



ALMA
COLLEGE

Student Handbook

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Section I: Student Code of Conduct

In any community setting, the actions of one person or group may directly affect the lives of others. Grace, consideration, and sensitivity to the rights and needs of others are, therefore, necessary ingredients for a supportive and successful community.

Self-discipline and an acceptance of one's responsibility to the community, as well as for one's own actions, not only serve the larger group but also promote maturity and self-respect in each individual. A healthy and supportive community is essential to, and in many ways dependent upon, the development of each community member. This bond between the larger group and the individual is especially vital in a community dedicated to education and scholarly pursuits.

To realize each individual's potential and fulfill the mission of the Alma College community, behavioral standards have been set.

The central purposes of a college are the pursuit of truth, the discovery of new knowledge through scholarship, the teaching and general development of students, and the transmission of knowledge and learning to society at large. Free inquiry and free expression within the academic community are indispensable to the achievement of these goals. The freedom to teach and to learn depends upon the creation of appropriate conditions and opportunities on the campus as a whole as well as in classrooms and laboratories. All members of the academic community share the responsibility for securing and sustaining the general conditions conducive to this freedom.

The primary purpose of regulations and discipline in a college are to protect the well-being of the community and to advance its educational mission by defining and establishing certain norms of behavior. At Alma College, disciplinary proceedings have a role that is subordinate to positive guidance, rational admonition, and reasonable appeal to members of its community to observe its stated norms. The disciplinary system establishes procedures for a fair hearing, including advising a person fully of the charges against him or her, affording him or her ample opportunity to speak on his or her own behalf, and requiring a clear explanation of his or her rights of appeal. Disciplinary proceedings are instituted only for violations of standards of conduct defined in advance and published or for actions that can be reasonably deduced as violations in light of those specifically defined as such.

All Alma College policies are effective on and off campus, and disciplinary or counseling procedures may be the necessary consequence of misconduct that occurs in/ on and/or off campus spaces. On campus spaces are spaces controlled or owned by the college. This misconduct may include instances wherein a student violates municipal, state, federal, or international laws or College policy. Regardless of the location in which policy violations occur, college officials may be required to initiate advising and/or disciplinary procedures whenever a student's behavior violates College policy, becomes disturbing to other members of the College community, or hinders the college in its basic educational functions.

The College reserves the right to change or modify its rules, regulations and policies so as to ensure the effective functioning of the institution at any time. Such changes will be published as they occur.

Students are under the expectation that they review the student handbook before they arrive on campus. Students are expected to read all student handbook policies and procedures. If students have specific questions related to the student handbook, they should contact the office of student rights and responsibilities. Students are expected to follow all policies and procedures outlined in the student handbook when a student is on and off campus.

Academic Dishonesty Policy

Honesty in academic endeavors is a central tenet of the Alma College philosophy. In view of the college's commitment to ethical integrity, it must take strong exception to behavior that is untruthful.

Academic dishonesty includes the following:

- Plagiarism
- Exchange of information on examinations
- Unauthorized assistance in the completion of an exam, essay, laboratory report, presentation, or other academic project
- Use of generative AI or machine learning in ways that violate an instructor's stated syllabus or assignment policy or the institutional policy described in the Student Handbook
- Any other attempt to deceive in order to receive an unearned grade.

Disciplinary Procedures: Disciplinary action following dishonesty is handled by the faculty member. It may result in failure of the assignment or the course. All infractions and actions will be reported to and documented by the Provost's Office. Repeated evidence of academic dishonesty may involve more severe penalties beyond those imposed by the instructor. These include restrictions on athletic eligibility and college-sponsored travel (including travel spring terms and performance ensembles), suspension, or expulsion from the college.

Appeal Procedures: A student may appeal an instructor's decision to the Provost. The outline for this process is similar in nature to the student conduct process. See the section on student conduct for more information.

Grade Appeal Policy

Instructors are expected to evaluate student work according to transparent, reasonable criteria that are applied equitably to all students. Course and assignment expectations should be clearly defined on syllabi and assignments, and grading criteria should be aligned with those expectations.

Alma College respects faculty expertise in assigning grades. To successfully appeal a grade, the student assumes the burden of proof that it was not fair, transparent, or equitable. Any appeal must be made within 90 days of recording the grade.

Grounds for appeal are:

- a. evaluation of work using standards that are not part of the course expectations,
- b. assignment criteria, or reasonably related to the academic study of the course subject;
- c. evidence of inequity/inconsistency in applying standards;
- d. application of non-academic criteria in the grading process, including race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status.

To appeal a grade, a student should follow the following steps:

1. Meet with the instructor to discuss concerns and request that the instructor reconsider the grade or provide a rationale for it. A student has the right to request a written justification for the grade received.
2. If the student is still not satisfied, the student can appeal to the department chair for arbitration; the department chair will provide a written documentation of the result of the arbitration.
3. Either the student or the instructor may appeal the results of the arbitration to the Provost's Office. The Associate Provost will review, investigate, and make a recommendation to the Provost.

In evaluating the fairness, equity, and transparency of the grade, the department chair and the Provost's Office shall consider the course and assignment policies for evaluation and grading. As relevant, they may also request other relevant materials. If evidence indicates the grade was unfairly determined, the individual making final disposition of the matter shall assign the grade. To do so, another faculty member qualified to evaluate the work may be enlisted to evaluate the work.

Disciplinary action following dishonesty is handled by the faculty and at the discretion of the Provost's Office.

Final Exams

The Final Examination Schedule is established by the Registrar and published at the beginning of each term. Final exam times are also included in the course syllabus. While the Registrar's Office works to minimize conflicts, it is possible that a student finds they are scheduled for two exams at the same time. In this case, a student should contact the Registrar's Office.

In a case where there are three exams scheduled for the same day, a student has the right to request an alternative exam time for one exam. Students seeking to reschedule must first contact the Provost's Office at least a week prior to the exam day. The Provost's Office will, in consultation with the student and the instructors, identify which exam can be rescheduled most easily.

Alcohol Policy

Alma College is a Presbyterian-founded, private liberal arts college dedicated to the education of undergraduate students both intellectually and morally. Realizing that an equal part of education occurs outside of the classroom, we seek to provide students with a supportive campus environment that will enable them to grow into the full possession of the many talents that they have been given.

General Information:

The College is against the misuse and illegal use of alcohol. The College affirms that the decision to drink alcohol is a matter of personal choice and responsibility. The negative effect on relationships, individual performance, health, safety, and on the overall quality of the campus community resulting from the misuse of alcohol cannot be tolerated. It is recognized that the quality of the College's environment rests with all members of the community. In view of this, students, faculty, and staff must establish community standards and practices which will insist upon responsible behavior from those who choose to use alcohol, support those who choose not to use alcohol, and encourage all members of the community to conduct themselves as appropriate role models. This occurs through comprehensive alcohol prevention initiatives, environmental management, and policy enforcement.

Goals:

In order to minimize the negative impact alcohol use has on the campus learning environment, the goals for the College with regard to alcohol is:

1. To reduce high-risk drinking at Alma College, including underage alcohol use and binge drinking behaviors.
2. To support members of the College community who choose not to use alcohol or drugs.
3. To encourage members of the College community to create and participate in activities which are substance free.
4. To enforce on College property applicable State, Federal, and local laws and regulations regarding alcohol and other drug use.
5. To provide assistance (e.g., intervention, assessment, training, counseling and/or referral) for students, faculty, and staff with regard to drug use and problem alcohol use.
6. To continuously review efforts and strategies including policies as best practices emerge and change.

Summary of Michigan Alcohol Law:

In addition to the Alma College Alcohol Policy, all students and organizations are expected to abide by all laws. Some of the laws governing the state of Michigan are below. The full laws relating to the possession, consumption, and sale of alcoholic beverages is governed by [MCL](#). MCL- ACT 58 of 1998, chapter 436, Michigan Liquor Control Code of 1998.

Alma College Alcohol Policy:

These rules apply to all Alma College students and organizations. Failure to abide by this Policy may result in Disciplinary Sanctions.

1. The sale of alcohol in any form or shape is not permitted on the Alma College campus. This includes direct or indirect charges for alcohol and donation collection for alcohol.
2. Students under the age of 21 may not possess or consume alcoholic beverages or host drinking in their room on campus. Students under age 21 will be found responsible for violating this policy if any one of the following conditions exists.
 - a) The student has alcohol and or alcohol paraphernalia in his/her possession including his/her assigned campus housing or car. Possession is defined as any receptacle containing alcohol including the body. For this policy's purpose, alcohol paraphernalia is defined as any object that has contained alcohol or any item designed mainly or solely for alcohol.
 - b) The student appears visibly intoxicated.
3. No one shall provide alcoholic beverages to anyone under age 21. Students 21 or older may not permit underage students to consume alcohol in their presence, residence hall rooms, etc. This extends on and off campus as well.
4. No person may consume alcoholic beverages or carry open alcoholic beverage containers in the public areas of campus except under the provisions allowed in the events and social gathering policy. This includes, but is not limited to, any athletic fields and facility, residence hall hallways and common areas, campus buildings, and campus grounds.

5. Alcohol is not permitted on porches, roofs, decks, or other exterior structures of College buildings, nor on their lawns or grounds.

6. No common sources of alcohol or other concentrations of alcohol which require a common container are allowed on the campus or any of its facilities, e.g., trash cans, kegs. A common source will be defined as any container which holds more than ½ gallon of alcohol or any total volume of all present alcohol containers is more than a ½ gallon. This is regardless of the amount of individuals have access to the common source. Sanctions for having a common source may carry additional sanction or may be considered an additional offense that may warrant sanctioning similar to or greater than a second alcohol offense.

7. Drinking games (i.e. beer pong, flip cup, etc.) are strictly prohibited, including drinking games played with non alcoholic beverages (i.e. “water pong”). Students (and/or their guests) found to be participating in drinking games are subject to the discipline process and may be considered an additional offense that may warrant sanctioning similar to or greater than a second alcohol offense.

8. Students age 21 or older may choose to drink alcoholic beverages in the privacy of their residential rooms, provided that:

- The students do not infringe upon the rights of others in or around the residence.
- The number of open containers in the room do not exceed the number of people ages 21 and over in the room. In situations in which some students are over 21 years of age and others are under 21 years of age, possession of alcohol may be determined by the number of open alcohol containers in the room. Students are permitted one open alcohol container per person over 21 years of age. Any additional open containers may indicate possession by students in the room who are under the age of 21.
- The door to the room remains closed.
- The students are in compliance with the Guest and Visitation Policy.
- Students 21 years or older found with minors in possession of alcohol in their residence will be subject to additional sanctions for events and social gathering policy.
- The student(s) 21 years or old are prohibited from prohibited from purchasing, providing or offering to purchase or provide alcohol to students under the age of 21.
- The number of people in the room is within the following fire code guidelines:

No more than:

- eight persons in a North Campus room, a private room in a college owned house or two person apartment in Wright Avenue.
 - eight persons per room in a South Complex suite.
 - twelve persons per apartment in Wright Hall or 4 person apartment in Wright Avenue.
- Occupancy levels should never exceed three guests per housed student per room.

9. Furnishing or possessing a false identification is not permitted. False identification will be confiscated and/or destroyed. The student possessing the false identification will be subject to

disciplinary action.

10. Intoxication and/or disruptive behavior associated with alcohol consumption, regardless of age, is not permitted.

11. Alcoholic beverages may be present at sponsored student events on campus and at off-campus College sponsored student events only under the following conditions, please see events and social gathering with alcohol policy.

Behavioral Expectations

1. Behavior resulting in violations of College standards as a result of improper use of alcohol will not be excused. Failure on the part of a guest to abide by the College's regulations may also result in an official request to have the guest leave the campus.
2. Students are expected when off campus to comply with all alma college policies as well as all local, state and federal laws. Students are prohibited from causing a disturbance on or off campus while consuming alcohol or being intoxicated regardless of age. Students who violate local, state and federal law while intoxicated may face additional sanctions from the college.
3. Below are potential sanctions for alcohol related violations. The below sanctions may have additional sanctions based on severity of the violation.

Individual Student Sanctions:

	Potential Sanctions
First Violation while an Alma College Student	Any one or more of the following: 1) BASICS alcohol education enrollment and attendance; 2) Potential Referral to the Counseling and Wellness Center.
Second Violation while an Alma College Student	Any one or more of the following: 1) BASICS enrollment and attendance, \$100 fee 2) Referral to the Counseling and Wellness Center; 3) Disciplinary Probation 4) Educational sanction.
Third Violation while an Alma College Student	Any one or more of the following: 1) Suspension 2) Action Plan of re-enrollment will be submitted before return 4) Referral to outside vendor substance abuse counseling at the offender's expense.

Amnesty and Self-reporting:

Alma College is concerned with its students' safety and well-being. Where possible, students who come to the attention of the College as a result of a violation of the Campus Alcohol Policy will be responded to in a restorative manner. Students should never hesitate to seek help for alcohol-related incidents, particularly sexual misconduct and alcohol-related emergencies. Please see [Medical Amnesty Policy](#) for more details.

Health Risks

Alcohol can cause short-term effects such as loss of concentration and judgment; slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; long-term effects include a risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

Assault Policy

Alma College does not condone physical acts of aggression (violent or non-violent in nature) between students, faculty, or staff. Physical acts are defined as subjecting another to striking, kicking, shoving, or other offensive touching, or threatening to do so. Anyone engaging in such acts will be subject to the appropriate disciplinary and sanctioning process. Sanctions may include suspension, expulsion and other appropriate sanctions.

Assembly Policy

Within the context of established College policies, peaceful assembly and picketing are recognized as legitimate methods of personal expression. However, protest need not and must not take the form of violence, destruction, damage, physical abuse, anything reasonably considered threatening, or confrontation that substitutes physical force for orderly efforts to attain one's ends. It should be remembered that freedom to protest is protected only so long as it does not interfere with the rights and freedoms of others. Students who violate this regulation will be referred to the Dean of Students, or designee, for immediate action. Depending upon the degree of involvement, destruction of property, etc., the student may be warned, placed on disciplinary probation, suspended, or permanently expelled from the College.

Building and Room Access Policy

Every student that lives on campus will have access to their room. Students will be given a room key. Students ID cards will be issued giving them access to their residence hall or housing unit if applicable. Students in houses may also be given a key for the house or a key code for the exterior doors. To protect the safety and wellbeing of all students, students are prohibited from giving, sharing, or misplacing keys, ID cards, house keys, or key codes.

Identification Cards:

At the time of enrollment, each student will be issued a student identification key card. This card must be presented at all dining halls for each meal; at the library to check out books; at the Business Office to obtain student paychecks; at the Mail Room when receiving registered mail, certified mail, and packages; to enter the registration line; and to any member of the Alma College staff upon request. The identification card is also used to admit students to many of the campus activities and events. The Identification card also allows students access to the residence halls. Students using identification key cards not belonging to them, lending their ID key cards, or in any way misrepresenting or refusing to identify themselves will be subject to disciplinary action. Replacements of lost or damaged ID key cards may be obtained through the College's food service provider.

Keys:

The duplication of any Alma College distributed and/or owned keys is prohibited.

Students are expected to be responsible for any keys issued to them. Lost or misplaced keys must be

reported to the hall director or house manager. Replacement keys and lock cores will be ordered through Facilities and Service Management at the student's expense. Costs for key replacements are described below.

Students in possession of unauthorized keys will be subject to disciplinary action up to and including expulsion, fines, and possible criminal charges. Fines for possession of unauthorized keys or failure to turn in keys used in offices, labs, or student service areas at the end of the term will be applied to your student account. Students must pick up their keys during their scheduled move-in time.

Only authorized lock hardware may be installed on College property. All others will be removed. This includes, but is not limited to, building/housing keys (room or exterior entrance keys), key cards, exterior door codes, mailbox key, etc.

Housing Re-core Costs

If a key is misplaced or lost, the student is responsible for paying for the new key and the cost to re-core the room.

Community Standards Policy

No students shall make any disturbance that would disrupt, interfere, or hinder with another's education or well-being on or off campus in any form. A disturbance, which is something less than threats of violence, is an interruption of peace and quiet. This includes but is not limited to excessive noise, a violation or disruption of public order or decorum, living environment or any other interference with or hindrance of an individual in pursuit of his/her education or occupation.

In regards to a disturbance, Alma College reserves the right to contact parents or guardians in situations where the student's behavior indicates they are not in control of their behavior or emotions. A student who actively or passively places themselves or others at physical/or mental risk may be removed from campus housing or suspended from the College by the Student Affairs Office until arrangements can be made for a Student Conduct review and/or safe return to campus. If a student is removed from campus housing or suspended from school, the Student Affairs Office will make a reasonable attempt to notify the student's parents, spouse/partner, or other responsible associated persons to advise them of this action. Alma College cannot take responsibility for the well-being of a suspended student.

Failure to uphold the missions and values

Students who are enrolled at Alma are expected to uphold the missions and values of the College. Behavior of an Alma College student that conflicts with the missions and values of the College can be found in violation of said policy. Behavior unbecoming Includes:

1. Any unreasonable actions that could potentially lead to unsafe behavior.
2. Behavior that disrupts the safety, health, or inclusion of the community, or impedes college officials from conducting routine job duties.
3. Behavior that fails to uphold respect and dignity towards another student, faculty, or staff, member of the Alma community, etc.
4. Antagonizing behavior that disrupts the safety, health, or inclusion of a member of the community, the community at large, or the regular operations of the College.

Camera Access Policy

In order to uphold the privacy of the campus community, access to cameras will be limited to who may view them. Security cameras are managed by our Campus Safety team with infrastructure support from Alma College Information Technology Department. The campus safety team will monitor and review footage. The Director of Student Rights and Responsibilities or a designee will determine when it is appropriate to share footage with staff, students or 3rd party agencies such as police.

Compliance with College Officials Policy

Students are expected to fully comply with reasonable instructions, requests and directives issued by college officials (including resident assistants), Campus Safety, Public Safety emergency personnel (including police officers, firemen, and emergency medical technicians) while carrying out their responsibilities. The following actions/ inactions will be subject to disciplinary action: failure to comply with instructions, requests or directives issued by college officials, Campus Safety, and emergency personnel; falsifying documents; incidents of insubordination; or providing false information to college officials, Campus Safety, and emergency personnel.

Computing & Online Presence Policy

Acceptable Use Policy

Alma College Information Technology resources are provided to support the educational mission of the institution and are governed by the general norms of responsible community conduct described in the student handbook, Manual of Organization and Employment and related policy, and by local, state, and federal law. Students are responsible for checking their emails daily.

This Acceptable Use Policy (AUP) supplements these existing standards by describing specific responsibilities related to use of the College's networks, computers, and application services.

Everyone using IT resources owned or licensed by the College is covered by this policy.

Responsibilities

Protect your network identity

Account holders are responsible for actions performed using their network ID. Never share your username and password with others or use your campus password with network services not provided by the College.

Secure your personal devices

Personal devices used on campus must be kept up-to-date with operating system and application software security patches and must run up-to-date anti-virus software.

Follow College policy and applicable law

The use of Alma College IT resources must comply with College policy, copyrights, trademarks, software license agreements, and local, state, and federal law. Downloading copyrighted music, movies, or other material without proper licensing or hosting this content for download is not permitted.

Respect the rights and privacy of others

Accessing an account other than your own without permission or tampering with IT systems and services is not permitted.

Use IT resources responsibly

IT resource use must consistent with the academic mission of the College. College accounts and IT resources may not be used for personal for-profit business activities.

Monitor your alma.edu email account

Email is provided for College related communications. Account holders are expected to check their alma.edu account regularly and are responsible for College communications sent to this address.

Privacy

The College recognizes the importance of privacy in an academic setting and does not routinely monitor individual email, data, or online activity. There are limited circumstances, however, in which the College may access, monitor, limit and disclose a user's communications or data without user permission.

These circumstances include:

- To maintain the integrity or function of college systems, network, or data;
- When required by law, administrative rules, court order or other legal authority;
- To preserve the health and safety of individuals or the Alma College community;
- When there are reasonable grounds to believe that a violation of law or a breach of College policy may have taken place; or
- To address a legitimate business need.

Violations

AUP violations will be referred to the office of Student Affairs or Human Resources. ITS may disable accounts or services while referring the violation to the appropriate college office.

Damage Billing Policy**Rationale**

According to the terms of the housing agreement, students are responsible for the condition of their room and any shared spaces. The Residence Life Office makes every attempt to attribute damage and vandalism charges to the individual(s) responsible, but when those responsible are not identified, all members of a unit, room, floor, or building may be charged equally for damages. It is our hope that

affected residents will cooperate with the Residence Life Office to ensure that those responsible are held accountable.

Excessive cleaning or damage charges are assessed when cleaning or damage extends beyond Facilities and Service Management staff's standard duties. Examples of excessive cleaning and damage include, but are not limited to: clean-up of trash/recycling that was not properly disposed of by the student(s); removal of belongings abandoned by the student(s) after checkout; bodily fluids in public/private areas; debris from fire extinguishers being discharged; food and beverages in public/private areas; confetti/glitter; removal of graffiti; residue from adhesive-backed decorations; repair of carpet and upholstery damage; painting and wall repairs, regardless of cause; and/or replacement of furniture removed from a unit, room, or lounge.

Checkout Process

The Residence Life Office conducts two forms of checkouts for residents:

1. **Traditional Checkout:** During a traditional checkout, an RA accompanies the student to their unit to complete a room inspection and complete the checkout envelope. All first year residents must complete a traditional checkout. Second-year, junior, and senior residents may choose either a traditional checkout or an express checkout. Residents completing a traditional checkout must make arrangements with a residence life staff member at least 24 hours before their planned checkout. Residents who complete a traditional checkout will not be informed of any damage billing at the time of checkout; damage billing assessments will be completed by professional staff members from Residence Life and Facilities after all residents have moved out of the space.
2. **Express Checkout:** Second-year, junior, and senior residents may also choose to go through an express checkout process. During this process, the student collects an Express Checkout envelope from Residence Life (envelopes available from RAs, professional staff, and near envelope return boxes in the residence halls), completes fields on the envelope, and submits the envelope to the designated area/location. Residents who use the express checkout process waive their right to appeal any damages charges.

Note about improper checkouts: Failure to complete a Traditional or Express checkout, or failure to properly complete the checkout steps will result in an improper checkout. Examples of improper checkout procedures include but are not limited to failure to schedule a traditional checkout at least 24 hours in advance, lack of preparedness for a scheduled traditional checkout, and failure to vacate an on campus residence by published move out deadlines. An improper checkout will result in an automatic fine and waiver of all right to appeal any damage bills.

Damage Billing Process

All damage billing assessments will be completed by professional staff members from Residence Life and Facilities and Service Management after all students have moved out of the living space. Final room inspections are NOT conducted by student staff at the time of checkout.

Facilities Management is responsible for all repairs and determines the cost of any damage. These amounts are pre-determined and are based upon charges for time, labor, and materials.

All damage bills will be assessed to a student's account during the month of June, after the conclusion of Spring Term. Students are encouraged to check their bills during this time to review any damage bills incurred.

Damage Bill Appeals Process

Important Note: The Damage Billing Appeals Process has no correlation with the Student Conduct appeals process.

The process for determining housing charges includes assessing damages and the cleanliness of your housing unit (common area, kitchen, bathroom and bedroom, etc.) and the community as whole (lobbies, lounges, floors/corridors, etc.).

The deadline for damage billing appeals is e-mailed to residents at the end of the academic year. All appeals submitted after the deadline period will not be considered.

Appeals must be submitted via the online form available in the housing portal. The housing portal can be found by going to InsideAlma < Links < Student Housing. Phone calls, messages, and letters will not be considered an appeal. Appeals cannot be submitted by parents, guardians, or any individual other than the student who lived in the space. This allows our staff to have an informed and educational connection with the student while also respecting each student's right to privacy.

All residents who submit an appeal before the deadline will receive notice within two to three weeks regarding the status of their appeal. Once a decision has been communicated regarding the appeal, the decision is final.

If the room damage charges result in a financial hold being placed on a student's account, the student may need to pay the amount due and then receive a refund upon an approved appeal. The Residence Life Office is not able to lift a financial hold on a student's account.

Grounds for a Housing Cleaning/Damage Charge Appeal

Students may appeal damage bills on the following grounds:

- If you believe that you have been billed for damages that should be considered "normal wear and tear."
- If you receive a charge that you believe to be a duplicate.
- You were billed for damages to a room to which you were not assigned.
- The damage was listed on the Room Condition Report at move in. Please note that this will be verified by residence life staff during the appeals process.

Students may NOT appeal damage bills on the following grounds:

- Someone else caused the damage (including a roommate). If a student believes that another individual is responsible for the damage, the responsible party would need to come forward and accept responsibility in writing before the student can be found not responsible for the damage bill. Without this documentation, the appeal will not be granted. The responsible party would need to step forward before the appeal deadline expires. It is the student's responsibility to contact the responsible party; Alma College will not contact these individuals on the student's behalf.
- The student was not informed of damage or billing at the time of checkout. Damage assessments are completed by professional staff after students have checked out and the residence halls are closed. During check out, the staff will only check whether keys have been returned.
- The bill is too high. All damage bills are assessed by Residence Life and Facilities. Facilities and

Service Management is responsible for all repairs and determines the final cost of any damage. These amounts are pre-determined and are based upon charges for time, labor, and materials.

- Time constraints during move out. All required move out dates are published in advance in the housing agreement for each year. Students also receive notice of all checkout procedures and move out dates from residence life staff in advance of the move out.
- Lack of knowledge of proper checkout procedures. All move out and closing information is communicated by Residence Life staff through email correspondence, community or floor meetings and/or community bulletin boards. Students are encouraged to contact Residence Life staff with questions before completing their checkout.

Important Note: If students who complete an express checkout or checkout improperly waive their right to appeal any charges (this information is also noted in all closing communication).

Discrimination, Harassment and Sexual Misconduct

Alma College Policy on Discriminatory Harassment: Students, staff, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. Alma College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under Alma College policy. Discrimination, Harassment and Sexual Misconduct policy and procedures are overseen by the Title IX and Civil Right Coordinator. For policy and procedures please go to: <https://www.alma.edu/protect-respect-our-scots-civil-rights/policy-quick-guide/>

We want to assure you that the college takes all reports of sexual assault, misconduct, or violence very seriously, and that we promptly and thoroughly investigate all allegations.

We all have a responsibility to keep the campus safe. The College welcomes your help in accomplishing this important task. Please share any questions or concerns with the Title IX Coordinator or file a Title IX report.

Drone & Unmanned Aircraft Policy

Unmanned or remote control aircraft systems (UAS), including drones, are controlled and regulated by the Federal Aviation Administration (FAA). In light of these regulations and in the interest of the safety and privacy of the Alma College community, Alma College establishes the following policy regarding UAS:

Launching, landing, or operating UAS, including drones, is prohibited on and above Alma College's campus without written approval from and supervision by Alma College faculty or staff. UAS use may only be approved for educational or research purposes or for use by a student employee for a specified purpose related to their employment. The individual operating the UAS must be able to operate the UAS in a safe and responsible manner. Approved use must comply with all relevant federal, state, and local laws governing UAS and any other relevant College policies.

UAS may not be used or approved for any of the following uses:

- Monitoring or recording areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, locker rooms, individual

residential rooms, changing or dressing rooms, and health treatment rooms.

- Monitoring or recording residential spaces, including rooms, small housing units, campus apartments, lobbies, and hallways.
- Monitoring or recording sensitive institutional or personal information which may be found, for example, on an individual's work spaces or on computer or other electronic displays.

Individuals found in violation of this policy may face disciplinary and/or legal action.

Drugs & Narcotics Policy

Summary of Michigan Law:

The possession, use, or sale of drugs and narcotics, as specified by the State of Michigan and federal laws and regulations, is prohibited. Michigan law establishes the minimum penalties for the offenses indicated. For more information on Michigan laws please consult Michigan Legislature MCL Section 333.7403.

Documents received by the College from law enforcement or the courts may be used in the Student Conduct hearing.

Alma College Drugs & Narcotics Policy:

Students found responsible for selling, manufacturing, sharing, purchasing or distributing drugs or any controlled substances including other substance not clinically distinguishable from them (i.e. imitation products such as bath salts and/or K2) on or off campus will be subject to immediate suspension from the college. The possession, use or sale of illegal substances, providing illegal/prohibited substances and paraphernalia is not condoned by the College. Any individual(s) involved in such actions, on or off campus, will be subject to serious disciplinary sanctions such as probation, suspension, or expulsion and criminal arrest according to state law.

Any person taking prescription drugs or over the counter medication is personally responsible for ensuring that while taking such drugs or medications, they are not a safety risk to themselves and others. It is illegal to misuse prescription medication (i.e. continue to use medication when the prescription is no longer valid, use prescribed drugs contrary to the prescription, and give or sell prescribed drugs to another person). All prescriptions must be in a properly labeled container, and is prescribed to that student. Misusing prescription drugs can result in a conviction with jail time and/or disciplinary sanctions.

Marijuana Policy

The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical and recreational use of marijuana. Alma College receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting this money, Alma College is required to certify that it complies with the Drug-Free Schools and Communities Act (DFSCA) (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). Thus to comply with the Federal Drug Free School and Communities Act and avoid losing federal funding, Alma College must prohibit all marijuana use, including medical marijuana, and provide sanctions for its use.

The possession, use or sale of marijuana and paraphernalia is not condoned by the College. Students

found responsible for selling or distributing marijuana and paraphernalia on or off campus will be subject to disciplinary action from the College. Any individual(s) involved found responsible for possession or use of marijuana and paraphernalia, on or off campus, will be subject to serious disciplinary sanctions such as probation. For the first offense, students may be assigned to enroll in and attend Marijuana 101 education and may carry a \$100 cost to cover the class, and potential additional sanctions. Students found responsible for subsequent offenses may be subject to suspension from the institution.

Medical Marijuana:

Even if a student possesses a valid medical marijuana card, the student cannot use or store marijuana on Alma College's campus or property. Medical marijuana, which is prescribed for healing purposes, is prohibited at Alma College even though there may be state laws which permit its use.

Health Risks

For an extensive list of health-related risks please visit The National Institute on Drug Abuse: <https://nida.nih.gov/>

Elevated Surfaces of Campus Buildings Policy

The regulations regarding fire safety and use of elevated surfaces of campus buildings are very serious and explicit. Entering, or attempting to enter, surfaces such as roofs, walls, trees, fire escapes, terraces, balconies, and/or ledges of any building owned by Alma College is strictly prohibited, except in specific emergencies. The College will take disciplinary action on a first offense, and all subsequent offenses.

Expungement Policy

Students can petition to have their student conduct record expunged. Expungement will only be reviewed and granted for low level student conduct violations. Expungement will only be considered in cases in which a student did not receive a status change such as probation, suspension, or expulsion. Expungement will not be considered for significant violations of policy or significant sanctions. Expungement will be decided, and reviewed by the Office of Student Rights and Responsibility.

Failure to Discourage Policy

Students are expected to look out for one another's best interest. To this regard, anyone that knowingly fails to discourage a fellow student from violating a policy, and/or reporting a violation of which one has knowledge may be subject to disciplinary action.

False Testimony Policy

False Testimony Policy Offering false information or the falsification of documents during either an incident, investigatory period, or conduct hearing or in the Civil Right/Title IX Process (disciplinary process) is a violation of college policy. Allegations of false testimony involve providing false information during the conduct process or Civil Rights/Title IX process. Student suspected of violating this policy may be charged with other relevant policies to the original conduct or civil right/title IX case, as this is contributing to the concealment of the violation. False Testimony done with the purpose of retaliation against an individual or group is strictly prohibited.

Fire Safety Codes & Fire Drills Policy

To comply with local and state codes and to observe prudent safety precautions, Alma College will enforce the following fire safety regulations:

1. No electrical heat-producing appliances such as but not limited to grills, toaster ovens, or space heaters, are permitted in college-owned or -approved housing units. The use of space heaters in students' rooms is not permitted. Unauthorized space heaters will be confiscated. Appliances such as hair dryers, coffee pots, popcorn poppers, and irons must have an automatic shut off. See [electrical equipment](#) for more information.
2. Everyone must leave the building and meet in the designated location away from the building in the event the fire alarms are triggered.
3. Open flames such as candles (including candles without wicks, candle warmers, and wax warmers), incense, kerosene lamps, stoves and other similar items, are not permitted in any college-owned or -approved housing unit. Operable fireplaces may be used only when properly screened and when appropriate safety precautions are taken. Exceptions can be made for religious or spiritual purposes.
4. No flammable or combustible liquids such as gasoline, kerosene, turpentine or similar substances may be stored in any College-owned or -approved housing unit. Any of these substances found in College housing will be confiscated and disciplinary action will be taken against those responsible for storing such substances.
5. The possession of fireworks and/or other incendiary devices is prohibited. Anyone found detonating fireworks of any type on any Alma College property, whether leased or owned, will be subject to up to a \$500 fine and disciplinary action.
6. No paneling or tapestry (unless fire treated and for which permission has been obtained from the Student Affairs Office) is permitted in college housing.
7. Surge protectors must be 10 amp or larger, #18 wire with SPT2 plastic insulation and molded ends, and not more than eight feet long. Surge protectors can be used for the radio, TV, stereo, and refrigerator, etc. Surge protectors must be exposed at all times; they may not be placed under carpets, behind desks, etc.
8. Extension cords plugged into surge protectors or plugged into other extension cords are not permitted in residential housing units. Drop cords are also not permitted. Both are considered a violation of Alma College's fire safety policy and will be subject to the Student Conduct process.
9. Flammable holiday decorations such as Christmas trees, wreaths made from pine boughs, and untreated bunting are not permitted in College housing units.
10. The use of electronic cigarettes and vaporizers are prohibited in all Alma College buildings. These devices pose consumer safety concerns, having caused fires and injury to users. Vapor from these devices will trigger fire alarm panels as well.
11. Hoverboards are not permitted on Alma College's campus, including grounds and buildings. Failure to abide by this policy may subject the individual to disciplinary action. The owner and/or

operator of the hoverboard will be responsible for damages and/or injuries to college property or individuals that result from possession or use of a hoverboard on campus.

12. No tampering with the wiring or components of the smoke detection or alarm systems is permitted.
13. Fire doors and any other doors with closing mechanisms are to be kept closed at all times except in the event of fire emergency.
14. Only college wiring is allowed in residence hall rooms and only a reasonable number of standard U.L. approved surge protectors may be used.
15. There is up to a \$1000 fine and disciplinary action for tampering with fire safety equipment including but not limited to smoke detectors, fire alarm panels, fire extinguishers, pull station ,etc.
16. Fire extinguishers are not to be removed from their proper locations or to be discharged except in the event of a fire emergency.
17. Smoke detectors are not to be covered or blocked.
18. All outdoor burning is prohibited. The use of fire rings, fire pits, bon-fire rings, or any other similar structures is prohibited.
19. No partitions are to be installed by students.
20. Nothing is allowed to block, even partially, any means of exit. This includes doors, windows or other means of exit that may be used during an emergency. Window treatment is defined as curtains, valences, blinds, shades, or any other item that could be found in a window treatment section at a store. Items covering windows that are not specified as window treatments (i.e., plywood, newspaper, cardboard, blankets, clothing, couch cushions, etc.) are not permitted in Alma College housing units. These items are to remain removed from the windows indefinitely. If a small housing unit/individual is found non-compliant three or more times, the organization/person may face additional consequences (i.e., losing small housing unit, being removed from small housing unit, etc.).
21. Safety signs and markings are not to be tampered with or defaced.
22. Prompt and complete evacuation of campus buildings or facilities is mandatory when a fire alarm is sounded or when so directed by a college staff member. Individuals who fail to comply with this provision will be subject to disciplinary action.

Firearms & Weapons Policy

Definitions:

Weapon includes, but is not limited to: a firearm; explosives (including fireworks); dangerous chemicals, substances or compounds intended to cause injury to another, or possessed in negligent disregard for the safety of self and others; knives with blades longer than three (3) inches or with an open blade locking mechanism; swords; machetes; spring-loaded knives; projectile devices that could cause injury to others, items that may appear or look like a weapon, or any other device that could reasonably be considered to be

a weapon to a reasonable person.

Mace or pepper spray is permitted and to be used only in time of self-defense or rationally perceived threats. Members of the Alma College community may only carry the legal amount on them.

Individuals with a concealed carry license are still prohibited to carry firearms or any other weapons on campus.

No person shall possess, discharge, transfer, transport, or otherwise use any weapon on any property owned, leased, or otherwise controlled by the College. This prohibition applies regardless of whether the individual has a concealed weapon permit or is otherwise authorized by law to possess, discharge, or use any such device. Exceptions to this prohibition are as listed below under "Exceptions":

Any student violating this policy shall be subject to suspension or expulsion. Others may be subject to banning from campus and arrest for trespassing.

Alma College and the local law enforcement agencies do not provide weapon storage of any kind to any member of the Alma College community.

Alma College Campus Safety will confiscate any weapons found to be in the possession of any person(s) that does not fall under the list of exceptions below.

Exceptions:

These prohibitions do not apply:

1. During the time when the weapon is worn as part of a military or fraternal uniform in connection with a public ceremony, parade or a theatrical performance, an academic presentation or performance; or
2. To Alma City or Michigan law enforcement officers of legally established law enforcement agencies, during the time the officers are engaged in work requiring a weapon; or
3. To non-College persons who are required by their employer to possess or use a weapon during the time the employee is engaged in work requiring a weapon, providing the President of the College or his/her designee has received prior notification; or
4. As commercial, ceremonial, or performance elements of special events (e.g., festivals, open air markets, etc.) granted access to college grounds by Alma College; or
5. When the President of the College or designee has waived the prohibition based on extraordinary circumstances or an exemption is granted through a lease agreement with the College. Any such waiver must be in writing and must define its scope and duration.

Gambling Policy

Alma College does not allow gambling on the campus. Gambling is defined as any activity that meets all three of the following criteria:

1. Participants must put something of value up to participate.
2. Prizes include money or anything of value.
3. The activity is a game of chance. (Games of chance include but are not limited to casino games, dice games, etc.).

Online gambling is prohibited for mass use. Students may gamble online as an individual, without other students involved.

Good Neighbor Policy

The purpose of the Good Neighbor policy is to encourage Alma College students to engage in proactive and intentional efforts to build connections and relationships with their residential community. The policy seeks to establish basic guidelines for Alma College students to be good neighbors and to conduct themselves as responsible members of the community. Ultimately, students are responsible for abiding by the Alma College Student Code of Conduct in the Student Handbook as well as all city, state, and federal laws. The Alma College Student Code of Conduct is not limited to conduct within the formal boundaries of the college campus. The Code also applies to conduct in the communities where you live and will be enforced fairly and consistently. In efforts to encourage positive relationships with community members, this policy gives special attention to issues of noise, alcohol consumption, trash, and conduct.

Policy Statement:

Authorization to live in progressively independent campus housing units (houses and apartments) is granted at the discretion of Student Affairs. Living in progressively independent campus housing units (houses and apartments), is a maturing experience which carries many responsibilities. As a student living in any community, you are a representative of Alma College. Housing assignments may be revoked at any time for good cause, as determined by the discretion of a Residence Life designee or Student Affairs designee. Reasons for revoking authorization to live in progressively independent campus housing units (houses and apartments) include, but are not limited to: violations of college policies or regulations including the Good Neighbor Policy, violations of state or local laws or ordinances, failure to abide by good neighbor guidelines, housing one or more other students or non-students in the residence, or behavior that adversely affects the college's relationship with the neighborhood community. If a student or student group is found by the college to be in violation of the good neighbor guidelines or the Good Neighbor Policy and is adversely affecting the college's relationship with the neighboring community, all residents will be considered in violation of this policy even if the misconduct of an individual resident cannot be specifically identified, and may be removed from the housing unit.

A student or student group who is found in violation of the Good Neighbor Policy may be required to return to campus residence hall facilities immediately at the discretion of the Student Affairs designee or an agent of the Student Affairs Office. Student conduct and the conduct of student guests reflect directly on the college. In severe or continuing cases of misconduct, a student or student group may be required to move back into campus residence hall facilities, removed from campus housing, or suspended from the institution. Students and student organizations are expected to maintain a safe, clean, and respectable environment for the health, safety, and well-being of themselves and their organization members, guests, and neighbors.

General Guidelines for Being a Good Neighbor:

The following guidelines will help foster good neighbor relations for current and future students living within the Alma College campus community and within the City of Alma.

1. Get to know your neighbors. Introduce yourself to them when you first move in or early in the semester. Let them know how to best communicate with you and contact you.
2. Encourage your neighbors to contact you first if there are any problems at your residence such as

overly loud music, litter, etc. Be respectful and responsive to their concerns.

3. Offer to help your neighbors, with such things as helping with groceries, raking leaves, or running an errand for them. Good deeds cultivate goodwill.
4. Keep your yard neat and picked up.
5. Learn the acceptable and legal places for parking at your housing unit.

Alma College Student Responsibility:

Specifically, students must:

1. Abide by fire, health, zoning, building and safety codes, including occupancy limits, and the City of Alma's inspection codes and ordinances.
2. Dispose of litter, trash, and garbage on a weekly basis in an appropriate manner. The City of Alma collects trash every Tuesday morning.
3. Complete clean up within 24 hours after social functions to ensure litter and trash is removed from the premises of the residential housing unit and the neighborhood.
4. Foster and maintain good community relations and cooperation with neighbors and authorities.
5. Take proactive steps to manage the conduct of guests, including measures that reduce the risk of harm. Alma College students are responsible for the actions of their guests.
6. Take active steps to prevent damage, defacing, or littering of neighbors' property.
7. Be engaged in mediating and resolving problems or concerns with neighbors in a timely and civil manner.
8. Abide by the Alma College and Alma City noise policies. Any creation of amplified sound/noise, including: musical instruments, machines, or devices (i.e. stereos, amplifiers, subwoofers, bass, drums etc.) designed and/or used for the production or reproduction of sound/noise shall only be audibly heard inside the confines of each individual residential housing unit (i.e. room, house, apartment). This policy is in effect at all times. Continued misconduct may lead to the confiscation of any musical instrument, machine, or device until it can be properly removed from campus.
9. Take proactive steps to avoid rowdiness, disorderly conduct, yelling or shouting, public drunkenness, outdoor congregation, or littering.
10. Respond appropriately to verbal harassment. Verbal harassment includes profanity, slurs, and/or fighting words directed toward others, and is considered unacceptable behavior. When the potential for conflict develops, students and student groups must immediately seek assistance through the College or the city police.
11. Respond appropriately to fighting/physical assault and confrontational behavior. Such behavior is unacceptable. If a volatile situation occurs, students should ensure their own safety and the safety of others and then immediately seek assistance through the College or the city police.
12. Have responsible individuals available to interact with college administrators, campus security, police, or neighbors if they come to your residence because of problems. All residents of the housing unit are responsible for behavior that occurs on the premises, including the behavior of guests.
13. Cooperate with the requests of college administrators, campus security, police, or neighbors. Sober individuals must be present at all social gatherings where alcohol may be present.
Alcohol and Other Drugs:
 1. Abide by the state and local laws governing alcohol and other drug use.

2. Abide by the Alma College alcohol and other drug policies in the Student Code of Conduct found in the Student Handbook.
3. Abide by Alma College guidelines for hosting and managing alcohol-related events, including hosting policies for events with alcohol in residential housing units. Only Greek houses are allowed to have registered alcohol-related events.

Procedures:

If any student or student group is suspected, reported to be or found in violation of the good neighbor guidelines or the Good Neighbor Policy, Alma College administrators, campus security and/or the city police will respond as necessary, and the involved students or student groups may incur disciplinary consequences, including the initiation of the student conduct process or legal process. Violations of this policy may result in college sanctions ranging from community service and education to suspension or expulsion from the institution. Violations of the law may result in separate and additional penalties through local and state authorities such as fines, citations, or arrest.

Guest & Visitation Policy

Guests:

Students are welcome to invite visitors and guests to the campus. Guests and visitors must be registered by Informing residence life staff. Guests and visitors may not remain for more than three nights in succession without permission of Residence Life.

Students are personally responsible for the actions of their guests and visitors. Visitors and guests to the campus are expected to abide by the College's standards and may be asked to leave campus if they violate any of these standards. The resident responsible for the guest may face judicial charges. Residents are also highly encouraged to discuss and/or notify any roommates of the guest they will be having stay with them on Alma College's campus. Temporary, overnight guest parking permits are available through Student Affairs.

Visitation:

Members of this college community are expected to act with consideration and respect for the rights of others. No visitation privilege overrides another resident's right to sleep, study, or use the facilities of his/her room or building. No persons may co-inhabit at any time. Alma College students are expected to stay overnight in their own room and not the room of other students. Any Alma College student staying the night in another student's room will be considered a visitor, and must not only be registered as so by the resident of the room in question, but will also be subject to the Guest and Visitation Policy.

Residents should respect the need of each member of the College community for a reasonable degree of privacy.

Harassment Policy

(including Bullying, Cyber-Bullying, Stalking, Relationship Violence & Abuse and Staff Harassment)

Rationale:

The Alma College Mission Statement asserts that the purpose of the institution is to "...seek the liberation of people from ignorance, prejudice, and parochialism..." To this end, and without

compromising either the constitutional protection of free speech or the historic principle of academic freedom [as cited in the “Statement on Professional Ethics” (items I-V) and Tenure: Rights and Obligations (items I-II) in the *Manual of Organization and Operation*], the College intends to maintain a climate conducive to learning, a positive work setting, and an environment free of harassment for its students, faculty, staff, and visitors. All members of the College community are responsible for the maintenance of an atmosphere that fosters openness, tolerance, and diversity.

Spoken, Written, and Symbolic Harassment:

Definition: The creation of a hostile environment through severe, persistent, and/or pervasive conduct in the form of spoken, written, or symbolic harassment that insults, stigmatizes, or denigrates individuals or groups. If this occurs based on the basis of race, religion, creed, national origin, ethnicity, gender, sexual orientation, age, or physical ability reports will be overseen by the Title IX and Civil Rights Coordinator. Harassment consistent with the rationale of faculty, staff, college officials (including Resident Assistants) Student, or visitors is strictly prohibited.

Bullying:

Bullying is typically portrayed as aggressive behavior, intentional or unintentional harm that is carried out by a single action or repeatedly and over time, and occurs within an interpersonal relationship characterized by an imbalance of power. It often includes comments about race, color, national origin, sex, sexual orientation, or disability. It often involves an imbalance of power, aggression, and a negative repeated behavior.

Any repeated behavior that causes a person to feel isolated, intimidated, or inadequate will not be tolerated. A person who feels they are being bullied is advised to address the behavior with those engaging in the bullying behavior, and if no change is made to contact Student Affairs for assistance.

Cyber-Bullying:

Cyber-bullying is when an individual is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person using the internet, interactive and digital technologies, or mobile phones. Those who are electronically engaged can be cyber-bullied at any time or location, making the effect of cyber-bullying ubiquitous and acute.

“Cyber-bullying consists of covert, psychological bullying, conveyed through the electronic medium such as cell-phones, web-logs, web-sites, on-line chat rooms, multi-user domains where individuals take on different characters, and on-line personal profiles. It is verbal (over the telephone or cell phone), or written (flaming, threats, racial, sexual or homophobic harassment) using the various mediums available.” – Shariff and Gouin 2005

Any behavior that causes a person to feel isolated, intimidated, or inadequate through electronic means will not be tolerated. A person who feels they are being cyber-bullied is advised to address the behavior with those engaging in the bullying behavior, and if no change is made to contact Student Affairs for assistance.

Stalking:

Stalking is any repetitive and/or menacing pursuit, following harassment, and/or interference with the

peace and/or safety of a member of the community; or the safety of any of the immediate family members of the community.

Any willful repeated behavior (including the use of electronic communication) within or out of the confines of a romantic relationship that would cause a reasonable person to feel uncomfortable, threatened, intimidated, harassed, or molested will be deemed as serious. As this behavior may disrupt the wellness and safety of the surrounding community, the Student Affairs Office reserves the right to charge someone without the cooperation of the victim.

Procedures for Spoken, Written, and Symbolic Harassment:

It is the primary goal of the College to use its expertise at educating and counseling to correct the unacceptable behavior of those who act in ignorance and prejudice.

Whenever such expressions exceed the bounds of protected speech; i.e., are obscene, defamatory, or inflammatory, the College will pursue the matter to the extent allowed by College policies and/or civil law.

Hazing Policy

Alma College prohibits any hazing of an individual in any activities related to any College organization, athletic team, or campus group. Alma College will comply with all state, local, and federal hazing laws and guidelines.

For purposes of this Policy, hazing is defined as any action taken or situation created, whether on or off College premises, for the purpose of initiation into, admission into, affiliation with, or as a condition of continued membership in any College organization, athletic team, or campus group that could intentionally or unintentionally cause ridicule; mental, physical or emotional discomfort; fright; disgrace; injury; or which meaningfully restricts persons from meeting academic or other personal obligations to the best of their abilities.

The interpretation of this definition is to include, but not be limited to the following: paddling; creation of excessive fatigue; restraining people against their will; physical and psychological shocks; public displays which are unreasonably disruptive to other members of the campus and/or public; engaging in compulsory public stunts; morally degrading or humiliating games and activities; forced ingestion of any substance (particularly alcohol); and any other activities which are not consistent with the policies or regulations of Alma College such as trespassing, breaking and entering, theft, or damaging property.

The definition of hazing applies whether or not the participants or others perceive the behavior as "voluntary." The implied or expressed consent of any person toward whom an act of hazing is directed is not a defense. Assertions that the conduct or activity was not part of an official organizational event or was not officially sanctioned or approved by the organization are also not a defense. This definition applies to behavior on or off College property or organization premises.

Accomplice Responsibility

No student, employee, volunteer, student organization, athletic team or other College-recognized group or association should participate in, solicit, direct, aid, conduct or participate as a witness in hazing.

Group Accountability

College organizations, athletic teams, and campus groups have an obligation to uphold the policies found in the Student Handbook, including the Policy on Hazing. College organizations, athletic teams, and campus groups that engage in hazing can expect to be held accountable, along with possible sanctions for individuals that take part in the hazing incident.

Additional sanctions may apply to an individual, organization, group or team which fails or refuses to identify individuals involved in hazing and/or retaliates against anyone who acts to stop or report hazing activity.

Hazing Reports

Allegations of hazing, including anonymous allegations, may be reported 24 hours a day to the Alma Police by calling 911, or to Public Safety by calling (989) 463-7777.

Alma College students are required to notify appropriate College officials of any perceived instance of hazing, as defined by College policy and/or Michigan law. Reports may be made

directly to Public Safety or local law enforcement, or to coaches, advisors, vice presidents or other College officials who have responsibilities for student organizations. Students can also submit a formal or anonymous complaint using Alma College's [on-line reporting form](#).

Alma College employees receiving such reports must share them with the Student Affairs Office and Public Safety. Under state law, Alma College is obligated to report hazing, that meets the relevant definition under state law, to law enforcement.

Any Alma College student or staff member identified as a potential witness must cooperate fully in the course of the investigation. Cooperation may include meeting or communicating with Student Affairs Office, Public Safety, or other College officials as requested. Failure to cooperate fully with the investigation may result in disciplinary action.

Individual Student Reporting and Immunity

A student who reports activity that may fall within the definition of hazing and who cooperates fully as a witness in the investigation and disciplinary process will not be subject to College disciplinary sanctions if his or her own conduct violated the hazing policy, unless the conduct the student engaged in contributed to causing physical or mental harm. Students should know that they may be liable for criminal and civil penalties that are beyond Alma College's control.

Fresh Start Organizational Amnesty Policy

Members of an organization, group or team who are concerned that some of the organization's activities do not comply with Alma College's Policy on Hazing may consult their supervising department head (e.g. Athletics, Student Affairs Office) confidentially for guidance. Under this Fresh Start policy, an organization that fully discloses past behavior that may be in violation of the Anti-Hazing Policy will receive assistance as the group develops a new plan to replace or eliminate the activities in question. The organization, and related individuals will not face College disciplinary action for the activities disclosed, unless the conduct contributed to causing physical or mental harm. Organizations, groups or teams should know that they may be liable for criminal and civil penalties that are beyond Alma College's control

Health and Wellbeing Policy

We strive for a community that contributes to a healthy living environment for all students. Alma College students will be expected to follow policy and protocol related to the health and wellbeing of the campus community. This included policies created by the institution, local, state and federal government.

Students may not create a space that may cause an unsafe or unhealthy environment. Examples of prohibited behavior may include, but are not limited to:

- Improper disposal of medical products or waste
- Failure to clean or contact staff regarding biohazards or bodily fluids/waste
- Preparation and butchering of animal's carcasses
- Any other behavior determined by the college to be unsafe, unhealthy or unsanitary

This is done for the safety of all students, staff and faculty. Failure to uphold these policies will result in disciplinary actions.

Housing Occupancy Policy

In college housing facilities, there is a maximum occupancy level. It is as follows:

- eight persons in a North Campus room
- eight persons per room in a South Complex suite
- twelve persons per apartment in Wright Hall
- eight persons per one-bedroom apartment in Wright Avenue Apartments
- twelve persons per two-bedroom apartment in Wright Avenue Apartments
- twelve persons per apartment in the Opera House

Occupancy levels should never exceed three guests per housed student per room, including small housing units.

Leave of Absence Policy

Alma College is committed to creating a learning environment where all students can reach their full potential and excel. When a student is in distress or crisis and/or exhibiting concerning behaviors, the College remains dedicated to supporting that student while also preserving the safety and security of the College community and ensuring proper functioning of the College.

Voluntary Leave of Absence

Students may apply for a voluntary Leave of Absence for any reason. Examples of circumstances that could an approved Leave of Absence include but are not limited to:

- Physical and/or mental health concerns
- Academic concerns
- Family needs
- Financial need
- Other circumstances that limit the student's ability to fully participate in the educational

opportunities at Alma College.

Applications should include a letter describing their rationale in seeking a Leave of Absence and any supporting documents. Students may choose to include any supporting documents that they would like to be considered in the decision, and they also may choose to submit no supporting documents. Examples of supporting documents may include but are not limited to:

- Documentation from medical professionals
- Documentation from mental health professionals
- Grade Reports/ Transcripts
- Letters from faculty, staff, and off campus professionals

The Dean of Students or their designee will review the student's application, including supporting documents. In making decisions under this policy, the Dean of Students or designee will make an individualized assessment, which will include reviewing documentation provided by the student and consulting with other College representatives as appropriate and feasible under the circumstances.

Review and Decision Process

To determine whether a leave of absence or another measure is appropriate, the Dean of Students or designee will:

- Review documentation submitted by the student.
- Meet with the student to review the reasons why a leave of absence is being considered, and provide an opportunity for the student to respond to any questions and provide relevant information.
- Consult with other College staff/faculty, as may be appropriate and feasible, including representatives from the Student Affairs Office; Counseling, Health, and Wellness Center; faculty; and other individuals or departments.
- Seek, if appropriate and feasible, and when possible with the student's consent, the cooperation and involvement of parents or guardians of the student.

In an effort to gather the most current information about the student, the student may be asked to consent to a psychological and/or medical evaluation. The student may also be asked to provide relevant medical and/or psychological information from his/her health care provider. If a student declines to consent to release the requested medical/ psychological information, this declination may be included along with all other available information in the decision whether to place the student on Leave.

Upon a determination that a Leave is necessary, the Dean of Students or designee will inform the student of the decision in writing. Upon receipt of the decision, the student must leave campus and begin their leave within one week.

At all times, the College reserves the right to either place the student on an Involuntary Leave or impose administrative restrictions as a condition of remaining at the College.

Involuntary Leave of Absence

In situations where a student demonstrates behavior that poses a threat to health or safety or is

significantly disruptive to the College learning environment, the College, after making an individualized assessment and determining that it cannot accommodate the student's needs without a fundamental alteration of College operations or undue burden on the College, may request or require the student to take a leave of absence, or may impose conditions or restrictions designed to address the health or safety threat or disruption. This policy outlines the general and individualized process that will be utilized when a student may require a leave of absence from the College or imposition of other conditions or restrictions.

This policy is not intended to be disciplinary in nature but as a mechanism of student support and accommodation and community safety. Situations may arise in which this Policy or other Alma College policies are applicable, and in such cases a Behavioral Intervention Team (BIT), chaired by the Dean of Students, shall determine which policy or policies to invoke.

The College will consider an Involuntary Leave of Absence or additional conditions when a student reasonably meets one or more of the following policy criteria:

- The student presents a substantial risk of harm to the safety, health, and wellbeing of themselves and/or the College community.
- The student's behavior significantly disrupts the educational or other activities of the College community.
- The student is unable to participate meaningfully in educational activities.
- The student requires a level of care and accommodation from the College community that exceeds the resources and staffing that the College has available to provide for a student's well-being.
- The outcome of a student conduct hearing

Involuntary Leave of Absence Procedures

The BIT, Title IX & Civil Rights Coordinator, Dean of Students or designee is responsible for determining whether an (involuntary) Leave of Absence or additional conditions are necessary. In making decisions under this policy, BIT will make an individualized assessment, which will include reviewing available documentation and consulting with other College representatives as appropriate and feasible under the circumstances.

Review and Decision Process

To determine whether a leave of absence or another measure is appropriate:

- Review available incident reports and documentation of the student's behavior.
- Consult with other College staff/faculty, as may be appropriate and feasible, including
- representatives from the Student Affairs Office; Counseling, Health, and Wellness Center; faculty; and other individuals or departments.
- Review relevant medical documentation, as available.
- Seek, if appropriate and feasible, the cooperation and involvement of parents or guardians of the student.
- Meet with the student, if feasible, to review the reasons why a leave of absence is being considered, and provide an opportunity for the student to respond and provide relevant information.

In an effort to gather the most current information about the student, the student may be asked to consent to a psychological and/or medical evaluation. The student may also be asked to provide relevant

medical and/or psychological information from his/her health care provider. If a student declines to consent to release the requested medical/ psychological information this declination may be included along with all other available information in the decision whether to place the student on Leave.

Utilize the information gathered to make an individualized assessment regarding the student's behavior and needs and determine whether a leave of absence and/or any other administrative restrictions are necessary to address the health and safety concerns or ensure the proper functioning of College programs and services.

Upon a determination that a leave or additional conditions are necessary, the BIT will inform the student and offer the opportunity to voluntarily take a leave or, if deemed appropriate by the College, agree to other administrative restrictions or conditions in order to remain at the College. Upon receipt of the decision, the student must leave campus within 48 hours.

In the event that the student is incapable of responding on his or her own behalf, or if the student elects not to respond to inquiries or directives of the College, or refuses to agree to the leave or conditions, the College reserves the right to either place the student on an involuntary leave or impose administrative restrictions as a condition of remaining at the College.

Temporary Measures

If the College has a good faith belief that a threat to health or safety presents an immediate risk of harm, the BIT may implement immediate administrative measures such as a temporary involuntary leave of absence or restrictions on a student's access to the campus (including housing, services, classes, activities, and facilities) until the BIT is able to review the matter and make a determination as described above.

Conditions of Leave and Return

If the student is placed on a Leave of Absence, under this policy, conditions for a leave of absence and any conditions for return will be provided to the student in writing. Any conditions for the leave and return will be individualized to the student and designed to help ensure that the health and safety or other concerns are resolved and that the student is qualified to return. These conditions may include but are not limited to:

- Compliance with treatment plans
- Examination by independent or College health professionals
- Release of relevant medical records
- Interviews
- A personal statement
- A demonstrated ability to meet the College's academic and conduct standards

Students may be asked to authorize his/her health care provider while they were on Leave to provide a "Certificate of Fitness to Return". If a student declines to release this requested medical/psychological information, this declination may be included along with all other available information in the decision regarding whether to allow the student to return.

Additionally, the BIT may undertake a review of the student's behavior while on Leave, including, but not limited to, record of convictions, restraining orders, and interviews with individuals in a position to observe the student's behavior. Only findings relevant to the Leave and the student's request for re-

enrollment will be considered.

Grades, Transcripts, and Financial Services during Leaves of Absence

The student may be granted grades of “I” (Incomplete) should the Registrar’s Office and faculty believe it appropriate. Students will not receive academic penalties for Leaves of Absence or the imposition of additional conditions or restrictions.

A transcript notation of “Withdrawn” or “Leave of Absence” may be noted on the student’s transcript. The student is subject to the same rules regarding financial aid and financial obligations (room, board, tuition, etc.) that apply in the case of a voluntary medical leave of absence.

The student may not participate in programs or activities organized by the College until officially approved to re-enroll.

Appeal Process

A student who has been placed on an Involuntary Leave of Absence from the College or been subject to other restrictions or conditions may appeal this decision. The student must submit the appeal and the reason(s) why the appeal should be granted within two (2) business days of notice of the involuntary leave of absence or other measure. The student must submit the appeal and the reasons supporting the appeal to the BIT, who will forward the appeal to a designated appeals agent for review. The appeals agent will review the appeal, and that review may include a review of relevant documentation and consultation with College officials and the student. The decision on the appeal will be communicated to the student within ten (10) business days from the day the appeal was submitted, unless the circumstances require more time, in which case the student will be notified. During the appeal period and process, the student will remain on Leave or subject to other imposed conditions. If an appeal is denied, the decision is final and no further appeal is permitted.

Privacy

The College will maintain the privacy of all information regarding Leaves of Absence in accordance with federal, state, and local law, and to the greatest extent consistent with the goal of processing such Leaves. All records concerning Leaves are private and will be shared on a need-to-know basis only. The official copy of such records shall be retained by the Dean of Students. Access to these records is limited by appropriate federal, state, and local law.

The College reserves the right to notify a parent or guardian if deemed appropriate under the circumstances and as permitted by applicable federal, state, and local law.

Medical Amnesty Policy

Students who seek appropriate medical help for others who are intoxicated or otherwise adversely affected by alcohol or other drugs are considered to be acting in the best interest of the individual in need. In most cases, if students seeking help for others and/or the individual in need of help is in violation of the Alma College Alcohol, Marijuana or Drug & Narcotics policy, they will both be exempt from formal campus disciplinary action because they are acting in the best interest of one another. The College desires to exempt the students seeking or in need of medical help from formal campus disciplinary action; however, as every situation is unique, these matters will be considered on a case-by-case basis to determine if extraordinary or unusual circumstances would alter the desired practice.

Students who believe they need help with alcohol addiction or other substance abuse are directed to seek assistance with the Counseling Health and Wellness Center or other professional help and will not be subject to the Student Conduct Process for doing so.

The Medical Amnesty policy does not preclude the college from mandating involved students participate in the College's alcohol and drug abuse prevention programs. This policy only precludes the students involved from the campus Student Conduct Process, but not from any medical, legal, or other consequences/costs incurred as a result of their actions.

Missing Persons Policy

Alma College Campus Safety investigates all reports of missing persons from our campus. Additionally, Alma College Campus Safety believes that every person reported missing will be considered at risk until significant information to the contrary is confirmed. It should be noted that there is no required waiting period for reporting a missing person. A person may be declared "missing" when his or her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable persons as highly unusual or suspicious in consideration of the subject's behavior patterns, plans, or routines.

Missing Person Policy:

The purpose of this policy is to establish procedures to be followed if a missing person complaint is made to Campus Safety. If a complaint is made to Campus Safety, they will follow the steps listed below:

1. Person receiving the complaint will immediately dispatch a Campus Safety officer to the location of the complaint.
2. The responding officer will gather all essential information about the person (description, clothes last worn, where subject might be, who they might be with, vehicle description, etc.) An up-to-date photograph may also be obtained to aid in the search.
3. The responding officer will also gather information about the physical and mental well-being of the individual.
4. Appropriate campus staff will be notified to aid in the search for the individual.
5. A quick but thorough search will be conducted in all campus buildings, grounds, and parking lots.
6. Class schedules will be obtained and a search of appropriate classrooms will be conducted.
7. The Dean of Students will be promptly notified and is responsible for communicating with the family or relatives of the missing person within 24 hours.

If the above actions are unsuccessful in locating the person or it is apparent from the beginning that the person is actually missing, (e.g., call from parents or guardians) the investigation will be turned over to the appropriate local law enforcement agency. This will take place as soon as practical but never later than 24 hours from the initial report. The local police then become the authority in charge and CampusSafety and the Student Affairs Office will assist them in any way necessary.

The individual listed as the student's emergency contact will be contacted by Alma College Safety (or another office or the police department) within 24 hours in the event the student is reported missing. This individual will also be updated as to the progress of the investigation.

Noise Policy

Excessive noise which is disruptive to campus life in any way is not permitted.

Between 10pm and 7am Sundays through Thursdays, and between 12am and 7am Fridays and Saturdays: no noise should be so great within any housing unit that residents of that unit are disrupted from studying or sleeping. Exceptions to these provisions may be granted with prior consent from the residence life. Each living unit (corridor, quad, floor, hall, house, apartment) may establish any additional quiet/consideration hours as long as these hours are agreed upon by the residents of that unit, and do not contradict current policy. The units established policy may be rescinded by the office of Student Affairs

Any musical instrument, machine, or device (i.e. stereo, amplifier, subwoofers, bass, drums, etc.) designed and/or used for the production or reproduction of sound/noise shall only be audibly heard inside the confines of each individual residential housing unit (i.e. room, house, apartment). This policy is in effect at all times. Continued misconduct may lead to the confiscation of any musical instrument, machine or device until it can be properly removed from campus.

Pet Policy

Authorized Pets:

Several problems are associated with pets staying in any college-owned or -approved housing unit. Among them are odor, noise, mess and health issues. Also some pet foods may attract insects or rodents. For these reasons, the only pets that can be kept in a residence hall or other college-approved housing are non-carnivorous fish (up to a ten gallon tank), reptiles or amphibians ten inches or smaller in body, that must be contained in a tank at all times. Each resident may only have one approved pet, with the exception of fish. All residents of a residence hall room or small housing unit must consent to the presents of the pet. This consent can be withdrawn at any time, if consent is withdrawn the pet must be removed. At any time, the Residence Life staff reserves the right to remove an authorized pet for odor, noise, property damages, health issues or other reasons. Students are prohibited from harming or neglecting animals. Students who have an approved animal in their space must provide appropriate care for the animal. Students who have approved animals must also follow all policies and procedures outlined by the Office of Student Success.

Unauthorized Pets:

Snakes, insects, mammals, birds, and any fish, reptile or amphibian that are poisonous or venomous are not allowed. Examples of unauthorized pets include, but are not limited to cats, dogs, ferrets, gerbils, guinea pigs, hamsters, hedgehogs, iguanas, mice, rats, rabbits, birds, snakes, spiders, scorpions, and insects. Stray animals should be taken to the Gratiot County Animal Shelter. Students may not breed authorized or unauthorized pets. Student may not sell biproducts of their approved or unapproved animal. Students who find animals in need of medical care should call Gratiot county animal control. The pet must be removed from the college housing unit immediately. Students may be subject to the Student Conduct process.

Further, the room, house, or apartment will be billed at the end of the school year for any damages/odors left by the pet. This charge will be at the discretion of Facilities and Service Management.

Exceptions to this rule are certified service animals, approved emotional support animals, and full-time professional, live-in professional staff members who are allowed to have one or more pet upon their supervisor's permission, in the privacy of their college-owned apartments. Information about service and emotional support animals can be found in the Service and Emotional Support Animal Policy.

Emotional support animals found in violation of the Service and Emotional Support Animal Policy and/or the terms of the Emotional Support Animal Agreement may be found in violation of the pet policy and subject to the student conduct process and appropriate sanctions.

Posting & Chalking Policy

Email

If an organization wishes to advertise an event via email, the event's information must be sent to the marketing and communication. The marketing and communication office will gather all the events that clubs wish to advertise and will put these events into one text document, and this document will be sent to campus. There will be regular emails per week. A club can request an email be sent out to campus if a mistake is made in the document, or if the club's event is changed.

Poster Advertisement

The overuse of posters renders them less effective and is inconsistent with the college's desire to be more environmentally responsible. While posters are not prohibited by this policy, the college encourages them to be used selectively and for multiple events or student opportunities when practical. Posters must meet all of the Basic Guidelines listed below as well as the following:

Must include the name of the sponsoring organization and a contact person.

Cannot violate fire regulations, be posted on non-man made (i.e. trees, etc.) or memorial structures

Cannot post of any glass, window, fire door, or on anything that would restrict visibility. Cannot be posted over another poster, art or signage.

Cannot be attached to painted structures unless they are hung with painter's tape. Must be removed promptly, within 48 hours of the event.

Student Congress has established an additional process for approval of posters for recognized student organizations that those groups should follow.

Basic Guidelines

1. Events/displays must not interrupt normal pedestrian or vehicle paths.
2. If displays are suspended above pedestrian walkways, they must have a minimum head clearance of 6'8". This includes banners that are draped over balconies.
3. Events/displays must comply with ADA law and Michigan barrier free code regarding accessibility. For information about these requirements, contact the Director of Facilities and Service Management.
4. Events/displays must not cause damage to buildings, lawn, landscaping or trees on campus.
Requests to plant trees should be submitted through this process.
5. Events/displays that result in damage to campus building or grounds may result in

financial consequences to the installing parties.

6. All displays must be properly maintained for the duration of the project. Installation, maintenance and prompt removal of temporary displays are the responsibility of the requesting individual or group. Failure to do so may result in financial consequences to the installing parties.
7. Permanent installations approved through this process are the property of Alma College and will be the responsibility of Facilities and Service Management.
8. Content must comply with reasonable community standards. The Policy and Planning Council reserves the right to reject any request and to remove an item that has not been approved or that it deems would violate the college's [Civil Rights Policy](#). -

Procedure and Timeline

1. A completed application is required for review and approval of any event/display. Renderings or descriptions of the display must be included as part of the application process.
2. The Policy and Planning Council will consider the request within 5 business days of the request and will notify the requestor of the approval/denial/need for more information after consideration.
3. Appeals of a denial may be submitted to the President's Cabinet for reconsideration. The decision of the Cabinet will be final

Note: This approval process will not add the event to the campus calendar and applicants must still place work orders for room set-up, media and catering needs. Please follow the appropriate processes if any of those services are required.

Implantation and Enforcement

While all members of the campus community share the responsibility for using public spaces appropriately, the Policy and Planning Council will administer the policy. Applications should be submitted electronically to policyplanningcouncil@alma.edu. -

Texting:

All campus text cannot be sent out by clubs.

Chalking

Students may chalk messages only on campus sidewalks. Students should replace old messages rather than extend to other surfaces. Failure to do so may result in the persons or organization responsible being charged for the cost of removal of the messages and possible student conduct action.

Prohibited Items Policy

Items that are confiscated by students will be kept by the campus safety office. In some cases, students may be given a date to retrieve their items. If students are given a date to retrieve their belongings, the student will be required to complete the prohibited item retrieval form to have them items returned to them. Alcohol and drug paraphilia will be destroyed by the campus safety team and discarded.

No electrical heat-producing appliances other than those approved by the college are allowed in College-owned or -approved housing units. No grills, toaster ovens, air fryers ,or space heaters are permitted.

- Items with an exposed flame are prohibited. Open flames such as candles (including candles without wicks, candle warmers, and wax warmers), incense (unless for religious or spiritual purposes), kerosene lamps, stoves and other similar items, are not permitted in any college-owned or -approved housing units. Operable fireplaces may be used only when properly screened and when appropriate safety precautions are taken.
- No flammable or combustible liquids such as gasoline, propane, kerosene, turpentine or similar substances may be stored in any College-owned or -approved housing units. Any of these substances found in College-owned or -approved housing units will be confiscated and disciplinary action will be taken against those responsible for storing such substances.
- The possession of fireworks and/or other incendiary devices is prohibited. Anyone found detonating fireworks of any type on any Alma College property, whether leased or owned, will be subject to up to a disciplinary action.
- No paneling or tapestry (unless fire treated and for which permission has been obtained from the Student Affairs Office) is permitted in any college-owned or -approved housing units.
- No halogen lamps or any appliances using halogen bulbs are permitted in any College-owned or approved housing units.
- Replica weapons are considered prohibited item. The office of student rights and responsibility may charge students with a weapons depending on the item or quantity of the items.
- Hoverboards are not permitted on Alma College's campus, including grounds and buildings.
- Waterbeds are not permitted in any College-owned or -approved housing units because they can cause structural damage to buildings.
- Air conditioning units are not permitted in College housing units. Students seeking air conditioning units for medical reasons must present proper medical documentation to Disability Services in the Student Success Office for review. If a student's request is approved through Disability Services, an air conditioning unit must be approved and properly installed by the Alma College Facilities & Service Management Department. Students who install or use unapproved air conditioning units will be subject to disciplinary action through the Student Conduct process. For additional information on other prohibited items, please see the individual policies on [drugs and narcotics](#), [firearms and weapons](#), [fire safety codes & drills](#), [marijuana](#), [pets](#), and [tobacco](#).

Propping Open of Exterior Doors Policy

To uphold the safety of all students' exterior doors should not be propped. Any person found propping an exterior residence hall door, or in any way preventing it from properly locking, will be subjected to the Student Conduct Process.

Purchasing Card Policy (Student)

Alma College has established a Purchase Card (P-card) program to provide convenience and controls for student groups and organizations. The P-card is designed to eliminate the need for requisitions, purchase

orders and personal reimbursements.

How It Works:

P-cards are available to check out from financial services in the Business Office, located in the Student Services Center in the lower level of Hamilton commons. The business office highly recommends students requesting the use of a P-card be an office holder of the student group or organization they are requesting the P-card be taken out for.

Students must bring their IDs when picking up the P-card. Cards are to be returned to the business office within 24 hours, the student that checked out said P-card becomes subject to consequences administered by the business office regarding their ability to check out P-cards in the future. Receipts are to be turned in with the card, and copies for your records will be made upon request. Students will need to provide a fully filled-out P-card approval form with the budget number, group/organization name, and description of the purchase, such as supplies for an event including the event name, upon request for a P-card.

When checking out the P-card, you are responsible for ALL charges made to that card for the time period it is in your possession. DO NOT give the card to anyone else to use!

This is important due to the increase in fraudulent credit card transactions. You need to be aware of all charges made while the card is in your possession. There are enough cards for groups to check out so passing the card to other students is not allowed. If more than one person from a group needs a card they must check out their own. If there is evidence to support the card is being passed around or the card information is being saved for use later, Student Congress and Student Affairs will be notified immediately by email and the entire group/organization will lose p-card privileges until the issue has been reviewed by the Student Conduct Process.

All receipts will need to have detail as to what was purchased. For example if you go to a local convenience store such as 7-11 or Mackenzie's a detailed receipt must be provided, just the credit card authorization slip is not sufficient. When using the card at a restaurant a detailed receipt of what was ordered must be turned in, just the credit card authorization slip is not sufficient. Providing the detailed receipts will avoid any questionability as to the validity of the purchases. If we find charges to be questionable the **student who checked out the card** will be responsible for repaying the cost to the college and possible judicial sanctions.

If the card is lost or stolen, contact financial services immediately. Each student will be given her contact information including cell phone to contact after business hours. Please do not hesitate to call.

Transaction Limits and Allowable Purchases:

The standard limits for a single purchase of \$500.00 will apply to all cards. If an instance arises where a large purchase needs to be made, written approval must come from the group/organizations advisor and/or the Student Affairs Office to financial services, email approval is acceptable.

It is important to keep track of purchases throughout the month, Pcard transactions are loaded to the budgets the following month. Contact Financial Services if you need the pending transaction totals before they are available in the portal. Copies of receipts are available but please give financial services a minimum of 24 hours of notice.

Purchases must follow the guidelines and rules of each group/organization. Common uses of the card will be:

- Event Supplies
- Conferences
- Expenses
- Dues & Membership

All travel arrangements are to be booked through Financial Services in the Business Office or by your advisor.

Loss of privileges due to failure of returning card/receipts on time or passing the card around:

1st Offense: Lose card privileges for one month

2nd Offense: Lose card privileges for remainder of term

3rd Offense: Lose card privileges for remaining time as student for all groups/organizations

Sanctions and/or possible prosecution by Alma College:

Purchases of alcohol, tobacco or other unauthorized items. Violation of group/organization rules in regards to purchases

Student Congress/Student Affairs notifies the Business Office of suspension of privileges Keeping credit card information to be used at a later date

The P-card **must never be used to purchase items for *personal use or for non-college purposes***, even if the intent is to reimburse the college.

If a student makes an unauthorized purchase with a P-card or uses the card in an inappropriate manner, they will be subject to disciplinary action as listed above, including possible charges to student account for the amount of the inappropriate purchase. When appropriate, notification of fraudulent use will be shared with both the Campus Security and with the Alma Police Department for possible criminal prosecution.

Charges will be reviewed by the Business Office; they will be responsible for entering the expense descriptions and allocating to the budget number provided by the student. The Student Affairs Office will review and sign off on charges made to student purchasing card.

Records Retention:

All Expense Reports and supporting receipts will be kept in the Business Office for the current fiscal year and two complete prior fiscal years. Please submit a request to Financial Services by email if you need copies of prior years' receipts.

Any questions regarding P-cards can be directed to Financial Services.

Retaliation Policy

Retaliation is defined as any adverse action taken against a person or group participating in the Student Conduct Process or Title/Civil Rights Process, because of their participation in the Process. Retaliatory acts include any acts against an individual for:

- Alleging violation of College policy,
- Supporting a party alleging a violation of College policy
- Documenting a violation of College policy
- Participating in an investigation/student conduct process of an allegation, or
- Assisting in providing information relevant to an allegation.
- Reporting to a staff or faculty member.

All retaliation is a serious violation of Alma College policy, and any individual or group found retaliating against another individual or group will face stringent disciplinary action.

Acts of alleged retaliation should be reported immediately to the Student Affairs and/or Dean of Students and will be promptly investigated. Alma College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Selling, Soliciting, and Peddling Policy

Any solicitation on campus for personal profit is not permitted. Solicitation for the benefit of a recognized organization on campus must be cleared through the Student Affairs Office. This policy helps protect residents from unscrupulous persons selling magazines, insurance, or the like. Anyone selling or soliciting on campus must have permission from the Student Affairs Office. Ask to see this permission before talking with any salespersons. If they do not have one in their possession, contact the office of Student Affairs.

Service & Emotional Support Animal Policy & Agreement

Alma College is committed to reasonably accommodate persons with disabilities who require the assistance of service or emotional support animals. However, the College is also mindful of the health and safety concerns of the campus community. Thus, the College must balance the need of the individual with the disability with the potential impact of animals on other campus patrons. The successful implementation of the policy requires the cooperation of all students, faculty, and staff.

Definitions:

Disability: Disability is defined by the ADA as a physical or mental impairment that substantially limits one or more of the major life activities, a record of such impairment or being regarded as having such an impairment.

Service Animal: A service animal is a dog (or in some cases a miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability. These tasks include but not limited to: guiding individuals with impaired vision; alerting individuals who are hearing impaired to

intruders or sound; pulling a wheelchair; or fetching dropped items.

Emotional Support Animal: An emotional support animal is an animal selected to play an integral part of a person's treatment process. Such an animal must demonstrate a good temperament and reliable, predictable behavior. An emotional support animal is prescribed to an individual with a disability by a healthcare or mental health professional. An emotional support animal is not a service animal. Unlike a service animal, an emotional support animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all the times. However, an emotional support animal may be incorporated into a treatment process to assist in alleviating the symptoms of that individual's disability. This treatment occurs within the person's residence and therefore may be considered for access to campus housing.

Pet: A pet is an animal kept for ordinary use and companionship. A pet is not considered a service animal or an emotional support animal, and therefore, it is not covered by this policy. Non-approved pets are not permitted on college property. For further details about approved and non-approved pets, see the [Pet Policy](#).

Service and Emotional Support Animals in Campus Housing:

Service Animals:

Many people with disabilities use a service animal in order to fully participate in everyday life. Dogs can be trained to perform many important tasks to assist people with disabilities, such as providing stability for a person who has difficulty walking, picking up items for a person who uses a wheelchair, or alerting a person who has hearing loss when someone is approaching from behind. The ADA requires state and local government agencies, businesses, and non-profit organizations (covered entities) that provide goods or services to the public to make "reasonable modifications" in their policies, practices, or procedures when necessary to accommodate people with disabilities. The service animal rules fall under this general principle. Accordingly, entities that have a "no pets" policy generally must modify the policy to allow service animals into their facilities.

General Rules:

In situations where it is not obvious that the dog is a service animal, staff may ask only two specific questions:

- (1) Is the dog a service animal required because of a disability? And
- (2) What work or task has the dog been trained to perform?

Staff are not allowed to request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature of the person's disability. The ADA does not require service animals to wear a vest, ID tag, or specific harness. The handler is responsible for caring for and supervising the service animal, which includes toileting, feeding, grooming, and veterinary care. Service animals must be allowed to accompany their handlers anywhere that is open to the general population.

Emotional Support Animals:

An emotional support animal may not reside in Campus housing without expressed approval of College officials. Such requests should be processed as follows:

A person requesting an emotional support animal must provide the appropriate documentation to the Office of Student Success for review. Documentation includes a letter from the student that gives a brief summary of why they are making the request, Providers completion of accommodation form, a care plan for the animal, any relevant veterinary records, and a letter from the student's doctor or therapist. The documentation from the doctor/therapist should be the Provider Recommendation Form, which should be sent to Disability Services from the provider's office. The provider or therapist should be familiar with the professional

literature concerning the assistive and/or therapeutic benefits of emotional support animals for people with disabilities.

Elements that should be included in the Provider Recommendation Form:

- The provider's diagnosis of the person's condition.
- The provider's professional opinion that the condition qualifies as a disability under federal law, including the major life activity which is substantially limited by the disability.
- The provider's opinion that the emotional support animal has been prescribed for treatment purposes and is necessary to help alleviate symptoms associated with the person's condition and/or to help the person use and enjoy housing services.
- Any additional rationale or statement the College may reasonably need to understand the basis for the professional opinion.

A committee consisting of representatives from Disability Services, Student Affairs, and Counseling and Wellness will meet to review the documentation and make a determination. The committee may decide to approve the request, deny the request, or request more information from the student.

The Assistant Director of Student Success will inform the student of the committee's decision and discuss the next steps. If the request is approved, this policy will be reviewed with the student and they will be asked to sign an Emotional Support Animal agreement, and must not violate the agreement. In addition, the Assistant Director for Student Success will write an accommodation letter and send it to Residence Life and the student, stating that they qualify for an emotional support animal in campus housing. The student should download this letter to retain a copy for themselves. If a college official other than Residence Life staff requests proof of approval, the accommodation letter will serve as such. If the request is denied, an interactive dialogue will take place to determine whether or not there are alternative accommodations that could be put into place. Students must comply with all policies outlined by the Office of Student Success.

Conflicting Disabilities:

Students with medical condition(s) that are affected by animals (respiratory diseases, asthma, severe allergies) should contact Residence Life or Disability Services (disability_services@alma.edu) if they have a health or safety related concern about exposure to a service or emotional support animal. The Disability Service Coordinator will have an interactive dialogue with the student to determine whether there is a need for accommodation and what accommodations would be appropriate. The College may use Wilcox Medical Center as a resource for information on health issues. In the event that a satisfactory agreement cannot be reached, the student may file a grievance per the College's Grievance Policy.

Responsibility of Persons with Service or Emotional Support Animals:

Care and Supervision: Care and supervision of the animal is the sole responsibility of the individual who benefits from the animal's use. The person is required to maintain control of the animal at all times.

The person is also responsible for ensuring the clean-up of the animal's waste and, when appropriate, must toilet the animal in areas designated by the College.

Vaccination: The animal must be immunized against disease common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag.

Health: The animal must be in good health. Animals to be housed in campus housing must have an annual clean bill of health from a licensed veterinarian. The College has authority to direct that the animal receive veterinary attention.

Licensing: The animal must be appropriately licensed in accordance with the city of Alma ordinances. Leash: The animal must be on a leash, if appropriate for the animal, at all times.

Other Behavioral Guidelines: Service or emotional support animals may not be used to entice visitors to a student's room or as a mascot for an event or student organization. For example – an invitation to visit a student's room solely to spend time with/interact with a service/emotional support animal is not appropriate.

Other Conditions: Alma College may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

Requirements for Faculty, Staff, Students, and Other Members of the Campus Community:

Members of the campus community are required to abide by the following practices:

- Allow a service animal to accompany its owner at all times and in all places on campus that are open to the general population
- Do not touch or pet a service or emotional support animal unless invited to do so.
- Do not feed a service or emotional support animal.
- Do not deliberately startle a service or emotional support animal.
- Do not separate or attempt to separate an owner from his or her service or emotional support animal.
- Do not inquire for details about a person's disabilities. The nature of a person's disability is a private matter.

Removal of Service or Emotional Support Animal:

The owner of a service or emotional support animal may be asked to remove the animal from College facilities if the owner fails to comply with this policy. The following describes behaviors which may result in the removal of the animal:

Disruptive Behavior: An animal may be removed if its behavior is unruly or disruptive (e.g., barking, growling, running around, or displaying aggressive behavior). If such behavior persists, the owner may be prohibited from bringing the animal on campus until the owner takes significant and effective steps to correct the animal's behavioral problems.

Poor Health: Animals that are ill or in poor health must not be taken into public areas. An owner with an ill animal may be required to remove the animal from College property.

Uncleanliness: Owners who fail to properly clean up and dispose of the animal's waste may be required to remove the animal from College property. Owners of animals that are otherwise unclean or unkempt may be required to remove the animal from campus property. An animal that becomes wet from walking in the rain or mud, but is otherwise clean, is considered a clean animal.

Neglect or Abuse: Evidence of mistreatment, abuse, or neglect may result in immediate removal of the animal and/or disciplinary action.

Damage: Owners of service or emotional support animals are solely responsible for any damage to persons or property caused by their animals.

Areas Off-Limits to Service Animals:

The College may prohibit the use of service animals in certain locations due to health and safety restrictions (e.g. where the animals may be in danger, or where their use may compromise the integrity of research). Restricted areas may include, but are not limited to, the following areas: custodial closets, boiler rooms, facility equipment rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary.

Areas Off Limits to Emotional Support Animals:

The emotional support animal is to stay confined to the room assigned to the student for whom the request was approved, with the exception of transporting the animal to or from his/her permanent residence, for medical or health care outside the College, or for occasional outdoor exercise. The animal will be considered outside of the student's room when it crosses through the doorway of the student's assigned room. This policy also applies to common areas in small housing and apartment units. All animals, except dogs, must be transported in an appropriate carrier or containment device when being transported through the building. While the animal is in the room alone, the animal will be kept in a suitable cage, or other containment device.

Events and Social Gatherings with Alcohol Policy

Events and Social Gatherings with Alcohol will be designated with the abbreviation of ESGA. Students and Alma College recognized organizations may be permitted to host an ESGA so long as the students and the organizations comply with the outlined ESGA policy. For the purposes of this policy an organization refers to any Alma College recognized club/organization including sports teams and music groups such as marching bands.

ESGA policies as enforced to secure the safety of the students who are participating in the ESGA. ESGA policies outline the requirements, restrictions, and expectations. Students and organizations who do not follow the outline policy may be responsible for violating the ESGA and/or other campus policies. The ESGA policy is overseen by the Office of Student Rights and Responsibilities and partners with various other departments such as student engagement. The Office of Student Engagement will be responsible for providing the necessary training.

While Alma College oversees the ESGA policy in some cases students and organizations may have other restriction or regulations from their organization or national affiliation. While organization and national affiliates have policy that may exceed or not cover the same standards of the ESGA policy students and organization must still comply with Alma College ESGA policy. Violations of national affiliate policies may be report to the national affiliate.

Responsibility:

The responsibility for ensuring that events are safe and in compliance with all federal, state, and local laws, and College policies, rests with the students/organizations hosting the event. As such, students hosting events also assume full responsibility for the tone of the event and the wellbeing and actions of all event attendees (including vendors, entertainment, and guests). At various times the College provides regulations, training, and support to student leaders. If students are seeking assistance in the planning and management of events/social gatherings they should contact the office of student engagement.

Completion of training is required to hold any event/social gathering, on campus or off campus with a third-party vendor where alcohol is present. Annually, active members of the organization must attend all alcohol trainings. Students and organizations must complete any requirements that the office of student engagement deems required. New training requirements may be added by the office of student engagement at any time.

Qualifying for host an event/social gathering:

Only students and registered student organizations, in good status with Alma College, can host events and social gatherings. For student organizations to host events/social gatherings, the organization must obtain and maintain good standing. Students and Organizations must follow the below guidance in order to qualify for an ESGA.

1. Attend educational program(s) required by the office of student engagement pertaining to event/social gathering and alcohol safety put on by Student Engagement and/or Campus Safety.
2. ESGA's must be approved in advance by the Office of Student Rights and Responsibilities. Organizations must submit the registration form 10 business days before the event is to take place. Students and organizations must receive approval before hosting the ESGA. Registrations forms submitted less than 10 businesses will not be approved. The Office of Student Rights and Responsibility will review the registration and either approve or deny the ESGA registration.
3. Students and Organizations must properly fill out the registration form and complete and comply with all required elements of the form. Each ESGA requires its own form.
4. Each organization must provide contact information of a designated member of the organization for Campus Safety, Administrators on Duty, and other college officials.
5. Events may require additional approval or procedures due to the unique nature of the ESGA request. The office of student rights and responsibility or office of student engagement may require additional requirements for the ESGA. If additional requirements are added, students and organizations must comply with the requirements.
6. Student's rooms should not be a part of the ESGA and should be locked during the duration. Organizations who have a small house affiliated with their organizations are required to abide by all move in processes as a prerequisite to hosting any ESGA.
7. Location of the ESGA must be approved by the Office of Student Rights and Responsibilities and the ESGA is limited to the approved location.
8. The number of registered ESGAs occurring at any given time may be limited. The office of student rights and responsibilities or student engagement may only approve an appropriate number of ESGAs for the given date.

Third-Party Vendor Requirement

Any organization wishing to host or sponsor an event where alcohol is served must engage a third-party vendor for alcoholic beverage service. ESGAs cannot be held without a third-party vendor.

- Organizations are subject to the third-party event/social gathering vendor's terms and restrictions.
- Third-party vendors must be properly licensed by the appropriate local and state authorities and be licensed to sell alcohol on the premises where the event is to be held. All third-party vendors must carry appropriate insurance and be approved by the college.
- The third party vendor must be responsible for all sales of alcohol, including payment, and Assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to
 - Checking identification
 - Not serving to minors
 - Not serving to individuals who appear to be intoxicated,
 - Maintaining complete control of all alcohol service and containers, and
 - Collecting all remaining alcohol at the end of the function. No excess alcohol – opened or unopened – is to be given, sold or otherwise furnished to the student organization.
- The hosting organization must provide the third-party vendor with contact information for Alma College Campus Safety prior to the start of the event.
- Transportation to and from the event is the responsibility of individual attendees. If the organization wishes to provide transportation, they must use a licensed and insured third-party transportation vendor. If using an outside transportation vendor, the organizations are subject to the transportation provider's terms and restrictions.
- There are two types of approved ESGAs, both of which require a third-party vendor:
 - **Members-only** - A members-only is a registered event/social gathering consisting of the members of the hosting organization only (with no guests, brother/sister/sibling affiliation, including alumni, or non-members present).
 - **Invite-Only** - An invitation-only event/social gathering is hosted by one or more organizations. The guest list will consist of the membership of the hosting organization(s) and their guests. To host an invite-only event/social gathering, the hosting organizations must submit their guest list when registering the event. The total number of people in attendance is not to exceed 100 people at any given time (Unless Granted Permission) or exceed fire code.

"Open" ESGAs, in which individuals may attend without being a member or an invitee are prohibited.

Sober Hosts:

Organizations must designate students to serve as Sober Hosts for the event. These individuals bear primary responsibility for ensuring that the event and all attendees are safe and in compliance with all laws and college policies. Sober hosts must be sober and free from the influence of any other intoxicants before and throughout the event.

Sober Hosts receive training annually and must be approved by the office of student engagement. Sober Hosts are also the primary contact for Campus Safety, Alma Police Department, or any other College officials before, after, and throughout the event. All Sober Hosts for an event must check in prior to the event with Campus Security at the time designated at Event/social gathering approval. Sober Hosts must also check out with Campus Security immediately after the event/social gathering ends and complete an event/social gathering report filled out by a non-intoxicated member of the organization, which describes the event and any problems or specific damages that occurred.

Organizations must designate Sober Hosts for their event at Event/social gathering Approval. Individual students cannot be forced to Sober Host by their organizations, but Sober Hosts are required for events to be approved. For every ten students in the pre-approved attendance limit, the Organization must provide one sober host (example: an EGSA approved for a 50 person attendance limit needs 5 sober hosts).

Sober Hosts are required to:

1. Be present and visibly wearing the college-provided Sober Host t-shirt for the duration of the event or social gathering with alcohol.
2. Monitor all entrances and exits, denying entry to uninvited guests or any obviously intoxicated person. Sober Hosts also ensure all attendees follow proper sign-in procedures, via a guest list or the College card swipe system.
3. Notify Campus Safety, Alma Police, Student Engagement or other College officials in the event of any kind of danger or threat to the safety or wellbeing of the event or attendees, or if Sober Hosts need assistance or support in managing the event. See **Protocols** for list of possible scenarios and who to call.
4. Ensure all event attendees exhibit appropriate behavior and confront any inappropriate or dangerous behavior. This includes but is not limited to:
 - a. Intervene with and get help for any intoxicated person.
 - b. Address any verbal, physical, or sexual words or actions toward a recipient without explicit consent. Touching, grabbing, coercing, and not giving another individual the option to leave are all examples of harassment that need to be addressed immediately.
 - c. Address any guests causing damage, fighting/aggression, bothering others, etc.
5. Prevent overcrowding and ensure that sufficient egress is always maintained, denying entry or asking guests to leave if the event becomes overcrowded.
6. Ensure events are operating within approved times.
7. Ensure that no hard alcohol is present at the event.

8. Comply with the directives of Public Safety, Alma Police, or other College officials, and assist those officials when requested to do so.
9. Ensure that food and non-alcoholic beverage options of sufficient quantity are clearly accessible and available throughout the event.
10. If any alcohol is present at the event, Sober Hosts are responsible for managing the alcohol and following procedures.

ESGA Expectations:

All ESGA's must be approved by the office of student rights and responsibilities. The proper form must be filled out in order to receive approval. Students and organizations must follow all below expectations:

1. Unless approval from the office of student rights and responsibilities students and organizations may only host/co-host a maximum of 2 ESGAs per month
2. Unless given special permission, events/social gatherings may only occur on Fridays and Saturdays. ESGAs will not be approved prior to the first day of classes each term, during breaks (Fall Break, Winter Break, and Spring Break, including all adjacent weekends), Finals Week (not including the weekend right before finals)
3. ESGAs can only be held during 7PM to 1AM on Friday and Saturday unless given permission by the Office of Student Rights and Responsibilities for a different time.
4. **Advertising:** Advertising and promotions may not in any way suggest the service of alcoholic beverages. Advertising should encourage all attendees to bring their Alma ID and state-issued ID to the event.
5. **Themes/Attire:** Themes, advertisements, any suggested or optional attire, or activities cannot in any way promote alcohol/substance use or be discriminatory with respect to nationality, national origin, sexual orientation/preference, racial or ethnic background, religious beliefs, disability, sex, gender, gender identity, or age. No theme or attire may be required.
6. **Drinking Games:** No event shall include any form of drinking contest or game in its activities or promotion. No event can require or encourage drinking by guests in any form. Please review Alma specific drinking game policy.
7. **Funds:** College, house, or organization funds will not be used to purchase or subsidize alcoholic beverages. Events where alcohol is being consumed may not charge an entrance fee. A student organization may use organization funds for the operational labor costs of an approved, licensed third-party alcohol vendor, such as bartending and staffing, but not for alcoholic beverages themselves. Alcohol must instead be sold directly to eligible attendees by the vendor, generally on a per-drink or cash-bar basis.
8. **Alcohol:** Hard alcohol is prohibited at events/social gatherings. No common source containers or binge drinking paraphernalia may be present during events/social gatherings (see the College Alcohol and Other Drug Policy for details). Individuals attending the ESGA may not bring their own alcohol, and the Organization is in violation of this Policy if such outside Alcohol is present at their ESGA.
9. **Security/Check in:** Student Engagement Staff and Campus Safety may require some events to have staff present from Campus Safety. If staff are not required to be present for the entire event,

events/social gatherings on campus will be monitored by Campus Safety. Campus Safety/College officials can enter campus owned spaces regardless of if permission is granted by an individual in the space of the organization hosting the event or social gathering.

10. **Food and Non-Alcoholic Beverages:** Events/social gatherings with alcohol must provide food and non- alcoholic beverage options. The type and amount will be stipulated at Event/social gathering Approval, depending on event details. No salty food should be provided as it encourages students to drink more.

VIOLATIONS

The hosting organization/individuals are responsible for all event attendees and may be held responsible for any individual attendee's violation of the Alma College Alcohol Policy or ESGA Policy. In cases where suspected violations of Alma College policy occur, charges and sanctions may be brought against one or any combination of the following:

- The Host organization Individual members of the organization. Any Alma College Student in attendance including guests and other involved individuals.
- The hosting organization is responsible for ensuring that all rules under the Alma College Policy are followed, as well as ensuring that all local, state, and federal regulations concerning the use of alcohol are observed at the event.
- As it is expected to also follow the Alma College policy on Alcohol please review the Alcohol policy for further details.

Sober Host Violations:

Organizations and individual Sober Hosts take on a significant amount of responsibility and liability by hosting events. Evidence that events are not safely managed or that any laws or College policies have been violated are therefore treated seriously. Individuals, organizations, or both can be held responsible for violations via the Code of Student Conduct. In addition, the College makes no attempt to shield individuals or organizations from legal consequences that result from any violations of federal, state, or local laws associated with events.

Consequences can include the event being immediately shut down and the full range of individual and organizational sanctions stipulated in the Code of Student Conduct, including but not limited to suspension or expulsion of individual students and revocation of organizational charter(s). Other infractions include but are not limited to: Sober Hosts failing to comply with check-in or check-out procedures (including the request to take a breath test), Sober Hosts not being sober, event overcrowding, changes to Sober Hosts or event/social gathering plan after Event/social gathering Approval, alcohol monitoring procedures not being followed, over-intoxicated guests, presence of hard alcohol, Sober Hosts leaving while the event is still in progress, and any failure to comply with the directives of Campus Security and Safety or other College officials.

Sanctions

Violations of the ESGA policy may lead to several sanctions if students and a organization is found responsible for an ESGA violation. Sanctions may include but are not limited to

- Students and Organizations may receive a formal warning

- Students and Organization may be placed on disciplinary probation
- Students and Organizations may be permitted to host an ESGA for a specific period of time
- Students and Organizations may no longer be permitted to host an ESGA
- Students and Organizations must redevelop or create a ESGA safety plan for the group
- Students and Organizations may lose the ability to reside in small housing

Additional sanctions may be assigned as deemed appropriate by the office of student rights and responsibilities or the hearing officer if there has been a finding of responsibility.

PROTOCOLS

Protocol for Responding to Alcohol Related Problems and Violations:

The college has no tolerance for public intoxication and alcohol use in violation of the guidelines in this document. The college is committed to keeping members of the college and the community safe. The college will investigate any potential violation of policy or health and safety concerns.

Sober Host:

Sober hosts are designated by each organization. Sober hosts are put in place to ensure the health and safety of all in attendance at the event/social gathering. The following are some procedures that will be followed by all sober hosts. Including the procedures below, other situations may arise, and we expect all sober hosts to follow proper procedures and make good judgments. If sober hosts need to confront a situation, they should ensure their safety is not compromised. If at any time assistance is needed, campus safety should be called immediately.

If a student is exhibiting alcohol poisoning:

- Call 911 to dispatch an ambulance.
- Call Campus Security and notify them that an ambulance is on the way.
- Call Organization President and follow any other Organizational protocols for who to inform of the situation.

If a physical fight breaks out:

- Call Campus Safety and Security to ask for assistance.
- Inform Organization President and follow any other Organizational protocols for who to inform of the situation.

If there is property damage:

- Call Campus Safety and Security to ask for assistance.
- Call Organization President and follow any other Organizational protocols for who to inform of the situation.

If there is a threat to another person's safety, including emotional, physical, sexual wellbeing:

- Call Campus Safety and Security to ask for assistance.
- File a Title IX report

Unwanted guests or guests who need to be removed and are not complying.

- Call Campus Security to ask for assistance.
- Call Organization President and follow any other Organizational protocols for who to inform of the situation.

Campus Security:

Campus Security will assess the situation and complete an incident report and may contact the administrator on duty and the police department. Incidents will be referred to Student Affairs. If the student is combative, they will call the Alma Police Department. If the student is medically unstable, they will call 911.

Police Involvement:

If anyone's behavior is disruptive, Campus Security, Student Affairs staff, or individual students may call the Alma Police Department and complete an incident report.

Responsibility for Guests:

Students are responsible for the behavior of their guests. A guest or guests violating Alma college policy will be asked to leave. If they refuse to comply, Public Safety, Student Affairs staff, or individual students may call the Alma Police Department and complete an incident report.

Amnesty and Self-reporting:

Students who seek appropriate medical help for others who are intoxicated or otherwise adversely affected by alcohol or other drugs are acting in the best interest of the individual in need. Please review the medical amnesty policy for further details.

Additional Guidelines:

In addition to Alma Specific policies, Alma college events with alcohol policy incorporates guidelines published by the North American Interfraternal Conference. Alma college will use these guidelines for all campus organization regardless of Greek status. While these guidelines do involve fraternity and sorority life organizations the expectations below must be followed by **all** students and organizations on campus

As indicated by the North American Interfraternal Conference, in any activity or event sponsored or endorsed by the chapter/organization, including those that occur on or off organizational/chapter premises.

1. The chapter/organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
2. The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
3. Alcoholic beverages must be provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.).
4. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.
5. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third event/social gathering vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).

6. Alcoholic beverages must not be purchased or subsidized with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
7. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
8. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
9. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
10. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “big/little” events or activities, “family” events or activities and any ritual or ceremony.
11. The chapter/organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

Theft Policy

While theft and/or unauthorized borrowing or conspiracy to commit theft is against College policy, Alma College will not be held responsible for the theft or unauthorized borrowing of the personal property of any individual, including, but not limited to, students, guests/visitors, staff, and faculty.

While the College does not assume responsibility for losses incurred by students which may result from vandalism or theft, it will support actions taken against those persons responsible for such activities whether such action is commenced through the campus conduct system and/or by the local police.

Personal belongings of students are not covered under the college insurance policy. The College assumes no responsibility for personal property that is damaged or destroyed by theft, vandalism, fire, smoke, rain, wind, hail or water. Check with your homeowner’s insurance as to whether your belongings are insured. It is recommended that students procure their own renter’s insurance to protect their belongings in the case of damage or theft. Alma College is in full compliance with Section 485f of the Student Right-to-know and Campus Security Act of the Federal Government and annually makes available statistical information on campus crime.

Threat Policy

Alma College is committed to promoting a safe and secure work and learning environment. All employees, students and visitors are expected to treat students, employees, coworkers, supervisors, managers, and all other contacts at the College in a respectful and civil way. Under no circumstance will

violence and/or threatening behavior be tolerated. Such acts or language will be thoroughly investigated, and appropriate actions taken to address any such threatening behavior.

For the purposes of this Policy, an expressed or implied threat to interfere with: the health or safety of a campus community member; the property of the College; and/or Property on College premises belonging to others, constitutes impermissible threatening behavior when such a threat causes a reasonable apprehension or fear that such interference will occur. The College reserves the right to determine if particular actions are considered violent or threatening behavior. Therefore, a person making a threat should have no expectation of privacy. Such behavior may manifest itself in words and actions including, but not limited to:

- Repeated abusive or profane language;
- Ominous obsession with violent themes;
- Allusions to violence against self or others;
- Fighting or assault;
- Aggression, intimidation, or hostile behavior;
- Persistent inappropriate anger or conflict;
- Dangerous pranks or aggressive horseplay; and/or
- Possession of firearms or other weapons on college property or at college-sponsored events. Firearms and weapons are defined under the [Firearms and Weapons policy](#).

Any members of the campus community that are aware of conduct that may constitute threatening behavior should notify any of the following:

- Dean of Students
- Assistant Dean of Students
- Director of Student Engagement/Title IX and Civil Rights Coordinator
- The Administrator on Duty (989-560-5972)
- Any member of the College's Human Resources staff
- Any member of the College's Student Affairs Staff (including residence life staff); and/or Security Manager or any member of the Campus Safety staff.

Members of the campus community should also immediately contact local law enforcement (911) in the event of any emergency situations.

All reports of potential threatening behavior shall be immediately forwarded to the Dean of Students or their designee. The Dean of Students or designee will collect preliminary investigative information, which may include but is not limited to:

- Criminal history check and police contact history
- Weapon Ownership and purchase dates
- Student Conduct history check
- Early alert history check
- Interviews to determine the existence of corroborating evidence

If it is determined that a member of the campus community has engaged in threatening behavior, the Dean of Students or their designee is empowered to take all reasonable and necessary action, as approved by a majority of that team, to remediate the threatening behavior, including but not limited to:

- Written or verbal warnings;
- No-contact restrictions;
- Restriction of use of certain campus facilities;
- Communication with designated emergency contact;
- Prohibiting presence on campus; and/or
- Contacting the appropriate law enforcement authorities

Additionally, The Dean of Students, or their designee, is empowered to independently take any immediate interim action they deem reasonable and necessary to remediate the threatening behavior.

Violations of this policy will result in disciplinary action beyond the interim measures taken by the Dean of Students or designee. Potential sanctions include but are not limited to continuation of the interim steps, suspension, expulsion, and/ or educational measures.

Tobacco Policy

Purpose

Alma College is committed to the promotion of a healthy and safe learning, living and working environment. The College recognizes the increasing weight of scientific evidence that use of tobacco products presents a danger to both the user and those exposed to its use. The U.S. Surgeon General has determined that tobacco use in any form, active or passive, is a significant health hazard; there is no safe level of exposure. It is the policy of Alma College to achieve an environment that is tobacco/smoke-free.

Policy

For your health, tobacco use, e-cigarettes and vaporizers are prohibited across Alma College's campus. This policy is applicable to all campus buildings and housing, both inside and out, facilities and grounds including but not limited to athletic fields, college owned vehicles, parking lots and surrounding college-owned properties. The policy applies to all persons, including students, faculty, staff, administrators, outside contractors and the public. Organizers and attendees at public events such as conferences, meetings, public lectures, social events and cultural events using Alma's facilities will be required to abide by this policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

Definitions

For purposes of this policy, tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, vaporizers, cigars and cigarillos, hookah-smoked products and oral tobacco (spit and spit less, smokeless, chew, snuff).

Compliance

The success of this policy depends on the thoughtfulness, consideration and cooperation of all members of the Alma College campus community and guests. All persons share the responsibility for compliance. Any person who is continually observed in violation of this policy may be subject to disciplinary action. Failure to comply with this policy should be reported to:

Students – Student Affairs

Faculty and staff - Your supervisor and the Human Resources Office

Community members and guests - [Campus Safety](#)

Assistance to Tobacco Users

If you would like assistance in quitting, please take this opportunity to contact the [Wilcox Medical Center](#) for a referral to cessation programs and other resources. Thank you for helping us promote better health in our community.

Effective Date: May 1, 2019

[Click here](#) to view our Tobacco Free Campus maps.

Unauthorized Presence Policy

Persons found to be in residence hall rooms, faculty/staff offices and campus buildings without authorization or permission will be subject to disciplinary action and possible prosecution.

Vandalism Policy

Vandalism is defined as any intentional or unintentional behavior that causes destruction of College and/or private property. Examples of vandalism include, but are not limited to, destruction of signs, tearing down bulletin boards, graffiti, damage to furniture, deliberate defacement of library materials, buildings, sidewalks, walls, trees or furnishings, and the deliberate setting of unapproved fires, even bonfires, on Alma College property, whether leased or owned. All vandalism is strictly prohibited and students or groups found responsible for vandalism will be subject to disciplinary and/or legal action.

The removal of screens from residence hall room windows is also considered vandalism of Alma College property. Any person found responsible for the removal of a residence hall room window screen will be required to meet with the Student Conduct Coordinator, and if the screen is found to have been damaged by the person who removed it during its removal process, that person is then subject to cover the cost of a replacement screen.

Whenever possible, repair or replacement costs will be assigned to the individual(s) responsible and/or guest/visitor (Please see [Guest & Visitation Policy](#)). When this is not possible, costs will be shared by the smallest identifiable group of the residents within a building, floor, room, or suite. Examples of vandalism that may result in shared costs distributed within a community include, but are not limited to, bulletin boards ripped off walls, ceiling tile damage, paint in stairwell landings, etc.

Destruction, tampering, and theft of campus signs are considered acts of vandalism and are strictly prohibited. Campus signs include, but are not limited to restroom, parking, directory hall signs, exit signs, and office signs as well as room numbering, traffic signs, and Greek or small housing signs.

Sanctions for destruction, tampering, and theft of signs may include educational sanctions and sign replacement costs.

Additionally, acts of vandalism that target individuals or groups, or destroy, tamper with, and/or remove signs that provide an accommodation for members of the campus community will result in charges of discriminatory behavior under the [Harassment Policy](#) and/or [Equity Grievance Policy and Procedures](#). Examples of discriminatory vandalism include, but are not limited to, destruction, tampering with, or

theft of braille or gender inclusive restroom signs and graffiti that uses language which is prohibited under the Harassment and Equity Grievance Policies.

Violation of Law Policy

Students are required to notify the Dean of Students of any arrest or conviction of crime other than minor motor vehicle infractions where no one was hurt. Notice should be given within five (5) days of the occurrence. Violations of this policy include, but are not limited to: failure to notify the Dean of Students about the above. Violation of the law may result in various sanctions.

Wheelchair Lift Policy

Those who are found to be tampering or misusing the wheelchair lift and/or the power supply for the lift located in the lobby of Gelston Hall may be suspended from the institution with other possible sanctions determined by the Student Affairs Office.

Section II: Housing Regulations

Because Alma College is primarily a residential college, all students must live in College-owned housing unless they are approved for off campus residence by the Residency Exemption Committee. Rooms in residential facilities are assigned to each student for the academic year. A voluntary change in room assignment must be approved by the Student Affairs Office staff before any change is made. If a student moves without getting the approval from the Student Affairs Office staff they will be charged with an improper check-out and a \$75 fee will be posted to the student's account. The college reserves the right to make changes in room assignments when it deems it is necessary, but it will notify the affected students in advance of these changes whenever possible. All students must sign a housing agreement in order to receive housing, and abide by the rules and regulation of the housing agreement.

Your Room:

The room in which you will be living this year is intended to be your "home away from home." The college places some restrictions on what you can do with your room to meet health and safety standards. Also, since students may change rooms during the year with approval, rooms must be kept in good condition enabling the next occupant to move in without requiring the college maintenance staff to make repairs. When you move in, your room will contain a bed, desk, dresser and chair for your use. The walls will be painted in a somewhat neutral color and the floors, windows and ceiling will be clean and in good repair. We expect that your "home away from home" will be in the same condition when you move out. Maintaining your room in good condition is your responsibility. If any damage is done to your room or its furnishings, you will be charged. Students must vacate their residence hall room within 48 hours after they have completed the residence hall withdrawal process or within 48 hours after their course work ends. Students residing in residence halls for varsity sports over Spring Term must vacate their residence hall room within 48 hours of their last scheduled game. Any exceptions to this rule must be cleared by the Dean of Students. Violations of this rule will result in additional room charges and a possible fine. Also, if common areas of the residence hall (hallways, bathrooms, etc.) are damaged and specific responsibility for the damage cannot be pinpointed, you and your fellow residents may be charged.

Additional Information for Greek Houses, Small Housing & Apartment Units

1. Parking in and around the unit shall be limited to the number of parking spaces the college, in consultation with the appropriate city authorities, has determined as acceptable.
2. Parking of motor vehicles will not be permitted on the lawns/sidewalks adjacent to the unit. Parking is permitted only within the confines of a given parking area.
3. Furniture used on the front porch of a unit or anywhere on its grounds shall consist of a type classified as "outdoor furniture," not upholstered furniture.
4. All Greek organizations will maintain the grounds of their respective units. In the event the grounds are not maintained in a manner satisfactory to the Residence Life Office, the college will, on an interim basis, provide such maintenance on a cost-plus basis.
5. The house manager is responsible for seeing that trash and garbage are placed in appropriately marked garbage cans as prescribed by the City of Alma. The cans shall be placed at the curb on the appropriate day designated by the City of Alma for pick up.
6. Normal pick up of trash accumulated on the grounds adjacent to the unit is the responsibility of the house manager.
7. When students in the unit engage in planned social activities, student shall be responsible for notifying the

Residence Life Office and assuring cooperation with and respecting the rights of area residents regarding noise, trash and student behavior.

8. Any and all house renovations/changes applied to the exterior or interior of the unit (e.g., general painting, general construction, letters, emblems, flags, etc.) shall be approved by the Residence Life Office and Facilities and Service Management.
9. All personal items (i.e., clothing, furniture, etc.) in the house must be removed at the end of the academic year (end of Spring Term) and stored elsewhere.
10. Opera House Furniture Policy: Alma College Residence Life maintains a strict outside furniture policy to protect the integrity of the Opera House Apartments. Alma College will provide a fully furnished apartment including major appliances, bed, dresser, closet, couch, dining table and chairs, end table, coffee table, and wall mounted TV. Any non-college-owned furniture is prohibited including, but not limited to, couches, futons, chairs, and microwaves.

Apartment Room Vacancy Policy

When a vacancy occurs in any college owned apartment, the open spot must be filled within 48 hours of vacancy. If the remaining tenants in the apartment cannot find an individual to fill the spot who meets the minimum qualifications, the Student Affairs Office will fill the spot. Please see the [housing consolidation policy](#) in the Student Affairs Handbook for more information.

Bill of Rights for Roommates

Basic rights of a roommate include:

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests of roommate, etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to personal privacy.
7. The right to host guests with the expectation that guests are to respect the rights of the host's roommate and other hall residents.
8. The right for redress of grievances. Residence hall staff are available for assistance in settling conflicts.
9. The right to be free from fear of intimidation, physical and/or emotional harm.
10. The right to expect reasonable cooperation in the use of any shared items, as agreed upon by the roommates in the Roommate Agreement.

REMEMBER: Mature adults accept responsibility for the welfare of others. Only **you** can assure that your roommate enjoys those rights.

Bicycle Storage

Bicycles must not be stored in individual rooms or in any part of the residence hall including hallways and lounges.

Bicycle racks are provided outside each residence hall and near some other campus buildings.

Cable Television Service

Cable television is available in common spaces (i.e. lobbies) in most residential buildings. This service is not a service of the college but is provided by the local cable company. Cable television is not available in individual student rooms or apartments. All cable-related problems must be reported directly to the Information Technology Services help desk.

Cable tapping is a federal offense. Any person who taps into a residence hall/house/apartment cable service line is subject to disciplinary action, a fine of \$150 and repair costs.

Damage to Rooms and Living Areas

When you enrolled at Alma, you paid a security deposit. This deposit is used by the Business Office of the College as a source from which funds can be recovered if you withdraw or graduate without settling all your debts with the college. Debts will accrue from charges made to students during their enrollment for the following reasons:

1. Damage to one's room or its furnishings
2. Damage to common areas of the residence hall (hallways, bathrooms, lounges, etc.) where specific responsibility for the damage cannot be pinpointed.
3. Failure to check-out from one's room
4. Fines from parking tickets
5. Library fines
6. Stone Recreation Center equipment fines
7. Fines related to rooms or common areas being left in disrepair or needing cleaning.

If the common areas of a residence hall are found to be damaged, in disrepair, or not left in a condition that would be considered clean, and specific responsibility for the damage cannot be assessed, the following will occur:

1. Total cost of damage or cleaning will be calculated.
2. Cost of damage or cleaning will be assessed to all building residents. The cost will be split evenly among the current residents of the building.
3. If within a month of the damage or cleaning assessment it is determined that an individual or several individuals are responsible for the damage or cleaning, then the damage or cleaning costs will be reassessed/reassigned to the responsible individuals.
4. Any information about damages and who is responsible for damage should be directed to the resident assistant of the building or to the Student Affairs Office.

Whenever such charges are made, they must be paid before you register for the following term. If all of your accounts with the college are in good order (i.e., when all debts are paid), the Security Deposit will be refunded within six weeks after you graduate or go through the official withdrawal process.

All Alma College students have access to [submit work orders](#) for their living spaces to have damages repaired to furniture in their rooms and residence halls that occur from regular use over time. For more information please review the Damage Billing Policy.

Decorations

Students may decorate their living space (including residence hall rooms, apartments, and small houses), provided

that decorations adhere to the following guidelines. These expectations will help prevent living areas from being damaged.

1. Students are prohibited from using transparent tape, mounting tape, two sided tape, duct tape, masking tape and packaging tape.
2. Students may not use any hanging or decorating materials that require or create holes in walls, furniture, or any fixtures in the residence halls (ex: nails, screws, push pins, etc.). Pushpins are permitted on college-provided bulletin boards only, but may not push through into the wall.
3. Students should use painters tape, adhesive putty, and 3M adhesive devices to hang items. Decorations that adhere to this policy are permitted in all spaces except for the Opera House. No decorations may be hung from the walls in the Opera House.
4. No paneling or tapestry is permitted in any college-owned or -approved housing units.
5. Area rugs or a large piece of carpeting for your room are permitted as long as they do not use nails, staples, adhesives, or other installation methods that may cause damage to floors, walls, trim, or other components of the room.

Students are responsible for all damages that occur in their living space, including any damages that result from using recommended hanging/decorating materials. Any costs to repair these damages will be billed to the student's account. Students should use care when removing all hanging/decoration materials to avoid causing damage.

Electrical Equipment

Tampering with any electrical equipment of the college will result in judicial action.

Every electrical appliance may only be used in accordance with the manufacturer's instructions for that appliance. All appliances with exposed heating elements (e.g., toasters, electric grills, portable heaters) are prohibited. One microwave is permitted in each student room as long as it draws no more than 1000 watts. One refrigerator is permitted in each student room if it is no more than five cubic feet in size and draws no more than 1.7 amps. These units are intended for limited storage of snack items, medicines, etc. For sanitation reasons, you should unplug, empty, defrost, and clean your refrigerator anytime you go home over a break. Microwaves and refrigerators must be plugged directly in to wall outlets.

Permitted heat producing appliances include irons, electric blankets, hair curlers, hair dryers, hair straighteners, hot plates, coffee pots and Keurig's, and popcorn poppers as long as they have an automatic shut off. Other heat producing cooking appliances (e.g., crock pots, rice cookers, etc.) must be used in the kitchen areas only. Burned food may activate the building fire alarm and the resident responsible may be financially liable for the costs of the response to the alarm, including fire suppression.

Stereos and speakers are permitted in student rooms, but we expect you to exercise utmost consideration in their use. Every student is responsible for maintaining an atmosphere within the residence hall which is conducive to study and respectful of the needs of others. Stereos and radios should be played at moderate volume levels. We encourage you to use headphones.

We also encourage you to carefully read through the [Fire Safety Codes and Fire Drills Policy](#) section of this handbook where important information on extension cords and use of outlets may be found.

Furniture Moving & Storage

Movement of Furniture within a Student's Room:

Furniture located in Alma College housing units which is not permanently attached (bolted down or originally bolted down) may be moved within a student's room as long as such movement does not result in trundling of beds (reversed) or in any way damage furniture or use it in fashions for which it is not intended. In cases of doubt, students should check with the resident assistant of their building or a representative of the Student Affairs Office before using their furniture in any fashion for which it was not originally intended.

In no case should furniture be removed from the building or room in which it was originally located except by the provisions provided for in this statement. Students will be held fully accountable for the condition of their room and furnishings within their room during their period of occupancy. It will be the obligation of the student to make sure that the Room Inventory Forms provided to them at the beginning of their residence in the room accurately assess the condition of their room and furnishings as of the time they took possession of their room. All furniture provided for the room must stay in the room. Any damage to a student's room or the furnishings therein will be billed to the student according to the current rates established by the college in order that the college may repair or replace the student's room and its furnishings to their original condition.

Storage of Removed Furniture:

Due to the limited amount of space on campus, storage of room furniture is not permitted. Exceptions to this rule are for personal belongings of those students who live out of state or abroad, which may only be stored over the summer and only with approval from the Assistant Director of Residence Life of the building. Should a student remove bolted or unbolted furniture from his/her room without prior written permission, he or she will be eligible for a \$50 fine, plus costs, as well as possible disciplinary action being taken against them.

Bunk beds should not be trundled (reversed) as this weakens the posts and increases the likelihood of structural damage to them. A fine of \$25 per item will be assessed to students who appropriate furnishings and/or equipment designated for general student use, together with possible disciplinary action. During checkout, a fine of \$25 will be assessed if furniture is not returned to the position it was in during check-in.

Gender Inclusive Housing Policy

Alma College strives to provide safe living spaces for all students and to be inclusive of all gender identities. It is the College's standard procedure to provide students with same-gender housing assignments within the rooms of all campus housing units. The college recognizes, however, the need to consider requests for mixed-gender room assignments. Thus, the Student Affairs Office may permit mixed-gender room assignments to accommodate students, with priority going to students with gender-based need. In all cases of gender inclusive housing, all occupants must voluntarily agree to the following living arrangement.

The Student Affairs Office will exercise the Gender Inclusive Housing Policy with the following guidelines and considerations:

All approved gender inclusive housing assignments will take into account campus housing space constraints. All students with a mixed-gender housing assignment must voluntarily agree to live within a gender inclusive room, suite, or other campus living unit. Students assigned to gender-inclusive rooms, suites, or other campus living units with shared private spaces (including bathrooms), must have voluntarily agreement of the mixed-gender housing assignment.

The Student Affairs Office must have written documentation that all students assigned to mixed-gender housing assignments and any shared space voluntarily agree to the living arrangement by filling out the Gender Inclusive Housing form in the student portal. Students and their chosen roommates should follow the standard housing process in the winter term and participate in the housing lottery on housing nights to receive a room assignment.

Housing Consolidation Policy

In the event that a roommate leaves a college housing unit, the remaining student(s) should expect another occupant to be assigned, unless the remaining student(s) can fill the vacancy with a roommate of his/her choice. When a vacancy occurs in a residence hall room, suite, apartment, or small housing unit, any student still living in that space has the following options:

- The Student Affairs Office will assign a roommate to fill the vacancy.
- The Student Affairs Office will assist the student in finding a new roommate to fill the vacancy.
- The student may move to different housing unit to fill an existing vacancy.

The remaining student(s) should refrain from using the vacated bed and furniture. Failure to comply with this policy could result in disciplinary action and referral to the Student Conduct process.

If a new roommate or housemate is discouraged from living in the residence hall room, suite, apartment, or small housing unit because of unwelcoming negativity, harassment, abuse, messiness, noise, etc., the original roommate(s) may be reassigned in campus housing at the discretion of the Student Affairs Office and/or may face disciplinary action through the Student Conduct process.

In instance where the Student Affairs Office assigns new roommates or housemates to fill vacancies, every effort will be made to provide students already living in that space notification 48 hour in advance. In some urgent cases, advance notice may not be possible.

If residence hall space is available, and students would like to maintain a non-single room at reduced occupancy, they must sign an agreement to pay an additional housing fee. This will be approved at the discretion of the Student Affairs Office and will not always be a living option.

Key Procedures

Procedures for students:

Residence halls and small housing keys/cards are authorized by the office of Student Affairs. Students are authorized to have keys/cards to the outside door and their private rooms. Resident assistants may have other keys/cards as authorized by the office of residence life.

Keys/cards for student organization offices must be authorized by the Dean of Students and are issued by Facilities & Service Management.

Keys/cards for academic and administrative buildings must be authorized by the responsible vice president or their designee and issued through Facilities & Service Management. Master keys/cards will not be issued to students.

All keys/cards must be returned to the issuing authority upon:

- separation from the college,
- the end of the school term,
- Request of the issuing authority.

Key/card exchanges between students are prohibited. Anyone found to have violated this policy will be subject to disciplinary action.

Students who fail to return their key before changing their campus residence location or leaving Alma College, or students who lose their key during the year are responsible for the cost of re-coring the locks of their housing unit and for the cost of replacement keys.

Inventories of Room Content

It will be your responsibility to see that your room is accurately inventoried before you occupy the room and again when you leave the room. Failure to properly inventory your room at the end of your stay in your room could result in charges up missing/damaged furniture and wall/ceiling repair and painting, etc.

Loft Construction

Lofts are not permitted in any residence hall. Lofts may be permitted in small housing if written permission is given from the office of Student Affairs

Alma College accepts no responsibility whatsoever for the safety of a loft. It is constructed and used at your own risk.

Maintenance Inspections

The director of Facilities and Service Management and the staff of each residence hall are responsible for maintaining safe and sanitary conditions in students' rooms before the students arrival. They are also responsible for repairing these rooms and their furnishings. For these reasons, the college reserves the right to inspect students' rooms at regular intervals and to enter rooms at any time when emergency repairs appear or are called for by the staff.

All repair work is to be completed by members of the Facilities & Service Management staff, or by employees contracted through the Facilities & Service Management department. All Alma College students have access to [submit work orders](#) for their living spaces to have damages repaired to furniture in their rooms and residence halls that occur from regular use over time. Emergency repairs (clogged toilets, broken windows, heat and hot water problems, etc.) will be completed as soon as possible, usually within 24 hours of notification. Generally, other work orders will be completed within two weeks. There are times when a repair is too complex for the Facilities and Service Management staff or requires parts that are not stocked and may take longer than two weeks to resolve; please be patient.

Note that by placing a work order request, a student gives the Facilities & Service Management staff permission to enter their room or apartment without notice, unless specifically requested by the student. Students may reserve the right to be present when work orders are being completed. This request must be made at the time of submitting the work order. Please note that in emergency situations, Facilities & Service Management staff may not be able to wait for the resident(s) of college housing unit to be present before addressing the issue(s).

Motor Vehicle Policy

Any member of the Alma College community (i.e., student resident/commuter, fraternity/sorority member, faculty/administrative staff, non-academic personnel, and Sodexo or Bookstore employees) choosing to park a motor vehicle, motorcycle, or moped on college property must register the vehicle and obtain an Alma College parking permit. The student parking permits must be completely affixed to the inside window on the driver's left side of the vehicle. Motorcycle and moped permit locations will be assigned on an each-vehicle basis. Current rates for parking permits may be obtained from Student Affairs. Please refer to the [campus parking lot map](#) for all parking locations.

Parking spaces will be used on a first come, first served basis. A lack of space in the parking lots is not a legitimate reason for illegal parking. If there is no permissible parking space in the student lot by your building, you need to drive to one of the other lots that correspond to the colored permit you have purchased.

Vehicle Registration:

- Vehicle registration will be announced via email to students, faculty and staff.
- In your housing portal, you can complete the online vehicle registration and payment after you have been given a housing assignment for the following academic year. Please present your Alma college-issued Student ID card when picking up your permit.
- City lots are available for student parking during the school year. Please contact the City at (989) 463-8336 for cost, lot location, and application for a permit.
- Overnight visitor passes for family and/or friends who will be parking on campus are available at campus safety and security. Visitors must park only in Visitor Parking spots. Visitor vehicles parked in any other parking lot will be towed at the vehicle owner's expense.
- Students who change cars *must return the old permit* to Student Affairs before the new permit can be issued. Permits are non-transferable.
- Students who no longer need their parking permit must remove their permit from the vehicle and turn it into Facilities and Service Management. A pro-rated refund will be in the form of a check to the student or applied to the student's account if so desired.
- Vehicles parked in campus lots must be licensed and in running condition to comply with the parking ordinance of the City of Alma. The improper or reckless use of a motor vehicle on the Alma College campus may result in disciplinary action.
- Students with the appropriate State-issued temporary or permanent handicap parking permits may park in any handicap designated space on campus. The student must also register their vehicle with the Facilities and Service Management and purchase a student parking permit.

Motor Vehicle Regulations for Students:

In order to provide for the protection of pedestrians and to avoid unnecessary expense for campus maintenance, it is the policy of the college that motor vehicles are not permitted to be operated or parked on campus malls, sidewalks and lawns. The following vehicles may be operated on campus malls, sidewalks, and lawns without special approval by Facilities and Service Management:

- Emergency vehicles (police, fire, medical, etc.)
- Approved vehicles for handicap use
- Certain maintenance and operating vehicles
- Snow removal and grass cutting equipment

Students may be subject to fines for not complying with the Alma College motor vehicle regulations. Fines are immediately due and payable at the Student Services Center in the basement of Hamilton during normal business hours.

Anyone that does not comply with the campus parking policy and posted parking signage car will be booted without notice at the vehicle owner's expense.

Report all vehicle accidents, losses or vandalism to Security.

Alma College assumes no liability for loss or damage to vehicles parked on campus.

Handicap Parking Policy:

Any vehicle parked in a designated handicap parking space on the Alma College campus must display a permanent handicap plate or current temporary State of Michigan Handicap Parking permit hang tag. Any vehicle parked in one of these reserved spaces without the appropriate State of Michigan Handicap permit will be ticketed and towed.

Information:

Overnight parking is prohibited on all City streets from November 1–April 1. An extended ban is in effect on the west side of Harvard Street and other neighboring streets. Be aware of City parking signs when parking on streets adjacent to the campus.

Removal from Campus Housing Policy

Alma College may terminate your housing agreement for several reasons. If you are removed from college housing, you will be required to move out of the residence hall, apartment or small housing unit within 48 hours after receiving notice of your removal from college housing. Should you be involved in any other policy violation(s) or be disruptive in any way prior to your leaving the housing unit, you will be required to leave immediately.

Removal from housing due to policy violation:

Failure to follow policies written in the Student Handbook or any other college policy or rule can result in your removal from college housing. Students involved in a policy violation will go through the conduct process at Alma College which will determine if removal from college housing is necessary.

Residents removed from college housing for reasons of conduct are financially responsible for that semester's room cost. Once you are removed from college housing, you may not be eligible to live in or visit any residence hall, apartment or small housing unit. In some instance, students may be banned from certain residence halls and houses.

Behaviors and choices you make may result in being removed from college housing due to the safety and security risks to our communities or members of our community. You can be removed from college housing even if it's your first offense.

Examples include:

- Tampering with fire safety equipment or devices. This includes, but is not limited to creating false fire alarms or discharging fire extinguishers or tampering with, covering, or disabling smoke detectors
- Bomb threats
- Possession of large amounts of alcohol beyond single-serving size, despite your age
- Repeated use or possession of alcohol, to include as few as two times
- Possessing, using, selling or distributing any legal prescription (outside of prescribed instructions), including marijuana, or non-prescription drug or illegal drug, synthetic drug, controlled substance. If it is in your room, your pocket or anywhere else under your control, it is considered to be yours.
- Possession of a weapon. This includes simulated weapons, disabled weapons, dangerous chemicals, any explosive device, nunchucks, swords, brass knuckles, knives (including butterfly knives), guns, paint ball guns, pellet guns and any other material that can be used to threaten or endanger others.
- Theft (including identity theft)
- Harassment
- Sexual Misconduct
- Stalking
- Defacing or damaging property

- Behavior that endangers or possibly endangers members of the community.
- Acts of individual violence or domestic violence
- Physically hurting or causing injury, sexual assault/misconduct, fighting, pushing/shoving, etc.
- Repeated violations of college policies

In the event that a student becomes involved in the student conduct process or alleged criminal charges, Alma College reserves the right to remove students from campus housing on an interim basis based solely on a review of available information. In addition, the Dean of Students, or an agent of the Student Affairs Office, reserves the right to issue a summary suspension from campus housing or from Alma College. This action may be taken based solely on a review of available information while awaiting a student conduct hearing or legal proceedings. Both interim removal from campus housing and summary suspension from Alma College may be enacted in order to protect all students involved and the greater campus community, and will remain in effect until the conduct process or legal process is successfully resolved.

Removal from housing due to non-payment of fees on the student account:

Students who are removed from college housing due to non-payment of fees on their student account are ineligible to return to campus housing. If already on campus, they have 48 hours to remove their belongings and themselves from Alma College property. Once the debt is cleared through the Business Office, the student will be eligible to reapply for campus housing. The decision as to placement of the student back into housing rests with the Student Affairs Office and will be made on a case-by-case basis.

Removal from housing due to no longer being a student:

Individuals who are no longer a student at Alma College for any reason are no longer eligible to live in campus housing. If a non-student is found to be living on campus, they will have to immediately leave. Once removed from college housing, the person may become ineligible to live in or visit any residence hall, apartment, or small housing unit in the future.

Housing Removal Process:

If at any time an Alma College student is academically, financially or judicially separated from the institution, it is the student's responsibility to initiate the necessary steps to move out of campus housing.

1. If the student fails to remove themselves within the 48 hour time period, a college representative along with campus security will make contact with the student and discuss appropriate arrangements to facilitate the move-out process.
2. If contact cannot be made within 24 hours, the college reserves the right to remove belongings and change the lock on the housing unit at the student's expense.
3. If the above processes are not effective in removing the student from campus, the former student is considered trespassing and the Alma City Police Department will be contacted to remove the student from Alma College property immediately.

Please Note:

Charges can be applied to the student's account for removal of belongings, cleaning of the housing unit, changing of door lock(s) and non-compliance.

Repair and Maintenance Policy

All repair work is to be completed by members of the Facilities & Service Management staff, or by employees contracted through the Facilities & Service Management department. Work order requests should be channeled

through the RAs, house managers, or facilities. Emergency repairs (clogged toilets, broken windows, heat and hot water problems, etc.) will be completed as soon as possible, usually within 24 hours of notification. Generally, other work orders will be completed within two weeks.

There are times when a repair is too complex for the Facilities and Service Management staff or requires parts that are not stocked and may take longer than two weeks to resolve; please be patient. Note that by placing a work order request, a student gives the Facilities & Service Management staff permission to enter their room or apartment without notice. Students may reserve the right to be present when work orders are being completed. This request must be made at the time of submitting the work order. Please note that in emergency situations, Facilities & Service Management staff may not be able to wait for the resident(s) of college housing unit to be present before addressing the issue(s).

Residential/Campus Housing Inspections Policy

The Dean of Students, or a designated agent of the Student Affairs Office, may at any time conduct inspections of any residential housing unit. An inspection can take place at any time and the residents/student's presence is not required for such a check to take place. Reasons for such checks may include but is not limited to: a health and safety inspection to identify potential toxins within the housing unit (chemicals, perishable food items, etc.), safety/security risks (weapons, unlocked windows or doors, etc.) investigation for the purpose of a student conduct case or legal process, ensuring the that students carried out proper break check out or move-out procedures (defrosted refrigerators/freezers, disposed of trash, unplugged electrical devices to save energy, locked windows and door, etc.) or if there is a reasonable suspicion that residents may have violated college policy, local, state, or federal law. If policy violations are found or observed while inspections are taking place, residents of the housing unit or the responsible individuals will be subject to the conduct process or legal consequences.

Room Change Process

Rationale:

The room change process is designed with two main considerations:

1. We want students to be happy on campus and satisfied with their living environment.
2. The process of having a roommate is valued as part of the college experience and the conflict resolution process in the living environment is an important part of the student development process. Within this process, students learn, grow, adapt, and become independent.

Room Changes:

Residents must contact their current residence life staff if they wish to change rooms. They must also provide the Hall Director with reasons why they would like to move.

If the reason for a room change is due to a roommate conflict, the Hall Director or RA will work with the residents to resolve the conflict before reviewing the request to move. A good faith effort must be made to resolve the roommate conflict.

All residents involved in the move must agree to the move, and also inform their roommate if they're moving out.

Students may **not** move into single rooms.

Students may **not** move into empty double rooms without a roommate.

Freshmen and first year transfers are **not** allowed to move to South Complex or a Small Housing Unit.

Students **cannot** move into Wright Hall or other apartments.

The Hall Director in the residence hall where the desired room is located will review the request, and if the request is approved will help students arrange the logistics of potential moves.

Once you have been approved for a move, you must arrange a time to check out with your current RA and check in with your new RA to return your current room key, receive your new room key, and complete necessary paperwork.

Under no circumstances can students move/switch rooms without approval from the Student Affairs Office. Students who move without approval will be fined for improper checkout and non-compliance.

Housing Consolidation:

At any point in the calendar year the Student Affairs Office may require students living in rooms with open spaces to consolidate and find a roommate. For more information, please read the [Housing Consolidation Policy](#).

Room Painting

Painting of any kind or the installation of wallpaper or adhesive borders is not permitted in the student rooms, hallways or adjacent rooms.

Room Vacancies

Alma College reserves the right to consolidate students without roommates or when formerly full rooms experience vacancies. Students will be given 48 hours' notice of impending changes whenever possible. In emergency situations or in situations where housing is near capacity, students may receive a roommate **without prior notification**.

Student Storage Policy

Residence life offers limited summer storage to the following students who will not be on campus during the summer:

1. International Students
2. Out-of-state students
3. Students who reside in Michigan's Upper Peninsula

All items must be contained and label with the students full name and contact phone number. Large items such as large couch and futons are not permitted to be left in storage. Students must list everything in the summer storage contract that they are placing in storage.

Students placing items in storage must fill out the summer storage form. Students will only be able to place items in storage if there form is approved. Students utilizing storage must abide by:

1. All items being stored must be clearly labeled with the students full name and phone number.
2. All items being stored must be included in the description of items being stored
3. Alma College is not responsible/liable for any items that are damaged or misplaced while in storage.
4. Items may be moved in storage or relocated to other storage spaces if needed.
5. If a student does not remove the items from storage by the deadline provided by Residence Life, the college will donate/dispose of any items that are in storage.
6. Residence Life may contact students with a change in deadline to remove items and students will meet any new deadline given.
7. Items can only be returned to the individual who has digitally signed this request form. If a student would like someone else to retrieve their belongings such a parent, sibling, fellow student, etc., written permission must be sent to Residence Life at residencelife@alma.edu and approved by Residence Life.

8. Upon approval, Campus Safety staff will give students access to storage. Please ensure that you are storing your items appropriately and closing the storage door when you are finished storing your items.

Students are not permitted to leave/store items in unapproved locations or access storage if they are not approved for storage.

Telephones

General Information:

Telephones are not provided in residence hall rooms.

Outgoing Calls:

To place on-campus calls, dial the four-digit number. To place all off-campus calls, including local, calling card, toll-free, and 9-1-1 calls, dial (8) to access an off-campus line. This service is restricted to local and on-campus calls.

Acceptable Use:

Any person who vandalizes or misuses a phone or related equipment will be responsible for any charges incurred to repair or replace the damaged, missing equipment. Alma College may take disciplinary action against offenders.

Threatening, Obscene, Nuisance or Harassing Calls:

Michigan State law prohibits the use of telephone communications for calls of this nature and provides that any person violating this statute could be subject to fines and other legal proceedings.

Warning to All Telephone Users:

Michigan state law in part reads as follows: "Any person who knowingly obtains or attempts to obtain telephone service or the transmission of a telephone message by the use of any false or fictitious telephone credit number, telephone number, or by the use of any telephone credit number or telephone number of another without the authority of the person to whom such credit number or telephone number was issued, is guilty of a misdemeanor."

Washers, Dryers & Vending Machines

Washers and dryers are available in every residence hall and are free of charge to all Alma College students. The cost of any damages to washers, dryers, and/or vending machines will be assessed to the responsible individual(s), or the floor or building in which the machine is located if the responsible individual(s) cannot be identified. If there are any problems with the washers and/or dryers, please contact Student Affairs.

Section III: Conduct & Appeal Process

Student Conduct at Alma College:

The steps followed at Alma College to resolve formal disciplinary matters is referred to as the student conduct process. This process exists to ensure that all students of our community who find themselves in conflict with the community's standards are treated with respect and fairness. All such conflicts are resolved by members of the Alma College community in a system which, though avoiding the formalities and complexities of a legal process, nevertheless aims to respect the dignity of the individual as well as personal and community rights. With heavy reliance on the honesty of all participants, it is assumed that reasonable people, properly informed, can and will make judgments in the best interest of the College community.

The formal responsibility for discipline has been delegated to the Student Affairs Office. All possible disciplinary matters begin with a complaint filed with a member of the Student Affairs staff or by any member of the College community. Each complaint is reviewed and investigated when appropriate. If formal disciplinary action seems called for, then the student or group alleged to have violated College policy is notified by a staff member of the Student Affairs Office that the matter is being referred to the appropriate conduct coordinator, hearing agent or judicial body.

The Conduct Process contained in Section III of the Student Handbook has been set in place and is to be considered binding on all parties. The Conduct Process will be utilized for all disciplinary proceedings except cases involving civil rights violations and Title IX violations such as discrimination, harassment, and/ or sexual misconduct, which will proceed under the [Civil Rights Grievance Policy and Procedures](#).

Philosophy of Student Conduct:

Alma College seeks to create a secure, educational environment where students grow as responsible citizens and leaders. Student Conduct policies and processes encourage students to learn and take responsibility for their own success and the success of their community. College is a time of growth and exploration which include behavioral choices that do not always reflect an individual's character. Thus, the conduct process seeks corrective and educational remedies, rather than simply punitive measures. Alma College hopes that students take advantage of the opportunity to further develop their integrity and a sense of personal responsibility. Still, some circumstances require student and community safety as our priority. When students engage in behavior that disrespects or threatens the safety of themselves or others, the College begins the Student Conduct process.

The Student Conduct process ensures that all members of our community receive fair and respectful treatment and is intended to protect the safety and well-being of all campus constituents. With respect to this philosophy and the College's mission, the following policies and procedures were developed.

Conduct

Student Handbook Expectations:

Students are under the expectation that they review the student handbook before they arrive on campus.

- Students are expected to read all student handbook policies and procedures. If students have specific questions related to the student handbook, they should contact the office of student rights and responsibilities.
- Students are expected to follow all policies and procedures outlined in the student handbook when a student is on and off campus.

Student Conduct

Coordinator:

A member of the student affairs department has been designated as the student conduct coordinator. In addition to facilitating conduct conferences, hearings, investigations, they oversee all student conduct reporting, procedures and policy enforcement, as well as training and prevention initiatives regarding student conduct. The conduct coordinator or designee will determine if an incident report proceeds with a conduct conference, hearing, investigations or other student conduct resolutions. The Vice-President of Student Affairs, or their designee, the Title and Civil Rights Coordinator, or Behavioral Intervention team may implement interim measures in regards to the student conduct process.

Student Conduct Meetings

Students will receive notice that they are accused of violating a student handbook policy. The first meeting that students will have regarding an allegation is a student conduct meeting. This meeting is to review a student's rights and ask procedural questions. Students have the option to bring an advisor. Students will have the option to waive their right to a hearing in this meeting. Students who opt for a hearing can proceed directly to a hearing after the student conduct meeting or schedule for another time. Students who not respond to outreach will forfeit the right to have the student conduct meeting and a hearing will be scheduled and the student will receive notification of a hearing.

Waiving the Right to a Hearing:

If a student(s) or group representative(s) chooses to take responsibility for the charged policy violation(s), they may waive their right to a hearing. If they choose to waive this right, the student(s) or group will sign a formal waiver and will discuss sanctions with the Hearing Officer. Once the student(s) or group and the Hearing Officer reach an agreement on the sanctions, an agreement form will be completed and signed by all parties. The Hearing Officer will type the agreement and send it with the decision letter to the student(s) or group. The matter will be considered resolved when the student(s) or group complete the sanctions.

Alternative Resolutions:

This option is only available for certain policy violations or incidents. The Hearing Officer will explain whether or not this option is available, and will answer questions about the process at the time of the Conduct Conference. When possible, the Hearing Officer will provide the name of the individual facilitating the Alternative Resolutions during the Conduct Conference. In all conflict resolution cases, the Hearing Officer will email the student(s) or group with the name of the individual coordinating the Alternative Resolutions and instructions for arranging the next steps in the process. Please view [Alternative Resolutions](#) for more information.

Automatic Sanctions

In some cases automatic sanctions can be assigned to students for failure to follow proper policy or protocol. Examples of this would not be following proper protocol related to the health and wellbeing policy.

Alternative Resolutions

The Alternative Resolutions provides participants with an opportunity to discuss instances of disagreement or harm and develop their own plan to address the incident. All Alternative Resolutions will be guided by a

professional facilitator, however, the outcomes will be determined and agreed upon by the participants. Two Conflict Resolution Processes are available: Restorative Conferencing and Mediation.

Responsibility for monitoring compliance with the agreement rests with those who signed it and the coordinating staff member, with the full understanding that other dispute resolution options may still be available if commitments are not met.

If a resolution cannot be found, a hearing may still occur at the discretion of Student Affairs. Details of the conference dialogue will not be shared with anyone outside the conference itself. Any notes taken by the facilitator(s) during the conference will be destroyed upon its conclusion.

Restorative Conference:

In order to participate in a Restorative Conference, student(s) or group representative(s) must take responsibility for their actions. Conference facilitators begin the process by contacting the harmed individual(s) and the individuals(s) who caused the harm, in order to gather information about the incident in question and gauge the impact that the incident has had on them. During this process, other community members may be identified as valuable participants due to their relationship with involved parties, or issues related to the conduct in question, and will be asked to attend the conference.

At a mutually agreed upon time, the conference is convened with all invited participants seated in a circle facing each other. During the conference, all parties have the opportunity to share their perspectives on the incident, its impact on themselves and others, and what they would like to see happen as a result. Eventually, the group will begin to identify actions required to repair the harm that has been done.

At the conclusion of the conference, a written agreement is drafted by the facilitators, while participants have an opportunity to interact informally. Once the drafted agreement is signed, the conference is considered completed.

Mediation:

Mediation is a problem solving process guided by a neutral third party who assists in understanding the issues and exploring options, with the goal of resolving the dispute. All parties have the opportunity to express their concerns. The mediator will not choose sides and will not attempt to determine who is telling the truth or who is lying. The mediation process is confidential with limited exceptions.

Mediation is similar to a Restorative Conference except no outside community members are involved and student(s) or group representative(s) do not need to take responsibility.

Hearings & Adjudications

All cases involving student infractions of College policies, procedures, or regulations will be adjudicated by a staff member acting as a hearing agent except where noted or otherwise waived. Cases of civil rights & Title IX violations, discrimination, harassment, and sexual misconduct will follow the [Civil Rights and Title IX hearing procedures](#).

Typical hearing agents will be members of the Student Affairs Staff who have received training in Student Conduct and conflict resolution. Other faculty and staff may hold a hearing when appropriate. The Dean of

Students may implement interim measures until the conclusion of a conduct hearing.

The charge letter received by the student(s) or group representative(s) will indicate who the hearing agent is. The student(s) or group representative(s) will work with the hearing agent to schedule a date and time for the hearing that works for all parties involved. If the student(s) or group fail to contact the hearing agent within the time period designated in the conference hearing letter, a hearing will be scheduled without their involvement. If the student(s) or group representative(s) fail to attend the hearing, the hearing will continue in their absence.

Below is a basic outline of a student conduct hearing:

1. The hearing agent will introduce themselves and explain what will happen in the hearing.
2. The student(s) or group representative(s) will receive a copy of the Incident Report and/or other relevant documentation.
3. The hearing agent will review all relevant policies and ensure that all parties understand the policies.
4. The hearing agent will discuss the charges and policies with the student(s) or group representative(s). The parties will have an opportunity to add or clarify any information and ask questions in this stage of the hearing. The hearing agent also will ask any questions they have.
5. The hearing agent will ask the student(s) or group representative(s) to plead responsible or not responsible for violating College policy.
6. If a student(s) or group representative(s) pleads responsible, the hearing agent will discuss potential sanctions with them.
7. The hearing agent will review the timeline for the remainder of the conduct process and describe the appeals process.
8. After the hearing, the hearing agent will consider all of the evidence available and inform the appropriate Student Affairs staff member of their decision.

The description above is a generic outline and does not reflect the process for all cases. Hearing structure will vary by hearing agent, case, and violation.

If a student wishes to withdraw from Alma College while student conduct charges are pending, the charges will be held until the student returns to campus. The hearing process will resume immediately upon the student's return. Students charged with serious allegations that could result in disciplinary probation, suspension, and/or expulsion may not withdraw from Alma College until the hearing is completed and a decision has been made.

Student Organizations Conduct Process

Student organizations may be accused of violating campus policy. All student organizations must be approved by Student Congress and be in good standing with the College. A designee of Student Affairs will determine if an incident meets the criteria for a violation of policy. This initial determination is not a finding of responsibility. Student organizations may be accused of violating the Code of Conduct if the accused violation meets the following criteria:

1. Members of the organization are involved in the accused violation

2. Violation occurs in a space controlled or occupied by members of the organization
3. When a violation is done in representation of the organization
4. Student/staff accuse an organization of violating policy

Student organizations will be entitled to have representation from their organization during this process. Typically, the individuals representing the organization will be the organization's president. The president of the organization is permitted to bring 1 other member of the organization and an advisor. Advisors serve in the same capacity as they would for individual student conduct. While the selection of an advisor is at the discretion of the organization, it is recommended that the selected advisor be the organization advisor, or a representative from the Office of Student Engagement. The Advisor for a student organization must comply with all expectations of the advisors role outlined in the student conduct process.

The College does not take any responsibility for the actions of the organization. Organizations may still have to go through a process through their national affiliation, if applicable, or through legal proceedings, if applicable. Individual students may receive charges of the student handbook in addition to the organization receiving charges. During the course of the investigation, it may be determined that individual students need to be held accountable for their actions. Below is the typical student organization conduct process:

1. A report is generated and received by the office of student rights and responsibility.
2. The organization's president will receive a letter from a designee of Student Affairs that the organization has been accused of violating campus policy(s).
3. The organization president will schedule an intake meeting with the designee of Student Affairs to discuss the process moving forward. It is at this time the president will inform the coordinator who else will be in attendance.
4. The organization will have the ability in the intake to take responsibility or request a formal hearing. If the organization pleads responsible sanctions will be determined in the intake, taking responsibility in the intake does not affect the severity or types of sanctions imposed.
5. The college may deem that regardless of the organization taking responsibility an investigation may take place. Based on the allegation interim measures may be placed on the students and/or the organization.
6. If a formal hearing is requested, then the student organization will be contacted by an investigator to schedule a meeting. Organizations and students are expected to comply during the investigation process. The following hearing process will be followed:
 - a. The investigator will collect all relevant information and report back to the designee of Student Affairs.
 - b. A Hearing is then scheduled with conduct Hearing Officers. After the hearing, sanction recommendations are made.
 - c. The Designee of Student Affairs will then deliver the responsibility letter with or without sanctions to the organization president and/or members.

Student organizations may appeal-Please follow the student conduct appeal process.

If appealed, the organization president will submit an appeal letter to the designee of Student Affairs, no later than 48 hours after a decision has been delivered. Appeal standards follow the same standards as the student conduct Appeals process listed below.

Appeal Process

Appeals of disciplinary decisions are reviewed only if they are submitted in writing. Three types of appeals are possible:

1. Appeals based on excessive or inappropriate sanctions; or
2. Appeals seeking a review of the procedures/conduct process; or
3. Appeals based on new evidence not presented at original hearing.
4. All appeals must:
 - a. Be submitted to the appeal agent no later than 48 hours after the student has been notified of a decision. The appeal agent and their contact information will be designated in the decision letter.
 - b. Specify whether the appeal is seeking a review of procedures and/or presenting new evidence.
 - c. Provide the necessary detailed information to support their position.

Appeals typically will be heard by the person to whom the appeal was submitted, though this will not occur in all cases. If the appeal is heard by an individual other than the person to whom the appeal was submitted, the student will be informed of the name of the appeals agent.

Based upon his/her review, the appeals agent may:

1. Confirm the original decision; or
2. Return the case to the hearing agent for a new hearing; and/or
3. Change the sanction(s) and/or the condition(s) originally imposed.

In all cases, the appeals agent will provide those concerned with the appeal with a written rationale for their decision. The decision of the appeal is considered final.

All appeals must be submitted to the Dean of Students. The VP for Student Affairs holds final authority in conduct matters.

Sanctions

Whenever possible, Alma College seeks to impose educational sanctions when students are found responsible for violating College policy. The following sanctions were developed with an intent to educate when possible while protecting the safety and well-being of the Alma College community. These guidelines are recommended, but not automatic. Sanctions will be determined by the Hearing Officers. These guidelines can be amended at any time with the approval of the Dean of Students or Student Affairs designee.

Typical sanctions include, but are not limited to:

- Written warning
- Community service
- Educational classes
- Educational papers
- Apology letters
- Disciplinary probation

- Removal from campus housing
- Suspension
- Expulsion

Sanctions will be determined by an analysis of the incident, desired educational or behavioral outcomes, the student's disciplinary record, any proceedings within the legal system, and risk to the health and safety of the student or any other individual or group within the campus community. Student Affairs' actions on similar cases may also be considered when determining the appropriate sanction. Student Affairs will impose different, more appropriate sanctions when it is determined that those sanctions would be more beneficial to the offender and Alma College community.

Since the sanctions of Written Warning and Disciplinary Probation are considered a warning that further action may be necessary for another violation of Alma College policy and serve little other function, they will rarely be used without additional sanctions. Educational sanctions will be imposed for most violations.

Recommended Sanctions for Severe or Repeated Violations:

Severe violations are determined to have occurred when the offender is a threat to the cohesiveness, the safety, and wellbeing of the Alma community, and/or a significant risk for others to achieve desired educational outcomes. All severe violations will be referred to Dean of Students or their designee. Repeated violations of College policy, though the offenses may not constitute a severe situation when considered in isolation, may result in more severe sanctions because of their collective impact on the safety and well-being of the Alma community. The following sanctions and any other appropriate sanctions not listed may be imposed by the Dean of Students or their designee for severe or repeated violations:

Summary Suspension:

In disciplinary situations which involve students whose presence on campus appears to constitute a threat to the physical or emotional safety and well-being of groups or individual students, faculty, administration, or staff, the President of the College, The Dean of Students or, student affairs designee, the Provost (Vice President for Academic Affairs) may suspend the student(s) for a period of time until the normal Conduct process can be carried out or at the discretion of the President of the College, the Dean of Students, or the Provost. If a student is found not responsible, they will be able to make up any missed academic work without penalty.

Disciplinary Probation:

This confers upon a student or group a probationary status for a specific period of time not to exceed one academic year of enrollment. During this time, if they are found responsible for further violations of College policy or fail to abide by any conditions established as part of their probation, then more severe sanctions are likely to be imposed. Disciplinary Probation appears in a student's personnel file but not their academic record. This probation can include but may not be limited to the loss of any combination of the following privileges:

- Participation in intercollegiate athletics
- Exercising the privilege of choosing housing options
- Living in campus housing during breaks

Removal from Residence Halls:

This action terminates a person's status as a resident at Alma College. A person receiving this sanction must find alternative housing. This sanction does not affect their ability to enroll in classes, nor attend events. A date for leaving their assigned housing will be set by the hearing officer and/or the Office of Residence Life.

More information regarding a student's removal from campus housing can be found by contacting Alma College residence life.

Suspension:

This action terminates a person's status as a student at Alma College or a group's status as a recognized organization for a specific period as designated in the decision letter. Suspended individuals or groups will be required to leave campus within 48 hours after the decision letter is sent and/or delivered to them. Suspended individuals or groups must remain off campus while any appeals are pending. Written permission must be requested and obtained at least 72 hours in advance before a suspended student may return to campus for any reason. Suspended organizations or groups will cease using College facilities and lose all privileges granted to recognized organizations on campus. At the time that the suspension is imposed, stipulations controlling the conditions to be met to permit an individual to re-enroll or a group to re-register as a College organization may also be established. Conditions which are reasonably related to the original offense, and are believed necessary to facilitate the reasons for imposing the sanctions, may be attached to any sanction. Examples of such conditions include, but are not limited to: monetary penalty; restitution for damage, theft, or loss; loss of privileges such as use of alcoholic beverages, visitation or use of a motor vehicle; loss of financial aid; and educational conditions such as counseling and service and/or work assignments. Any condition attached to a sanction must be met within the duration of the sanction. Students need to meet with the Office of Student Rights and Responsibility upon returning to campus and establish guidelines the student must adhere to when they return. The student must meet biweekly for the first semester the student is on campus with the department designee. Students who return from suspension will automatically be on probation.

Expulsion:

This action terminates a person's status as a student or a group's status as a recognized organization for an indefinite period of time. Expelled individuals or groups will be required to leave campus within 48 hours after the decision letter is sent and/or delivered to them. Expelled individuals or groups must remain off campus while any appeals are pending. Written permission must be requested and obtained at least 72 hours in advance before an expelled student may return to campus for any reason. Expelled organizations or groups will cease using College facilities and lose all privileges granted to recognized organizations on campus. At the time that the expulsion is imposed, stipulations controlling the conditions to be met to permit an individual to re-enroll or a group to re-register as a college organization may also be established. Conditions which are reasonably related to the original offense, and are believed necessary to facilitate the reasons for imposing the sanctions, may be attached to any sanction. Examples of such conditions include, but are not limited to: monetary penalty; restitution for damage, theft, or loss; loss of privileges such as use of alcoholic beverages, visitation or use of a motor vehicle; loss of financial aid; and educational conditions such as counseling and service and/or work assignments. Any condition attached to a sanction must be met within the duration of the sanction.

Completing Sanctions:

The deadline for completing community service hours and/ or educational sanctions will be set by Student Affairs after considering the circumstances of all parties involved. Community service hours will be monitored by Student Affairs through the appropriate supervisor. Failure to complete all sanctions within the semester in which the sanctions were instituted will result in disciplinary probation unless the student receives an extension from Student Affairs. Suspended or expelled students or groups must complete any stipulations within the designated time frame or they will not be permitted to re-enroll and/or return to campus.

Disciplinary Records

Disciplinary records are kept in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. Thus, disciplinary actions are recorded on the student's "personal record" and are not placed on the student's transcript. These disciplinary records are retained for a period of one academic year after the student graduates or after the student withdraws from the College. However, at the College's sole discretion, it may keep and maintain disciplinary records for longer than one academic year. After one academic year or thereafter, when the College deems appropriate, all disciplinary records may be destroyed. At all times, these personal records are confidential and are not available to outside individuals or organizations, including investigation agencies, unless permission has been granted in writing by the student whose record has been requested or records are subpoenaed by a court of law. Parents typically will not be informed of disciplinary action.

Law Enforcement & Legal Proceedings

The College will cooperate and collaborate with law enforcement officials to the best of its ability. This includes sharing of information when legally permissible and/or required, receiving information and documents through the Freedom of Information Act, and involving law enforcement officials when serious infractions occur on campus. All students must comply with federal, state, and local laws and law enforcement officials.

As discussed in the section "[Standard of Evidence](#)," the burden of proof in a Court of Law, (recognized as such by the State of Michigan or the U.S. government) is much more stringent than the preponderance of evidence used in Student Conduct proceedings. Therefore, the College will uphold any admission or finding of guilt made by a student at off-campus proceedings and shall be conclusive for Student Conduct purposes. A verdict of guilty, a plea of no contest (*nolo contendere*) or similar plea in a court of law by a charged student will operate as a conclusive finding that the student is responsible for the purpose of Alma College Conduct proceedings. The College may amend its charge(s), decision(s), and sanction(s) based on information obtained through an outside proceeding where that information is relevant to activity adversely affecting the College Community.

Proceedings under the Student Conduct process may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the President of Alma College or the Dean of Students.

Rights & Responsibilities of Students in the Conduct Process

Students and groups subject to the Conduct Process are assured the following rights:

1. Student(s) shall be presented the charges brought against him/her/them in writing at least 24 hours before the hearing is scheduled. Any such notice shall also state that if the student fails to appear before the committee without just cause, the hearing shall be heard in their absence.
2. The student shall be entitled to view any materials gathered during an investigation. Students do not have a right to replicate, possess, or disseminate materials gathered during an investigation.
3. The students shall be entitled to a hearing by an impartial hearing agent, and they shall have the right to appear before the hearing agent.
4. The student shall be entitled to present his or her case through statements, questions, witnesses and other forms of evidence during the hearing.
5. The student shall be entitled to refuse to answer questions. Witnesses shall be required to answer all questions asked of them unless their answers would incriminate them under any provisions of College policy.
6. The hearing agent shall only consider evidence gathered during the investigation, relevant reports, and information presented at the hearing when making their decision. The hearing agent's decision will be based on the preponderance of the evidence standard.
7. The College/student shall be entitled to make a written or taped record of the events of the hearing. The College will require that all such records remain in its custody; provided, however, that the student has access to the record for all purposes relating directly to hearings and their appeals. The College/student must inform all other parties present in the hearing that the proceedings are being recorded and the means by which they are recording.
8. The student shall be entitled to a written notice of the results and findings of the hearing and to an explanation of the decisions rendered against him or her.
9. If the student's continued presence on campus is viewed as disruptive or dangerous, the Dean of Students and/or the Provost may ask the student to leave the College campus during the period of time that the hearing/appeal is being processed.
10. The student shall have the right to an appeal.
11. The Student Conduct process is closed to the public. Persons in attendance at closed hearings shall be limited to: (a) the hearing agent, (b) the student and his/her advisor and (c) witnesses. Witnesses will be asked to withdraw after their statements have been received.
12. If a student or group of students is asked to appear before a hearing agent and if they fail to appear for the hearing or investigation without just cause, the hearing will continue in their absence.

Role of an Advisor

All students are entitled to an advisor to guide and accompany them throughout the student conduct process. Students may select an advisor of their choosing, however an advisor may not serve as an advisor if they are involved in the student conduct process as a witness, investigator, hearing agent or coordinator. An advisor may not serve as an advisor if they are serving in a conflicting or competing role.

The student may choose an advisor from a pool of trained Student Conduct Hearing Officers, bring an un-trained advisor from outside of the pool, or may also proceed without an advisor. Advisors chosen from outside of the pool of trained advisors may not have the same level of insight and training on the campus process as do those trained by the College. Outside advisors are not eligible to be trained by the College.

Students are entitled to be accompanied by their advisor in all meetings and interviews at which the student is entitled to be present, including intake, interviews, hearings, and appeals. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one.

All advisors are subject to the same campus rules, including attorneys and non-attorneys:

- Advisors may not address campus officials in a meeting, interview or hearing unless invited to do so.
- Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation.
- Advisors will typically be given an opportunity to meet in advance of any interview or hearing with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have, and allows the College an opportunity to clarify the role the advisor is expected to take.
- Advisors are expected to refrain from interference with the College's investigation and resolution. Any advisor who steps out of their role in any meeting under the student conduct process will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor may be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present.

Subsequently, the student conduct coordinator or designee will determine whether the advisor may be reinstated, may be replaced by a different advisor, removed, or whether the party will forfeit the right to an advisor for the remainder of the process.

The College expects that the parties will wish to share documentation related to the allegations with their advisors. The College provides a consent form that authorizes such sharing. The parties must complete this form before the College is able to share records with an advisor.

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations. Advisors cannot keep any materials from hearings.

Alma College expects an advisor to adjust their schedule to allow them to attend College meetings when scheduled. The College does not typically change scheduled meetings to accommodate an advisor's inability to attend. The College will, however make provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process, and is not locked into using the same advisor throughout. Students at any point may request an advisor.

Standard of Evidence

In compliance with federal guidelines and regulations, all Student Conduct decisions will be made based on the "preponderance of the evidence" standard which differs from the standards of evidence used in legal cases.

Under the preponderance standard, more than 50% of the evidence must point to a conclusion to reach a decision, or in other terms, the hearing agent must reach a conclusion that it is "more likely" that a violation of College policy occurred than not.

College disciplinary matters like those at Alma College are considered administrative actions with less severe consequences than legal proceedings and thus use a lower evidentiary standard.

Section IV: Alma College Governance

The Alma College Mission Statement and Purpose:

Alma College's mission is to prepare graduates who think critically, serve generously, lead purposefully and live responsibly as stewards of the world they bequeath to future generations.

The Core Values:

Student-centered education in a residential setting:

All members of the community including faculty, staff and trustees are committed to creating an institution of quality centered on the growth and development of undergraduate students. The purpose of the residential college experience is to better prepare students to enter seamlessly into lives in community, vocation, family and faith.

Disciplinary expertise within an interdisciplinary context of learning:

The Alma Experience expects students to apply intellectual rigor to the exploration of a range of disciplines, building a broad foundation in the sciences, humanities, fine and performing arts and social sciences. This liberal arts education also prepares students to pursue advanced work, independent research and creative performances with the depth of understanding to excel in one's discipline and to perceive the connections among disciplines. The practical knowledge and skills of the liberal arts prepare students for lifelong learning and leadership within a wide array of settings.

Engaged learning:

Because education takes place everywhere and all the time, it is important both to create an exciting residential learning environment and to extend opportunities for significant learning into the community and wider world. Active participation in learning, engaged citizenship, service-driven leadership and committed stewardship are fostered through research-based undergraduate scholarship as well as programs that support experiential, international and service-learning opportunities.

Ethical integrity, aesthetic appreciation, spiritual sensitivity:

With knowledge comes obligation. To live a complete life that withstands the scrutiny of self and others, individuals must exhibit personal integrity, respect for the value of all humanity and sensitivity to the spiritual and material beauty of one's existence. We expect these principles to be modeled in the educational programs, work and daily interactions of all members of the college community.

Community Governance

Alma College seeks to act in accordance with its belief in itself as a community, and has therefore, formed the Alma College Community Government. Within this governmental design, there is a definite and important role for students as recognized in the Community Government Bylaws.

Article I - Organization of the Alma College Community

Section I: Community Government

The Community Government itself exists to ensure the maximum degree of integration among those empowered to form policies, develop recommendations and/or make decisions pertaining to the functions of the institution and the governance of the community. Further, to facilitate the functioning of those among whom labor is

divided, the Community Government recognizes as components of the community, the Faculty Organization and the Student Organization, and acknowledges the right of each to establish its own articles of government.

To assure that their provisions comport with the Constitution and Bylaws of Community Government and with the principles of the College, their constitutions and Bylaws shall be subject to review but not to change by the President's Advisory Committee.

Responsibilities of the President, Administrative Staff, Faculty, and Students

1. The President:

The internal direction of the College shall be under the President of the College as chief executive officer, subject to direction and approval of the Board of Trustees. The president and faculty shall recommend policies, prepare the curriculum and recommend regulations for the operation and government of the College, subject to the direction and approval of the Board of Trustees.

2. The Administrative Staff:

The administrative and management functions are to be carried out by such officer and staff as the president may appoint. These officers shall serve as administrative affiliates to the various committees as hereinafter described.

3. Faculty:

Under the leadership and guidance of the provost and within the context of established policies and objectives, the teaching faculty has primary responsibility for determining the curriculum, academic standards, instructional procedures and related educational and academic affairs. It has primary responsibility for general and specific recommendations relating to faculty status. It has additional responsibility to participate effectively and be reasonable in the formulation of plans, policies and recommendations concerning the non-academic and co-curricular matter which relate to academic activities and in the development of the general community programs and activities.

4. Students:

As members of the Alma College community, students have the right to participate in the development of community policies and programs to help ensure that individual as well as community interests and objectives are satisfied to help ensure maximum extent possible. Provisions are made herein for students to participate effectively and responsibly in the formulations of plans, policies and recommendations concerning both academic and non-Alma academic matters. They shall, especially for the benefit of future generations of students, be significantly involved in evaluations of the college experience. They shall have primary responsibility to manage Student Affairs within the context of established policies and procedures.

Alma College students have elected to have themselves represented through the Student Congress. It is the hope of the Student Congress to be representative of all major student organizations, as well as of each individual student. Students are urged to contact a representative of the Student Congress and seek their assistance in the resolution of a problem or the promotion of an idea.

Section 2: The Faculty Organization

The Faculty Organization shall consist of those whom its own Constitution identifies as members.

Section 3: The Student Organization

The Student Organization, as determined by the student body, shall consist of those whom its own Constitution identifies as members.

Section 4: Authorization to Establish Committees

The Community Government, the Faculty Organization and the Student Organization respectively are authorized to

establish such standing and special committees as they deem appropriate for conducting their business. Nothing in this Constitution shall be construed as negating the prerogative of the president to establish such committees or task forces as s/he judges appropriate.

Article II - Community Government Committees

The following are established as standing committees of Community Government:

Educational Policy Committee (EPC) Academic
Standards Committee
Teacher Education Committee
Co-Curricular Affairs Committee (CO-CURR) Student Affairs
Committee
Communications Committee (COM-COM) Campus Conduct
Committee
Strategy and Planning Council

Section 1: Educational Policy Committee (EPC)

Composition:

Ex Officio:

- Provost and Vice President for Academic Affairs (primary administrative affiliate)
- Division chairs
 - Registrar
 - Director of Libraries

Elected:

- One faculty member from each division by the division for three year staggered terms.
- Three faculty members at large for three-year staggered terms, one from each of the three divisions.
- Five students for one-year terms.

Functions:

Subject to review or approval by the faculty, the Educational Policy Committee shall formulate policy, plan, coordinate, supervise, review and evaluate all educational programs. The Committee shall also submit such matters to the Student Congress for review.

The Committee has wide powers of development, review and evaluation, but shall not construe these powers to interfere with the prerogatives of divisions, departments and individual faculty members as determined by the Faculty Organization. Its specific functions include:

To review periodically, curricular and certification programs and graduation requirements and to evaluate these in terms of the stated goals and objectives of the College

To recommend to departments, divisions and the faculty the development of curricular offerings and programs

To develop policies and procedures for review of and action upon requests for curricular changes

To evaluate and act upon program and course proposals

To develop, with the library staff, library goals and programs, and to periodically review and evaluate library policies and practices

To assess periodically the academic calendar and annually review the dates of operation and pattern of course scheduling

7. To review annually and make recommendations regarding academic priorities.

Certification Programs:

Policies and requirements related to certification programs (as administered by the Teacher Education Committee and such other certification committees as may hereafter be established) shall be subject to review and recommendation by the Educational Policy Committee and approved by the faculty.

Section 2: Academic Standards Committee

Composition:

Ex Officio:

Elected:

Registrar (primary administrative affiliate)

Director of Admissions (without vote except on matters directly related to Admissions as determined by the Committee)

Director of Financial Aid (without vote except on matters directly related to Financial Aid as determined by the Committee)

Director of Center for Student Opportunity (without vote).

Nine faculty members for three-year staggered terms, three from each division (one elected by division, two elected by faculty at large)

Five students for one-year terms.

Functions:

The Academic Standards Committee has, as primary responsibility, the formulation of policy recommendations for the review and evaluation of academic standards. Its specific functions include: To recommend to the Faculty Organization appropriate standards for student admission to the College and to its particular programs and for the academic performance of students. The Committee is charged specifically to recommend academic standards for:

■ Admission to and retention in the college

Graduation

Academic awards, e.g., term honors, diploma honors, etc.

Performance on standardized examinations administered to major segments of the student population, e.g., Undergraduate Record Examination, Graduate Record Examination

Eligibility for participation in activities, e.g., intercollegiate athletics

Student financial aid and scholarships awarded by the college

Admission to and credit assignments in continuing education programs

Classification of courses as upper level and lower level

College grading scale

To review and recommend standards for admission to, and retention in, programs involving certification;

To advise groups within the college community which establish particular academic awards, e.g., membership in academic societies, graduation with departmental honors;

To administer and/or superintend the administration of academic standards established by the Faculty Organization. To fulfill this function, the committee is empowered:

■

To take final action on recommendations by the director of admissions regarding applicants who do not meet minimum standards for admission and on petitions for re-admission by students dismissed by action of this committee, subject to appeal to the president or her/his designate

■

To assign appropriate status to students in low academic standing

To recommend students for academic awards

To establish procedures for, and take action on, student petitions regarding exceptions to college standards and

requirements

To establish procedures for the establishment, maintenance and use of academic records of students, consistent with the Family Educational Rights to Privacy Act of 1974 as amended.

Section 3: Teacher Education Committee

Composition:

Ex Officio:

- Registrar (primary administrative affiliate)
 - Provost and Vice President for Academic Affairs
 - Chair, Education Department

Two faculty members, Education Department, selected by the Chair of the Education Department (without vote)

Elected:

Functions:

Three faculty members for three-year staggered terms, one from each division, and with the Social Science representative to be from a department other than the Education Department. To plan, develop, supervise and review the Teacher Education Program and its implementation. Its specific functions include:

As warranted, recommending changes in the Teacher Education Program to the Educational Policy Committee or to the appropriate administrative officers or the faculty

Recommending to the Educational Policy Committee criteria for accepting students into the Teacher Education Program

Coordinating and evaluating the Teacher Education Program

Within the limits of established criteria, acting upon applications of candidate for the Teacher Education Program during the last term of their sophomore year

Acting upon applications of candidates for student teaching.

Operations:

Actions by the Committee with respect to specific students shall be final. All other matters pertaining to educational policy shall be reported to the Educational Policy Committee; other matters pertaining to administration shall be reported to the Executive Council.

By majority vote of those present and voting, the Committee may, under exceptional circumstances, exclude student members from Committee sessions when specific student records are examined.

Section 4: Co-Curricular Affairs Committee (CO-CURR)

Composition:

Ex Officio:

- President of Union Board (without vote)
 - Chairs of standing task forces
 - Chair of Student Congress
 - Co-Curricular Committee
 - Public Relations representative

Elected:

One faculty member from each division elected by the division for three-year staggered terms

Three students for one-year terms

Functions:

The Co-Curricular Affairs Committee has, as primary responsibility, the formulation of broad policy recommendations, coordination, review and evaluation of all co-curricular programs. To perform its functions,

the Committee shall establish Task Forces for Cultural, Chapel and Athletic Affairs. The chaplain and director of athletics shall serve as secondary administrative affiliates and ex officio members with vote on the Chapel and athletic task forces respectively. These task forces shall act in conformity with established policies and shall report their actions to the Committee for information and review.

The Committee shall not construe its powers to interfere with the primary responsibility of Student Congress for the sponsorship and management of activities sponsored by student organizations. To this end, the Student Congress shall establish a committee to supervise, coordinate, review and evaluate student-sponsored co-curricular affairs; the chair of the Committee shall serve as ex officio on the Community Co-Curricular Affairs Committee.

Section 6: Communications Committee (COM-COM)

Composition:

Ex Officio:

-
- Dean of Students or his designee (primary administrative affiliate; without vote)
- Director of College Communications
-
- Advisor to student newspapers and advisor to student annual, as designated by the chair of the English Department
-
- Advisor to the radio station
-
- Editors and business managers of each student organ or communication (without vote).

Elected:

-
- Two faculty members for staggered two-year terms elected by the faculty at large,
-
- Six students (members of staffs of communication organs not eligible) for one-year terms

Functions:

The Committee shall concern itself with the professional standards, financing, staffing and the responsibility to the broader campus community of the various on-campus communication organs. Its specific functions include:

To develop policies to govern on-campus communication organs and to evaluate their performance in terms of established policies, guidelines and external regulations

To determine qualifications for staff positions, establish procedures for selection of staff personnel and appoint principal staff members

To arrange for the submission of publications for annual review by members of the journalism profession

To review the budgets for, and ensure the sound fiscal management of, each of the organs of communication.

Section 8 - Strategy and Planning Council

Composition:

Ex Officio:

-
- President (Chair)
-
- Provost and Vice President for Academic Affairs
- Vice President for Institutional Development
- Vice President for Finance and Management Services
- President of Student Congress

Elected:

■

One faculty member from each division—Humanities, Social Science, Natural Science—elected by the division for staggered terms

Two students, plus one alternate, elected by Student Congress through the

Appointed by the President (one-year terms):

Functions:

Two administrators

Two faculty

Two students

The Council shall act as an advisory body to the president of the college:

In regular strategic planning, including monitoring implementation of the consideration of modifications in the college's short- and long-range plans

In identifying priorities for utilization of college resources, including the annual budgets

In review of issues, policies and matters which the president determines to be of significant institutional importance

In making recommendations for the purposes of:

■

Formulating recommendations with respect to matters pertaining to overlapping committee jurisdiction

■

Reviewing proposals for and developing recommendations to amend the Constitution and bylaws of Community Government

■

Assuring that the Constitution and operations for the faculty, Student Congress and Community Government are consistent with the mission and principles of the college.

Article III - Community Government operations

Section 1: Direct Access:

All committee reports and recommendations for action will be channeled directly to the chair of the Faculty Organization and the President of Student Congress.

Section 2: Policy Formulation:

All committees shall endeavor to develop, formulate and implement coordinated and integrated policies and programs within their respective spheres. In accordance with the community's basic commitment to shared responsibility, all organs of Community Government shall develop procedures which maximize participation by all interested components of the community in making decisions, developing policies and formulating recommendations.

Section 3: Provost:

As chief College community officer responsible for academic affairs, the provost shares with the faculty the responsibility for the initiation of proposals or policy changes relating to academic matters and overall educational activities and objectives. This responsibility does not limit the prerogative of any community organization or of individual members of the community to initiate proposals.

Community Governance Bylaws

Committee Membership:

President:

The president is an ex officio member of all Community Government committees except the Campus Conduct Committee.

Provost:

The provost is an ex officio member of all Community Government committees except the Campus Conduct Committee.

Ex Officio:

Unless otherwise specified, ex officio members of committees have the right to vote. They may designate alternates to participate in committee meetings, with vote, on their behalf.

Replacement:

Committees shall recommend to the appropriate constituency that it replace any member whose frequent absences, without just cause, leave that constituency inadequately represented.

Re-election and Re-appointment:

Members of committees are eligible for re-election or re-appointment.

Committee Meetings:Regular Meeting:

Committees shall establish regular meeting schedules as necessary to perform their functions.

Special Meetings:

Special meetings may be called by the chair as deemed necessary. The chair must call a special meeting whenever it is requested by two members of the body.

Quorum:

A majority of the voting membership of any committee shall constitute a quorum. If any constituency fails to elect members to the committee, the quorum shall, until the full membership is elected, consist of a majority of those elected. In determining a quorum, the president of the college and the provost shall not be counted as members.

Open Meetings:

Committee, sub-committee and task force meetings, except those ruled to be in executive session, shall be open to all members of the campus community. Each body has the right to declare its meeting to be in executive session.

Resource Persons:

Committees are free to invite resource persons and/or other members of the campus community to attend any of their meetings. Such participation shall be without vote.

Committee Operations:Access to Agenda:

Members of the campus community, singly or in groups, may submit proposals to committees for consideration. All members of the campus community have a right to put a matter on the committee's agenda, first by way of the chairperson of the committee, and second by direct appeal to the committee.

Publication of Agenda:

Each committee, excluding the Judicial Committee, shall publish to the community in advance monthly projects of intended work, and advance agendas for each meeting including announcements of time and place.

Committee Files:

Secretaries of committees shall ensure that adequate files are maintained and transmitted to successors to provide continuity of committee action.

Committee Manuals:

For its own use and for public information each committee shall keep an up-to-date manual on policies and procedures. These should address each of the mandated functions for the committee. The manual should note which policies and procedures have been sanctioned by the Faculty Organization and/or Student Congress and which have been sanctioned by committee only.

Student Exclusion From Certain Deliberations:

Students shall be excluded from committee deliberations and actions concerning academic matters relating to specific individual students, unless that individual student specifically requests student participation in deliberations in his/her case.

Robert's Rules of Order:

In all matters not covered herein, committees shall operate on the basis of the latest edition of Robert's Rules of Order.

Committee Reports:*Rationale for Recommendations:*

When recommending action on a matter, a committee must submit a rationale for its recommendation. Upon request by any member, the committee shall submit a minority report, also with rationale.

Submission of Reports:

In addition to specific reports which may be required by the Bylaws or other community action, each committee, except the Judicial Committee, shall file a copy of its minutes with the provost and the chairs and secretaries of the Faculty Organization and the Student Congress. The Judicial Committee shall periodically inform the Faculty Organization and the Student Congress of its general activities.

Annual Reports:

Each committee shall submit a yearly report summarizing its work with direct reference to the functions stated in the Bylaws. These reports, prepared by the end of the academic year, shall be presented to the Faculty Organization and the Student Congress at the beginning of the following academic year.

Appeals:*Right of Appeal:*

Individuals or groups affected directly by committee actions or decisions have the right to appeal such actions or decisions by submitting dissenting reports first to the committee, and second to the Faculty Organization and/or Student Congress (except in those cases where appeal procedures are delineated in the description of committee functions).

Membership in the Alma College Community

Because membership in our community is both selective and voluntary, we expect more of our members than other communities. For example, we assume prospective students will know something of the college's goals, standards of behavior and organization before they select to attend the school. Once accepted, each student is expected to be an active participant in the community in order for him/her to support, shape and carry out the goals of the college in a style compatible with the procedures established for such activities. Implied in this definition of membership is the voluntary nature of the relationship between members of the community and the college. Should individuals find that this community does not meet their needs, they may help change the community or select other communities with different goals which may be more compatible with their needs. The college, in turn, will attempt to help all community members to understand its standards, and will advise and counsel those who find themselves in conflict with community expectations. It will also support the community government and protect the rights of all its members.

Philosophy of a Residential Campus:

Because we believe that students can and do learn from one another, over 90 percent of the students at Alma College live in college-owned or -approved housing. Alma College is a 4 year residential college. The education students acquire from the social and interpersonal experiences of residential life plays a vital role in their total development as concerned, inquiring human beings. Regardless of whether students live in a residence hall, small housing unit, theme house, apartment, or a fraternity/sorority house, the college retains a common set of goals which promote students' personal development and right to realize their fullest potential.

The aims and purposes of the college's residency requirements complement the stated mission of Alma College. Thus, the goals of the college's housing operation, like those of the total college, focus on the individual, and his/her relationship to the community in which he/she lives.

To this end, the college will attempt to achieve the following goals:

To provide a physical environment which is compatible with the needs of the residents, including health and safety.

To maintain an environment that recognizes the college's rigorous academic program, and places high priority on the pursuit of academic interests.

To assist students in developing a positive regard for their living area, as well as for that of the larger campus community

To encourage self-reliance among residents while recognizing the interdependence of all people

To promote acceptance and mutual respect among all residents by developing an awareness of:

- One's individual responsibilities and rights
- The rights and responsibilities of others
- To promote an environment in which students are encouraged to:
- Clarify and act upon their personal values, attitudes and appreciations
- Develop a broader understanding and acceptance of those with divergent attitudes and values
- Become aware of their emotions and develop constructive ways of expressing them

To provide opportunities through which one is able to develop and practice mature interpersonal relations and social skills

To provide opportunities for one to develop and apply leadership skills

Organizational Structures

Board of Trustees Membership and Management:

When the State of Michigan recognized and chartered the private non-profit corporation called "Alma College," it placed the responsibility for the operation of this legally created "person" in a group of people called the Board of Trustees. The management of the college and its business shall be vested in a Board of Trustees consisting of no more than forty eight (48) and no less than thirty (30) persons, as determined at each annual meeting, who shall also be members of the corporation, an appropriate number of whom shall be elected each year by the Board of Trustees normally for a term of three (3) years, and who shall be designated by three (3) classes, each containing approximately the same number as determined by the Committee on Trustees, and identified by the year in which the term expires. The president, as chief executive officer of the College shall serve as ex officio member of the Board and all its committees.

The successors of such trustees shall be elected by the Board of Trustees, and the persons so elected shall hold such office normally for a term of three (3) years, provided, however, (a) that no trustee hereafter elected shall normally serve more than three (3) consecutive three (3) year terms without an interruption of at least one (1) year, and (b) that no trustee shall hereafter be elected who shall have attained the age of seventy-two (72) years at the

time of the election.

The Board of Trustees may annually appoint associate trustees from the faculty and student body together with such other individuals to serve as advisory and consultative members of the Board of Trustees.

Organization of the Board of Trustees:

At the annual meeting of the Board each year, or at any other meeting of the Board, if the Board shall so determine, it shall elect a chair, a vice chair for administration, a vice chair for institutional development, a vice chair for educational affairs, a vice chair for finance and management services, and a secretary from its membership, as well as a treasurer, and an assistant secretary, who need not be members of the Board, who shall hold office for the ensuing year and until their successors have been elected and qualified.

Student Congress Constitution

Preamble

The students of Alma College belong to the Alma College Community along with faculty, staff and administrators. In order to assist in improving the educational institution which strives for an excellent education in a rapidly changing world, the Student Congress of Alma College exists. The Student Congress shall protect individual rights and express the opinions and interests of the Alma students by serving as a means of effective and just communication between all members of the Alma community. Thus, in order to provide an organized group consisting of concerned, caring students who will address the student body, faculty, staff and administration on matters regarding campus life, this constitution is established for the Student Congress of Alma College.

Article I - Name

This organization shall be known as the Student Congress of Alma College hereafter referred to as Student Congress or Congress.

Article II - Functions and Responsibilities

Section I - Functions

Within the context of established college policies and in coordination with the appropriate community governance committees and the Board of Trustees, the Student Congress shall make recommendations related to, but not limited to, policies and practices in all realms pertinent to student life as outlined in the Student Life Handbook. These recommendations shall be referred to the appropriate community governance committee and/or administrative office.

Section II - Responsibilities

Any student organization, group of students or an individual student may bring issues to the Student Congress. With or without recommendation, the Congress shall refer such an issue to the appropriate committee(s), and/or administrative office, and/or appoint a committee to investigate the matter.

Section III - Constitution

The constitutions of all campus organizations must conform to college policies. If a new organization seeks recognition, its constitution must be approved by a two-thirds ($\frac{2}{3}$) majority vote of the voting membership present of the Student Congress (See Article VI, Section I).

Article III - Membership of Student Congress

Section I - Executive Officers

The Executive Officers of the Student Congress shall be the President, Vice President, Secretary, and Treasurer. The President and Vice President shall have at least a second-term sophomore standing upon the date they take office. The Treasurer and Secretary shall have at least a second-term freshman standing upon the date they take office.

Section II - Voting and Non-Voting Representatives

- There shall exist within Student Congress both voting and non-voting membership.
- Voting membership is extended to all representatives of registered student organizations.
- Non-voting membership is extended to all students not serving as representatives of registered student organizations.

Section III - Ex-Officio (non-voting) Representatives

- The Dean of Students and Assistant Director of Student Engagement who shall act as the Advisors of Student Congress.
- Standing Committee Chairperson of all standing Committees of Student Congress.

Article IV - Elections and Vacancies of Members to Student Congress

Section I - Elections

- The President, Vice President, Secretary and Treasurer of Student Congress shall be elected in a general election. The timeline for the election process should be as follows:
 - The nomination process will begin with the nomination process starting the Monday a week prior to the final four Student Congress Meetings of the fall academic term.
 - A week before the second to last Congress meeting of the semester, all nominees will be notified via email from the current Secretary of their nomination, and have the opportunity to accept or decline.
 - At the second to last Congress meeting of the semester, all nominees who have accepted their nomination will give a 1 page speech, which will then be released via writing for the entire student body to review.
 - New Student Congress officer election results will be announced a week before the last Congress meeting of the semester.
 - At the last Congress meeting of the semester, newly elected officers will attend to observe the outgoing officers for procedure.
- All other voting representatives as provided by this Constitution shall be elected by their respective constituencies within the second full week of classes of fall term.

Section II - Vacancies

- If the office of President is vacated, the successor shall be the Vice President subject to the approval of Congress, consisting of three-fourths ($\frac{3}{4}$) majority vote of the voting membership present.
 - If Congress does not approve the Vice President, the successor shall be the Treasurer, subject to the approval of Congress, consisting of three-fourths ($\frac{3}{4}$) majority vote of the voting membership present.
 - If Congress does not approve the Treasurer, the successor shall be the Secretary, subject to the approval of Congress, consisting of a three-fourths ($\frac{3}{4}$) the majority of the voting membership present.
- If the President-elect resigns, the Vice President-elect shall be acting President until the next meeting of Congress, when he/she shall become President, subject to three-fourths ($\frac{3}{4}$) majority vote of the voting membership present.
 - A general election shall take place to elect a new Vice President-elect during the second full week of classes of the term.
 - If no one seeks election, the President shall appoint a Vice President subject to two-thirds ($\frac{2}{3}$) majority vote of the voting membership present of Congress.
- If any other Executive offices are vacated, the President shall appoint a temporary successor who will fill the role for no longer than 2 weeks during which the Student body will have the opportunity to nominate and vote on a new candidate

through the election processes laid out in Article IV subject to two-thirds ($\frac{2}{3}$) majority vote of the voting membership present of Student Congress.

- If a Representative or Class Officer vacates his/her position, the respective constituents shall vote on a successor within two (2) weeks of vacancy.

Section III - Roles in Student Congress

- Each member of the student congress may only hold one (1) role. You cannot be a rep for more than one organization, you cannot be on EC and hold a stuco rep position, student rep and class officer, Etc.

Article V - Duties of Executive Officers

Section I - The President

- The President shall preside over meetings of the Student Congress and Executive Council.
- The President shall be an ex-officio (non-voting) member of all ad-hoc Student Congress Standing Committees.
- The President shall serve as a Committee Member to the Board of Trustees of Alma College as defined by the Board.
- The President shall appoint and dismiss ad-hoc committees and chairperson to those committees which the President and/or Congress deems necessary.
- The President shall have the authority to convene Congress at his/her/their discretion or when presented with a petition signed by no less than one-quarter ($\frac{1}{4}$) of the full voting membership of Congress. This authority shall comply with Article X, Section II of this Constitution.
- The President shall be responsible for communication regularly with administration, faculty and staff personnel on matters pertinent to campus life.
- The President shall be responsible for organization and holding Executive Council Meetings.
- The President shall advise and oversee the duties of the Vice President. all Executive Council members but can delegate this duty to the other members of the Executive Council.
- Shall have the last deciding factor in all matters and the power to veto any decisions made within the student congress.
- The President shall be ultimately responsible for the duties of all Executive Council members and uphold the standards set forth by the student body.

Section II - The Vice President

- The Vice President shall enforce all duties as delegated by the President.
- The Vice President shall run the Congress meeting and take on other duties in the President's absence.
- The Vice President shall run the Congress meeting and that on other duties in the President's absence.
- The Vice President shall enforce the Webmaster's duties.
- The Vice President shall be responsible for the oversight of activities pertaining to the Constitution Committee described in Article X, Section II of this Constitution.
- The Vice President shall serve as the Chair of the Constitutional Review Committee.
- The Vice President shall oversee the actions of the Secretary to ensure that all correspondence, including Congress minutes, letters and administration paper as well as the maintenance and implementation of the permanent records of Congress.

Section III - The Secretary

- The Secretary shall be responsible for all correspondence of Congress.
- The Secretary shall keep a permanent record of Congress and Executive Council meetings.
- The Secretary shall act as office manager of Congress.
- The Secretary shall serve as an ex-officio (non-voting) representative of the President on committees committees he/she/they deems necessary
- The Secretary shall be responsible for confirming the voting eligibility of the members based on attendance as established by current attendance policy. They may delegate this responsibility to other members of Congress.

- The Secretary shall be responsible for recording the rationalization of each decision made by Congress and the Executive Council.
- The Secretary shall serve as the Chair of the Elections Committee.

Section IV - The Treasurer

- The Treasurer shall be charged with overseeing financial matters of Congress, communicating Budget allocation processes, and Student Activity Fund status updates.
- The Treasurer shall seek the guidance of the President regarding actions of the Student Budget Allocation Committee (SBAC) when necessary, and communicate regularly with Alma College Financial Services Department.
- The Treasurer shall serve as an ex-officio (non-voting) representative of the President on committees as he/she deems necessary.
- The Treasurer shall serve as the Chair of the Student Budget Allocation Committee (SBAC)
- The Treasurer will execute the budget allocation process and audit examinations in observance to the Student Congress Budget Allocation Guidelines

Section V - Officer Voting Privileges

- The Executive Officers shall be non-voting members of Congress. If a tie occurs in voting, the President shall cast the deciding vote.
- Executive Officers reserve the right to employ voting through hand raising or through a recorded electronic ballot accessible by link or QR code.

Section VI - Removal of Executive Officers

- Executive Officers shall be subject to removal for failure to perform their duties, excessive absences, and other reasons deemed inexcusable by the Executive Committee and Student Congress.
- Executive Officers shall be removed upon written proposal stating the reasons why the individual should be removed. Final action may not be taken until one week has passed from the original submission, in which the member in question may make one (1) appeal in defense of the individual's actions.
- The proposal for removal of an Executive Officer must receive an affirmative vote of two-thirds (2/3) of the members present at the meeting.

Article VI – Executive Council

Section I – Membership

The Executive Council shall be composed of the Executive Officers of Student Congress. The President may invite other campus representatives to the Executive Council meetings at the approval of the Executive Council.

Section II – Duties and Functions

The Executive Council shall meet on a biweekly basis to establish the agendas for the Student Congress meetings. The Executive Council shall advise the President of Alma College on matters pertinent to campus life. The Executive Council shall have the power to act on behalf of Congress on matters requiring immediate action when it is impossible for the Student Congress to convene. The Executive Council shall have the ability to delegate their specified duties to Chairpersons of standing committees.

Section III – New Executive Positions

The Executive Council of Student Congress may appoint new positions to the Executive Council as they see fit. New positions may be appointed to respond to new issues or to delegate Executive Council responsibilities. New Executive Council positions must be approved by a vote of simple majority in a Student Congress General Body meeting.

Article VII – Standing Committees

Section I – Composition of Standing Committees

- All standing committees shall have a chairperson appointed by the President of Student Congress.

Each standing committee shall have a minimum of three total members, also appointed by the President, who serve on a semester by semester basis unless otherwise designated in this constitution.

- Each Chairperson will have the autonomy to organize their committee internally in a manner best suited for the committee's specified focus. The President should serve as advisor to all committee chairpersons.
- The following shall be the recognized standing committees of Student Congress:
 - Elections committee, Student Budget Allocation Committee (SBAC), Constitution Committee, Student Employment, Dining Services, and Housing Committee.

Section II – Election Committee

- The Secretary of the Congress shall be appointed by the President as chairperson of the Election Committee.
- Additional members of the Election Committee shall exist only in the case that the Congress Secretary is running for election/re-election.
 - In this case, the President shall appoint a minimum of three members, one being the chairperson, to serve as the Election Committee.
- The Election Committee shall be responsible for organizing and conducting all elections and/or polls sanctioned by the Congress and in accordance with Article IV of this Constitution.

Section III – Student Budget Allocation Committee

- The Student Budget Allocation Committee (SBAC) shall allocate the Student Activities budget for the following academic year. The Budget and Finance Committee shall have the authority to investigate and review matters pertinent to the Student Activities Budget.
- The Student Budget and Finance Committee shall be composed of delegates from student organizations chosen by the Student Congress Treasurer and President.
- SBAC will allocate budgets in accordance with the Student Congress Guidelines

Section IV – The Constitution Committee

- The Vice President of the Congress shall be appointed by the President as chairperson of the Constitution Committee.
- The Constitution Committee shall consist of half of the voting members of Congress as determined by the Vice President. For example, all representatives of student organizations beginning with A-M.
- The Constitution Committee shall hear constitutional requests of new organizations as well as existing organizations and make recommendations to Congress concerning said constitutions. Congress shall approve these recommendations by a two-thirds ($\frac{2}{3}$) majority vote of the voting membership present (Article III, Section III)

Section VI - The Dining Services Committee

- The Dining Services Committee is responsible for collecting student feedback regarding the quality of all meal plans, food, and dining services available to students.
- The committee shall meet with representatives of the existing dining services provider on a quarterly basis at the minimum to review student feedback that has been collected and advocate for the health-related and financial interests of students.
- The committee shall organize dining service vendors to meet once a semester with the entire Student Congress body via a Student Congress General Body meeting.
- The committee shall also arrange meetings with college administration and advocate for the financial and health-related interests of the entire student body pertaining to the meal plan and dining services provider.

Section VI – The Student Employee Committee

- The committee shall meet with the Dean of Students and/or the Chief Operative Office (COO) of the college on a quarterly basis at the minimum to review student feedback that has been collected and advocate for the needs of student employees.
- The committee's power to meet with and/or organize student workers, request information regarding student employment, and lobby on behalf of student workers shall not be infringed upon by the Alma College Administration or any department employing Alma College students.

- Service on the committee shall not be grounds for termination nor shall it affect future employment within any department with paid student positions at Alma College.

Section VII - Housing Committee

- The committee shall meet with the Assistant Vice President for Student Engagement/Director of Residence Life, Director of Facilities and Service Management, and Director of National Housekeeping and Grounds for the college on a quarterly basis at the minimum to review student feedback that has been collected and advocate for the needs of students living in on-campus housing
- The members of this committee should endeavor to include representation across campus living styles. For example, north campus dorms, south campus dorms, apartments, and small housing should all be represented.
- The committee should gather comments/concerns/questions from the entire student body via on-going surveys and polls conducted via email, student congress meeting, or through other avenues as the committee sees fit.

Section VIII – Committee Reports

All committees of Congress as stated above shall present a report to Congress when called upon to do so by any member of the Executive Council or a simple majority of the voting membership of Congress present.

Article VIII – Removal of Members and Referendum

Section I – Attendance Policy

- The representative from any group, house or organization as stated in Article III, Section II shall be allowed only two (2) unexcused absences per term and two (2) excused absences per term. Excuses for Student Congress meetings should be sent to the Congress Secretary.
- If the representative must be absent, the representatives must send a proxy. A proxy is entitled to all powers and privileges of the representatives he/she/they is/are replacing.
- Notices shall be sent to the representative group after two (2) absences of its representative, notifying them of their absences and the penalties.
- Notices shall be sent to the representative group after three (3) absences of its representative. This then in turn will invoke a charge to the groups remaining budget of 25%.
- After four (4) absences of its representative, this will invoke a charge to the groups remaining budget of 100%.
- After a full semester of unexcused absences, the group will then be removed from the student congress membership and will need to reapply for membership if they wish to rejoin.

Section II – Representation Recall/Removal

- A four-fifths ($\frac{4}{5}$) majority vote of the full voting membership of Congress shall result in the removal of a representative.
- A representative can also be recalled/removed on the basis of a petition by no fewer than one-half ($\frac{1}{2}$) of the Student Congress voting membership.
- If a member is recalled/removed by either means the constituency shall vote in an election regarding the election of a new representative to Congress within two (2) weeks of vacancy.

Article IX – Financial Matters

Section I – Financial Base

The financial base of Student Congress shall come from the Student Activities Fee.

Section II -- Budget

Congress shall review and approve and/or make recommendations for change of the proposed budget to the Student Budget and Finance Committee through the Treasurer of Congress.

Section III – Restrictions

No individual or committee may make expenditures from Congress and/or Contingency Fund without the approval of Congress as set forth in Article VIII, Section IV.

Section IV – Expenditures

All expenditures involving Congress must be given to the Treasurer of Congress at the following meeting of the member may be

held responsible for the debt.

Section V – Student Congress Organizations Receiving College Credit

Any student organization in which a student receives college credit for being a member of that organization falls under the jurisdiction of Student Congress, shall be limited to a fixed budget as determined by the Student Congress Executive Committee in conjunction with the Student Budget and Finance Committee.

Article XI – Club Applications and Approval

Section I – Requirements to Become a Club

- Must have at least 8 members (was 5 members)
- Must make a constitution, that then has to be approved by Student Congress Advisor (constitutional committee)
- Must have a faculty advisor.
- Must fill out the application form (provided on the Student Congress website).

Section II – Process of Approval

- Submit the application and constitution to the Vice President of EC
- Attend a Constitution Committee meeting to present the proposed club and constitution.
- If approved at the meeting, the club may then present to the entire Student Congress.
- Must have a simple majority vote by Student Congress representatives to be accepted into Student Congress.

Article XI – Standing Procedures

Section I – Frequency of Meetings

The Student Congress General Body shall meet biweekly or at the Executive Council’s discretion during the academic year, excluding vacations. Special meetings may be called by the President, Executive Council, or the Representatives as set forth in Article VI, Section I.

Section II – Quorum

- A quorum must be present for the Congress to conduct a business meeting. A quorum shall consist of a majority of the full voting membership of Congress.
- Student Congress shall take quorum through sign-up sheet, hand raising, or electronic forms.

Section III – Procedures

The meetings of Congress shall be conducted by Parliamentary Procedures as set forth in the *Robert’s Rules of Order* (latest edition).

Section IV – Issues

Any organization, group, or individual may present any issue of campus life at a regularly scheduled meeting of Congress.

Section V – Bylaws

“The Student Congress Constitution” shall contain a set of bylaws. The bylaws shall include the bylaw of all Student Congress committees. Amendments to the bylaws shall be approved by a simple majority of Student Congress Constitution Committee in a roll call vote.

Article XIII – Amendments

Section I – Amendment Proposal

Any member of the student body may bring an amendment to this Constitution before Congress. All amendments must be submitted through the Vice President who shall then call a constitutional committee meeting.

Section II – Proposal Procedure

- An amendment shall be presented one (1) full week in advance or presented at a Student Congress Constitutional Committee Meeting and approved by a majority vote of the full voting membership of Congress at the subsequent meeting.
- An amendment may come directly from the student body if presented to Congress with a supporting petition signed by no less than thirty percent (30%) of the student body. This amendment shall go directly before the

student body without Congressional approval.

Section III – Amendment Approval

Any amendment to this constitution shall be submitted to the Student Congress Body in a referendum and must be approved by a simple majority of the student's voting in the general election.

Revised March 2025

Student Congress Bylaws

Bylaws of the Student Congress of Alma College.

Article 1: Voting Representatives:

Voting representatives shall consist of one member from each organization officially recognized by Student Congress. The following list contains the current membership for the 2017-2018 academic year.

Accounting Association Active Minds

ACUB

Alma College Action Alma College Justice

Alma College Otaku Gamers

Alma College Republicans Alpha Gamma
Delta

Alpha Phi Omega Alpha Psi Omega

Alpha Xi Delta

Anthropology Club

Biology Club/Beta Beta Beta Board Games Club

Business Professionals of America Catholic Student
Organization

CCAN

Chemistry Club Chinese Club

Climbing Club

Colleges Against Cancer Education Club

Engaging with Aging Equestrian

Fellowship of Christian Athletes Financial Management
Organization

Forgotten Children of Eastern Europe (FCEE) French Club

Gaming Guild Gamma Phi Beta

Gender & Sexuality Diversity German Club

HAPDO

Hepcats

Heritage Center Productions Hillel

Hispanic Coalition Hockey Club/IFC

Interfaith Council International Club

IPHS Honorary

Kappa Iota Kappa Pi Math
Club

MultiCultural Student Union MUN

National Student Nursing Association New Life Campus

Ministries
 PAF
 Phi Sigma Sigma
 Pi Delta Chi (Dance Honorary) Pi Sigma Alpha
 Pine River Anthology Short Stack
 Political Science club Pre-Med
 Pre-Occupational Therapy Pre-PA
 Pre-Physical Therapy Pre-Vet
 Psi Chi Rotaract
 See Spot Run
 See Spot Run Literacy Mag Short Stack
 Sigma Alpha Iota Sigma Chi
 Ski Club Step Team
 Student Alumni Association Student Athlete
 Advisory
 Student Athletic Training Association The Almanian
 The Scot Yearbook Theta Chi
 TKE
 Ultimate Frisbee Club VEE Club
 Zeta Sigma

Article 2: Student Activity Fee:

The Student Activity Fee is set for each academic year.

Article 3: Executive Council Salaries:

Officers' salaries shall be determined by the Student Budget and Finance Committee and approved by a simple majority of the voting body present.

Article 4: Organization Binders:

All organizations representatives of Student Congress shall each be responsible for a records binder. These binders shall be given to the representative under the ownership of Student Congress and shall be returned to Student Congress in the same condition in which it was received. Penalties for not following this procedure shall be decided by the Budget and Finance Committee. These binders shall include sections for:

1. Organization Constitution and member list
2. Student Congress constitution and member list
3. Organization minutes and notes
4. Student Congress minutes and notes
5. Budget and Finance information

This binder shall also be used as the budget binder for each organization and shall be submitted to the Budget and Finance Committee under their discretion (Article VII, Section III).

Article 5: Mid-year Audits/Evaluations and Budget Proposals:

In the event that an organization does not hand in the material deemed necessary by the Budget and Finance Committee in a timely manner, the following punishments shall be enacted upon that same organization by the BFC:

10% of the budget shall be cut from the organization's remaining budget for information regarding mid-

year audits that is turned into the BFC up to one week late.

20% of the budget shall be cut from the organization's remaining budget for information

regarding mid-year audits that is turned into the BFC up to two weeks late.

If a group chooses to turn in materials after two weeks, the BFC should deem an appropriate punishment.

5% of an organization's proposed budget (as finalized by the BFC) shall be cut for each day that information regarding that same proposed budget is late to the BFC. This will remain in effect up to 50% of an organization's budget (or ten days). Upon this the BFC will deem an appropriate punishment.

The preceding are subject to the BFC and they shall bring forth any changes to the Student Congress. In an instance that an organization's budget is shown to be already used or having the majority spent, the BFC shall assess and administer punishments, as it deems necessary and just.

Article 6: Clothing Policy:

Only \$200 or 10% of the Student Congress allocated budget (whichever is greater) can be used on organization t-shirt and/or clothing purchases. Clothing must indicate a relationship to Alma College and have a purpose to promote your organization and college as a whole. This policy may be revoked at any time. Violation of this policy is punishable by a 10% deduction of the organization's remaining budget.

Article 7: Food/Drink Policy:

Only \$200 or 10% of the Student Congress allocated budget (whichever is greater) can be used on organization food/drink purchases/personal club usage. However, if it's for an activity open and advertised to all campus, there is no budget limit. This policy may be revoked at any time. Violation of this policy is punishable by a 10% deduction of the organization's remaining budget.

Personal Club Usage: Food for travel trips, meetings, private events for club members only, and internal events.

All campus activity: Advertised events, community outreach events, and philanthropic events.

Article 8: Amendments to the Bylaws:

Amendments to the bylaws shall be approved by a simple majority of Student Congress Representatives. The President shall have the option of calling for a roll call vote if deemed necessary. Any representative may also request a roll call vote.

Revised & Approved April 2018

Section V: Alma College Important Statements

Campus Safety & Security

While the college attempts to provide a safe campus environment, it cannot guarantee one's safety. Every student must exercise good judgment, common sense and take reasonable precautions to protect themselves and their property. The college employs a full-time security staff, who is part of SST Security, a local security company.

[Campus Safety & Security](#) is available 24/7 and can be reached by dialing x7777 from any on-campus phone or (989) 463-7777 from any other phone.

Below are some tips to maximize safety on campus:

Take steps to protect yourself when walking or jogging:

Go with someone

Try to stay near streetlights

Protect your valuables

Don't carry large amounts of cash

Report suspicious activity to any hall director or to Campus Security

If you are being followed:

Cross the street

Change direction

Keep looking back so you cannot be surprised

Go to a well-lit area

Notice and remember as much as possible about the person so you can give a good description

Report suspicious activity to any hall director or to Campus Security

Protect your personal property:

Lock your doors

Make a list of your valuables

Engrave your valuables with an ID number

Don't leave your belongings unattended in libraries, hallways, gym facilities or classrooms

Protect your bicycle: Always lock it

Record the description, serial number and registration number
Store it in the bicycle shed when not in regular use

Protect your car:

Always lock your car

Lock valuables in the trunk

Campus vandalism and theft end up costing you. Students pay for school property through tuition and fees. Damage and theft raise educational costs and students are often the ones who pay for those increases. Be alert for:

Vandalism – report any instances of vandalism to any residence life staff member or to Campus Security immediately.

False Fire Alarms – endanger everyone and increase the costs of fire protection. A false alarm is not a joke, it is a crime.

Please report any suspicious people or activities to the Student Affairs Office or Campus Security.

AIDS/HIV

Acquired Immune Deficiency Syndrome (AIDS) is a disease that is not passed from person to person by any form of casual contact. The modes of transmission for HIV are thought to be limited to exchange of body fluids, mainly blood and semen.

AIDS has been found to be caused by the organism labeled “Human Immunodeficiency Virus” or HIV. Persons may simply have a positive antibody test to HIV, in which case they do not have AIDS, they might have ARC (AIDS Related Complex), or they might have progressed on to AIDS.

Casual contact, including shaking hands, hugging, kissing, coughing, sneezing and food handling, does not pass the HIV from person to person. AIDS is not contacted from swimming pools, hot tubs, toilet seats, towels, dishes, other eating utensils, etc. The Centers for Disease Control now report that from the time a person is first exposed to HIV and the time the immunological system makes antibodies to the virus ranges from six months to five years. Prior to this confirmation of the presence of these antibodies the person is considered contagious or able to pass the virus to others.

Even though dramatic progress has been accomplished in HIV and AIDS research, no vaccine or cure is on the foreseeable horizon. Because this disease can be fatal, education is our best weapon. Alma College will provide students, faculty, administrative and support staff with educational programs on AIDS. These programs will be continually updated as information and guidelines are made available.

Privacy, Searches & Right of Re-entry

The college respects the privacy of the student but reserves the right to re-enter and take possession of the accommodations upon breach of the terms of the housing agreement. Authorized college personnel may enter the accommodations with notice during reasonable hours to provide efficient services, repairs, improvements or for general inspection. Authorized college personnel may enter the accommodations without notice when necessary for the safety of the student or other occupants of college accommodations, for the purpose of emergency services or safety inspections or when there is reason to believe that the terms and conditions of the housing agreement are being violated.

Search of Student Rooms:

Any search of a student room, as distinguished from a safety inspection, the safety of a student, or violation of campus policy, will be carried out only with reasonable cause and with explicit authorization from either the Dean of Students, a designee of Student Affairs, or some other senior administrative officer. Should such a search be necessary, an attempt will be made to have the resident present at the time of the search. If the resident is not present, he/she will be informed of the action as soon as possible following the search.

Entry of Student Rooms:

Any entry into a student room (as distinguished from a safety inspection) will be carried out only with reasonable cause and with explicit authorization of the Administrator on Duty (AOD) or Student Affairs designee. Should such an entry be necessary, an attempt will be made to have the resident present at the time of entry. If the resident is

not present, he/she will be informed of the entry as soon as possible following the entry.

Relationships

The Alma College Equity Grievance Policy and Procedures states that, “It is a violation of Alma College policy to pursue a sexual or amorous relationship in situations where professional power differentials are inherent. Alma College will investigate all allegations or reports of sexual misconduct. The findings that result from the college’s investigation may lead to charges of violating campus policies, which may be grounds for dismissal or other sanctions. If you are aware of a relationship which you believe violates college policy, please contact the Alma College Title IX officer immediately.”

The complete Statement on Relationships can be found on pages 4-6 of the **Equity Grievance Policy and Procedure**.

Students with Disabilities

Alma College is committed to ensuring that all students have access to the educational, social and cultural opportunities that are part of the Alma experience. Classroom accommodations, housing accommodations, assistive technologies and advocacy and support are all part of the services we provide to students who identify as having a disability and provide the required documentation. For more information, please visit the Office of Student Success or email disabilityservices@alma.edu

Section VI: Other Useful Information

Although Alma College believes that the educational process takes place in all phases of campus life, an important part of this process is developed in the classroom. In recognition of this, the college places the strongest priority on fostering an atmosphere of academic freedom in which both faculty and students share responsibility for upholding the highest of ethical standards.

Ideally, the faculty-student relationship is a partnership in which both parties strive to be open-minded even in the light of differences and in which mutual honesty and respect prevail at all times.

Academic Advising:

Alma's advising program is student centered. It emphasizes student initiative and strives to foster and develop academic and personal growth. The concern of the advisor focuses not only on the student's academic achievement, but on all phases of the college experience which impede, enhance or mold the student's maturity. Advising requires that advisors develop a personal understanding and appreciation of their advisees as individuals, and that students in turn have confidence in the ability of their advisor to assist them. Advising is an educational function, and thus necessitates frequent personal contacts between advisor and student if it is to develop fully. When you first enroll, the Associate Provost assigns you an academic advisor based on your First Year Seminar (FYS) course. If at any time you wish to change advisor because you declare your major, or for any other reason, you should coordinate that change with the [Registrar's Office](#).

Academic Integrity:

Honesty in academic endeavors is a central tenet of the Alma College philosophy. One may feel proud of accomplishments and success attained honorably through hard work. Knowledge gained in this way often leads to later success in professional pursuits and in personal life. Unfortunately, academic stress and anxiety sometimes impact on the individual in ways that produce dishonest behavior. Programs through the [Office of Student Success](#) such as study skills, time management, and relaxation training attempt to help the student reduce academic stress and thus, indirectly prevent dishonest behavior.

In view of the college's commitment to ethical integrity, it must take strong exception to behavior which is untruthful.

Academic dishonesty includes the following:

1. Plagiarism
2. Exchange of information on examinations
3. Assistance in the completion of an exam, writing of essays or laboratory reports
4. Computer software theft

Disciplinary action following dishonesty is handled by the faculty member. It may result in failure of the course involved. All infractions and actions will be reported to and recorded in the Provost's Office. Repeated evidence of academic dishonesty is reviewed by the Provost and may involve more severe penalties.

The Provost may refer cases to the Campus Conduct Committee or, in the event that suspension or expulsion is imposed as a penalty, the student(s) involved may request a hearing by the Campus Conduct Committee.

Conditions of enrollment:

Even though a person is eligible to be admitted to the college community, he/she must continue to meet five conditions to be enrolled in the institution and to be a member of the community.

Failure to meet and maintain these conditions may result in a hold against future registration and/or summary termination of enrollment by the Provost or Dean of Students.

These conditions are:

1. *Completion of Registration.* Each term students are required to complete their registration with the college before they are recognized as students of this institution.
2. *Class Attendance.* The attendance policy for each class is established by the faculty member of the course; however, should a student fail to attend all of his or her classes for a period of one week or more without approval from the faculty, the college reserves the right to consider the person as no longer enrolled in the school.
3. *Falsification of College Records.* Students are expected to provide accurate and complete information on all college forms, documents and other types of records.
4. *Financial Obligations.* Students shall be held responsible for all fees, fines, maintenance and damage charges, or other financial obligations which they have incurred with the college. Failure to comply with this policy, unless exempted by the Business Office, may affect not only enrollment but also may result in a hold against release of the student's grades, diploma, or transcript. A financial hold may also result in a student not being able to register for classes or be assigned to campus housing.
5. *Residency Requirements and Address.* Because the school is residential by design, all students are expected to live in college-owned or -approved housing facilities. Exemptions to this standard may be granted by the Residency Exception Committee. In addition, all students are required to provide their local address to the college during the registration process. Should a student change his or her address during the term, he or she is obliged to notify both the [Registrar's Office](#) and the [Student Affairs Office](#) within five days.

Class Attendance:

Regular attendance at class sessions is expected. Each session is important, and the student cannot get the full benefit of lectures and discussions of the course's content if he/she does not attend. The student assumes full responsibility for material covered in his/her absence.

The student must notify the instructor, in advance if possible, of any absence caused by circumstances beyond his/her control. Verification of absences due to prolonged illness or emergency situations may be validated through the provost or through the Counseling, Health and Wellness Center or the Center for Student Opportunity.

Faculty evaluations:

Student input is considered in faculty and course evaluations. Because these evaluations are taken seriously, students have the responsibility of basing their evaluations upon criteria which are objective. Students should not consider factors such as race, color, sex or age, nor activities or behavior outside the classroom.

Withdrawal from College

The College assumes that students who begin a semester intend to complete it.

Students may request to withdraw, also known as dropping all classes in a semester, from Alma College by contacting the Student Support Office to complete all required paperwork. A formal withdrawal allows the student the option to re-enroll at the College later. The official withdrawal date is determined by the Registrar's Office based on documentation and communication with instructors.

Students who do not formally withdraw forfeit any applicable deposits and refunds. Students who leave during a term without completing the withdrawal process may receive failing grades for enrolled courses and be Administratively Withdrawn. To return to Alma, students must complete a re-enrollment form with the Registrar's Office.

Students receiving financial aid who choose to withdraw must follow the federal refund policy, in accordance with federal regulations (see the Financial Aid section of this catalog for details). Adjustments to charges resulting from the withdrawal may create an outstanding balance on the student's account.

We also recognize additional types of withdrawal from Alma College including:

- I. **Administrative withdrawal:** If a student fails to communicate with the college as agreed during the leave, or otherwise fails to meet expectations for attendance, tuition payment, student conduct, or other factors, the college can initiate a withdrawal from the term. The college will first attempt to contact the student about the situation that must be remedied to prevent withdrawal.
- II. **Retroactive withdrawal:** If a student attempts to complete the term but is unable to do so due to extraordinary circumstances, and if there are serious, documented extenuating circumstances that prevented the student from withdrawing by the standard deadline, the student may petition to be withdrawn from after the term has ended.
- III. **Partial withdrawal:** If a student is unable to complete some of their courses due to serious, documented extenuating circumstances, but would be able to complete others, the student can petition for a partial withdrawal. This means they can withdraw from one or more courses—but not all courses during the term.

Leave and Return Process

Students may experience circumstances out of their control that require them to attend to their health and wellness goals during their academic journey. With approval, these circumstances may be deemed appropriate for a college-verified leave that may allow a student to temporarily take time away from Alma College, with a detailed plan to return within a maximum two-week period.

Alma College recognizes the following types of college-verified leave:

Short-Term Leave: allows students facing medical, personal, military, or other significant circumstances to temporarily pause enrollment for more than seven but fewer than fifteen consecutive days. This leave supports student well-being while maintaining eligibility to return.

Short-term leave requires institutional approval, which may include documentation, a return plan, and coordination with Financial Aid, Housing, and other offices. Students who do not return by the approved date will be administratively withdrawn.

Alma College recognizes the following types of leave:

Medical Leave: granted when physical or mental health concerns prevent academic participation.

- Medical documentation is required.
- Students may return once cleared by a healthcare provider and the College.
- Students must work with instructors to make up missed work and return on the approved date.
- Failure to return results in Administrative Withdrawal for the term.

Personal Leave: may be granted for non-medical issues such as family emergencies, bereavement, financial hardship, or major life events.

- Reviewed and approved by the Office of Student Success.
- Students must make up missed work and return on the approved date.
- Failure to return will result in the Administrative Withdrawal process.

Military and Service Member Leave:

<https://www.alma.edu/admissions/military-and-veterans/>

Readmission Guidelines for Service Members

Steps to leaving Alma College when called to active duty, or when re-turning to Alma College from active duty. A continuing student receiving VA benefits and called to active duty must provide a copy of their military orders to the Financial Aid Office, who will then notify the VA of the student's new status. The FA Office will also notify both the Office of Academic Support and Registrar's Office as needed to assist the student. A student who has been attending classes prior to being called to active duty must complete a Withdrawal Form through Self-Service. For guidance on how withdrawal will affect academic progress, the student should contact the Registrar's Office or Office of Academic Support while also utilizing their academic advisor.

Returning to Alma College from Active Duty

Alma College acknowledges that students may be temporarily unable to attend classes or be required to suspend their studies to perform uniformed service. We encourage such students to resume their education once a military service obligation has ended and adopt this policy to ensure the timely readmission of such students.

In accordance with federal regulations, 34 C.F.R. § 668.18 and the U.S. Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), Alma College will promptly readmit service members who seek readmission to a program that was interrupted due to a uniformed service obligation.

Eligibility

This policy shall apply to:

1. Service members who are unable to attend classes for more than 30 consecutive days; and Service members who are unable to attend classes for less than 30 days when such an absence would result in a withdrawal from Alma College.
2. A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the U.S. Armed Forces, including the National Guard or Reserve, active duty, active duty for training or full-time National Guard (under federal authority).

Notification of Intent to Return

A student must give written notice of intent to return to Alma College by completing a Readmission Application with the Alma College Registrar's Office no later than three (3) years after completion of their military service period, or no later than two (2) years after recovery for servicemembers who were hospitalized or convalescing from an illness or injury incurred in, or aggravated during, their period of service. This form may be found online at <https://www.alma.edu/admissions/military-and-veterans/>

Upon the student's return to Alma College, they must give written notice they may be entitled to the tuition and enrollment benefits outlined in this policy.

The returning student is required to provide official military orders or supporting documentation of a uniformed service obligation to the Office of Financial Aid as far in advance as possible, unless precluded by military necessity. Notification under this section must be provided, by the student, to the FA Office, by emailing finaid@alma.edu.

Tuition and Fees

A returning student must be charged the same tuition and fees in effect during the last academic year the student attended, unless U.S. Department of Veterans Affairs (VA) education benefits or other service member education benefits will pay the amount in excess. For subsequent academic years, the returning student may not be charged tuition and fees over what other students in the program are charged.

Readmission Requirements

A returning student will be permitted to reenroll in the next class(es) scheduled in the same academic program, unless the student requests a later date of re-enrollment or agrees to a different program. A returning student will be readmitted into the same academic program they were enrolled in before the military service obligation. If the exact program no longer exists, the student must be admitted to the program that is most similar. Returning students will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic year of attendance.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the U.S. Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy. However, service members who receive dishonorable or bad conduct discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.

option for students called to active duty or required military training may request military leave, reviewed and approved by the Financial Aid Office.

Service members facing unexpected deployment, mobilization, activation, or temporary duty may:

- Complete the term remotely, when feasible, after consulting instructors and the Provost Office, or
- Withdraw with nonpunitive “W” grades if completion is not possible.

Campus Activities & Organizations

An important aspect of life at a residential liberal arts college is the time spent outside the classroom. To contribute to the total development of community members, these activities include a proper balance of educational, social, cultural, physical and spiritual pursuits. Toward these ends, many campus organizations have developed over the years. These groups play an integral part in the quality of life at Alma College. [Learn more about student organizations >>](#)

Campus Activities and Organizations

Establishing a Student Organization:

Before an organization may carry on a program of activities, it must have been officially chartered. An organization is chartered when the following conditions have been met:

1. A constitution has been submitted to and approved by the Student Congress.
2. The constitution has been submitted to and approved by the Student Affairs Committee as the agent for the college.

3. One or more faculty advisors have been selected and approved by both Student Congress and the Student Affairs Committee. Small interest groups, such as discussion groups or informal associations, may be referred to the Student Congress for sponsorship.

All chartered organizations must abide by the following policies and procedures:

1. Place its constitution on file with the Dean of Students as the agent of
2. the Student Affairs Committee. The file is open only to authorized agents of Student Congress or faculty.
3. Report changes in officers, including a list of new officers, as soon as elected, to the Student Affairs Office.
4. Submit all changes in its constitution to the Student Congress and to the Student Affairs Committee for approval.
5. Submit a written report about functions and activities, signed by the faculty advisor, when called for by the Student Affairs Committee.

Any organization which fails to carry out its stated function will be considered defunct and must be re- chartered before resuming activity. Action to declare an organization defunct can be initiated by either the Student Congress or the Student Affairs Committee. A defunct, inactive or unchartered student organization cannot schedule activities or use college facilities.

Any organization's activity violating college policy may result in the loss of that organization's charter.

Change of Name, Address or Marital Status

Students should notify the [Registrar's Office](#) and the [Student Affairs Office](#) if there is a change in their personal status (name, address, or marital status). This will enable the college to maintain accurate records.

Communication with Parents

The college views students as primarily responsible for the quality of their educational experience and the fulfillment of expectations that are accepted when enrollment is established at Alma. It also realizes the deep concern that parents hold for the total growth of a son or daughter and their normal progress through the college.

In recognition of this interest, it is expected that students will initiate communication with their parents when enrollment is discontinued or when circumstances exist that seriously jeopardize, or may seriously jeopardize if left unchanged, the successful fulfillment of expectations required for maintaining enrollment. When deemed desirable, a representative of the college will also communicate with parents in relation to the following circumstances:

Discontinuation of enrollment

Medical (including psychiatric) examinations required for the maintenance of enrollment Violation of a college regulation and any subsequent judicial decision

Absence from the campus when there is reason to be concerned for the student's well- being because the student's whereabouts are unknown

Academic or disciplinary probation unless a student is deemed to be independent:

- Mid-term and term grade reports will be sent to parents while a student is academically classified as a freshman or sophomore.
- Copies of a student grade report will be sent to parents, regardless of the student's year in college, whenever

the student's academic status is probationary.

NOTE: For the purpose of this statement, the word "parent" will also be interpreted to apply to guardians or caretaker for international students.

Reservation of Campus Facilities

Campus scheduling is reserved through the Conference Office.

All arrangements for the use of college facilities by off-campus groups are made through the Conferences Office.

All interior and exterior decorations of campus facilities must be approved by the Director of Facilities and Service Management. All on-campus events must be scheduled in consultation with the Student Affairs Office associate for scheduling at x7147 to assure a minimum of conflicts with other events and to place your program on the events calendar.

The scheduling of campus facilities for use by on-campus groups is accessible through the [managing events](#) page.

To reserve spaces in the Tyler Van Dusen building, such as the ACUB lounge, either side of the Van Dusen commons room, spaces in the Center for Student Opportunity, or the rotunda, contact student engagement.

Student Affairs Staff

Each residence hall is staffed with a hall staff who supervises the residence facility. The professional staff oversee the halls, are available for advice and counseling, is responsible for the supervision of resident assistants, handles disciplinary matters, and coordinates the maintenance of the facility. Promoting an atmosphere conducive to rigorous academic endeavor, stimulating social interaction and promoting open inquiry of one's values and beliefs are the ultimate goals of residence life staff.

Resident assistants (RAs) are selected student staff members who serve in each residence hall. RAs work and live directly with hall residents. They initiate a variety of programs and activities, promote cooperative and harmonious living, and deal with a variety of concerns.

[Learn more](#) about the Student Affairs Office staff.