

# *Elizabethtown College Student Handbook*

*2004-2005*

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The Student Handbook is prepared by the College Life office to help students become more aware of and involved in campus life at Elizabethtown College. It is a ready reference to policies and the many services, personnel, and resources available.

The handbook does not contain all the standards or regulations of the College. Students should also be familiar with information provided in other publications such as the College Catalog and our official College Web site.



## *Elizabethtown College Mission and Pledge of Integrity*

Elizabethtown College is a community of learners committed to independent thought and personal integrity as the foundations of a life of learning. Our mission is to nurture sound intellectual judgment, keen moral sensitivity, and an appreciation for beauty in the world. High standards of leadership and scholarship are the foundations of our distinctive blend of the liberal arts and professional studies. In keeping with the heritage of the Church of the Brethren, a historic peace church along with the Quakers and Mennonites, the College affirms the values of peace, non-violence, human dignity, and social justice, and seeks to make those values manifest in the global community. "Educate for Service" expresses our belief that the pursuit of knowledge is most noble when used to benefit others.

Elizabethtown is a place of intellectual adventure where boundaries are erased and the excitement of discovering new ideas occupies center stage. Learning occurs in and outside the classroom. Faculty are actively engaged in scholarly activity because the College values intellectual curiosity and this important work informs and enhances teaching. Members of the College community come from all walks of life and backgrounds, a mix that enriches the culture of the campus. Respected for their diverse and unique contributions, community members also possess a sense of common purpose.

A pledge of integrity was adopted by the students and faculty of Elizabethtown College in 1995. The pledge reads:

**Elizabethtown College is a community engaged in a living and learning experience, the foundation of which is mutual trust and respect. Therefore, we will strive to behave toward one another with civility and with respect for the rights of others, and we promise to represent as our work only that which is indeed our own, refraining from all forms of lying, plagiarizing, and cheating.**

All students will enter with the expectation that they will affirm and uphold the Pledge. Reflecting commitment to the

Pledge, students will be expected to sign a pledge stating, "I pledge to be honest and to uphold integrity."

## *Traditions and Special Events*

**Alma Mater** – Jennie Miller Via, head of the music department, wrote the Alma Mater in 1921 for the College Male Quartet.

We hail thee Alma Mater dear,  
As now we sing thy praise;  
O let thy walls and storied halls  
Resound with endless lays.

The strong and fair alike do share  
The labour of thy hand;  
Together they proclaim always  
Thy glory through the land.

As long as breezes 'round thee blow,  
And countless ages roll,  
May Heaven's blessings on thee rest,  
While we thy name extol.

CHORUS:

We love thy sons so noble,  
Thy daughters fair and true;  
We love thee ever, oh E.C.  
And thy colors Gray and Blue.

**The Alumni "Educate for Service" Awards** – The Alumni Council recognizes distinguished alumni in three categories: Professional Achievement, Service to Humanity, and Service to the College. The awards are usually presented during Homecoming in the fall.

**Awards Ceremony** – At this annual event in April, student, faculty and staff contributions are recognized in a variety of areas. Among the awards are those presented to distinguished students.

**The Blue Jay** – In the late 1930's, upon the recommendation of Ira R. Herr, the athletic director, the student body selected the "Blue Jay" as the name for the athletic teams. The Blue Jay was chosen because of its blue and gray coat and, most importantly, because of the nature and characteristics of this fighting, scrappy bird. In later years, the Blue Jay became the College mascot.

**College Assembly** – Programs are scheduled on many Wednesdays at 11 a.m. Individuals and groups representing diverse interests, views, and talents present programs on contemporary issues, trends, and concerns, and for cultural enjoyment. Departments and organizations should not schedule meetings during College Assemblies.

**The College Convocation** – This event marks the annual opening of the academic year. The ceremony normally includes an academic procession of faculty and administrators in regalia and an address by the President or a guest speaker.

**College Medallion** – The College Medallion, worn by the President at commencement and other formal academic ceremonies, is handcrafted by Lancaster County native Valerie Jo Coulson of silver, stone inlay from one piece of petersite, and gold. The medallion incorporates the Lamp of Learning, the words "**Deus Lux et Veritas**", the College motto "Educate for Service," and the founding date (1899) of the institution.

**College Motto** – "Educate for Service" first appeared on a slate board in 1915 on the Chapel wall in Rider Memorial Hall. The trustees officially adopted the phrase as the College motto some years later. It was later incorporated into the College seal.

**College Seal** – The seal of Elizabethtown College evolved during the early years of the College. It appeared in its present form as an illustration on the cover of the Elizabethtown College Bulletin in 1928. The seal incorporates the Lamp of Learning, the College motto ("Educate for Service"), and the words **Deus Lux et Veritas**. It is used on official College documents.

**Commencement** – The annual commencement ceremony is held at the end of spring semester in May. The outdoor ceremony in The Dell includes an academic procession of faculty, administra-

tors, trustees, the 50th reunion class, and graduates in regalia and the awarding of honorary and earned degrees by the President of the College. A baccalaureate service, planned by seniors, is held the evening prior to commencement.

**Dell Day** – A "snow day without snow," Dell Day is officially sanctioned as a day of no classes for students and faculty alike. First held in 2001 as an annual, **unannounced** day of food, fun, and camaraderie for students, faculty, and staff in The Dell. Members of the campus community are notified of Dell Day via email, voicemail, web site announcement, posters, and old-fashioned knocks on the door from a resident assistant.

**Faculty Forums** – College faculty members present their most current research to audiences of their faculty peers. Students, staff, and the public are welcome to attend.

**First-year Walk** – As one of the highlights of fall orientation, the First-year Walk is intended to help new students get acquainted with one another. Walking three abreast around campus and the surrounding community students move forward or backward in line by answering trivia questions or performing various activities as directed by upper-class guides. This unusual and well-remembered event is sponsored each year by Student Senate.

**Guest Poets Series** – Each year, the English department invites a poet of national or international repute to give a free, public reading.

**Homecoming/Family Weekend** – Usually held in October, this weekend is when alumni return to their alma mater and when parents have the opportunity to spend time on campus and become involved in the life of the College. Weekend activities include nationally known performers, sports events, the presentation of the Homecoming King and Queen, social events, academic department reunions, picnics and dinners, and a flea market on the Midway.

**Into the Streets** – As part of the "Educate for Service" credo of the College, one weekend every fall, hundreds of students, faculty, and staff go "into the streets" to perform service-learning projects in Elizabethtown borough and surrounding communities.

Etownians paint walls in public parks, rake leaves in senior citizens' yards, clean up local creeks, and teach children, among other things: how to surf the Internet, how to speak foreign languages, and how to keep fit with aerobics.

**The Ira R. Herr Athletic Hall of Fame** – Alumni who have distinguished themselves in intercollegiate athletics at Elizabethtown College are eligible for consideration for induction into the Ira R. Herr Athletic Hall of Fame. The annual induction normally takes place during Homecoming in the fall. Ira Herr (1894-1986) was the first coach and athletic director at Elizabethtown.

**Monday Evening Concert Series** – During the academic year, the accomplished faculty of the Fine and Performing Arts music division give free, public recitals in Zug Music hall, typically at 7:30 p.m.

**Music** – Gretna Music has been acclaimed by *Time* magazine as "one of the six best" regional musical festivals in the country. At Elizabethtown, Gretna Music provides a year-round chamber music program. Elizabethtown students, faculty and staff receive discounted tickets to these performances and the professional musicians teach master classes in the Department of Fine and Performing Arts.

**New Student Induction Ceremony** – A memorable part of the fall new student orientation program is a candlelight ceremony and procession that signifies the official entrance of the new class into the College community.

**TGIS Weekend** – A major spring event in April, "Thank God It's Spring" Weekend, is a celebration of the arrival of spring. The weekend includes outdoor games and activities, "Battle of the Airbands," musical performances, and a video dance.

**Thanksgiving Dinner** – Prior to the Thanksgiving break, the College's Dining Service staff prepares a holiday feast for students that is served by members of the faculty, staff and administrators, and alumni of the College.

## *College Life Services*

Elizabethtown College recognizes that learning and achievement extend well beyond the classroom and that success in college depends in large part on the extent to which students engage directly in their own learning and connect to the broader campus community. To ensure each individual student's success, the division of College Life, overseen by the Dean of College Life, provides a comprehensive array of co-curricular programs and services including Athletics, Health Services, Multicultural Affairs, Religious Life, Residence Life, Student Activities, and the Center for Student Success which is comprised of Academic Advising, Career Services, Counseling Services, Disability and Learning Services. Each area of service is intended to facilitate the growth and development of individual students and enrich their overall experience of the campus community.

<b>Location</b>	208 Baugher Student Center
<b>Hours</b>	8:30 a.m. – 5:00 p.m.
<b>Telephone</b>	Ext. 1196
<b>Personnel</b>	Dr. Lisa L. Koogle, Dean of College Life Patricia K. Hoffman, Secretary

### **Athletics**

Elizabethtown College offers a balanced intercollegiate and intramural sports program which is operated within the principles and policies of the National Collegiate Athletic Association (NCAA) Division III philosophy of amateur student participation. The integration of the students' academic and athletic experiences is regarded with the utmost importance.

Both men's and women's teams compete within the NCAA and the Commonwealth Conference of the Middle Atlantic State Collegiate Athletic Corporation (MAC). Sports offered at the varsity intercollegiate level are:

**Men:** baseball, basketball, cross country, golf, lacrosse, soccer, swimming, tennis, track and field, and wrestling.

**Women:** basketball, cross country, field hockey, lacrosse, soccer, softball, swimming, tennis, track and field, and volleyball.

General Regulations are:

1. All student athletes must submit to the head athletic trainer a completed physical examination form from the doctor of their choice before they may participate in practice or competition. The physical examination form is provided by the Athletics department.
2. Absence from class incurred by student athletes because of authorized scheduled games are dealt with in accordance with College policy. Athletes must take initiative to seek excused absences from their professors and are required to make up all academic work missed.
3. On road trips, team members are required to ride to and from the contest with the team in College-sponsored transportation. Exceptions may be approved by the head coach.

Eligibility Regulations are:

1. A student representing Elizabethtown College in intercollegiate varsity competition must be a full-time student (12 hours or more), be in good academic standing, and maintain satisfactory progress toward a baccalaureate or equivalent degree.
2. Students must complete their eligibility to participate after 10 semesters as a student enrolled full-time in a collegiate institution.

**Location** Alumni Physical Education Building  
**Telephone** Ext. 1137  
**Personnel** Nancy J. Latimore, Director of Athletics  
Yvonne E. Kauffman, Associate Director of Athletics  
Robert A. Schlosser, Associate Director of Athletics  
Nikki Rohrback, Administrative Assistant

### **Intramural Sports**

Intramural athletic activities are open to any student, staff or faculty member of the College and are scheduled by the coordinator of intramurals and recreation. The following stipulations are applicable to anyone who has participated on an athletic team:

1. If you played in a game or scrimmage and have dismissed yourself from either a J.V. or varsity team, you may not participate in the intramurals of that sport during that year if intramurals are conducted during that sports season.
2. If the above situation occurs and the intramural sport is held

at a time when the sport is not in season, you may participate with the following stipulation for each sport:

- A. Volleyball - 2 varsity team members per squad
- B. Soccer - 3 varsity/J.V. team members per squad
- C. Basketball - 1 varsity/J.V. team member per squad

A schedule of activities is released each August. Men's offerings have included tennis, volleyball, racquetball, basketball, soccer, and softball. Women's offerings have included tennis, volleyball, racquetball, basketball, soccer, and softball.

Other activities that have been offered include coed flag football, coed volleyball, coed floor hockey, coed tennis, coed softball, badminton, and water polo.

Some teams are organized with representatives of residence halls or other living areas. Other teams are made up of groups of friends or individuals. Faculty and commuter students are encouraged to participate. The goal of the intramural program is participation, regardless of the student's level of athletic competency.

Students are informed of activities and meetings through the mail and by checking the intramural bulletin board in Thompson Gymnasium. Questions, concerns, or suggestions should be addressed to Chuck Maloy, men's lacrosse coach and coordinator of intramurals and recreation, ext. 1980.

### **Gymnasium Hours**

Monday-Friday: 8:30 a.m. – 11:00 p.m.  
Saturday, Sunday: 1:00 p.m. – 4:30 p.m.  
7:00 p.m. – 10:00 p.m.

### **Swimming Pool**

Persons who use the swimming pool must register in the pool area. The pool is open to students, faculty, and staff for open lap swimming; hours are posted each semester.

### **Health Services**

All services at the Health Center are provided to full-time students. Part-time students and other members of the College community can receive limited services. The Health Services medical staff respond to all medical emergencies while on duty.

Health Services complies with American College Health

standards. Therefore, the College requires of all full-time students a health record which includes a family history, a current physical exam, and specific immunizations. If these are not completed, students will be denied the right to register for classes.

Evaluation and treatment for illness and injury, physician services, nurse practitioner GYN services and referrals are available by appointment. Certified lab facilities are available in-house; additionally, the College uses the services of an outside lab for a broader availability of tests. Allergy injections, throat cultures, tuberculosis screening, and gynecological examinations are a few of the services provided. A variety of prescription medications are available at a low cost, in addition to the over-the-counter medications available at no or low costs for the convenience of students.

Wellness Peer Educators are a group of interested students who work with the staff to promote health issues on campus. This is done through residence hall programming and awareness weeks. A self-care clinic is available to students to shorten their waiting time and to help students become more involved in their own health care. The goal of Health Services is to help students become responsible for their health care. Brochures on various health conditions are available, with continued education and prevention emphasized. The staff works closely with the offices in the division of College Life to provide total health care for Elizabethtown College students.

### **Student Health Insurance Plan**

Health insurance is required for all full-time Elizabethtown College students. Students are billed for the College policy on their tuition statement. To be excluded from this policy and use other policies students/parents must sign a waiver card with their policy information. The Business Office will then credit the student's account.

Insurance forms for the College policy are located at the Health Center. The nurses can instruct in the procedure for filling out the claim forms. Every new incident needs a new claim form.

### **Medical Transports**

The Campus Security office coordinates transports for students to and from medical facilities for medical emergencies only. Special authorization for transportation to doctors' offices or hospitals may

be granted by the College Health Services.

Emergency treatment is defined as that service necessary following an injury, an accident, or to treat a severe illness. Each incident is examined on an individual basis by Health Services and/or Campus Security staffs.

Should a student require constant care or observation in the Health Center following an alcohol or psychological emergency, the Health Center and/or Counseling staff may supply this service. A fee is charged if this service occurs when the Health Center is normally closed.

### **Communicable Diseases and Life-Threatening Illnesses**

Policies protecting the College community from communicable diseases include requiring proof of immunization against rubella, rubeola, mumps, hepatitis B, meningitis, and the absence of tuberculosis. The College reserves the right to deny access to the campus to anyone when they are judged to be actively contagious with a serious disease. Each case is judged individually.

Elizabethtown College recognizes that students with life-threatening illnesses or serious infectious diseases may wish to continue to engage in as many of their normal pursuits as their condition allows, including academic pursuits.

As long as these students are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a threat to themselves or to others, the College will be sensitive to their conditions and ensure that they are treated consistently with other students.

In order to help the College ensure the safety and well being of an individual student and the College community as a whole, students are encouraged to report cases of life-threatening illness or serious infectious diseases to the Director of Health and Counseling Services. The Director of Health and Counseling Services will act in accordance with the guidelines of the Family Education Rights and Privacy Act (1974) in developing a plan of support for the student and ensure that the student's condition does not present a health or safety threat to others.

### **Resources/Services**

Consistent with the concern related to life threatening illness and serious infectious diseases, the College offers the following range

of resources:

1. Student education and information available through the Health Center.
2. Counseling and support services available through Counseling Services.
3. Referral to agencies and organizations which offer supportive services available through Counseling, Health Center, and other College Life offices.
4. Education programs sponsored by the College Life staff dealing with specific serious infectious diseases that are particularly threatening to college-age students.

**Location** Mount Joy Street (beside Royer Residence Hall)  
**Hours** Monday through Friday, 8:30 a.m.-5:00 p.m.  
**Evenings and Weekends** , Nurse on call for emergencies as defined above (call Campus Security 361-1111)  
**Telephone** Ext. 1169  
**Personnel** Alexandra Spayd, Director  
Eileen Halter, Assistant Director  
Joyce Durst, Staff Nurse

## Multicultural Affairs

The mission of Multicultural Affairs is to provide an inclusive environment that examines, recognizes, accepts, and affirms human differences and similarities related to national origin, religion, gender, disability, race/ethnicity, sexual orientation, age, and socio-economic status. Every year, the Office sponsors a number of academic, cultural, leadership and social programs to help students of diverse backgrounds achieve their goals.

**Location** 256 Brossman Commons  
**Hours** 8:30 a.m.-5:30 p.m.  
**Telephone** Ext. 1198  
**Fax** 717-361-1211  
**Email** [oma@etown.edu](mailto:oma@etown.edu)  
**Personnel** James A. Felton, Director

## Chaplain/Director of Religious Life

The Office of the Chaplain/Director of Religious Life creates experiences for spiritual growth and religious exploration through soul-searching café discussions, interfaith dialogue, Christian worship, faith-based service, big events and student religious clubs.

A sampling of activities in the Chaplain's Office include: weekly Interdenominational Christian Worship, Soul Café (free food and soul-searching discussion), theme-based Bible Studies (Service, Vocation, etc.), September 11 Multifaith Service of Prayers for the Nations of the World, Christmas Candlelight Service, Battle of the Christian Bands, **Religion Matters** newsletter (dealing with issues in the world's religions), Spring Break Mission and Service Trips.

The Chaplain/Director of Religious Life is available to students for spiritual mentoring, pastoral counseling, and vocational exploration. The Chaplain/Director of Religious Life also teaches in the Religious Studies Department.

**Location** 251-254 Brossman Commons  
**Hours** 8:30 a.m. – 5:00 p.m., Monday through Friday  
**Telephone** Ext. 1260  
**Personnel** Rev. Tracy Wenger Sadd, Chaplain/Director of Religious Life

## Catholic Campus Ministry

The Diocese of Harrisburg provides a part-time Coordinator for Catholic Campus Ministry, Anita Paynter, ext. 1447.

## Episcopal Campus Ministry

Contact Rev. Beth Mollard, ext. 1447.

## InterVarsity Christian Fellowship

InterVarsity Christian Fellowship/USA provides a campus staff person. For more information, contact ext. 1260.

## Local Houses of Worship

The Chaplain's Office is the primary link to local communities of faith. For a brochure of local houses of worship, contact ext. 1260.

## Religious Life Committee

The Religious Life Committee consults with the Chaplain/Director

of Religious Life to nurture the religious life on the campus.

### Religious Clubs and Groups

A number of student religious clubs and groups are affiliated with the Office of the Chaplain/Director of Religious Life: Brethren-Mennonite Student Group, Canterbury Club, Habitat for Humanity, Hillel, Inter Varsity, Newman Club.

### Sacred Space

Room 251 in the Brossman Commons is a space set-apart for religious ritual and spiritual activity including prayer, meditation, worship, reflection, and dialogue.

### Special Services

The Office of the Chaplain/Director of Religious Life coordinates special services throughout the year, including Christmas Candle-light Service, Interfaith Prayer Services, and Baccalaureate. The religious clubs on the campus plan other special events—such as Seders and Love Feasts.

## Residence Life

Since education extends beyond the classroom, many opportunities for personal growth occur within the residential environment. In on-campus residences, students have the opportunity to grow in maturity and to learn the developmental tasks of the young adult. Resident students learn what it means to be a part of a larger community, that an individual's rights must be respected, that rule by the majority must include respect for the minority, and that the success or failure of an educational environment rests largely on how students conduct themselves.

In addition, students must learn that their own rights include the right to privacy and sufficient quiet for study and rest. **The student's right to personal use of his or her room supersedes the right of a roommate to have a guest at any time.** The extent to which students learn these developmental tasks during their years in residence at Elizabethtown College depends on how effectively they use the opportunities in their residential environment.

The Residence Life staff facilitates learning in the residential facilities. The trained staff, with the support of other campus

services, assists students in realizing these developmental tasks in accepting their personal responsibilities.

<b>Location</b>	201 Baugher Student Center
<b>Hours</b>	8:30 a.m. – 5:00 p.m., Monday through Friday
<b>Telephone</b>	Ext. 1197
<b>Personnel</b>	Robert L. Mikus, Director of Residence Life Nancy A. Valkenburg, Coordinator of Housing Operations Allison Ginga, Assistant Director of Residence Life Christine G. Martino, Assistant Director of Residence Life Latrice I. Pettigrew, Assistant Director of Residence Life

### Residence Life Staff

The full-time professional staff members work to foster a supportive and respectful residential community. The Assistant Directors of Residence Life and the Residence Directors (RDs) reside in the residential facilities. In addition to managing the daily activities of the residential facilities, they facilitate the Community Standards Program, advise student groups, promote educational programming efforts, conduct administrative judicial reviews, and supervise the student staff members.

Within each residence hall floor community, an upperclass student is selected as the Resident Assistant (RA). The responsibilities of the RA include facilitating the Community Standards Program, developing and providing student programs, serving duty in the hall office, upholding college policies and redirecting inappropriate behavior, and handling administrative functions within the floor community.

### Housing Options

Elizabethtown College offers several housing options. These include traditional residence halls, Student Directed Learning Communities and on campus townhouses and apartments.

Six traditional residence halls are available to students, offering standard single, double, and triple occupancy rooms:

**David E. and Sadie M. Brinser Residence**  
Dedicated in 1965 and fully renovated in 2000, this three-story

hall provides housing accommodations for 109 men and women.

#### **Founders Residence**

Completed in 1971 and fully renovated in 2003, this four-wing, coed building houses 316 students. It is dedicated to four founders: S.H. Hertzler, G.N. Falkenstein, I.N.H. Beahm, and J.C. Ziegler.

#### **Elizabeth Myer Residence**

Dedicated in 1957, this residence overlooking The Dell houses 136 women and is home to the Brethren Colleges Abroad (BCA) administrative offices.

#### **H. K. Ober Residence**

Built in 1960, this residence for men and women features two wings joined by a common lounge. It houses 214 students.

#### **B. Mary Royer Residence**

This hall accommodates 126 men and women. It was dedicated in 1962.

#### **R. W. Schlosser Residence**

Completed in 1965, this residence houses 212 women.

Special interest floor communities, referred to as Theme Learning Communities (TLC) are also available. These include: **Academic Honors:** designated for students who have achieved Dean's List status, have been inducted into an academic honor society, or are enrolled in the Hershey Foods Honors Program; **Academic Success/Quiet Study:** residents develop a community that is conducive to academic study both day and night; **Diversity:** an environment where residents celebrate a wide variety of backgrounds and identities; **Environmental Awareness:** residents explore and participate in local, national and global environmental issues; **Future Educators:** provides opportunities for future educators to live and learn together; **Leadership:** residents share their experiences in current leadership roles or their interests as emerging leaders; **Wellness/Substance Free:** students pledge to refrain from drug, alcohol and tobacco use, and opportunities exist to explore one's physical, emotional and spiritual development; **Women's Issues:** residents foster a positive environment for residents to engage in discussion and activities that explore issues, interests, concerns and experiences relevant to women.

#### **Student Directed Learning Communities**

Established in 1992, the Student Directed Learning Communities are housing opportunities within the College-owned homes along the perimeter of the campus. They offer small groups of upperclass students the opportunity to create a unique, self-directed living environment, centered on a common theme, issue, or interest through which the group is expected to share and enrich the campus and greater Elizabethtown communities. This exemplifies the College's mission of service learning.

The SDLCs are awarded in the spring semester through a very selective application procedure. All programs undergo a review and reapplication process on a yearly basis. A complete listing of SDLCs and their descriptions is located at the back of the Campus Directory. Please feel free to contact any of the programs to become involved in program activities.

#### **The V. Lester Schreiber Quadrangle**

The V. Lester Schreiber Quadrangle townhouse apartments accommodate 128 men and women. The furnished apartments open to a courtyard and commons building, available for quiet studying or social functions. Residence Life staff members assist students in developing a positive community environment.

#### **The Vera Hackman Apartments**

Each Hackman Apartment building accommodates 92 men and women in quad occupancy flats. These independent living options are fully furnished. Residence Life staff members assist students to develop a sense of community within the complex.

#### **Residency Requirements**

All fulltime undergraduate students are required to live in College-owned residential facilities during their undergraduate experience at Elizabethtown College except when they are classified as commuters or are granted permission, in writing, by the Office of Residence Life to live elsewhere. Housing is guaranteed for no more than eight (8) semesters. Part-time students will not be offered housing. The College views residential life as an important part of a student's personal growth.

### **Residency Agreement**

Students entering Elizabethtown College must sign a residency agreement to reserve a room in one of the residential facilities. This agreement reserves space for the student and outlines the responsibilities of both the College and the student to safeguard the rights of all residents. The agreement is for room space without regard to designated residential facilities or specific rooms. The student is expected to be aware of all responsibilities in the Residency Agreement, as well as all regulations, policies and standards as outlined in the Student Handbook and within each residential facility. A student may not reserve housing without registering for the following semester or without signing a residency agreement. **Residency agreements are binding throughout a student's undergraduate enrollment at Elizabethtown College.**

### **Off-Campus Living**

If residential facilities are full or there are other extenuating circumstances, some students may apply to live in private off-campus housing. Students must apply to the Office of Residence Life in order to be considered for off-campus status. Preference for off-campus housing is given to senior students and they are released based on the established criteria set forth by the Office of Residence Life. Students who live off campus must be in good academic and social standing.

Students living off campus are subject to the same rights and responsibilities as all citizens in Elizabethtown Borough. They are subject to civil law as well as College regulations. If students violate public law off campus, they may be subject to arrest and prosecution by civil authorities. Institutional disciplinary action may also result if College regulations are violated.

### **Commuter Policy**

All students fit one of three categories with respect to housing and the College's Residence Life operation: resident, commuter, or off-campus resident.

The commuter student at Elizabethtown is defined as a student who lives at his/her permanent residence with family members, usually with a parent(s) or guardian(s). The student who has been officially released from her/his residency agreement to reside locally in off-campus housing is not considered a commuter student.

Students who wish to obtain commuter status must submit to the Office of Residence Life a signed letter from the family member with whom they plan to live. The letter must include the address and telephone number of the student's intended residence. The College may further verify the student's intentions.

Misrepresentation of one's commuter status is considered a violation of the College's Residency Agreement, as well as the Student Disciplinary Code (i.e., furnishing false information to a College official). When such violations occur, judicial action will be taken and sanctions levied.

A student's housing status, whether commuter, resident, or off-campus resident, is intact until the student takes official action to change it and has that action approved by the College. All requests and inquiries regarding changes in housing status should be directed to the Office of Residence Life.

### **Room Assignments**

A certain number of rooms within each residence hall floor community are dedicated solely to new students. Returning students may select any available room by following the room selection procedures. These procedures are reviewed and revised annually, and traditionally involve selection based on a random lottery system. All room assignments are made without regard to race, color, creed, or national origin.

### **Room Changes**

Room assignment changes may be made only with the approval of the Office of Residence Life. As part of their education, students should learn to work out differences through compromise and logic rather than avoiding concerns and problems. Should a student desire a room change, he or she should consult with the resident assistant (RA), residence director (RD), or assistant director.

Final approval of a room change is rendered by the Office of Residence Life. A student who changes a room must obtain and return a room change form. A fine may be charged to students who fail to follow proper room change procedures.

### **Consolidation Policy**

As stated in the College Residency Agreement, the Residence Life staff reserves the right to make changes in room assignments,

which could occur at any time. It is understood that the Agreement is for room space without regard to a designated residence hall, townhouse or apartment, Student Directed Learning Community (SDLC), or specific room. Generally, consolidation of students into a double occupancy room does not take place until fourteen (14) days after classes begin. For more specific information about the consolidation policy, you may contact the Office of Residence Life.

### **Transitional Housing**

Occasionally it is necessary for some first year students to reside in transitional housing. As summer begins the size of the incoming first year class may exceed the number of available residence hall beds on campus. When this happens students are placed into a transitional, or temporary, housing room for a period of time. Transitional rooms are located in each residence hall. For more specific information about transitional housing, you may contact the Office of Residence Life.

### **Closing of Residential Facilities**

#### **Vacation Period**

All College residences are closed during all official vacation periods. No students are permitted in the residence halls during vacation periods without authorization. Students may leave personal possessions in their rooms during vacation periods during the academic year. In addition, prior to leaving for vacation, residents should follow the instructions on the Break Closing Form which is posted on their room door. These instructions may include: unplug all electrical devices, remove all trash from the room, pull the shades half way down unless you live on the first floor of the residence hall, (then they get pulled all the way down), lock all windows and doors, and sign the Break Closing Form.

Students not complying with closing procedures will be charged a \$25.00 fee on their next student statement. The College will not assume legal responsibility for lost, stolen, or damaged property. Closing and reopening hours for all residential facilities will be specified and published in advance.

Students who require housing during vacation periods should submit a written request to the Office of Residence Life no later than one week prior to the vacation period. While the College does not promise vacation housing to any student, it will attempt to

assist students in extenuating circumstances. Students found responsible for unauthorized entry/stay during vacation periods are subject to a \$45.00 fee per incident/evening. (The College will assist candidates for graduation to maintain housing during Senior Week.)

#### **End of the Year**

Each student is required to leave College housing within 24 hours after his or her last exam, or, if the exam is on the last day of finals, by the time the College residences are closed. The room should be completely vacated and left reasonably clean. A fee is charged for damage to rooms and for any unusual cleaning that is required. **Storage is not available in residential facilities.**

#### **Requests for Housing During Holiday/Semester Breaks**

The College recognizes that there may be some students who require housing during vacation periods (e.g. Fall, Thanksgiving, Spring and Easter Breaks). Examples of exceptions granted may include:

- Athletic teams training within the NCAA regulations
- Students employed or volunteering on campus by an academic or administrative department
- Students committed to student teaching, internships, externships, field experience, etc.
- International students
- Students having to travel great distances to their home
- Students seeking/needing additional time to conduct research

Requests for housing due to off campus employment will NOT be considered. The College reserves the right to charge a daily fee to students obtaining authorization to stay on campus for reasons other than those listed above.

During the vacation break between the Fall and Spring semesters, the College will house International students if requested, and will entertain early arrival requests, often made by the Athletics Department, Residence Life, etc.

**Any student who needs housing during a scheduled break must complete a written request in the Office of Residence Life at least one week prior to the beginning of the break. Students who do not obtain authorization but arrive early or stay late will be charged a daily fee of \$45.00.**

If the request is approved, the student will be issued a Temporary Residence Life ID Card which verifies that the student has permission to be on campus and lists the authorized dates. If requested by a College official, the student must produce his/her Student ID Card and the Temporary Residence Life ID Card.

When the College is not in session, the policy for campus emergency services is as follows: During the semester break, summer break, summer school term, or other times when the college is not in session, no medical or counseling emergency services are provided. No Residence Life, Counseling, or Health Services staff are on duty outside of normal office hours.

### Early Student Arrivals

Due to limited time between the end of the Summer Conference schedule and the start of the academic year, the Residence Life staff restricts the number of students permitted on campus prior to the official opening day. This period of time is utilized by the Facilities Management and Residence Life staffs to prepare the residential facilities for student arrival. The intensive training program of the Residence Life staff limits the availability to provide needed services to the students who arrive early.

The College recognizes the need for some students to return to campus during the week preceding the arrival of the freshman class for training, orientation, or assisting in preparing a department for opening day. There are six (6) major categories.

**Athletic Teams** (training within the NCAA regulations)

**Student Employees** (preparing for arrival of freshman class, e.g., Resident Assistants)

**Student Volunteers** (preparing for arrival of first-year students, e.g., Peer Mentors, Wellness Peer Educators, Residence Hall Association, SWEET, Student Senate, ECTV, WWEC, etc.)

**Student Assistants** (assisting academic departments and administrative offices in preparing for opening day, e.g., College Store, College Life, and Dining Services Assistants, Conestogan and Etownian staff, etc.)

**Special Requests** (made by parents, travel schedule issues, student teachers, etc.)

**"Drop-offs"** (belongings placed in room, however, no "check-in," no key issued or meal plan activated)

The guidelines and regulations for early student arrivals are available from the Office of Residence Life.

### Building Security

Residential facilities are locked for security reasons 24 hours per day. For those facilities not equipped with a card access system, students are issued keys to allow access into their residence facility. Students are expected not to prop doors open. Campus phones are provided at convenient locations at each residence facility for student use.

### Room Security and Privacy

All resident students are encouraged to lock their doors when absent from their rooms. **The College is not responsible for the theft or other loss of money, valuables or personal effects of resident students.** Therefore, each student is advised to carry personal property insurance. If you do not have insurance through your parents' homeowners policy, please consider the program which is circulated through the Business Office.

College officials will not search the personal possessions of students. The College reserves the right, however, to conduct an administrative inspection of rooms in emergency situations to address safety and welfare concerns or when there is a reasonable suspicion to believe that a room contains contraband items such as drugs, drug paraphernalia, weapons, firearms, and quantities of alcohol such as kegs, party balls, etc.

With reasonable suspicion, College officials may enter a room for a preliminary visual inspection that may, in turn, lead to a more thorough administrative inspection warranting a search and seizure of the student's residence and personal belongings. Such an inspection may be conducted only by a College official with specific authorization from the Dean of College Life, or in his/her absence, another member of the College's senior administrative staff. Prohibited items may be seized by College authorities and will be disposed of according to the policies of the Campus Security office.

When a fire alarm is sounding, Residence Life, Campus Security, and Facilities Management staff will visually check the residence hall floors but will not enter rooms. If deemed necessary during fire safety inspections and/or investigations, student rooms may be entered. Students are responsible for exiting the building every time a fire alarm sounds.

If Residence Life staff discover contraband items through other normal functions in residence halls, they will ask the Campus Security officers to confiscate the item(s). Campus Security officers are authorized to confiscate forbidden items at the request of any Residence Life staff member.

Also, it may be necessary for College staff to enter student rooms for purposes of maintenance, repair, or routine health and safety/quality assurance inspection. An effort will be made not to interfere with the normal routine of student activities when such work must be done. Every effort will be made to inform students when College staff and/or contracted workers must enter student rooms. College staff and contracted employees should be readily identifiable, and are required to provide identification when requested.

### **Health, Safety and Wellness Inspections**

The Residence Life staff conducts health, safety and wellness inspections at least once during each semester. The inspections ensure that student living spaces are safe, clean and well-maintained. In addition, the inspections provide opportunities for students to become educated about activities of daily living, as well as their personal and community responsibilities of campus residential life.

### **Business Ventures**

Students may not utilize College-owned housing facilities, College telephone numbers, and College computer connections/network servers for business purposes of any nature. Serving as agents for business firms or engaging in business ventures that involve solicitations or the giving and receiving of services, goods, or money is strictly prohibited.

### **Telephones**

All resident rooms are provided with on-campus telephone service. Students must provide their own telephones. If you are bringing a cordless phone, a 1.2 Ghz phone or higher is recommended. Please encourage parents and friends to dial you directly in your room. Extension numbers are listed in the Campus Directory.

Information about fees for various services is available from the Business office in Zug Memorial Hall. Additional information

can be viewed on the JayNet Web site: [www.etaown.edu/jaynet-telecom](http://www.etaown.edu/jaynet-telecom)

### **Residential Facilities Regulations**

Elizabethtown College expects students to establish and accept appropriate standards of conduct. Each residence community establishes acceptable standards of behavior detailing how the community members will interact with one another, and how the community will deal with those members who compromise or violate the standards. This process is called the Community Standards Program. Students are expected to conduct themselves in accordance with the regulations of the College and such laws of the borough, state, and federal governments that apply.

The primary responsibility for enforcing College regulations and civil laws rests with students themselves. The College cannot regulate, nor does it wish to regulate, all aspects of student behavior. Most of the standards by which Elizabethtown students live are based on common sense and consideration of others. Students are expected to consider the effect of their actions on themselves and others and the possible damage which might be caused by thoughtless behavior. When student behavior violates either College standards and regulations, common sense, or civil law, infractions will be handled through the prescribed campus judicial process.

**Students are responsible for any infraction of College policy that occurs in their rooms.**

#### **Bicycles, In-Line Skates, Skateboards, etc**

Bicycles may be stored only in designated areas in residence halls. Students should ask the residence director or assistant director where these designated areas are located. Refer to the section on Vehicle Registration for regulations regarding bicycles. In-Line skates and skateboards are not permitted to be used in any College-owned facility.

#### **Sports/Athletic Competition**

Students are encouraged to utilize the recreational equipment furnished within each of the residential facilities. Sports and/or athletic competitions which require equipment other than that supplied for recreational purposes is prohibited without permission of the Office of Residence Life. Students are reminded that bouncing balls on floors and hallways, throwing balls against walls

and doors, and other behaviors which compromise the basic courtesy standards are prohibited.

### Damage

Students are expected to use care in the use of College facilities. Students are held responsible for damages which cannot be considered normal wear according to five guidelines:

- Damage to property within student rooms is the responsibility of the students residing in the room.
- Damage to property in public areas, outside of student rooms, will be charged to the student(s) responsible, or to the smallest living unit which can be held responsible. All damage, regardless of the reasons for the damage, should be reported to a resident assistant immediately after it occurs.
- Damage to property outside the residential facilities is charged to the student(s) responsible. The Office of Residence Life, the Student Conduct Review Council (SCRC) or the Campus Judicial Board is responsible for determining which individual(s), if any, is held financially responsible for the damage, and what disciplinary action, if any, is appropriate.
- Damage resulting from irresponsible or willful acts may result in disciplinary action beyond the restoration costs for repairs, replacement, or labor.
- To cover expenses, all full-time students are required to leave a \$150 security deposit with the Business Office when they first pay their bill. All damages will be billed to the student's account throughout the course of the year. The security deposit will be refunded at the end of the student's college career, if there are no outstanding bills. A \$150 balance must remain in the account at all times.

In the case of damage within the residential facilities, the Residence Life staff and the residents have the responsibility for determining the person or group responsible for the damages. The

Office of Residence Life, in cooperation with the Facilities Management department and the Business office, determines the cost of replacement or repairs for which the student(s) is responsible. Charges are made on the basis of estimated damage to existing College property and, in many instances, estimated labor charges.

While charges for cost and/or replacement are made immediately following the occurrence of damage, the actual repair and/or replacement may be scheduled at a later date. This enables the Facilities Management department to consider how repair/replacement work may affect daily student activities. It also allows for consideration of projected repair/replacement/renovation schedules as determined by the College.

A student has the right to appeal a damage charge by submitting in writing to the Office of Residence Life, his/her reason for the appeal. This must occur within the specified time frame. A student should consult with a resident assistant or their residence director or assistant director if he/she has questions regarding the appeal process.

### Guests

**A student's privilege to have a guest is, in all cases, superseded by the roommate's right to the uninterrupted use of the room.**

A guest is defined as anyone not assigned to the room, including students of Elizabethtown College. All guests from off campus are required to obtain a Guest Pass, available through a Residence Life staff member or the Campus Security office regardless of what time of day he/she is visiting the residence hall. The Guest Pass serves as a form of identification while visiting the campus. Resident student guests who are unescorted are not permitted in the residence halls after midnight Sunday through Thursday or after 2:00 a.m. other nights. The host may have a maximum of three guests at one time. This applies to all College housing including residence halls, independent living units, and SDLCs.

Students are permitted to host guests overnight in College residential facilities provided they obtain the permission of their roommate and the guest obtains a Guest Pass. Hosts are responsible for the behaviors of their guests and the behaviors and activities which occur within any space which is assigned to them by the College (including, but not limited to, on-campus residence halls, independent living units, SDLCs) and must escort the guest at all times. All guests must comply with the Student Disciplinary

Code. As a host, the student will be held personally responsible for any violation of College policy committed by his/her guest(s), regardless of whether the guests are appropriately registered. It is important to inform guests of the routines and regulations of the campus. Also, the host must inform the Resident Assistant that a guest will be staying in his/her room. Guests are permitted to stay for a total of threedays during a one-month period.

#### **Keys**

Room keys and exterior door keys are issued to individual students by the Residence Life staff. A \$35.00 charge is assessed for any key that is lost or not returned at the time the student leaves College housing. Should both keys be lost, a \$70 charge is assessed. Residents are not permitted to have their room keys copied.

#### **Life Safety**

**Emergency Lighting**Emergency lighting is installed in all buildings on campus. Some are battery powered and some are powered by a generator. They are intended to provide lighting during times of emergency and/or when there is a loss in electrical power.

**Exit Signs:** Exit signs are installed to direct students to exits during times of emergency. It is important that they be illuminated at all times. If they are not illuminated, contact Facilities Management at ext. 1408.

**Fire:** In the event that the fire alarm sounds, move to the closest exit immediately, alerting others to exit the building. If the fire alarm system has not been actuated, activate a pull station along the way. Proceed to the designated assembly point and remain until dismissed by the officer in charge. Under no circumstances should students reenter the building until they are told that it is safe. Students should call ext. 1111 on campus or 361-1111 off campus, and report the fire when they are out of harms way. **If possible, notify your resident assistant, the residence director or assistant director immediately.**

**Fire Alarm Systems:**Fire alarm systems are installed in all residence facilities. The system will alarm when products of combus-

tion are sensed or when one of the pull stations is actuated. Pull stations are generally located close to the exits.

**Fire Drills:** At least one fire drill will be held each semester. Designated assembly points exist for each residential facility. At the time of the drill each student will move to the closest exit and proceed to the assigned assembly point where a student accountability check will be conducted. Remain at your assigned place outside the building until you are told you may return to your room.

**Fire Extinguishers**Fire extinguishers are strategically located throughout all residence halls, townhouses, apartments, SDLC's, classrooms, and administration buildings. Students are encouraged to take the time to know where extinguishers are located, particularly those closest to their rooms. Resident assistants will familiarize students with the location and operation of fire extinguishers. Extinguishers should be used on small fires only. If there is a large fire (working fire) leave the building immediately.

**Smoke Detectors**Each residence hall room has a smoke detector installed in it. It is important that the detectors remain in working order. Malfunctioning detectors should be reported to Facilities Management at ext. 1408.

**Sprinklers:**Sprinkler protection is installed in the High Library and the Hackman Apartments. Sprinklers will automatically trip in the event of a fire. If a sprinkler trips, contact Campus Security at ext. 1111 to report it.

**Note: Life Safety** systems are an important part of a student's safety, health and well being while at college. To alter, obstruct or in any way defeat the purpose of these systems is to place yourself and other students in harm's way. Tampering with life safety systems will result in serious disciplinary action.

A person who knowingly tampers with a life safety system at Elizabethtown College will be fined \$1,000. Should this same individual repeat such a behavior, he/she will be suspended from the College for at least one semester. A \$500 reward will be given to an individual who provides information which determines that a particular student(s) violated the Student Disciplinary Code by knowingly causing a false fire alarm.

### **Meal Plans**

See the section on Dining Services.

### **Pets**

Pets are prohibited from all buildings and events on campus with the exception of non-carnivorous fish in an aquarium of ten (10) gallons or less capacity. Fish may be kept in private rooms with the agreement of all roommates. Guide dogs are permitted as well as animals used for instruction. All leashable animals brought to the campus must be attached to a leash and be under control at all times.

### **Quiet Hours**

Courtesy (consideration, cooperation, and maintaining the respect for the rights of others) hours are in effect at all times. Each residence establishes its own quiet hours for study and sleep within the parameters of campus-wide established guidelines.

Quiet hours are from 11:00 p.m.-8:00 a.m., Sunday through Thursday; midnight-10:00 a.m., Friday and Saturday. The responsibility for quiet hours is a shared one. It is the student's right and obligation to let offenders know of annoying activities. Stereos, radios, televisions, and musical instruments, when played, must not interfere with the study or sleep of other students.

### **Room Admittance**

Effective September 5 of the Fall semester and January 23rd of the Spring semester, a fee is charged to a student (after three room admittances) each time a Residence Life staff member is summoned to unlock a door in College-owned housing, e.g., Residence Halls, SDLCs, Apartments, Quads, etc. Residence Life staff members charge \$2.00 (cash) for each room admit. Campus Security charges the student's account \$5.00 per admit if summoned to unlock a door on or after September 5th of the Fall semester and January 23 of the Spring semester. The three room admittance grace policy does not apply to Campus Security.

### **Room Furnishings**

Room furnishings must not obstruct or hinder access to any room in College-owned housing. Water beds and lofts are not permitted in College-owned housing. All residence halls are equipped with smoke detectors. Residents are responsible for maintaining the

equipment in proper working order. Periodic inspections are conducted by Facilities Management and Residence Life staff members. Batteries needing replacement should be reported to Facilities Management. Residents are responsible for reporting malfunctioning equipment.

Alterations, additions, and/or unauthorized use of furnishings within the residence halls or other College-owned housing is prohibited. This includes, but is not limited to, moving furniture from public areas to individual rooms, removing College furniture from a room or building, moving College-owned furniture from lounges and/or onto balconies or roofs, painting or applying adhesive backed wall-coverings to any window, ceiling, floor, wall, or furniture surface. (A maximum fine of \$50 per day, per piece of furniture, may be imposed for College furniture moved from its intended location, including balconies or roofs, plus replacement and/or repair costs.) The use of bed risers, cinder blocks or other materials to raise beds/furniture off the floor is strictly prohibited due to safety concerns.

### **Storage**

There is no storage available on campus. Information regarding storage options is available at the Office of Residence Life.

### **Safety, Health and Property Conservation**

**Electrical Appliances:** Electrical outlets must not be overloaded. Students may use electrical devices in their rooms so long as the A.C. demand does not exceed 115 volts, such as: radio, TV, CD, DVD, lamps, fans, and computers. As a convenience, the Residence Hall Association (RHA) rents microfridges, which include refrigerators, freezers, and microwaves all in one unit. Microwave ovens are permitted. Heating and cooking appliances with exposed coils (including hot plates and space heaters) may not be used because of potential fire hazards.

**Fireplaces:** The only fireplace on campus that may be used is located in the Quad Commons Building. It may be used only as part of a college group or function that is properly supervised. Call Facilities Management at ext. 1408 to schedule a time to review the requirements for using the fireplace.

**Grills:** Grills of any kind are not permitted on campus except those

provided by the College.

**Halogen Lamps:** Due to safety hazards associated with halogen lamps, their use is prohibited in student housing.

**Personal air conditioning units:** Personal air conditioning units may be installed in Student Directed Learning Communities. Such units, however, must be installed by College maintenance personnel. The units may not exceed 7500 BTUs and must operate on 110 voltage. Facilities Management staff will install and remove the air conditioners during the semester.

**Portable Heaters:** Due to the safety hazards associated with space heaters, all heaters are prohibited in campus housing. If, for documented medical reasons, you require room temperatures higher than 70 degrees, please call Facilities Management for an approved supplemental heater. Absolutely no portable heaters will be permitted in College-owned housing.

**Potential Fire Hazards:** Flammable materials must not be brought into or stored in College owned housing. Candles are permitted in College owned housing for decorative purposes only, but may not be burned. Open flames of any kind, including incense, are not permitted. No materials or items (including tapestries) may be placed over exit signs, fire doors, or any electrical/HVAC fixture. Live Christmas trees are prohibited except those provided by the College and placed in designated locations in the residential facilities. Any decorations used must be made of flameproof or fire-resistant materials.

**Safety Inspections:** The Site Safety department conducts fire and safety inspections of all College-owned housing on a semi-annual basis, including those areas open to the public, student rooms, and maintenance areas. These announced inspections will usually be held when the residence halls are open, but may also be held over breaks. Residents are encouraged to be present during the inspections in order to learn how to maintain a safe living environment.

**Smoking:** See the section on the Smoke Free Campus.

**Violations of residential facilities policies are dealt with either**

**through administrative action or through the social judicial system as outlined in detail in the section on Judicial Systems.**

## Student Activities

The college adventure is all about taking advantage of opportunities. Opportunities to learn. Opportunities to grow. Opportunities to experience. Opportunities to succeed. The Office of Student Activities invites students to involve themselves in campus life, taking full advantage of the myriad opportunities available each academic year.

The Office of Student Activities, located in Brossman Commons, works closely with students and student groups to offer a wide range of programs, events, and organizations which are designed to encompass cultural, intellectual, and social activities. The director of student activities will assist student clubs and organizations in planning, scheduling, and publicizing activities for the maximum benefit of the College community.

Explore the listing of clubs and organizations for opportunities available to you to help you personalize your experience. Join one of the numerous student organizations or participate in some of the educationally-enriching or entertaining events. Prepare yourself for life's challenges--get involved.

<b>Location</b>	257 Brossman Commons
<b>Hours</b>	8:30 a.m. - 5:00 p.m.
<b>Telephone</b>	Ext. 1260
<b>Personnel</b>	Toni M. Villella, Interim Director

## Center for Student Success

The Center for Student Success is a comprehensive academic support services center. It is comprised of distinct, yet integrated service areas: Academic Advising, Career Services, Counseling Services, Disability Services and Learning Services. The Center for Student Success is located on the second floor of the Baugher Student Center (rooms 212-239) and is open to all Elizabethtown College students.

### **Academic Advising**

Academic Advising provides academic advising assistance that is intended to support and complement the faculty advising system on campus. New first-year students are assigned a faculty advisor who also serves as their first-year seminar instructor. At the beginning of the second semester, declared students are assigned an advisor from within their chosen academic major. Deciding (or undeclared) students will continue to use their first-year advisor for another semester and will be reassigned to Academic Advising prior to their third semester.

Academic Advising exists entirely to work with the general student population, transfer students, probationary or at risk students, deciding students, and learning or culturally diverse students. We seek to improve academic advising through pre- and in-service faculty training, peer mentoring, and residence life training and support.

<b>Location</b>	216 Baugher Student Center, Center for Student Success
<b>Hours</b>	8:30 a.m. – 5:00 p.m.
<b>Telephone</b>	Ext. 1525, 1110, or 1569
<b>Personnel</b>	Stephanie Rankin, Director Carole L. Isaak, Assistant Director Donna M. Gerhart, Student Information Systems Coordinator

### **Career Services**

Career Services assist students with career and life designing. A professionally trained counselor is available to help students in exploring majors and / or careers, preparation for graduate study and developing job search skills for pursuing internships and full-time employment. Students that are interested in assessing their interests, skills and values may meet with a counselor to utilize some of the assessment instruments available, such as DISCOVER (a web based career guidance tool) or the Campbell Interest and Skill Survey. An On Campus Interview Program and participation in many Career Fairs (Graduate School Fair and Job & Internship Fairs) provide students with opportunities to meet with potential employers. College Central Network (CCN), our on-line job and internship posting system provides another student employer connection, plus has an Alumni Mentor feature that allows stu-

dents to connect with alumni to learn more about careers. Career Services maintains a website of useful career information and a Resource Library in the office for students to borrow materials. Students can further develop skills in workshops (i.e. major exploration, resume writing, interviewing skills) conducted by counselors and guests of the college.

<b>Location</b>	216 Baugher Student Center, Center for Student Success
<b>Hours</b>	8:30 a.m. – 5:00 p.m., Monday – Friday (Check with the office for scheduled afternoon/evening drop in hours)
<b>Telephone</b>	Ext. 1206
<b>Personnel</b>	Cindy Ernharth, NCC, LPC Director of Career Services Brenda Brandt, Recruiting Coordinator

### **Counseling Services**

Counseling Services provides a broad range of counseling and mental health support services, facilitating students' personal and educational development. Counselors offer short-term counseling, consultation, and/or referral for most issues of concern, including adjustment, conflict, stress, sexuality, abuse, body image and eating disorders, depression, anxiety, and suicidal thoughts.

**Confidentiality** – Counselors take seriously their commitment to maintain privacy and act in their clients' best interests. Sessions are private and confidential. There are legal and ethical exceptions to confidentiality requiring counselors to protect clients and/or others from harm.

### **Mental Health Intervention**

Elizabethtown College is committed to promoting the health and wellness of students through education, information, programs and intervention.

Should it be brought to the attention of the Counseling Services, Residence Life, and/or Health Services staff that there is a reasonable concern that a student has engaged or has threatened to engage in behavior which poses a physical danger to self or others, and there is reason to believe that the actual threatened behavior stems from a psychological, emotional, or substance abuse problem, intervention will be made by the counseling staff.

In cases of crisis intervention, the counselor on duty, in consultation with the Director of Health and Counseling Services and/or Dean of College Life, will require the student to undergo a medical/psychiatric evaluation. In such cases, the Dean of College Life, or designee, will contact the parent or guardian to inform them of the situation. The purpose of the evaluation is to determine the student's competency to function in the College environment. Impaired ability to function may manifest itself in dysfunctional or disruptive behavior. Pending completion of the required evaluation, the Dean of College Life may invoke a temporary suspension from housing and/or classes and College property.

Depending on the nature of the crisis, the student may be transported to a local hospital. In such cases, the Dean of College Life, or designee, will contact the parents or guardian to inform them of the situation and tell them the student is being transported to the hospital. Fees incurred are the responsibility of the student.

The student may opt to return home for a period of no more than fifteen consecutive class days to seek and receive treatment provided by a clinical psychologist or psychiatrist. Should it be the judgment of the treating professional that the student may return to school, a full report documenting treatment and follow up is required.

Following completion of the evaluation, the student's status will be reviewed by the Dean of College Life, in consultation with the Director of Health and Counseling Services. The review will result in one of the following actions: resumption of normal activities; continued enrollment and/or housing, provided the student complies with the evaluator's recommended treatment plan; or a medical withdrawal.

All short-term leaves and medical withdrawals for psychological reasons require a medical/psychological and College clearance for return. Clearance includes full written documentation from the attending psychologist or psychiatrist to Counseling Services substantiating competency to return to the demands of the College environment. The student may not return to campus without this documentation. Additionally the student is required to meet with the Dean of College Life and/or Counseling Services prior to finalizing re-enrollment responsibilities.

**Location**                    216 Baugher Student Center, Center for

	Student Success
<b>Hours</b>	8:30 a.m. – 5:00 p.m., Monday through Friday
<b>Telephone</b>	Ext. 1405
<b>Fax:</b>	717-361-1209
<b>Personnel</b>	Alexandra Spayd, Director Laurie A. Gordon, Ph.D. H. Andrew Sagar, Ph.D., L.P.C. Donna M. Gerhart, Student Information Systems Coordinator

### **Disability Services**

Elizabethtown College is committed to affording its students with disabilities full and equal access to services, facilities, and programs available at Elizabethtown College. The Director of Disability Services serves as the disability coordinator and keeps on file all documentation from students with disabilities: physical, psychological, learning, and attention deficit/hyperactivity disorder.

#### **Procedure for New Students**

1. The Admissions Office sends all new students a "Disability Identification" form, which should be returned by June 1, prior to enrollment for the fall semester, and by December 20, prior to enrollment for the spring semester.
  2. The Admissions Office then forwards the "Disability Identification" forms to the Director of Disability Services.
  3. The Director of Disability Services sends each student a letter acknowledging receipt of his/her form along with a copy of the "Guidelines for Documentation of a Disability" and requests documentation.
  4. After receiving and reviewing documentation, the Director of Disability Services shares the documentation and requested accommodations with the Disability Review Board for the purpose of approval of reasonable accommodations.
- The Director of Disability Services chairs the Disability Review Board. Other members are the Dean of Admissions and Enrollment Management, the Dean of College Life, Director of Health and Counseling Services, a representative of the Provost's Office, and a faculty member appointed by the President. The Board assesses each request on a case by case basis and grants accommodations within the framework of the Americans with Disabilities Act. The Board endeavors to make every effort to

reasonably accommodate disabilities so long as such accommodations do not result in an undue hardship on the College and are not personal in nature.

5. The Director of Disability Services will meet with each student to inform him/her of the accommodations approved and to have the student sign a form to release information about accommodations to the faculty/staff of his/her choice. The student needs to sign a release of information form each semester.

### Procedure for Enrolled Students

A previously enrolled student who acquires or discovers that he/she has a disability submits documentation and follows the steps above beginning with number three. An educational psychologist is available by special arrangement from off-campus for testing for learning disabilities (fee).

### Identification and Evaluation

The College does not assume responsibilities for identifying disabilities. Should a student believe that he or she possesses a disability, he or she should seek the services of a qualified specialist.

<b>Location</b>	Disability Services, 228 Baugher Student Center, Center for Student Success
<b>Hours</b>	Professional Staff Available - Monday through Friday 8:30 am - 5 pm
<b>Telephone</b>	Disability Services Director 361-1227 Assistant to the Director - 361-1549
<b>E-mail</b>	deichesa@etown.edu
<b>Web Page</b>	www.etown.edu/disability
<b>Personnel</b>	Shirley A. Deichert, Director Diane K. DeArment, Assistant to the Director of the Disability Services

### Learning Services

The Learning Services provides academic support services for all students, opportunities for local community service-learning, and services for students with disabilities (see Disability Services).

### Academic Support

- Professional staff offer individualized help in areas of learning styles, learning environments, and learning

strategies, including time management, test taking, reading, and perceptual reading problems.

- Student tutors (more than 150) are available to help with course work and study strategies. Tutors, recommended by their professors, have earned A's or A-'s in the course(s) they tutor and are trained to work with peers.

- Student writing consultants (more than 20) are trained to help with any stage of the writing process. Nominated by faculty, writing consultants are selected through an interview process and attend on-going training.

- A Reading and Study Skills program is held in September for ten days. A special sign up and fee apply.

- Resources:

- Computer lab (Macintosh and PCs)
- Calendars (free) and time managers (fee)
- Video tapes: study strategies, stress management, memory
- Handouts and books on study strategies, learning styles
- Relaxation room

### Community Service-Learning Opportunities

Learning Services serves as a network for many on-going local service-learning projects. On-going community service-learning opportunities are available for those wanting to volunteer, fulfill course requirements, and/or work through the Federal Work-Study program. Service-learning involves meeting the needs of the community and requires an orientation to the site and reflection during and after the experience.

Sites are available at places such as elementary, middle, and high schools (day and after-school programs), childcare centers, a museum, the recreation commission, a drug rehabilitation center, chamber of commerce, a children's home, Big Brothers/ Big Sisters, and senior centers. Roles such as tutoring, mentoring, grandfriending, or providing clerical duties are just some of the opportunities available.

A one-day Saturday event in October (October 23, 2004), "Into the Streets," brings together almost 650 students and staff to work

on more than forty community projects involving youth, senior citizens, the environment, and/or health/social issues. "Into the Streets" provides many service and leadership opportunities and brings many clubs, organizations, and departments together for a day of partnering with the community.

Professors in the Department Social Work serve as leaders for urban and regional sites. The Chaplain's Office, Circle K, SIFE, Student Directed Learning Communities, and other campus organizations have opportunities for service projects at both local and regional sites.

**Location** 226 Baugher Student Center  
**Course Tutoring & Writing Consulting by Appointment**  
**Center Open/Tutoring Hours:**  
 - Monday through Thursdays 8:30 am - 10 pm  
 - Fridays 8:30 am - 5 pm  
 - Sundays 6 pm - 10 pm  
**Writing Consulting Walk-in Hours:**  
 - Sunday through Thursday 7 pm - 9 pm  
**Telephone** Learning Services - 361-1185, 361-1228  
 Director - 361-1227  
 Assistant to the Director - 361-1549  
**E-mail** deichesa@etown.edu  
**Web Page** www.etown.edu/learning  
**Personnel** Shirley A. Deichert, Director  
 Diane K. DeArment, Assistant to the Director of  
 the Learning Services

*Other Campus Services*

**Brossman Commons**

The Brossman Commons houses many recreational and convenience facilities and services. The facilities and services are for the primary use of students, College staff, and faculty members. For hours or information, call ext. 1260.

**Posting Policy for Brossman Commons**

All items MUST:

Be stamped at the Information Desk  
 Identify the group(s) sponsoring the event  
 Be hung with masking tape or thumb tacks (no duct, packaging, or Scotch tape)

**Fliers:**

All common bulletin boards

**Banners and Posters:**

Strips running along the wall in the Student Lounge

**Do Not:**

Tape anything to the floors and ceiling  
 Use glitter on posters or fliers  
 Post anything on the floors, doors, and windows

If your group is interested in chalking or posting anything in the front of the Brossman Commons or the Baugher Student Center, please contact the Office of Student Activities for approval (ext. 1260). This policy pertains to all offices, groups, clubs, and organizations that wish to post items in the Campus Center.

**Scheduling Table(s) and/or Sign Stanchion(s)**

To schedule a table(s) and/or sign stanchion(s) stop by the Information Desk or call ext. 3678.

**Blue Jay Body Shop**

The Blue Jay Body Shop, a physical exercise center for student and staff use is located in the lower level of the Brossman Commons. Men's and women's showers and locker rooms are also included in this facility.

**In Session\***

**Hours** Monday - Thursday, 9 a.m. - 11 p.m.  
 Friday, 9 a.m. - 8 p.m.  
 Saturday, 12 p.m. - 6 p.m.  
 Sunday, 1 p.m. - 9 p.m.

**Telephone** Ext. 1444

**Summer Session**

**Hours** To Be Announced

\* The Body Shop is closed when the College is not in session, i.e., fall break, Thanksgiving, semester break, Easter, Spring Break, etc.

### **Campus Mail Services**

As a division of the Department of Campus Services, Mail Services provides postal services to our students, faculty, and staff. However, it is not an official branch of the United States Postal Service and therefore services are limited.

Mail Services and student mailboxes are located on the first floor of the Brossman Commons. Mail is placed in the boxes Monday-Friday. During the regular academic year, the service window is open Monday-Friday, 10:00 a.m. - 4:30 p.m. Students can purchase stamps, pick up packages, send mail and domestic packages via U.S. mail, Federal Express, and United Parcel Service. Due to U.S. Customs regulations, international packages cannot be processed by the College and must be taken to the U.S. Post Office in Elizabethtown.

Mass mailers, stuffers, and surveys must have prior approval before distribution. Guidelines for distribution may be requested at the service window.

Students are asked to advise correspondents to use a four-line address on envelopes, newspapers, magazines, and packages to expedite the handling of mail at the U.S. Post Office and Mail Services.

#### **Example:**

Mr. John Jones  
SMB 234  
Elizabethtown College  
Elizabethtown, PA 17022-2259

Additional information can be viewed on the Mail Service web site:  
[www.etown.edu/genserv/postoffice](http://www.etown.edu/genserv/postoffice)

**Telephone** Ext. 1124  
**Personnel** Ronald C. Corll, Manager  
Susan J. Darling  
Assymola A. Horst  
Shelly A. Null  
Kathi K. Moyer

### **The College Store**

Located in the Brossman Commons, the College Store stocks the textbooks required for all courses offered at Elizabethtown. The

store also sells class and office supplies, health and personal care items, newspapers, magazines and paperback books, greeting cards and stationery, imprinted clothing, gift items, food items, and many convenience items. The store offers a photo processing service, a special order service for any book in print, personalized College rings, and insignia items. Students may charge purchases to their student accounts.

#### **College Store Return Policy**

Books may be returned to the store for up to two weeks after the purchase date as indicated on the sales receipt. Books must be in mint condition, and the student must have a course drop card and a sales receipt. If a book is not in mint condition, 75% of the purchase price is refunded.

Items other than textbooks may be returned with a sales receipt and in saleable condition within a reasonable period of time. Damaged items may be returned at any time.

#### **Fax Service**

The College Store provides fax service. A fee for sending a fax is charged. The College Store fax number is 717-361-1207.

#### **College Store Hours (Academic year):**

Monday and Friday	9 am --5 pm.
Tuesday, Wednesday, Thursday	9 am - 6:30 pm.
Saturday	11 am - 2 pm.

#### **College Store Hours (Summer):**

Monday through Thursday	10 am - 4:30 pm
Friday	10 am - 2 pm

**Note:** College Store hours may vary due to special events or holidays.

**Telephone** Ext. 1131

**Personnel** Keith M. Marks, Director of Campus Services  
Mary A. Gottfried, Assistant Manager  
Susan Smith, Textbook Manager  
Susan D. Hilton, Operations Manager  
Melissa A. Gruber, Cashier

### **Dining Services**

**Personnel** Michelle R. Shirk, Director  
Kathy E. Christopher, Catering Manager  
Kevin G. Brown, Executive Chef  
Charles E. Downs, Sous Chef

Sherry L. Dunbar, General Manager  
Eric C. Turzai, Associate Director  
Lynda L. Hudzick, Office Manager  
Diane L. Ricedorf, Buyer

**Telephone** Ext. 1158  
**Menu Hotline** Ext. 2000 (menu updated daily by 8:30 a.m.)

### **Meal Plan Information**

Elizabethtown College offers a variety of meal plans to best suit the needs of the students. Meal plans are used in the Marketplace residential dining area. Each plan carries with it a specified amount of Jay Bucks, which can be spent in any of our Dining Services retail or dining locations. Jay Bucks can be used for the purchase of snacks, or meals, but can be used for food purchases only. They are not used for meals from your regular meal plan. Jay Bucks may not be used in our vending locations. A more detailed brochure explaining the use of Jay Bucks and your meal plan may be obtained by contacting the Dining Services office.

The Blue Jay Residential Block Plan is the perfect program for students on the go. All students living in Founders, Brinser, Ober, Schlosser, Myer or Royer Halls are required to have one of these three plans. Students will receive a lump sum of meals for the semester and Jay Bucks for use in any dining operation. Each time your ID card is swiped in the Marketplace, one meal will be removed from your meal plan. You may use as many meals per day, per meal period as you choose. You must present a valid ID to use your meal plan or Jay Bucks. Students living in Schreiber Quad, Hackman Apts., Brinser Suite or an SDLC or living off campus may choose any of the meal plans listed below:

**Residential Block:** \$1650 per semester (mandatory for resident students)  
320 total meals and \$50 Jay Bucks  
220 total meals and \$150 Jay Bucks  
160 total meals and \$275 Jay Bucks

**Independent Living Block:** \$665/semester  
80 total meals and \$100 Jay Bucks

**Mini-Meal Block:** \$150 per semester  
20 total meals and no Jay Bucks

### **More About Jay Bucks**

Jay Bucks can be added at any time by depositing a minimum of \$20. They are the equivalent of cash on your ID card and can be spent at any dining location including the Jays Nest, The Blue Bean Café and The Marketplace. Jay Bucks carry over from the fall to the spring semester if not used in full. They must be spent before the end of the spring semester; no refunds will be issued. You must have your ID card with you in order to use Jay Bucks, and you do need to tell the cashier before the transaction is processed that you wish to use them.

Jay Bucks act as a declining balance account, you will begin with a sum of money and it will be reduced each time you use them. Ask a cashier at any Dining Services location to check your balance for you, or contact Lynda Hudzick, Office Manager in Dining Services at ext. 1158 or [hudziell@etown.edu](mailto:hudziell@etown.edu) for an itemized print out of transactions. Funds may be added to your Jay Bucks account at any time with a minimum \$20 deposit by contacting Lynda Hudzick in Dining Services. Cash, checks, Visa and Mastercard are all accepted.

### **Dining Choices**

#### **The Marketplace**

The Marketplace is an "all-you-care-to-eat" facility. You will find the Marketplace on the second floor of the Brossman Commons. We are open Monday through Sunday from 7:00 am to 7:00 pm. Once you enter, you may choose any items and eat as much as you like. You may return to the Marketplace as often as you wish throughout the day. Each visit will remove one meal from your meal plan. You may also use Jay Bucks, cash or charge at the Marketplace. All food must be consumed while in the Marketplace. Removal of food and/or equipment from the Marketplace is prohibited.

#### **The Jay's Nest**

Located on the main floor of the Brossman Commons, the Jays Nest is an emporium operation offering fresh-cut French fries, made-to-order deli, freshly baked pizza, specialty grill and quesadilla items, daily features, and convenience items.

The Jays Nest will accept your Jay Bucks, cash or charges to your student account. Hours of operation are 6:30 am – midnight on weekdays and noon to midnight on weekends.

#### **The Blue Bean Cafe**

Get your friends together and spend some time at the Blue Bean Café for a relaxing cup of gourmet coffee, an ice cream treat, or a

delicious pastry after class. Our menu includes gourmet coffees and teas, ice cream treats, smoothies, and baked goods. Located on the main floor of the Brossman Commons, off the concourse, our hours of operation are Monday – Thursday 8:00 a.m. – midnight and Friday 8:00 a.m. - 7:00 p.m. (closed weekends). You may use your Jay Bucks, student charge, or make cash purchases in this operation.

### **ID Information**

Occasionally students lose or forget their ID card. If you cannot find your card, your first step is to call the Campus Security Office at ext. 1263. A hold will be placed on your card so that no transactions can occur. Security will call Dining Services and a temporary card will be issued to you. You may pick up your temporary card at Dining Services. This card will be valid for 3 days, 3 meals per day. If you do not find your old ID card you will need to purchase a new one through Campus Security.

Temporary ID cards are only accepted for meals and only at the Marketplace. They are not valid for Jay Bucks, charging, or vending transactions. You are responsible for all transactions made with your ID card until you report the loss to Campus Security.

### **Vending**

There are vending machines located at various places throughout the campus. These include canned and bottled beverages and snacks. Many of these machines are enabled for card-access, valid ID cards can be used to charge items to individual accounts on those machines, with a maximum of \$10.00 per day. Charges incurred will be added to your monthly statement.

### **Dining Services Violations/Improper Behavior**

Each student must carry his or her valid ID card for admittance to the Marketplace, to use Jay Bucks, or to charge at the cash operations through an authorized entrance. This card is **NOT** transferable to guests or other students.

Throwing of food, paper, or utensils is not permitted.

Removal of any food or equipment from the Marketplace is prohibited.

Shirt and shoes, sneakers or other acceptable footwear must be worn in all Dining Services facilities at all times.

Smoking is not permitted in any dining location.

Students must properly dispose of food, paper, utensils and trays.

Students in violation of these policies will be warned of their inappropriate behavior. After a second warning, the issue will be turned over to the College Life office. In cases where there is a dispute concerning a violation, a dean in the College Life office will act as an arbitrator. Serious violations may lead to formal disciplinary action.

### **Scheduling Facilities**

Event Scheduling schedules **all** activities in space on campus, except for class schedules. Class schedules are developed by the Office of Registration and Records. To schedule space on campus, email [eventscheduling@etown.edu](mailto:eventscheduling@etown.edu) or call ext. 2222.

### **The Tempest Theatre**

The Tempest Theatre, with seating for 200, is located in the Baugher Student Center. It is the primary performance space for the theatre program, and can accommodate dance and other performance related programs. Contact: Prof. Shari Taylor, ext. 1985; [taylor@s@etown.edu](mailto:taylor@s@etown.edu).

## **Other Campus Services**

### **Business Office**

#### **Institutional Refund Policy**

Notice of withdrawal must be given in writing to Counseling Services. The effective date of calculating refunds is the date of acceptance or a written notice of voluntary withdrawal by Counseling Services. Failure to provide notice of withdrawal will result in an unofficial withdrawal. Refunds and transcripts are withheld by the College until an official withdrawal has been obtained.

If withdrawal occurs within the three weeks prior to registration day in either semester, a resident student is liable for a \$150 room penalty in addition to the pre-registration or matriculation deposit.

If a student withdraws, changes credit hours and/or room and board status after the beginning of the semester, the student is obligated to pay actual room and board used to the date of withdrawal, plus 25% of the unused room and board charges. Tuition

refunds are calculated on the following basis:

First week of classes.....	75%
Second through third week of classes.....	50%
Fourth week of classes.....	25%
Beginning of fifth week of classes.....	0%

Refunds of tuition and room and board charges for a withdrawal due to medical reasons are pro-rated to the date of withdrawal. Students who are dismissed or suspended from the College are refunded tuition charges according to the standard policy (see above); board charges are pro-rated to the date of dismissal or suspension and a 25% surcharge of the unused board is assessed; no room refunds are granted under these circumstances.

Refunds for currently enrolled students must be requested in writing.

Financial aid adjustments will be made according to the aforementioned refund policy in conjunction with applicable federal refund regulations under the Higher Education Amendments of 1998 (HEA98). These regulations are detailed on the Business Office web site: [www.etown.edu/businessoffice](http://www.etown.edu/businessoffice)

### **Check Cashing Services**

When cashing a check, a student must show a current, validated ID card. The total amount of checks cashed may not be more than \$75 in one day, with the exception of College reimbursement checks.

A \$15 handling charge is assessed on checks returned for insufficient funds. No other check will be cashed until a returned check, plus the penalty charge, is paid to the Business Office. No personal check will be accepted for cashing or for tuition payment after a third check is returned for insufficient funds during the student's enrollment years at the College. All future payments must be made in cash, bank check, or postal money order. No third-party checks will be cashed.

**Checks can be cashed at the Cashier's window at the Business Office in Zug Memorial Hall during posted hours.**

### **Financial Policies**

The Business Office issues invoices twice during the academic year for comprehensive fee charges. Long distance telephone tolls, College Store charges, fines, and other charges are billed monthly

as incurred. Checks should be made payable to Elizabethtown College and sent to the Business Office by the due date to avoid interest charges.

No student is permitted to graduate until all financial obligations at the college are satisfied.

The Business Office publishes an annual expense brochure listing the fiscal policies and fees of the College. **The College reserves the right to change policies and fees at any time.**

### **Rights and Responsibilities**

The College reserves the right to change, if necessary, any charges or fees quoted in this publication.

The College assumes no responsibility for loss of student property through fire, theft, or disappearance. Students assume full ultimate responsibility for payment of their comprehensive fee accounts, miscellaneous charge accounts, and any other fees charged as described in this publication. Failure to care for all financial obligations may result in the refusal of the College to release transcripts, to register a student, or to permit a student to begin or continue classes. Board plan and charge privileges may also be suspended for accounts that are past-due. Should the College have to refer any delinquent account balance to a collection agency, the student will then also become liable for any additional collection agency or legal fees incurred by the College to collect the delinquent account.

### **Campus Security**

The Campus Security office serves the College community to provide a safe and secure campus environment. Campus Security staff members are on duty 24 hours a day, seven days a week.

The office staff provides many student-oriented services. Among these are Project Identification, through which a student labels personal property as a deterrent to theft; Personal Safety Workshops; and Motor Vehicle and Bicycle Registration. The staff also cooperates with the Health Center staff in handling medical emergencies and coordinates appropriate transportation for sick or injured members of the campus community.

Students are asked to report thefts, suspicious individuals, and other safety and security concerns immediately. **The telephone number for all campus emergencies is 361-1111. If you are**

calling from a campus telephone, the number is 1111.

<b>Location</b>	Orchard House, Mt. Joy Street
<b>Hours</b>	Open 24 hours
<b>Telephone</b>	Ext. 1263, dispatcher/officer assistance "0" or ext. 1264 (non-emergency) <b>Emergency Number 361-1111 or ext. 1111</b>
<b>Personnel</b>	Jack R. Longenecker, Director

For a complete discussion of all safety and security concerns, please read the publications, "Guide to the Campus Safety Department" and "Rules and Regulations of Elizabethtown College."

#### **ID Cards**

Every student is issued an ID card by the Campus Security office. It must be carried as a source of identification and admission to College events such as athletic contests, exhibitions and public lectures, and dramatic productions. It also serves to admit students to the College Dining Hall, and it can be used to charge purchases at the College Store and the Jay's Nest.

ID cards must be shown to College officials upon request. Failure to do so may result in disciplinary action. ID cards may be confiscated by a Campus Security officer. They may be reclaimed at the Office of the Dean of College Life. Failure to surrender your ID card to a Campus Security officer upon request may lead to disciplinary action.

Your Campus ID Card includes your name, photo, student ID number, and validation information. Treat this card as you would a credit card. It is as valuable as cash on campus.

Call Campus Security at ext. 1264 to report your card lost or stolen. Go to the Dining Services offices in the Brossman Commons to retrieve a temporary ID card. This card will be valid for three (3) or nine (9) meals, whichever comes first. Your temporary ID card is only valid at The Marketplace. It may not be used for Jay Bucks or other types of student charges.

If you do not find your ID card or it is damaged by neglect (including the punching of holes in the card), you will need to purchase a new one through Campus Security. The cost of a new card is \$30.00. This replacement fee will be billed to your student account.

Statement about liability for unauthorized use: You will be responsible for all transactions made with your ID card until you

report the loss to Campus Security.

Charge activity via your ID card is billed on a monthly basis. Any balance not paid by the due date of the student statement is subject to finance charges of 1.5% per month or 18% per annum.

#### **Parking Regulations**

Annually, the Department of Campus Security publishes the "Vehicle Use and Parking Regulations at Elizabethtown College." Students should pick up a copy of this pamphlet at the Campus Security Office before bringing a car to campus.

#### **Transports to and from Elizabethtown Amtrak Station**

The Campus Security office provides regularly scheduled service to and from the Elizabethtown Amtrak station on Friday, Saturday, and Sunday. The schedule will vary by season to accommodate the Amtrak schedule, but typically transports will operate several times throughout each weekend beginning after the last class on Friday afternoon and ending with a final pick up on Sunday evening. A schedule of transports for each semester will be available in the Campus Security office. Students must call the Campus Security office (ext. 1263) **three days in advance** to reserve a seat.

#### **Transports to and from Harrisburg International Airport**

The Campus Security office will provide transportation to and from the Harrisburg International Airport before and after major holidays or semester breaks. Students who wish to use the transportation service to the airport must contact the Campus Security office **three days in advance**. It is expected that students will have exhausted all other possibilities for transportation prior to requesting this service of the Campus Security office.

#### **Vehicle Registration**

Automobiles, motorcycles or other motorized vehicles, and bicycles must be registered with the Campus Security office upon their arrival to campus. At that time, a complete listing of all parking and traffic rules, regulations, and procedures is given to the registrant. Students are responsible for being familiar with all regulations.

Negligence in failing to register a vehicle and display a decal properly is not considered to be a valid excuse for being unaware of parking and traffic regulations. Campus Security officers are

authorized to enforce all state and campus traffic and parking regulations.

### Copy Services

Copy Services is located in the rear of Myer Hall (former Back Door Bakery). During the regular academic year, hours of operation are Monday-Friday, 8:00 a.m. – 4:30 p.m. Services available include full-color and black & white photocopying, spiral binding, booklet making, laminating, poster making, resume printing, luggage/briefcase tags, bookmarks, and presentation folders. Student charges are accepted. For prices or other information regarding services, please call Copy Services.

**Telephone**      Ext. 1122  
**Personnel**      Barbara Shank, Office Manager

### Financial Aid

As is the situation at most colleges and universities, financial aid at Elizabethtown College is normally awarded in a combination of scholarships, grants, loans, and student employment. Elizabethtown College scholarships and grants are derived from endowment income, gifts from alumni, trustees, and other friends of the College, businesses and foundations, current revenue, and from state and federal government allocations.

Loans are a significant part of educational financing. Most financial aid recipients will probably need to borrow under one or two excellent, low-interest loan programs. Student employment at Elizabethtown is a self-help opportunity through which students with demonstrated financial need may earn money during the academic year. Full-time students are eligible to participate in the College Self-Help Program and the Federal Work-Study Program.

Specific information on financial aid plans at Elizabethtown College, including scholarships and grants, loans, and employment, is available in the Financial Aid office.

**Location**              First floor, Zug Memorial Hall  
**Hours**                    8:30 a.m.-5:00 p.m.  
                                 Monday through Friday  
**Telephone**            Ext. 1404

**Personnel**            M. Clarke Paine, Director  
                                 Kenneth R. Brown, Associate Director  
                                 Elizabeth K. McCloud, Associate Director  
                                 Sally R. Lindsey, Administrative Assistant  
                                 Sue E. Sterling, Administrative Assistant

### Student Employment

Many students are employed in virtually every department on campus. Before beginning employment, students are required to complete the following forms: W-4 Form, Form I-9, Worker's Compensation Form, and a Direct Deposit Authorization Form. The forms are available in the Payroll Office. A driver's license and original Social Security card are two valid forms of identification needed for employment. Students are paid on a bi-weekly basis. As a condition of employment, **all** students working at the College will be required to be on direct deposit.

Supervisors must submit the required employment form to the Payroll Office before students begin working.

**Location**              201 Alpha Hall  
**Hours**                    8:30 a.m. – 5:00 p.m., Monday – Friday  
**Telephone**            Ext 1213  
**Personnel**            Dee Mertz, Payroll Manager  
                                 Doris McBeth, Administrative Secretary, Academic  
                                 Affairs & Payroll Administrator

### The High Library

The High Library is the central component of the academic enterprise. The library provides essential support for the curriculum, research and bibliographic instruction of the student body. Our current collection of over 190,000 volumes covers a wide range of topics. The library subscribes to over 800 periodicals and non-print items. EbscoHost, FirstSearch and Lexis-Nexis databases index articles and increase our access to thousands of full-text periodicals. One of the fastest growing sections is the CD, DVD, and video collections. Quiet study areas and group study rooms are on the first, second and third levels of the building. The library web page, which contains links to the catalog, subscription databases and online services, is available from residence halls and offices.

### Reference Services, ext. 1461

See a reference librarian for:

- Locating the best information sources
- Evaluating information
- Citing information
- One-on-one research appointment

Email us at [ask-a-librarian@etown.edu](mailto:ask-a-librarian@etown.edu)

### Online Services

- Renew materials
- Film/fiche photocopy request
- Request a book/article from another library
- Research appointment with a librarian

### Circulation, ext. 1222

- ID cards are required for checking out materials
- Materials circulate for 4 weeks
- Professor's reserves may be checked out at the Circulation Desk
- Videos circulate for one week
- Periodicals and reference materials do not circulate
- Overdue notices are sent via campus email

### Overdue fines

- \$1.05 per week for circulating items, or \$.15 per day
- \$1.00 per day for reserve materials

<b>Hours</b>	Sunday	1:00 p.m. to 1:00 a.m.
	Monday-Thursday	7:45 a.m. to 1:00 a.m.
	Friday	7:45 a.m. to 10:00 p.m.
	Saturday	9:00 a.m. to 9:00 p.m.
	Vacation and summer hours are posted.	

<b>Personnel</b>	Sylvia T. Morra, Acting Director
	Peter J. DePuydt, Reference Librarian and College Archivist
	Louise Hyder-Darlington, Circulation Supervisor
	Sandra A. Hilsher, Administrative Assistant
	Joan Quinn, Cataloger and Systems Librarian
	Sharon L. Patrick, Library Technician
	Carol H. Warfel, Head of Technical Services
	Linda Gentino, Library Technician
Kathy Tyler, Interlibrary Loan	

## Information Technology

### Computing Policies

The information technology (IT) resources of Elizabethtown College primarily support the instructional, research, and administrative activities of the College. These resources include, but are not limited to, the Information and Technology Services facilities, the campus-wide network, email, the World Wide Web, voice mail, JayTV, AV equipment, and departmental and public computing facilities and related services.

All users of Elizabethtown IT - students, faculty, and staff - are to understand and acknowledge that they have access to valuable College resources, to sensitive data and to external networks. It is expected that all members of the Elizabethtown College electronic community will function in the same way as the pre-electronic community did, practicing the right of free speech and considering the rights of intellectual property in a responsible manner which respects the privacy, the opinions, and the property of others. Respect and courtesy are just as applicable to uses of IT as they are to the published and spoken word. Consequently, it is important for all Elizabethtown IT users to behave in a responsible, ethical and legal manner consistent with the spirit of the College's Pledge of Integrity as well as state and federal laws.

The constitutional right of free speech applies to all members of the Elizabethtown College electronic community. As this notion does not imply an abdication of personal responsibility, members of the community are expected to behave ethically in this community and to respect the diversity and privacy of people within and outside the electronic community. Behavior or acts that violate College IT policies and principles will be addressed and adjudicated by the appropriate College judicial or administrative body.

The following list, while not exhaustive, provides Elizabethtown College IT users with specific policies for responsible and ethical behavior:

Use only the computers, computer accounts, and computer files for which you have authorization. Do not use another individual's ID or account, or attempt to capture or guess other IT user's passwords. IT users are individually responsible for all use of resources assigned to them; therefore, sharing of IDs is prohibited.

Do not attempt to access restricted portions of the operating

system, security software, servers, or networks unless authorized by the appropriate College administrator. Breaking into computers and networks is explicitly prohibited.

Abide by all state and federal laws, including those applicable to copyright and licensing.

Use appropriate standards of civility when using IT to communicate with other individuals. When sending messages to other IT users or posting messages to news boards identify yourself as the sender. Using Elizabethtown College IT to harass other individuals is explicitly prohibited.

Be sensitive to the needs of other IT users. For example, use computer labs for only the most essential tasks during periods of peak demand. Also, sending personal or non-College related messages to large numbers of individuals and sending chain letters or sending a crippling number of files across the network are examples of activities that cause network congestion and interfere with the work of others, and thus are not allowed.

Do not destroy or damage any IT equipment, networks, or software. The introduction of computer code that compromises the integrity of a system, such as viruses and worms, into the College computing environment or into other computing environments via the Elizabethtown College network is prohibited.

For additional information regarding Information Technology resources, policies, and practices, please refer to [www.etown.edu/its](http://www.etown.edu/its).

There are general purpose labs on campus in Esbshade Hall, Nicarry Hall, Steinman Center, and the High Library. Some labs are Macintosh lab while all others PC labs. Please check the schedule posted outside of each lab for availability.

In addition to these labs, the departments of Chemistry, Computer Science, Music (FAPA), Psychology, and Modern Languages have their own special purpose computer labs. Please check with those departments regarding the availability of their facilities.

Questions about IT services and facilities may be directed to the IT Help Desk at ext. 1435. The Help Desk is located in Nicarry 105.

## *The Judicial Systems*

### **Academic Judicial System**

#### **Academic Judicial Structure**

Responsibility for judicial matters of an academic nature is assumed by the Academic Standing Committee and the Academic Review Committee. The Elizabethtown College Catalog provides detail on the structure and function of these committees.

#### **Standards of Academic Integrity**

**Elizabethtown College assumes that students will act honorably. Students are asked to adhere to the Pledge of Integrity adopted by both the Student Senate and the Faculty Assembly.** The Elizabethtown College Catalog provides details regarding breaches of the Pledge of Integrity including various definitions of misconduct and possible consequences of violations of the standards of academic integrity.

#### **Procedures for Dealing with Cases of Academic Dishonesty**

Please refer to the College catalog for specific information on Academic Due Process, Procedures for Dealing with Cases of Academic Dishonesty, Grade Appeals, and Procedures for Grade Appeals.

### **Social Judicial System**

#### **Preamble**

Students who accept admission to Elizabethtown College are responsible for abiding by the rules and regulations of the College.

As part of its educational mission and goals, Elizabethtown College holds students to a high standard of personal conduct and behavior. It is the College's expectation that such conduct and behavior exceed the requirement of the law. Students must know that infractions of the law and unacceptable behavior in the larger community are a concern to the College and may in fact lead to a separation from the College. All members of the Elizabethtown College community are expected to behave toward one another

with civility and respect for the rights of others. Such actions as lying, stealing, cheating, drunkenness, physical or verbal violence and abuse, harassment, and the willful destruction of property constitute unacceptable forms of behavior in the Elizabethtown College community.

Consequently, individuals involved in violating the Elizabethtown College community standards in letter or spirit can be removed from the community, either permanently or for a specified duration. Upholding the Elizabethtown College standards of conduct, citizenship, and behavior is the responsibility of all members of the College community. All members are expected to uphold these standards in their own conduct and by confronting the unacceptable conduct of others.

### **Parental Notification**

The College notifies parents when one or more of the following are met: 1) when a student's health or safety is at risk (usually in an emergency situation), 2) when a student's social or academic status is at risk (usually a non-emergency situation involving a serious violation of College policy), or 3) when a student has accumulated four points (on an eight point scale) for violation of the College Alcohol Policy.

## **Student Disciplinary Code and Judicial Procedures of Elizabethtown College**

### **Article I: Definitions**

**Note:** Cases denoted with an asterisk (\*) are adjudicated through the Academic Judicial System.

1. The term College means Elizabethtown College.
2. The term "student" includes all persons taking courses at the College, both full time and part time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."
3. The term "faculty member" means any person hired by the College to conduct classroom activities.
4. The term "College official" includes any person employed by the College performing assigned administrative or professional responsibilities.
5. The term "member of the College community" includes any

person who is a student, faculty member, College official, or any other person employed by the College. A person's status in a particular situation shall be determined by the Dean of College Life.

6. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for College recognition.
8. The term "judicial body" means any person or persons authorized by the Dean of College Life to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
9. The term "judicial officer" means a College official authorized on a case-by-case basis by the Dean of College Life to investigate complaints and to impose sanctions upon students found to have violated the Student Code. The Dean of College Life may authorize a judicial officer to serve simultaneously as a judicial officer and the sole member or one of the members of a judicial body. The Dean of College Life may authorize the same judicial officer to impose sanctions in all cases.
10. The term "Appeals Board" means any person or persons authorized by the Dean of College Life to consider an appeal from a judicial body's determination that a student has violated the Student Code or from the sanctions imposed by the judicial officer.
11. The term "shall" is used in the imperative sense.
12. The term "may" is used in the permissive sense.
13. The Dean of College Life is that person designated by the President of the College to be responsible for the administration of the Student Code.
14. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Handbook, and the College Catalog.
- \*15. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying

out other assignments; or (3) the acquisition, without permission, of tests or other academic materials belonging to a member of the College faculty or staff.

- \*16. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

### **Article II: Judicial Authority**

1. The Dean of College Life shall determine the composition of judicial bodies and Appeals Boards, and determine which judicial body, judicial officer and Appeals Board shall be authorized to hear each case.
2. The judicial officer shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are consistent with provisions of the Student Code.
3. Decisions made by a judicial body and/or judicial officer shall be final, pending the normal appeal process.
4. A judicial body may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

### **Article III: Proscribed Conduct**

#### **A. Jurisdiction of the College**

Generally, College jurisdiction and discipline shall apply to conduct which occurs on College premises or which, if it occurs off the College premises, adversely affects the College community or the pursuit of its objectives. Violations of College policy, whether violations of the law or not, which occur off campus are subject to College discipline. The College may pursue disciplinary action against a student at the same time the student is facing criminal charges even if the criminal prosecution is pending, has been dismissed, or the charges have been reduced.

#### **B. Conduct — Rules and Regulations**

Any student found to have committed the following misconduct or

to have violated any other College policy contained in the Student Handbook or other official College publications is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.\*
  - b. Furnishing false information to any College official, faculty, member, or office.
  - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
  - d. Tampering with the election of any College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
3. Theft or other abuse of computer time, including, but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another person's identification and password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member or College official.
  - e. Use of computing facilities to send obscene, abusive or illegal messages and/or contact.
  - f. Use of computing facilities to interfere with normal operation of the College computing system.
4. Sexual Misconduct - Sexual behavior with someone who is physically helpless (e.g. drunk and/or under the influence of a substance or substances rendering them helpless), unconscious, or otherwise incapacitated and unable to accurately communicate unwillingness or to give consent to act.
5. Physical abuse, sexual assault, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
6. Attempted or actual theft of and/or damage to property of

- the College or property of a member of the College community or other personal or public property.
7. Hazing is defined as any activity expected of someone affiliating with or joining a group that humiliates, degrades, abuses, or endangers, regardless of the person's willingness to participate. In addition, this includes any action which results in the disruption of the educational process, the impairment of academic performance, or failure to properly fulfill obligations to College sponsored groups or organizations.
  8. Failure to comply with a reasonable request or with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
  9. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
  10. Violation of published College policies, rules, or regulations.
  11. Violation of federal, state or local law on College premises or at College or supervised activities.
  12. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
  13. Smoking - Smoking is prohibited at all times in all College-owned, student residential facilities (i.e., residence halls, Schreiber Quads, Hackman Apartments, and SDLCs). Failure to comply with the smoking policy will result in disciplinary action which may include, but is not limited to, a formal warning, College staff conference, and/or College work assignment.
  14. Use, possession or distribution of alcoholic beverages, except as expressly permitted by the law and College regulations, or public intoxication.
  15. Gambling.
  16. The use, possession, or storage of articles and substances which may endanger student health and safety. This may include, but is not limited to, fireworks, air rifles, pellet guns, pistols, firearms, knives, weapons, ammunition, gunpowder, explosives, or other material containing flammable substances. Any such articles or substances discovered will be impounded by the College.

17. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
18. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
19. Conduct which is disorderly or obscene; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by the College.
20. Abuse of the Judicial System, including but not limited to:
  - a. Failure to obey the summons of a judicial body or College official.
  - b. Falsification, distortion, or misrepresentation of information before a judicial body.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. Institution of a judicial proceeding knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
  - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after judicial proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Student Code.
  - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

### **C. Violation of Law and College Discipline**

1. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without

regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community.
3. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

#### **Article IV: Judicial Policies**

##### **A. Charges and Hearings**

1. Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Dean of College Life. Any charge should be submitted as soon as possible after the event takes place.
2. The judicial officer may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the judicial officer. Written notification of formal charges and sanctions are provided at the conclusion of this administrative review. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the matter shall proceed to a judicial board.
3. In the case of a judicial board hearing, all charges shall be presented to the accused student in written form in

advance of the proceedings. A time shall be set for a hearing, not less than two nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial officer.

4. Hearings shall be conducted by a judicial body according to the following guidelines:
  - a. Hearings normally shall be conducted in private.
  - b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or its judicial officer. The accused student shall be informed of any persons to be present at the hearing.
  - c. In hearings involving more than one accused student, the chairperson of the judicial body, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - d. The complainant and the accused have the right to be assisted by any advisor they choose who is a member of the College community. The advisor may not be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
  - e. The complainant, the accused and the judicial body shall have the privilege to present and question witnesses.
  - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
  - g. All procedural questions are subject to the final decision of the chairperson of the judicial body.
  - h. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated the Student Code as charged.
  - i. The judicial body's determination shall be made on the basis of whether the preponderance of evidence is that the accused student violated the Student Code.
5. There shall be a single verbatim record, such as a tape recording of all hearings before a judicial body. Minutes of judicial hearings may be taken by a professional College

- secretary. These records are the property of the College.
6. Except in the case of a student charged with failing to obey the summons of a judicial body or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered in order to determine whether or not the student has violated the Student Code.

## B. Sanctions

1. The Dean of College Life or his/her designee reserves the right to notify parent(s) or guardian(s) of any or all levels of disciplinary sanctioning.
  2. The following sanctions may be imposed upon any student found to have violated the Student Code:
    - a. **Warning** — A notice in writing to the student that the student is violating or has violated institutional regulations.
    - b. **Disciplinary Probation** — A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of suspension from the College if the student is found to be violating any institutional regulation(s) during the probationary period.
    - c. **Loss of Privileges**— Denial of specified privileges including any extracurricular activities, College employment, or other official representation of the College for a designated period of time.
    - d. **Residence Probation**— This sanction informs students that the standards necessary for community living have been seriously violated and that future violations of residence community living standards will result in, at a minimum, immediate suspension from the residence halls. Residence probation is frequently given in combination with other sanctions.
    - e. **Residence Suspension**— This sanction requires the student to terminate occupancy of on-campus residence for a specified period of time. Conditions which must be met in order to be eligible to live on-campus at the end of the residence hall suspension period must be clearly outlined.
  - f. **Fees and/or Fines**— Fees and/or fines may be imposed in conjunction with sanctions.
  - g. **Restitution** — Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - h. **Discretionary Sanctions**— Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the judicial officer).
  - i. **College Suspension**— Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - j. **College Expulsion**— Permanent separation of the student from the College.
  - k. **On notice of any of the above sanctions**— Notice that a specified sanction will apply to any further violations.
  - l. **Failure of courses**— In cases involving cheating, plagiarism, or other academic misconduct, a grade of F for a course may be ordered. Note: At present, this type of case is adjudicated through the Academic Judicial System.
3. More than one of the sanctions listed above may be imposed for any single violation.
  4. Other than College expulsion and suspension, disciplinary sanctions shall not be made part of the student's permanent record, but shall become part of the student's confidential record. Cases involving the imposition of sanctions other than College suspension or College expulsion shall be expunged from the student's confidential record five (5) years after the student graduates or withdraws from the College.
  5. The following sanctions may be imposed upon groups or organizations:
    - a. Those sanctions listed above in Section B 2, a through f.
    - b. Deactivation — Loss of privileges, including College recognition, for a specified period of time.
  6. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the judicial officer.

In cases in which persons other than or in addition to the judicial officer have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the judicial officer in determining and imposing sanctions. The judicial officer is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the judicial officer shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.

### **C. Interim Suspension**

In certain circumstances, the Dean of College Life or a designee may impose an interim suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, students may be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible as the Dean of College Life or the judicial officer may determine to be appropriate.

### **D. Appeals**

1. A decision reached by the judicial body or a sanction imposed by the judicial officer may be appealed by accused students or complainants to an Appeals Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Dean of College Life or a designee.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the written record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed

procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.

- b. To determine whether the decision reached regarding the accused student was based on preponderance of evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code more likely than not occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - d. To consider new evidence and/or facts which were not known to the person appealing at the time of the original hearing.
3. If an appeal is upheld by the Appeals Board, the matter shall be remanded to a new judicial body for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).
  4. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the Appeals Board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Dean of College Life may, upon review of the case, reduce but not increase, the sanctions imposed by the judicial officer.
  5. In cases involving appeals by persons other than students accused of violating the Student Code, the Dean of College Life may, upon review of the case, reduce or increase the sanctions imposed by the judicial officer or remand the case to the judicial board and judicial officer.
  6. After all previously described procedures have been exhausted, a student may, for reasons specified in writing, appeal to the President. Such appeals are to be filed as soon as possible, but definitely within seven working days after receiving a previous decision. The President's decision is final.

### **Article V: Interpretation and Revision**

- A. A question of interpretation regarding the Student Code shall be referred to the Dean of College Life, or a

- designee for final determination.
- B. The Student Code shall be reviewed every three (3) years under the direction of the judicial officer.

### **Student Conduct Review Council**

The Student Conduct Review Council exists to insure and to foster the concept of self-discipline. Peer influence is used to enforce regulations and to assure student rights and responsibilities. The council may hear violations involving the Student Code, resident regulations, or established College policies that occur in the residence halls, Schreiber Quad Townhouses, Hackman Apartments and Student Directed Learning Communities.

If called to appear before a Student Conduct Review Council, a student may bring witnesses, may submit written testimony, may hear all testimony presented, may remain silent, may appeal the decision of the Council, and may bring a friendly advisor from the College community. The role of the friendly advisor is to advise the student the person represents, not to argue the proceedings.

Decisions of the Student Conduct Review Council are subject to review by the judicial officer.

### **Campus Judicial Board**

The **Campus Judicial Board** (comprised of students, faculty and administrators) is convened to hear cases (violation(s) of the Student Code of Conduct – unacceptable behavior exhibited on or off campus) that have not been resolved through an Administrative Review. After the hearing, the Judicial Board members determine whether the student has violated the Student Code as charged. If the accused is found in violation of the Student Code by the Judicial Board, Board members impose appropriate sanctions.

### **Campus Appeals Board**

The **Campus Appeals Board** (comprised of students, faculty and administrators) is convened to hear cases that were not resolved by the Judicial Board. There are generally four reasons for appeal. The reasons include the following: due process was not followed; the decision reached was not based on preponderance of evidence; the sanctions imposed were not appropriate for the violation of the Student Code, and/or new evidence and/or facts now available were not known at the time of the original hearing.

## **Alcohol Policy**

### **A. Introduction**

College regulations governing the use of alcohol are designed first and foremost to ensure the personal health and safety of each member of the Elizabethtown College community. In addition, College policies and procedures are intended to foster an environment that promotes sound judgment, respect for the rights of others, and acceptance of personal responsibility for one's behavior.

It is the duty of all students to conduct themselves in a manner consistent with College regulations and to help others do likewise. In all instances, students are considered fully responsible for their own actions and personal well-being. Students also are encouraged to be mindful of the well-being of others. Any behavior which puts health or safety at risk or which infringes on the rights of others shall not be condoned.

The College recognizes that the decision to consume or not consume alcohol is made by the individual in accordance with her/his personal beliefs. The College supports those individuals who choose to abstain from consuming alcohol. Further, the College encourages all students to consider carefully the potential dangers of alcohol consumption and reminds students that they are responsible for abiding by all state laws and institutional policies relative to the possession and consumption of alcohol.

### **B. Education**

The College takes seriously its responsibility to educate students regarding the effects, uses, and abuses of alcohol. The College delivers a full complement of programs and services intended to help students make healthy decisions. In addition, the College regularly monitors the patterns of alcohol use in order to provide the community with accurate information.

### **C. Relevant Laws**

Elizabethtown College and all members of its community are subject to the laws of the Commonwealth of Pennsylvania. With specific regard to alcohol, the following state regulations should be noted:

- The minimum legal age for the purchase, possession, or consumption of alcohol is 21 years.
- It is illegal to misrepresent one's age in order to purchase

alcohol (e.g., use of false I.D., driver's license, etc.)

- It is illegal to operate a vehicle while under the influence of alcohol. The blood alcohol content maximum in the Commonwealth is .08% for those 21 years of age or older.
- It is illegal to sell, furnish, or give any alcoholic beverages to a person who is less than 21.
- It is illegal for a host to assist in or otherwise contribute to a minor's consumption of alcohol. Hosts may be held liable for injuries caused to a minor(s) or caused by a minor(s) to others as a result of alcohol consumption.
- It is illegal to charge admission to an event where alcohol is being served or to otherwise sell alcohol to others without a state license. (Examples include selling cups, accepting donations upon entry, and so on.)

The above list is representative, not exhaustive, of the relevant laws that currently exist. Penalties for violating these laws may include fines, loss of driving privileges, and incarceration.

#### D. Campus Regulations

Through the development and implementation of its policies, programs, and services, the College seeks to encourage its members to make responsible decisions about the use of alcohol, to allow for the safe and legal consumption of alcohol as well as abstinence from alcohol use, and to facilitate healthy patterns of social interaction on campus. To these ends, the following regulations apply:

1. No one under the age of 21 is permitted to possess or consume alcohol anywhere on the Elizabethtown College campus or in the off-campus houses known as SDLCS.
2. Individuals 21 years of age or older may possess alcohol for their personal use in their own living space. The maximum quantity allowed in any housing unit is no more than one six-pack of beer, or one liter of wine, or one four-pack of wine coolers, or one pint of a distilled beverage per of age resident.
3. Kegs of any size, beer balls, or other containers of large quantity, whether empty, partially or completely filled, are strictly prohibited on campus.
4. Paraphernalia will be confiscated when found. Paraphernalia includes but is not limited to funnels, keg

taps and pong tables, and anything associated with drug use.

5. A resident who is 21 years of age or older may not consume alcohol in the presence of anyone under 21 years of age other than his/her roommate(s). Residents under 21 years of age may not be present where alcohol is being served or consumed except by roommates who are of legal age for consumption.
6. Under no circumstance is a person of legal age permitted to furnish alcohol to a minor.
7. Drunkenness (visible intoxication) anywhere on campus is prohibited. The abuse of alcohol by individuals of any age will not be tolerated and students will be held responsible for their actions.
8. **Good Samaritan Policy.** In cases of intoxication and/or alcohol poisoning, the primary concern is for the health and safety of the individual(s) at risk. Individuals are strongly encouraged to call for medical assistance for themselves or for a friend/acquaintance who is dangerously intoxicated. A student seeking assistance from College personnel or medical treatment for another student will not be subject to judicial action for alcohol violations unless they are found to have contributed to that student's physical condition (e.g., purchasing or furnishing alcohol to that student). Students are reminded that, in a community setting, all are expected to take responsibility for the well-being of others.
9. No alcohol may be possessed or consumed in any common area. Common areas are defined as indoor or outdoor spaces used by the residential community. These include but are not limited to lounges, hallways, parking lots, and athletic facilities. In some instances, private spaces, such as residence hall rooms, may become common or public by action of the occupants, e.g., when a social gathering expands into a hallway or lounge, etc.
10. Hosts of private social gatherings are responsible for insuring adherence to state laws and College regulations.
11. All non-student guests are subject to College rules and regulations. Student hosts will be held responsible for the behavior of their guests. (see Guest Policy)
12. No student, regardless of age, may possess or consume alcohol while representing the College on a College-

sponsored trip, event, or other activity.

#### **E. Violation of the Alcohol Policy**

Alleged violations of the alcohol policy are handled administratively or via judicial board procedures similar to how other violations to the code of student conduct are approached. (See Social Judicial System)

Unlike the process for other violations, however, the College has established a "point system" where violations of the alcohol policy are assigned a set number of points (see Point System). If a student is found in violation through the hearing process, the points will be assigned as part of the sanction received.

When a student accumulates four points, he or she will be placed on Disciplinary Probation, which carries with it a required parental notification. If a student reaches the maximum number of points (eight), he or she automatically will be placed on required leave, or suspension, for one semester. Upon returning from a required leave, accumulated points are reduced to four, but the student remains on Disciplinary Probation for a specified period of time.

Points carry over from semester to semester and year to year until forgiveness begins. Timing of forgiveness will be based on date of violation.

In addition to the points received, other sanctions will be levied to the student found in violation of the alcohol policy. When considering violations of the College alcohol policy, the judicial staff examines each case individually. Each violation is placed on a spectrum, ranging from minor to major depending upon the circumstances surrounding the violation in question and the student's previous disciplinary record. For example, possession of a can of beer in a residence hall by an underage person would be at the minor end of the spectrum.

Alcohol intoxication which leads to physical assault, disorderly behavior, or vandalism would be at the major end of the spectrum. Having a large quantity of alcohol (as defined in Campus Regulations section) or hosting a party at which minors are served would be somewhere in between. It should be noted that for repeated offenses stiffer sanctions will be imposed.

Examples of possible sanctions for each level of violation are outlined below.

#### **For Level I:**

- A formal warning
- Required attendance at an alcohol education program
- Educational sanction (e.g., writing a paper, creating an educational bulletin board)
- Weekend suspension

#### **For Level II:**

- Any or all of the above and/or
- Disciplinary probation
- Loss of privileges
- College work assignment
- Several consecutive weekend suspensions

#### **For Level III:**

- Suspension from the College for at least one semester.
- Dismissal from the College

#### **F. Oversight and Review**

The Committee on Alcohol Regulations and Education (CARE) provides a forum for regular review of the regulations and procedures pertaining to alcohol on campus.

CARE shall be chaired by the Dean of College Life or her/his designee and shall be comprised of four students (two to be appointed/elected by Student Senate, two selected by the Director of Residence Life), two faculty members (to be appointed/elected by Faculty Executive Council, the Director of Security or his/her designee, the Assistant Director of Residence Life, the Director of Health and Counseling Services, and two additional staff members (to be appointed by the President).

Student members shall serve one-year appointments. Non-student appointments shall be for two years.

#### **The responsibilities of CARE shall be to:**

- seek community input regarding the effectiveness of alcohol-related policies
- recommend change to policies and/or procedures as appropriate
- report to Student Senate and the college community regarding alcohol-related issues
- encourage, sponsor, and promote alcohol-related educational programs and services

- review survey and other data regarding patterns and effects of alcohol use on campus

### Point System for Violation of Alcohol & Drug Policies

<u>Violation</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
Simple illegal possession of alcohol	1 pt	2 pts	3 pts
Public drunkenness	2 pts	3 pts	3 pts (susp.)
Providing alcohol to minors	3 pts	3 pts	4 pts (susp.)
Large quantities of alcohol	2 pts	3 pts	4 pts (susp.)
Large quantities of alcohol with minors present	3 pts	4 pts	5 pts
Driving under the influence	4 pts	4 pts (susp.)	6 pts (susp.)
Use, possession, sale or distribution of marijuana	4 pts	4 pts (susp.)	6 pts (susp.)
Use, possession of other controlled and/or illegal substances	5 pts	8 pts (susp)	Expulsion*
Sale or distribution of other controlled and/or illegal substances	8 pts (susp.)	Expulsion	
Use, possession, sale or distribution of "date rape" drugs (GHB, Rohypnol, etc.)		Expulsion	

\* Expulsion implies permanent separation from the institution.

#### Annotations to the point system:

1. Disciplinary probation is automatic at four (4) points.
2. Disciplinary probation carries with it the sanction of written parental notification.
3. Suspension (one semester) will occur automatically at the accumulation of eight (8) points. Suspension may occur prior to eight (8) points and/or may be for longer than one semester, based on the nature of any given violation(s).
4. Suspensions will be immediate or on a deferred basis, (i.e., where the student is allowed to complete the current semester but is suspended for the following semester), at the discretion of the judicial officer.

5. Inciting violence and/or failure to cooperate with Campus Security, Residence Life, Facilities Management, or other College staff when the violation is confronted and/or documented may lead to the assignment of one or more additional points.
6. Severe intoxication and/or emergency hospitalization may result in the assignment of additional points.
7. When multiple violations occur in a single incident, the judicial officer will assign, at a minimum, the points associated with the most serious charge. The decision whether or not to assign points for additional violations in a single incident will be made by the judicial officer based on the nature of the incident.
8. For any violation of the alcohol policy, the assessment of points will occur in concert with other educational sanctions. Other types of sanctions issued for violations include but are not limited to: formal warning, educational assignment, work assignment, weekend suspension, and loss of privileges.
9. Point "forgiveness" will be practiced and monitored by the judicial office. Students with accumulated points for alcohol violations will have two (2) points forgiven or removed from their records for each semester completed without additional violations.
10. A full explication of the judicial process, including the appeals process, used in adjudicating violations of the alcohol policy is published in the Student Handbook (see "Judicial Policies").
11. Violations of College policy, whether they occur on or off campus, will be adjudicated by the College.
12. Violations that occur and are adjudicated on campus can also be prosecuted by local law enforcement or civil authorities if they involve local, state or federal statutes.

## Other College Policies and Regulations

### Absences From Class

Students are responsible for informing faculty and appropriate others if they are to be absent from classes. Students should refer to the *College Catalog* for more information on class absences and long term absences.

### Official College Communication Policy

Students, faculty, and staff in the residential/day program should expect to receive official Elizabethtown College communications through:

- College-issued campus mail box numbers
- College-issued telephone numbers (i.e., Jaynet extensions)
- College-issued email addresses

Students and faculty of the Center for Continuing Education and Distance Learning should expect to receive official Elizabethtown College communications through:

- Center-initiated telephone calls
- Center-initiated emails
- Center-initiated U.S. mail service

Members of the campus community should check these modes of communication frequently for important information from the institution. On some occasions, communications may also be sent via U.S. mail service to a permanent home address or a home telephone number via the information individuals provide annually to the College.

### Drug-Free Campus

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees is not permitted by Elizabethtown College. The College adheres to the Drug-Free Schools and

Communities Act Amendments of 1989.

Violations (e.g., possession, sale, use, transfer, purchase and/or delivery of illegal drugs or drug paraphernalia) will result in an administrative hearing and/or a hearing before the Judicial Board. Refer to the College Regulations section of this handbook for information on the social judicial system process and the disciplinary sanctions.

In addition to the College's disciplinary sanctions, violators are subject to legal sanctions under local, state, or federal law. The College recognizes drug abuse not only as a safety and security concern, but as an illness and major health problem. Consistent with the concern related to all life threatening illnesses and serious diseases, the College offers a range of resources and services as follows:

Student education and information is available through the Office of Residence Life. Counseling and support services are available through Counseling Services and the Office of Residence Life. Referral to agencies and organizations which offer supportive services is available through the Counseling and Health centers, as well as other College Life offices.

### Drug-Free Workplace

As required by law, Elizabethtown College is obligated to provide a drug-free, safe, healthful, and secure workplace for all employees (including student employees). In turn, our employees are expected to arrive for work in proper mental and physical condition.

The College prohibits the unlawful manufacture, distribution, use, dispensation, or possession of a controlled substance on College property or while conducting College business off the premises.

The College recognizes drug abuse not only as a likely health, safety, and security problem, but as an illness and major health problem. Therefore, any employee having a drug dependency of a controlled substance is encouraged to seek help. Such employees will be required to participate in a rehabilitation program approved for such purposes by a federal, state, or local agency. (A listing of available rehabilitation programs is available in the Counseling Services office and the Human Resources office.) Any employee seeking such help will not receive any type of reprimand, nor will it be recorded in the employee's personnel record, as long as such employee seeks help before being disciplined for violation of this

policy.

All employees, as a condition of employment, must comply with this policy and must also report any criminal drug conviction within 5 days after the conviction. This includes any drug violation occurring on or off college premises while conducting college business. This requirement is mandated by the Drug-Free Workplace Act of 1988. An employee violating this policy or convicted of a criminal drug offense occurring in the workplace is subjected to appropriate personnel action, up to and including termination, or satisfactory participation in a drug rehabilitation program.

### **Federal and State Penalties**

Under the Federal Controlled Substance Act and Pennsylvania state laws, individuals face penalties for unlawful manufacturing, distribution, use and possession of controlled substances. The penalties vary based on the type of drug involved, possession and intent to distribute. Federal law sets penalties for the first offense ranging from one year to life imprisonment and/or \$100,000 to \$4 million in fines. Penalties may include forfeiture of property, including vehicles used to possess, transport or conceal a controlled substance or denial of federal benefits such as student loans and professional licenses. Convictions under state law may be misdemeanor or felony crimes, with sanctions ranging from six months to life imprisonment and/or \$250 to \$100,000 in fines.

Federal law holds that any person who distributes, possesses with intent to distribute, or manufactures a controlled substance in, or within one thousand feet of an educational facility is subject to a doubling of the applicable maximum punishments and fines. A similar state law carries sanctions of up to five years imprisonment and up to a \$100,000 fine for similar violations.

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974 (commonly referred to as FERPA or the "Buckley Amendment") guarantees a student (1) access to his or her educational record, (2) the right to challenge the accuracy of the record, and (3) the right to limit release of information from the record.

**The "Educational Record"** includes all records, files and

documents directly related to the student and maintained by Elizabethtown College. Biographical data and address information; the admissions application and supporting documents; the academic record including class schedules, grade report, and transcript of record; athletic records; counseling records; disciplinary records; public information records; financial records; health records; placement credentials; Campus Security records; and residence life records are all part of the educational record.

**"Directory Information"**, as designated by Elizabethtown College, includes name, enrollment status, campus box, campus email address, local and home address, local and home telephone, date and place of birth, most recently attended institution, dates of attendance, class, field of study, degree, date of graduation, activities, honors and awards. (ID number is specifically excluded.)

**NOTE:** All items of directory information except date and place of birth are subject to public release without prior written consent unless the student notifies the Office of Registration and Records during the first week of the academic year of objection to the release of the information.

A complete statement of College policy and procedures related to this lengthy and complex act is available in the following locations: College Life office, Admissions office, Office of Registration and Records, and the High Library.

### **Free Speech and Civility**

Elizabethtown College is committed to maintaining an environment where open, vigorous debate and free speech can occur. At the same time, the College recognizes that there are limits to what is considered acceptable behavior on the part of members of the College community. While preserving the individual's right to free speech, the College must also guarantee the right of individuals to be free from discrimination and harassment and, in addition, allow the College to fulfill its responsibility to protect the educational process and the work environment.

All members of the College community must stand ready to censure any behavior, verbal, physical, or electronic, which stigmatizes or victimizes an individual on the basis of race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, marital status, handicap, or political ideology, as well as sexual advances or requests for sexual favors.

Discrimination and harassment, based upon personal characteristics or any protected class status, is unacceptable and illegal. The College seeks to balance freedom of speech, the right of individuals to be free from injury caused by discrimination and harassment, and the College duty to protect the educational process and the learning environment.

Reported violations of these standards will be vigorously investigated and adjudicated within the College judicial system.

### **Fund Raising Policy**

If fund raising is done entirely on campus, soliciting only students and staff, the project must be approved by the Director of Student Activities. If the fund-raising project involves any solicitation of off campus persons including parents, businesses, alumni, or any other off campus constituency, it must be approved by the Office of Development in Alpha Hall and the Director of Student Activities. (See also the section on Solicitation.)

### **Golf Policy**

Because of the danger of personal injury and damage to property, hitting golf balls anywhere on campus is not permitted.

### **Hazing and Initiation**

Elizabethtown College will not tolerate any form of hazing. Hazing is defined by Elizabethtown College as "any activity expected of someone affiliating with or joining a group that humiliates, degrades, abuses, or endangers, regardless of the person's willingness to participate. Furthermore, this includes any action which results in the disruption of the educational process, the impairment of academic performance, or failure to properly fulfill obligations to College sponsored groups or organizations."

Examples of hazing include, but are not limited to the following: depriving the person of sufficient sleep, paddling or beating a person, requiring or engaging a person to consume alcohol, drugs or foreign or unusual substances, kidnapping or confining a person, subjecting a person to cruel and unusual psychological conditions.

Students who feel uncomfortable with any initiation tradition

should report their concern to the Dean of College Life.

### **Hostile Work Environment**

Elizabethtown College takes pride in its role as a residential campus with approximately 85% of students living in college-owned housing. As a community of learners guided by the mission and heritage of our institution, the College is responsible for providing a hospitable living/learning environment for students and an equally hospitable working environment for employees. Elizabethtown will not tolerate any form of harassment, degradation, or contempt for college employees expressed by students. Students who do engage in such behaviors will be considered to be creating a hostile work environment and will be held accountable by the College offices of Human Resources and Residence Life.

### **Sexual Assault/Violent Behavior/Sexual Offenses**

#### **Policy Statement**

Elizabethtown College considers sexual offenses in all forms to be unacceptable behavior and a violation of the College's Code of Conduct. Such behaviors will not be tolerated. Where there is probable cause to believe that College regulations have been violated, the College will pursue disciplinary action through its campus judicial system. This action includes the possibility of suspension or expulsion from the College.

An individual charged with such offenses may also be prosecuted in the criminal court system under Pennsylvania criminal statutes. Membership in the College does not exempt one from local, state, and federal laws. In the event that an individual decides to pursue redress through the College's judicial system, such action will occur regardless of the intent to pursue or the outcome of the Pennsylvania criminal court actions.

#### **Definitions of Sexual Offenses**

1. **Sexual Assault:** Includes sexual intercourse that is coerced through force or threat of force, or with someone who is unconscious or with someone who is mentally deranged or deficient as to be incapable of consent. Sexual

intercourse includes anal, oral, and vaginal penetration, however slight. Sexual assault includes sexual relationship violence. These types of sexual offenses may occur in "dating" or romantic situations and as a result of sex role behaviors and misunderstood communications.

2. **Sexual Harassment** : Another form of sexual offense generally defined as unwelcome sexual advances or request for sexual favors (see Sexual Harassment Policy).
3. **Sexual Offenses** : Behaviors are characterized but not limited to the following:
  - \*The touch of an unwilling person's intimate parts (genitals, groin, breast, buttocks, or clothing covering them); using physical force for purpose of sexual arousal or self gratification.
  - \*Forcing an unwilling person to touch another's intimate parts.
  - \*Forcible sexual penetration (including anal, oral, vaginal), however slight.
  - \*Threat of force or coercion through force, including threat of real or alleged weapon.
  - \*Digital or object penetration.
  - \*Inappropriate disrobing and nudity.
  - \*Unwanted physical contact, including touching, brushing against, grabbing, pinching, patting, hugging, kissing.

### **Procedures if a Student is Sexually Assaulted**

It is important to remember that above all, each individual has the choice to make personal decisions about what to do. The staff can assist a student in making these decisions and insure that every effort will be made to maintain privacy and confidentiality. Normal "need to know" guidelines will be followed.

#### **1. Get help immediately**

Contact any of the following:

Residence Life staff, ext. 1197  
Health Services, ext. 1169  
Counseling Services, ext. 1405  
Dean of College Life's office, ext. 1196  
Campus Security office, ext. 1263\*

\*In an emergency or after hours, staff can be reached by contacting the Campus Security office, ext. 1111.

#### **2. Preserve physical evidence**

Do not bathe, shower, or wash clothing.

#### **3. Seek medical care**

A medical examination is important for health reasons and to collect physical evidence should a student later decide to press charges.

#### **4. Talk with a counselor**

A counselor will provide a confidential setting, provide emotional support and explain options.

#### **5. Report the assault**

Reporting the incident **does not** commit a student to filing charges, however, the College reserves the right to investigate such reports. A student has the options of initiating charges through the College judicial process and/or the civil court system.

### **Rights of Victim and Accused**

In cases of sexual assault, rights are afforded to both the victim and the accused.

#### **Victim Rights:**

- To have reasonable assurance of confidentiality
- To report the incident without the fear of having to press charges (on and/or off campus)
- To have access to Health Services and Counseling Services on campus and assistance in referrals to off-campus medical or psychological support services
- To request or select a person of choice to serve as a support throughout the process
- To request changes in living accommodations and/or academic situation if changes are reasonably available
- To be free from intimidation or harassment by the accused or his/her friends
- To have reasonable accommodations to make up missed academic work
- To be assured that should you choose the option to exercise the right to press charges through the College judicial process and/or local police, there will be assistance and cooperation of College authorities
- To have access to documentation for review provided by the accused

- To have a person of choice present during campus disciplinary proceedings
- To remain present during the proceedings, but not during the deliberations
- To be informed of the outcome of any disciplinary procedures
- To request assistance regarding notification of appropriate law enforcement authorities, both on and off campus, and information regarding rights, advocacy, and representation in the criminal justice system

#### **Accused Rights:**

- To have reasonable assurance of confidentiality
- To report an accounting of the event to the Dean of College Life's office for "adjudication"
- To have access to services on campus or through off-campus agencies
- To request or select a person of choice to serve as a support throughout the process
- To be free from intimidation or harassment by the victim/friends
- To have reasonable accommodations to make up missed academic work
- To have access to documentation for review provided by the accuser
- To have a person of choice present during College disciplinary proceedings
- To remain present during the proceedings, but not during deliberations
- To be informed of the outcome of any disciplinary procedures
- To request information regarding rights, advocacy and representation in the criminal justice system

### **Harassment Policy**

The College defines harassment as any behavior, verbal or physical, which creates an intimidating, hostile or offensive work or learning environment, particularly if questionable behavior is repeated and/or if it continues after the offending party is informed of the objectionable and/or inappropriate nature of the

behavior, and which is based on individual characteristics including race, ethnicity, gender, age, disability, religion, marital status, ancestry, veteran status or any other legally protected status.

Teachers are entitled to freedom in the classroom in discussing their subjects, but should take care not to introduce into their teaching controversial matters which have no relation to the subject.

The totality of the circumstances of any given harassment incident must be carefully investigated, but prohibited harassment may take many forms. The most common examples include:

Verbal harassment such as jokes, epithets, slurs, negative stereotyping, and unwelcome or patronizing remarks about an individual's body, color, physical characteristics or appearance.

Physical harassment such as physical interference with normal work, impeding or blocking movements, assault, unwelcome physical contact, staring at a person's body, or threatening, intimidating or hostile acts that relate to a protected characteristic.

Visual harassment such as offensive or obscene photographs, calendars, posters, e-mails, cards, cartoons, drawings and gestures, display of lewd objects, unwelcome notes or letters, or any written, electronic, or graphic material that denigrates or shows hostility or aversion toward an individual.

#### **Sexual Harassment**

The above definition includes sexual harassment, which is specifically defined as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature or conduct directed toward another person because of his/her gender where:

- Submission to such conduct is made — either implicitly or explicitly— a term or condition of a person's academic or employment status;
- Such behavior has the purpose or effect of substantially interfering with the individual's academic or work performance or creating an intimidating, hostile or offensive classroom or working or academic environment; or
- Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting the individual.

The College will not tolerate any form of harassment. Any member of the College community who believes he/she is being subjected to harassment including, but not limited to, sexual harassment shall report the situation to his or her immediate supervisor, the Associate Vice President for Human Resources or a College officer or file a written complaint with the College's Peer Relations Review Committee. Names of the Peer Relations Review Committee members are posted on bulletin boards around campus. The College will keep all complaints private consistent with a proper investigation. A complaint should be made within one year of the alleged act of harassment.

The College will not retaliate, nor will it tolerate retaliation, against any employee or student who reports or complains of harassment in the workplace or classroom in good faith. Each allegation will be handled/investigated through established College procedures and appropriate action(s) will be taken. Any member of the College community found to have engaged in prohibited conduct will be subject to discipline, up to and including dismissal.

### **Harassment Procedure**

Any member of the College community who believes he/she is being subjected to harassment (as described in the College Harassment Policy) including, but not limited to, sexual harassment shall report the situation to any of the following "Authorized Persons":

1. The complainant's immediate supervisor
2. The Associate Vice President for Human Resources
3. Any College officer

Any employee who receives a complaint, witnesses, or otherwise learns of conduct that may constitute harassment is required to refer the complainant to one of the Authorized Persons listed above if he/she is not a person with authority to deal with complaints of harassment. College counselors in the Counseling Services office are to follow the counselor code of conduct for students discussing such matters.

If the complainant feels comfortable confronting the alleged harasser regarding the offensive behavior, the Authorized Person may allow the complainant to tell the alleged harasser that the behavior or conduct is offensive and should be discontinued. The complainant should follow up with the Authorized Person regarding the outcome of that contact. The Authorized Person should

document the complaint and the outcome and forward it to the Associate Vice President for Human Resources to be kept on file.

If the outcome is not satisfactory to the complainant after he/she has discussed it with the alleged harasser, or if it was determined that such a one-on-one discussion would not be appropriate or comfortable for the complainant, the Authorized Person may offer to meet with both parties separately to discuss the situation if the situation warrants. The complaint and the outcome should be documented and forwarded to the Associate Vice President for Human Resources.

If the matter cannot be resolved as described above, the Authorized Person or the complainant will state the specific allegations in writing so that an investigation can be initiated. The Authorized Person or the complainant will then present the allegations to the Peer Relations Review Committee. At all times the Authorized Person will cooperate in the investigation at the direction of the Peer Relations Review Committee.

The Peer Relations Review Committee will then promptly coordinate a complete investigation with the assistance and cooperation of the Authorized Person who has been dealing with the complaint. If for some reason it is inappropriate for the Peer Relations Review Committee to coordinate the investigation, the President or the President's designee will do so.

Investigations will include:

1. An interview with the complainant, during which witnesses who can corroborate the alleged behavior will also be identified.
2. A written statement from and/or an interview with the accused.
3. A written statement from and/or an interview with all named witnesses.
4. A review of any relevant documents provided by those involved.

The Peer Relations Review Committee will then decide whether the complaint(s) warrant(s):

1. Further investigation with the complainant/accused/witnesses.
2. Written recommendations leading to:
  - (a) dismissal of charges as unsubstantiated with communication of the outcome to the accused and the

complainant; or  
(b) consultation with the appropriate persons to consider disciplinary action(s) to be taken, ensuring that closure takes place with the complainant as well.

A member of the College community found to have engaged in prohibited conduct will be subject to discipline up to and including dismissal or expulsion.

All parties involved in the harassment complaint and its investigation will make every effort to maintain the privacy of the information collected and of the individuals involved consistent with a proper investigation of the charge.

Results of any investigation of alleged harassment will be documented and coordinated through Human Resources.

The College will publish this procedure annually for students and employees. Any questions regarding this policy or procedures should be directed to the Associate Vice President for Human Resources.

## **Solicitation Policy**

To protect members of the campus community from annoyance, soliciting is not permitted on campus without the written authorization of the Dean of College Life. In general, no solicitation requests involving personal gain, or by agencies or individuals from outside the College are approved. In addition, door-to-door solicitation in residence halls by campus clubs, organizations, or individuals is prohibited. (See also the section on Fund Raising.)

## **Smoke-Free Campus**

The College is a smoke-free institution. Smoking is prohibited in all College buildings, including residence halls. Outdoor smoking areas are provided for the residential population. Failure to comply with the Smoking Policy will result in disciplinary action which may include, but is not limited to, a formal warning, College staff conference, and/or College work assignment.

## **Snow and Extreme Weather Emergency**

When it snows or when weather conditions become extreme,

these procedures and principles are in effect for all students (residential, commuter, or evening), faculty, and staff of the College:

Regular day classes will normally meet as scheduled. On an individual basis, classes may be canceled or postponed if a faculty member is unable to get to the Elizabethtown, Lancaster, or Harrisburg campuses safely. Faculty are requested to notify their departments, the Provost's Office, and Campus Security of any cancellations or postponements.

Unless otherwise indicated, Elizabethtown administrative and department offices will remain open. Residence halls and Dining Services will remain open during weather emergencies. Faculty and staff are expected to report for work, even if they have to be late, after a snow storm or during inclement weather. If, for safety or personal reasons, an employee cannot reach the campus, the employee is expected to call his or her supervisor to report that fact.

If extreme weather occurs or is predicted, the Director of Facilities Management will consult the senior College officer on duty no later than 6 a.m., review the situation, and make any recommendations for adjustments in the schedule. Three types of schedule changes are possible, in order of desirability:

1. **DELAY:** The normal schedule of classes and work is delayed for a specified period of time. Classes scheduled during the delay will not meet, but all other classes will.
2. **STAFF DELAY:** Classes meet as regularly scheduled, but the opening of administrative department offices is delayed for a specific period.
3. **CLOSED:** No classes are held and all administrative and department offices are closed.

In all cases, Facilities Management and Dining Services staff report as scheduled. If the decision is made to cancel or postpone classes or close the College, the senior College officer on duty will notify the Director of College Relations, who will notify the campus community and local media.

Decisions whether evening classes meet are made by the Provost and Dean of Continuing Education and Distance Education in consideration of severity of conditions with each storm. If the Dixon University Center and/or Franklin & Marshall College closes, Elizabethtown College classes scheduled on the campus that closes are canceled.

In cases where special on-campus events are expecting

off-campus guests, announcements about any changes in the scheduling of these events will be made through the media by the Director of College Relations, who will also notify the Campus Switchboard.

Exceptions may have to be made to these procedures.

After a snow storm or during inclement weather, any schedule changes will be broadcast via voice mail and email to faculty, staff, and students from the Office of College Relations. If possible, the Office of College Relations will also post messages on the College's web site. All members of the College community may call the College's Hotline (361-1988) for updated information. Student media, WWEC and ECTV will also be notified. Local media may also be contacted.

Early dismissals due to weather conditions will be made by the senior College officer on duty. In such event, voice mail and email will be used to contact offices and departments. The Director of College Relations will notify the campus switchboard of any decisions regarding weather, but **please call the campus switchboard only as a last resort.**

### **Title IX – Sexual Discrimination Policy**

Title IX of the Education Amendment Act of 1972 states that: No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance.

A student may not be discriminated against on the basis of sex. If a student believes that he or she has been discriminated against on the basis of sex, the student may make a claim that his or her rights have been denied. This claim or grievance may be filed with the following people:

- Compliance Officer for Title IX
- Associate Vice President for Human Resources, Alpha Hall, 2nd floor
- Dean of College Life, Baugher Student Center

Pre-grievance assistance is available to the student, as are grievance forms. If the student wishes to discuss the rights under Title IX, or obtain a copy of the College grievance procedure, the

student should see any of the College officials listed above.

The student may also file a complaint of illegal discrimination with the Office of Civil Rights, Department of Education, Washington, D.C., at the same time the student files the grievance, during or after the grievance process, or without using the grievance process at all. If the student files a Title IX complaint with the Office of Civil Rights, the student must file it in writing no later than 180 days after the occurrence of the possible discrimination.

## *College Governance*

Active student participation is a central part of the College governance system at Elizabethtown College. Student involvement ranges from membership in the Student Senate to membership on standing committees of the College.

### **The Faculty Assembly**

The Faculty Assembly consists of full-time instructional personnel, the President, Provost, Deans of the Faculty, Dean of College Life, and full-time librarians.

The president, vice-president, secretary, and treasurer of the Student Senate may participate in meetings of the Faculty Assembly, without vote.

The Faculty Assembly has the primary responsibility for determining requirements for admission and graduation and for approving candidates for degrees. The Faculty Assembly also has the primary responsibility for establishing policies and standards for curricula and other aspects of the academic program of the College.

### **Councils and Committees**

The following Councils and Committees all have student representation, with voting privileges.

### **Academic Councils and Committees**

**Academic Council** : The Academic Council proposes academic policy and is the overseer of the curriculum and the quality of the academic program.

**Academic Occasions Committee** : recommends policies and procedures and designates responsibility for commencement, convocation, and other academic occasions.

**Academic Review Committee** : conducts hearings on cases of alleged violations of the standards of academic integrity as defined in this Student Handbook.

**Core Program Committee** : recommends policies related to core program. Advises the provost in matters of staffing, implementing, and funding of the core.

**Instructional Resources and Technology Committee** : reviews needs of the College and recommends policies and budgetary priorities for instructional resources and information technology on campus, including the library, and academic and administrative computing.

**Resources and Planning** : reports to the faculty and advises the President of the College on the allocation of resources within the context of the College's long-range planning.

### **Other Campus Councils and Committees**

**Appeals Board** : see the section on the Judicial System.

**Campus Judicial Board** : see the section on the Judicial System.

**Cultural Events Planning Committee:** plans and carries out a coherent series of evening lectures, Wednesday-at-11 programs, and cultural events each year consistent with the mission of the College, attractive to the campus and local communities, and pertinent to the educational program of the College.

**Parking Appeals Board:** hears appeals of campus parking violations.

### **Campus Life Council**

The Campus Life Council is an advisory committee to the President. The Council consists of representatives of the faculty, student body, and administration who consider issues relevant to the common life of the Elizabethtown College community.

**Athletics Committee** : recommends and interprets policies regarding intercollegiate and intramural athletics, and advises the Director of Athletics in implementing athletic programs.

**Campus Appearance and Arts Committee** : advises the President on matters relating to the appearance of the campus and the artistic climate on campus.

**Media Committee** : oversees the operation of the *Etownian*, *Conestogan* and any other campus-wide, student-operated media, and ensures fiscal responsibility and journalism standards.

**Religious Life Committee** : is responsible for planning campus-wide programming and serves as a consultant group to the Office of the Chaplain.

**Service Learning Committee** : promotes service-learning as an integral part of the community citizenship and in keeping with the College's motto, "Educate for Service."

## *Opportunities For Involvement*

### **Campus Organizations**

**Note:** Elizabethtown College does not permit or recognize non-honorary fraternities or sororities on campus.

#### **The Auxiliary to Elizabethtown College**

The Auxiliary, comprised of students, faculty, staff, parents, and other friends of the College, works to support a variety of special

services and projects of benefit to the students. In existence since 1956, the Auxiliary welcomes student members and encourages their support after graduation. Contact: Cynthia Cookley, 717-838-4774 or ccoakley@marykay.com.

### **Residence Hall Association**

The organization is in place to improve the quality of campus living. There is a two-tiered approach to this improvement. General improvement of living conditions within the residential facilities is accomplished through physical improvements to the facilities by acting as a liaison between the residents and the administration in an attempt to communicate the needs of the residents. The Residence Hall Association also is in place to build a sense of community among Elizabethtown students, faculty and staff through residence hall and campus wide programming. Under the direction of an executive board there are four councils to fulfill this purpose: Issues, Housing, Publicity, and Activities. Contact: Residence Hall Association (RHA), Brossman Commons, room 248, ext 1154, rha@etown.edu.

### **Student Alumni Association**

The mission of the Student Alumni Association (SAA) is to bridge the gap between both alumni and friends of the college and current students. Members, known as the Blue Jay Ambassadors, work together to accomplish this goal by participating in various events, such as Homecoming and the Alumni Career Fair, that facilitate active relations between current students and alumni while raising awareness of the Alumni and Development Offices on campus. Contact: Jennie Barnds, Associate Director of Alumni Relations, ext 1499.

### **Student Senate**

Student Senate is the governing body of the students. Four Class Officers and eight Class Representatives from each class are elected annually, along with the Executive Cabinet. Senators serve as the voice between students and administration in an attempt to recognize and resolve the concerns of the student body. Student Senate is also coordinates events and activities such as the New Student Induction Ceremony, Student Passport Program, Homecoming/Family Weekend Midway, and Dell Day.

Meetings are held every Thursday at 3:30 p.m. in the Brinser Lecture Hall and are open to all members of the campus commu-

nity. The Student Senate Office is located in Brossman Commons, room 244, ext. 1223. For current information about Student Senator visit the web site at [www.etown.edu/clubs\\_orgs/senate](http://www.etown.edu/clubs_orgs/senate) email your senators at [senate@etown.edu](mailto:senate@etown.edu)

### **Students Working to Entertain E-Town (SWEET)**

Students Working To Entertain Etown, or SWEET, provides cultural, educational, and social programs for the students of Elizabethtown College. SWEET plans for events such as comedians, musical acts, hypnotists, novelties, the Mr. E-town competition, the highly anticipated TGIS weekend, and many more. With a variety of committees planning weekend events for campus, there are ample opportunities for involvement with this student-run organization. Contact SWEET office, Brossman Commons, room 243, ext. 1303.

### **Campus Communications**

#### ***Fine Print***

**Fine Print**, the College's literary magazine, features poetry, fiction, art work, and personal essays created by members of the campus community. Interested students are encouraged to submit work or join the editorial staff. Contact: Dr. David Downing, ext. 1381.

#### ***The Etownian***

The **Etownian**, the student newspaper of the College, has consistently won first place awards in the annual American Scholastic Press Association collegiate competitions. It is distributed to all members of the campus community on at least 24 Fridays throughout the school year. The newspaper contains a full range of news, sports, features, and advertising. A student-managed newspaper, The **Etownian** office is located in Brossman Commons 247. Interested students contact the editor, ext. 1132 or email: [editor@etown.edu](mailto:editor@etown.edu), or contact Professor Kirsten Johnson, ext. 1258 Read The **Etownian** online at [www.etown.edu/etownian](http://www.etown.edu/etownian)

#### ***The Conestogan***

The **Conestogan**, Etown's yearbook, covers events in sports, student life, activities, residence halls, senior portraits, and academics. Student produced, the **Conestogan** is the only permanent memory of each school year. Staff positions are open for

editors, writers, photographers, and layout designers. An organizational meeting takes place early in the fall semester. The Conestogan office is located in Brossman Commons 246. Contact: Professor Tamara Gillis, ext. 1386.

### **ECTV Channel 40**

ECTV Channel 40 is a 24-hour leased access cable station operated and owned by the Department of Communications of Elizabethtown College, located on the second floor of Steinman Center. ECTV Channel 40 has a dual purpose: to provide information and entertainment to the students of Elizabethtown College and the people living in the surrounding communities, and to act as a functional and critical learning environment for the communications majors of the College. Student staff members produce and direct original in-studio productions as well as gain experience with remote videography. Contact the station manager, ext. 1465. For more information, visit the ECTV Channel 40 web site: [www.etown.edu/ectv](http://www.etown.edu/ectv)

### **WWEC 88.3 FM**

WWEC 88.3 FM is a student-managed and operated radio station affiliated with the Department of Communications, serves the College and local communities by providing music of all styles, as well as news, weather, sports, and special programs. The station broadcasts from 7 a.m. to midnight on weekdays and 8 a.m. to midnight on weekends. The studios and office are located on the second floor of Steinman Center. It is not necessary to be a communications major to become involved with WWEC 88.3 FM. Contact the station manager, ext. 1413. For more information or to listen online, visit [www.wweefm.com](http://www.wweefm.com)

## **Campus Clubs/Groups**

### **Accounting/Finance Club**

This organization brings together professionals in the fields of accounting and finance with students preparing to enter these professions. Exchange of policies, methods, and ideas is encouraged through speakers, field trips, and other functions of interest to students. Contact: Professor Terrie Gehman, ext. 3753.

### **Advocates for Peace**

This broad-based organization meets monthly to discuss issues concerning peace, justice, and world order. Special programs, films, and other activities are held throughout the year. This group also works with local, national, and international organizations and other college groups who share peace concerns. Contact: Professor Jeffery Long, ext. 1507.

### **The Allies Group**

Allies strives to eliminate the myths, oppressive stereotypes and fears regarding gay, lesbian, bisexual and transgendered people. The group works to provide a supportive and healthy environment on this campus and to educate the College community on these issues. Allies welcomes all students and faculty, regardless of their sexual orientation. Visit our website at [http://www.etown.edu/clubs\\_orgs/allies](http://www.etown.edu/clubs_orgs/allies)

### **Alpha Mu**

Alpha Mu is an organization for students and faculty interested in the field of music therapy. Members have opportunities for gaining additional music therapy experiences and developing their professional skills through field trips, community service projects, guest speakers, experiential processing groups, social outings, and comradely support. The organization also supports members' attendance at regional and national conferences and in projects through affiliation with the American Music Therapy Association. Contact: Professor Gene Ann Behrens, ext. 1991.

### **Amnesty International**

Founded in 1961, Amnesty International is a Nobel Prize winning grassroots activist organization with over one-million members worldwide. The College chapter works locally to end human rights violations through letter-writing campaigns, protest, vigils and other non-violent actions, while also spreading awareness of human rights violations to the campus community. Contact Professor Jeffery Long at ext. 1507.

### **Art Club**

The Art Club sponsors student art shows and attends cultural events in the area, such as artists' lectures, films, and exhibitions. Anyone interested in the visual arts is encouraged to participate.

Contact: Professor Milt Friedly, ext. 1385.

### **Biology Club**

The Biology Club is comprised of students from many disciplines who share an interest in making biology educationally stimulating. The club sponsors field trips, and guest speakers, and holds regular meetings. Contact: Professor Diane Bridge, ext. 1177.

### **Brethren Mennonite Student Fellowship**

Brethren Mennonite Student Fellowship offers opportunities for service projects, discussion based Bible studies, social interaction, and events. The group's emphasis is on community, Bible study, promoting Anabaptist fellowship, sharing, and personal growth. The group is open to all students regardless of denomination. Contact: Chaplain's Office, ext. 1260

### **Canterbury Club**

Episcopalian students and faculty of the college have mid-week meetings on campus, host social activities on and off campus, offer field trips, provide transportation to the local Episcopal parish for worship and do service projects. Contact: Chaplain's Office, ext. 1260.

### **Cheerleading Club**

All students, male and female, are invited to try out for the cheerleading squad. The club cheers during the men's and women's basketball and wrestling seasons, and participates in selected cheerleading competitions. Contact: Athletics, ext. 1137.

### **Chess Club**

The Chess Club meets informally and provides interested students the opportunity to play chess. Contact: Professor W. Mark Stuckey, ext. 1436.

### **Circle K International**

College students with a lifelong commitment to service worldwide are invited to join this organization sponsored by Kiwanis International and devoted to involving students in campus and community service while developing quality leaders and citizens. CKI inspires people to better our world through its international membership of over 11,000 collegians on more than 500 college campuses in nine

nations. CKI clubs work together in service, fund raising, and special projects, e.g., Ronald McDonald House, March of Dimes, food bank, Water Street Rescue Mission, Manor Care and blood drives on campus. Circle K meets Thursday at 7 p.m. in BSC Lounge. Contact: Doris McBeth, Alpha Hall, ext. 1555.

### **College Democrats**

The College Democrats promote the interests of the Democratic Party through discussion and political action. The club sponsors debates and speakers, issues platform statements, and mobilizes students for lobbying and electioneering activities at the local, state, and national levels of government. Contact: Professor E. Fletcher McClellan, ext. 1304.

### **College Republican Club**

The College Republican Club provides an opportunity for students to become actively involved in promoting the principles of the Republican Party on the local, state, and national levels. The club hosts speakers, and members take part in both national and local campaigns. Contact: Professor W. Wesley McDonald, ext. 1306, email: mcdonaldw@etown.edu.

### **Computer Science Club**

The club provides interested students from all majors with an opportunity to participate in field trips to various computer installations and to hear invited speakers from the area organizations at club meetings. Members may become student members of the Association for Information and Technology Professionals (AITP) or the Association for Computing Machinery (ACM). Contact: Professor Barbara C. Tulley, ext. 1300, email: tulley@etown.edu

### **Disc Golf Club**

The Disc Golf Club provides an active community of enthusiasts to compete against one another. Meetings are held on a need-to-be basis and any member of the Etown Campus, staff, or community may attend. From time to time tournaments will be held to draw more public attention as well as to keep the club active. The club also maintains the Golf Course on our campus. Located behind Founders Residency, the challenging par 54 course was built in 1999 and has been improving with constant maintenance. Contact: Profesor/Coach Robert Schlosser, ext. 1141.

### **Education Club**

The Education Club is open to students interested in early childhood, elementary, secondary, special and music education. The club provides opportunities for students to participate in a variety of activities pertinent to future teachers. These include book fairs, literature parties, invited speakers and presentations, and the like. Club members join the Student Pennsylvania State Education Association and Student National Education Association, and they receive the appropriate professional periodicals of these groups. Contact: Department of Education, ext. 1210.

### **Emotion**

Emotion exists to promote the art of dance on campus. All levels of dancer are invited to participate in a variety of yearly productions and events. Contact: Professor Michael Severeid, ext. 1160.

### **English Club**

Through social and enrichment activities, the club provides a sense of cohesion and group identification to students interested in the study of English language and literature. Contact: Professor Louis Martin, ext. 1236.

### **Gamer's Guild**

This club exists to provide a venue for role-playing and strategy gamers in the College community. Members must have an interest in learning and playing role-playing and/or strategy games. Members need not be students of the College, but only current students may hold official positions and/or cast votes for Guildmaster. Contact: Professor Jeffery Long, ext. 1507.

### **Get ABSURD**

Get ABSURD (Get A Better Safer Understanding of Responsible Drinking) is an alcohol awareness group created and facilitated through collaboration of students, staff and faculty. Get ABSURD is dedicated to increasing awareness of responsible use of alcohol and runs a week-long program in April including such activities as: Drunk Goggles, You Don't Know Jack about Responsible Alcohol Use, Black Out Day, Mocktails and Simulated Car Crashes. Contact: Christine Martino, Office of Residence Life, ext. 1197.

### **Habitat for Humanity**

Elizabethtown College is the 100th campus chapter of the national Habitat movement. Students spend part of some weekends helping to build housing for low income and homeless families. The club sponsors an annual Spring Break service trip. Contact: Nicole Danbury (President) or Chaplain's Office, ext. 1260.

### **Hershey Foods Honors Club**

The Hershey Foods Honors Club is open to all Honors Students and engages in numerous service-orientated activities throughout the year including cooperative ventures with the Elizabethtown Community Library, the Greater Elizabethtown Area Recreation, and Into the Streets. Social events include Movie Night, Pizza Night, advising socials and field trips. Contact: Professor Conrad L. Kanagy, ext. 1301.

### **Hillel**

Hillel is an international organization of Jewish students who meet regularly for fellowship and discussion, and the planning of special events, such as the mock Seder and Holocaust Remembrance Day. Contact: Professor Vivian Bergel, ext. 1446.

### **History Club**

This organization, through the use of films, field trips, student discussion, guest speakers, and other activities, gives members a broader look at history as a course of study, a career, or even as a hobby. All students are welcome. Contact: Professor Tom Winpenny, ext. 1242.

### **International Association of Business Communicators (IABC)**

IABC/Elizabethtown College is the College chapter of the International Association of Business Communicators, an association for communications and public relations professionals. The College chapter provides programs for students interested in corporate communications and public relations. Affiliation with the Harrisburg chapter of IABC provides interaction with practicing professionals. Contact: Professor Tamara Gillis, ext. 1386.

### **International Club**

The Club promotes international cultural understanding through activities beyond the classroom and helps foreign and American students to interact effectively in a foreign culture. Contact: Jim Hilton, ext. 3679.

### **K-9 Club**

The K-9 Club is dedicated to the awareness that canines are loving, loyal, and intelligent animals that deserve a good home with a family willing to return that love. The club shall strive to raise money for various animal organizations and other causes. Club members volunteer their time with various animal organizations through adoptions and fundraising events. Club members shall provide seminars regarding canine education, animal cruelty, careers with canines, and others for both college students and the surrounding community. Contact: Jessica Fegley, Box 1789, fegleyj@etown.edu.

### **Law Club**

The Law Club informs students about the law school experience and the legal profession. All registered students at Elizabethtown College with an interest in law school and the legal profession are eligible for membership. Contact: Professor Sean Melvin, ext. 1270.

### **Mad Cow**

Mad Cow is the comedy improvisation performance group, and is associated with the Department of Fine and Performing Arts. Auditions are held at the beginning of the Fall semester, and rehearsals are held approximately twice a week. Three major performances are given each semester. Contact: Erik Eberz, '05

### **Marketing Club**

The Elizabethtown College Marketing Club provides for students the opportunity to expand their horizons in marketing by networking with marketing professionals, participating in national and regional seminars and conferences, and gaining experience through "real-world" applications. Contact: Business Department, ext. 1270.

### **Martial Arts Club**

The purpose of the Martial Arts Club is to give students, faculty and staff a better understanding of the martial arts. The club strives to teach and promote discipline, physical fitness, character development, open-mindedness, peace, serenity, self-defense, and safety not only to its members, but also for the club to act as an example to the surrounding community. Contact: William Burmeister, ext. 1283.

### **Math Club**

The Math Club provides a forum for exchange of ideas and information in the field of mathematics. The club encourages activities and field trips, sponsors speakers, and investigates a broad view of current ideas and research in mathematics and employment opportunities. The club is also a social organization that sponsors several fun events throughout the year. Contact: Professor Bobette Thorsen, ext. 1338.

### **Medicus**

All students who are pre-med majors or seeking a career in the health care professions (M.D., D.O., dentist, optometrist, nursing, medical technology, etc.) are invited to become a member of Medicus. The club sponsors speakers from various medical professions and human service activities. Assistance/support is available for students who are going through the testing/application process seeking admission to a health professional school. Contact: Professor James Dively, ext. 1341.

### **Melica**

Melica is Elizabethtown's female a capella group. It holds auditions at the beginning of each fall semester. For more information visit their Web site at [www.etown.edu/clubs.org](http://www.etown.edu/clubs.org).

### **Men's Volleyball Club**

The Men's Volleyball Club is open to all males who wish to play volleyball on a competitive basis under USVBA rules. Matches are scheduled each spring against other club teams. Contact: Professor/Coach Robert Schlosser, ext. 1141.

### **Mock Trial Club**

The Mock Trial Club gives students an opportunity to see how a court case is prepared and litigated. Real world cases are discussed and the strategy and tactics of how a case is litigated are explored. The club's focus is on practical aspects of litigation as well as evidentiary rules and students are encouraged to participate in examination of witnesses and case preparation. Students meet to prepare cases for regional and national competition. Club membership is available in conjunction with the Mock Trial class or as an extracurricular activity. Contact: Holly Feeney Morris Esq. at: [morrish@etown.edu](mailto:morrish@etown.edu) or at 583-0644.

### **National Broadcasting Society**

The purpose of the National Broadcasting Society is to enhance the development of college students involved in broadcasting, cable, telecommunications and other electronic media by promoting excellence, providing opportunities for leadership, providing exposure to the telecommunication industries, assisting career preparation, providing opportunities for the development of members through advanced media education programs at local, district, regional and national levels. Contact professor Randyll Yoder at ext. 1383.

### **Newman Club**

The Newman Club is an organization of Catholic students interested in exploring and living their faith commitment. The club emphasizes spiritual, service and social activities. Students meet every Tuesday evening at 9:30 p.m. in Brossman Commons. Contact: Catholic Campus Ministry Coordinator Anita Paynter or Fr. David Danneker, ext. 1447.

### **Outdoor Club**

The Outdoor Club is for students who are interested in adventure. Group outings are devoted to outdoor activities such as mountain biking, trail running, backpacking, and cross-country skiing. Contact: J. Cole Rinck, Box 1352.

### **PA Collegiate Music Educators Association**

PA Collegiate Music Educators Association (PCMEA) provides students interested in music education an opportunity for professional development. Students further their education through participation in state, division, and national meetings of the Music

Educators National Conference and through on-campus activities of the chapter. Contact: Jessica Kelley, Box 794.

### **Phalanx**

Phalanx, organized in 1993-94, is the student-run male a cappella group. Auditions are held at the beginning of each semester, and rehearsals are held approximately three times a week. Contact: Brian Leatherman, Box 220.

### **Philosophy Club**

The club plans and directs activities to further scholarly study of philosophical concern. Any member of the College community may participate. Contact: Professor Michael Silberstein, ext. 1253.

### **Photography Club**

The Photography Club encourages the craft of photography. Members learn and share photographic skills and techniques. Darkroom facilities are available to members, and the club is open to all students. Contact: Hans-Erik Wennberg, ext. 1259.

### **Physics and Engineering Club**

The club promotes campus-wide awareness of physics and engineering, and conducts social events. Physics and Engineering Club maintains an optional affiliation with the Society of Physics Students and Sigma Pi Sigma, a national physics honor society. It also provides opportunities to visit local chapters of engineering societies. Contact: Professor Kurt DeGoede, ext. 1380.

### **Political Science Club**

The club is a student-run organization concerned with important and controversial issues of the day and with sparking student interest in political science beyond the classroom. Club activities include hosting expert lecturers in a variety of areas, field trips, periodic columns in the College newspaper, and various fund raising and social activities. All students may participate. Contact: Professor April Kelly-Woessner, ext. 1285.

### **Psychology Club**

The club advances the discipline of psychology and encourages communication among students interested in psychology. Films,

discussions, speakers, and field trips are planned for the purposes of exploring both psychological issues and career opportunities. All students are invited to participate. Contact: Professor John Ruscio, ext. 1331.

### **Robotics and Machine Intelligence Club**

The Robotics and Machine Intelligence Club is affiliated with the Robotics and Machine Intelligence Laboratory (presently a "virtual lab," with dedicated space planned for the new science building). The mission for the Club (and the Lab) is "Creating Intelligent Machines to Benefit Humanity." Students from all Etown majors are encouraged to participate. The Club will include "Service-Learning" opportunities, and underclassmen will be mentored by upperclassmen. Robotics kits and parts will be provided for members. Contact: Steven Sanko, Box 1408.

### **Social Work Student Association**

This club provides students who are interested in helping others opportunities to volunteer, engage in discussions on social issues, and participate in fund raising projects. The club's mission is to sensitize the campus community to important social concerns. Open to all students, regardless of major. Contact: Professor Vivian Bergel, ext. 1446.

### **Sociology and Anthropology Club**

The Sociology and Anthropology Club provides students with the opportunity to explore these two disciplines that deal with a diversity of social and cultural environments. Exploration occurs through regular speakers, films, field trips, and other activities. All students are welcome and encouraged to become members. Contact: Professor Carolyn Field, ext. 1572.

### **Sock & Buskin**

Sock & Buskin, the student theatre organization and oldest club on campus, is affiliated with the Department of Fine and Performing Arts. Membership is open to all students interested in production or performance aspects of dramatic offerings. Club members assist with the two major productions performed each year, as well as with a student-directed, one-act production, a traveling children's production, and Mad Cow, the improvisational troupe. Other activities include a Homecoming float, theatre dinners, and

an annual trip to New York to see a Broadway or off-Broadway production. Contact: Professor Michael Severeid, ext. 1160.

### **Student Affiliates of the American Chemical Society**

The American Chemical Society, as one of its many activities, helps students interested in chemistry to develop attitudes of professionalism. Student affiliate chapters are organized as official units of the society at institutions granting degrees in chemistry or chemical engineering. Activities include the showing of films, the hosting of distinguished speakers, giving science demonstrations at various area schools, and the touring of academic, industrial, and other facilities of interest to chemists. The American Chemical Society has recognized the activities of the Elizabethtown chapter as outstanding or commendable during the club's history. Contact: Professor Thomas Hagan, ext. 1125.

### **Student Environmental Action Coalition**

SEAC (pronounced "seek") is a student and youth run national network of progressive organizations and individuals whose aim is to uproot environmental injustices through action and education. They define the environment to include the physical, economical, political and cultural conditions in which we live. By challenging the power structure which threatens these environmental conditions, SEAC works to create progressive social change on both the local and global levels. Goals of the Elizabethtown College Chapter include: raise awareness of environmental and social justice issues; evaluate and expand the campus recycling program; form a nondiscriminatory club with a true democratic structure; promote respect for our environment; encourage environmental education, action, and change; and "green" the campus. Contact: Professor Ron Laughlin, ext. 1317.

### **Students In Free Enterprise (SIFE)**

Students In Free Enterprise (SIFE) is a not-for-profit organization whose mission is to teach the values of free enterprise. SIFE members develop projects and programs that involve students, faculty, and the surrounding community. SIFE students present their projects to panels of judges at both regional and national competitions each spring. Contact: Business Department, ext. 1270.

### **Student Occupational Therapy Association (SOTA)**

The Student Occupational Therapy Association encourages student involvement in the profession of occupational therapy. It fosters professional engagement and advocacy, as well as participation in local, state and national events. On campus, the organization engages in service projects and campus activities. It also hosts a number of events designed to build connections among students. Contact: Occupational Therapy Department, ext. 1174.

### **The Twirling Blue Jays**

The Twirling Blue Jays is a newly formed club for students that have an interest in Color Guard. Anyone is welcome to join whether they have color guard experience or not. The club plans on performing a few times throughout the year as well as try and get into local competitions or exhibitions. Practices will be held once or twice a week. Contact: Jennifer Sheehan, Box 1636.

### **Wellness Peer Educators**

The Wellness Peer Educators are students who serve the College community by promoting awareness of options and services for a healthier lifestyle. This group also supports and encourages positive, informed choices, believing that a healthier lifestyle now will promote future well-being. Contact: Health Services, ext. 1169.

### **Womenspeak**

Womenspeak is an interdisciplinary group of faculty and students who share a common interest in gender and women's issues as they relate both to the curriculum and to our social environment. Activities include book and article discussions, coffee houses, and the sponsorship of public presentations. Contact: Professor Mahua Bhattacharya, ext. 1239.

## **Fine and Performing Arts**

### **Choral Music**

**Concert Choir** , Dr. Matthew Fritz, director, is an auditioned group and one of E-town's premiere vocal ensembles. This 30-member, mixed-voice, touring ensemble has performed throughout the United States as well as internationally. Auditions for the ensemble are held each spring for current students and during Freshman Orientation for new students.

**Women's Chorus** performs throughout the school year singing a variety of literature. This chorus is selected through auditions held concurrent with auditions for **Concert Choir** .

**Community Chorus** , Dr. Matthew Fritz, director, is open to all students, faculty, staff and community members. This non-auditioned ensemble rehearses Tuesday evenings in Leffler Chapel, 7:30-9:00. The ensemble counts 75 singers in its membership and has performed such works as Gabriel Faure's **Requim**, as well as selected works celebrating the music of the Americas.

All ensembles are open to all Elizabethtown College students, regardless of major. Contact: Dr. Fritz, [fritz@m@etown.edu](mailto:fritz@m@etown.edu) or via at extension 1112. You may also visit us on the web [www.etown.edu/fapa](http://www.etown.edu/fapa).

### **Instrumental Music Opportunities**

**Symphonic Band** : One of the largest ensembles on campus, the Symphonic Band is directed by Professor Jessica Kun. Open to any student who plays a band instrument, the group performs several concerts throughout the year. Literature typically includes original compositions from various musical periods as well as transcriptions.

**Jazz Band** : Directed by Professor Grant Moore, the Jazz Band is a long-standing Elizabethtown music tradition. It has a repertoire ranging from classic ragtime and dixieland to modern jazz.

**Orchestra** : The Elizabethtown College Orchestra has a wide range of classical and contemporary music in its repertoire for both string orchestra and full orchestra. It is directed by Dr. John Zurfluh.

**Brass Ensemble** : Open to any brass instrumentalist, the ensemble's repertoire ranges from Renaissance to present day compositions. Professor Grant Moore directs the ensemble.

**Flute Choir** : The Flute Choir is open to any flautist wishing to perform in a unique ensemble comprised of entirely flutes.

**Percussion Ensemble** : Under the direction of Richard Fitz, this ensemble is open to percussionists wishing to play in a chamber ensemble.

**Woodwind Quintet** : The sounds of the flute, oboe, clarinet, bassoon and French Horn come together in the woodwind quintet, directed by Professor Faith Shiffer.

For more information concerning the instrumental Music program, go to [www.etaown.edu/fapa](http://www.etaown.edu/fapa).

## **Honorary Societies**

### *Recognition For Excellence*

#### **Alpha Epsilon Rho**

Alpha Epsilon Rho is the honor society within the National Broadcasting Society. Its membership is restricted to the "best of the best" found within the membership ranks of NBS. Contact: professor Randyll Yoder, ext. 1383.

#### **Alpha Kappa Delta**

Alpha Kappa Delta is the International Sociology Honor Society, founded in 1920 to promote the study of – and service to – human society. To be eligible, a student must:

- Officially declare sociology as a major, minor, or concentration or demonstrate a serious interest in sociology.
- Hold at least junior class status.
- Maintain at least a GPA of 3.0 overall.
- Maintain at least a GPA of 3.0 in sociology courses.
- Complete at least four sociology courses.

Contact: Professor Michelle Kozimer-King, ext. 1571.

#### **Alpha Lambda Delta**

Alpha Lambda Delta is a national honor society of first year students. It promotes intellectual interests and a high standard of learning and encourages superior scholastic attainment among first year students. Membership is open to students who meet the scholastic qualification at the end of their first semester. The Elizabethtown chapter was established in 1971. Contact: Professor Carole Isaak, ext. 1110, or Conrad Kanagy, ext. 1301, co-advisors.

#### **Alpha Psi Omega**

Alpha Psi Omega is the National Dramatic Honors Society. Members are chosen for their contributions to theater at the College through performance and technical work. Contact: Professor

Michael Severeid, ext. 1160.

#### **Beta Beta Beta**

Beta Beta Beta is a national biological honor society that encourages and promotes scholarship and research in biology. Students are eligible for membership on a basis of demonstrated excellence in biology. The Rho Lambda chapter at Elizabethtown College was established in 1996. Contact: Professor Jane Cavender, ext. 1448.

#### **College Scholars**

A College Scholar is a currently enrolled student who, having completed at least 60 credit hours in consecutive semesters of full-time study at Elizabethtown College, has achieved a cumulative grade point average of 3.75 or higher. Scholars are identified at the end of the spring term and are publicly recognized at the Convocation at the beginning of the following academic year. They are awarded a certificate and their status as College Scholar is recorded on their permanent record. Contact: Office of the Provost, ext. 1416.

#### **Delta Mu Delta**

Delta Mu Delta is a national honor society in business administration. Founded in 1913, it was admitted to the Association of College Honor Societies in 1963. Candidates must be pursuing a baccalaureate degree, have junior or senior standing, be in the top 20 percent of their class, and be of good character. Contact: Professor Richard Gifford, ext. 1282.

#### **Delta Sigma Rho-Tau Kappa Alpha**

This is an honorary speech fraternity whose members are students with a record of participation in different speech activities sponsored by the Forensics Club and the Department of Communications. The student's academic performance must place them in the upper 35% of the class. The aims of the organization are to promote "effective, responsible, and intelligent speech." Contact: Communications Dept., ext. 1262.

#### **Kappa Delta Pi**

Kappa Delta Pi is an international honor society in education. Founded in 1911, it recognizes excellence in education and elects to membership those who exhibit the ideals of fidelity to humanity,

science, service and toil. The Tau Iota Chapter at Elizabethtown College was chartered in April 1993. Contact Department of Education, ext 1210.

### **Phi Alpha**

Phi Alpha is a national social work honor society. Phi Alpha fosters high standards of education for social work students and invites into membership those who have attained excellence in scholarship and achievement in social work. The Epsilon Pi Chapter at Elizabethtown College was founded in 1995. Contact: Professor David Kenley, ext. 1446.

### **Phi Alpha Theta**

Phi Alpha Theta is an international honor society of students and professors who demonstrate excellence in the study and writing of history. It brings students and faculty together both intellectually and socially, and it encourages historical research and publication by it's members. Contact: Professor Bela Vassady, ext. 1238.

### **Pi Mu Epsilon**

Pi Mu Epsilon promotes scholarly activity in mathematics by engaging in activities designed to promote the mathematical and scholarly development of its members, who are elected according to their proficiency in mathematics. Contact: Professor Gabriela Sanchis, ext. 1339.

### **Pi Sigma Alpha**

The Theta Sigma chapter of the national political science honorary society, Pi Sigma Alpha, promotes higher levels of scholarship and intelligent interest in the study of government by rewarding scholastic achievement through membership. Contact: Professor Wayne Selcher, ext. 1305.

### **Pi Theta Epsilon**

Pi Theta Epsilon is the national occupational therapy honor society. Its purposes are to recognize and encourage scholastic excellence of OT students, to contribute to the advancement of the field of OT through scholarly activities, and to provide a vehicle for professional collaboration. Candidates for membership must demonstrate academic achievement and meet eligibility requirements. Contact: Occupational Therapy Department, ext. 1174.

### **Psi Chi**

Psi Chi is the national honor society in psychology that encourages and stimulates scholarship in the discipline of psychology. Both students and faculty are members. Students are eligible for membership on the basis of overall academic excellence and excellence in psychology. The Elizabethtown College chapter of Psi Chi was established in 1977. Contact: Professor John Teske, ext. 1332.

### **Sigma Pi Sigma**

Sigma Pi Sigma is the national honor society of The Society of Physics Students. It recognizes and promotes attainment of high scholarship, interest, and potential achievement in physics among outstanding students. The Elizabethtown College chapter was established in 1971. Contact: Professor W. Mark Stuckey, ext. 1436.

### **Sigma Tau Delta**

Sigma Tau Delta is the international English honor society. Its purposes are to recognize and encourage scholastic excellence of English students in literature, education, and writing concentrations. Student members may gain prestige through publication in **The Rectangle** and may achieve international recognition through annual awards and scholarships. Candidates should have completed at least three semesters of college work, including two courses in English in addition to Power of Language, and have a 3.0 cumulative GPA and a 3.2 GPA in English courses. Contact: Professor Dana Mead, ext. 1359, [meaddg@etown.edu](mailto:meaddg@etown.edu)

### **Society of Collegiate Journalists**

This national honorary organization was formed by the Department of Communications to encourage and promote the highest standards of journalistic endeavor in student-produced publications and electronic media. Trips, films, guest speakers, seminars, and other activities are planned for members and Communications majors. Each year, students recognized for service in several communications activities and academic excellence are inducted in the society. Contact: Professor Bob Moore, ext. 1262.

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# Elizabethtown College Calendar

## 2004-2005

### Fall Semester:

August 22-25 Faculty Meetings and RA and PM Training  
 August 26 First-year Students Arrive/Check-in/Validation  
 August 26 Convocation, 2 p.m.  
 August 29 Validation/Check-in, Upperclass Students  
 August 30 Classes Begin, 8 a.m.  
 September 1 Making It Count, MonsterTrak.com & Center for Student Success  
 September 4 SWEET Kick-off Dance (11 p.m. - 2 a.m.)  
 September 6 Labor Day – No Classes  
 September 8 Wednesday-at-11: Douglas Rushkoff  
 September 10 SWEET Casino Night (10 p.m. - 1 a.m.)  
 September 11 SWEET Drive-in Movie (9 p.m.)  
 September 15 President's Forum  
 Wednesday-at-11: Art Caplain  
 September 18 Kaplan Graduate School Practice Test Drive  
 September 22 Wednesday-at-11: President's Forum  
 September 25 Admissions Open House  
 September 28-30 SWEET Movie **Troy** (8 p.m.)  
 September 29 Wednesday-at-11: Gary Telgenhoff  
 October 1 Classes End, 5 p.m.  
 October 2-5 Fall Break – No Classes  
 October 6 Classes Resume, 8 a.m.  
 Early Warning  
 October 8 SWEET Psychic Night and Bingo  
 October 11 Blue Jay Open  
 October 12 Graduate & Professional School Fair  
 October 13 Monday Schedule of day classes; Wednesday evening classes  
 October 15-16 SWEET Movie **Harry Potter 3** (6 and 9 p.m.)  
 October 16 Homecoming and Family Weekend  
 October 16 SWEET presents Colin Mochrie and Brad Sherwood (9 p.m.)  
 October 16 SWEET Homecoming Dance (11 p.m. - 2 a.m.)  
 October 19 SWEET Dance  
 Evening Lecture Series: Eleanor Clift  
 October 21 Mid-Term  
 October 23 Into the Streets

October 26-28 SWEET Movie **The Village** (8 p.m.)  
 October 27 Wednesday-at-11: E. Fletcher McClellan and April Kelly-Woessner  
 October 29 SWEET **Rocky Horror Picture Show**(midnight)  
 October 30 SWEET Halloween Dance (11 p.m. - 2 a.m.)  
 November 4 Internship Fair, Penn State Harrisburg  
 November 4 SWEET Bingo (8:30 p.m.)  
 November 13 Admissions Open House  
 November 16 Teacher Job Fair (CVC & MAEE)  
 November 24 Classes End, 5 p.m.  
 November 25-28 Thanksgiving Recess  
 November 29 Classes Resume, 8 a.m.  
 November 30 SWEET Movie **Terminal** (8 p.m.)  
 December 2 SWEET Movie **Terminal** (8 p.m.)  
 December 9 Christmas Candlelight Service  
 December 10 Classes End, 5 p.m.  
 December 15 SWEET Relaxation Night/Exam Treats  
 December 13-18 Final Exams

### Spring Semester:

January 10-14 Faculty Meetings and Workshops  
 January 16 Validation/Check-in, All Students  
 January 17 Classes Begin, 8 a.m.  
 January 19 Wednesday-at-11: Martin Luther King, Jr. Birthday Memorial  
 January 21-22 Board of Trustees Meetings  
 February 2 Wednesday-at-11: Eddie Gomez and Mark Cramer  
 February 9 President's Forum  
 February 16 Job & Internship Fair hosted by CVC  
 February 18 Early Warning  
 February 19 Admissions Open House  
 February 22 Job & Internship Fair (CVC)  
 March 4 Classes End, 5 p.m.  
 March 7-11 Spring Break – No Classes  
 March 14 Classes Resume, 8 a.m.  
 March 14 Mid-Term  
 March 24 Classes End, 5 p.m.  
 March 25-28 Easter Recess, No Day Classes  
 March 28 Monday Evening Classes Meet  
 March 29 Day Classes Resume, 8 a.m.  
 April 2 Gretna Music and Etown College Present Gil Shaham

April 5, 7, 14	Try Etown on for Size
April 9	Admissions Open House
April 13	Teacher Recruitment Day
April 16, 19, 21	Try Etown on for Size
April 22-23	Board of Trustees Meetings
May 6	Classes End, 5:00 p.m.
May 9-14	Final Exams
May 17-21	Senior Week
May 20	Baccalaureate
May 21	Commencement