of the Student Code of Conduct.

2) The Community Standards Hearing Board functions as the conscience of the Albright College community when determining whether a violation of the code has occurred. All matters coming before the board are to be treated in a confidential manner. It is the right of every student to have information concerning disciplinary matters confined to those directly involved.

3) Members of the various boards or panels are obliged to refrain from discussing cases with anyone other than fellow members. The confidential nature of the hearings pertains not only to the testimony presented but also to decisions rendered. At no time should a board member be involved in the decision-making process when he/she has a vested interest in the outcome of the case. Any prior knowledge about the case or personal involvement with the complainant, accused, or witness that would give cause for the board member to be biased or prejudiced in the decision-making process is sufficient justification for removing oneself from the deliberations. It is the responsibility of every member to consider as many relevant facts as possible to reach a fair and just decision.

4) **Board Membership:** Each member of the board shall bear equal responsibility for service at the call of the chairperson. The chairperson convenes the board for meetings and hearings. The chair is a non-voting member of the board, except in the case of a tie vote. If the chairperson cannot serve for a particular case, he/she can appoint a temporary chairperson.

Community Standards Hearing Board deliberations may not commence unless a quorum, five members with at least one representative of the three constituency groups, and its



representative is present. A quorum consists of five members, which includes a chairperson, and at least one representative from each of the three constituencies:

(a) Student membership consists of 15 voting student members who shall be appointed by the vice president of the Student Government Association (SGA) or dean of students. A maximum of four students shall be assigned to hear a particular case.

(b) Faculty membership consists of full-time faculty members and/or faculty members from the Campus Life Council. A minimum of one member will be assigned to hear a particular case.

(c) Administrative and staff membership consists of a minimum of three administrative/staff members appointed by the Dean of Student's Office. A minimum of one administrative/staff will be assigned to hear a particular case.

b. Only the public safety director or designee / officer (s), hearing officer, complainant, accused student(s), witnesses, advisors, and members of the Office of Community Standards are allowed in the hearing room. Attorneys, friends (other than witnesses) and family members are not allowed in the hearing room at any time. The advisor for the accused students or complainants must be a member of the Albright College community, which includes current students, faculty and staff, provided he/she is not an attorney. Advisors are selected by the student.

Refer to Section 5. Administrative and Board Hearings for more details that pertain to both types of hearings.

5. Administrative and Board Hearings

a. Process

1) Hearings will occur at least five business days (days the College is open) after the informational meeting.

2) Hearings will begin exactly on time. Students should notify the Office of Community Standards of any difficulties they may have getting to the hearing at the designated time and place. The hearing will continue in his/her absence and will not be reheard for the student.

3) The director of community standards or designee will make recordings of all hearings and maintain all records on the file within the Office of Community Standards. Tapes or digital recordings may be reviewed if the sanction is appealed.

4) Hearings are confidential.

5) Any student or group referred to the board must appear at the time set for the hearing. If the student or group or its representative fails to appear without a justifiable reason, the case shall be heard without the person(s) present.

6) The complainant, accused or witnesses will be administered an oath by the board chair. The giving of false information by a student, faculty member, administrator/staff personnel to the board is a serious matter and will lead to appropriate disciplinary action as provided in his/her handbook. All persons appearing before the board shall be informed of this fact.

b. Procedures

1) Call to order by the chairperson, (also referred to as hearing officer)



- 2) Verification of quorum declared by the chairperson (for board hearings only)
- 3) Complaint read by the chairperson
- 4) Plea by the accused student, where the student either accepts responsibility or does not accept responsibility. If the accused student fails to attend the hearing, the hearing will continue in his/her absence, with the assumption that the student does not accept responsibility.
- 5) Complainant presents case and evidence
- 6) Complainant calls witnesses
- 7) Accused student may question complainant, except for cases of sexual assault/rape and sexual harassment
- 8) Accused student may question witnesses
- 9) Chairperson or Community Standards Board may question complainant
- 10) Chairperson or Community Standards Board may question witnesses
- 11) Accused student presents case
- 12) Accused student calls witnesses
- 13) Complainant may question accused student, except for cases of sexual assault/rape and sexual harassment
- 14) Complainant may question witnesses
- 15) Chairperson or Community Standards Hearing Board may question accused student
- 16) Summary by complainant
- 17) Summary by accused student
- 18) The chairperson excuses all witnesses, advisors, complainant and accused student so that the chairperson or Community Standards Hearing Board can go into deliberations (confidential).
- 19) The chairperson or Community Standards Hearing Board shall review and evaluate the information presented by the “preponderance of the evidence.”
- 20) The chairperson or Community Standards Hearing Board shall vote on each charge separately “responsible” or “not responsible.”
- 21) Voting shall be by open ballot (board hearings only)
- 22) If the accused student is found “responsible,” the director of community standards shall report to the chairperson or board any past disciplinary matters and sanctions in the accused student’s file.
- 23) The chairperson or Community Standards Hearing Board shall determine sanctions within the progressive discipline model.
- 24) Voting by open ballot (board hearings only)
- 25) The sanction will be for an appropriate time period, which is determined by the chairperson or board.
- 26) Hearing officers have two business days to render their decision and notify the Office of Community Standards.
 - (a) Upon the receipt of the decision, the Office of Community Standards has five business days to notify the student of the decision.



(b) The student will then meet with the designee if necessary to discuss the results of the case.

(c) Follow-up meetings may occur if necessary.

c. Rights of the Accused

- 1) The choice of pleading “responsible,” or “not responsible”.
- 2) The right to review relevant evidence and documents in his/her disciplinary file.
- 3) A review of the format of the hearing, which includes the right to call witnesses and the right to an advisor for board hearings only.
- 4) The right to refuse to answer questions.
- 5) The right to appeal.
- 6) The right not to attend a hearing. However, the hearing will take place whether one attends or does not attend. If the student chooses not to attend, and the hearing officer finds the student responsible, the student is responsible for completing all sanctions imposed by the due date. Failure to complete sanctions by the due date will result in additional sanctions and a hold on the student’s account.
- 7) The right not to be subjected to duress or threats or any form of coercion in order to gain an admission of accepting responsibility from the accused student.
- 8) A review of the appeals process and the right to appeal.
- 9) The right to question any material witnesses or evidence.
- 10) The right to challenge participation of a specific hearing board member.

d. Rights of the Complainant

There are cases in which there is an identifiable alleged victim other than the College. When the director for community standards, vice president for student affairs and dean of students, or Community Standards Hearing Board chairperson agrees that a victim can be identified, that person is entitled to be present to hear all testimony, even if the hearing is closed, and to learn the decision of the hearing. In cases of sexual assault/rape and sexual harassment, the complainant may also appeal the decision.

6. Notification of Hearing Outcomes

- a. Notification will be sent to the accused student that a decision has been made within five business days (days that the College is open) after the director of community standards has received the decision. In cases of sexual assault/rape and sexual harassment, the complainant will also receive notification of the decision.
- b. If the student is found responsible and a sanction is assessed, the student will be given a deadline for completion.
- c. If the student fails to complete sanctions by the assigned deadline, the student will be found “responsible” for not complying. Consequences may include, but are not limited to:
 - 1) Accounts will be held so that students may not register for their next classes and no activity can be made with the account.
 - 2) Students who are in their last year will have their diplomas withheld until all outstanding sanctions have been completed.
 - 3) Fines
 - 4) Removal from housing
 - 5) Suspension/expulsion by the vice president for student affairs and dean of students



- d. The director of community standards shall report the results of administrative and board hearings monthly to the Community Standards Hearing Board and or in College Cabinet reports.
 - e. The vice president for student affairs and dean of students must maintain records for the safety and protection of the College community as a whole. Disciplinary records will be maintained, including those that do not result in a finding of “responsible” for a violation.
 - f. Disciplinary records are expunged seven years after the student’s graduation from Albright College.
 - g. Disciplinary records are maintained indefinitely for non-graduates and for students who have not completed their sanctions, to protect the College community.
- 7. Appeals**
- a. A student found “responsible” of a violation of the Albright College Student Code of Conduct by either the Community Standards Hearing Board or the administrative hearing officer may appeal the decision. In cases of sexual assault/rape and sexual harassment, the complainant may also appeal the decision. The student must file a written appeal directly to the vice president for student affairs and dean of students within five business days (days that the College is open) of receipt of the decision. The basis of appeal must meet one of the following criteria: **(i)** Procedural violation; **(ii)** New evidence that was not available at the time of the hearing.
 - b. The appellant may be interviewed at the discretion of the vice president for student affairs and dean of students. Students will be notified of the appeal decision in writing. The appeal decision is final.

8. Sanctions

Note: At times, there may be one or more sanctions imposed if the student is found “responsible.” A student who has the sanction off campus is required to pay for their own travel expenses or any other additional expenses that may occur. The following are *some* examples of sanctions that may be imposed. Other sanctions may be imposed that are not necessarily listed.

- a. **Ban from Campus**
- b. **Campus Restriction:** Includes, but is not limited to, restriction from buildings on campus, campus activities or events, and other clubs or organizations.
- c. **Community Service:** Gratis work on the campus or in the greater community.
- d. **Disciplinary Probation:** Probation that does not involve a loss of privileges. Additional violations during disciplinary probation will result in additional sanctions up to and including expulsion. Disciplinary probation is for a specific period of time.
- e. **Educational Sanction:** Paper, presentation, alcohol class, anger management class, creating brochures, watching a movie or other educational project. Educational sanctions will include general fines. The fines will vary depending on the educational sanction assigned. These fines will not exceed \$100.
- f. **Expulsion:** A student’s education is terminated at Albright College. This action is permanent. Students will be responsible for all tuition, room, board and related charges due and no refunds of any payments will be made.
- g. **Fines**



- h. Hold on student account:** If a student should fail to complete sanctions by the end of the semester, the Office of Community Standards will put a hold on the student's account, which would disallow students from registering for classes or having any activity with their account.
- i. Housing probation:** Very specific to housing and housing privileges, being a host to others, being able to arrive early to campus or stay late or apply for vacation/break housing, or being able to stay in housing over the weekend.
- j. No Contact Order:** You are directed not to have any contact with John Doe neither in person, nor by any other means (e.g. telephone, letters, recordings, etc.). Furthermore, no individual is to have contact on your behalf in any form. This No Contact Order remains in effect until such time as the College officially lifts it in writing.
- k. Referral to the Health Center:** Students who are thought to utilize alcohol, drugs or have anger issues may be referred to the Wellness Center to participate in an alcohol education program, or to the Counseling Center or other contracted service for assessment.
- l. Referral for an Alcohol or Drug Assessment:** Students may be referred to an outside agency for assessment. Students are responsible for the cost of the assessment and any transportation costs.
- m. Removal from housing:** The student may be required to leave housing for either a serious offense or repeated offense, or for failing to complete an outstanding sanction. If a student is removed from College housing, he/she is not entitled to a refund. Students violating this sanction may also be subject to suspension.
- n. Restrictive probation:** Involves the loss of privileges for a specific period of time. Any individual placed on restrictive probation may not hold office in College chartered or sponsored organizations or committees. They may not represent the College in such official activities as registered student organizations, athletics, music or dramatics. The student may be removed from a team or organization. If a student is found guilty of another offense while under restrictive probation, the student may be suspended or expelled from the College.
- o. Summary/Interim suspension:** The vice president for student affairs and dean of students is authorized in extraordinary circumstances and has discretion to take whatever action deemed necessary with respect to any student disciplinary matter. A summary/interim suspension may be imposed a) to ensure the safety and well-being of the members of the Albright College community or preservation of College property; b) to ensure the student's own emotional or physical safety and well-being; or c) if the student poses as an ongoing threat or disruption of, or interference with, the normal operations of the College. Interim suspension shall become effective immediately without prior notice.
- p. Suspension:** A student's education is temporarily interrupted for a period of time to be specified at the time of the disciplinary action. The student will be responsible for all tuition, room, board and related charges due and no refunds of any payments will be made. If applicable, the grade of "WF" will be issued.
- q. Trespass Warning:** There may be times when a student or student's guest is no longer allowed to come on the College campus. Those guests will be asked not to return to the Albright College campus. Those who violate this will be considered trespassing and appropriate actions will follow. Hosts who aid in trespass will be cited to the Student Code of Conduct.



r. Withholding of diploma or grades: If a student fails to complete all sanctions by graduation or before the student decides to transfer, diploma and/or grades will be withheld until all sanctions are completed and the student is in good standing with the College.

E. Definitions

- 1. Accused Student:** Any student accused of violating the Student Code of Conduct.
- 2. Administrative Hearing Officer:** Director of community standards or designee; chairperson.
- 3. Advisor:** An individual who has agreed to assist the accused student/or complainant during a hearing conducted by Community Standards. The role of the advisor shall be limited to advising the student. The advisor may not appear in lieu of the accused student or speak on his/her behalf.
 - a.** The complainant and the accused student will have the right to choose an advisor who will be present for Community Standards Board hearings only.
 - b.** The advisor must be a member of the Albright College community (current students, faculty and staff, provided he/she is not an attorney). Attorneys and parents are not permitted to sit in the hearing room or serve as the complainant or accused student's advisors.
 - c.** The role of the advisor shall be limited to advising the student. Advisors may not appear in lieu of the accused student, interrupt the hearing, or speak on behalf of the student. They are simply there to advise the student/s. They may not present information or interrupt the hearings. If the advisor disrupts the hearings, he/she may be removed from the hearing room at the discretion of the chairperson of the hearing board.
 - d.** The role of the advisor is to assist the complainant or accused student in preparing his/her case and/or assist the accused student in understanding the charges that have been brought. The advisor cannot speak on behalf of either the accused students or complainant.
- 4. Chairperson, or Hearing Officer:** For board hearings, the chairperson convenes the board for meetings and hearings. The chair is a non-voting member of the board, except in the case of a tie vote. If the chairperson cannot serve for a particular case, he/she can appoint a temporary chairperson. For administrative hearings, the chairperson is the sole voting official hearing officer.
- 5. College Official:** Includes any person employed by the College, performing assigned administrative or professional responsibilities.
- 6. College Premises:** Buildings or grounds owned, leased, operated, controlled or supervised by the College.
- 7. Complainant:** Any individual who initiates a disciplinary complaint or referral. A student who believes he/she has been the victim of another student's misconduct becomes the complainant. However, this may not always be the case. Typically, a member of the Office of Public Safety may be the technical complainant.
- 8. Consent:** Written Consent: It is an explicit and verifiable expression of permission. Explicit verbal consent: Saying "yes" to a specific activity.
- 9. Evidence (for administrative and board hearings only):** Complainants and accused may bring evidence or exhibits to the administrative hearing or board hearing. The administrative hearing officer and the Community Standards Hearing Board have the option of using such evidence when deliberating the case.
- 10. Hearings:** College hearings are not criminal or civil proceedings. They are processes administered by the College to find whether a student violated a College policy. The information



gathered to find the student “responsible” or “not responsible” is based on the preponderance of evidence.

11. Informational Meeting: Meeting to discuss incident, hearing procedure and appeals procedure, and to answer any questions the accused student may have.

12. Preponderance of the Evidence: Information showing that it is more likely than not that a policy violation occurred.

13. Public Areas: Outside the residential hall room or within the room with the door open, includes lobby, main lounge, restroom, etc.

14. Student: Includes all persons taking courses at Albright College, both full-time and part-time, degree-seeking or non-degree-seeking.

15. Witnesses (for administrative and board hearings only): Witnesses must be current Albright students who directly observed the incident. The list of witnesses must be submitted to the Office of Community Standards 24 hours prior to hearing.

IV. POLICIES REGARDING STUDENT BEHAVIOR AND CODE OF CONDUCT

A. Administration Search and Seizure Policy

Albright College respects the privacy of members of the College community. However, the College reserves the right for the appropriate officials to conduct searches if reasonable cause exists to believe that (a) activity is taking place in a student’s room or on College premises that is detrimental to the health, safety or welfare of individuals; or (b) substances are contained in the room or on the property of the College or on a person that would constitute a violation of the Student Code of Conduct. A search involves the close physical examination of all areas, which may include, but are not limited to, thoroughly going through an individual’s personal belongings. Determination of what constitutes “a reasonable cause to believe” that a search is necessary will be made by the director of public safety. Rooms may be entered without the student present.

B. Alcohol Policies

1. Students are reminded that the laws of the Commonwealth of Pennsylvania limit involvement with alcoholic beverages to persons 21 years of age or older.
2. The following are regulations for alcohol use:
 - a. Albright College allows students who are 21 years of age to possess and/or consume alcoholic beverages in the privacy of their own room, suite, apartment, or house. Note: All roommates must be 21 years of age in order for students to possess/consume alcohol in the privacy of their assigned space. Otherwise, it is considered to be a dry room, suite, apartment or house and all students will be subject to disciplinary action for violations of the alcohol policy.
 - b. Common-source containers of alcohol (i.e. party balls, punch bowl, kegs, etc.) are prohibited anywhere on campus.
 - c. The use of grain alcohol is strictly forbidden.
 - d. Open containers containing alcohol are not permitted in the hallways and common areas of residence halls or in public areas of the campus. Any containers of beer or wine that are being transported must be sealed and covered while on College premises.
 - e. If it is determined by Public Safety that a student has consumed alcohol which renders them to be in significant physical harm, they will be transported by ambulance to the hospital. If a student has consumed alcohol and their physical well-being is in question, an



auxiliary officer will be called in to monitor the student's condition until they are considered to be safe. The cost of the auxiliary officer's salary, in the amount of \$100, will be passed on to the student.

f. The illegal purchase, possession or consumption of alcoholic beverages (The College expects every student to be aware of these laws and to assume the responsibility for compliance with them.)

g. Students are reminded that the Commonwealth of Pennsylvania prohibits the purchase, possession or consumption of alcoholic beverages by persons under the age of 21. Furthermore, any person 21 years of age or older is subject to charges of contributing to the delinquency of a minor for providing someone under the age of 21 with any alcoholic beverages. Violators are subject to prosecution by state law enforcement officials.

h. In order to acquaint students with the provisions of the law, the following sections have been excerpted from Chapter 63 of the Pennsylvania Crimes Code, effective June 6, 1973. In addition, Item 6 has been excerpted from Section 493 of the Pennsylvania Liquor Code.

1) Section 6301: Corruption of Minors - A person of the age of 18 years and older is guilty of a misdemeanor of the first degree in regard to alcohol if he aids, abets, entices or encourages a minor in the commission of any crime. (Maximum five years and/or \$10,000 fine.) Note: Anyone under the age of 21 is considered a minor in regards to alcohol.

2) Section 6307: Misrepresentation of Age to Secure Liquor – A person is guilty of a misdemeanor of the third degree if he, being under the age of 21 years, knowingly and falsely represents himself to be 21 years of age to any licensed dealer or other person, for the purpose of procuring or having furnished to him any intoxication liquors. (Maximum one year and/or \$2,500 fine.)

3) Section 6308: Purchase, Consumption, Possession or Transportation of Liquor or Malt or Malt Brewed Beverages – A person is guilty of a summary offense if he, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses or transports any alcohol, liquor or malt brewed beverages. (Maximum 90 days and/or \$300 fine.)

4) Section 6309: Representing to Liquor Dealers that Minor is of Age – A person is guilty of a misdemeanor of the third degree if he knowingly, willfully, or falsely represents to any licensed dealer or other person any minor to be of full age for the purpose of inducing any such licensed dealer or other person to sell or furnish any intoxicating liquors to the minor (Maximum one year and/or \$2,500 fine.)

5) Section 6310: Inducement of Minors to Buy Liquor - A person is guilty of a misdemeanor of the third degree if he hires or requests or induces any minor to purchase or offer to purchase liquor, beer, wine, or brewed or malt liquors from a duly licensed dealer for any purpose. (Maximum one year and/or \$2,500 fine.)

6) Section 6310.7 of the Crimes Code: Selling or furnishing nonalcoholic beverages to persons under 21 years of age.

(a) Offense defined: A person commits a summary offense if he intentionally and knowingly sells or furnishes nonalcoholic beverages to any person under 21 years of age.

(b) Definitions: As used in this section, the term "nonalcoholic beverage" means any beverage intended to be marketed or sold as nonalcoholic beer, wine or



liquor having some alcohol content but does not contain more than 0.5% alcohol by volume. 18c6310.7v (Dec. 12, 1994, P.L.1248, No.148, eff. 60 days)

- i. Fines (In addition to other sanctions, students who violate alcohol/drug policies will be fined.)

C. Discrimination

Diversity is one of the strengths of a society as well as one of the hallmarks of a college campus. Albright College recognizes and values the perspectives molded by different cultures and backgrounds. Albright College recognizes and supports the ideal that colleges protect the academic environment and encourage freedom of expression, and the responsibility that it entails. While members of the Albright community reserve the right of freedom of expression, the members of the community must also recognize they have a duty to be responsible. Members of our community have the right not to be discriminated against by any agent, organization or member of the Albright College community.

1. Hate/Bias: The Pennsylvania Crimes Code states that a person commits the offense of **ethnic intimidation** if, with malicious intention toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals, he commits an offense under any other provision of this article or under Chapter 33 (relating to arson, criminal mischief and other property destruction) exclusive of section 3307 (relating to institutional vandalism) or under section 3503 (relating to criminal trespass) with respect to such individual or his or her property or with respect to one or more members of such group or to their property.

a. Definition: As used in this section, “malicious intention” means the intention to commit any act, the commission of which is a necessary element of any offense referred to in subsection (a) motivated by hatred toward the actual or perceived race, color, religion or national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals (PA Crimes Code 2710).

Albright College holds the members of its community to a higher standard than the Pennsylvania Crimes Code. Albright College is committed to protecting individual freedoms, as long as they are not inflammatory or harmful toward others, whether it is intentional or not. Violation of the norms of civility and other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary action.

2. Disciplinary Action: A violation of College policy such as harassment, vandalism, assault, etc. that is motivated by hate or intolerance will be considered a harsher violation. Any member of the Albright community who participates in promoting hatred and intolerance will be brought before the appropriate office or the Office of Community Standards. Those found guilty of hate/bias infractions of the Student Code of Conduct may find the sanctions imposed more severe than sanctions for non-hate related infractions.

3. Notification of Hate/bias: Any person who becomes aware of an incident of hate/bias should call (311) or come into the Office of Public Safety immediately. Any member of the Albright College community (student, faculty or administration) may initiate the College’s complaint process. Complaints must be submitted in writing to the Public Safety Office as soon as possible after the complainant (person submitting the complaint) becomes aware of the alleged violation.

4. Filing a Complaint: Complaints alleging hate/bias incidents should be addressed to the Office of Public Safety. The written complaint will be forwarded to the appropriate office: for a



student it will be sent to community standards; for an employee to human resources; and for faculty to the provost.

5. Reporting of Incidents to the Albright Community: This policy requires that these incidents be reported to the Albright College community by the appropriate disciplinary office.

D. Drug and Alcohol Statement

1. Drugs

a. Standard of Conduct – Possession, use and/or distribution of non-prescription and/or illegal controlled substances, prescribed medical drugs that were unlawfully obtained or are being unlawfully or abusively used, and related paraphernalia are strictly prohibited on any area of campus. In addition, the abusive or unlawful use of over-the-counter drugs is strictly forbidden. Any violation of this policy is also considered a violation of the Student Conduct Code.

b. College Sanctions – Students who possess, use and/or distribute illegal drugs, prescribed medical drugs that were unlawfully obtained or are being unlawfully used, or drug paraphernalia on Albright College property will be subject to community standards sanctions and educational programming. Repeat offenders may face more severe penalties, including automatic suspension and/or removal from the residence halls. Students who distribute controlled substances or possess such substances with the intent to distribute may be subject to more severe sanctions including suspension and/or expulsion.

c. Local, State and Federal Laws – In addition to sanctions imposed by the College, drug violations may be referred to the appropriate external authorities. Under local, state and federal laws, such as the Commonwealth of Pennsylvania, violations as specified above may result in penalties ranging from fines through imprisonment. A list of penalties for federal drug offenses can be found on the U.S. Drug Enforcement Administration's Web site at <http://www.dea.gov/agency/penalties.htm>. If a student is convicted of a drug-related offense under local, state or federal law, financial aid will be revoked for a specified period of time.

d. Health Risks – The health risks caused by drug use vary depending on the drug involved. Studies have shown that marijuana contributes to sterility in men, destroys brain cells and leads to diseases associated with cigarette smoking. The use of cocaine or any cocaine-based substance may cause heart failure, erratic behavior, personality changes, birth defects, loss of appetite, paranoia and mood swings. The use of drugs without a doctor's supervision may also cause serious health difficulties. In addition, the abuse of any substance can adversely affect relationships, employment, academic and athletic performance and self-esteem.

e. Treatment – The College provides confidential counseling services to students. The Albright College Counseling Center is located at the Gable Health Center and can be reached at 610-921-7532. The Counseling Center personnel will provide referrals to both in- and outpatient treatment facilities at the Reading Hospital and other area treatment centers.

2. Alcohol

a. Standard of Conduct – Possession, distribution, use and/or consumption of alcohol by students under 21 years of age is strictly prohibited on campus. The operation of a motor vehicle by a driver who is legally impaired or intoxicated (reckless driving) is also prohibited. In addition, consumption of alcohol and/or possession of open containers of alcohol by any student in public areas is not permitted. No alcohol is permitted at Greek rush events.



b. College Sanctions – Students who violate any of the above alcohol regulations will be subject to a minimum penalty of a disciplinary warning. Subsequent offenses will result in

c. more serious action. Offenses and sanctions will be kept on file in the Community Standards office and reported to the appropriate agencies.

d. Local and State Laws – In addition to sanctions imposed by the College, alcohol violations may be referred to the appropriate external authorities. Under local and state laws, such as the Commonwealth of Pennsylvania, Vehicle and Traffic Law, and Alcoholic Beverage Control Law, violations may result in penalties ranging from fines through suspension of a driver's license and possible imprisonment.

e. Health Risks – Use of alcohol may result in mood changes, impulsive actions, loss of judgment and loss of coordination. Excessive use of alcohol may cause heart damage, liver damage, damage to the digestive tract, cancer, brain damage, mental disorders, loss of sexual function, blood disorders and birth defects. Also, long-term alcohol use may affect relationships, employment, academic and athletic performance, and self-esteem. Students will be held completely responsible for any violation of College policy while under the influence of alcohol.

f. Treatment – The College provides confidential counseling services to students. The Albright College Counseling Center is located in the Gable Health Center and can be reached at 610-921-7532. Counseling Center personnel will provide referrals to both in- and out-patient treatment facilities at the Reading Hospital and other area treatment centers.

This information is provided in compliance with section 1213 of the Higher Education Act of 1965, as amended by the Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 1145g] and again amended in the Higher Education Opportunity Act (HEOA) [Public Law 110-315] was enacted on August 13, 2008.

E. Missing Student Notification

The Higher Education Opportunity Act of 2008 (HEOA) requires institutions participating in a Title IV federal student financial aid program, and maintains on-campus housing facilities, to establish an effective missing student notification policy and related procedures. All students are strongly encouraged to provide the College with a confidential contact whom the College will notify in the event that the student is determined to be missing. This information, which will be maintained in the Dean of Student's office and a copy filed with the Department of Public Safety, will be accessible only to authorized campus officials and law enforcement authorities and will be used only in connection with responding to a report that a student is missing. The confidential contact does not have to be a parent of a student. This is the individual who will be contacted by police in the event the student is reported missing. This individual will be updated as to the progress of the investigation into the missing person. In the event a student is under 18 years of age, and has not been legally emancipated, the student's parents will also be contacted.

Suzanne's Law is section 204 of PL 108-21, the Protect Act, signed by President Bush in 2003. Suzanne's Law amends Section 3701 (a) of the Crime Control Act of 1990 so there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of twenty-one and that law enforcement agency is required to report the missing person to the National Crime Information Center (NCIC) of the Department of Justice, as part of the national "Amber Alert" bill. Any person under the age of 21 is considered a missing child.



The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. Previously police were only required to report missing persons under the age of 18. This new law, sponsored by Congressman John Sweeney (R-NY), is intended to spur police to initiate prompt investigations into missing young people.

Doug and Mary Lyall, Suzanne's parents championed the law. "I just hope that it's going to bring back some of these kids," said Mary Lyall in an Associated Press article. "They need as much protection while they're at college."

Albright College takes student safety very seriously. Any member of the Albright Community, including parents, who believes that a student is missing, whether or not the student resides on campus, may be deemed missing if it is reported to appropriate college officials (public safety, housing and residential life, resident assistant, lead RA, assistant director or director, Gable Health and Counseling Center personnel or the Dean of Students Office) that the student has been unreachable via personal contact, telephone, email or other means of electronic communication. Any member of the student affairs team that receives the call will immediately refer the information directly to the leadership of public safety (director, associate director or assistant director). All investigative procedures will be governed by Student Affairs policy and procedures and federal, state and local laws. When information is received by the Department of Public Safety, there will be no waiting period before an investigation is initiated. The director or designee will immediately notify the Vice President for Student Affairs/Dean of Students and together will coordinate efforts to begin immediate attempts to locate the student. Initial investigations, prior to any formal police investigation, will include a thorough review of the student's recent activity on campus which may include, but not be limited to:

1. Interviewing the person making the complaint in order to determine the reason the complainant is reporting the missing person.
2. Gathering all essential information about the person including clothing description, where/when subject was last seen, who he/she may be with, vehicle description, etc.
3. Questioning the student's roommate(s) and friends.
4. Visiting the student's room.
5. Speaking with professors to determine the last time he/she attended class.
6. Reviewing of the student's recent use of his/her ID card.
7. Reviewing surveillance video, based upon the student's class schedule and usage of his/her ID card.
8. Speaking to his/her supervisor, if student is employed, to find out the last time he/she reported to work.
9. Seek answers to the following questions:
 - a. What are some of the places the student most frequents? Have we contacted anyone at those locations?
 - b. What is the student's academic status? Has the student been experiencing any academic or financial problems?
 - c. Is the student taking any medications that would pose a life-threatening risk to him/her if any dosages were missed?
 - d. Has the student been despondent or struggling with mental health issues? Has the student been receiving any personal counseling?
 - e. Does the student have a known substance abuse problem?
 - f. Do we know if the student has received any threats?



g. Does the student have a conduct record? If so, does this record suggest any pattern of behavior that may be helpful to the investigation?

h. If the student has a cell phone, do we know the name of the provider? Have we considered an open tracking application on the phone or the assistance of police-requested court ordered tracking of the phone?

An updated photo may also be obtained to aid in the search. A quick, but thorough, search will be conducted in all campus buildings, grounds and parking lots.

Staff should document the situation and create a factual written report from all investigative parties involved. In creating the written report, only record pertinent facts and not speculative information.

If the student is not located as the result of an active investigation by College officials, the Vice President for Student Affairs/Dean of Students will contact the person(s) listed on the student's Emergency Contact form to inquire about his/her whereabouts and/or alert that person his/her child is missing. Once this occurs, a College official will make an official missing report to the appropriate law enforcement agency within the jurisdiction of the College. The local police then become the authority in charge. The Department of Public Safety and the Dean of Students will assist them in any way necessary.

F. Responsible Albrightian Policy

Albright College's primary concern is the health and safety of its students. The College is aware that students are sometimes reluctant to seek medical attention in alcohol- and other drug-related emergencies out of fear that they may face sanctions related to possessing or consuming alcohol or other drugs. Because these emergencies are potentially life-threatening, Albright College seeks to create a culture of trust and care paired with safety and responsibility while reducing any barriers that would prevent students from seeking assistance by implementing the Responsible Albrightian Policy.

The Responsible Albrightian Policy provides consideration for alternative consequences for students who, while under the influence of alcohol or other drugs, responsibly report alcohol and/or other drug-related emergencies to the proper authorities for the intention of seeking medical or safety assistance for anyone in need of emergency care. Alternative consequences should not be confused with amnesty.

1. Description of and Requirements during Emergency Situations: Students who find themselves in a situation that requires emergency care of another should contact the Department of Public Safety at 610-921-7671, or 311 from an on-campus phone, or press the red button on the campus call boxes. Call 911 if off campus, and/or immediately seek assistance from a residence life staff member to report the details needed by emergency response personnel.

2. Scope of Protection

The College will consider the positive impact of reporting an incident when determining the appropriate sanctions for policy violations. In such cases, any possible negative consequences for the reporter of the situation will be evaluated against the possible negative consequences for the student who needed assistance.

Students needing medical assistance during an alcohol- or other drug-related emergency will not face disciplinary/conduct action for the mere possession/use of alcohol or drugs. However, the Office of Community Standards will seek a mutually agreeable resolution to the matter, when possible, while meeting with the same student to discuss the incident. This student may be required to participate in an appropriate educational program.



3. Other Requirements/Conditions

Even if there is not a disciplinary action, the Office of Community Standards will maintain a file of each case that may be used to establish a pattern of history should subsequent alcohol or other drug violations occur. Conduct violations do not appear on the student's academic transcript.

4. Institutional Discretion Statement

Based on the totality of the incident, the College hearing officer will make the final determination as to the applicability of the Responsible Albrightian Policy and reserves the right to reduce any sanctions or outcomes, including dismissing any and all charges against a student.

5. Important Policy Limitations

Students should be aware that the Responsible Albrightian Policy does not prevent action by local and state authorities when the situation warrants outside involvement.

G. Sexual Assault/Rape Policy

Sexual assault and rape are crimes that will not be tolerated at Albright College. The nature of these types of incidents causes immense difficulty to the individuals directly involved and offends the educational mission of the institution. Those identified as being responsible for such acts may expect to be criminally prosecuted and held accountable under the College's Sexual Misconduct Policy procedure.

1. What to Do if You Have Been Sexually Assaulted or Raped

- a. Get to a safe place as soon as you can (i.e., Public Safety, hospital, RA)
- b. Get help immediately by contacting an assistant director of housing, resident assistant, Health Services, Counseling Services, dean of students, or Public Safety. Between the hours of 8 a.m. and 5 p.m., Monday through Friday, call the Gable Health and Counseling Center at Albright College (ext. 7532). Call the Office of Public Safety at Albright College (ext. 311 or 7670) even if you do not want further action taken.
- c. Seek medical care. Save all of the clothing you were wearing at the time of the assault. Place each item of clothing in a separate bag. Do not use plastic bags.
- d. Go to either St. Joseph's Hospital or the Reading Hospital and Medical Center emergency department for medical care. Even if you think that you do not have any physical injuries, you should still have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted infections and the possibility of pregnancy resulting from the sexual assault. A medical examination is extremely important even if you are unsure if you are interested in pursuing a police report. You may call the Public Safety Office at Albright College (ext. 311 or 7670) if you need transportation to the emergency room.
- e. Do not disturb anything in the area where the incident occurred.
- f. Preserve physical evidence and refrain from changing clothes, bathing, showering, brushing your teeth, douching or urinating.
- g. If you suspect that you may have been given a date-rape drug, ask the hospital emergency department where you receive medical care to test for date-rape drugs.
- h. Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
- i. Get emotional support by scheduling an appointment with the Albright College Counseling Center. (ext. 7532).
- j. It is your choice whether you would like to speak with a counselor on or off campus.
- k. Every effort will be made to maintain privacy and confidentiality.



1. If you need information regarding sexual assault or rape, please visit the Gable Health Center website at <http://www.albright.edu/resources/healthcenter/stepstotake.html>

2. Reporting an Indecent Assault

A student who believes that she or he has been the victim of an indecent assault should report the assault to the Public Safety Office of Albright College and the Gable Health and Counseling Center even if you may not want further action taken. The victim will never be pressured into making any decisions that they do not desire.

Public Safety will assist you in reporting the incident to either the Muhlenberg Police Department or the Reading Police Department, as appropriate. If a report is completed with both the Reading Police Department and the Office of Public Safety simultaneously, the adjudication processes will be separate and distinct from one another. Once a student files an incident report of sexual misconduct, there will be an investigation of the incident. If the victim chooses to have criminal charges filed through either the Reading Police Department or the Muhlenberg Police Department, Public Safety will discontinue any on-campus investigation until the criminal charges have been adjudicated. The accused may be charged criminally by local law enforcement authorities. The case also may be dealt with as a violation of Albright College's Sexual Misconduct Policy if the accused is a student at Albright College. The student will appear before the Community Standards Hearing Board for a hearing. If the accused is found in violation of the Student Code of Conduct, sanctions will be assessed that could include probation, suspension or expulsion.

H. Sexual Harassment Policy

1. Sexual Harassment: Albright College believes that its students, faculty and staff living and working in the College community should be free from sexual harassment. Sexual harassment is unlawful and contrary to the best interests of the College, its students and its employees.

a. Scope: It is the policy of Albright College to provide a learning community and workplace or campus community free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute sexual harassment. Sexual harassment is considered to be a very serious matter and is prohibited in the workplace by any person and in any form. It is the responsibility of all students, faculty and staff to ensure compliance with this policy. Any student, faculty, staff or person who has a workplace or campus/community sexual harassment complaint shall report the matter to a student personnel official, supervisor or vice president, or directly to the associate vice president and director of human resources.

b. Policy: Sexual harassment of any Albright College employee or student in the workplace or campus/community by any employee or other person, either directly or indirectly, is not tolerated and is prohibited. No student, faculty or staff member shall be threatened or made to feel threatened, either explicitly or implicitly, neither by sexual harassment nor by the reporting of sexual harassment. A student, faculty or staff member's refusal to submit to unwelcome sexual advances or conduct or the reporting of such advances will not adversely affect the employee's or the student's performance, evaluation, wages, advancements, academic standing or retention, career development or any other condition of employment. Sexual harassment in the workplace or campus/community is strictly prohibited. This includes, but it is not limited to, unwelcome and offensive sexual flirtations, unwelcome advances or propositions, verbal abuse of a sexual nature, offensive displays in the workplace or campus/community of sexually suggested objects or materials, and any other activity that



could be interpreted as creating a sexually hostile work or campus/community environment. Any student, faculty or staff member who believes that he or she has been sexually harassed should report the act immediately to the employee's supervisor or student personnel official or to the associate vice president and director of human resources, who serves as the affirmative action officer. The complaint will be investigated, and the student, faculty or staff member will be advised of the findings and conclusions. While there are no express time limits for initiating complaints, every effort should be made to file a complaint as soon as possible. Once a complaint is made, the College will conduct an investigation and take appropriate actions as indicated by the findings of the investigation. The complaining individual may file an informal complaint, which involves a meeting to discuss the alleged incidents, or a formal complaint, which includes a written statement by the complaining individual. All complaints will be promptly investigated. To the extent possible, confidentiality and privacy will be respected in handling such harassment complaints.

The affirmative action officer will be responsible for overseeing the investigation and maintaining the documents of the investigation and ensuring that the appropriate action is taken. There will be no discrimination or retaliation against any student, faculty or staff member for making a sexual harassment complaint. Any student, faculty, staff member or person who is found to have engaged in sexual harassment will be subject to appropriate corrective or disciplinary action up to and including immediate termination, suspension or expulsion. This policy applies to students, faculty, staff and non-employees who come into contact with College students and employees. Any sexual harassment by a non-employee, such as a vendor or contractor, shall be reported immediately to the employee's immediate supervisor or to the affirmative action officer.

c. Process for Addressing Complaint of Sexual Harassment: The Sexual Harassment Policy requires action and confidential record keeping as a means of protecting the entire Albright College community of faculty, administrators, staff and students. Immediate and, if necessary, corrective action shall be taken on all complaints of sexual harassment. Members of the Albright College community should encourage individuals who experience sexual harassment to come forward. In addressing complaints of sexual harassment, the individual should speak directly to the harasser, identifying the incident and what was objectionable and stating the remedy sought. Or, the individual can write to the harasser, identifying the incident and what was objectionable and stating the remedy sought. On the assumption that the remedy sought is to have the action cease, this could end the matter. Failing that, or alternatively, the individual should report the incident directly to one of the following individuals, who are responsible for helping resolve the problem either informally or formally: 1) If the individual is a student, he/she should report the incident to the Department of Public Safety; 2) If the individual is faculty, administrator or support staff, he/she should report the incident to his/her immediate supervisor; 3) If the individual is not comfortable reporting the incident to his/her supervisor or wants to take it further, then he/she should report the incident to the affirmative action officer, who also serves as the associate vice president and director of human resources.

The individual should keep records documenting all incidents and conversations that involve sexual harassment, including the date, time, place and witnesses, if available. After informal or formal intervention is complete and there is evidence of inappropriate actions that violate the College Sexual Harassment Policy, disciplinary action against the harasser may follow. Disciplinary action should be commensurate with the scope and severity of the occurrence.



Effort will be made to provide appropriate relief in the form of sanctions that may include reprimand, warning, probation, suspension, demotion, expulsion or termination. All employees and students should be aware that the College is prepared to take action to prevent and remedy such behavior, and individuals who engage in such behavior are subject to disciplinary action. Appeals with regard to this process should be made to the president.

I. Smoking Policy

Smoking is prohibited in ALL buildings on campus. Smoking is not permitted within 25 feet of entranceways to residence halls. Refrain from smoking near windows. All debris must be disposed of properly. Failure to adhere to these rules may result in a fine and/or disciplinary action.

J. Title IX Policy

Albright College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in an environment free of sex discrimination and sexual misconduct. Title IX of the Educational Amendment Act of 1972 states that: *No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance.* Sex discrimination violates an individual's fundamental rights and personal dignity. Albright College considers sex discrimination in all its forms to be a serious offense. **This policy includes all forms of sex discrimination, including: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.** This policy has been developed to reaffirm individual rights and responsibilities and to provide recourse for those individuals whose rights have been violated. It should serve as a guide for you on the expectations we have for sexual communication, sexual responsibility and sexual respect.

V. STUDENT ORGANIZATIONS AND PROGRAMMING

A. Student Organization - Administration of Organization

1. Student Organization Registration

- a. Organizations may be established within the College for any legitimate purpose.
- b. A group shall become an official College organization when formally recommended and recognized by the director of student activities, the president of student government, and the dean of students.
 - 1) The group seeking recognition shall submit to the director of student activities and student government a constitution. A packet that discusses how to develop a constitution can be obtained from the Office of Student Activities.
 - 2) After consulting with the director of student activities and revising the constitution, if necessary, it is submitted by the director of student activities to the student government for review and recommendation to the dean of students to recognize the group.
 - Consultation meeting with the director of student activities should be arranged.
 - After consulting with the director of student activities and submitting the final draft of the constitution and bylaws to the director, he or she will submit it to the student government for consideration.
 - 3) New organizations are first considered "working groups" until they complete all the necessary actions and requirements laid out in the SGA Constitution.



- 4)** If the organization wishes to become a fraternal organization, affiliation with a national/international social fraternity or sorority is required. Please see the director of student activities for the process of becoming a recognized fraternal organization at Albright College.
 - Fraternities and sororities do not have the privilege of petitioning SGA for a general operating budget. They may petition to receive allocation for events that they wish to sponsor that will benefit the entire Albright community.
- 5)** Albright College and the Office of Student Activities prohibits any student from participating in any local fraternities, sororities or secret societies.
- c.** All changes and amendments to the organization's bylaws, constitution or name shall be submitted to the director of student activities and the student government for approval.
 - 1)** All changes in officers and advisors are required to be submitted to the Office of Student Activities throughout the year.
- d.** All recognized organizations are required to have a member of the faculty or administrative staff serve as a collegiate advisor. The advisor commits him/herself for a period of one year.
- e.** Organizations that are officially recognized through the Office of Student Activities are registered annually, and when in good standing with the institution, have the following privileges:
 - Within limits, to use the College name in connection with their programs
 - To petition the Student Government Association for funding. (See Student Government Association)
 - To petition the College for funding
 - To utilize College-owned space
 - To participate in the Student Activities Fair
- f.** To maintain official recognition, each student organization shall submit a new registration form and membership list to the Student Government Association twice a year, by the fall allocations deadline and the spring allocations deadline (dates determined by SGA).
- g.** The names of all officers of an organization must be submitted to the Student Government Association immediately following their election or ascension into office due to a vacancy.
- h.** The opportunity for membership in all recognized organizations shall be open to any Albright College student.
- i.** Under ordinary circumstances, the SGA approves the recognition of a student organization for funding after consultation with the dean of students or the dean's appointed designee. Before any organization requests SGA funding, the organization must be fully registered with the Office of Student Activities.
- j.** Recognition of an organization infers neither approval nor disapproval of the aims, objectives and policies of the organization by the College or Office of Student Activities.
- k.** The Office of Community Standards will handle all violations by student organizations.
 - 1)** Student activities may recommend withdrawing recognition of any student organization. This right shall be exercised when it has been determined that a student organization is not exhibiting sound financial management and/or is not acting in the best interests of the student body.
 - 2)** Responsibilities of Recognized Organizations



(a) To maintain good standing with the Office of Student Activities and Albright College, recognized organizations are responsible for:

- (1) Submitting a new registration form and list of all members to the Office of Student Activities by the second Friday of both the fall and spring semester.
 - The organization president will receive this form during the first week of the new academic year.
 - Failure to return this form on the date required may result in loss of funding for the semester by SGA.
- (2) Reporting names of all newly elected officers within 72 hours of elections to the Office of Student Activities.
- (3) Notifying the Office of Student Activities of any change of advisor.

(b) Failure to comply with these expectations may result in the organization’s loss of recognition by Albright College or funding from the College or SGA.

3) The Role of the Adviser

- (a) All recognized organizations are required to have a member of the faculty or administrative staff as a collegiate adviser. The adviser commits him/herself for one year. At the completion of one year, the student organization may retain the adviser for the following year or they can select someone else as their adviser.
- (b) The organization adviser must get to know members of the group and assist the group to become acquainted with each other and their responsibilities in order to work effectively. He/she should attempt to assess, with each member, the contribution they can make to the group.
- (c) Workshops for advisers will be offered by the Office of Student Activities.

B. Greek Life

Greek organizations have a long and rich tradition at Albright College. The campus’ first fraternal organization formed for men was Kappa Upsilon Phi in 1900. All Greek organizations at Albright are required to have a national affiliation. Currently, there are three fraternities and four sororities. The Albright College Interfraternity Council (IFC) is the governing body for all fraternities, and the Albright College Panhellenic Council governs the sororities.

The goals of the Greek community are to instill in its individual members the qualities of citizenship, scholarship, service and respect for oneself and others. Any student interested in joining a Greek organization is required to have completed at least three academic courses at Albright with a minimum 2.25 GPA for fraternities and 2.5 for sororities. The Office of Greek Life works with these organizations to provide guidance, continuity and program support. The member organizations are:

| Fraternities | Sororities |
|---------------------|-------------------|
| Alpha Sigma Phi | Alpha Delta Pi |
| Pi Kappa Phi | Sigma Kappa |
| Sigma Alpha Epsilon | Phi Mu |
| | Chi Upsilon Sigma |

Albright College prohibits students from belonging to secret societies or local fraternities and sororities. Displaying local Greek letters by any student organization is prohibited, including T-



shirts, mugs, posters, etc. Additional information regarding Greek organizations can be found by calling the Office of Student Activities at 610-921-7529.

C. Facilitating Programs

To serve students better, Albright has streamlined the process of scheduling space, acquiring work done by facilities, and obtaining security for events by having the entire process completed online at the Office of Student Activities Web site. All program requests must go through the Office of Student Activities.

The Office of Public Safety, Conference Services and Facilities will deny any requests from student organizations unless given authorization by the Office of Student Activities.

This registration process must be used for utilization of ALL college spaces (i.e. fields, parking lots). Please remember that room reservations, facilities needs (audio visual equipment, chairs, tables, etc.) and security requirements cannot be automatically approved by the respective departments. It is important that students submit requests at least 10 days in advance of the program to avoid any delays in hosting the event. The 10 days will be taken from the date the program registration was submitted via the Office of Student Activities Web site.

D. Travel Guidelines for Albright College Student Organizations

Trips sponsored by a student organization are considered part of Albright's "official business" and, therefore, must be planned in consultation with the organization's faculty/staff adviser and the director of student activities. After discussing the trip with your adviser, please come to the Office of Student Activities at the Campus Center desk to discuss the planning of your trip. All trips, transportation and travel arrangements must be made in conjunction with the director of student activities. This planning meeting is an essential part of ensuring a safe and successful experience for all students who plan to participate in the trip. Failure to have this meeting or violations of the travel guidelines may result in disciplinary procedures.

Additionally, all Albright College student regulations apply to all students who go on trips sponsored by student organizations. It is important to note that students are responsible for their guests and will be held accountable for their guests' behavior on the trip.

1. College Representatives

It may or may not be necessary for an organization's adviser or another College representative to go on a trip. This depends on the nature, destination and duration of the trip. A College representative going on a trip must be employed by Albright College. The organization's leader will consult with the director of student activities in order to determine the need for a College representative to accompany the organization on their trip.

For all trips not requiring a College representative, a member of the student organization's executive board will assume responsibility for the travel program. They must be in attendance during all phases of the trip. This student will be responsible for keeping all necessary travel documents secure on their person and will take the initiative if any emergency situation arises.

2. Transportation and Lodging Planning

All transportation contracts and arrangements (airline, train, bus, van, car rental and hotel arrangements) will be made through the Office of Student Activities. In cases where travel by air is necessary, the organization should meet with the director of student activities no less than a month from the expected travel date. This should ensure the most economical fare for the organization.

3. Financing the Trip

Under no circumstances should money be sent directly by the student participants to an off-campus contractor (bus company, travel agent, hotel, etc.). A copy of the contract or agreement



must be submitted to the Office of Student Activities for the proper College representative's signature. In instances where money is collected from each person going on the trip, ticket sales should not commence until all contracts have been signed. All monies for the trip should be deposited into the student organization's account with the Albright College Controller's Office. (Please keep in mind that this process and any process dealing with contract signatures or transactions within the Controller's Office may take considerable time, depending on the complexity of the trip or event.)

4. Automobile Transportation

Most students going on off-campus trips will use cars. The use of personal automobiles exposes the owner(s) and driver(s) to considerable liability. It may be possible for a group no larger than 13 to use the SGA van. (The driver must be 21 year old, must have a valid driver's license, and must have passed the Albright security driver's test.) Also, a faculty or staff member from the College must be present.

To minimize liability to the organization and to avoid possible injury to anyone in the group, the Office of Student Activities and the Office of Public Safety suggest that student organizations follow these recommendations:

- Check the proper licensing and eligibility of all drivers.
- Observe all traffic laws, including speed limits.
- Abstain from alcohol, drugs or medicine that would impair the safe operation of the vehicle.
- Carry proof of current automobile insurance for all drivers.
- Maintain all vehicles being used (current state inspection sticker).
- Keep basic safety and repair equipment on hand.

The College cannot assume responsibility for the driver or the safety of the vehicle being used. It is highly recommended that all drivers have at least two years' experience. We highly recommend that student organizations obtain a van with a professional driver. The Office of Student Activities, through its travel agent, can arrange this for you.

5. Emergency Procedures

The designated person in charge of the trip (adviser/executive board officer) will assume responsibility for dealing with emergencies that may arise. This person should keep a copy of the trip registration form on them at all times during the trip. This person will also have a list of contact persons from the College to call in the event of an emergency.

An emergency folder will be made available to the adviser/executive board officer traveling on College-sponsored trips. The folder will include:

- A copy of the trip registration form listing everybody attending the trip as indicated by the student organization.
- A list of emergency phone numbers for the Albright campus (Public Safety Office, area coordinator on duty, and the on-duty emergency response task force member).

E. SGA Policies and Allocations

The rules of the allocation process are established by the Student Government Association (SGA) to provide guidelines for the allocation, disbursement and administration of the student activity fee.

1. Eligibility for Funding

- a. Any organization whose constitution has been approved by the majority vote of the SGA Executive Board is eligible for funding.



- 1) Student organizations must provide updated officer contact information with the Student Activities Office before receiving funding.
- 2) Because of the nature of the student activity fee, SGA reserves the right not to allocate/fund any event that is not made open to any student within the Albright College community.

2. Procedures for Requesting Funds

a. Liaison Meeting

- 1) Organization funding request forms will be distributed at a private meeting between the president and treasurer of the organization and the organization's SGA liaison.
- 2) An organization's president and treasurer must attend the liaison meeting (no exceptions). The meetings will be arranged between those parties involved during the first week of each semester. Failure to attend will be considered during the allocation process.
- 3) Organization request forms must be submitted by the announced deadline, which will be determined by the SGA president and treasurer.

b. Reviewing Requests

- 1) Requests will be reviewed by the SGA in no particular order (with the exception of organizations that have been deemed Priority One, which will be considered first).
- 2) Organizations that submit late or incomplete request forms or do not attend the liaison meeting will be removed from the regular pool of requests and be considered for funding with penalties at a later date.

c. Organizational Hearings

- 1) Once funds have been requested, the SGA Executive Board will inform organizations of their decisions and will post them online.

d. Funding Timeline

- 1) Funding is requested by each organization during each semester.
- 2) Funding cannot be granted to an organization for an upcoming semester.
- 3) Funds for activities during the Interim semester should be requested during the fall semester allocation process.

3. Administration and Disbursement of the Student Activity Fee

- a.** Funding for student organizations is based on the organization's membership, number of events per semester, history (determining good standing or lack thereof) and account status (determining overages and/or misuse of funds).
- b.** The SGA reserves the right to deny funding to an organization for any activity based on the limited funds available for the allocation process.
- c.** Co-sponsorship of activities, which combines funds and energies, is highly encouraged.
- d.** The SGA will not allocate funds toward the following:
 - 1) Any items which are susceptible to being owned by an individual, not the organization, at the end of an event
 - 2) Fundraisers
 - 3) Awards or prizes
 - 4) Gifts
 - 5) Decorations
 - 6) Personal loans
 - 7) Alcohol



- 8) Payment for tips
 - 9) Charity donations or contributions
 - 10) Any events that have happened prior to the allocation process (unless given special written approval by the SGA's president and treasurer)
 - 11) Any event that takes place outside of the academic year
 - 12) Any events or trips outside of the country
- e. Conferences and Trips**
- 1) Only an organization's Executive Board will be considered to attend conferences (maximum of five members).
 - 2) An adviser is required for both trips and conferences and can be included in the requests for funding.
 - 3) Trips will be reviewed on a first come, first serve basis.
 - 4) Transportation funds can be requested, but the use of the SGA van is recommended.
 - 5) Hotel funds can be requested, but will only cover the flat fee; organizations must cover any tips or extra expenditures on their own (i.e. damages, late fees, etc.).
- 4. Appeal Process, Late Requests for Funding**
- a. Appeal Process**
- 1) An organization holds the right to appeal an unapproved funding request by writing a letter of appeal to the SGA Executive Board.
 - 2) Once the letter is received, the SGA Executive Board will vote and come to a decision; the SGA treasurer will contact the organization regarding the ruling, which is the final word and authority in the matter.
 - 3) An appeal must be made within a week after the allocation process and is under the scrutiny of the SGA Executive Board.
- b. Late Requests**
- 1) Any late requests not accounted for during the original request process may be submitted by any organization in the form of a letter stating the reasons funds are needed to either the SGA president or treasurer.
 - 2) All late requests are under the scrutiny of the SGA Executive Board, and the decision to follow is the final word and authority of the board.
- 5. Freezing Accounts**
- a.** The SGA reserves the right to freeze an organization's SGA account based on the following:
- 1) Attendance during senate meetings (as stated in the Student Government Association's Constitution)
 - 2) Any misuse of funds
- b.** While an account is frozen, the organization will be unable to submit check request forms or receive reimbursements.
- c.** If an organization's account has been frozen, a notice will be placed in the president and treasurer's mailboxes.
- d.** The SGA determines the length and time an account will remain frozen based on each individual case.
- e.** The SGA is open to hearing appeals of frozen accounts.
- 6. Amending the Allocation Rules and Procedures**
- a.** Amendments may be proposed by any member of the SGA Executive Cabinet.



- b.** Proposals must receive a 2/3 vote of the SGA in order to be passed.
All changes and amendments to the organization's bylaws, constitution or name shall be submitted to the director of student activities and the student government for approval.
- 1)** All changes in officers and advisors are required to be submitted to the Office of Student Activities throughout the year.
- d.** All recognized organizations are required to have a member of the faculty or administrative staff serve as a collegiate advisor. The advisor commits him/herself for a period of one year.
- e.** Organizations that are officially recognized through the Office of Student Activities are registered annually, and when in good standing with the institution, have the following privileges:
- Within limits, to use the College name in connection with their programs
 - To petition the Student Government Association for funding. (See Student Government Association)
 - To petition the College for funding
 - To utilize College-owned space
 - To participate in the Student Activities Fair
- f.** To maintain official recognition, each student organization shall submit a new registration form and membership list to the Student Government Association twice a year, by the fall allocations deadline and the spring allocations deadline (dates determined by SGA).
- g.** The names of all officers of an organization must be submitted to the Student Government Association immediately following their election or ascension into office due to a vacancy.
- h.** The opportunity for membership in all recognized organizations shall be open to any Albright College student.
- i.** Under ordinary circumstances, the SGA approves the recognition of a student organization for funding after consultation with the dean of students or the dean's appointed designee. Before any organization requests SGA funding, the organization must be fully registered with the Office of Student Activities.
- j.** Recognition of an organization infers neither approval nor disapproval of the aims, objectives and policies of the organization by the College or Office of Student Activities.
- k.** The Office of Community Standards will handle all violations by student organizations.
- 1)** Student activities may recommend withdrawing recognition of any student organization. This right shall be exercised when it has been determined that a student organization is not exhibiting sound financial management and/or is not acting in the best interests of the student body.
- 2) Responsibilities of Recognized Organizations**
- (a)** To maintain good standing with the Office of Student Activities and Albright College, recognized organizations are responsible for:
- (1)** Submitting a new registration form and list of all members to the Office of Student Activities by September 15 for the fall semester and February 15 for the spring semester.



- The organization president will receive this form in the mail during the first week of the new academic year.
 - Failure to return this form on the date required may result in loss of funding for the fall semester by SGA.
- (2) Reporting names of all newly elected officers within 72 hours of elections to the Office of Student Activities.
 - (3) Notifying the Office of Student Activities of any change of advisor.
 - (4) Updating membership lists before November 1 for the fall term and May 1 for the spring term.
- (b) Failure to comply with these expectations may result in the organization's loss of recognition by Albright College or funding from the College or SGA.

3) The Role of the Adviser

- (a) All recognized organizations are required to have a member of the faculty or administrative staff as a collegiate adviser. The adviser commits him/herself for one year. At the completion of one year, the student organization may retain the adviser for the following year or they can select someone else as their adviser.
- (b) The organization adviser must get to know members of the group and assist the group to become acquainted with each other and their responsibilities in order to work effectively. He/she should attempt to assess, with each member, the contribution they can make to the group.
- (c) Workshops for advisers will be offered by the Office of Student Activities.

VI. GENERAL COLLEGE POLICIES

A. Bicycle Policy

1. The College is not responsible for lost, stolen or damaged bicycles. Bicycle owners are responsible for removing their bicycles from campus at the end of every semester. Bicycles left after the end of the academic semester will be considered abandoned, confiscated by Public Safety, and held by the College until the bicycle is claimed. Bicycles left with Public Safety for more than one full semester will be deemed a gift to the College, to be disposed of through appropriate College channels.
2. Bicycles, when not in use, must be securely locked to approved bicycle racks. Bicycle racks are placed in appropriate locations around campus.
3. Bicycles that are locked to any device, railing, or structure other than an approved bicycle rack will be issued a warning. A subsequent violation will result in removal by Public Safety and may result in disciplinary action.
4. Bicycle owners should use discretion when riding bicycles. At all times, pedestrians have the right of way. All bicycles must be operated according to the provisions of the Commonwealth of Pennsylvania Vehicle Code as it pertains to bicycles, as well as the rules and regulations contained in this policy.
5. Bicycles may not be ridden in residence halls or any other building.
6. Bicycle owners are encouraged to have bikes insured in case of damage, loss or theft.
7. Bicycle owners are strongly encouraged to register their bicycles with the Office of Public Safety.



B. Disability Access Statement

Albright College is dedicated to extending all available services, programs, and activities to our students including those with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. To facilitate equal educational and learning opportunities for students with documented disabilities including but not limited to learning, sensory, physical, medical, and mental health conditions, the College has designated the Academic Learning Center (ALC) as the central office on campus that supervises disability services. Students must self disclose their disability to the director of the Academic Learning Center and provide qualified and current documentation of their disability in a timely manner. The ALC meets with students to discuss their specific requests and reasonable accommodations are made on a case by case basis. The director will make referrals to other college units as needed. The ALC is committed to providing timely, individual assessment of student needs and promotes self-advocacy and intentional learning among all students, especially students with disabilities. The ALC is located in the basement level of the Administration Building and can be reached via phone at 610-921-7662, via e-mail at academiclearningcenter@albright.edu, or via TTY at 610-921-7241. Visit the ALC web site for documentation guidelines and more information at <http://www.albright.edu/academics/alc.html>

C. Family Educational Rights and Privacy Act

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

1. “The right to inspect and review the student’s education records within 45 days of the day the College receives a written request.” Students should submit written requests to the registrar that identify the records they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, he or she shall advise the student of the correct official to whom the request should be addressed.
2. “The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.” Students should write the official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. “The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.” One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit, personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her other tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. “Upon request, the College discloses education records without consent, to officials of another school in which a student seeks or intends to enroll.”



5. “The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.” The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920

For additional information on these rights, please contact the registrar or the dean of students.

6. Parent Notification Amendment

Federal Register: July 6, 2000 (Volume 65, Number 130) Section 99.31(a) (14) Prior Consent Not Required for Disclosures to Parents and Legal Guardians Regarding Violations of Alcohol or Drug Laws or Rules.

The Higher Education Amendments of the Family Educational Rights and Privacy Act (FERPA), permits postsecondary institutions to disclose to parents and legal guardians of students under the age of 21, without the student’s consent, information regarding the student’s violation of any federal, state or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance.

In addition to this new provision, the statute already provided that post secondary institutions may disclose certain information from a student’s education records to parents or legal guardians under several exceptions to the prior consent rule. Under section 99.31(a) (8) of the regulations, institutions may release information to parents or guardians, without the student’s consent, if the student is a dependent for tax purposes. Also, under section 99.31(a) (10), an institution may release information to a parent or legal guardian in connection with a health or safety emergency. This provision adds a new expectation to the prior consent requirement of FERPA.

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

D. Financial Aid Refunds

In accordance with federal regulations, Albright College has instituted a refund policy for students who are recipients of Federal Title IV financial assistance (Pell Grants, Supplemental Educational Opportunity Grants, Academic Competitiveness Grants and National SMART Grants, Perkins Loans, Stafford Loans, PLUS Loans and Federal Work Study). This policy applies to each recipient of Title IV assistance who withdraws or is dismissed from Albright College during the first 60 percent of a semester in which that student began attendance.

Federal aid will be adjusted based on the percent of the semester completed prior to the withdrawal. That is, students will be entitled to retain the same percent of the federal financial aid received as the percent of the semester completed. This percent is calculated by dividing the number of days in the semester (excluding breaks of five days or longer) into the number of days completed prior to the withdrawal (excluding breaks of five days or longer). The date of withdrawal will be the date the student begins the withdrawal process at the VP for Student Affairs/Dean of Students Office or the student’s last date of attendance at a documented academically-related activity. There will be no adjustment to federal financial aid after the completion of 60 percent or more of the semester.

Once the federal refund amount has been calculated, the funds will be returned to lenders in the following order:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- Perkins Loans
- PLUS Loans



- Pell Grant
- Academic Competitiveness Grant
- National SMART Grant
- Supplemental Educational Opportunity Grants

Pennsylvania and other state grants will be adjusted in accordance with the granting agency's stated guidelines. PHEAA Grant funds will be reduced by the same percentage as in the progressive refund schedule above, according to the date of the withdrawal.

Albright College grant and scholarship funds will be adjusted based on the percentage of tuition the student received when he or she withdraws from the College.

Students who are dismissed from the College for failing to meet academic standards or are suspended or expelled for disciplinary reasons are not eligible to receive a refund for payments made nor have their financial obligations credited in whole or in part.

E. Financial Policies

1. Enrollment Deposit: All entering students pay a \$200 enrollment deposit. This deposit holds their position in the class. This deposit is held in escrow and credited to the student's account upon graduation or withdrawal from the College after completing at least one semester. Students withdrawing from the College without meeting this requirement forfeit their enrollment deposit.

2. Billing and Payment:

Tuition, room, board and fees are billed on a semester basis as a matter of convenience. Payment is required before the start of classes; any outstanding balance that remains on the student's account after deduction of financial aid, grants, scholarships and loans should be paid on or before the due date in August for the fall semester and the due date in January for the spring semester. To avoid delays in registration, course selection and room assignment, as well as the imposition of finance charges associated with late payments, we suggest that you determine as promptly as possible, but before the due date, how you plan to meet these expenses.

As an alternative to the traditional method of paying educational costs in full at the beginning of each semester, Albright College offers a monthly budget plan through Tuition Management Systems that allows installment payments to satisfy tuition and fees throughout the academic year. Information about this program is mailed to all students in advance of each academic year. Additional information is available from the Tuition Management Systems Web site at www.afford.com.

Students are granted auxiliary credit privileges that enable them to charge purchases made in the bookstore or at the various dining venues. These charges are posted weekly and biweekly and are payable upon presentation of the monthly Statement of Account. Students are urged to use these privileges appropriately.

Questions relating to any charge appearing on a monthly Statement of Account should be brought to the attention of the Student Accounts Office within seven days of receipt of the billing statement.

Maintaining one's account in good standing is a prerequisite of responsible citizenship. Outstanding balances are subject to finance charges, as well as discontinuance of auxiliary credit privileges. Additionally, any student with an outstanding account balance will be ineligible to register for classes for an upcoming semester.



Delinquent accounts are subject to the assessment of monthly interest charges and the cost of collection if referred to an outside agency. Final account balances of less than one dollar will not be collected or refunded.

3. Institutional Refund Policy:

Tuition, room, board and other fees are based on an academic year of study and billed on a semester basis. A full-time student is defined as one taking a minimum of three, but not more than five, courses per semester. Part-time students are defined as taking one or two courses and are billed on a per-course basis. Credit adjustments to student accounts for tuition charges are provided to those students whose enrollment status changes from full time to part time due to their withdrawing from course(s) prior to the end of the drop/add period in accordance with College policies described below. Students are not eligible for credit adjustments for withdrawing from courses after the drop/add period expires.

Students must consult the Student Affairs Office prior to withdrawal from college. Refund of any financial aid is determined by the Financial Aid Office in accordance with federal regulations. Refund of any College fees is determined by Student Account Office procedures. The Student Accounts Office will not issue any refunds without written documentation of withdrawal. Oral communication or failure to report to class is not considered formal notification of withdrawal and, therefore, no refund will be given.

As the College has expenses of a continuing nature, usually incurred on an annual basis, it assumes that students, once enrolled, will remain for the semester. However, the College recognizes that individual circumstances may dictate a withdrawal. The Controller's Office will review a request for refund of institutional charges upon official notification of withdrawal from the Registrar, Housing, and Food Services offices that the student's withdrawal has been processed by those offices. The refund is subject to the assessment of an administrative fee of \$200, a record fee of \$20, and the cancellation fees delineated in the residential housing and food service contract, and is based on the following schedule according to the date of withdrawal:

| | |
|-------------------------|-----------|
| First week of semester | 95% |
| Second week of semester | 90% |
| Third week of semester | 75% |
| Fourth week of semester | 50% |
| Fifth week of semester | 25% |
| Sixth week of semester | no refund |

F. Organization Policy

1. Any student or student organization that aids, abets, encourages, requests, initiates, or assists any other student, non-student or student organization in acts that violate a policy constitutes an organizational offense.
2. Societies, clubs, Greek organizations, athletic teams or similar organized groups in or recognized by the College are subject to the same standards as individuals in the community. The committing of any offenses by such groups or the failure of any organized group to exercise preventative measures relative to violations of the code by their members shall constitute an organizational offense. To be classified as an organizational offense, one (or more) of the following circumstances must have occurred: the offense was conducted with the knowledge,



authorization or approval of an executive officer and or member(s) of the organization; organizational or group funds were utilized to support the offense; a significant number of organization members participated, supported or were aware of the misconduct; the misconduct occurred in any reserved space on or off campus that serves as a College function. The misconduct occurred as a result of or during an organization-sponsored function or activity; or the misconduct was, by its nature, deemed to be an organizational offense. Both the individual and organization will be held accountable for misconduct originating from one event or activity.

3. The organization as a whole as well as students individually shall be subject to disciplinary action as if the student or student organization had actually committed the violation. Any violation of the Student Code of Conduct by members of a student organization may result in both the organization and the members involved in the behavior being subject to disciplinary action up to and including dissolution of the organization.

G. Parental Notification

1. The vice president for student affairs and dean of students or designee has the authority to notify parents or guardians about possible violations of the Student Code of Conduct under the following circumstances: when students have authorized the College to release educational records to parents or guardians, when students under the age of 21 are found to have committed any violation of the College's policies on alcohol or drug violation, when students are involved in a disciplinary violation that could result in suspension or expulsion from the College, or when students are facing a medical or psychological emergency.

2. The Higher Education Amendments of the Family Educational Rights and Privacy Act (FERPA), permit post-secondary institutions to disclose to parents and legal guardians of students under the age of 21, without the student's consent, information regarding the student's violation of any federal, state or local law, or any policy of the institution governing the use or possession of alcohol or controlled substances.

H. Posting Policy

Posting is considered to be any information tacked, tied, taped, stapled or written on any surface on campus. It is an expectation that all members of the College community will adhere to the policy and will aid in removing expired and improperly posted notices.

1. Location

a. All materials must be posted on bulletin boards or cork strips or (in the Campus Center) designated posting lines and designated posting areas. No postings are permitted on glass, painted, wooden, metal, plastic or other surfaces. Sufficient posting spaces are available in all buildings. Suggestions for additional bulletin board and cork strip locations are welcome; please notify the dean of students.

b. Bulletin boards and cork strips are designated as either "College community" or "academic."

c. In some buildings, "academic" bulletin boards or cork strips have been designated specifically for academic and other official postings. To post on academic boards/strips, permission must be obtained from the building secretary, the Office of Housing and Residential Life, or the sponsoring faculty, staff or administrator.

d. Permission is not needed for posting on "College community" boards/strips as long as the posting policy is adhered to.



- e. Items may not be posted on any outside areas except on bulletin boards provided expressly for this purpose. Outside areas include lampposts, street signs, sidewalks, exterior walls and doors, utility poles, trees and other immobile objects considered part of their property.
- f. Items may not be distributed among parked vehicles.
- g. Chalking is permitted on sidewalks only.

2. Content and Size

- a. All materials must include the name of the sponsor and relevant event information.
- b. Materials that promote the use of alcohol or other drugs or that promote discrimination based on race, gender, sexual orientation, religion, ethnicity, and/or national origin, or that are obscene, socially inappropriate or intimidating, or that are offensive to the prevailing standards of an academic community, are prohibited. Guidance as to the appropriateness of postings may be sought from the Campus Center Office, faculty advisers, the dean of students, or the director of housing and residential life.
- c. Sponsors are permitted one sign per bulletin board or cork strip.
- d. Personal message postings (i.e., happy birthday or congratulations) may not exceed 3'x3'.
- e. Postings promoting events may not exceed 8 1/2" x 14". An example of a posting that contains appropriate material and is of an accepted size is available in the Office of Student Affairs.

3. Duration

- a. On "College community" boards/strips, personal message postings (i.e., happy birthday or congratulations) may not stay up for more than one week and must include the date posted. Personal message posting may be removed earlier if space is needed.
- b. On "College community" boards/strips, postings promoting events must be removed within 72 hours following the event.
- c. Removal of materials from "academic" bulletin boards/strips is at the discretion of the sponsor.

4. Removal

- a. It is the responsibility of the sponsor to remove materials.
- b. If members of the campus community deem it necessary to remove materials that otherwise adhere to the approved posting policy, they must first notify the sponsor and explain why they wish to remove the materials. If the materials are removed, they must be returned to the sponsor.
- c. Postings by people who are not Albright students, faculty, staff or administration are prohibited without the permission of the Campus Center Office.

5. Violations

Violations to the Posting Policy may result in corrective action by the appropriate disciplinary body.

I. Student Demonstration Policy

- 1. The trustees, administration and faculty of Albright College are pledged to the growth and development of the institution as a place where men and women can search for truth and justice and develop into responsible, law-abiding citizens. Albright College is dedicated to intellectual development through the process of rational decision making and to freedom of thought and



opinion. It welcomes responsible dissent and dialogue with respect to the issues of our times. Freedom for members of the Albright community to protest by lawful means must be, and will be, protected. Appropriate expressions of dissent are welcome so long as these expressions do not interfere with the rights of other students, faculty, administrators and staff to conduct their normal duties in the regular operation of the College. The procedure for demonstrations by members of the Albright community is outlined on the Public Safety Web page. Albright College is open to the discussion of any issue with the College community. Individuals have recourse both through campus organizations and appropriate College administrators. Most campus demonstrations, marches, picketing and rallies are peaceful and non-disruptive. Therefore, those requesting permission to demonstrate will be provided a suitable location, and every attempt will be made to ensure that those participating do so in a safe manner.

Unlawful disruption includes activities that: **(i)** deny rights of students, faculty, staff or guests of the College; **(ii)** disrupt or obstruct College activities; **(iii)** deny rights of those engaged in peaceful discussion or dissent; **(iv)** deny free movement of anyone, on any part of the campus or College-owned or -leased property; **(v)** deny the use of offices or other College facilities to students, faculty, staff, trustees or guests; **(vi)** endanger the safety of any person on College property; **(vii)** threaten the destruction of, or cause destruction to, College-owned or -leased property.

2. Peaceful, Non-Obstructive Demonstrations

Generally, demonstrations of this kind will not be interrupted. Those desiring to demonstrate must first obtain permission from the provost, vice president for student affairs and dean of students, or vice president of administration and finance. Upon written request, permission will be granted and will include any stipulations, if necessary. This request may be made in the form of an e-mail to any of the aforementioned. The written request will include date and time of demonstration, location requested, number of participants expected, and reason for demonstration. Request must be presented 24 hours prior to time of scheduled demonstration. Demonstrations shall be restricted to Science Field, Kelchner Field, Gene Shirk Stadium, or the Library plaza, and will be assigned according to availability. Members of the Albright College community will be permitted to distribute leaflets, circulate petitions, and picket, if it is done consistent with this established procedure and not in violation of the aforementioned items letters a-g. In an effort to provide a safe environment for demonstrators, a demonstration shall only be conducted during daylight hours, unless express permission has been received by the provost, dean of students, or vice president of administration and finance. Members of Public Safety will monitor all demonstrations to ensure that those participating are doing so in a safe environment and that the requirements of this policy are being met. When the aforementioned requirements for a peaceful demonstration are not being followed, the provost, dean of students, vice president for administration and finance, or director of public safety will advise demonstrators to disperse. In the event of violent demonstration – with potential for injury, or actual injury to persons, or damage to property – the director of public safety will immediately contact the police department having jurisdiction. Upon the arrival of the responding police department – they will assume control. Public Safety officers will provide assistance as requested.

If a campus building is obstructed or the normal activities of the College are interrupted, the provost, dean of students, vice president for administrative and financial services, or director of public safety will advise demonstrators to cease such activity.

Failure to discontinue unacceptable behavior will result in immediate contact with the police department having jurisdiction. Public Safety will provide assistance as requested.



J. Student Records

Student records for student affairs are maintained in each office reporting to the vice president for student affairs and dean of students. The Office of the Vice President for Student Affairs and Dean of Students holds conduct records resulting from citations to the Student Code of Conduct for seven years after the student graduates. The files for students who do not graduate are held intact indefinitely. Students may not return to Albright College until the hearing has been held and a decision has been reached regarding the outstanding incident.

K. Vehicle Registration and Parking Regulations

1. Registration

All Albright College employees, who desire to utilize Albright parking facilities, Accelerated Degree Program (ADP) students, undergraduate students, including commuter students and graduate students, must register their vehicles with the Department of Public Safety. The registration and parking sticker are **FREE**.

All freshmen students are required to register their vehicles but are not permitted to park anywhere on campus.

Traditional undergraduate students must place their parking sticker on the rear window on the driver's side, facing out. Employees, Accelerated Degree Program and graduate students must place their parking sticker on the rear-view mirror, facing out. Proper placement permits easy identification of a vehicle in situations where the Department of Public Safety must contact the owner.

Undergraduate students, including commuters, are required to register his/her vehicle each year with the Department of Public Safety. Students who change vehicles during the academic year must register the new vehicle and obtain a new parking sticker.

Employees, ADP students and graduate students are only required to register once. However, if a change of vehicle occurs, a new permit sticker is required. If employees have additional vehicles that may from time to time be driven and parked on campus lots, they must register them and obtain parking stickers for them.

The Office of Public Safety encourages members of the Albright community who plan to park off campus to register their vehicles and obtain parking stickers. In the event of a problem (e.g., lights left on), registration enables Public Safety to identify and contact the owner.

2. Guest/Temporary Registration

Temporary registration/parking permits must be obtained from Public Safety when students have visitors or when a particular vehicle will be parked on campus for a brief period of time, not to exceed the three-day on-campus housing rule, which is more fully described in the student handbook.

3. Rental Vehicles

Whenever a College department uses a rental vehicle for any period of time, it is necessary to obtain a temporary parking permit and to display it on the dashboard on the driver's side of the vehicle, whether parking on the street or on campus. This requirement is necessary in the event the vehicle must be moved from its stationary status for an emergency situation.

4. Parking/Parking Locations

*Unless otherwise noted, "employees" refers to faculty, staff and administrators with valid parking permits; "students" refers to **upperclassmen** (sophomores, juniors and seniors), **ADP** and **graduate** students with valid parking permits. **First-year students, with the exception of**



first-year commuters, are not permitted to park on campus. First-year commuters with a valid parking permit may park in the Shirk Stadium Lot.

| Lot | Saturday–Sunday | Monday–Friday |
|-------------------------|---|--|
| Main Lot | <ul style="list-style-type: none"> All employees, guests and students | <ul style="list-style-type: none"> 7 a.m. – 5 p.m. Employees and guests 5 p.m. – 7 a.m. Employees, guests & students |
| Computer Science/Chapel | <ul style="list-style-type: none"> Employees, guests and all students | <ul style="list-style-type: none"> 7 a.m. – 10 p.m. Faculty 10 p.m.–7 a.m. Employees, guests & students |
| Bollman/Schumo | <ul style="list-style-type: none"> Employees, guests and all students | <ul style="list-style-type: none"> 6 a.m. – 10 p.m. Employees and guests 10 p.m. – 6 a.m. Employees, guests & students |
| Athletic | <ul style="list-style-type: none"> Employees, guests and students | <ul style="list-style-type: none"> 7 a.m. – 10 p.m. Employees and guests 10 p.m. – 7 a.m. Employees, guests & students |
| Gene Shirk Stadium | <ul style="list-style-type: none"> Employees, guests and all students with valid parking permit | <ul style="list-style-type: none"> Employees, guests and commuter students with valid parking permit |
| Armory | <ul style="list-style-type: none"> All employees | <ul style="list-style-type: none"> All employees and students |
| Selwyn | <ul style="list-style-type: none"> No parking without authorization | <ul style="list-style-type: none"> No parking without authorization |
| Albright Woods | <ul style="list-style-type: none"> Students residing in Woods Apts. and guests Employees | <ul style="list-style-type: none"> Students residing in Woods Apts. and guests Employees |
| Mohn | <ul style="list-style-type: none"> Students residing in Mohn, Krause and Smith Employees | <ul style="list-style-type: none"> Students residing in Mohn, Krause and Smith Employees |
| North | <ul style="list-style-type: none"> Students residing in North and Mohn Employees | <ul style="list-style-type: none"> Students residing in North and Mohn Employees |



5. Visitor/Guest Parking:

All members of the Albright community should make every effort to make our guests feel welcome upon their arrival on campus. When offices or departments are expecting guests, they should obtain special parking permits from the Office of Public Safety. The host, if possible, should distribute the special parking permits to guests prior to their arrival. Guests should be directed to park in designated visitor/guest parking spaces in the main parking lot at 13th and Bern Streets or the Gene Shirk Stadium parking lot on the corner of 13th and Exeter Streets. Guests should place their special parking permit on the dashboard of their vehicle. Should these designated spaces not be available, guests may park in any available space, except the ones designated for College officials, persons with valid permits, guests of the Admission Office and the 15-minute restricted spaces. Unexpected guests should be assisted by the host office/department in obtaining a special parking permit and parking location.

In the event that guests are in need of special attention or consideration, arrangements should be made through the Office of Public Safety, which will assist in any way possible.

6. Handicapped Parking

Spaces have been designated throughout campus for any person who is physically disabled, in accordance with applicable law. Cars parked illegally in these spaces are subject to being ticketed or towed at the owner's expense. Anyone needing special consideration for parking should contact the Department of Public Safety. If it is justifiable, a temporary parking permit and an alternate parking location may be provided when available, or other appropriate arrangements will be made.

7. City and Township Street Parking

Although city and township regulations permit parking on public streets, members of the Albright community should be sensitive to the need to maintain good community relations and avoid, whenever possible, parking in front of private residences when there are alternative locations. The City of Reading has granted parking permits to the residents along the west sides of Palm and Amity Streets and, therefore, non-residents are prohibited from parking at these locations. Under no circumstances should a member of the Albright community block a private driveway. Failure to abide by public parking ordinances and regulations may result in traffic citations issued by the appropriate city or township police departments.

8. Parking Restrictions

a. No parking is permitted in any fire lane, loading dock, reserved space or area marked "No Parking," including but not limited to:

- 1) Masters Hall circle (designated fire lane)
- 2) West fire lane in front of Mohn Hall
- 3) Campus Center loading dock
- 4) Center for the Arts loading dock
- 5) Science Center loading dock
- 6) Entire driveway entering the parking lot of North Hall
- 7) Either side of the main driveway to Albright Woods
- 8) Entrance to any delivery, service or trash removal area
- 9) Unpaved landscaped areas, unless authorized by Public Safety or Facilities.

b. Penalties

Unregistered vehicle/no current permit displayed \$50



| | |
|--|------|
| Infractions that result in immobilization of vehicle | \$50 |
| Unauthorized parking in handicapped space | \$50 |
| Parking in a loading zone | \$25 |
| Parking in a fire lane | \$25 |
| Parking in a no parking/driving zone | \$25 |
| Parking on sidewalk/grass | \$25 |
| Parking in reserved/restricted spaces | \$20 |
| Exceeding 15-minute parking limit | \$20 |
| Improperly displayed sticker | \$20 |

Violators are responsible for payment of towing charges in addition to the above-stated penalty. Commonwealth statutes hold private institutions harmless from any liability associated with towing of vehicles from private parking lots.

9. Towing of Vehicle

The Office of Public Safety reserves the right to arrange to tow any vehicle when the location of the vehicle presents a hazardous or emergency situation.

10. Responsibility for Violations

The owner/operator of a vehicle registered with the Department of Public Safety is responsible for any and all violations and related penalties. It is incumbent upon the owner/operator to ensure that all operators of the vehicle are made aware of the College's parking rules and regulations, which can be found in the student handbook, the rules and regulations distributed when registering the vehicle and on the College's Web site.

11. Appeal Hearings

If you believe that a parking citation you have received is unwarranted, you have the right to request a hearing by completing an APPEAL FORM, which can be obtained from the Office of Public Safety and submitted to that office within five calendar days of the date of issuance. An appeal hearing will be conducted by Captain Thomas Focht, associate director of public safety, who has been designated as the "hearing examiner." At the time of submission of an appeal form, each Appellant will be assigned a date and time for a hearing, which is mutually agreed upon. You may, before the date of the hearing, request a new date in the event of an unanticipated conflict. Only one new hearing may be requested. Failure to appear for a scheduled hearing will result in an additional \$5 fine to your citation and the forfeit of any right to appeal. Failure to request a hearing within five days of the parking citation or failure to appear at your hearing will result in your forfeiting any appeal rights. A plea of ignorance of the Albright College parking policy will not be accepted as an excuse for violation. The Appellant will be contacted either by correspondence or e-mail within three days after the hearing, by the hearing examiner, who will advise of the verdict of said hearing. Should the Appellant feel the verdict and conclusion of the hearing examiner to be unjustified and unfair, the Appellant may, within three days of receiving notice from the hearing examiner, contact Sgt. William A. Henry of Public Safety by phone or e-mail, to request an additional hearing of the appeal. A date and time will be scheduled in regards to said hearing, which will be conducted and administered by Mr. Thomas G. McDaniel, director of public safety. The decision by the director will be final and absolute.

This regulation, dated June 1, 2011, supersedes any and all previous Albright College parking regulations.



L. Withdrawal Policy

Students are expected to be enrolled continuously from their initial enrollment through graduation. Understanding that unexpected events may occur, the College allows for a student to request a full withdrawal. Albright College reserves the right to initiate or mandate withdrawal and reserves the right to defer or refuse readmission. References in this policy to “withdrawal” refer to full withdrawal from all courses.

The following types of withdrawal are addressed in this policy: voluntary, voluntary medical and mandated medical. Issues of Community Standards violations or academic dismissals will be handled by the appropriate department.

1. Voluntary Withdrawal Policy

A student who wishes to leave the College for personal or medical reasons may request a withdrawal. A withdrawn student is no longer considered a degree candidate; he/she may not remain living in residence on campus, and may not participate in College activities as an enrolled student.

a. Procedure

- 1) To initiate a withdrawal, a student must acquire a Student Withdrawal Form from the VP of Student Affairs/Dean of Students’ Office and arrange for an exit interview.
- 2) Depending on the student’s reason for withdrawal, approval from certain departments may be necessary. This will be determined through the exit interview process.
- 3) Once the exit interview and necessary approvals are obtained, the withdrawal form should be returned to the VP for Student Affairs/Dean of Students’ Office.
 - For the non-resident student, withdrawal will be in effect when this form is completed and returned to the VP for Student Affairs/Dean of Students’ Office.
 - For the resident student, withdrawal will be in effect when the student’s room has been vacated and the completed form is returned to the VP for Student Affairs/Dean of Students’ Office.

Note: Non-attendance in class is not to be assumed as withdrawal. Grades for courses from which there has been no official withdrawal will reflect the student’s academic performance and work completed.

b. Readmission

- 1) If less than a year has lapsed since a student’s withdrawal from Albright and he/she has not attended classes at another institution, he/she should contact the registrar’s office for readmission. Readmission will be granted after review and approval by College administration.
- 2) If more than a year has lapsed since a student’s withdrawal and/or a student has attended classes at another institution, he/she must contact the Admission Office and reapply for admission.
- 3) The College reserves the right to refuse readmission.

2. Voluntary Medical Withdrawal

All requests for medical withdrawals require the recommendation of the College’s health or counseling care providers.

a. Procedure



- 1) Students seeking a medical withdrawal must file a request by completing the Student Withdrawal Form from the VP for Student Affairs/Dean of Students' Office. A letter from the physician or clinical psychologist must accompany the application.
- 2) The student will be allowed to register for classes again only after the health center and/or counseling center has authorized a return to classes.
- 3) If a student has taken coursework at another institution after withdrawal, he/she may need to reapply as a transfer student through the Admission office.

b. Readmission:

- 1) A student seeking readmission after a voluntary medical withdrawal should contact the office of the VP for Student Affairs/Dean of Students' Office.
- 2) Readmission will require providing relevant medical information to Health and Counseling Services such as certification by the student's physician or psychologist that the student is able to attend classes. Return to the College may be contingent upon signing a behavioral contract. Such contracts may require the student to acknowledge that certain behaviors are proscribed.

3. Mandated Withdrawal Policy

A key component of Albright College's mission is to provide a safe residential learning community where students are able to pursue their academic and social goals. The College may require a student to withdraw from the college if reason exists for the College to believe the student's continued presence on campus poses a significant threat to self or to others or to the stability and continuance of normal college operations.

a. Mandated Medical or Psychological Withdrawal: Typically, a mandated medical or psychological withdrawal will arise from a student exhibiting acute or persistent health or behavioral problems, despite having been offered or provided with reasonable accommodations, such as those made in accordance with the Americans with Disabilities Act. The College may initiate the mandated medical or psychological withdrawal process if, in the judgment of the vice president for student affairs and dean of students, a student:

- 1) Engages or threatens to engage in behavior that poses a danger of harm to self or others, causes significant property damage, or substantially affects the health or safety of others.
- 2) Interferes with or disrupts the operations, activities, or functions of the College or fails to comply with the behavioral requirements of a College official in the performance of his/her duty with regard to the College's commitments to both the individual and the community.

b. Procedure

- 1) Any individual who believes that a student meets the criteria described above should contact the vice president for student affairs/dean of students.
- 2) The Office of the VP for Student Affairs/Dean of Students will conduct a preliminary investigation and, if necessary, consult with Academic Affairs, Counseling Services, or other appropriate offices. The student may be required to undergo assessment by a medical/psychological provider identified by the vice president for student affairs and dean of students. If the student fails to complete this assessment, the vice president for student affairs/dean of students may implement a mandated medical or psychological withdrawal immediately.



- 3) If a mandated medical or psychological withdrawal is implemented, the terms of the leave will be communicated to the student in writing.
- 4) The decision of the vice president for student affairs/dean of students concerning a mandated medical or psychological withdrawal is final.

c. Readmission

- 1) A student seeking readmission after a mandated medical or psychological withdrawal should contact the office of the vice president for student affairs/dean of students.
- 2) Readmission will require providing relevant medical information to Health and Counseling Services, including certification by the student's physician or psychologist that the student is able to attend classes.
- 3) The vice president for student affairs/dean of students has the authority to make the final decision regarding return to the College, including return to activities and residential life, and may determine additional criteria for a student to return.
- 4) Return to the College may be contingent upon signing a behavioral contract. Such contracts may require the student to acknowledge that certain behaviors are proscribed and that if they reoccur, withdrawal from the College will be mandated.
- 5) Occasionally, a student is released within hours or within a day or two of entering a hospital. If the student lives on campus, he/she must find alternative accommodations off campus until his or her case is reviewed and readmission is approved.
- 6) In no case will the student be permitted to attend classes or dining hall meals or participate in extracurricular activities until the review assessment has been completed.



VII. IMPORTANT PHONE NUMBERS

| Department | Extension |
|--|------------------|
| Academic Learning Center | 7662 |
| Chaplain | 7708 |
| Community Standards | 7795 |
| Counseling Center | 7532 |
| Dean of Students | 7611 |
| Dean of Undergraduate Studies | 7643 |
| Financial Aid/Scholarships | 7515 |
| Dining Services | 7525 |
| Gable Health Center | 7532 |
| Greek Life | 6637 |
| Help Desk – IT Services | 7676 |
| Honors Program | 7716 |
| Residential Life | 7641 |
| Multicultural Office | 6619 |
| Mail Room | 7817 |
| Ombudsman | 7532 or 7708 |
| Public Safety | 7670 |
| Registrar | 7256 |
| Resident Student Association Office | 7882 |
| Schumo Center for Fitness and Well-Being | 6715 |
| Student Government Association (SGA) | 7615 |
| Student Activities | 6637 |
| Student Billing | 7777 |
| Student Employment | 7626 |
| Volunteer Center | 7621 |
| Writing Center | 7540 or 7854 |
| WXAC | 7545 |

If you experience any problems and are unable to resolve the issue within the department, please contact the assistant to the vice president for student affairs and dean of students at extension 7611 to arrange for an appointment with the vice president for student affairs and dean of students. The Dean of Students Office is open Monday through Friday, 8 a.m. to 5 p.m.



ALBRIGHT COLLEGE ALMA MATER

*Come cheer Alma Mater with song and with laughter.
And fling abroad her colors, Red and White.
O'er hill, dale and valley now bid the echoes rally.
And sing a loud the praises of Albright.*

*Hail! Hail! The Red and the White!
Hail Alma Mater with a cheer!
With Eyes bright and glancing, the Red and White advancing,
We'll sing the praise of Alma Mater dear.*

*Each stairway and hall and Ivy clad wall.
A storied urn of pleasures ever now.
Each charm so alluring will make our love enduring.
And pledge us sons all loyal men and true.*

*Hail! Hail! The Red and the White!
Hail Alma Mater with a cheer!
With Eyes bright and glancing, the Red and White advancing,
We'll sing the praise of Alma Mater dear.*



Albright College Mission Statement

Our mission is to inspire and educate the scholar and leader in each student, building on a strong foundation in the liberal arts and sciences and a commitment to the best of human values, fostering a commitment to a lifetime of service and learning.