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The Student Handbook is prepared by the Student 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.

Traditions and Special Events

Alma Mater

Jennie Miller Via, former 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 usually are presented at a special recognition dinner in the fall.

Awards Ceremony

At this annual event in April, student, faculty and staff contributions are recognized. Among the awards are those presented to distinguished students.

Baccalaureate

Planned by seniors, this service is held the evening prior to Commencement.

The Blue Jay

In the late 1930s, upon the recommendation of Ira R. Herr — the student body selected the “Blue Jay” as the name for the College athletic teams. The Blue Jay was chosen because of its blue and gray coat and, most importantly, because of the nature of this fighting, scrappy bird. Later, the Blue Jay became the College mascot.



Convocation

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

College Medallion

Worn by the President at Commencement and other formal ceremonies, the College Medallion was handcrafted by Lancaster County native Valerie Jo Coulson of silver, gold and stone inlay from one piece of petersite. The medallion incorporates the Lamp of Learning, the words *Deus Lux et Veritas*, the College motto “Educate for Service,” and the founding year (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. Years later, the trustees officially adopted the phrase as the College motto. “Educate for Service” expresses our belief that the pursuit of knowledge is most noble when used to benefit others.

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

At the end of the spring semester, Commencement is held in The Dell. The ceremony includes an academic procession of faculty, administrators, trustees, the 50th reunion class and graduates in regalia. Honorary and earned degrees are conferred by the President of the College.

Faculty Forums

College faculty members present their current research to an audience of their peers at faculty forums. Students, staff and the public are welcome to attend.

First-year Walk

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.

Gretna Music

For more than a decade, Elizabethtown College has partnered with Gretna Music to bring to campus an annual series of concerts featuring world-class performers. Elizabethtown students, faculty and staff receive discounted tickets to performances.

Guest Poets Series

Each year, the English department brings a nationally or internationally respected poet to the campus to present a free, public reading.

Homecoming/Family Weekend

During Homecoming weekend in the fall, alumni return to their alma mater and parents spend time on campus. Weekend activities include nationally known performers, sporting 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

In keeping with the College's "Educate for Service" motto, students, faculty and staff go "Into the Streets" of surrounding communities to perform service-learning projects during one weekend every fall. Members of the campus community paint walls in public parks, rake leaves for senior citizens, clean up local creeks and teach children a variety of skills, such as surfing the Internet, speaking a foreign language, etc.

The Ira R. Herr Athletic Hall of Fame

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

Monday Evening Concert Series

On Monday evenings during the academic year, the accomplished faculty of the Fine and Performing Arts department and invited guest performers give free, public recitals in Zug Recital Hall or Leffler Chapel and Performance Center.

New Student Induction Ceremony

A memorable event in the fall, this candlelight ceremony and procession is part of the new student orientation program. It signifies the official entrance of the new class into the College community.

TGIS Weekend

In April, "Thank God It's Spring" Weekend celebrates the arrival of spring. The weekend includes outdoor games, activities and musical performances.

Thanksgiving Dinner

Prior to the Thanksgiving break, the College's Dining Service staff prepares a holiday feast for students, which is served by members of the faculty, staff and administration and College alumni.

Wednesday-at-11 Lecture Series

On Wednesdays throughout the academic year, the campus community reserves one hour, beginning at 11 a.m., for a special series of lectures by individuals and groups representing diverse interests, views and talents.

Student 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 Student Life, overseen by the Dean of Students, provides a comprehensive array of co-curricular programs and services including Athletics, Health Services, Office of Diversity and Community Outreach, Religious Life, Residence Life, Student Activities, and the Center for Student Success which is comprised of Academic Advising, Career Services, Counseling Services, Disability Services 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.

<i>Location</i>	208 Baugher Student Center
<i>Hours</i>	Monday–Friday, 8:30 a.m. – 5:00 p.m.
<i>Telephone</i>	Ext. 1196
<i>Personnel</i>	Marianne Calenda, Dean of Students Brenda Brandt, Assistant to the Dean

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 and Middle Atlantic States Collegiate Athletic Conferences. 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 vehicles. 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 within 10 semesters as a student enrolled full-time in a collegiate institution.

<i>Location</i>	Alumni Physical Education Building
<i>Telephone</i>	Ext. 1137
<i>Personnel</i>	Nancy J. Latimore, <i>Director of Athletics</i> Yvonne E. Kauffman, <i>Associate Director of Athletics</i> Robert A. Schlosser, <i>Associate Director of Athletics</i> Kathy Staib, <i>Assistant Director of Athletics</i>

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. 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 volleyball, basketball, soccer and softball. Women's offerings have included volleyball, basketball, soccer and softball.

Other activities that have been offered include coed flag football and coed softball.

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 the intramural bulletin board in Thompson Gymnasium. Questions, concerns, or suggestions should be addressed to Mike Faith, Coordinator of Intramurals, ext. 1981.

Gymnasium Hours

Monday–Friday, 8:30 a.m.–11:00 p.m.

Saturday, Sunday, 1:00 p.m.–4:30 p.m. and 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 Student 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 will transport 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 emergency, the Health Center 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 Directors of Health Services 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 Student Life offices.
4. Education programs sponsored by the Student Life staff dealing with specific serious infectious diseases that are particularly threatening to college-age students.

<i>Location</i>	Mount Joy Street (beside Royer Residence Hall)
<i>Hours</i>	Monday–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)
<i>Telephone</i>	Ext. 1169
<i>Personnel</i>	Alexandra Spayd, <i>Director</i> Eileen Halter, <i>Assistant Director</i> Joyce Durst, <i>Staff Nurse</i> Sue Robinette, <i>Nurse Practitioner</i>

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.

<i>Location</i>	201 Baugher Student Center
<i>Hours</i>	Monday–Friday, 8:30 a.m. – 5:00 p.m.
<i>Telephone</i>	Ext. 1197
<i>Personnel</i>	Robert L. Mikus, <i>Director of Residence Life</i> Allison M. Bridgeman, <i>Associate Director of Residence Life</i> Kathy Lloyd, <i>Residence Director</i> Kerry Cotter, <i>Residence Director</i> Laura Barry, <i>Residence Director</i> Darlene M. Sommers, <i>Coordinator of Housing Operations</i> Rachel R. Hadrick, <i>Coordinator for Multicultural Programs and Residential Communities</i>

Residence Life Staff

The full-time professional staff members work to foster a supportive and respectful residential community. The Associate/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 town-houses 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 Learning Communities (LC) are also available. These include: **Education and Society**: provides opportunities for future educators to live and learn together; **Gender and Society**: residents foster a positive environment to engage in discussion and activities that explore interests, issues, concerns, and experiences relevant to women; **Global Community**: is the ideal environment for students looking to broaden their understanding of world issues and cultures; **Social Justice**: designed to assist students interested in community service, volunteerism, and the Peace and Conflict Studies program; **Sisters of Diversity**: provides a supportive and welcoming atmosphere for women to explore their identities and engage in discussion of race, class, and ethnicity; **Freshman Interest Group**: residents have the unique opportunity to live and learn with others experiencing the same milestones first year students. In addition to the Learning Communities we offer Lifestyle Communities in each residence hall. These communities are for students that prefer a certain lifestyle. There are two types of floors, **Quiet Study** or **Wellness Substance Free**.

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 in 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 College 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, and/or their request may be denied.

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 Residency 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 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 first-year students 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 first-year students, e.g., Resident Assistants)

- **Student Volunteers** (preparing for arrival of first-year students, e.g., Peer Mentors, Wellness Peer Educators, Residence Hall Association, S.W.E.E.T., Student Senate, ECTV, WWEC, etc.)
- **Student Assistants** (assisting academic departments and administrative offices in preparing for opening day, e.g., College Store, Student 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 excessive 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 Students 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. Students violating this policy are subject to judicial action.

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.etown.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 Facilities Management department 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. For more specific information regarding damage investigation and billing, please contact the Office of Residence Life.

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 three days during a one-month period.

Keys

Room keys and exterior door keys are issued to individual students by Residence Life and Campus Security staffs. 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. **Notify your resident assistant or the residence director immediately.**

Fire Alarm Systems: Fire alarm systems are installed in all residence facilities. The system will alarm when products of combustion 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, SDLCs, 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 tampering with a life safety system.

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 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 5th 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 23rd 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 voltage 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 elements (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: George Foreman grills are permitted on campus. Grills of any other type are not permitted on campus.

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. The College reserves the right to require students to alter, change or remove any items deemed unsafe and hazardous.

Recyclable Materials: In order to further its commitment to environmental sustainability and teach students about the importance of recycling, Resident Assistants receive training on recycling each year. The RAs facilitate recycling within the residence halls and work to construct a system whereby students can recycle the materials mentioned above on each of their floors. In general, there are containers on each hall for both paper products and for commingled materials. With guidance from the RAs, students set up a system to ensure that these hall containers are emptied at the pick up point in the building on a regular basis. Facilities Management collects the recyclables and takes them to the Brown Building where they are transported to their final destination. The College encourages students to take advantage of this opportunity to impact the environment in a positive way.

Safety Inspections: The Site Safety and Residence Life departments conduct 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 conduct system as outlined in detail in the section on Student Judicial and Conduct Systems.

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 support academic advising through pre- and in-service faculty training, peer mentor, and residence life training and support.

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

Career Services

Career Services assists students with all aspects of the career development process, from career/major selection to finding employment after graduation. A counselor is available to help students explore majors and/or careers, prepare applications and obtain graduate school information, and develop job search and interview skills for internship and full-time employment.

Students interested in exploring their interests, skills, and values may meet with a counselor to utilize a web based guidance system or inventory. Participation in career fairs, on-campus recruiting, and E-town's College Central Network (our online job and internship posting system) provides students the opportunity to connect with potential employers.

Career Services maintains a homepage with links to useful career sites and materials may be borrowed from the career resource room. Workshops related to writing resumes and cover letters, graduate school information, developing job search strategies, and strengthening interview techniques are offered.

Location 216 Baugher Student Center, Center for Student Success
Hours Monday–Friday, 8:30 a.m.–5:00 p.m.,
evening hours available by appointment
Telephone Ext. 1206
Personnel Jane Nini, *Director*
E-mail address careerservices@etown.edu

Counseling Services

Counseling Services provides a broad range of counseling and mental health support services, facilitating students' personal and educational development. Counselors offer 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 are committed 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 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 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 Services/Director of Counseling Services and/or Dean of Students, will require the student to undergo a medical and/or psychiatric evaluation. In such cases, the Dean of Students, 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. Diminished ability to function may manifest itself in dysfunctional or disruptive behavior. Pending completion of the required evaluation, the Dean of Students 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, and if appropriate the Dean of Students or designee, will contact the parents or guardian to inform them of the hospitalization. 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 Students, in consultation with the Director of Counseling Services. The review will result in one of the following actions: (1) resume normal activities which includes continued enrollment and/or housing, provided the student complies with the evaluator's recommended treatment plan and the corresponding counseling agreement pledge; (2) take a medical withdrawal.

All short-term absences and medical withdrawals require a medical evaluation 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 Students and/or Counseling Services prior to finalizing re-enrollment responsibilities.

<i>Location</i>	216 Baugher Student Center, Center for Student Success
<i>Hours</i>	Monday–Friday, 8:30 a.m. – 5:00 p.m.
<i>Telephone</i>	Ext. 1405
<i>Fax</i>	717-361-1209
<i>Personnel</i>	Laurie A. Gordon, Ph.D., <i>Director</i> H. Andrew Sagar, Ph.D., L.P.C.

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 keeps on file all documentation from students with disabilities and helps students with disabilities gain equal access to programs, services, and activities.

Procedure to Identify Disability and Receive Accommodations

- Student completes the "Disability/Special Needs Identification Form" in the matriculation package and returns it to Disability Services by June 1 for fall enrollment and December 15 for spring enrollment.
- Disability Services sends the student a letter of acknowledgement, a request for documentation of the disability, and a copy of the "Guidelines for Documentation of a Disability."
- Upon receiving the documentation, the Director of Disability Services reviews and acts on the request for accommodations. The student will be notified whether documentation is sufficient.
- First week of classes, the student meets with the Director of Disability Services and signs an "Authorization to Notify Professors/Staff Form" concerning accommodations. Subsequent semesters a student may just complete the form without meeting with the Director unless changes need to be made to the accommodations.
- The student arranges classroom accommodations with faculty/staff.
- The student is encouraged to be a self-advocate and when needed enlists the help of Director of Disability Services.
- Each semester a student signs a new "Authorization to Release Accommodations Form."

Procedure for Enrolled Students

A previously enrolled student who acquires or discovers that he/she has a disability, whether temporary or permanent, submits documentation and follows the above steps. Testing for learning disabilities and AD/HD is available by special arrangement with off campus professionals (fee).

Documentation for a Disability Must

- Be completed by an appropriate specialist/professional
- Meet the guidelines as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990
- Be current (within the last three years) and comprehensive
- State the diagnosis, severity, functional limitations (i.e. breathing, sleeping, etc.) and suggested accommodations

Types of Disabilities May Include:

- Physical disabilities
- Chronic health conditions
- Visual, speech, hearing impairments

- Psychological/psychiatric disorders
- Learning disabilities
- Attention deficit/hyperactivity disorder

Reasonable Accommodations

- Provide equal access and opportunities to courses, programs, facilities, activities, and services
- Do not compromise the essential requirements of a course or program
- Are noted in the documentation and based on limitations caused by the disability
- Are determined on a case-by-case basis

<i>Location</i>	228 Baugher Student Center, Center for Student Success
<i>Hours</i>	Monday–Friday, 8:30 a.m.–5:00 p.m.
<i>Telephone</i>	Disability Services Director, 717-361-1227 Disability Services Coordinator, 717-361-1549
<i>E-mail</i>	deichesa@etown.edu and dearmedk@etown.edu
<i>Fax</i>	717-361-1556
<i>Web</i>	www.etown.edu/disability
<i>Personnel</i>	Shirley A. Deichert, <i>Director, Disability Services</i> Diane K. DeArment, <i>Disability Services Coordinator</i>

Learning Services

The Learning Services provides academic support services and resources for all students.

Academic Support Services

- Professional staff offer individualized help in areas of learning styles, learning environments, learning strategies, including time management, test taking, note taking, reading and screening for visual perceptual problems. A color transparency may improve reading speed, comprehension, level of fatigue, and more (see www.lrlen.com).
- 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. Tutoring is a free service for fulltime students (fee for part-time students).
- 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. Registration and fee apply.

Academic Support Resources

- Calendars (free) and time managers (fee)
- CDs, video and audio tapes: study strategies, stress management, memory
- Technology and software programs such as *Kurzweil* reader, *Inspiration*, and *Dragon Naturally Speaking*

- Handouts and books on study strategies, learning styles
- Relaxation room for quiet study
- Computer lab

Location 226-239 Baugher Student Center, Center for Student Success

Hours Course Tutoring & Writing Consulting by Appointment
 Monday–Thursday, 8:30 a.m.–10:00 p.m.
 Friday, 8:30 a.m.–5:00 p.m.
 Sunday, 6:00 p.m.–10:00 p.m.

Writing Consulting

Walk-in Hours Sunday–Thursday, 7:00 p.m.–9:00 p.m.

Telephone Learning Services: 717-361-1185, 717-361-1549
 Learning Services Director: 717-361-1227
 Learning Services Coordinator: 717-361-1549

E-mail deichesa@etown.edu and dearmedk@etown.edu

Fax 717-361-1556

Web www.etown.edu/learning

Personnel Shirley A. Deichert, *Director, Learning Services*
 Diane K. DeArment, *Learning Services Coordinator*

Center for Student Involvement

Through the activities of the Center for Student Involvement, Elizabethtown College students are offered productive and engaging programming that allows them to connect with the campus community, to get involved, and to build lasting memories of their college experience. This Center also provides opportunity, direction and support for tomorrow’s leaders as they develop the skills that will benefit them for a lifetime.

Through the Center, three professional offices—Office of the Chaplain and Religious Life, the Office of Student Activities, and the Office of Diversity and Community Outreach—provide a variety of programs and services.

Additionally, five student organizations also join in enhancing campus life by planning unique events and offering services to Elizabethtown students. These organizations include Students Working to Entertain E-Town (S.W.E.E.T.), which plans and coordinates special events; The *Etownian*, our student-run newspaper; the *Conestogan*, the College yearbook; the Residence Hall Association, which provides programming and educational services in the College’s residence halls; and Student Senate, the student governing body.

Office of the Chaplain and Religious Life

The Office of the Chaplain and Religious Life strives to create a vital and vibrant atmosphere for spiritual growth and religious exploration. The Office of the Chaplain and Religious Life seeks to foster an environment where the Christian spiritual heritage of the College (Church of the Brethren) engages in dialogue with other Christian traditions, as well as the diversity of world’s religious traditions.

The College supports the free expression of religion for all individuals and groups. Religious Life on campus includes a great diversity of opportunities from three main sources: Chaplain's Office programs, student religious clubs/groups, and affiliate ministries from off campus.

<i>Location</i>	251–254 Brossman Commons, Center for Student Involvement
<i>Hours</i>	Monday–Friday, 8:30 a.m.–5:00 p.m.
<i>Telephone</i>	Ext. 1260
<i>Personnel</i>	Rev. Tracy Wenger Sadd, <i>Chaplain/Director of Religious Life</i>

Chaplain's Office Programs & Activities

- Interdenominational Christian Worship (every Sunday evening in the Chapel)
- Bible Study (every Thursday evening in the BHR of the Library)
- Soul Café (monthly at the Blue Bean Café, with free food, soulful discussions, and live music)
- Alternative Spring Break Service Trip (March)
- Multi-faith Candle lighting & Prayers for the World (Spring Semester)
- Faith-based comedians and concerts (Fall & Spring)
- Angel Tree Service Project (November & December)
- Christmas Candlelight Service (in the Chapel every December)
- *Religion Matters* newsletter, dealing with issues in the world's religions

The Chaplain & Director of Religious Life

The Chaplain/Director of Religious Life is available to students for spiritual mentoring, pastoral counseling, and vocational exploration. The Chaplain also teaches in the Religious Studies Department. Contact Rev. Tracy Wenger Sadd, Chaplain/Director of Religious Life at saddt@etown.edu.

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 in the area, contact the Secretary to the Chaplain, ext. 1260.

Prayer Room

Located on the third floor of Leffler Chapel, the prayer room is open daily for individual prayers, as well as periodic liturgies.

Sacred Space

Room 251 in the Center for Student Involvement is a space set-apart for religious ritual and spiritual activity of all faiths, including prayer, meditation, worship, reflection, and dialogue.

Student Religious Clubs and Groups

- Brethren Student Group—Brethren students gather periodically for food, fun, service, and more. Contact Chaplain Sadd, ext. 1260. Student contacts are Andrew Wenger and Amy Kumpf.
- Hillel—Hillel is a club of Jewish students who meet every other Tuesday night at 5:00 p.m. in the Brezovec Conference Room, 200 Brossman

Commons, for dinner and conversation. Hillel has held the annual Model Seder, and you don't have to be Jewish to share in and learn about this important meal and ritual of Passover. Hillel also plans Holocaust Remembrance Day, and carries out other programs of service, fundraising, and social justice. Hillel is a College club whose advisor is Dr. Vivian Bergel, ext.1446. Student contact is Laura Beckenstein.

- **Lutheran Student Movement**–Did you know that Lutherans are the largest Protestant denomination on campus? Lutheran Student Movement meets every Thursday evening in the Alumni House from 8:00–9:00 p.m. Activities range from weekly fun and games, to retreats, to car pooling to different churches on Sunday mornings. Currently a group that hopes to become a club, LSM is advised by E-town staff person Mark Clapper. Student contact is Kevin O'Hara.

Affiliate Ministries from Off-Campus Denominations and Organizations

- **Campus Crusade for Christ/CRU**–Campus Crusade for Christ is an international organization whose mission is to provide attractive opportunities for students to say "yes" to Jesus. Campus Crusade for Christ provides staff person(s) to work with E-town students. Campus Crusade for Christ holds CRU meetings on Tuesdays at 9:00 p.m. in Wenger 270L. See www.campuscrusadeforchrist.com. Director of Eastern PA Area is Sam Shellenberger, 717-319-6205. Student contacts are Alan Popoli and Caitlin Holland.
- **Catholic Campus Ministry/Newman Group**–Sponsored by the Diocese of Harrisburg, Catholic Campus Ministry and Newman Group serve the religious and spiritual needs of Catholic students on campus. Weekly Catholic mass is celebrated by Rev. David L. Danneker on campus every Sunday at 6:15 p.m. in the Bucher Meetinghouse/Young Center. Newman Group meets on Tuesday evenings at 9:30 p.m. Students may eat dinner with Fr. Dave on Thursday evenings. The Diocese of Harrisburg provides a part-time Catholic Campus Ministry Coordinator, Deb Nash, ext. 1447. Student contact is Regina Duke.
- **Coalition for Christian Outreach/Jericho Road**–The Coalition for Christian Outreach (CCO) is an interdenominational Christian campus ministry organization whose mission is "transforming college students to transform the world." CCO ministry staff lead the Jericho Road that meets every Wednesday evening at 8:00 p.m. in the BSC first-floor Lounge. CCO staff also use student volunteers in the Cornerstone Youth Ministry in E-town. See www.ccojubilee.org. Coalition for Christian Outreach staff persons are Derek Melleby dmelleby@earthlink.net and Christine Murlatt. Student contacts are Pierce Hibbs and Becky Sullivan.
- **Episcopal Campus Ministry**–Rev. Beth Mollard is pastor of St. Luke's Episcopal Church in Mount Joy, and she works with Episcopal students on campus. Contact Rev. Mollard at ext. 1447 or 717-653-4977.
- **Inter Varsity Christian Fellowship/Zone 49**–Inter Varsity Christian Fellowship/USA® is an evangelical campus mission serving more than 35,000 students and faculty on more than 560 college and university campuses nationwide. At E-town, InterVarsity runs Bible Studies in the residence

halls and a large group meeting every Thursday at 9:00 p.m. in Gibble Auditorium (Esbenshade). See www.Intervarsity.org. InterVarsity Christian Fellowship (IVCF) provides staff to E-town's students, Tama George and Geoff Kurtz, Geoff_Kurtz@IVstaff.org.

Office of Student Activities

The Office of Student Activities serves as a co-curricular educator and a facilitator in creating environments that call for participation and involvement in the campus community. Through the programming of student traditions, such as T.G.I.S. and Student Involvement Fairs, students are engaged in social experiences. Additionally, the Office of Student Activities serves as the primary resource to student groups on campus striving to enhance their individual contributions to the College community. Central to the mission of the Office of Student Activities is to not only support, but challenge the development of student leaders. The Office of Student Activities dedicates its work with student leaders to make individual involvement most purposeful to students preparing to be the leaders of the College community as well as the global community.

Location 257 Brossman Commons, Center for Student Involvement
Hours Monday–Friday, 8:30 a.m. - 5:00 p.m.
Personnel Toni M. Kupchella, *Director of Student Activities and the Campus Center*

Office of Diversity and Community Outreach

The mission of the Office of Diversity and Community Outreach 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, Center for Student Involvement
Telephone Ext. 1198
Fax 717-361-1211
Personnel James A. Felton, *Director*
 Rachel R. Hadrick, *Coordinator of Multicultural Programs and Residential Communities*

Intercultural Board

In keeping with the mission of the college's values and mindful of the Office of Diversity and Community Outreach's mission; the Intercultural Board strives to empower underrepresented groups and give them a support system in which their voices can be heard as part of a majority. The Intercultural Board works to raise awareness and interest by embracing diversity through a global perspective and by finding common ground through open exchanges, dialogue, acceptance and respect, and by challenging themselves and others to experience something new. Intercultural Clubs Include:

Allies, contact: Diane Bridge, ext. 1177

Asian Cultural Association, contact: Professors Mahua Bhattacharya, ext. 1239 or Jeffery Long, ext. 1507

Hillel, contact: Professor Vivian Bergel, ext. 1446
International Club, contact: Marcie Bahn, ext. 1594 or James Hilton, ext. 1347
Japanese Cultural Club, contact: Mahua Bhattacharya, ext. 1239
Noir (Black Student Society), contact: Laurie Gordon, ext. 1405
Womenspeak, contact: Professor Mahua Bhattacharya, ext. 1239
Spanish Club, contact: Montserrat Linares-Farras, ext. 1254
Social Work Student's Association, contact: Professor Susan Mapp, ext. 3766

Other Campus Services

Brossman Commons

The Brossman Commons houses many convenience facilities and services. The facilities and services are for the primary use of students, College staff, and faculty members.

Posting Policy for Brossman Commons

All items **MUST**:

- Be stamped at the Information Desk
- Identify the group(s) sponsoring the event
- Be hung by the Information Desk staff

For the complete posting policy, contact the Information Desk

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. 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)

- Table Reservations – Student groups and college functions can use the Web Viewer (<http://schedule.etown.edu>) to reserve tables placed at the base of the stairs leading to the Marketplace and beneath the College Store. A table at the entrance to the Marketplace can only be reserved by student groups recognized by the Office of Student Activities on the Web Viewer.
- Sign Stanchion(s) can be reserved at the Information Desk or by calling ext. 3672. No tripods are permitted to be added in the Baugher Student Center.

Blue Jay Body Shop

The Blue Jay Body Shop, a fitness 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.

Hours Monday–Thursday, 9:00 a.m.–11:00 p.m.
Friday, 9:00 a.m.–8:00 p.m.
Saturday, 11:00 a.m.–5:00 p.m.
Sunday, 1:00 p.m.–9:00 p.m.

Telephone Ext. 1444

Summer Session Hours to be announced

Coordinator Terry Corcoran, Athletic Department

* The Body Shop may be 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. to 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
 234 Baugher Avenue
 Elizabethtown, PA 17022-2259

Additional information can be viewed on the Mail Service web site:
www.etown.edu/genserv/postoffice.

Telephone Ext. 1124

<i>Personnel</i>	Ronald C. Corll, <i>Manager</i>	Shelly A. Null
	Susan J. Darling	Kathi K. Moyer
	Assymola A. Horst	Nicole J. Hess

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 within seven business days after the start of the semester. Books must be in mint condition with 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.

College Store Hours (Academic year)

Monday–Friday	9:00 a.m.–5:00 p.m.
Tuesday, Wednesday, Thursday	9:00 a.m.–6:30 p.m.
Saturday	11:00 a.m.–2:00 p.m.

College Store Hours (Summer)

Monday–Thursday	10:00 a.m.–4:30 p.m.
Friday	10:00 a.m.–2:00 p.m.

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

Telephone	Ext. 1131
Fax	717-361-1207
Personnel	Keith M. Marks, <i>Director of Campus Services</i> Mary A. Gottfried, <i>Assistant Manager</i> Susan Smith, <i>Textbook Manager</i> Susan D. Hilton, <i>Operations Manager</i> Melissa A. Gruber, <i>Cashier</i>

Dining Services

Telephone	Ext. 1158
Personnel	Eric C. Turzai, <i>Director</i> Sherry L. Dunbar, <i>General Manager</i> Kathy E. Christopher, <i>Catering Manager</i> Kevin G. Brown, <i>Executive Chef</i> Charles E. Downs, <i>Sous Chef</i> Eric C. Turzai, <i>Associate Director</i> Lynda L. Hudzick, <i>Office Manager</i> Diane L. Ricedorf, <i>Buyer</i>

Meal Plan Information

Elizabethtown College offers a variety of meal plans to best suit the needs of the students. Meal plans are for individual use only. Sharing of meal plans is not permitted. 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: \$1825 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: \$735/semester

80 total meals and \$100 Jay Bucks

Mini-Meal Block: \$166 per semester

20 total meals and no Jay Bucks

Students may check current meal plan and Jay Buck balances at any time by going to the campus web at <http://ecweb.etown.edu> and clicking on the "My Finances" link.

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 hudzicll@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 Master Card 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 Café

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. to 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.
- 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, newspapers, 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 Student Life office. In cases where there is a dispute concerning a violation, a Dean in the Student Life office will act as an arbitrator. Serious violations may lead to formal disciplinary action.

Retail Theft Policy

Students thought to be stealing from a retail location will first be given the benefit of the doubt, asked to pay for the item(s), and verbally warned of the theft policy. Students caught stealing anything from a retail operation after the warning will be banned from that site for the remainder of the semester. A fine of \$150 will be instituted and a formal account written in the student's discipline record in the Dean of Student's office. Occurrences beyond the third offense will be dealt with through the Student Judicial and Conduct System.

Marketplace Theft Policy

Students caught stealing items from the Marketplace beyond the one permitted food item (one piece of fruit, one piece of dessert) will be first given a written warning. On the second offense, a notification and warning of fine will be permanently filed. On the third offense, a fine of \$150 will be instituted and notification placed in the permanent file. Occurrences beyond the third offense will be dealt with through the Student Judicial and Conduct System.

Appeal of Theft Charge

If a student feels they have been charged of theft unjustly, they may appeal the claim with the Vice President for Administration.

Scheduling Facilities

Scheduling of all campus events (except for class schedules) is done in the Campus Event Scheduling Office which is located in the lower level of Alpha Hall. To schedule space on campus go to: <http://schedule.etown.edu> or call extension 3660. Class schedules are developed by the Office of Registration and Records.

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 as a flexible space it can accommodate dance and other performance related programs. Contact: Prof. Michael Severeid, ext. 1160; sevaremi@etown.edu.

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.

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.

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: Personal Safety Workshops, Passport Pictures, Notary Service, and Motor Vehicle Registration. Campus Security also responds to campus emergencies and calls for ambulance service when the need arises.

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.

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

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. The College's Time and Attendance System requires student employees in some departments to use their College ID card to 'swipe' in and out. Students are **required** to have their ID card with them whenever reporting to work.

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 Students. 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 and Harrisburg International Airport

Refer to our Campus Security web site at www.ETOWN.EDU/Campus_Security. The information is under Train Transportation.

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.

Center for Global Citizenship

The work of the Center for Global Citizenship, launched in 2004, is focused on three separate but related spheres of activity: international programs, service-learning, and peacemaking. In addition to promoting the work of these areas the Center seeks to create new opportunities at the places where these areas come together. Thus, future programming can be expected to involve such things as faculty international seminars, the promotion of experiential learning for all students, opportunities for all justice oriented service and the creation of a mediation center for training mediators and settling community disputes.

International Programs

The International Programs division of the Center has two main functions: the encouragement and support of the growing number of students who come to Elizabethtown from nearly forty countries each year and the matching of students who wish to study abroad with a variety of overseas programs. The role of Brethren Colleges Abroad (BCA) whose international headquarters is located on Elizabethtown campus is critical in both areas. BCA operates a score of programs in countries from China to Equator and from Ireland to Mexico. Elizabethtown sends and receives exchange students from these and other countries as well. Among the goals of this division is to support multicultural programming and to help each Elizabethtown College student to begin to think of him/herself as an international student.

Service-Learning and Civic Programs

As Elizabethtown's motto is Educate for Service, the concept of service-learning is natural for us. Programs such as Into the Streets which offers several hundred students opportunities to give back to the community and the Parents and Pupils in Educational Partnership of the Elizabethtown Area School District are some of the ways in which college students participate in service-learning projects. In addition, the College involves students in urban service-learning activities in the richly diverse neighboring communities of Lancaster and Harrisburg. Faculty members are supported in integrating service-learning into their academic courses and in finding placements in which students can be engaged meaningfully in deeper understanding of social, political, and economic issues. The Center's link to the Pennsylvania Campus Compact and Americore opportunities is maintained through our service-learning programs and civic programs.

Peacemaking

As a college founded by the Church of the Brethren in 1899, Elizabethtown is imbued with the spirit of peacemaking. The Peace Studies Association is a clearinghouse linking us to other colleges and universities having similar commitments. Our commitment to peace and justice concerns is manifested in our academic programs such as our Peace and Conflict Studies minor, in programming conducted through the Young Center for Anabaptist and Pietist Studies, as well as in external groups whose work resonates with our own, such as the New Community Project. The development of the Peacemaking area of the Center for Global Citizenship will help to promote the causes of peace and justice locally, nationally and internationally. Speakers and field trips are some of the ways in which this initiative is practiced. Organizations like the Brethren Volunteer Service are natural linkages for the Center's work.

Personnel Dr. R. William Ayres IV, *Director*
Nicarry Hall, ext. 1147
ayresr@etown.edu

International Programs James R. Hilton, *Associate Dean*
Nicarry Hall, ext. 1347
hiltonjr@etown.edu

Marcie A. Bahn, *Associate Director*
Nicarry Hall, ext. 1594
bahnm@etown.edu

Service-Learning and Civic Programs Dr. Jill S. Bartoli, *Coordinator of Urban Service-Learning*
Department of Social Work
Nicarry Hall, ext. 1379
bartolijs@etown.edu

Dr. Vivian R. Bergel, *Liaison to the Faculty*
Department of Social Work
Nicarry Hall, ext. 1446
bergelv@etown.edu

Nancy Valkenburg, *Director of Service-Learning and Civic Programs*
Nicarry Hall, ext. 1108
valkenburgn@etown.edu

Peacemaking Dr. Michael Long, *Department of Religious Studies*
Nicarry Hall, Peacemaking Office
472 Wenger Hall, Religious Studies, ext. 1240
longm@etown.edu

Benefits of Affiliation

Students who practice in activities of the Center for Global Citizenship will have opportunities to learn outside the classroom, outside their curricula and outside the country. The goals of the Center are to prepare students to live in the world of the 21st Century, comfortable with differences, experienced in service with others for the common good of society and ready to be citizens of a more peaceful world. Faculty affiliated with the programs will be supported in integrating service-learning meaning fully into their academic courses and they will be in a stronger position to provide more richly diverse and engaging educational experiences for themselves and for their students.

Purpose of the Center

The main goal of the Center is to make all associated persons knowledgeable citizens of the world. We are all international students now.

Copy Services

Copy Services is located in the rear of Myer Hall. During the regular academic year, hours of operation are Monday–Friday, 8:00 a.m.–12:00 p.m. and 1:00 p.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*
Jesse Bixler, *Copy Services Clerk*

Financial Aid

Financial aid at Elizabethtown College is awarded through 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. The amount of scholarship and grant aid will remain the same over the years if a family's circumstances remain the same.

Loans are a significant part of educational financing. Most financial aid recipients borrow through one or two excellent, low-interest loan programs (Perkins and/or Stafford Loans). 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.

<i>Location</i>	208 Zug Memorial Hall
<i>Hours</i>	Monday–Friday, 8:30 a.m.–5:00 p.m.
<i>Telephone</i>	Ext. 1404
<i>Personnel</i>	Elizabeth K. McCloud, <i>Director</i> Andrea L. Kirsch, <i>Associate Director</i> Sue E. Sterling, <i>Assistant Director</i> Sally R. Lindsey, <i>Administrative Assistant</i> Donna A. Costigan, <i>Administrative Assistant</i>

The High Library

The High Library welcomes you. Our resources can enrich you're academic pursuits and enhance the research skills you will need at college and beyond. We offer 4 levels of study space, wireless access, books, journals, music CDs, scores and records, videos and DVDs. Many of our resources, including 50 article databases, thousands of electronic journals and electronic books are available from anywhere on or off campus. If we don't have what you need, we can help you get it. Through Interlibrary Loan, High Library has developed cooperative agreements with libraries throughout central Pennsylvania, the country and the world. We are constantly exploring and investing in ways to get materials to you more quickly and directly. Librarians live to answer questions, so don't hesitate to ask. We can answer your questions in person, via phone or e-mail, or by appointment; librarians also teach hands-on instruction sessions for the First-Year Seminar, and by request. Visit us virtually at: <http://www.etown.edu/HighLibrary.aspx>.

Reference Services, ext. 1461, ask-a-librarian@etown.edu

See a reference librarian if you want to save time and:

- Locate the best information sources
- Evaluate information
- Cite references
- Order books, articles or other materials from another library
- Make a one-on-one research appointment

Circulation and Reserves, ext. 1222

- ID cards are required for checking out materials
- Most materials circulate for 4 weeks; DVDs and videos for 1 week
- You can renew your own materials online
- You can request books, articles, DVDs, etc. from other libraries online
- You can request a photocopy from E-town film/fiche online
- Overdue notices are sent via campus mail

<i>Term Hours</i>	Monday–Thursday, 7:45 a.m.–1:00 a.m. Friday, 7:45 a.m.–10:00 p.m. Saturday, 9:00 a.m.–9:00 p.m. Sunday, 1:00 p.m.–1:00 a.m.
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Summer hours and hours when classes are not in session are posted.

Personnel	BethAnn Zambella, <i>Director</i> Peter DePuydt, <i>Reference Librarian and College Archivist</i> Linda Gentino, <i>Library Technician</i> Sandra Hilsher, <i>Administrative Assistant</i> Louise Hyder-Darlington, <i>Circulation Supervisor</i> Sylvia Morra, <i>Head of Readers' Services</i> Sharon Patrick, <i>Library Technician</i> Joan Quinn, <i>Cataloger and Systems Librarian</i> Kathy Tyler, <i>Interlibrary Loan</i> Carol H. Warfel, <i>Head of Technical Services</i>
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Information Technology

ITS Policies

Guiding Principles

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 facilities of the Department of Information and Technology Services, the campus wide network, local area networks, e-mail, the World Wide Web, voice mail, and departmental and public computing facilities and related services. IT has provided a new and dynamic means of distributing ideas, language, pictures, and sounds.

The College "electronic community" is encouraged to make innovative and creative use of IT in support of education and research, and for the interest, information, and enlightenment of the Elizabethtown College community.

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.

Use of Elizabethtown College Technology Resources

Policies regarding responsible use of College-owned information technology resources reflect the same principles that apply to general behavior throughout the College. Users are encouraged to refer to the Student Handbook, the Employee Handbook, and the Faculty Handbook. 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 and could result in the loss of privileges. Users are also reminded that privacy is not guaranteed on the Internet nor is it guaranteed on the campus network.

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, sending a crippling number of files across the network (e.g. e-mail "bombing"), or extensive uploading/downloading of MP3 music files are examples of activities that cause network congestion and interfere with the work of others, and thus are not allowed. [Users should be aware that it may be illegal to upload/download many MP3 music files.]
- 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.
- Keep your operating system as current as possible by frequently checking for patches and updates. Computers without current patches will be unable to use campus networking resources.
- Download the latest version of the Symantec (Norton) Anti-virus software from the college web site. Computers without this anti-virus software installed will be unable to use campus networking resources.
- The following devices are prohibited on the Elizabethtown College network unless they have been installed by the ITS Department: Wireless access points, DNS and DDNS devices, DHCP servers, network/port scanners, packet sniffing tools or network data capture applications, modems, network routers, VPN servers, patch cables connected from room to room or patch cables exceeding 25 feet in length.
- Campus users may request permission from the ITS network staff to connect network switches/hubs, NAT devices, proxy servers, and firewall devices.

Computer Lab Information

Elizabethtown College provides numerous computer labs around campus to assist students in their academic endeavors. All labs have Internet connections, Internet Explorer and Microsoft Office 2003. Many of the labs also have a variety of academic applications such as SPSS and Maple. Esbenshade 360, Nicarry 108, and the McCormick Lab are the main labs and may be used by all students when classes are not scheduled in the room. The other labs are maintained by departments for their respective majors and minors, but may be open to others upon request. There are three computers on the 2nd floor of the Brossman Commons that are available 24 hours a day. Most of the labs have a laser printer.

General Purpose Computer Labs

Esbenshade 360: 20 Windows-based computers

Nicarry 108: 20 Windows-based computers

McCormick Lab, High Library: 16 Windows-based computers

Department-Specific Computer Labs

Esbenshade 166: Physics & Engineering, 8 Windows

Esbenshade 262: Psychology, 9 Windows

Musser 101: Chemistry, 4 Macs

Nicarry 204: Language, 6 Macs

Nicarry 208: Computer Science, 24 Windows

Nicarry 210: Education, 19 Windows

Nicarry 234: English, 19 Windows

Steinman 210: Communications, 19 Macs/4 Windows

Zug 114: Music, 6 Macs/3 Windows

Support for Laptops

Ethernet data connections are also available throughout the campus. They are located in most lounges, the Blue Bean Café, the Jay's Nest, and the High Library. Wireless access is available in the High Library and the Campus Center.

Help Desk

You may contact the ITS Help Desk at helpdesk@etown.edu. The Help Desk is located in Nicarry 105. The phone number is 361-3333. We do not fix hardware problems. We will assist you with eliminating viruses and spyware and we may be able to help with other software issues. Please do not bring computers to the Help Desk without an appointment.

Student Employment

Many students are employed in virtually every department on campus. Before beginning employment, students are required to complete the following employment forms: W-4 Form, Form I-9, Workers' Compensation Form, and Direct Deposit Authorization Form. These forms are available in the Payroll Office and on the Student Employment web site. A driver's license and original Social Security card or Passport are valid forms of identification needed for employment. Students are paid on a bi-weekly basis. Direct Deposit of wages is a condition of employment at the College. Students will be required to annually sign a Statement of Understanding of Privacy Act Provision.

Before a student can begin working, the supervisor must submit the required departmental paperwork to the Payroll Office.

The College's Time and Attendance System requires student employees in some departments to use their College ID card to 'swipe' in and out. Students should carry their ID's with them at all times (as stated on page 38 under Campus Security), and are **required** to have their ID with them when reporting to work.

<i>Location</i>	201 Alpha Hall
<i>Hours</i>	Monday–Friday, 8:30 a.m.–5:00 p.m.
<i>Telephone</i>	Ext. 1213 or Ext. 1194
<i>Personnel</i>	Dee Mertz, <i>Payroll Manager</i> Cheri Way, <i>Payroll Assistant</i>

Student Judicial and Conduct 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 Conduct 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.

The Student Social Conduct Code and 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, either full time or part time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Conduct Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students" as are persons who are living in the College residence halls, although not enrolled at the institution. This Student Conduct Code applies to all locations of the College, including all satellite campuses and study abroad programs.
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 Students.

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 "Student Conduct Board" means any person or persons authorized by the Dean of Students to determine whether a student has violated the Student Conduct Code and to recommend imposition of sanctions.
9. The term "Student Conduct Administrator" means a College official authorized on a case-by-case basis by the Dean of Students to investigate complaints and to impose sanctions upon students found to have violated the Student Conduct Code. The Dean of Students may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The Dean of Students may authorize the same Student Conduct Administrator to impose sanctions in all cases.
10. The term "Appellate Board" means any person or persons authorized by the Dean of Students to consider an appeal of a Student Conduct Board's determination that a student has violated the Student Code or of the sanctions imposed by the Student Conduct Administrator.
11. The term "shall" is used in the imperative sense.
12. The term "may" is used in the permissive sense.
13. The Dean of Students is that person designated by the President of the College to be responsible for the administration of the Student Conduct Code.
14. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Handbook, the College web page and computer use policy, 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.
17. The term "Complainant" means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the College community submitted the charge itself.

18. The term "Accused Student" means any student accused of violating this Student Conduct Code.

Article II: Student Code Authority

1. The Student Conduct Administrator shall determine the composition of Student Conduct Boards and Appellate Boards, and determine which Student Conduct Board, Student Conduct Administrator and Appellate Board shall be authorized to hear each matter.
2. The Student Conduct Administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board hearings that are not inconsistent with provisions of the Student Conduct Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.
4. A Student Conduct Administrator may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Conduct 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 Student Conduct Code*

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 or to have attempted to commit 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 (see also Sexual Assault Policy).
 5. Physical abuse, 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, on or off campus.
 7. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy and acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
 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 any College policy, rule, or regulation published in hard copy or available electronically on the College web site.
 11. Violation of federal, state or local law.
 12. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, 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, manufacturing, or distribution of alcoholic beverages, except as expressly permitted by the law and College regulations, or public intoxication. Alcoholic beverages may not, in any circumstances,

- be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
15. Gambling for money or stakes representing money or for any other form of monetary reimbursement is prohibited. Student athletes should defer to NCAA regulations regarding gambling. Organizations may conduct raffles under the following conditions:
 - a. The raffle is conducted by a College office or recognized organization,
 - b. Prizes are donated by an individual, firm or other organization such as foundations and auxiliary boosters, and
 - c. Proceeds benefit the organization or a recognized charity.
 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 an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
 18. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
 19. Conduct that is disorderly, lewd, or indecent; 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. Disorderly conduct involves but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
 20. Abuse of the Social Conduct System, including but not limited to:
 - a. Failure to obey the summons of a Student Conduct Administrator or College official.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - d. Institution of a student disciplinary code proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a Student Conduct Code proceeding.

- h. Failure to comply with the sanction(s) imposed under the Student Conduct Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.
21. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

C. Violation of Law and College Conduct

1. College conduct proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Conduct 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 Conduct 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 Conduct Code, however, the College may advise off-campus authorities of the existence of the Student Conduct 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: Student Conduct Code 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 Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within two weeks of the incident.
2. The Student Conduct Administrator 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 Student Conduct Administrator. 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 are not admitted and/or cannot be disposed of by mutual consent, the matter shall proceed to a Student Conduct Board. If the student admits violating institutional rules, but

sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five or 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 Student Conduct Administrator.
4. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines:
 - a. Student Conduct Board Hearings normally shall be conducted in private.
 - b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing during which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
 - c. In Student Conduct Board Hearings involving more than one Accused student, the Student Conduct Administrator, at his or her discretion, may permit the Student Conduct Hearings concerning each student to be conducted separately or jointly.
 - d. The Complainant and the Accused student 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 student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
 - e. The Complainant, the Accused student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused student at least two weekdays prior to the Student Conduct Board Hearings. Witnesses will provide information to and answer questions from the Student Conduct Board.
 - f. Pertinent records, exhibits and written statements (including Student Impact Statements) may be accepted as evidence for consideration by a Student Conduct Board at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
 - h. After the portion of the Student Conduct Hearing concludes during which pertinent information has been received, the Student Conduct Board shall determine (by majority vote if more than one person) whether the Accused student has violated each section of the Student Conduct Code which the student is charged with violating.

- i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused student violated the Student Conduct Code.
 - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Conduct Code proceedings.
5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including the deliberations). Deliberations shall not be recorded. The record shall be the property of the College. Minutes of Student Conduct Hearings may be taken by a professional College secretary.
 6. Except in the case of a student charged with failing to obey the summons of a Student Conduct Board or College official, no student may be found to have violated the Student Conduct Code solely because the student failed to appear before a Student Conduct Board. 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 Conduct Code.
 7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Student Conduct Administrator to be appropriate.

B. Sanctions

1. The Dean of Students 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 Conduct 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 extra-curricular 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 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 Student Conduct Administrator).
 - 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 g.
 - b. Deactivation—Loss of privileges, including College recognition, for a specified period of time.
 6. In each case in which a Student Conduct Board determines that a student has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than or in addition to the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of all members of the Student Conduct Board body shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the hearing, the Student Conduct Board and the Student Conduct Administrator 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 Students or a designee may impose College or residence hall suspension prior to the hearing before a Student Conduct Board.

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 or 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 Students or the Student Conduct Administrator may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Hearing, if required.

D. Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or the Complainant(s) to an Appellate Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Dean of Students 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 Student Conduct Board Hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the Student Conduct Board 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 Conduct 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 Conduct Code more likely than not occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.
3. If an appeal is upheld by the Appellate Board, the matter shall be remanded to a new Student Conduct Board 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 Conduct Code, review of the sanction by the Appellate Board may not result in more severe sanction(s) for the accused

student. Instead, following an appeal, the Dean of Students may, upon review of the case, reduce but not increase, the sanctions imposed by the Student Conduct Board.

5. In cases involving appeals by persons other than students accused of violating the Student Conduct Code, the Dean of Students may, upon review of the case, reduce or increase the sanctions imposed by the Student Conduct Administrator or remand the case to the Student Conduct Board and Student Conduct Administrator.
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 Conduct Code shall be referred to the Dean of Students, or a designee for final determination.
- B. The Student Conduct Code shall be reviewed every three (3) years under the direction of the Student Conduct Administrator.

Student Conduct Boards

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 Conduct 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 Student Conduct Administrator.

Campus Conduct Board

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

Campus Appellate Board

The Campus Appellate Board (comprised of students, faculty and administrators) is convened to hear cases that were not resolved by the Campus Conduct Board. There are generally four reasons for appeal: 1) due process was not followed 2) the decision reached was not based on preponderance of evidence 3) the sanctions imposed were not appropriate for the violation of the Student Conduct Code and/or 4) 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 years of age.

- 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 within any housing unit is not more than one six-pack (24–30, 12 or 16 oz. containers) of beer, or one liter of wine, or one four-pack of wine coolers, or one pint of a distilled alcohol 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. This includes "cases" that contain 30, 55, or 72 beers.
4. Paraphernalia will be confiscated when found. Paraphernalia includes but is not limited to funnels, keg taps, 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).
6. 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.
7. Any student, regardless of age, who is present where an alcohol and/or drug violation is occurring will be considered equally in violation.
8. Under no circumstance is a person of legal age permitted to furnish alcohol to a minor.
9. 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.
10. 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 disciplinary 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.
11. 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.
 12. Hosts of private social gatherings are responsible for insuring adherence to state laws and College regulations.
 13. 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)
 14. 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 Student Conduct Board procedures similar to how other violations to the Student Conduct Code are approached. (See Social Conduct 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 Student Conduct Administrator 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 Students 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 Campus Security or his/her designee, designee of the Office of Residence Life, the Director of Health Services and the Director of 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 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 and Drug Policies

Violation	First Offense	Second Offense	Third Offense
Simple illegal possession of alcohol*	1 pt	2 pts	3 pts
Public drunkenness	2 pts	3 pts	3 pts
Providing alcohol to minors	3 pts	3 pts	4 pts
Large quantities of alcohol	2 pts	3 pts	4 pts
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**		

* Simple illegal possession includes underage purchase and consumption. It also refers to being in the presence of alcohol as a minor and consuming alcohol in the presence of a minor.

** 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) at the discretion of the Student Conduct Administrator or Student Conduct Board.
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 Student Conduct Administrator.
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 Student Conduct Administrator 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 Student Conduct Administrator 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 Student Conduct Administrator. 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 Social Conduct System, including the appellate process, used in adjudicating violations of the alcohol policy is published in the Student Handbook.
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 boxes
- College-issued voice mail message
- College-issued e-mail

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

- Center-initiated telephone call
- Center-initiated e-mail
- 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 also may be sent via U.S. mail service to the home address or home telephone number provided by the student.

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 Student Conduct Board. Refer to the College Regulations section of this handbook for information on the Social Conduct 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 Counseling Services and Health Services, as well as other Student 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/alcohol dependency 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/alcohol conviction within 5 days after the conviction. This includes any drug/alcohol 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/alcohol offense occurring in the workplace is subjected to appropriate personnel action, up to and including termination, or satisfactory participation in a drug/alcohol 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 or level of alcohol 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. The Educational Records include biographical data and address information; the admissions application and supporting documents; the academic record including class schedules, grade reports, 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.

"Directory Information," as designated by Elizabethtown College, includes name, enrollment status, campus box, campus e-mail address, local and home address, local and home telephone (including cell phone numbers), date and place of birth, most recently attended institution, dates of attendance, class, field of study, degree, date of graduation, activities, honors and awards, participation in officially recognized sports and activities, and photographs. (ID number is specifically excluded.)

NOTE: All items of directory information 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: Student 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 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 Institutional Advancement in Alpha Hall and the group's advisor. (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.

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.

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 Students.

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.

Leave of Absence Program

General Information

The Academic Leave of Absence Program was developed to help students in good standing who wish to take a leave from Elizabethtown College for a time period not to extend beyond the current academic year. If you are interested in taking a leave of absence we want to accommodate your plans and needs. We also want you to return to Elizabethtown College.

When you return to Elizabethtown College you are guaranteed a place in your current major, without reapplication, provided all deadlines and rules are observed. When you register for your scheduled return semester, you’ll be given the same priority as continuing students.

If a Leave is approved, Registration and Records will remove you from any courses you may have already scheduled for that semester.

Eligibility

You must be currently enrolled and in good academic standing in order for your application to be considered. The College Catalog definition of academic standing states that, “Students in academic good standing maintain a minimum 2.0 cumulative grade point average.”

Application Instructions

The application for Leave of Absence is available from the Center for Student Success, BSC 216. Registration & Records will verify your academic standing and eligibility.

It is recommended but not required that you consult with your academic advisor regarding the Leave of Absence and future academic program. You will need to submit your official application for a Leave of Absence to the Center for Student Success. In addition to your advisor, you need a signature from the Financial Aid Office, Zug 208, 717-361-1404 and the Business Office, Zug 212, 717-361-1417.

Application Deadline

Your completed application for Leave of Absence must be received by the Center for Student Success five business days from student signature date.

Extending Your Academic Leave

You cannot extend your Leave of Absence beyond the current academic year. If you are unable to return at the end of your Leave of Absence, you will be officially withdrawn from the College. If you withdraw and then wish to return, you are required to apply for readmission to the College. Applications for Readmission are available at Registration & Records, Zug 210, 717-361-1409.

Registration Information

Prior to the semester you plan to return, registration materials will be mailed or sent electronically to the address you indicated on the application. You can register for classes through the web at your assigned registration time. You are required to consult with your advisor before registering for classes.

Registration materials will be sent to you electronically, and the course schedule can be downloaded from www2.etown.edu/registration/Courses/OpenClosedReport.asp. Your Elizabethtown e-mail account will remain active during your Leave of Absence and will be the method Registration & Records will communicate with you during your leave. If you choose, Registration materials and other correspondence can be mailed to the mailing address you provide on the application. Be sure to notify Registration & Records if your address changes while you are on leave.

Financial Aid

If you receive financial aid or scholarships, you must consult with Financial Aid to determine how taking a Leave of Absence will impact your eligibility for aid when you return. A staff member will sign the application form to verify you have met this requirement.

Business Office

You are required to consult with the Business Office to determine how taking a Leave of Absence will impact your student account, including possible refunds. A staff member will sign the application form to verify you have met this requirement. Please note that while on a Leave of Absence, you will not be allowed to charge on your student account and your student identification card will be deactivated. Unlike a withdrawal from the College, you will not be required to pay an additional security deposit when you return.

Residence Life

The Office of Residence Life remains committed to offering campus housing to students returning from Leave of Absence. The student will be assigned campus housing accommodations without regard to designated residential facility or specific room.

Student Status

While on leave, you are not considered an enrolled (registered for classes) student at Elizabethtown College. However, your Elizabethtown e-mail account will remain active. The Leave of Absence essentially enables the College to reserve a space for you and allows you to stay connected to the College.

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 Student Conduct 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 Student Conduct 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 Student'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 Student'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

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 Students. 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

During snow and extreme weather, the College will follow established procedures regarding classes and other scheduled on-campus events. It is important for students to be aware of the following:

In inclement weather, classes at Elizabethtown College typically will meet as scheduled. On an individual basis, classes may be canceled or postponed if a faculty member is unable to safely travel to campus. If this occurs, faculty members are requested to notify their departments, the Provost's Office and Campus Security.

Announcements regarding changes in the overall class schedule resulting from inclement weather will be made through a campus-wide e-mail, voicemail message and/or the College web site. Additionally, local media outlets will be notified. Members of the College community also may call E-town's hotline at 717-361-1988 or ext. 1988 for updated information.

Dining Services, Campus Security and other essential campus services will remain open regardless of the weather. Student workers in these areas are expected to report, even if they have to be late. If employees cannot reach campus for safety or personal reasons, they are expected to call their supervisor.

You may wish to review the College snow policy, which is available through the web site at www2.etown.edu/web/policies/snowpolicy.html.

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 Students, 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, Dean of the Faculty, Dean of Students, 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 curricular 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: 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

Campus Appellate Board: see the section on the Student Judicial and Conduct Systems.

Campus Conduct Board: see the section on the Student Judicial and Conduct Systems.

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: 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 Coakley, 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 three councils to fulfill this purpose: Issues/Housing, Publicity/Marketing, 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: Alumni Relations, ext. 1403.

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 also coordinates events and activities such as the New Student Induction Ceremony, Student Passport Program, and Homecoming/Family Weekend Midway.

Meetings are held every Thursday at 3:45 p.m. in the Brinser Lecture Hall and are open to all members of the campus community. The Student Senate Office is located in Brossman Commons, room 244, ext. 1223.

For current information about Student Senate visit the web site at www.etown.edu/clubs_orgs/senate or e-mail your senators at senate@etown.edu.

Students Working to Entertain E-Town (S.W.E.E.T.)

Students Working To Entertain E-Town, or S.W.E.E.T., provides cultural, educational, and social programs for the students of Elizabethtown College. S.W.E.E.T. plans for events such as comedians, musical acts, hypnotists, novel-ties, the Mr. E-town competition and many more. With a variety of committees planning events for the campus, there are ample opportunities for involvement with this student-run organization. The S.W.E.E.T. office is located in Brossman Commons, room 243, ext. 1303. For current information about S.W.E.E.T., visit the web site at www.etown.edu/clubs_orgs/sweet, instant messenger at SWEETatETown, or e-mail sweet@etown.edu

Campus Communications

Fine Print

Fine Print, the College's literary magazine, features poetry, fiction, art work, literary translations, and personal essays created by members of the Elizabethtown campus community. Interested students and other members of the community are encouraged to submit work or join the editorial staff. Contact: Professor Kevin M. Scott, ext. 1232, scottk@etown.edu.

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 Thursdays 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, room 247. Interested students contact the editor, ext. 1132 or e-mail: editor@etown.edu, or contact Professor Kirsten Johnson, ext. 1258. Read the *Etownian* online at www.etownian.com.

The Conestogan

The *Conestogan*, E-town'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, room 246. Contact: Professor Tamara Gillis, ext. 1386.

ECTV Channel 40

ECTV Channel 40 is a 24-hour 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 communications majors and interested students of the College. Student staff members produce and direct original video productions as well as gain experience in television. Contact the station manager, ext. 1465. For more information, visit the ECTV Channel 40 web site: www.etown.edu/ectv.

WVEC 88.3 FM

WVEC 88.3 FM is a student-managed and operated radio station affiliated with the Department of Communications. WVEC serves the College and area communities by providing music, news, weather, sports, and special programs. The station broadcasts 24/7. The studios and office are located on the second floor of Steinman Center. Contact the station manager, ext. 1413. For more information or to listen online, visit www.wvecfm.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 Riportella, ext. 3753, riportellat@etown.edu.

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 Michael Long, ext. 1240, longm@etown.edu.

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. Contact us at allies@etown.edu or visit our web site at www2.etown.edu/clubs_orgs/allies/index.htm.

Alpha Mu

Alpha Mu is an organization for students and faculty interested in the field of music therapy. Members can gain additional music therapy experiences and develop their professional skills through field trips, community service projects, guest speakers, experiential groups and social outings. The organization also supports members' attendance at regional and national conferences through affiliation with the American Music Therapy Association.

Contact: Professor Gene Ann Behrens, ext. 1991, behrenga@etown.edu.

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, friedlmd@etown.edu.

Asian Cultural Association

The primary mission of the Asian Cultural Association is to spread awareness and increase appreciation for Asian culture at Elizabethtown College. This is done through a variety of fun and educational social events in which the entire Elizabethtown community is invited to participate. Past events have included the Asian Cook-Pot, Asian Movie Night, and Asian Heritage Week.

"No culture can live, if it attempts to be exclusive," so membership in the ACA is not limited to students of Asian origin. It is open to all members of the community with an interest in Asian culture. Also, ACA defines "Asia" broadly, and includes cultures ranging from Turkey to Japan (and everywhere in-between). So join the Asian Cultural Association and enjoy good food and good company, and learn something about Asian Culture!

Contact: Professor Mahua Bhattacharya, ext. 1239, bhattacharm@etown.edu or Professor Jeffrey Long, ext. 1507, longjd@etown.edu.

Biology Club

The Biology Club is comprised of students from many disciplines who share an interest in biology, including medical and environmental issues. The club sponsors field trips, and guest speakers, and holds regular meetings. Contact: Professor Diane Bridge, ext. 1177, bridged@etown.edu.

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, stuckeym@etown.edu.

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, Manor Care, and Masonic Homes. Circle K meets Thursdays at 7:00 p.m. in the BSC Lounge.

Contact: Doris McBeth, Alpha Hall, ext. 1555, mcbethdj@etown.edu.

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, mcclelef@etown.edu.

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, 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 Computing Machinery (ACM).

Contact: Professor Barbara C. Tulley, ext. 1300, e-mail: tulley@etown.edu.

Education Club

The Education Club is open to students interested in early childhood, elementary, secondary, urban, 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 dancers are invited to participate in a variety of yearly productions and events, including a fall and spring showcase near the end of each semester.

Contact: Professor Michael Sevareid, ext. 1160, sevaremi@etown.edu.

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 Rebecca Olson, ext. 1250, olsonrl@etown.edu.

E-town Color Guard

The E-town Color Guard is a newly formed club for students who have an interest in color guard. Everyone is welcome to join whether they have color guard experience or not. The club performs in the Homecoming Parade and in our annual Spring Show. Practices are held once or twice a week.

Contact: Kim Greenwald, greenwaldk@etown.edu or Box 658.

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, longjd@etown.edu.

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: Office of Residence Life or GetAbsurd@etown.edu.

German Club

The German Club of Elizabethtown College caters to students interested in the German language and in the diverse cultures of Germany, Switzerland, and Austria. The club offers group activities such as *Stammtisch* (German Table), film showings, trips to restaurants and cultural events, etc.

Contact: Brianna Reeb, reeb@etown.edu or Professor Mark Harman, harmanm@etown.edu.

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: Mike Croft and Lindsay Michael, co-presidents or Center for Global Citizenship, ext. 1147.

Hillel

Hillel is an international organization of Jewish students who meet regularly for fellowship and discussion, and the planning of special events, such as a model

Seder and Holocaust Remembrance Day. Family hospitality is offered on Shabbat and Holidays.

Contact: Professor Vivian Bergel, ext. 1446, bergelvr@etown.edu.

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 Winpenny, ext. 1242, winpentr@etown.edu.

Honors Council

Honors Program students have created their own student-run and College-recognized Honors Council. It has biweekly general council meetings. It participates in and organizes activities pertaining to the Honors Program, the College, service projects, and its own initiatives. This year's activities include: the fall Renaissance Faire trip, NYC trip, Honors Program textbook exchange, Honors Peer Mentor orientation, Homecoming and St. Patrick's Day raffles, and volunteering at "Into the Streets" and the GEARS Lock-In.

Contact: Linda Hinson, ext. 3758, hinsonl@etown.edu.

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, gillistl@etown.edu.

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: Marcie Bahn, ext. 1594, bahnm@etown.edu.

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 strives 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: Stephanie Nelson, Box 1356, nelsons@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 Scott Hendrickson, ext. 1308, hendricksons@etown.edu.

Mad Cow Improvisational Comedy

Mad Cow is a 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, in addition to various off-campus shows. Contact: Terri Mastrobuono, ext. 1441, tmastro@dejazzd.com.

Marketing Club

The Marketing Club provides 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.

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, thorsenbh@etown.edu.

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 Diane Bridge, ext. 1177, bridged@etown.edu.

Melica

Melica is Elizabethtown’s female *a capella* group. It holds auditions at the beginning of each fall semester and during the spring semester, if necessary. For more information visit their web site at www.etown.edu/clubs_orgs/melica or contact Melica at MELICA@etown.edu.

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, schlosra@etown.edu.

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: John Churchville at churchvillej@etown.edu.

Noir

Noir is the Black Student Society of Elizabethtown College. Established in November 2004, Noir is designed to be a support system and resource for the Black students at Elizabethtown College. Noir is a socially conscious-socially active group. The mission of Noir is to be a catalyst for academic success and cultural awareness. Noir is focused on Black interests and experiences. Noir believes that by enlightening the campus everyone can learn and grow. Noir membership is open to the entire campus community including students, staff, faculty and administration.

Contact: Tamara Burch, burcht@etown.edu.

Outdoor Club

The Outdoor Club is for students who are interested in adventure. Outdoor equipment is available for all campus community members to use at no cost. Group outings are devoted to outdoor activities such as mountain biking, trail running, backpacking, rock climbing, downhill skiing and kayaking.

Contact: Steve Masters, Box 2009, masterss@etown.edu.

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: Lauren Heintzeman, Box 1558, heintzmal@etown.edu.

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: Matt Witkovsky, Box 1673.

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, silbermd@etown.edu.

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: Professor Hans-Erik Wennberg, ext. 1259, wennberg@etown.edu.

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, degoedek@etown.edu.

Political Science Club

The Political Science 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, kellya@etown.edu.

Psychology Club

The Psychology 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 Tara Smith, ext. 1320, smitht@etown.edu.

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.” The club provides students with an opportunity to become involved in the design of robotic systems. Students from all majors are encouraged to participate.

Contact: Professor Joseph Wunderlich, ext. 1295, wunderj@etown.edu.

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 Susan Mapp, ext. 3766, mapps@etown.edu.

Sociology/Anthropology/Criminal Justice Club (SACJ Club)

The SACJ Club provides students with the opportunity to explore these 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, fieldc@etown.edu.

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 student-directed, one-act productions, 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 Sevareid, ext. 1160, sevaremi@etown.edu.

Spanish Club

The Spanish Club is an organization where students share the goal of wanting to learn more about Hispanic culture and the Spanish Language. The club conducts various activities throughout the academic year such as films, Spanish Table for conversational practice during lunches, trips to local area restaurants and universities to participate in cultural programs such as Spanish theater and cuisine, promotes activities on campus to educate others about Hispanic culture, and takes trips to major cities on the East Coast to experience Hispanic Culture in a U.S. urban atmosphere.

Contact: Professor Montserrat Linares, linaresm@etown.edu.

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 films, hosting distinguished speakers, giving science demonstrations at various area schools, and touring 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, hagan@etown.edu.

Student-Athlete Advisory Committee

The Student-Athlete Advisory Committee (SAAC) is composed of student-athletes appointed or elected by their respective teams. Each of the College's 20 intercollegiate teams has representation. SAAC provides student-athletes with a network through which their concerns, questions and ideas can be heard; provides student-athletes with a voice on campus, conference and NCAA athletic issues; and represents Blue Jay Athletics at least once each semester in the community service arena.

Student-Athlete Mentor (SAM)

A student athlete mentor is a representative of a specific athletic team at Elizabethtown College. The SAM program is a peer support group for student athletes. These individuals are seen by their team and their coach as responsible and confidential role models both on and off the playing field. They receive training to educate teammates on various topics and to serve as a resource for their teammates.

Contact: Tanya Miller, ext. 1591, millertl@etown.edu.

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, laughlin@etown.edu.

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.

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, bhattacharm@etown.edu.

Fine and Performing Arts

Choral Music

Concert Choir: 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 First-year Student Orientation for new students. Dr. Matthew Fritz, director.

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

All ensembles are open to all Elizabethtown College students, regardless of major. Contact: Dr. Fritz, fritzm@etown.edu or via at extension 1112. You may also visit us on the Web: www.etown.edu/fapa.

Instrumental Music Opportunities

Symphonic Band: One of the largest ensembles on campus, the Symphonic Band is directed by Dr. 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: The Jazz Band is a long-standing Elizabethtown music tradition. It has a repertoire ranging from classic ragtime and dixieland to modern jazz. Directed by Professor Grant Moore.

Orchestra: The Elizabethtown College Orchestra has a wide range of classical and contemporary music in its repertoire for both string orchestra and full orchestra. Directed by Dr. Jessica Kun.

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

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

Percussion Ensemble: Under the direction of Professor 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.etown.edu/fapa.

Honorary Societies

Recognition For Excellence

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 Michele Kozimor-King, ext. 1571, kozimor-kim@etown.edu.

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, isaakc@etown.edu.

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, severeimi@etown.edu.

Beta Beta Beta

Beta Beta Beta is a national biological honor society that encourages and promotes scholarship and research in biology. Its activities are designed to stimulate interest, scholarly attainment, and investigation in the biological sciences, and to promote the dissemination of information and new interpretations among students of the life sciences. These students are responsible for peer tutoring majors and non-majors for the Biology Department. Students who have achieved at least a 3.0 are eligible for membership after the completion of at least 3 Biology classes and on a basis of commitment to the goals of Beta Beta Beta. The Rho Lambda chapter at Elizabethtown College was established in 1996.

Contact: Professor Jane Cavender, ext. 1448, cavender@etown.edu.

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: Business Department, ext. 1270.

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.

Omicron Delta Epsilon

Omicron Delta Epsilon is the International Honor Society in Economics. ODE's main goal is to confer recognition of scholastic achievements in Economics, stimulate student interest in all aspects of Business, establish closer ties between students and faculty, and, above all, emphasize the professional aspects of economics as a career field for service in the academic world, government, and international organizations. Omicron Delta Epsilon is dedicated to the encouragement of excellence in Economics and the devotion on the part of its members as economists to the advancement of their science. In ODE no one is denied membership because of sex, race color, creed, or national origin. The minimum requirements for admission for undergraduates are the completion of 12 semester hours of economics courses; and attainment of at least a "B" average in economics courses and an overall "B" average in all classes. Students do not have to be Economics majors, but must have a genuine interest in Economics in addition to meeting the above requirements.

Contact: Professor Sanjay Paul, ext. 1543 pauls@etown.edu.

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 Peggy McFarland, ext. 1319, mcfarlm1@etown.edu.

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 its members.

Contact: Professor David Kenley, ext. 1238, kenleyd@etown.edu.

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, sanchisgr@etown.edu.

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, selchewa@etown.edu.

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 Amanda Price, ext. 1267, pricea@etown.edu.

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, stuckeym@etown.edu.

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 two semesters of college work, including two courses in English in addition to Power of Language, and have a 3.5 cumulative GPA and a 3.5 GPA in English courses.

Contact: Professor Dana Mead, ext. 1359, 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/minors. Each year, students recognized for service in several communications activities and academic excellence are inducted in the society. Contact: Professor Kirsten Johnson, ext. 1258, johnsonka@etown.edu.

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