

Albion College

Student Handbook

2025-26

Foreword

The purpose of the *Albion College Student Handbook (Student Handbook)* is twofold. It informs students of opportunities for involvement — with people, special programs and issues — that are available at Albion College. It describes programs, resources, and services that will help increase the quality of every student's educational experience. The handbook also informs the College community of many of the policies, guidelines, protocols, and procedures governing students while at Albion College. These policies express expectations of behavior, convey a respect for the community and provide for the protection of the rights of the individual. Each student or student group is held responsible for the policies and procedures of the College that are currently in effect or, from time to time, put into effect by the appropriate authorities of Albion College. Please be aware that the handbook (1) is not a complete statement of all policies, procedures, rules and regulations of Albion College; and (2) that the College reserves the right to change any procedures, policies, programs and so on that appear in the *Student Handbook*. The College will give notice to students of changes within a reasonable amount of time.

Statement of Non-Discrimination

Albion College is committed to a policy of equal opportunity and non-discrimination on the basis of sexual orientation and of race, color, national origin, religion, sex, gender identity, gender expression, age or disability, as protected by law, in all educational programs and activities, admission of students and conditions of employment.

Contents

Important Telephone Numbers	3
On-campus – Off-campus – Hotlines	
Activities and Organizations	4
Athletics (Varsity Sports; Eligibility Guidelines; NCAA Regulations; MIAA Sportsmanship and Conduct) - Campus Media/Media Board - Student Activity Fee Funds	
Scholarships, Honors and Awards	6
Academic Scholarships & Achievement Awards – Leadership and Service Awards – Commencement Regalia	
Academic Information	7
Academic Integrity and Responsibility (Academic Honesty; Academic Dishonesty Procedures; Academic Dishonesty Sanctions; Right of Appeal) - Class Attendance – Class Absences – Class Conduct – Appointments – Petitions of Academic Regulations – Copyright and Fair Use – Library Resources – Buildings and Services – Information Technology Resources – Academic Regulations	
Campus Services and Resources	12
AlbionCard – Bookstore – Briton Bucks – Campus Communications (Campus Mail; Student Email; Postings; Chalking, Graffiti and Painting; Rock and Sheet Signs; Use of College Branding and Licensing; Communication Guidelines for Print and Electronic Media) – Campus Dining – Campus Safety (Responsibilities and Services; Crime Prevention; Security and Safety Measures; Fire Safety; Campus Crime Information) – Center for Gender Equity – Community Living – Cutler Center for Student Success – Financial Aid – Facilities Operations – Help Desk – Integrated Wellness – Kellogg Center (KC) – Lost Cards – Space Usage and Reservation – Student Employment – Student Travel and Van Usage	
Procedures	22
Use of Campus Quadrangle – Rallies and Demonstrations – Student Handbook Verification Statement – Emergency Contact(s) , Personal Status and Missing Persons Contact(s) – Leave of Absence and Withdrawal (Voluntary Leave; Involuntary Leave; Returning from Leave; Withdrawal; Readmission) – Past Due College Debts – Refunds – General Appeal Procedure – Student Records (Privacy Rights; FERPA; Access to Records; Directory Information; Review Process; Restricted Information; Challenge Procedure; Annual Notification; Types and Locations)	
Student Conduct Process	29
Overview of the Student Conduct Process (College Jurisdiction; Initiating the Process; Definitions; Determination; Sanctions) – Administrative Hearing (Adviser; Process; Rights of the Respondent; Decision Appeal)	
Policies and Expectations	35
Basic Principles of Responsibility – Diverse, Equitable and Learner Centered – Expectations for Behavior – Irresponsible Student Actions – Parties and Social Activities – Eating Contests – Discriminatory Harassment – Hazing – Firearms and Weapons – Fireworks / Incendiary Devices – Bonfires, Fire Pits and Grills – Hammocks – Use of Tobacco Products – Sales and Solicitation – Fundraising – Raffles – Student Leadership Eligibility – Single Candidate Political Meetings – Parking – Animals and Pets – Emotional Support Animals – Community Living Expectations – Student Residence and Board Policies – Room Regulations (Room Selection and Assignment; Rights and Responsibilities; Summer Housing; Private Room Policy; Fraternity Housing; Sororities; Apartment Living; Special Interest Housing; Roommates; Room Changes; Reassignment and Consolidation; Personalization; Cleanliness; Maintenance and Repairs; Environmental Health; Furniture Removal; Room Condition) – Break Closings – Storage – Check-out – Elevators – Community Responsibility – Safety and Security – Inspections – Window Air Conditioner Approval – Fire Safety – Emergencies – Entering Student Rooms – Community Environment (Honesty; Disruptive Noise; Quiet Hours; Guests) – Liability Disclaimer – Alcohol and Drugs on Campus (Standards; Medical Amnesty; Alcohol Policy; Illegal Drugs Policy; Michigan Medical Marijuana Act; Disciplinary Sanctions) – Substance Abuse Health Risks – Substance Abuse Counseling & Treatment – Title IX	

Important Telephone Numbers

On-campus Telephone Numbers

When dialing from a campus phone use the four-digit extension. In the campus telephone numbers listed below, the four-digit extension is the last four digits of the number listed.

Campus Safety EMERGENCY LINE	517/629-0911
Campus Safety business lines	517/629-1234
	517/629-0213
	517/629-0255
Counseling Services	517/629-0236
Community Living	517/629-0224
Office of the Vice President for Student Development	517/629-0750
Student Engagement and Activities	517/629-0433
Vice President for Belonging and Culture	517/629-0174
Title IX Coordinator	517/629-0174

Off-campus Telephone Numbers

Albion Department of Public Safety EMERGENCY LINE	911
Business Line	517/629-3933
Oaklawn Hospital local number	269/781-4271
Oaklawn Medical Group	517/629-2134
Oaklawn Express Care	517/654-1020
Sexual Assault Services of Calhoun County – 24/7 (can be reached on campus phones by dialing #9876)	888/383-2192
Suicide & Crisis Lifeline (24/7 crisis phone and text line)	988

Suicide and Crisis Intervention Hotlines

National Suicide Prevention Lifeline	800/273-8255
National Suicide Prevention Lifeline (Spanish)	888/628-9454
Michigan Suicide Hotline	800/784-2433
Summit Pointe Crisis Line	800/632-5449
Suicide & Crisis Lifeline (24/7 crisis phone and text line)	988

Activities and Organizations

Campus activities and organizations add an important dimension to student life at Albion College. They offer many educational opportunities beyond those available in the classroom, such as developing communication and leadership skills, building teamwork and a sense of community and encouraging service to others.

One way to become involved is through one of the many clubs and organizations. The best way to learn about clubs and organizations and their activities is at Briton Bash. Each fall the Office of Student Engagement and Activities coordinates Briton Bash, an annual student organization fair. Representatives from nearly every campus student organization, some departments and programs and some local community groups from the greater Albion area participate to promote their organizations and answer questions about opportunities within their group. This is an excellent chance to get more information about ways to become involved at Albion College, meet members from the various organizations, and learn how to navigate resources in the local community.

The Office of Student Engagement and Activities has information regarding currently recognized student organizations and the process for establishing a new recognized student organization.

Benefits of Recognized Organizations

Successfully completing the registration steps will allow the organization to be officially recognized by the College. Recognition of all organizations is subject to review whenever changes are made in organizational constitutions. Accordingly, organizational officers are expected to notify the Office of Student Engagement and Activities of any constitutional changes whenever they occur. Among the benefits of recognition by the College are:

- Use of the College name,
- Utilization of the organization mail system,
- Preferential consideration in the reservation and use (i.e., preferential charge or — when appropriate — without cost) of College facilities and services.

Student Activity Fee Funds

Student Activity Fee funds (SAF) are collected by the College and support a wide array of programming for students and student events/activities. SAF funds will be retained by the Accounting Office and tracking and disbursement of funds will be managed by the Accounting Office. All organizations granted SAF funding must follow all policies and procedures established by the Albion College Accounting Office in order to access the allocated funding.

While the Accounting Office manages the actual disbursement of funds, the Vice President for Student Development and Dean of Students is responsible for budget allocation and management of all SAF accounts. As a result, the Vice President for Student Development and Dean of Students or their designee is ultimately responsible for approving all SAF funding, guidelines, budgets, and financial transactions.

Student involvement and input will play a critical role in the allocation of SAF funds. The Vice President for Student Development and Dean of Students or their designee will work with appropriation officers and committees. These officers and committees will recommend (a) budgeting parameters, guidelines, and processes including the Student Senate Student Activity Fee Guidelines, and (b) allocation amounts to the Vice President for Student Development and Dean of Students or their designee. All budgeting parameters, guidelines and processes, as well as allocation amounts, are subject to final approval by the Vice President for Student Development and Dean of Students.

Campus Media – Media Board

For information regarding College-sponsored student media organizations contact the [Office of Student Engagement and Activities](#). For more information about the Media Board, contact the [Vice President for Student Development and Dean of Students](#).

Athletics

Albion College has a long and proud tradition of success in intercollegiate athletics. Albion College and the Athletic Department believe that participation in NCAA Division III athletics is a valuable component of a liberal arts education.

Our student-athletes are encouraged to maintain an appropriate balance between their academic and athletic interests. Our staff is committed to the overall learning, growth, health and well-being of our student-athletes. The Athletic Department provides our student-athletes with appropriate competitive opportunities and excellent coaching to help them achieve their individual and team goals. Albion College and the Athletic Department are committed to striving for gender equity and to providing fair treatment of our teams. The variety of sports offered by the Athletic Department provides student-athletes of different interests, skills and abilities a wide range of opportunities.

Varsity Sports

Albion College abides by the eligibility rules of the Michigan Intercollegiate Athletic Association (MIAA) and the National Collegiate Athletic Association (NCAA).

Further information about men's or women's varsity teams is available on the [GoBrits.com](#) website or by contacting the Director of Athletics or the respective team coach.

Academic Eligibility Guidelines for Student-athletes at Albion College

Information related to Academic Eligibility for participation in Varsity Sports is available through the Inside Athletics link on the [GoBrits.com](#) website.

NCAA Regulations

Information regarding NCAA regulations is available on the [Compliance and Eligibility](#) link at the [GoBrits.com](#) website.

MIAA Sportsmanship and Conduct at Athletic Contest Policy

The Michigan Intercollegiate Athletic Association (MIAA): "encourages and promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive, respectful and civil manner. Cheers should be designed and used as a positive means to encourage your team and not used in any negative manner against the opposing team, any individual on that team, or the officials."

"Spectators will not taunt the opposing team or their fans or direct personal negative comments at officials before, during or after contests. Profanity, racial, ethnic or sexual comments, or other intimidating actions will not be tolerated and are grounds for removal from the site of competition. The MIAA does not allow noisemakers of any type indoors and does not allow whistles, drums, air horns and other high decibel noise makers outdoors. Also, consumption or possession of alcoholic beverages is prohibited."

Albion College policy incorporates the MIAA Sportsmanship and Conduct at Athletic Contest Policy such that students who act in a manner inconsistent with the MIAA policy may be: (1) immediately ejected from an athletic event, (2) banned from attending future athletic events at the discretion of the Director of Athletics, and/or (3) subject to disciplinary action.

Scholarships, Honors and Awards

Albion College Academic Scholarships

Albion College awards scholarships to students with outstanding academic records. The College complies with all state, federal, and National Collegiate Athletic Association guidelines in making these awards.

For more information regarding available scholarships and need-based financial aid, contact the [Financial Aid Office](#).

Leadership and Service Awards

Albion College recognizes outstanding student leadership and service to the campus community through the program listed below.

President Bernard T. Lomas Project 250 Award

The Project 250 Award encourages students to contribute to the meaningful betterment of themselves and their campus community, both inside and outside of the classroom. Award recipients are selected:

(a) without regard to financial need; (b) based on the applicant's broad range of activities and how they contribute to the applicant's personal goals in higher education; and (c) based on the applicant's leadership contributions measured by the quality of the applicant's involvement with activities and organizations that contribute to the betterment of the College and community.

Applications are available during the spring semester from the [Office of Student Engagement and Activities](#).

Mortar Board

Mortar Board is a national honor society whose members are chosen on the basis of outstanding scholarship, leadership, and service to the College and the community. Members are invited to apply in the spring of their third year and participate in several service-oriented projects during their fourth year. The Chevron Chapter of Mortar Board was founded at Albion in 1941. For more information, contact the [Office of Student Engagement and Activities](#).

Omicron Delta Kappa

Omicron Delta Kappa, national leadership honor society, came to the Albion campus in 1942. It elects third- and fourth-year students who exemplify leadership in academics, social and religious affairs, campus government, athletics, journalism, music, drama, and the fine arts. For more information, contact the [Office of Student Engagement and Activities](#).

Commencement Regalia

Graduates must wear academic regalia appropriate to the degree they are receiving. For undergraduate students, the bachelor's cap and gown are appropriate.

Students may wear honors cords, stoles, or other adornments. However, adornments or modifications to academic regalia that violate Albion's discriminatory harassment policy are not permitted, and students may be asked to alter or remove the adornments or modifications in question in order to participate in commencement.

Academic Information

The following academic information supplements the 2025-26 Academic Catalog, available online in [the Academic Catalog](#). Additional information related to faculty responsibility, faculty evaluation and guidelines for student appeals related to academic issues can be found in the [Faculty Handbook](#).

General Guidelines for Academic Integrity and Responsibility

Ideally, the educational process is a joint faculty-student enterprise based on mutual respect and a sense of shared responsibility in which the discovery and dissemination of knowledge proceeds in a manner that is free, fair, and open-minded, and in which relationships are honest and without prejudice. Albion College is dedicated to the preservation of this enterprise, its freedoms, and its obligations.

The purpose of this chapter is to enumerate the traditional freedoms and duties associated with academic endeavors. The discovery and dissemination of knowledge requires an atmosphere in which the highest standards of integrity, responsibility, and open-mindedness are maintained and in which there is tolerance for reasoned dissent.

Integrity

Excellence in education cannot be achieved in situations which are contaminated by dishonest practices. All members of the academic community are obligated to adhere strictly to the highest standards of integrity in study, research, instruction, and evaluation.

It is presumed that those who instruct and administer will observe and encourage such standards of integrity. Newcomers to the academic community, including administrators, faculty, and students, are presumed to accept the concept of academic integrity and to seek to live by it, but they may need continuing clarification of the concept and guidance in its observance. Those who cannot or will not be honest do not belong within the College.

Specific Guidelines for Students

Albion College expects its students to take responsibility for their academic endeavors and to accept the consequences. No student should act in a manner that would harm the academic atmosphere of the institution or diminish the experience of any other member of the academic community.

Academic Honesty

Strict standards of academic honesty apply to all academic work at Albion College. Deviations from academic honesty are exemplified by, but not limited to, the actions described below. (Questions regarding academic procedures can be answered by contacting a member of the faculty.)

In the taking of examinations, any attempt to receive assistance from persons, papers, or printed material without the permission of the faculty member constitutes academic dishonesty. This definition applies not only to activities within the examination room, but also to any attempt to obtain beforehand copies of examination questions without the faculty member's consent, including attempts to obtain them from students taking the examination at an earlier time during the semester. In short, all such unauthorized procedures constitute academic dishonesty. A student who willingly provides assistance not condoned by the College to another student is also in violation, whether or not the student providing the assistance has completed the examination.

In preparing essays, reports, and other out-of-class projects, any use of the words or ideas of someone else as though they were one's own constitutes plagiarism. This definition applies to the use of both printed and unprinted sources, including the work of other students or faculty. To avoid plagiarism, all borrowed material must be fully documented. Direct quotations, however small, must be placed in quotation marks or indented beyond the regular margins, and their sources must be clearly identified. Ideas or arguments not directly quoted but paraphrased must also be documented; merely altering the wording does not make their substance a student's own work.

Facts, formulas, and other types of information which are widely known and considered common knowledge in a field do not always require documentation, but a student may not falsely claim the independent derivation or observation of such material, or borrow without acknowledgment someone else's special arrangement or use of it. When in doubt as to the criteria for common knowledge, a student should consult a member of the faculty. If

acceptable methods of documenting borrowed material of any type are not clear to a student, it is the student's responsibility to consult beforehand with the faculty member who will receive the finished work.

The use of an identical or nearly identical piece of work to fulfill requirements in more than one course without the knowledge of the faculty members involved constitutes academic dishonesty. If a student wishes to prepare a single piece of work for more than one course, the written permission of both faculty members must be secured beforehand. If a student wishes to submit a revised version of an earlier piece of work, written permission must be secured beforehand and the earlier version must be submitted along with the final version. When in doubt, a student should check with the faculty member.

Procedures Regarding Academic Dishonesty and Integrity

A faculty member or academic staff member who suspects a student of academic dishonesty will, in a timely manner, discuss the matter with the student. If after discussing the matter with the student, the faculty member continues to believe that an infraction has taken place, one of the following will occur:

- a. If the faculty member and student agree that a violation has taken place, the faculty member will determine any penalties in the course or academic program, up to and including failure of the course or removal from the academic program. The faculty member will, in a timely manner, confirm the conversation, including a complete description of the violation and the assigned penalty, in a letter to the student and send a copy of the letter and all original evidence to the Vice President for Student Development and Dean of Students. The Vice President for Student Development and Dean of Students and the chair of the Academic Infractions Division of the Judicial Board will meet to determine if the case also should be referred to the Academic Infractions Division of the Judicial Board for review and further action. Second offenses will automatically be referred to the Academic Infractions Division. The Academic Infractions Division may impose additional sanctions as described below.
- b. If the faculty member and student do not agree that a violation has taken place, the faculty member will provide the Vice President for Student Development and Dean of Students with a complete written description of the alleged violation and all original evidence. The Vice President for Student Development and Dean of Students will automatically refer the matter to the Academic Infractions Division of the Judicial Board for its consideration. In cases where the student is found responsible for the violation by the Academic Infractions Division, the faculty member may determine any penalties in the course itself, up to and including failure of the course. The faculty member will, in a timely manner, send a letter specifying the course penalty to the student, with a copy of the letter to the Vice President for Student Development and Dean of Students. The Academic Infractions Division may impose additional sanctions as described below.

A student accused of academic dishonesty may not alter their enrollment in the course (e.g., withdraw from the course) until the case is resolved. If the faculty member's penalty for the incident of academic dishonesty is failure in the course, the student may not alter their enrollment in the course.

Sanctions for Academic Dishonesty and Integrity

In addition to any penalties applied in the course by the faculty member, the record of the violation and all evidence pertaining to it will be filed in the Office of Student Development. In cases which go before the Academic Infractions Division of the Judicial Board, the Vice President for Student Development (or their designee) will make pertinent information pertaining to past offenses available to the board at the time it is considering sanctions in a given case.

In **all** cases, the Academic Infractions Division of the Judicial Board will have available to it the full range of sanctions as specified in the College's judicial process, up to and including suspension or expulsion from the College. The Academic Infractions Division also shall determine if a permanent record of the offense will appear on the student's official academic record maintained by the Office of the Registrar. **For a second offense, the normal penalty will be suspension or expulsion from the College, and this may be noted on the student's official academic record.**

Right of Appeal in Academic Dishonesty and Integrity Case

Student questions concerning penalties assigned in a course by an instructor as the result of academic dishonesty may be addressed through those procedures normally followed by students questioning their evaluation in a course.

A student also has the right to request review for an appeal of the decision and/or sanction(s) of the Academic Infractions Division of the Judicial Board. The Albion College judicial process provides that an appeal may be granted when the respondent demonstrates grounds sufficient to support a determination that at least one of four

bases for appeal exists:

- There were judicial process procedural errors that substantially affect the rights of the respondent;
- New evidence has been discovered that could not have been presented at the original hearing and that is of a character directly affecting the decision;
- The decision is incompatible with the evidence;
- The penalty is excessive.

Initial review of the sufficiency of a request for appeal is based on the content of the written request and the record and may include consultations with College staff. Initial review does not include a hearing. In instances involving academic dishonesty regulations, requests for appeal are reviewed by the Faculty Steering Committee. Such a request must be filed in writing with the Vice President for Student Development and Dean of Students or their designee by the date indicated in the written decision of the Academic Infractions Division letter (normally five working days from the date of the letter). The Faculty Steering Committee will deny the request if the request for appeal does not establish the existence of one of the grounds listed above, or will grant the appeal if the existence of one or more of the grounds is sufficiently demonstrated.

If an appeal is granted, the respondent will be afforded an opportunity to present the basis for it in person. An adviser is not permitted on appeal. The appeal body will review the record and consult with people with pertinent information to the extent necessary to decide the appeal. The burden of proof in an appeal shifts to the respondent student or group. An appeal is *not* a rehearing of the case. The Faculty Steering Committee may, after hearing the appeal, deny any change in the finding or sanction(s), modify the finding and maintain the sanction(s), allow the finding to stand and reduce the sanction(s), modify the finding and reduce the sanction(s), or vacate the finding in whole or in part and refer the case back to the hearing body for further deliberation. The Faculty Steering Committee is the final body of appeal in cases of academic dishonesty.

Class Attendance

Regular attendance in all classes is expected. **Instructors may drop from their course any student who is registered for the course and is not present during the first scheduled meeting. However, students should not assume that they have been dropped from a class if they are not present at the first scheduled meeting. If a student cannot be present at the first class session, they must make special arrangements with the instructor prior to the first class meeting in order to maintain a place in the course. Each semester, all students must arrive on campus, complete the final enrollment process, and attend classes no later than the last day to drop and add a course as listed on the College's academic calendar. If circumstances prevent a student from arriving on campus for the first day of classes each semester, the student must notify the Office of Student Development.** A student should always process a drop/add or schedule change form in the Registrar's Office if they wish to drop a course. Furthermore, regular attendance in all classes is expected throughout the semester. Every absence from class is inevitably a loss — usually one which can never be made up. At their discretion, individual instructors may include attendance and class participation as one of the criteria for evaluation of the final grade. Students who are absent from class assume full responsibility for the loss.

Class Conduct

Students have the obligation to conduct themselves in class or in designated study areas in a manner that will not disrupt or infringe upon the rights of the faculty member or fellow students.

Class Absences

A student has the responsibility to inform their faculty member, whenever possible in advance, of an absence that is caused by circumstances beyond their control. In the event of sudden serious illness or accident, death of a family member, or other unforeseen or unplanned absence students may contact the [Cutler Center for Student Success](#). Notification of this emergency to faculty can be made on the student's behalf. It is the student's responsibility to work with faculty regarding arrangements for any missed work, quizzes, tests, etc.

Albion College recognizes that participation in extra-classroom activities such as class trips, departmental trips, club field trips, workshops, and intercollegiate athletics can be of benefit to the students and to the institution. However, Albion College also recognizes that classroom work is at the heart of the student's progress in courses. Therefore, no College-sanctioned trip will be permitted to remove a student from classes for more than two consecutive class days except by permission of the Provost. No intercollegiate athletic trip will be permitted to remove a student from classes for more than one class day except by permission of the Provost. Saturdays, rather than class days, will be used for College-sponsored, extra-classroom activities whenever possible. Limited College transportation is available, and inquiries should be directed to the Facilities Operations Office and to the Office of

Student Engagement and Activities.

Students should inform their faculty members in advance of an upcoming class absence that is a result of participation in an official College event. Written notification of such absences is required and must be distributed by the supervising College official. The student thereby merits the opportunity to make up assignments missed.

Every reasonable effort should be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or other assignments as a consequence of their religious observance shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the student's obligation to provide faculty with notice of the dates of religious holidays on which they will be absent at the beginning of the semester. Should disagreement arise over any aspect of this policy, the parties involved should contact the Office of the Provost.

Appointments

Students are expected to keep all academic and counseling appointments except in cases of illness or other compelling circumstances, in which case they should make reasonable attempts to inform the faculty member or administrative staff involved.

Petitions of Academic Regulations

Students may be granted an exception to certain College regulations, if special circumstances exist. Such regulations include the deadlines for drop/add and course withdrawal, the rescheduling of final examinations, and the extension of incompletes. Should a student believe that extenuating circumstances merit special consideration, the forms to petition are available in the Office of the Registrar and also at the [Registrar's website](#).

Copyright and Fair Use

In the context of Albion College, there are many circumstances in which such uses of copyrighted material as duplication, distribution of copies, public display or performance, and preparation of derivative works are perfectly appropriate. However, as individual members of the academic community exercise their rights to fair use, they must avoid violating the rights of authors and distributors or the privacy rights of other individuals.

Members of the Albion College community are prohibited from using copyrighted works in any way that is not authorized by (a) specific exemptions in the copyright law, (b) fair-use guidelines, including those specifically granted for use in classroom settings, or (c) licenses or written permission from the copyright owner. It is unlawful to copy material for which necessary written permission to copy has not been obtained. Both the individual requesting such services and the individual performing them may be liable for copyright infringement.

Members of the Albion College community who willfully disregard the institution's copyright policy do so at their own risk and assume all liability, including the possibility of disciplinary actions for copyright infringement.

Library Resources

Students have the obligation to use all library materials in an honest and responsible manner that maximizes their availability for others.

Buildings and Services

Students have the obligation to act responsibly in their use of College academic services and facilities.

Use of Information Technology Resources - Acceptable Use Policy

All students, faculty, and staff may use Albion College's electronic resources and services in support of the College's educational, research, and service missions. With this privilege comes the expectation that each user with access to the College's information technology resources will use them responsibly and will comply with all applicable College policies as well as local, state, and federal laws.

Albion College's policy for acceptable use of information technology resources can be accessed on the [Information Technology](#) website. In particular, individuals should respect the rights of other users for access to information technology facilities. Further, College information technology facilities may not be used for any commercial purpose nor for the benefit of a non-College-related individual or organization.

Violations of the College's information technology policies may result in the loss of network privileges and/or referral to the College Judicial Board for disciplinary action or to the appropriate law enforcement authorities.

Violations of local, state, or federal laws and regulations may also result in the seizure of computer hardware and software, fines and imprisonment.

Academic Regulations

The academic record of each student is reviewed at the close of the fall and spring semesters by the Committee on Academic Status and Petitions. Specific attention is given to the student's progress both in completing units of credit and in maintaining the minimum 2.0 cumulative grade point average which are required for graduation from the College. Students who fail to demonstrate satisfactory progress toward graduation may be suspended from the College. Detailed information for Graduation Requirements, Academic Regulations and Academic Status is available in the [Academic Catalog](#) and the [Office of the Registrar](#).

Campus Services and Resources

Albion 1Card

Students are issued an official Albion College 1Card when they arrive on campus, and it must be validated each semester. The Albion 1Card is a multi-application identification card that is the official identification card issued to all students and members of the College community. Students use their Albion 1Card for identification, dining hall access, residence hall access, library privileges, Dow Center access, and entrance to campus events. In addition, students can use their Albion 1Card to make cashless purchases at on-campus locations such as the bookstore, dining locations, vending machines, and selected off-campus businesses.

Holes should not be punched in Albion 1Cards. 1Cards presented with holes punched in them will be confiscated and destroyed. The owner of the Albion 1Card will be responsible for replacement at the Help Desk.

Albion 1Cards are not transferable, and a student must maintain sole possession of their 1Card. If any person presents an Albion 1Card that does not belong to that person, the card will be confiscated. A second offense may result in College disciplinary action for one or both parties for either offense.

Help Desk

The Help Desk offers support relating to the 1Card and any of the 1Card readers on campus. The Help Desk issues new and replacement 1Cards, takes photo identification for each 1Card user, and encodes 1Cards for door access as necessary. The Help Desk is located on the ground floor of the Ferguson Student, Technology and Administrative Services building.

Briton Bucks

The money placed on the 1Card is known as Briton Bucks. Students can add Briton Bucks to their accounts by using a credit or debit card on the website at albion1card.com.

Lost Cards

All lost or stolen cards should be reported to the Department of Campus Safety or the Help Desk immediately. In addition, if a student has a Briton Bucks account, it should be deactivated at albion1card.com immediately. A student living in a College residential building with 1Card key access will have to get a temporary I.D. card from Campus Safety. To replace a lost or stolen ID card, please go to the HelpDesk located on the ground floor of Ferguson Hall.

Community Living

The Office of Community Living is committed to providing safe, secure, and comfortable residential communities that support students' academic performance and personal growth.

The Community Living staff assist students in creating a living and learning environment. This includes attention to cross-culturalism, personal and community responsibility, and life planning.

The Community Living staff work hard to provide a safe and supportive community within each College residential area. A variety of activities and programs are scheduled during the year within each residence hall to meet social and educational needs of students. Students are encouraged to discuss with the Community Living staff their ideas about programs and their living environment.

Questions and/or comments about community living can be directed to the [Office of Community Living](#).

Residential Philosophy Statement

Albion College is committed to providing a coherent, interconnected, and empowering learning-centered liberal arts college experience. A student's residential environment is an integral part of their education; as such, Albion College is a residential campus. The residential experience complements the academic mission by providing a dynamic environment where living and learning interconnect. Furthermore, students are progressively empowered through nurturing, supporting, and challenging opportunities during their tenure at Albion College.

We recognize the variety of students' backgrounds and experiences and their value and importance to the College community. Our community is enhanced by safe living environments with access to professional staff and services. As a member of this community, students are exposed to opportunities allowing them greater access to

campus connections, further development of intrapersonal skills, and encouraged to become increasingly mature and self-reliant world citizens.

Campus Communications

Campus Mail System

The campus mail system is a service to aid in the communication among College community members. Official College mailings (e.g., administrative mailings that deal with a person's enrollment or status as a student); individually addressed inter-office mail to faculty, staff and students; or individually addressed U.S. mail are handled by the Campus Post Office. Further information is available on the [College Post Office](#) website.

Student Email Notification Policy

Students, faculty, staff, and administration at Albion College increasingly rely on electronic communication, motivated by its convenience, speed, cost-effectiveness, and environmental advantages. Because of its general acceptance, use, and availability, the College considers e-mail to be one of the official means of communication within the Albion College community. Accordingly, the College will use the Albion College-assigned student e-mail as the primary address for purposes of official notifications regarding, but not limited to, registration, financial aid, billing, and admission, with the full expectation that these emails will be received and read by students in a timely fashion. Students should check their email frequently and consistently, with the recognition that certain communications may be time-critical.

The College issues e-mail accounts to all of its students; students may also elect, at their own risk, to have their College email automatically forwarded to an outside account. The College is not responsible for the handling of e-mail by outside vendors, nor are students who use outside accounts absolved from responsibility for messages not received or read. If a full inbox or the unmonitored use of a "spam" filter causes undeliverable messages to be returned, these messages will be considered delivered, and further action will not be required of the College. As with the traditional postal mail service, the College assumes no responsibility for any messages not received or read by students.

Postings

Albion College provides authorized spaces around campus for the sharing of written communication by College community members that does not interfere with the orderly appearance or operation of the College. Postings must be in good taste and conform to expectations Albion holds as an academic institution. No mention of alcohol may occur in postings advertising any event.

All postings in campus buildings must be put on public area bulletin boards. Respect should be shown by not covering others' postings. Outdated materials will be regularly removed by College staff.

Residence hall student room door decorations must remain only on doors and be kept to a minimum for fire safety purposes.

Postings on windows, walls, doors, trees, sidewalks, lamp posts, etc., are not permitted unless previously granted special permission by the Office of Student Engagement and Activities. Removal of these postings and repair of any damage caused may be done at the expense of the individual or group responsible.

Chalking, Graffiti, and Painting, Including the Rock and Sheet Signs

The Rock on the campus quadrangle has served for many years as a place for student and campus group expression on various issues and to advertise campus events. We should be reminded that the painting of the rock, properly regulated, has a positive impact on campus and reminds us of our commitment to promoting a sense of community and belonging. It serves as an outlet to show school spirit and pride in individual organizations or campus departments and is symbolic of our creativity in coming together as a community in celebration and in addressing challenging issues facing our community or society at large.

Painting on the Rock must be in good taste and conform to the expectations Albion holds as an inclusive academic institution. Specifically:

- Paintings that contribute to the discussion of important social, cultural, and political issues, offer celebratory messages or advertise College-sponsored events are encouraged.
- Paintings may not violate the Student Handbook, including the section on [Discriminatory Harassment](#).
- Paintings may not encourage illegal activity or activity that would constitute a violation of the Student

Handbook.

- Paintings may not contain direct threats against, or in any way target individuals or groups of individuals.

Students who violate this policy will be subject to the judicial process presented as outlined in the Student Handbook. Judgments about what constitutes an act of discriminatory harassment or a threat with regard to painting the Rock will take the context of the act into consideration. Relevant contextual factors include the apparent intent and effect of speech or symbols included in the painting. For example, those who enforce this policy will consider whether included speech or symbols target historically marginalized groups and whether they are intended earnestly or satirically.

Only the Rock and its pedestal may be painted. Individuals or groups painting the rock should refrain from painting the outer circular sidewalk area, so as not to create a situation where wet paint is tracked into nearby buildings. *Painting and/or graffiti of any kind is not permitted on other College property including sidewalks (except for chalk markings), streets, buildings, and plantings.* Any costs incurred in cleaning/repairing/replacing such surfaces, including the outer circular sidewalk area around the Rock will be billed to the responsible individual(s) or group(s).

While the Rock cannot be reserved, groups should attempt to coordinate efforts so that all who wish may have an opportunity to use the Rock. The suggested timeline to allow paintings to remain on the rock is a minimum of 24 hours.

The sheet sign wall exists between the Kellogg Center and Robinson Hall for the display of sheet signs. Sheet signs must be in good taste and conform to expectations Albion holds as an academic institution. No mention of alcohol may occur in advertised events. While spaces on the wall cannot be reserved, individuals and groups should attempt to coordinate efforts so that all who wish may have an opportunity to use the sheet sign wall. Sheet signs may not be displayed in other campus locations unless granted special permission by the Office of Student Engagement and Activities. Organizations are responsible for taking down their signs in a timely manner. If signs are left hanging for long periods of time, College staff retains the right to remove them.

Use of Albion College Branding and Licensing

Albion College's logos, wordmarks, seal, athletic marks, and mascot likenesses are trademarked properties of the College and may not be used without prior authorization. This includes—but is not limited to—use on apparel, promotional items, digital content, websites, social media, posters, and printed materials.

Students and student organizations may not alter, recreate, or repurpose College marks in any way. This includes changing the colors, stretching or distorting proportions, overlaying other graphics, or combining Albion logos with other symbols or text unless expressly approved.

Recognized student organizations may request permission to use official Albion College marks for non-commercial purposes (such as promoting campus events or creating organizational apparel), but must do so in accordance with the [College's visual identity guidelines](#). All proposed uses must be approved in advance by the Vice President for Student Development and Dean of Students. Unauthorized use may result in disciplinary action and/or the loss of organizational privileges.

Any use of College marks for commercial purposes—including sales, fundraising, or merchandise—must be coordinated through a licensed vendor and approved by the College's licensing representative in the [Office of Marketing and Communications](#).

Metz Culinary Management – Campus Dining

Metz Culinary Management operates the Baldwin Cafe in Lower Baldwin Student Dining Hall, the Qudoba® and Eat Shop Café, Brit Bar and The Grinds.

Dining Hall Policies

The removal of Baldwin Café dishes, drink cups, flatware or other utensils is not permitted. Packaging and removing food products from Baldwin Café is not permitted, unless students are using a college issued "GREEN" reusable food container. Students who gain access to Baldwin Café using their Block Meal Plan must elect to either dine-in or carry-out. Eating a dine-in meal and then proceeding to carry-out food to consume at a later time using the same meal block is not permitted.

Additional and alternative carry-out food options are available to students at Qudoba® and The Eat Shop, the Grinds, and The Brit Bar.

Table tents will not be allowed. Contact the Metz Culinary Management office to request a message be displayed on the digital monitors.

If the occasion arises that a variation from the above policies is deemed necessary, the manager on duty may authorize such exception.

Students who violate Dining Services policies may be subject to disciplinary action.

Please feel free to bring any suggestions, comments, or concerns to the attention of the management staff. Any grievance involving student/staff relations should be brought immediately to the attention of the General Manager.

Admittance to the Dining Halls

Students must present their Albion 1Card and have them passed through the card reader by the door host each time they enter the dining room.

Meals may be purchased at the dining room entrance. Credit and Debit cards are accepted in addition to Briton Bucks and cash.

Campus Safety and Security

Office of Campus Safety

Under the auspices of the Division of Student Development, the Office of Campus Safety works to promote and provide a safe living, learning, and working environment for all members and guests of the Albion College community. This includes educating, informing, and involving members in safety and security issues.

In carrying out these activities, the Office of Campus Safety strives to be supportive and responsive to a welcoming and increasingly diverse campus community.

The Office of Campus Safety is staffed by professional officers and dispatchers, 24 hours a day, seven days a week. All officers are trained in fire safety, first aid including CPR, AED, EpiPen and Narcan administration, building security, personal safety, multicultural awareness, and crisis intervention. The Office of Campus Safety also employs student officers who assist in providing essential services to the campus community. Further information is available on the [Campus Safety](#) website.

Responsibilities and Services

Officers respond to a variety of requests and regularly patrol the campus residence halls and buildings. Along with other College offices (e.g., Community Living), the department is responsible for enforcing College policies and regulations on College property. The department works closely with the City of Albion's Department of Public Safety when incidents of a criminal nature arise.

Surveillance cameras are installed throughout the campus. The cameras record images that are reviewed during investigations of criminal or suspicious activity or violations of College policy that are reported to have occurred at these locations.

Students, faculty, and staff will be notified in a timely manner of crimes and other emergencies reported to the Office of Campus Safety that pose an immediate threat to the campus community. Notification methods include e-mail; text messages; calls to campus phones, cell phones, and home phones of faculty and staff; and a campus siren. In some instances, flyers may be posted around campus or information may be passed along in person or via public address systems. The College may use any or all of these methods of communication to notify the community of an immediate threat or emergency.

The College also subscribes to an emergency communications system that allows messages to be sent to the campus community simultaneously via e-mail, to cell phones, campus telephones, and text message. This system is only used by the College in situations that present an immediate threat to life or property. Students are required to provide their cell phone numbers to the Office of Community Living, so that these numbers can be included in the emergency communications system.

A variety of useful services are performed by the Office of Campus Safety such as: after-hours admittance into academic buildings for students who have been authorized by a faculty member, admittance into student residence hall rooms when the occupant(s) of the room lock themselves out, and walking or vehicle escorts for students to and from anywhere on campus after dark. The Office of Campus Safety is in charge of enforcing College parking policies and issuing temporary and permanent parking permits. In addition, the department responds to all smoke and bell fire alarm activations in the residence halls and other buildings, provides

transportation to and from local health and hospital facilities in non-emergency situations as well as to the Albion Train Station, and assists with “jump starts” and vehicle lockouts for the cars of campus community members and visitors.

Campus Safety staff offer programs for students on safety policies, crime prevention, fire safety, alcohol policy, and other topics as requested.

Crime Prevention

Because Albion is a residential college, students must reside in College housing. Even though there may be a sense of safety while living closely with one’s peers, students should be sure that they do not allow anyone, students or non-students, to exploit their living environment. The vast majority of crimes in the residence halls involve theft of personal property. Almost always, the theft is from an unlocked room or an unattended common area.

Students may be able to prevent “crimes of opportunity” by simply following the expectations listed below:

Security Measures in the Residence Halls

- Do not prop open residence hall doors—even for a friend.
- Lock your door when you leave—even for a short period of time.
- Lock your door before going to sleep.
- Lock windows that are accessible from outside.
- Keep your small items of value, such as wallets, purses, money, and jewelry out of sight.
- Do not leave notes on your door announcing that no one is in.
- Never loan out your keys or I.D. card.
- Report any persons acting suspiciously in and around the residence halls. Note their description and location, and call Campus Safety immediately.
- If unable to submit a work order for any doors, locks, or windows in need of repair. Please report all maintenance emergencies via [Campus Safety and Maintenance Emergencies](#)
- Report all thefts immediately to Campus Safety.

Personal Safety Measures

- Always call for a Campus Safety escort when walking alone after dark.
- When walking in groups or pairs without a Campus Safety escort, walk assertively and confidently and be aware of your surroundings.
- If you receive annoying or harassing telephone calls, hang up immediately—do not respond to the caller. If the calls persist, keep a record of the time and the voice description, and then contact Campus Safety. If you feel that you are in immediate danger, call Campus Safety at once.
- Program the number for Campus Safety, 517/629-1234, into your cell phone.

If You Sense a Potential Threat

- Consider your options, then take action.
- Try to get away from the danger.
- Yell or scream. Create a commotion.
- Run toward well-lighted public areas.
- Get to a safe place with a phone and call Campus Safety immediately.
- Describe what happened, where it happened, the suspect, and the direction in which the suspect went.

Fire Safety

- Know your emergency exits.
- Know where the extinguishers are in your residence hall and how to use them. Never play with extinguishers or tamper with the fire alarm system.
- A false alarm is dangerous, and, at minimum, can result in a Status of Probation, plus restitution and a minimum \$50.00 fine.

If the Fire Alarm Sounds

The most important thing is getting out. Move quickly, but do not run. Do not stop to collect valuables. Use normal exits if you can, but under no circumstances should you use an elevator. You must leave the building when a fire alarm sounds, even if you believe the alarm to be a false alarm. Do not reenter the building until given permission to do so by College officials.

Before opening a door, feel it near the top for heat. If it is cool, open it slowly. If smoke is present, close the door and use another route. Always close doors behind you to limit the spread of fire and smoke.

If you must go through heat or heavy smoke, remember that they rise. Crawl, keeping your face very close to the floor. This applies even when opening doors; stay low and reach up to turn the knob.

Once you're out, move well away from the building, and if a meeting place has been arranged, go there. Do not leave the scene, or you may be believed trapped in the building. Do not reenter the building under any circumstances unless you are officially told it is safe.

If you are trapped, stuff a sheet under the door to keep out smoke. Open a window slightly at the top and bottom to let air in, and yell for help. If there is a phone nearby, call Campus Safety at 517/629-0911 or ext. 0911 on a campus phone and report your location. Jumping out of a window is an extreme and hazardous measure, to be considered only when you are in immediate danger and other viable options do not exist.

Campus Crime Information

Annual Security Report

The Annual Security Report, often referred to as the Clery report, includes information and College policies related to emergency notification, missing persons, sexual assault, and other topics related to safety and security on campus. It also includes statistics for the past three years for certain crimes that were reported as having occurred on or adjacent to property owned by Albion College, as defined by federal law. These include:

- Criminal Homicide:
 - Murder / Non-negligent manslaughter—the willful killing of one human being by another.
 - Manslaughter by negligence—the killing of another person through gross negligence.
- Sexual Assault—any sexual act directed against another person using force or against their will, or where the person is incapable of giving consent
 - Rape
 - Fondling
 - Incest
 - Statutory Rape
- Robbery—taking or attempting to take property in the custody of another by force or violence, or by the threat of force or violence.
- Aggravated Assault—an assault that causes a treatable medical injury, or an assault with a weapon, regardless of whether the weapon is actually used or there is injury.
- Burglary—using force to unlawfully enter a structure with the intent to commit larceny or another felony.
- Motor Vehicle Theft—the theft or attempted theft of a motor vehicle.
- Arson—the willful or malicious burning or attempt to burn real or personal property.
- Hazing—an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.
- Violence Against Women Act (VAWA) Offenses:
 - Domestic Violence—felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim/survivor who is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies. It should be understood that domestic violence/dating violence applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner or dating partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control.
 - Dating Violence—violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - Stalking—a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

- Arrests and Referrals for Disciplinary Action:
 - o Weapons Law Violations—violations of laws or ordinances dealing with weapons offenses, regulatory in nature, such as carrying a concealed weapon, possession of a dangerous weapon, etc.
 - o Drug Abuse Violations—violations of state or local laws regarding the unlawful possession, sale, use, growing, manufacturing, or making of illegal drugs.
 - o Liquor Law Violations—violations of laws or ordinances regulating the sale, provision, and use of intoxicating liquor.
- Hate Crimes:
 - o Any of the above crimes, as well as any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property, if the crime manifests evidence that the victim was intentionally selected because of their actual or perceived race, gender, gender identity, national origin, religion, sexual orientation, ethnicity, or disability.

Students who become victims of a crime, or who witness a criminal act, should report the incident to the Department of Campus Safety as soon as possible. Students wishing to remain anonymous, may still report the incident in a confidential manner to any Student Development staff member. Information regarding the date, location, and type of incident, as well as a brief description of the incident, must be provided so that the incident can be properly classified. The staff member receiving this information in a confidential manner will forward it to the Director of Campus Safety so that the incident can be included in the College's annual crime statistics. Only the information described above will be provided; the identity of the reporting person will remain confidential.

Office of Campus Safety Statistics

It is the responsibility of the Director of Campus Safety to compile and publish these statistics for the campus community. Copies of this report can be obtained by contacting the Office of Campus Safety (517/629-0213). This report is also available on the Campus Safety [Annual Security Fire and Drug Free Reports website](#).

Integrated Wellness

The Office of Integrated Wellness brings together social, physical, emotional, intellectual and environmental resources on campus to holistically support students on their journey through Albion. This includes Counseling Services and Health Navigation (assisting students with health insurance, mental health triage and other basic medical needs). Further information is available on the [Office of Integrated Wellness](#) website.

Anna Howard Shaw Center for Gender Equity

The Anna Howard Shaw Center for Gender Equity leads, advocates, and collaborates to continuously improve the overall campus climate in regards to issues of gender and sex-based discrimination, gender issues and to promote gender equity. Further information is available on the [Anna Howard Shaw Center for Gender Equity](#) website

Financial Aid

Almost 99 percent of the student body defray a portion of their educational costs through financial assistance based on financial need, academic performance, merit, or a combination of these. Eligibility for need-based grants, loans, and work from federal, state, or Albion programs is determined from the Free Application for Federal Student Aid (FAFSA). Students must file the FAFSA each year for consideration and awards are made according to the eligibility of the student. Further information about services offered by the [Financial Aid office](#) is available on their website.

Student Employment

Student employees play an important part in the success of Albion College. Students work in many areas of the College. Student work opportunities are a privilege, beneficial to the institution and the students. Albion College understands student employees are students first and employees second. Students are expected to meet their commitments to the employment arrangement, arriving on time, completing work during scheduled hours, and otherwise acting with dignity and respect for supervisors, staff, other students, and other members of the College community. Further information is available on the [Student Employment](#) website.

Cutler Center for Student Success and Academic Achievement

The Cutler Center promotes student success through a one-stop hub of services, and advocates for institutional policies and practices that foster equitable outcomes. Located on the first and second floors of the Stockwell Library, the Cutler Center includes a variety of student support services and programs: Peer Tutoring, The Writing Center and Accessibility Services. Specific Information about services and programs is available on the [Cutler Center](#) website.

Bookstore

The Albion College Bookstore, located in the Kellogg Center, is a service of Barnes & Noble Education, Inc. The bookstore offers textbooks for rent or purchase, school and office supplies, general reading books, clothing, and gift items. More information is available at the Albion College Bookstore website albion.bncollege.com/.

Facilities Operations

The Facilities Operations Department is responsible for all general maintenance, construction, remodeling, housekeeping, grounds, motor pool services, and central stores/shipping/receiving. Facilities Operations can be reached at 517/629-0230 or facops@albion.edu. Additional information, including troubleshooting and user information, is available at [the Facilities Operations website](#).

Facilities Operations personnel receive requests from faculty, staff, and students through the work order system. The work order system can be accessed using my.albion.edu. Students should utilize the online work order system to enter requests related to their residential area. QR codes, located in student rooms near the door, are direct links to the work order system. Work orders are evaluated and acted upon at the earliest possible time in the most efficient way possible. In case of an emergency, students should call the Facilities Operations office at 517/629-0230 (M-F 7:00 a.m.- 5:00 p.m.) and report the location and nature of the maintenance emergency. After hours, students should contact a Community Living staff member or call Campus Safety at 517/629-1234. A Facilities Operations supervisor is on call after hours to respond to maintenance emergencies.

Requested maintenance and repairs to be performed in student rooms will occur between 9:00 a.m. and 4:00 p.m., Monday through Friday. If repairs or inspections of student rooms or apartments are required for work not related to a request from a student, Community Living staff will communicate this information ahead of time with the impacted students. In emergency situations it may not be possible to provide advance notification, but if students were not in the room at the time of the emergency maintenance concern, they will be notified afterward that staff have entered their room or apartment.

Albion College Space Usage and Reservations

All campus public spaces are the property of the entire Albion College community and, with some restrictions for safety and security reasons, are available for general use by the community. The Office of Student Engagement and Activities provides support and training for student organizational leaders on the policies and procedures for reserving College rooms and spaces.

- The academic mission of the College is preeminent. Therefore, academic use of space takes precedence over other requests. However, a properly scheduled non-academic activity cannot be usurped by another group seeking that space for an academic purpose without a proper reservation.
- Beginning from one week after graduation until one week before the beginning of the fall semester, all scheduling requests must be made through Conference Services.
- The President of the College can designate which events have priority, and no other events may be scheduled during this time.
- All requests for room reservations and any special needs are to be directed to the College's [Reserve a Room website](#).
- Requests for special equipment or other needs must be made separately using the College work order system which may be accessed easily using my.albion.edu. These requests will be forwarded to the appropriate department and any related charges or expenses will be the responsibility of the requesting organization. Requests requiring special assistance from Facilities Operations must be made no later than two weeks prior to the event.
- All requests for food service must be made directly to Dining and Hospitality Services. Any off-campus catering must be approved by Dining and Hospitality Services prior to the event or meeting.

Kellogg Center Operating Guidelines

Kellogg Center Philosophy Statement

The Kellogg Center is a campus center where all members of the campus community are welcome and encouraged to interact on a formal and informal basis. The campus center contributes directly to the educational mission of Albion College by providing support and opportunities for participation in educational, cultural, and recreational activities both in and outside the classroom. The Kellogg Center also provides services for the convenience of the campus community.

Kellogg Center Policies and Procedures

The Kellogg Center is charged with providing a safe, clean, and secure environment in which a wide range of programs and services are offered to the entire campus, as well as opportunities for interaction with the surrounding community. All policies related to the Kellogg Center are developed by the staff. In addition to the specific usage guidelines, the Kellogg Center is also managed in accordance with all general campus policies and procedures. For further information regarding usage and policies specific to the Kellogg Center please see the [Policies, Procedures, and Resources section](#) of the [Office of Student Engagement and Activities](#) website.

Communication Guidelines for Print and Electronic Media

The following provides guidelines for the expectations of Albion College and its members when communicating with others in print and electronic media.

Albion College recognizes the value of an individual's freedom of thought, inquiry, and expression and the value the free exchange of ideas brings to the College community and beyond. At the same time, members of the Albion College community are the face and reputation of the institution. All communication by Albion College community members is subject to scrutiny by peers, the campus community, the local residents, the media, prospective students and alumni. All members of the College are expected to represent themselves and the College with accuracy and integrity when communicating by media.

The purpose of this policy is to outline the basic expectations for written communications in light of the delicate balance between these interests.

Media, as defined by this document, includes the use of the following communication vehicles: audio, social networking sites, online accounts and documents, websites, text messaging, pictures, videos, podcasts, emails and print, regardless of the host server or IP address.

1. Members shall not post online, print or distribute any information that is proprietary to Albion College, such as logos and trademarks, without proper permission.
2. A communication is considered official when it is published or disseminated by the College, or by any academic or administrative department or unit of the College, through any media. Official communications are subject to review and approval by the Office of Marketing and Communications. Communications by individuals or by student organizations are not official communications and do not necessarily represent the views of the College. Communications by individuals or by student organizations must comply with the general guidelines contained in these Communication Guidelines.
3. Members who distribute any media content, regardless of how it is transmitted, that is threatening, defamatory, interferes with the privacy of others, encourages illegal activity, or is obscene shall, to the extent that the media content violates College policy or directly impacts the College's legitimate interests, be subject to disciplinary action.
4. Albion College reserves the right to remove, or cause the removal of any and all information contained or disseminated on or via the College's property or resources that is false or falls under the prohibitions above, and may assess additional sanctions or discipline.
5. College employees who teach within the academic curriculum, including both faculty and also staff, are not governed by this policy in the selection of content and materials for their courses, in the delivery of their instruction in the classroom or in other related settings, and in their scholarly research, publication, and dissemination of their research. Instructional personnel remain subject to all other applicable College policies.

Student Travel and Van Usage Policies

Detailed information regarding travel and van usage policies can be reviewed on the [Campus Safety Transportation Services](#) website. For more details regarding faculty/staff led group travel policies and planning guidelines, please see the [Overnight Group Travel](#) section of the Center for International Education website.

- A. Stipulations regarding class assignments, field trips, and other trips are explained in the [Faculty Handbook](#):

Albion College recognizes that participation in extra-classroom activities such as class trips, departmental trips, club field trips, workshops, and intercollegiate athletics can be of benefit to the students and to the institution. However, Albion College also recognizes that classroom work is at the heart of the student's progress in courses. Therefore, no College-sanctioned trip will be permitted that results in the absence of a student from classes for more than two consecutive class days without permission of the Provost.

Furthermore, no intercollegiate athletic trip will be permitted to remove a student from classes for more than one class day, except by permission of the Provost. Saturdays rather than class days will be used for College-sponsored, extra-classroom activities whenever possible. Limited College transportation is available; inquiries should be directed to the Campus Services Office and to the Office of Student Engagement and Activities.

Students should inform their faculty members in advance of an upcoming class absence that is a result of participation in an official College event. Written notification of such absences is required, and must be distributed by the supervising College official. The student thereby merits the opportunity to make up assignments missed.

- B. Non-College-sanctioned trips for extra-curricular activities should be planned on weekends instead of class days. Students traveling with groups in organizations that schedule trips while classes are in session are not automatically excused from classes. Each student on a trip may request prior approval from their faculty members to be excused from class and to be allowed to make up any missed assignments or work. This approval may or may not be granted.

Procedures

Use of Campus Quadrangle

Programs and events to be held on the Campus Quadrangle must first have administrative approval. Requests for usage should be initiated through the room reservation system at my.albion.edu.

Rallies and Demonstrations

Students and student groups may organize to rally and demonstrate on campus regarding issues and causes as long as such issues and causes are consistent with the educational mission of the College and adhere to College policy. Rallies and demonstrations including spontaneous ones are not expected to be registered or approved; however, the location is subject to approval.

The College has two designated locations for rallies and demonstrations: (a) the Campus Quadrangle between the Observatory and Ferguson Hall, and (b) the steps (entrance) to Baldwin Hall. For pre-approval of programs and events to reserve the Campus Quadrangle for rallies and demonstrations, sponsors must first contact the Vice President for Student Development and Dean of Students or designee to submit a request. If a spontaneous rally or demonstration on the Campus Quadrangle conflicts with a pre-approved program or event, the scheduled event has priority. The use of Baldwin Hall steps does not require pre-approval.

Other locations than the Campus Quadrangle or Baldwin steps may be considered, but must first be approved by the Vice President for Student Development and Dean of Students or designee. If approval for a different location is not granted and a rally or demonstration is under way, a group may be given the option to move or disband.

While the College and the Division of Student Development support students and their efforts to peacefully gather, students must also keep in mind that all activities must be conducted in compliance with all state and local laws as well as in accordance with the policies of the College. For example, student behavior that violates local, state, or federal law, disturbs the peace, harms public or private property, creates temporary structures without prior approval, or disrupts or interferes with the orderly processes of the College is prohibited. In addition, intentional actions which obstruct, disrupt, or physically interfere with the use of College premises, buildings, rooms, or passages, or refusal to vacate a building, street, sidewalk, driveway, or other facility of the College when directed to do so by an authorized official of the College having just cause is a violation of student conduct.

Student Handbook Verification Statement

It is the responsibility of every enrolled Albion College student to become aware and knowledgeable of Albion College policies. By entering into Albion College's educational community, you are agreeing to abide by Albion College policies. Our policies maintain a safe and educational environment for you and others to learn and grow in. This responsibility includes the responsibility to comply with directives from College officials and to be honest.

Provision of Emergency Contact(s), Personal Status, and Missing Persons Contact(s) Information

Emergency Contact(s)

A student's emergency contact is the person the College typically will first contact in the event of an emergency. For most students, a designated emergency contact (for students 18 years or older) would be your custodial parent or legal guardian and definitely your custodial parent or legal guardian (for students under 18 years of age and not emancipated) will be notified. You may list more than one emergency contact if you wish.

It is expected that all students have a designated emergency contact(s) during their enrollment at Albion College. You are required to confirm or update your emergency contact(s) name and phone number each semester of enrollment. Students additionally may update their emergency contact(s) name, relationship, phone number, and email address at any time. The Office of Community Living at the beginning of each semester will send notice to make any updates to emergency contacts.

Students estranged from their custodial parent or legal guardian, who may not have any defined emergency contact(s), can provide a designated emergency contact(s) at Campus Safety who would only be contacted if the student was reported as a missing person.

Commuter students and students residing off-campus must provide this information to the Office of Community

Living as soon as or before they begin to attend classes on campus. The Office of Community Living will confirm this contact information with all non-residential students at the beginning of each academic year, and will ensure that changes to this information are noted in College records. Non-residential students must notify the Office of Community Living as soon as possible of any changes to this information.

Personal Status

Students who change their personal status (e.g., name, marital status, or permanent address) must notify the Office of the Registrar so that accurate records may be maintained by the College.

Missing Persons Contact(s)

As the federal law requires, students who live in on-campus student housing, must be provided the opportunity to designate one or more individuals strictly for missing persons purposes. Any member of the campus community who has reason to believe that a student is missing should immediately contact the Office of Campus Safety at 517-629-1234. Campus Safety will initiate an investigation into the matter. If it is determined through the investigation that the student is missing and has been missing for more than 24 hours, the following shall be completed by Campus Safety staff members no later than 24 hours of when the determination was made:

- A. The incident will be reported to the Albion Department of Public Safety (ADPS).
- B. The student's designated emergency contact (for students 18 years or older) or the student's parents/legal guardian (for students under 18 years of age and not emancipated) will be notified.

Students have the option to confidentially identify an individual to be contacted by the College in the event the student is determined to be missing for more than 24 hours. This information is housed in Campus Safety and will only be used by authorized College or law enforcement officials during a missing persons investigation.

Albion College Leave and Withdrawal Policies

Current students at Albion College should notify the College immediately if they choose to unenroll. Students can Withdraw if they decide to no longer take classes at Albion College. Students may apply for a Voluntary Leave of Absence if they need to take a temporary break from classes, but plan to re-enroll at Albion within 1 or 2 semesters. The process for Withdrawing from the College or requesting a Voluntary Leave of Absence is described below. For more information, students should contact the [Cutler Center for Student Success](#) or the [Office of the Vice President for Student Development and Dean of Students](#).

Albion College is committed to the success of all students, including those with depression or other mental health conditions and has committed to a policy of [non-discrimination](#) against individuals with disabilities in all its educational programs and activities. In the uncommon circumstance that a student cannot safely remain at Albion College or meet academic standards even with accommodations and other supports, the College will encourage the student to take a voluntary leave of absence and may require the student to take an involuntary leave of absence.

Voluntary Leave of Absence

Students who need to take a temporary break from classes at Albion College may apply for a voluntary leave of absence. While students are encouraged to request a leave of absence between semesters, we acknowledge that personal circumstances and struggles do not always follow an academic calendar; as such, students may also request a voluntary leave of absence at any point in a semester. Students who are granted a voluntary leave during a semester will receive grades of "W" in their courses and will be subject to the College's [refund policy](#).

To qualify for a voluntary leave of absence, students should demonstrate a time-limited situation that requires their absence from the college, including a medical procedure; recovery from injury; mental health concern; pregnancy, birth, or adoption of a new child; serious illness or death of a family member; military service; or other situation. A voluntary leave of absence may be approved for up to two semesters. If a student's request for a voluntary leave of absence is denied, they will have the option to remain enrolled or withdraw from the College. Students who choose to voluntarily withdraw from the College are welcome and encouraged to apply for readmission in the future when they are ready to resume their studies.

While on a voluntary leave of absence, students may maintain contact with and visit campus friends and faculty and staff and may attend campus events. While on a voluntary leave of absence, students are still subject to the expectations of students as outlined in the Albion College Student Handbook, and are still subject to the same academic and financial aid reviews as actively enrolled students. Students on a voluntary leave of absence are not

eligible to work or live at the College or participate in athletics. If a student on a voluntary leave of absence does not re-enroll within two semesters, they will be withdrawn from the College.

Students interested in applying for a voluntary leave of absence should complete an application with a Cutler Center staff member. The Vice President for Student Development and Dean of Students will determine whether the student qualifies for a voluntary leave of absence based on this policy, and may request additional information from the student in order to make a determination.

Involuntary Leave of Absence

In the uncommon circumstance that a student cannot safely remain at Albion College or meet academic standards even with accommodations and other supports, the College may require the student to take an involuntary leave of absence. Decisions whether to impose an involuntary leave will be made by a committee that includes the Vice President for Student Development and the Associate Dean for Wellness and Mental Health or a designated member of the Counseling Services staff. The committee may impose an involuntary leave for safety reasons if it finds, after an individualized assessment, that there is a significant risk that the student will harm themselves or another, and that the risk cannot be eliminated or reduced to an acceptable level through reasonable accommodations.

If the committee imposes an involuntary leave because there is a significant risk that the student will harm another if they remain on campus, the committee may restrict the student's interactions with the campus community during the period of the leave as needed to ensure safety. Such restrictions may include limits on the student's communications with faculty, staff or other students and on the student's access to the campus, for example, to visit friends or attend campus events. If a student doesn't return from an involuntary leave after 2 semesters, they will be withdrawn from the College.

Students who take a leave of absence, whether voluntary or involuntary, will be subject to the College's [refund policy](#).

Returning From Leave

A student on a leave of absence, whether voluntary or involuntary, may request to return to classes at Albion College no later than 30 calendar days before the beginning of the semester in which they would like to enroll.

Students returning from a voluntary or involuntary leave of absence for medical or mental health reasons must demonstrate that they are ready to return to campus before they will be permitted to enroll in classes. An opinion from the student's medical professional that the student is fit to return should, in most cases, be sufficient to allow the student to return. Documentation should be provided by a fully licensed medical professional who is qualified to make such a decision, and should include an in-person clinical assessment, collateral information, and a stated opinion that the student is ready to return. In exceptional cases, the College may seek a second opinion.

Decisions whether to return from a voluntary or involuntary leave of absence for medical or mental health reasons will be made by a committee that includes the Vice President for Student Development and the Associate Dean for Wellness and Mental Health or a designated member of the Counseling Services staff. A student's request to return may be denied if, after an individualized assessment, the committee finds that the student will not be able, upon return, to meet academic standards or participate safely at the college even with reasonable accommodations.

Withdrawal from College

Students who wish to end their enrollment at Albion College should complete a withdrawal plan with a Cutler Center Staff member. Students are encouraged to withdraw between semesters, but may also withdraw during a semester (i.e., withdrawing after enrollment has been completed at the beginning of a semester and before the completion of final exams). Students who withdraw during a semester will receive grades of "W" in their courses and will be subject to the College's [refund policy](#). Withdrawn students no longer have a formal relationship with the College and may not work or live at the College or participate in activities exclusive to members of the College community.

When a student withdraws from the College, their Albion.edu accounts are deactivated. Information Technology staff will provide withdrawn students with a 14-day notice to their Albion.edu email address before their account is deactivated. After the account is deactivated, files stored on network drives are deleted and the e-mail account is deactivated.

Readmission

Former students, or students who have completed withdrawal procedures, may apply for readmission to the College through the [Office of Student Development](#). Applications for readmission are to be submitted at least one month prior to the beginning of the semester in which the student wishes to return.

Past Due College Debts

Sound business practice provides guidelines for all financial transactions with the College, including but not limited to the payment of fees and other obligations, purchases at the Bookstore, and the cashing of checks. These practices include a respect for accuracy and punctuality. The College deals first with students then, if authorized by students, their parents when questions concerning transactions arise.

Failure to meet financial obligations in accordance with the College's payment terms automatically cancels the privilege of class attendance and on-campus residency.

No diploma, certification, letter of honorable dismissal, or recommendation will be granted to students who have any indebtedness to the College. Students' registration for subsequent semesters may be held until satisfactory arrangements to settle the indebtedness are made with the Accounting Office. Students are responsible to make sure that their account obligations are met in a timely manner. Further information is available through the [Student Accounting Office](#).

Student Refunds

Refunds of overpayments of student accounts are available after the College has received payment, and must be requested by the student. Otherwise, no refund will be generated, and the overpayment amount will be carried on the student's account to be applied to future charges. Students may request a refund from the Accounting Office by e-mailing refunds@albion.edu.

See the section on "refunds" on the [Student Accounting](#) website.

General Appeal Procedure

The nature of an academic enterprise and the proximity in which we live and work on the campus seem to make differences of opinion over decisions and policies unavoidable. In some cases, an appeal procedure is built into a process or decision-making situation.

When no appeal procedure seems evident, questions over the manner in which a policy has been followed or a decision has been made should first be directed to the person responsible for the consideration at hand. If the difference of opinion cannot be resolved in this manner, the question is then appropriately discussed with the next higher authority in the department responsible for the decision or exercise of the procedure. Students should consult with the Vice President for Student Development and Dean of Students when it is unclear who should be approached when appealing a decision or procedure.

Student Records

Privacy Rights Policy

The Family Educational Rights and Privacy Act (the Act) of 1974 (as amended) is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The Act provides that the institution will maintain the confidentiality of student educational records and access to them by students.

FERPA Definition of Records

The Act defines education records as records, files, documents, and other recorded materials which contain information directly related to a student and which are maintained by Albion College or a person acting for the College. The term education record does not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto that are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute; records on a student who is 18 years of age or older that are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional or paraprofessional capacity, or assisting in that capacity and in connection with the provision of treatment to the student, and are not available to anyone other than

persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice; records of students as employees unless the employment results from the employee's status as a student; and alumni records.

Access to Records

FERPA accords all the rights under the Act to all students at the College. This includes the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Albion College will make disclosures without consent in these circumstances.

- To school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health and counseling staff); a person or company with whom the College has contracted (such as a company providing services with respect to financial aid awards, student insurance, or other administrative support and research services, including those related to student testing and retention; an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee; an individual recognized by the College in a student disciplinary proceeding; or a person assisting a school official in performing their tasks (such as employment responsibility). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.
- Upon request to officials of another school in which a student seeks or intends to enroll.
- To persons or organizations providing student financial aid.
- To accrediting agencies carrying out their function.
- To persons in an emergency in order to protect the health or safety of students or other persons. Albion College will also release information to be in compliance with a judicial order.

Under certain circumstances information may be released to parent(s)/guardian(s). On an annual basis, students are expected to notify the Office of Student Development whether or not, for tax purposes, students are dependents claimed on the income tax return of their parent(s) or guardian(s). The Vice President for Student Development and Dean of Students will facilitate this notification process. A representative of the College may communicate with parent(s)/guardian(s) relative to the following circumstances: discontinuance of enrollment, medical (including psychiatric) and/or psychological examinations required for the maintenance of enrollment as determined by the Vice President for Student Development and Dean of Students, alleged violation of a College regulation that will likely result in suspension or expulsion from the College if the student is found responsible; absence from the campus when there is reason to be concerned for the student's well-being because the student's whereabouts are unknown; mid-term grades; academic or disciplinary probation; needed medical or psychological attention, the nature of which might jeopardize a student's ability to maintain the status of enrolled. Parent(s) or guardian(s) in these cases will be defined as the individual the student has recorded as the parent(s) or guardian(s) on the admissions application or as emergency contacts. A student may change this designation at any time at the Office of the Registrar.

A record of all disclosures will be maintained in the student record, except when the request is made by (1) the eligible student, (2) a school official who has been determined to have a legitimate educational interest, (3) a party with written consent from the eligible student, or (4) a party seeking directory information. The record of each disclosure will contain the name of the parties who have requested or received information and the legitimate interest the parties had in requesting or obtaining the information.

A listing of the types, locations and custodians of education records follows.

The rights of this policy are extended to all students enrolling in Albion College after January 1, 1975.

Directory Information

Directory information is the property of Albion College. At its discretion, the College may provide directory information in accordance with the provisions of the Act to include: name, permanent home city and state, name of parent(s)/guardian(s), local address, local telephone number, e-mail address, dates of enrollment, degrees earned, dates of degrees, class year, majors, minors, concentrations, adviser, awards/honors/scholarships, photographs, sports and activities, and height and weight of members of athletic teams. The College, including faculty, staff, and students, may not release directory information to any party on or off campus if the intent is to contact students for purposes such as: (a) to increase an agency's membership, financial gain, or event promotion, and (b) to promote an individual's candidacy. It should be known that it is the College's choice to release this information, and careful consideration is given to all requests to insure that the information is not released indiscriminately. A student may withhold directory information by notifying the Office of the Registrar in writing

within two weeks after the first day of class for the term.

Requests for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Office of the Registrar.

Review Process

The Act provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel to be unacceptable. The Office of the Registrar and the Office of Student Development have been designated by the institution to coordinate the inspection and review procedures for student educational records, which include admissions, personnel, academic, and financial files, and placement records. Students wishing to review their education records must make written requests to the registrar or the Vice President for Student Development and Dean of Students, listing the item or items of interest. Records covered by the Act will be made available within 45 days of the request. All documents will be reviewed in the presence of a designated official. Any document a student may see they may have copies of, unless a financial hold exists, the document involves another person, or the student has waived their right to access.

These copies would be made at the student's expense at 10 cents a page.

Restricted Information

As outlined by the Act, a student may not inspect and review the following: financial information submitted by parent(s) or guardian(s); letters of recommendation to which the student has waived the rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit a student to inspect and review confidential letters and recommendations placed in the files prior to January 1, 1975, provided the letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Challenge Procedures

A student who believes that an education record contains information that is inaccurate or misleading or should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why the student believes it is inaccurate or misleading. The College official should consult with the Vice President for Student Development and Dean of Students or the registrar. If the decision of the College official is in agreement with the student's request, the appropriate record will be amended. If not, the student will be notified within a reasonable period of time that the record will not be amended, and the student will be informed by the registrar or the Vice President for Student Development and Dean of Students of the right to a formal hearing. A request for a formal hearing must be made in writing to the chief academic officer (Provost), who, within a reasonable period of time after receiving such a request, will inform the student of the date, place, and time of the hearing. Such a written request will be deemed a consent to disclosure to the hearing panel of the student's record to the extent necessary for the appeal to be considered and decided. The hearing will be conducted according to the challenge procedure adopted by the College. At the hearing, the student may present evidence relevant to the issues raised and may be assisted or represented at the hearings by not more than two people of the student's choice. The hearing panel that will adjudicate such challenges will be the chief academic officer (Provost), the registrar if the challenge concerns a document maintained by the Vice President for Student Development and Dean of Students, the Vice President for Student Development and Dean of Students if the challenge concerns a document maintained by the registrar, two faculty members selected by the Faculty Steering Committee.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of a written determination which will include a summary of the evidence, the decision, and the reasons for the decisions, and will be delivered to all parties concerned. The panel may decide to revise or amend a record by inserting corrective information into the student's file, or to allow a record to stand. If the decision is unsatisfactory to the student, the student may place with the education record statements commenting on the information in the record or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education record, maintained as part of the student record, and released whenever the record in question is disclosed.

A student has the right to submit a written complaint to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605, if the student believes the College has violated the student's right under the Family Education Rights and Privacy Act.

Revisions, clarifications, and changes may be made in this policy at any time and will be effective upon publication by email, printed announcement distributed to all students, posting in a prominent location on campus, or any combination of those means, or publication in subsequent editions of this handbook.

Annual Notification

Students will be notified of their FERPA rights annually by publication in the *Student Handbook*.

Types, Locations, and Custodians of Records

The following is a list of the types of records that the College maintains, their locations and their custodians.

Type	Location	Custodian
Admissions Records	Office of Student Development Ferguson Building	Vice President
Cumulative Academic Records	Office of the Registrar Ferguson Building	Registrar
Health Records	Office of Integrated Wellness Ferguson Building	Director
Counseling Records	Office of Integrated Wellness	Director
Financial Aid Records	Financial Aid Office Cass Street Building	Director
Financial Records	Student Accounting Office Ferguson Building	Manager
Placement Records	Career and Internship Center Ferguson Building	Director
Progress Records	Office of the Registrar Ferguson Building	Registrar
	Faculty Office Individual Office	Instructor, Advisor
Disciplinary Records	Office of Student Development Ferguson Building	Vice President
Occasional Records (Student education records not included in the types above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.)	Appropriate officials will collect such records, direct the student to their location, or otherwise make them available for inspection and review.	The College official who maintains such occasional records.

The Student Conduct Process

Overview of the Student Conduct Process

Introduction

Albion College strives to be more than a reflection of the society of which it is a part. Through its programs and its example, the College seeks to challenge society to adopt ever higher standards and expectations for its members. The College is not, however, a sanctuary from the larger society, nor from the laws and expectations of that society. Institutional expectations, regulations, and practices are established to provide an environment conducive to human growth, to reflect the values to which the College subscribes, to recognize the proximity in which students live with one another, and to recognize the developing capabilities of students as they encounter and progress through the college experience.

As members of the Albion College community, students have the right to address grievances arising from the actions of any student or student group that violate College policies and expectations. The College student conduct process has been designed as a means by which all members of the College community, including faculty members, administrators, and students, or the College itself, can seek a remedy in incidents that involve students.

College Jurisdiction

Albion College's jurisdiction of community standards and student discipline includes conduct on College premises, but also extends to conduct at College-sponsored or College-related activities wherever they take place; to conduct off College premises when the behavior could adversely affect Albion College and its interests as an academic community; and to conduct that involves any aspect of the relationship between the College and its students.

Actions involving a student or group in a legal proceeding in criminal or civil court do *not* free the student or group of responsibility through the College student conduct process for the conduct in question. The College will proceed with its internal review and process according to a timetable to be determined by the College.

In an extraordinary case involving serious misconduct by a student or group that poses a threat to the well-being, safety, or property of any person, or the property or orderly functioning of the College (e.g., living, learning, or working environment), or when a serious crime has been committed, the president of the College or the president's designee may summarily suspend or temporarily suspend the offender.

The Vice President for Student Development and Dean of Students or their designee may require an individual or group to curtail or modify behavior and activities, including prohibiting contact with specified individuals such as physical contact or oral, written, electronic, third-party, or other communication, whenever these behaviors or activities are viewed as threatening or injurious to the well-being, safety, or property of any person, or to the property or orderly functioning of the College (e.g., living, learning, or working environment). Violations of such restrictions are considered violations of College policy and may result in students being required to immediately leave campus.

The College reserves the prerogative to require students to leave the campus prior to the formal consideration of alleged violation of policies whenever their behaviors and/or activities are viewed as threatening or injurious to the well-being, safety, or property of any person, or to the property or orderly functioning of the College (e.g., living, learning, or working environment).

Guide to the Student Conduct Process

The purpose of the Albion College student conduct process is to review alleged violations of College policies, procedures, and regulations by students or student groups. The various components of the College student conduct system are designed to respond to such violations, to determine the facts, to ascertain responsibility, and to recommend or determine sanctions. Through due process procedures that have been established by the College, the student conduct process seeks to ensure the protection of student rights in questions of alleged violations of College policies, procedures, and regulations.

The Vice President for Student Development and Dean of Students has the authority and responsibility for administering the student conduct process, including the interpretation and application of College policies and procedures. The Vice President for Student Development and Dean of Students, the Director of Community Living and Student Conduct, the Assistant Director for Student Conduct, the College Student Conduct Board, and the College hearing officers seek to provide a student conduct process and disciplinary function that educates students as to their rights and

responsibilities as members of the Albion College community, holds students accountable, and encourages students to recognize their obligations to themselves, their peers, and to society as a whole. The Vice President for Student Development and Dean of Students or their designee reviews the written record to determine whether a student will be charged with violating College policy, which charge(s) will be heard, which contents of the written record are relevant to the charge(s), and which hearing process will be utilized to hear the charge(s). In addition, the Vice President for Student Development and Dean of Students or their designee will determine how a case will proceed when the College is not in session.

There are three distinct hearing processes in the College student conduct system, including the Administrative Hearing, the Relationship Violence and Sexual Assault Hearing, and the College Student Conduct Board for Academic Integrity. Most cases are heard through the Administrative Hearing process. All cases involving sexual assault, domestic violence, dating violence, and stalking are heard through the Relationship Violence and Sexual Assault Hearing process. Academic Honesty may be heard through the College Student Conduct Board for Academic Integrity Hearing process. The information above and the definitions and sanctions below are relevant to all three hearing processes. Information specific to each individual hearing process is outlined in separate sections later in this chapter.

Initiating the Student Conduct Process

Any member of the College community, including faculty, staff, student, or the College itself, may file a complaint. Complaints may also be filed by individuals who are not members of the College community. The complainants may include, but are not limited to, the reporting person, accuser, victim, and the College. Specific policies and procedures for addressing cases of academic dishonesty can be found in the Academic Information section of the *Student Handbook*.

Once a complaint is filed, Student Development staff may conduct a preliminary investigation of the alleged violation. The Vice President for Student Development and Dean of Students or their designee will make an initial determination that a formal student conduct hearing is or is not warranted. Examples of instances in which there may be a determination that a hearing is not warranted are insufficient evidence of a violation, a previous adjudication arising from the same incident, or an improper motivation on the part of the complainant, such as retaliation.

In deciding whether a complaint should be carried forward against a group, the following considerations, although not exclusive, should be weighed singly or in combination:

- Use of a group's funds for the questioned activity or act;
- Approval, planning, or support of the questioned act or activity by the group;
- Participation in the questioned act or activity by a group officer, whether or not acting in their official capacity;
- Involvement in the questioned act or activity by 10 percent or more of the group's membership;
- Actions by the group to cover up the questioned activity or act or actions to protect those group members involved;
- Failure of the group or its officers to fulfill its responsibilities to enforce College or group policies, procedures, or regulations;
- Fraternity housing is privileged housing and, consequently, the College holds fraternities to a high standard of conduct and expects fraternities to self-govern their environments. Fraternity chapters may be held responsible, as a group, if it is deemed that one or more individual members or guests violated College policy on the premises of the chapter house.
- Participation in the questioned act by the members of a group or the residents of a living unit. The definition of living unit includes, but is not limited to, a corridor in Seaton Hall, Wesley Hall, Whitehouse Hall, or Mitchell Towers; a fraternity residence; an apartment; or Ingham Hall.

A complaint may be simultaneously carried forward against a group and individual members of a group. If a determination is made that a formal hearing is warranted, the form of the hearing will be determined by the Vice President for Student Development and Dean of Students.

Definitions

Adviser — An adviser is a person who assists a complainant or respondent in the College student conduct process. The role of the adviser and the guidelines on who can serve as an adviser in each of the three hearing types are outlined in the sections about those hearing types later in this chapter.

Appeal Administrator — An appeal administrator is an individual appointed to hear requests for appeal review after a decision has been rendered in a case. One or more hearing officers may be appointed to hear a single

appeal, and the use of the term appeal administrator in this policy applies equally to cases in which multiple appeal administrators are assigned.

Complainant — A complainant is the source of a complaint in the student conduct system. The complainant may include, but is not limited to, the reporting person, accuser, victim, and the College. The burden of proof rests on the complainant, which typically includes the College.

Complaint — A complaint is a formal allegation of wrongdoing against individuals or a group.

Hearing Officer — A hearing officer is an individual appointed to determine whether a student is responsible for violating College policy. One or more hearing officers may be appointed to hear a single case, and the use of the term hearing officer in this policy applies equally to cases in which multiple hearing officers are assigned.

Student Conduct Coordinator — A student conduct coordinator is an individual appointed to assist a hearing officer or the student conduct board in an administrative role.

Respondent — A respondent is the individual or group that is charged in the student conduct system with violating College policy.

Victim — A victim is a person affected by another's person's behavior or actions. The victim is not always the person who makes a complaint, and may or may not be a complainant in a case.

Witness — A witness is a person who can testify on the basis of knowledge of facts relevant to an alleged violation.

Standard of Evidence

Determinations of responsibility or non-responsibility in the College student conduct system are based on a preponderance of the evidence standard (i.e., that which the hearing officer believes is more likely than not to have occurred based on the information presented). Formal rules of evidence, such as those employed in criminal or civil court proceedings, do not apply to the College student conduct system.

Determination of Responsibility / Non-Responsibility

Not Responsible — A Not Responsible decision means that the evidence and arguments presented were not convincing enough to find the student or group responsible for violating the rule or policy cited in the complaint, based upon a preponderance of the evidence standard.

Responsible — A Responsible decision means that evidence and arguments presented were convincing enough to find the student or group responsible for violating the rule or policy cited in the complaint, based upon a preponderance of the evidence standard.

Sanctions

A sanction is a follow-up determined by the Vice President for Student Development and Dean of Students or hearing body which is meant to recognize a violation of College policy, hold the respondent accountable, and educate the respondent toward more responsible behavior in the College community. Sanctions may or may not affect a student's status at the College, depending on the severity of the violation and the necessary follow-up. Sanctions, which may be imposed singly or in combination for individuals and/or groups, include:

No Further Action — This sanction acknowledges that the respondent did violate the College policy cited, but the nature of the violation and/or the attitude of the respondent allow the hearing body to be confident that the respondent learned from the experience and will attempt to avoid future violations.

Warning or Censure — A Warning (Censure applies to student groups) is a written reprimand that expresses disapproval of the student's or group's actions and warns against future violations.

Status of Warning — This sanction provides the respondent with a specific period of time during which the student or group should pay special attention to avoiding future violations.

Status of Probation — This sanction acknowledges a serious violation of a College policy and sets a specific length of time during which further violations of College policies, procedures, and/or regulations would likely lead to more serious consequences.

Withheld Suspension — This sanction means that immediate separation from the College is not required. However, any future violation of College policies, procedures, and/or regulations during the stated period of time would likely result in immediate suspension from the College.

Suspension of an Individual — Suspension is separation from the College for a specified period of time,

ordinarily at least one semester in length. During this separation, the respondent is prohibited from enrolling in any academic work offered by the College, is not permitted to visit the College without prior permission from the Vice President for Student Development and Dean of Students, and may not participate in any College-sponsored or College-related activity. The intent is for the student to have time away from the College environment to consider the situation at hand and, after the specified period of time, apply to return to the College with a better understanding of their responsibilities within the community.

Suspension of a Group — The group will not be recognized for a set amount of time, or until specified conditions set by the College are met. During this time, the group ceases to be recognized by the College and may not function. If the group is residential in nature, housing for individual members of the group or the group as a whole may be reassigned during the period of the suspension which may take effect immediately.

Expulsion of an Individual — Expulsion involves dismissal and permanent removal from the College without possibility of readmission.

Removal of Recognition of a Group — The group will no longer be permitted to function or exist at Albion College. If the group is residential in nature, housing for individual members of the group or the group as a whole may be reassigned which may take effect immediately.

Other — There are other actions that may be used in concert with or in place of the sanctions mentioned above including fines, random alcohol and/or other drug testing at a student's own expense, restitution, educational projects, housing reassignment (which may take effect immediately), forfeiture of privileges such as prohibition of contact with another person, or not being allowed to participate in Commencement exercises and related activities.

Administrative Hearing

In an Administrative Hearing, Administrative Hearing Officers appointed by the Vice President for Student Development and Dean of Students, hear complaints filed against students or groups. One or more hearing officers may be appointed to hear a single case, and the use of the term hearing officer in this policy applies equally to cases in which multiple hearing officers are assigned. A judicial coordinator may be appointed to assist the hearing officer in an administrative role.

Adviser for Administrative Hearing Process

In the Administrative Hearing process, respondents have the right to have an adviser of their choice present during the pre-hearing meeting and the hearing. However, only one person designated as an adviser for the respondent is allowed access to the evidence. The adviser must be a full-time student, faculty member, or staff member at Albion College who is not a party to the case, not related to any party of the case, not an attorney, and does not have a law degree or other extensive formal legal training.

The extent to which the adviser may participate is limited to providing the respondent private support, guidance, or advice. During the hearing, the adviser may assist their advisee in formulating statements for the hearing officer. Such assistance, however, may not obstruct the orderly process of the hearing. The adviser may not directly interact with persons other than their advisee during the hearing. The adviser may not serve as a witness or represent the respondent in a manner similar to an attorney.

Administrative Hearing Process

The respondent will be provided with written notification of the charges as well as the date, time, and location of the hearing at least 48 hours before the hearing occurs. The hearing officer (or judicial coordinator, if applicable) will conduct a pre-hearing meeting with the respondent to review the Administrative Hearing process, the rights of the respondent, and the written documentation and all evidence for the case. In most cases, the pre-hearing meeting will be scheduled to occur immediately prior to the Administrative Hearing. After the pre-hearing meeting, the respondent may request that the hearing be rescheduled for a later date or time. The hearing officer will determine reasonable parameters for rescheduling the hearing.

The only people attending an Administrative Hearing are the hearing officer, the respondent, and an adviser to the respondent as outlined above. Additional individuals may be present during the hearing in full or in part, only at the request of the hearing officer for the purpose of providing additional relevant information or assisting the hearing officer to fulfill hearing officer functions. The character of the respondent and other parties to the case is not relevant in any hearing. Administrative Hearings are not recorded, and the recording of the hearing by the respondent, adviser, or any other individual present is prohibited. Hearings are not open to the public. The purpose of the hearing is to give the respondent the opportunity to present their side of the issue and for the

hearing officer to determine whether the alleged violation(s) occurred.

At the Administrative Hearing, the respondent will have the opportunity to again review the written documentation and all evidence for the case. The respondent will be asked to indicate in writing whether they accept or deny responsibility for violating College policy. The respondent will have the opportunity to present evidence and oral testimony on their own behalf.

After the hearing, the hearing officer will determine if the respondent is responsible or not responsible (including in situations in which the respondent admits responsibility) for the alleged violations. The hearing officer's determinations of responsibility or non-responsibility are based on a preponderance of the evidence standard (i.e., that which the hearing officer believes is more likely than not to have occurred based on the information presented). If the respondent is found responsible, the hearing officer will make a recommendation for sanctions to the Vice President for Student Development and Dean of Students.

The Vice President for Student Development and Dean of Students or their designee will make pertinent information pertaining to past offenses available to the hearing officers at the time sanctions are considered. The outcome and sanctions (if applicable) will be communicated to the respondent in writing after approval or modification from the Vice President for Student Development and Dean of Students.

Rights of the Respondent in an Administrative Hearing

When a student participates in an Administrative Hearing as a respondent, they are afforded certain due process and procedural rights by the College:

- The right to have an adviser of their choice present during the pre-hearing meeting and the hearing subject to the following limitations and roles:
 - o Only one person designated as an adviser for the respondent is allowed access to the evidence.
 - o The adviser must be a full-time student, faculty member, or staff member at Albion College who is not a party to the case, not related to any party of the case, not an attorney, and does not have a law degree or other extensive formal legal training.
 - o The extent to which the adviser may participate is limited to providing the respondent private support, guidance, or advice.
 - o During the hearing, the adviser may assist their advisee in formulating statements for the hearing officer. Such assistance, however, may not obstruct the orderly process of the hearing. The adviser may not directly interact with persons other than their advisee during the hearing. The adviser may not serve as a witness or represent the respondent in a manner similar to an attorney.
- The right to examine in advance all written reports and evidence that will be presented at the hearing. The respondent does not have the right to examine or receive copies of documents in conduct process files or receive copies of documents in conduct files.
- The right to question all evidence allowed at the hearing.
- The right to present relevant evidence on their own behalf.
- The right to testify or not to testify on their own behalf. The respondent may testify orally and/or in writing. Exercising the right to remain silent will not be construed as an admission of responsibility.
- The right to attend or not attend the hearing. In choosing to not attend, the respondent forfeits their right to question evidence.
- The right to assurance that any hearing officer's determination of responsibility is based only on the evidence presented at the hearing.
- The right to a hearing conducted without unreasonable delay following the notification of charges.
- The right to a written notification of a decision in their case in a timely manner.
- The right to request review for an appeal after a determination is reached.

Appealing the Decision in an Administrative Hearing

The respondent has the right to request review for an appeal of the decision and/or sanctions of the hearing officer. The Albion College student conduct process provides that an appeal may be granted when the respondent demonstrates grounds sufficient to support a determination that at least one of four bases for appeal exists:

- There were conduct process procedural errors that substantially affected the rights of the respondent;
- New evidence has been discovered that could not have been presented at the original hearing and that is of a character directly affecting the decision;
- The decision is incompatible with the evidence;
- The penalty is excessive.

The request for appeal review must include which bases the respondent is requesting an appeal review under, and

a separate, written justification for each of the selected bases. Initial review of the sufficiency of a request for appeal is based on the content of the written request and the written documentation and evidence and may include consultations by the reviewing officer with College staff. **Initial review does not include a meeting.** Requests for appeal are reviewed by the Vice President for Student Development and Dean of Students or their designee. Such a request must be filed, in writing, by submitting a Request for Appeal Review form and a written statement supporting each of the relevant bases for appeal, to the Office of Student Development (studentdevelopment@albion.edu) by the date indicated in the written decision letter (normally five business days from the date of the letter). The reviewing administrator will deny the request if the request for appeal does not establish the existence of one of the grounds listed above, or will grant the appeal if the existence of one or more of the grounds is sufficiently demonstrated.

If an appeal is granted, the respondent will be afforded an opportunity to present the basis for it in person. An adviser is permitted on appeal, subject to the same role and limitations as an adviser in the hearing. The appeal administrator will review the record and consult with individuals with pertinent information to the extent necessary to decide the appeal. It should be noted that the burden of proof in an appeal shifts to the respondent student or group, and that an appeal is *not* a rehearing of the case.

The appeal administrator may, after hearing the appeal, deny any change in the finding and sanctions, modify the finding and/or the sanctions, or vacate the finding in whole or in part and refer the case back to the hearing officer for further deliberation.

Policies and Expectations

Basic Principles of Responsibility

Albion College is committed to a philosophy whereby students are treated as adults. As such, each student has primary responsibility for the quality of their educational experience and for meeting the College's academic and social expectations.

Albion College strives to be more than a reflection of the society of which it is a part. Through its programs and its example, the College seeks to challenge society to adopt ever higher standards and expectations for its members. The College is not, however, a sanctuary from the larger society, nor from the laws and expectations of that society.

Institutional expectations, regulations, and practices are established to provide an environment conducive to human growth, to reflect the values to which the College subscribes, to recognize the proximity in which students live with one another and to recognize the developing capabilities of students as they encounter and progress through the college experience. The purpose of these expectations, regulations and practices is to promote:

- The academic mission of the College;
- Those opportunities and settings that facilitate the coming together of persons of different persuasions and backgrounds;
- Respect for the rights of others;
- The values that evolve from our heritage as a College related to the United Methodist Church.

It is the student's responsibility to initiate and maintain communication with parents or guardians. This is especially the case when enrollment is discontinued, or when circumstances exist that may affect a student's ability to maintain good academic and/or social standing or to meet the requirements for graduation.

Albion College's Definition of a Diverse, Equitable, and Learner-Centered Environment

Albion College defines diversity, equity, and inclusion as essential to our mission of academic excellence, personal growth, social responsibility, and student success. Our commitment to nondiscrimination ensures that all students, faculty, and staff have equal access to opportunities, resources, and experiences, regardless of protected identities. In compliance with federal and state civil rights laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Michigan's Elliott-Larsen Civil Rights Act of 1976, and Public Act 6 of 2023, we foster an inclusive environment where all community members are valued and supported.

Expectations for Behavior of Individuals and Groups

Student participation in behaviors and/or activities which develop to a degree that elicits public alarm, disturbs the peace, threatens, endangers, or injures/damages the well-being, safety, or property of any person(s), or harms public or private property is prohibited. In a like manner, student behavior that disrupts or interferes with the orderly processes of the College is also prohibited.

"Orderly processes of the College" are viewed to include, but not limited to the living, learning, and working environment, such as the holding of classes, the carrying forward of College business, arrangements for properly authorized and scheduled events, and the observance of regulations and procedures.

Students admitted to the College, on campus or elsewhere, are subject to all College policies, regulations, and expectations whether or not the College is in session.

Irresponsible Student Actions

Students who individually or in groups commit, engage in, or plan (whether or not a plan is carried out) a violation of any College policy are subject to disciplinary action that may result in suspension or expulsion. Any student who acts in any manner that evidences an intention to violate the College's expectations and rules of appropriate conduct, or who encourages or incites others to violate them, is likewise subject to such disciplinary action. Prohibited activities include, but are not limited to:

- 1a. Theft, misappropriation, unauthorized taking of, or unauthorized possession of, College property or property belonging to others.
- 1b. Unauthorized entry into College property or property belonging to others.
2. Intentional actions which obstruct, disrupt, or physically interfere with the use of College premises,

buildings, rooms, or passages, or refusal to vacate a building, street, sidewalk, driveway, or other facility of the College when directed to do so by an authorized official of the College having just cause.

- 3a. Coercion.
- 3b. Use of, or threatened use of, physical force or violence. This includes rioting, fighting or violent acts of a sexual nature.
- 3c. Any attempt to, or participation in, actions which endanger the health or safety of any person(s).
- 3d. Aiding, abetting, encouraging, or participating in violent actions.
4. Failure to identify oneself to and/or failure to comply with the request of an official of the College.
5. Possession and/or use of firearms or other weapons on College property.
6. Possession or use of fireworks, incendiary devices, or dangerous explosives.
- 7a. Illegal merchandising, possession, use, sharing, or distribution of drugs or paraphernalia.
- 7b. Intentionally smelling or inhaling the fumes or vapors of any substance not manufactured or sold for human consumption, for the purpose of causing a condition of intoxication or distorting and/or disturbing auditory, visual, mental, or nervous processes, or that causes any of these effects.
8. Damage or destruction of College property or of property belonging to others.
- 9a. Individual or group activity which results in disturbance or distress to others and/or adversely affects the living, learning, or working environment. This includes College staff, student-staff, or faculty.
- 9b. Obscene conduct, including indecent exposure or other actions of an obscene, lewd, or indecent nature.
10. Using, or attempting to use, College property in a manner inconsistent with its designated purpose. Reproducing, disseminating, selling, or otherwise making student directory information available off campus.
11. Use of alcohol or other drugs which jeopardizes or endangers the welfare of oneself or others, or contributes to other irresponsible or offensive student action or behavior.
12. Unauthorized or fraudulent use of College facilities, the College library materials, the College graphic identity system, the College telephone system, the College mail system, or the College computer system, or use of any of the above for any illegal activities or any actions prohibited by the College.
13. Falsification, forgery, alteration, fabrication, or misuse of identification cards, records, grades, diplomas, College documents, documents submitted to the College, or misrepresentation of documents to any College office or official.
14. Tampering with sprinkler systems and other fire safety equipment, false activations of fire alarms or sprinklers through negligence, vandalism, horseplay, or other acts, or engaging in other activities that may endanger the lives of others or threaten damage to College or personal property.
- 14b. Intentionally or unintentionally moving, obstructing the lens of, causing damage to, or otherwise tampering with a surveillance camera installed by the College.
15. Violation of policies and/or regulations of an institution offering an off-campus educational program when enrolled in such a study program for pre-approved Albion College credit and/or transfer credit.
16. Violation of local, state, or federal law on campus or off campus when such violation of the law is directly related to the College community.
17. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with the academic, professional, or work performance of a student, faculty member, or staff member; or that has the purpose or effect of creating an intimidating, hostile, or offensive employment, educational, or living environment for another student, faculty member, or staff member of the College.
18. Any intentionally false or malicious filing of a complaint or allegation of misconduct against a student, faculty member, or staff member of the College.

Parties and Social Activities

Parties are not permitted on the day or evening before scheduled class days, reading days, and examination days, on actual reading days and examination days, or during break periods when classes are not in session. For purposes of definition, “parties” will be defined as any gathering of individuals which creates a festive- like atmosphere by, for example, consuming alcoholic beverages, creating noise, and by their manner, being disruptive to others.

The central guiding principle in this regulation is that individuals and groups need to be considerate of others around them, and that a person’s right to study and to sleep will take precedence over another person’s desire to socialize. In particular, College disciplinary action shall be taken when conduct adversely affects the College community’s pursuit of its educational objectives.

This policy is not intended to prohibit “non-alcohol” activities, sponsored by Union Board or other student

organizations, which complement the College's academic program or which are part of a balanced (i.e., weekday vs. weekend events) social environment for the College and its students. **However, even these activities are not permitted on the day or evening before or on reading days and examination days.**

Eating Contests

Eating contests encourage consumption of larger than normal portions of food in typically short periods of time. Such contests can create potential choking hazards and do not exemplify healthy eating habits or a wellness lifestyle. Therefore, eating contests are prohibited activities regardless if they take place on or off campus.

Discriminatory Harassment

The College prohibits any acts of intimidation, or any behaviors that demean, slur, or stereotype an individual or group on the basis of sexual orientation, race, color, ethnicity, national origin, religion, sex, gender identity, gender expression, age, disability, marital status, or veteran status. These include oral and written remarks, symbolic speech, illustrations, innuendos, and electronic messages or postings.

Reporting Discriminatory Harassment

Note: If you are reporting an incident that is occurring right now, or if the incident involves actions that could result in serious injury or death to any person, please call Campus Safety immediately to report the incident 517/629-0911.

Incidents involving students may be reported to the following offices:

- Office of Campus Safety - 517/629-0213
- Office of Community Living - 517/629-0224
- Office of Belonging - 517/629-0174
- Office of Student Development - 517/629-0226

Incidents involving faculty, staff, or administrators may be reported to the direct supervisor of any of the parties involved or to the following offices:

- Human Resources - 517/629-0205
- Office of Campus Safety - 517/629-0213
- Office of Academic Affairs - 517/629-0222 (for incidents involving faculty or academic staff only)

Hazing

Albion College will not tolerate hazing on the part of any individual, organization, or group. The Michigan Penal Code Act 328 of 1931 defines hazing as an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Albion College defines hazing as any action or situation, regardless of intention, whether on or off Albion College premises, which results in or has the potential of resulting in physical, mental, or emotional harm; discomfort, distress, or embarrassment to a group's member(s) or prospective member(s). This includes, but is not limited to recruitment, pledging, orientation, initiation, affiliating with, participating in, holding office in, maintaining membership in or required for continued acceptance into a group, team or student organization.

This policy applies to the activities of registered student organizations and unregistered organizations, regardless of whether or not such activity is College-sponsored. This policy applies to all locations where College-sponsored or College-organized activities are taking place, including distance education, study abroad, service trips, experiential learning opportunities, athletic, club sport or other group travel. This policy may be applied to behavior conducted online, via email, or through electronic media.

The full [Anti-Hazing Policy](#) may be reviewed on the Campus Safety website.

Firearms and Weapons

Possession or use of firearms (including air, pellet, BB, and paintball guns), tasers, stun guns, mace, ammunition, bows, hunting knives, any instrument used for hunting, or any type of weapon is prohibited except as clarified

below. Such items may not be kept or stored in any College building or in cars on the College campus. Failure of students to comply with this regulation will result in College disciplinary action, up to and including suspension or expulsion from the College. During hunting season, firearms and other hunting equipment may be stored at the Department of Campus Safety. Students may be required to show their hunting license prior to being permitted to store these items at Campus Safety. Students wishing to store other weapons, such as fencing equipment, at Campus Safety must receive approval from the director of campus safety prior to bringing the weapons to campus. For more information, contact the director of campus safety.

Fireworks / Incendiary Devices

The possession or use of fireworks or any incendiary devices is prohibited. Failure of students to comply with this regulation will result in College disciplinary action, up to and including suspension or expulsion from the College.

Bonfires, Fire Pits, and Grills

Bonfires and fire pits are prohibited outside all student residences including fraternity houses.

Bonfires are only permitted on campus at the fire pit along the Kalamazoo River near the long jump area and must be approved in advance. Student groups requesting to hold a bonfire must submit a request to the Office of Student Engagement and Activities. If the Bonfire pit is available, the Office of Student Engagement and Activities will inform the group representative(s) to contact the Office of Campus Safety at least three days prior to the event for approval to have the bonfire. The representatives will be issued a burning permit from Campus Safety, and must agree to follow all of the conditions listed on the permit during the event. Campus Safety may immediately extinguish bonfires if a violation of any of these conditions or another hazardous condition is observed or reported.

Bonfires will not be approved during drought or extremely dry conditions, if sustained winds in excess of 15 mph are expected, or if a burning ban is in effect. Only wood provided by the Grounds Department may be burned for bonfires. No trash, rubbish, or other materials may be burned.

College Fire Pit Usage Procedure

Albion College's fire pit is located between Mitchell Towers and Baldwin Hall, and is available for use by the students, faculty and staff of our community. **This is the only fire pit allowed on College premises.** The Office of Campus Safety is responsible for starting the fire pit and ensuring that it is turned off when not in use. The procedures and guidelines for using the fire pit are outlined below.

Reserving the Fire Pits

1. The fire pit is available for use by members of the campus community during the time periods listed below.
 - a. Sunday-Thursday-6:00 p.m.-12:00 a.m.
 - b. Friday-Saturday-6:00 p.m.-2:00 a.m.
2. Individuals or groups wishing to schedule a time to use the fire pit must do so using the campus scheduling tool in my.albion.edu.
3. Reservations will normally be limited to a maximum of four hours.

Guidelines for Using the Fire Pit

1. All activities at the fire pit must comply with the guidelines listed below. Campus Safety may cancel or immediately end an activity if staff become aware of or observe any actions that are contrary to these guidelines or other College policies. Students or student groups who violate these guidelines or policies may be referred to the College student conduct process.
2. Actions which endanger the health and well-being of any person or could result in property damage are prohibited.
3. Alcohol and/or drugs may not be possessed or consumed at or near the fire pit.
4. Individuals who are visibly intoxicated or under the influence of drugs may not be present at the fire pit while it is in use.
5. Activities conducted at the fire pit may not create noise at a level that disturbs others or that violates the College Noise and Quiet Hours policies.
 - a. Activities that include live music or sound amplification must have prior approval from the Director of Campus Safety.
6. Burning items in the fire pit is prohibited. This includes, but is not limited to paper, garbage, household waste, building materials, rubbish, wood, leaves, twigs or other organic material.

7. No flammable liquids, including, but not limited to gasoline, kerosene, or charcoal lighter, may be put into the fire pit.
8. No fireworks, pressurized cans, or other flammable or explosive objects may be placed into or near the fire pit.
9. Cooking at the fire pit is limited to roasting marshmallows. All other cooking activities are prohibited.
10. Any malfunctions or hazardous conditions that occur at or near the fire pit should be reported immediately to Campus Safety.

Grills - Fraternity Houses

1. Charcoal Grills:

Charcoal grilling is only permitted in the approved brick grill structures. Portable charcoal grills are not allowed.

- a. Burning of other materials such as wood, logs, beverage cans, papers, or any non-charcoal items is prohibited.
- b. Fraternity members must ensure charcoal ash is completely extinguished before disposal.
- c. Properly bagged charcoal ash may be disposed of in general trash dumpsters, with disposal coordinated in consultation with the Director of Grounds.
- d. Charcoal must be of standard type and not already infused with lighting fluid.
- e. Bags of charcoal must be stored in the mail room of the fraternity. Charcoal lighting fluid must be stored in the propane cages.

2. Supervision

- a. Charcoal grills must be attended by member (s) of the fraternity house at all times while in use.

3. Gas Grills

- a. Gas grills are permitted only on front porch areas of fraternity houses and must follow these guidelines:
 - Propane tanks must be stored in the yellow cage provided by the College, secured by the fraternity with an appropriate padlock. Propane tanks can only be removed from the cage during active cooking.
 - Gas grills must be on a level surface at least **10 feet** away from the fraternity house, in open areas with no overhead obstructions when in use.
 - Gas grills may not be used on lawns or near vegetation
 - Gas grills must be attended to at all times while in use
 - Gas grill hoses must be checked for leaks with a soap and water solution each semester before use.
 - Gas grills must be cleaned after each use to remove grease and fat buildup from the gates and trays.
 - Gas grills may not be stored inside the fraternity house
 - Fraternities must provide insurance documentation to the Greek Life Advisor to ensure proper coverage for potential liabilities related to grilling activities.

Hammock Policy

Safety is always a top concern when setting up a hammock. Consequently, the College has adopted the safety standards listed below for hanging a hammock on College property.

- Only hang a hammock between two large, sturdy trees that are strong enough to withstand the hammock's weight limit.
- Do not hang a hammock from buildings, signs, or small trees.
- Do not exceed the hammock's weight limit.
- Always follow the manufacturer's instructions for hanging the hammock.
- Pay attention to the distance between the two trees so that the hammock is not stretched too far or too little. To prevent the hammock from dragging on the ground, use two trees that are the distance of the full length of your hammock.
- Attach the hammock at a height of between 4-6 feet so that the hammock is high enough that it will not touch the ground when you are in it, but at a level that is comfortable enough to access without falling over.

Use of Tobacco Products

To respect the rights of non-smokers, maintain a healthy environment, preserve College buildings, and comply with the Calhoun County Clean Indoor Air Regulation, smoking is prohibited in all academic and administrative

buildings as well as student residential areas. This includes student residence lounges, lobbies, hallways, and other common areas.

This policy also applies to electronic cigarettes, personal vaporizers, and any other electronic nicotine delivery systems.

Additionally, smoking is prohibited within 25 feet of all College buildings or along any access route to buildings where others might be exposed to secondhand smoke. Students found smoking inside these perimeters may be subject to disciplinary action.

Sales and Solicitation

During fall and spring semesters, Albion College allows limited sales and solicitation by currently recognized campus organizations for the purpose of fundraising and/or contributing to an organizational project. At no other time are sales and solicitations allowed. The privilege is extended with the following requirements in order to protect the privacy of students. For more information, contact the Office of Student Engagement and Activities.

- All sales or solicitations on campus must be sponsored by either a currently recognized student organization, varsity sport, or campus department.
- Sales or solicitations in or from a residence hall room or lounge are prohibited; e.g., door-to-door sales or solicitations are not allowed.
- Organizations are not permitted to sell tickets on campus in a public location for any off-campus event at which alcohol will be present. Off-campus events at which alcohol will be present may not be advertised publicly including the use of sheet signs, t-shirts or other forms of clothing, posters, flyers, e-mail, or any other form of public notice which may be construed as an advertisement for such an event.
- In order to obtain the privilege of either selling or soliciting on campus, a representative of the sponsoring organization must contact the Office of Student Engagement and Activities in advance of the activity and must submit a request and provide all relevant information. If approval is granted, requests for tables, chairs, etc., are to be made through their office at least 48 business hours prior to the planned activity.
- Sales or solicitation space is available at the Kellogg Center.
- Sales or solicitations at any athletic event must be approved prior to the event through the Athletic Department. Any physical requirements such as tables and chairs must also be arranged through the Athletic Department. However, to reserve the Kellogg Center, see above procedures.
- Each group is responsible for the security of its items and for the clean-up of its reserved area upon the completion of the allotted time.
- For the sale or solicitation of food (i.e. bake sales), organizations are to contact the Office of Student Engagement and Activities for prior approval.
- Violations of this policy will result in the denial of scheduling privileges and possible College disciplinary action.
- Credit card vending or the solicitation of credit cards on campus is prohibited.
- Operating a personal business in College facilities or residential buildings for the purposes of selling goods or services are prohibited.

Fundraising

All fundraising efforts with a goal over \$1,000 that involve raising money from audiences outside current faculty, staff, and students must be approved by the Office of Institutional Advancement and the Office of Student Engagement and Activities if associated with Student Organizations, at least two weeks in advance.

Fundraising initiatives that target only current faculty, staff and students, that take place on campus and that have an overall fundraising goal under \$1,000 do not need Institutional Advancement approval. Examples of activities in this category of fundraising include: bake sales, entry fees to events, and jar donations.

Please remember that games of chance (i.e., raffles) are regulated by state law and all applicable rules and regulations must be followed regardless of the fundraising purpose or goal.

For information on fundraising, as well as the approval process, please visit the [Organizational and Departmental Fundraising](#) website.

Raffles

Raffles are permitted to occur on campus but must adhere to the guidelines established by the State of Michigan.

For information on holding a raffle in the State of Michigan, please visit: [the Michigan.gov Charitable Gaming website](#). Additionally, 50-50 raffles and similar measures in which tickets are sold to win a prize need to be licensed by the State of Michigan. Prior planning is required as it may take up to six weeks to gain approval for this activity.

Student Leadership Eligibility

To be eligible to serve in a leadership role in a recognized student organization, a student must meet the qualifications of the role (e.g., officer) as specified in the student organization constitution and/or bylaws. In addition, a student must be enrolled full-time in residence during the academic semester they serve in such a role. For example, a student participating in an off-campus program or off-campus internship is not eligible to serve.

Single Candidate Political Meetings

Public political events/rallies for the sole or almost exclusive purpose of advancing a candidacy of a person(s) for public office may only occur if those events are sponsored by an officially recognized student club or organization. These programs fall under the same guidelines and controls that govern any other campus event. Individuals who are not affiliated with Albion College may not reserve space and utilize campus resources for public political events or rallies for the sole or almost exclusive purpose of advancing a candidacy of a person(s) for public office.

Parking on Campus

All motor vehicles that are parked in College lots must be registered with the Office of Campus Safety. Any unregistered vehicle parked on campus is subject to being ticketed and towed at the owner's expense. The City of Albion also prohibits overnight parking on all city streets, and the Albion Department of Public Safety issues citations to vehicles found in violation of this ordinance. Further information is available on the [Parking](#) section of the [Campus Safety](#) website.

Animals and Pets

To reduce the unnecessary health, safety, and damage risks, no animals or pets are allowed on the inside or outside premises of College-owned housing (including residence halls, fraternity houses, and apartments). These animals or pets include stray, feral, and/or domesticated animals of which a student may or may not claim sole ownership. The only pets permitted are fish held in tanks with a capacity of 10 gallons or less. Although fish are permitted, fish must be removed from the College residences during all scheduled breaks. There will be an immediate \$250.00 fine per incident for any animal found on campus in violation of this policy. Students are also subject to any housekeeping fees that may result from violations of this policy. Further College disciplinary action may also result.

Emotional Support Animals

Students with a documented medical or psychological need may request approval for an Emotional Support Animal (ESA), such as a cat, rabbit, bird, or small dog, through Accessibility Services. The process requires submitting appropriate documentation from qualified medical and/or mental health professionals to Accessibility Services. Accessibility Services will coordinate the review and approval process in collaboration with Community Living.

Important: Students are not permitted to bring an ESA to campus until all required documentation has been submitted and final approval has been granted by Accessibility Services and the Office of Community Living.

For detailed information and to begin the ESA request process, students should visit the [Accessibility Services Housing Accommodations](#) page.

Community Living Expectations

Student residences are intended to serve the students as housing, study, and social centers. They operate for the improvement of the College community and in support of the academic mission of Albion College through educational living experiences and intentional programming. It is expected that individuals of the community will assume an equally active role in maintaining a safe, secure, and enjoyable environment that will promote courtesy,

respect, and responsibility by its members. Community Living staff assist and facilitate this ongoing process rather than assume complete or exclusive responsibility for maintaining a positive residential setting.

Student Residence and Board Policies

As a four-year residential college, Albion affirms the educational benefits inherent in the residential aspect of the undergraduate experience, and as such **requires all students to reside and board within the College residential system**. Exemptions to the residence policy are granted to students who fall under one or more of the following categories if met by the first day of classes in the fall semester:

1. Commuters, defined as students who reside with their parents or legal guardians not more than 25 miles from the Albion College campus. The residence must be with parents or guardians, not other relatives. The application must be accompanied by evidence that the address given is the *bona fide* principal residence* of the parents or guardians and has been for at least five years. That should include, at a minimum, a copy of an assessment notice showing that the property is assessed as the principal residence of the owner, and evidence of ownership for the required time. If parents or guardians have changed their principal residence within the five-year period, there must also be evidence of sale of the previous residence. If the parents or guardians rent, and do not own, their residence, copies of leases reflecting the necessary continuous period of occupancy must be provided. Further corroborating information may be required at the discretion of the Community Living staff.
2. Married students.
3. Students with legal dependents.
4. Students age 23 or older.
5. United States military veterans.

Application to apply for one of the exemptions must be made on a form available at the Office of Community Living, with supporting documentation as required in the instructions with that form. Housing can still be provided even if a student qualifies for one or more of these exceptions.

*“Principal residence” means the one place where an owner of the property has their true, fixed, and permanent home to which, whenever absent, they intend to return and that shall continue as a principal residence until another principal residence is established.

Automatic exemptions to the board policy are granted to students who fall under one of the following categories:

1. Apartment residents (Briton House Apartments, Burns Street Apartments, Erie Street Apartments, Mae Harrison Karro Residential Village, and Munger Apartments).
2. Students not residing in College-owned housing.

If a student has documented housing accommodations that the College is unable to meet, the student may submit a request for an exemption from the residency requirement based on medical reasons. The process requires submitting appropriate documentation from qualified medical and/or mental health professionals to Accessibility Services. Accessibility Services will coordinate the review and approval process in collaboration with Community Living. For detailed information, students should visit the [Accessibility Services Housing Accommodations](#) page.

Housing Requirements When Students Are on Internships

Students participating in an Internship required by an academic program of study or for academic credit when the Internship site is within the United States must follow the following residency requirements:

1. If the Internship site is located within a 50-mile radius of Albion College, the student must reside in a residential facility owned by Albion College.
2. If the Internship will occur during the fall semester, the student must participate in the Office of Community Living's Room Selection Process in order to secure a room assignment for the fall semester.
3. When the student has secured a confirmed Internship site, and the Internship site is greater than a 50-mile radius from Albion College, the Office of Community Living will remove the student's name from the room assignment and reassign the space to another student.
 - a. If a student's Internship assignment begins after the start of an Albion College Semester, the student registered for the Internship cannot reside in College-owned housing prior to the start of the Internship assignment.
 - b. If a student completes an Internship assignment prior to the completion of the semester at Albion College, the student cannot return to College owned housing during that academic term.
4. Students cannot store personal belongings on College property during any academic semester if the student is

not residing in College housing during that academic semester.

Housing Requirement for Education Majors when Student Teaching

Students completing Student Teaching requirements in the Education Department must follow the following residency requirements.

1. If the Student Teaching site is located within a 50-mile radius of Albion College, the student must reside in a residential facility owned by Albion College.
2. If the Student Teaching will occur during the Fall Semester, the student must participate in the Office of Community Living's Room Selection in order to secure a room assignment for the Fall Semester.
3. Students cannot store personal belongings on College property during any academic semester if the student is not residing in College housing during that academic semester.

Room Regulations

All students residing on campus are fully responsible for all activities that take place in the room, suite, or apartment in which they are housed. The residents may be subject to disciplinary action for any violation of College regulations that occurs in their assigned room, suite, or apartment. Fraternity residents who choose to "powersuite" may be responsible for all rooms of the suite.

Room Selection and Assignments

Returning students are required to go through the Room Selection Process during the spring semester to obtain a room for the following fall semester. The following students are exempt from the Spring Room Selection Process: graduating seniors, students planning to withdraw or take a leave of absence, and students approved for a fall semester/academic year off-campus program.

Any student who selects a room for the fall semester during the Spring Room Selection Process but is not registered for classes by the end of April may be removed from their selected room and placed on a wait list, pending registration.

Returning students select their rooms through a lottery process based on the number of units earned.

During the summer all students will receive notification from the Office of Community Living confirming their room assignment for the fall semester. Students must reside in the room, suite, or apartment that has been officially assigned, and room changes may not be made without the approval of their Area Coordinator (AC) or the Office of Community Living. Students assigned to double rooms can expect to have another roommate assigned if their initial roommate moves out.

Room changes are not permitted during the first two weeks of each semester. A fine will be assessed to any student involved in an improper move, check-in, or check-out.

Students returning from an off-campus program in January will be assigned a room during the semester break. Assignments are based on the availability of rooms/spaces.

Rights and Responsibilities for Community Living

- The right to study, read, relax, and sleep without unreasonable interference, noise, or distractions, and the responsibility to help others have this right;
- The right to feel safe in College-owned residences as well as have free access to one's room and other facilities in the hall, and the responsibility to help ensure the safety of others in the halls;
- The right to have respect shown for one's privacy, and the responsibility to respect the privacy of others;
- The right to have respect shown for one's personal property, and the responsibility to respect others' personal property as well as community property;
- The right to have guests within a residence, and the responsibility for the behavior of those guests;
- The right to live in an area that is free of intimidation, physical, or emotional harm, and the responsibility to ensure this right for others;
- The right to a clean living environment and the responsibility to help keep it clean;
- The right to maintain one's personal beliefs and values, and the responsibility to respect others' beliefs and values;
- The right for redress of grievances, and the responsibility to seek assistance in settling conflicts.

Summer Housing

Students enrolled in Summer College are not required to reside on campus. Therefore, campus housing is offered on a limited basis. Students must be enrolled in summer school, participating in a department- sponsored summer program, and/or working on campus to be eligible for summer housing.

Private Room Policy

Private rooms are designated as single-occupancy rooms and may carry an additional charge each semester for residents. Private rooms are primarily available for students with medical needs. These accommodations are granted for the academic year in which the request is submitted.

- Students with medical needs must submit their request through Accessibility Services.

Students without medical needs may submit a request directly to Community Living for review and consideration.

Fraternity Housing

Each fraternity is a self-governing body and monitors its own activities in relation to guidelines set by the College, the Interfraternity Council (IFC), and its international organization. The fraternity experience at Albion embraces a residential concept. Fraternity members must live in the fraternity house to the extent that there is capacity. Fraternity house residency will be determined by the class standing of a member within the chapter; that is, all seniors must live in the house, then all juniors, and then all sophomores until the house is filled to capacity. Members are able to move into the College-owned fraternity houses at the beginning of their second year. First-year men may not reside in a fraternity house until the beginning of their second year.

Each Fraternity President is required to submit a house roster to the Office of Community Living. If an individual student is in a room by himself, he must indicate on the roster if he intends to live there as a single occupant or in a power-suite (3 students to a room as part of a suite).

Sororities

The sorority experience at Albion embraces a community concept where women live throughout the residence halls while maintaining a sorority-owned lodge which offers a formal living room, kitchen, and meeting areas maintained by the collegiate members and their alumnae house corporation boards.

Apartment Living

Albion College offers apartment living in the Briton House Apartments, Burns Street Apartments, 416 Erie Street Apartments, 507 Erie Street Apartment, Mae Harrison Karro Residential Village, and the Munger Apartments. On-campus apartments are furnished apartments for housing two, four, six, or eight residents. Entire apartments are not available for single occupancy.

Special Interest Housing

Students may express interest in living in Special Interest Housing communities when they complete their Housing Information Form.

Students of Special Interest Housing are expected to uphold the community's shared guidelines. Responsibility for maintaining these standards primarily rests with the residents themselves. Community Living staff will support residents in resolving conflicts when needed.

Quiet Floors—Quiet floors are designed to prioritize academics and provide an environment conducive to studying and daily activities free from interference. Residents, with the assistance of their Community Assistant, will establish guidelines during a floor meeting held in the first week of classes. These guidelines help create a supportive studious atmosphere.

Substance-Free Housing—Albion College and state law prohibit illegal drug use and underage alcohol possession and consumption. Substance-Free Housing takes this further by encouraging students to self-govern and maintain a living environment free of alcohol, drugs, and tobacco products. Residents agree to abstain from these substances within their living areas and not to return under their influence.

Flexible Housing— Albion College recognizes gender as a spectrum of identities and offers Flexible Housing options to support this diversity. For more information, please visit our [Flexible Housing Website](#).

Roommates

As a residential college all students are required to live on campus and will be assigned residential space during

the time they are enrolled in Albion college. Every effort will be made to assure compatible living conditions. Any actions that jeopardize the rights of a roommate or other students in the residential community to normal use of the assigned residence are unacceptable, and the student responsible is subject to possible disciplinary action.

Room Changes

Students are expected to develop and exercise interpersonal skills to promote successful and enjoyable living experiences. The College attempts to provide support and resources through student and professional Community Living staff to assist residents in resolving disputes between roommates or neighbors and to create positive residential communities including roommate and community meeting and mediations. Room changes are possible, usually after less drastic options such as mediation are attempted, to help facilitate more compatible living situations or in the event that a conflict cannot be resolved and to the extent that alternative space is available.

The person wishing to make a room change must contact their Area Coordinator (AC) and follow through with all room change paperwork and procedures properly. Students may not move or switch keys (fraternity houses) on their own initiative without prior approval by their Area Coordinator and the Office of Community Living including moving room-to-room within the same hall, suite or apartment unit, fraternity house, or between buildings. Failure to follow through with proper room change procedures may result in disciplinary action and a fine for improper check-out. Room changes are not permitted during the first two weeks of each semester. If you are approved to change rooms you must check out of your old room. Please refer to the section on Room Check Out Procedures for more information.

Room Reassignments and Consolidation

The College and the Office of Community Living reserve the right to reassign students to other College residence accommodations in cases of emergency, or in the event the College, in its sole discretion, determines such a reassignment to be in the best interest of both the College and the student, or if necessary to comply with disciplinary action or to best utilize residential facilities efficiently and economically. In such circumstances, consolidation of room spaces may occur.

Should, through attrition, a student be left alone in a room over the summer months the student will be given the opportunity to find a roommate, move to a room that is also in the consolidation process, or be charged for a single room during the semester.

Should the College be in the position of offering “paid singles” (double rooms as single occupancy), students would be charged a prorated double-single charge from the time that only one student occupied the room. Paid singles are offered on a semester-by-semester basis. All students who have a paid single during the fall semester are encouraged to find a roommate for the spring semester and are not guaranteed a single room during the spring semester. Due to a lack of furniture storage space and the temporary nature of paid singles, the room must remain furnished for two occupants.

Any student’s attempt to block, discourage, or add undue pressure to a roommate specifically assigned to a given space may result in disciplinary action including that student’s removal from their current room assignment.

Room Personalization

Students may choose to personalize their living space. In order to keep damage and repair costs to a minimum and maintain a safe living environment, the following guidelines for room personalization have been developed:

- No painting of student rooms is allowed by students. The use of wallpaper and contact paper are prohibited in all residential areas.
- Tape, including duct tape, double-sided, “hold-it,” and similar adhesive products shall not be used on walls and ceilings, doors, or woodwork.
- The use of darts, nails, screws, etc. is prohibited in all student rooms.
- Waterbeds and hot tubs in College residences are prohibited due to the possibility of water damage and added stress on building structures their weight creates.
- Construction of personal bed lofts is not permitted.
- Arrangement of room furniture and a student’s personal items cannot obstruct or block windows and doors in such a way that would prevent quick evacuation through a student room window or door, if necessary, during a fire or emergency situation.
- The College reserves the right to prohibit decor and arrangement of student room furniture which present safety concerns or damage the furnishings.
- In suite housing areas except fraternity houses, the moving and arrangement of room furniture (e.g., beds,

desks, dressers, bookshelves) of the entire suite into a single room of the suite (otherwise known as “power suiting”) is prohibited. Each room within the suite must contain the furniture originally assigned to that space.

Cleanliness

All residents are expected to maintain housekeeping in their rooms, suites, apartments, or houses in a condition that will meet acceptable cleanliness and hygienic standards. Residential communities are responsible for reasonable upkeep of public areas and group living environments. Students who live in residence hall suites, fraternity suites or apartments are responsible for cleaning the bathroom and shower. If at any point it is necessary for the College to clean up private or group spaces due to excessive uncleanliness, additional charges to an individual or group may be assessed.

Due to the independent nature of fraternities, the residents are responsible for the day-to-day housekeeping of the common areas of their living unit to include but not be limited to the common living room on the main floor, the basement, the chapter room and the hallways on each floor. Limited cleaning supplies will be provided by the College.

Room Maintenance and Repairs

Students should utilize the online work system to enter requests related to their residential area. The work order system can be accessed through the Reservations and Requests card in the My.Albion app or [website](#). Work orders are evaluated and acted upon at the earliest possible time in the most efficient way possible. In case of an emergency during business hours, students should call the [Facilities Operations](#) office and report the location and nature of the maintenance emergency. After business hours, students should contact a [Community Living](#) staff member or call the [Office of Campus Safety](#). A Facilities Operations supervisor is on call after hours to respond to maintenance emergencies.

Requested maintenance and repairs to be performed in student rooms will occur between 9:00 a.m. and 5:00 p.m., Monday through Friday. If repairs or inspections of student rooms or apartments are required for work not related to a request from a student, Community Living staff will communicate this information ahead of time with the impacted students. In emergency situations it may not be possible to provide advance notification, but if students were not in the room at the time of the emergency maintenance concern, they will be notified afterward that staff have entered their room or apartment.

Environmental Health in Residential Buildings

Students may experience an environmental health concern in their residence (bed bugs, lice, or other pests). A student who has such a concern must notify Community Living staff immediately. More details regarding Environmental Health are available on the [Community Living](#) website.

Furniture Removal Policy

All College-issued student furniture must remain in its designated area. Furniture will not be permitted to leave campus or to be stored in common areas or storage rooms. Missing furniture will be billed to the student at full replacement costs. The number of sets of furniture is determined by the capacity of the room (i.e., if the capacity of the room is two people, there are two sets of furniture). Any service cost to reassemble or replace room furniture will be charged to room occupants.

The furniture, TVs, and game tables located in lounges and study rooms are provided for general use and should not be removed from such areas. Removal/misappropriation of this furniture may result in disciplinary action being taken.

Computers, printers, furniture, and other equipment located in residential buildings' computer labs should not be removed from such areas as well. Removal/misappropriation of these items may result in disciplinary action being taken.

Room Condition

It is expected that student rooms and assigned spaces (apartments), including common spaces (lounges, kitchenettes) and public areas, will be kept in good condition and used in a careful, safe, and proper manner, and that students will abide by the College's policies.

The condition of student rooms is assessed by Community Living staff prior to the beginning of the fall semester and during the week that immediately follows the close of each academic year. Students will be responsible for reviewing the condition of their living space with a staff member at the beginning and end of the term of

occupancy in their room to formally document the specific room condition and furnishings. All rooms in residential areas must be returned to the same condition they were received in at check-in. Particular attention is given to cleanliness and whether damage, beyond normal wear, has occurred. Room residents are responsible for the condition of their room and the payment of costs that may result from damage or conditions that require excessive cleaning.

Residence Hall Break Closings

Student residences are closed during the semester break between fall and spring semesters. Students must vacate their room by the closing hours posted. During winter semester break, students must leave their room on the day of their last examination. Students are not permitted to return to campus prior to the posted opening time. Opening and closing dates and times for each break period are printed in the academic calendar and posted in all College-owned residential facilities.

Students affiliated with an approved group, organization, or department related to the opening or closing of the College may be allowed to return early or stay past the closing date. Permission for other individuals to remain after closing or to return before opening is granted on a case-by-case basis by the Office of Community Living. Students permitted to reside on campus during break periods may be required to temporarily relocate to another room on campus.

PLEASE NOTE: The College does not assume responsibility for personal property in student residences. Items in the residences will be unavailable to students during break periods.

Residence Closing Procedures—Before closing the residential facilities for the semester break period, Community Living, Facilities, and/or Campus Safety staff will complete a check of all student rooms to be certain they are no longer occupied and check for safety hazards. These procedures are followed to protect students' personal property and College property.

The entering of student rooms by staff members will be done in compliance with the guidelines on "Entering Student Rooms" later in this chapter.

All observed violations of College policy will be documented and a report forwarded to the Area Coordinator and/or the Director of Campus Safety.

Academic Year Storage—Storage of personal belongings (e.g., clothes, athletic equipment, bikes) within the basements, storage closets, and lounges of College-owned residences (e.g., the residence halls, fraternity houses, apartments) during the academic year is not allowed. All residents are expected to only bring personal items that can be stored within their individual rooms. Albion College does not assume responsibility for students' and/or student organizations' (e.g., fraternities) items (see the *Student Handbook*, "Liability Disclaimer" section).

Summer Storage—Summer storage of personal belongings (e.g., carpet, couches, chairs, tables) in College residences will not be allowed. All residents are expected to take their personal belongings (e.g., clothes, athletic equipment, bikes, carpet, couches, chairs, tables, televisions, refrigerators, microwaves, etc.) home upon their departure. Should belongings be left in student rooms or common areas, an individual student or group of students may be billed for removal costs. Albion College has partnered with [Storage Scholars](#) to support any storage needs.

Fraternity Summer Storage—In the case of men residing in fraternity houses, the Active Room will serve as the only location for summer storage of fraternity-purchased common area furniture and items. Albion College does not assume responsibility for fraternity or individual student items on the premises of a fraternity house at any time including the summer or College breaks. The items listed below may be stored in the Active Room during the summer months.

- Recreation equipment (e.g., ping-pong table),
- Active Room furniture,
- Big screen TV(s)/owned by the fraternity, not individual members' TV's,
- Kitchen equipment,
- Ritual wardrobe,
- Community files.

Any items left over the summer months must be inventoried in conjunction with a Community Living staff member prior to the house manager's or fraternity president's departure. Fraternity members may not leave personal belongings in their rooms or store personal belongings in the house under any circumstances.

Room Check-out Procedures

Room Changes During the Academic Year:

On occasion during the academic year, students may move to a different room with the approval of the Office of Community Living. In order to facilitate a smooth move process and to avoid possible charges for Improper Check-Out, students need to:

1. Meet with their Area Coordinator to discuss a room change.
 - If a room change is approved, the student will receive official communication from the Office of Community Living.
2. If approved, the student will obtain temporary card access for current assignment from Campus Safety and update their Albion1Card at the IT HelpDesk for access to the new room. At completion of move, return the temp card to Campus Safety.
3. Schedule an appointment for a Community Living staff member (CA or AC) to check the room and complete the check-out Room Condition Inventory after all personal belongings are removed.
4. Remove personal trash and unwanted personal belongings as well as clean the room.

Leaving the College During the Academic Year:

When students leave the College during the academic year, they should work with their Area Coordinator (AC) to facilitate a smooth check-out process. To avoid possible charges for Improper Check-Out, students need to:

1. Schedule an appointment at least 24 hours in advance for a Community Living staff member (CA or AC) to check the room and complete the check-out Room Condition Inventory after all personal belongings are removed.
2. Remove personal trash and unwanted personal belongings and clean the room or space.
3. Return ID card to Community Living staff member and, if a fraternity member, return room key.

Winter Break Closing (for students returning for the spring semester):

Following Thanksgiving break, students must attend a closing floor meeting where December closing procedures will be reviewed by their CA. Students residing in facilities without an CA, will receive this information via email from their Area Coordinator or the Community Living office.

At the conclusion of fall final examinations, students must leave their room on the day of their last examination. Students are not permitted to return to campus prior to the posted opening time. Opening and closing dates and times for each break period are printed in the academic calendar and posted in all College-owned residences. Community Living, Facilities, and/or Campus Safety staff will complete a check of all student rooms to be certain they are no longer occupied and to check for safety hazards. These procedures are followed to protect students' personal property and College property. All observed violations of College policy will be documented and a report forwarded to the Area Coordinator and/or the Director of Campus Safety

Winter Break Closing (for students NOT returning for the spring semester):

When students move out of any College housing space, they must have their rooms inspected by a Community Living staff member. To avoid charges for improper check-out, students need to:

1. Schedule an appointment in advance for a Community Living staff member to check the room after all personal belongings are removed. Check with the Area Coordinator for details.
2. Reassemble and return all furniture to its original location. There may be a \$25.00 fine charged to reassemble furniture. Students may also be charged for any replacement or repair of furniture that is missing or damaged.
3. Remove all trash and unwanted personal belongings. Empty all wastebaskets. Garbage bags will be available free at all hall desks. Bags of trash and any large trash items, should be taken to dumpsters outside the building for pick-up. Do not leave trash or personal items in the hallways as this creates a fire and safety hazard.
4. Clean their room (including suite bathrooms). Excessive room/ bathroom charges for clean-up may be assessed if such areas are left excessively dirty.
5. Check-out with a Community Living staff member to have the room inspected; a check-out Room Condition Inventory will be completed. Fraternity members will also return their room keys.
6. Graduating seniors and students withdrawing from the College will also turn in their I.D. cards.
7. Express Check-out: Students who reside in facilities without a Community Assistant may check out with a professional staff member (preferred) or opt for an Express Check Out. When utilizing the Express Check Out, the room will be inspected following closing and damage charges may be assessed. Students who utilize the Express Check Out are unable to contest damage charges.

PLEASE NOTE: Items (e.g., clothing, furniture) left in rooms, hallways, lounges, or buildings will be considered

abandoned and will be discarded. Charges may be applied to individual residents, or residents of the floor or building where they are found.

Professional Community Living staff will conduct final room and building inspections and damage assessments after residential units are closed for the fall semester.

End of Spring Semester Closing:

In April, students should attend a closing floor meeting where closing procedures will be reviewed by their CA. Those students residing in facilities without an CA, will receive this information via email from their Area Coordinator.

At the conclusion of spring final examinations, all students are expected to check out of their room within 24 hours after their last final examination or by 8:00 p.m. on the Wednesday prior to Commencement, whichever is sooner. Exceptions may be made for graduating seniors, select student employees, and students involved in Commencement (must be approved in advance). These students may be permitted to remain in their rooms until final closing at 8:00 p.m. after Commencement. To avoid charges for improper check-out, students need to:

1. Schedule an appointment in advance for a Community Living staff member to check the room after all personal belongings are removed. Check with the Area Coordinator for details.
2. Reassemble and return all furniture to its original location. There may be a \$25.00 fine charged to reassemble furniture. Students may also be charged for any replacement or repair of furniture that is missing or damaged.
3. Remove all trash and unwanted personal belongings. Empty all wastebaskets. Garbage bags will be available free at all hall desks. Bags of trash and any large trash items, should be taken to dumpsters outside the building for pick-up. Do not leave trash or personal items in the hallways as this creates a fire and safety hazard.
4. Clean their room (including suite bathrooms). Excessive room/ bathroom charges for clean-up may be assessed if such areas are left excessively dirty.
5. Check-out with a Community Living staff member to have the room inspected; a check-out Room Condition Inventory will be completed. Fraternity members will also return their room keys.
6. Graduating seniors and students withdrawing from the College will also turn in their I.D. cards.
7. Express Check-out: Students who reside in facilities without a Community Assistant may check out with a professional staff member (preferred) or opt for an Express Check Out. When utilizing the Express Check Out, the room will be inspected following closing and damage charges may be assessed. Students who utilize the Express Check Out are unable to contest damage charges.

PLEASE NOTE: Items (e.g., clothing, furniture) left in rooms, hallways, lounges, or buildings will be considered abandoned and will be discarded at a charge to individual residents, the floor, or building where they are found.

Professional Community Living staff will conduct final room and building inspections and damage assessments after residential units are closed for the fall semester.

Elevators

Elevators in residence halls are available for student use during move-in and move-out periods. In the case of medical or special needs, please consult your Area Coordinator.

Community Responsibility

It is the expectation of Albion College and the Office of Community Living that students share in the responsibility of setting and maintaining studious, respectful, and orderly environments in all campus residential areas. First and foremost, students in all residential areas are entitled to an atmosphere that facilitates the pursuit of academic endeavors. Staff and students share in the efforts to maintain a high quality of life in residential areas.

As such, any damages or excessive cleaning needs which are the result of accidental or deliberate actions of an individual or group, that are identified, will be the responsibility of those persons rather than the resident population as a whole. When such damage or cleaning is not identified or attributed to a specific individual or group, residents of the building will be viewed collectively responsible. This will result in common area damage charges and/or excessive cleaning charges assessed to each resident of the building, floor, or corridor.

Every attempt will be made to identify individuals involved in damage situations. Please assist the staff members in your immediate residential area to identify responsible individuals or report damages when they occur.

Safety and Security

Students are responsible for maintaining a safe and secure living environment in cooperation with College staff and in compliance with College safety and security policies and procedures. Any student who jeopardizes the safety of the community will be subject to disciplinary action.

Occupancy Limits—Due to structural and fire safety concerns as well as consideration for those in the community who live near the residences, 416 Erie Street Apartments (upstairs and downstairs apartments), and 507 Erie Street Apartments have occupancy limits of no more than two guests per resident at any given time.

Exterior Doors—To provide for the security of residents, all College-owned residences are locked 24 hours a day. Each and every member of a residential area is responsible for the safety and security of the residents and personal property in the residence. Exterior doors should remain closed and locked. Visitors and guests, whether students or non-students, must obtain entry from their host. Students who prop doors open, allow unknown people into the building, or loan out their Albion 1 Card are jeopardizing the safety and security of the entire community. Security phones are located at the main entrances of College-owned facilities.

Doors and Locks—Students should always close and lock their doors whenever they are away from their rooms and while they are sleeping. This includes times such as going down the hall to the bathroom or visiting other rooms.

Windows and Window Screens—Windows should be closed and locked while students are away from their rooms. Screens are not to be loosened or removed from the windows. No objects are allowed to be placed or stored on outside window ledges. Windows may not be used for entry to residences or other campus buildings. Using windows for access, sitting on window ledges, leaning out of window sills, throwing objects or substances out of windows, or other inappropriate use of a window can result in disciplinary action and a minimum \$250.00 fine.

Access to Rooms—Students should exercise extreme caution in controlling access to their residences and rooms. Students must not loan or sell College keys or Albion 1 Card distributed to them for access to their residences and rooms.

Lost keys may be replaced by obtaining a key request form from the Area Coordinator or the Office of Community Living. There is a minimum charge of \$90.00 for lost keys. Core replacement is automatic when keys are lost to ensure room security.

The Albion 1Card is used to access exterior and individual room doors. See the section on [“Albion 1Card”](#) for further information including card replacement costs.

Roofs—Students are not permitted on College roofs. Violations will result in an immediate \$250.00 fine at a minimum and could also result in disciplinary action.

Bicycles—Any bicycle stored or locked in stairwells, lounges, or hallways can create a fire hazard and will be impounded. Bicycles must be parked in bicycle racks and properly locked up. Bicycles left after Commencement may be considered abandoned and will be removed by Campus Safety personnel.

Health, Safety and Maintenance Inspections

These inspections will be conducted in all residential areas each semester. Area Coordinators, along with members of the Community Living staff, will conduct the inspections. These inspections will be advertised a minimum of 48 hours in advance in the form of emails and posters in common areas noting the date and time of such walk-through tours. Students are encouraged to be present, if possible. Residents have 24 hours to correct deficiencies. Prohibited items will be confiscated and should be brought to the Area Coordinator office or the Office of Community Living and tagged and stored until they can be removed from campus. Prohibited pets must be removed within 24 hours and will result in an immediate \$250.00 fine. Campus Safety will be immediately notified if there is an illegal or prohibited weapon present in a room, suite, or apartment.

To reduce unnecessary health and safety risks the following are not allowed in all campus residences:

Prohibited items:

- Drug-related paraphernalia (e.g. bong, pipe, vaporizers), water pipes (hookahs);
- Humidifiers;
- Self-adhesive/string lights (including LEDs);
- Adhesive materials that are not 3M products;
- Extension Cords; a power strip with a circuit breaker is allowed;
- Wireless/network technology (routers, Wi-Fi extenders);
- Locks, latches, or similar devices not installed by the College;
- Flushable wipes;
- Natural, cut trees, branches and/or greens (such as holiday trees, wreaths, and garlands);

- Vent covers;
- Motorized bikes and scooters;
- Non-UL-approved appliances;
- Game/fish cleaning on campus;
- Draperies/tapestries covering lights;
- Flags or other cloths on ceilings above beds;

Weapons:

- Firearms, fireworks, explosives and ammunition;
- Guns, BB guns, paintball guns, AirSoft and Orbeez guns, or other replica weapons, other dangerous instrumentality;
- Hazardous chemical (pepper spray/mace, pesticide, liquid fuel);
- Knives with a blade longer than 3" (permitted in apartments);

Items that are a fire hazard:

- Candles, incense, and candle/oil warmers, wax melters;
- Sun lamps;
- Halogen lamps, bulbs (all types, including clip-on, torchiere, desk, and spider lamps);
- Indoor and outdoor grills;
- Space heaters;
- Lithium batteries; Hoverboards and other lithium battery operated mobile devices;
- Flammable items, such as fuel (propane, lamp oil, solvents, lava lamps, gasoline, etc.);

Electrical appliances:

- Air conditioners;
- Appliances without an automatic shutoff (e.g. slow cookers, crockpots, Instant pots, rice cookers/steamers, waffle and s'more makers, electric kettles, coffee makers, woks, electric skillet, George Foreman grills);
- Oil-based appliances (e.g. popcorn poppers, deep frying appliances/devices);
- Microwaves exceeding 700 watts;
- Refrigerators exceeding 3.5 cubic feet or exceeding 1.4 amps;
- Electric appliances that have high surface temperatures or open heating elements, or which may create a fire or shock hazard (e.g. space heaters, toasters, air fryers, deep fat fryers, hot plates, toaster oven, etc.);

Pets:

- The only pets permitted are fish held in tanks with a capacity of 10 gallons or less

Only two items should be plugged into each room outlet. While extension cords are not permitted, a power strip with a circuit breaker is allowed and encouraged for students to use with electrical equipment. Two high-voltage items should not be plugged into the same outlet. Please remember that most outlets in the residences are back to back. Be aware of the items that neighbors have plugged into their outlets. All electrical appliances must carry the Underwriters Laboratories, Inc. seal. Students are urged to be mindful of conserving energy when using electrical appliances and not create a fire hazard by overloading electric circuits.

Window Air Conditioner Approval

Due to safety restrictions and electrical load limitations, student-provided window or portable air conditioners (A/C units) are permitted on a limited basis, and a student must have approval prior to installation.

To be eligible, a student must have a severe, chronic medical condition (e.g., asthma, allergy) that necessitates use of air-conditioning, which is documented by a physician.

Electrical power (amps) per room is limited and not designed for heavy appliances. Not all rooms at Albion College can support the addition of a personal window or portable A/C unit and operation of a personal window or portable A/C unit could limit the number of other electrical items a student will be able to have in their room. Air conditioner approval request forms are to be submitted to Accessibility Services through the [Housing Accommodations](#) website.

A/C units must be removed during winter months (from approximately Thanksgiving break through spring break). An installation charge of \$50.00 is required which includes initial installation, removal for the winter months, reinstallation for the second half of spring semester, and final removal at the end of the academic year. Appropriate storage of the A/C unit is the responsibility of the student. A fee of \$50.00 per semester will also be charged to the student in addition to the installation charge in order to offset the cost of the additional energy

consumed. These charges will be assessed to student accounts upon approval and installation. All window or portable A/C units must be installed and removed by Facilities Operations staff. Unapproved installed air conditioners will result in a fine of \$100.00 and may include disciplinary action.

Fire Safety Regulations

In August 2008, the Higher Education Opportunity Act included provisions requiring institutions of higher education to annually disclose certain information regarding fires and fire safety in residential buildings. It is the responsibility of the director of campus safety to compile and publish these statistics for the campus community. Copies of this report can be obtained by contacting the [Office of Campus Safety](#). This report is also available on the Campus Safety [Annual Security, Fire and Drug Free Reports website](#).

Fire alarms, smoke detectors, fire sprinklers, and fire extinguishers are provided for students' safety and should be activated in cases of suspected or actual fire. Activation of this equipment should be reported immediately to the Office of Campus Safety. Smoke detectors in student rooms, apartments, and residential areas may not be disabled or covered for any reason. All occupants of a room, suite or apartment where a smoke detector has been found to be covered or intentionally disabled are subject to an immediate \$250 fine, and may also be referred to the College conduct process.

All students, visitors, and guests must cooperate with fire alarm evacuation procedures and follow all fire safety regulations or face strict disciplinary action and fines.

Tampering with sprinkler systems and other fire safety equipment, false activations of fire alarms or sprinklers through negligence, vandalism, horseplay, or other acts, or engaging in other activities that may endanger the lives of others or threatens or causes damage to College or personal property can result in disciplinary and/or legal action, and restitution for damages and expenses incurred as a result of the behavior or activity. Costs to the College resulting from the misuse of fire safety equipment will be charged to the individual(s) involved. Repair and replacement costs of College property necessitated by improper use of appliances, accessories, smoking materials, etc. are the responsibility of the student.

Fire safety doors should not be locked, propped open, or blocked. Violation of this policy may result in disciplinary action.

The following actions and items which increase the risk or severity of a fire are prohibited in all student residences:

- Candles and other flame-producing accessories;
- Space heaters (unless provided by the College as a temporary response to a problem with the heating system);
- Storing or using flammable liquids (e.g. gasoline, paint thinner, spray paint, air brushes) and flammable gases (e.g. propane, acetylene), fireworks or other materials that pose an increased fire hazard;
- Incense;
- Live Christmas trees. Fire-rated artificial Christmas trees are permitted;
- Leaving cooking or reheated food unmonitored.

Residence Hall Emergencies

A professional Community Living staff member is designated to respond to any emergency within the residence system each evening of the week and throughout the weekend. In addition, designated Community Assistants are on call each evening of the week in each residence hall to respond to problems or concerns. The [Office of Campus Safety](#) responds to emergency requests on a 24-hour basis.

Entering Student Rooms

It is occasionally necessary for College staff members to enter student rooms to fulfill maintenance and repair requests, to respond to building or medical emergencies, or for inspection to ensure the observance of basic safety and health procedures.

While fulfilling their administrative responsibility to enforce College regulations, members of the Student Development staff may enter student rooms whenever they have reason to believe a violation of College policy is occurring, to eliminate disruptive noise if the student is not present, and/or under serious threats to the safety or well-being of person(s) or property in the room. In recognition of the rights of all parties involved, College officials observe the following procedures whenever it is necessary to enter a student room that is maintained by the College:

- No room shall be entered without first knocking.
- It is preferable, but not necessary, that one or both occupants are present whenever student rooms are entered by staff members.
- Rooms may be entered when occupants are not present to address maintenance, health, safety, or policy violation concerns.
- A room may be entered in case of an occupant's illness or injury to obtain their medications at the request of medical personnel.
- Except for emergency maintenance, safety conditions that require immediate attention, or searches, the personal belongings of the student will not be entered or disturbed without the voluntary consent of the student to whom they belong.
- In the case of violations of basic health or safety standards or College policies, and in the execution of warrants by law-enforcement authorities, College staff may conduct or assist in searches of students' personal or closed storage areas.
- Items left out in plain view that appear to establish a criminal act and/or a violation of College policy will be seized. A referral will be made to the Albion Department of Public Safety and/or the College conduct process.
- If a student has not removed an item in plain view from their room as stipulated by a student conduct disciplinary sanction, the item will be seized. The College shall not be liable for any property damages which apply to the confiscation, transportation, or storage of the item. (See "Liability Disclaimer.")
- Instructions will be left for the occupants of a room where items have been removed to contact Campus Safety or the Area Coordinator upon their return.
- College staff will admit a third party to a student's room without the resident's permission in the event of urgent medical reasons, maintenance needs, fire, safety concerns, legal actions by law enforcement officers, or alleged College policy violations.

Community Environment

In an academic setting, the need for quiet to promote study and rest takes precedence over other activities. Generally, College disciplinary action shall be taken when conduct adversely affects students' pursuit of educational objectives.

Honesty

Central to a college's purpose is the pursuit of truth. This quality, proximity in which students live, and the freedoms of campus life depend on the personal integrity of all members of the College community.

Activities that represent deception, stealing, or dishonesty in any form are extremely serious offenses that may result in suspension or expulsion from the College. Questions of academic dishonesty are handled by procedures set up by the faculty and are contained within the academic information section of this handbook.

Community Standards

The College is a place of learning and therefore should provide an environment conducive to study and rest. Although it is recognized that various forms of recreation or activity involving noise will take place in and around campus residences, academic activities and the privacy of individuals, including the right to read, to think, and to sleep, take precedence over other activities that may cause disturbances.

Consideration for the rights of others should be extended to fellow students in residential buildings, to people in nearby campus buildings, and to the local Albion community.

Disruptive Noise

Noise is disruptive when it occurs under circumstances and at levels that may disturb others. Normally, activities occurring inside a room should be conducted so as to not be heard outside the room. Activities include, but are not limited to, listening to music and watching television or other media. Talk in hallways ought not to intrude on the privacy of others. Playing sports inside College-owned residences is prohibited. Outdoor activities, on the premises of College-owned residences, should not create noise that will disturb their occupants.

The primary principle must be respect and consideration for others. Persons who are disturbed by noise or other situations are urged to ask the person(s) causing the noise to stop, and, when that fails or is impractical, they should report the disruptive noise to the CA on-call for assistance. In residential areas without CA's, students should contact Campus Safety for assistance.

As a result of complaints from students or other members of the community, or of reports by College officials, violators may be issued a notice of the violation. First offenses or repeated offenses may lead to disciplinary action including the changing of rooms and altering the person's status in the housing lottery. In cases where group living units or social organizations rather than individuals are responsible for violations, disciplinary action may be directed toward the group or organization.

Quiet Hours

Courtesy quiet hours are in place 24 hours a day in all residences to ensure common respect and consideration for others. Community standards require cooperation and assistance of all persons occupying these areas to promote an environment suitable for study and rest.

Quiet Hours are:

1. 9:00 p.m. to 9:00 a.m. on evenings and mornings prior to class days, (i.e., Sunday evening through Friday morning); midnight to 10:00 a.m. on other days (i.e., most Fridays and Saturdays).
2. During these times the following policies shall be in effect:
 - No music or other noise shall be heard beyond the confines of the individual's room;
 - Noise or other activities which can disturb others shall not take place in corridors or hallways;
 - Social events shall not be held in areas that may affect student residences.
3. 24-hour quiet hours are enforced during reading and examination days each semester, including the evening of the final exam day.
4. Individual floors may elect, by majority vote, to extend these quiet hours. However, in no case may a floor elect to begin quiet hours later or to establish quiet hours less than those indicated above.

Visitation and Guests

Only Albion College students or their guests or visitors are permitted in College residences. Guests or visitors, whether students or non-students, are expected to observe Albion College regulations and standards. Students may not invite a guest or visitor to participate in a program located on the premises of College-owned housing unless the Albion College Space Usage and Reservations Policy and other College policies are followed. The host is responsible for the actions of their guest(s). Any actions that infringe upon the rights of a roommate, suitemates, or other students to the expected and normal use of a residence are unacceptable under any circumstances. In particular, a roommate or roommates shall not be deprived of sleeping accommodations. Students are responsible for the actions of their guests, and are subject to disciplinary action should their guests violate these or any other College policies. Visitors violating College policy will be required to leave campus, and are subject to criminal prosecution for violations of local, state, or federal law.

- Guests are permitted only upon agreement of the roommate and/or suitemates. All roommates and suitemates are encouraged to discuss and establish overnight visitor guidelines.
- No guest may stay without a host or hostess. Students are encouraged to inform the Community Assistant of an overnight guest in the building to avoid reports of unknown or suspicious persons.
- Cohabitation is not permitted in College housing.
- No guest or visitor may stay overnight more than three consecutive nights within a two-week period.

Liability Disclaimer

Albion College shall not be liable for any injuries to or property damages suffered by any student regardless of cause. This disclaimer of liability shall apply to, but not by way of limitation, the following:

- Any injury or damage incurred on property owned by or under the control of the College, or its subsidiaries,

such as classrooms, residence halls or other housing, any other structures, all common areas and grounds, and vehicles;

- Any injury or damage incurred as a participant, spectator, or otherwise in any intramural or intercollegiate or other event or contest, athletic or otherwise, or while in transit thereto or therefrom;
- Any injury or damage suffered while engaged in or attending a classroom or related activity, whether required or elective, and regardless of cause;
- Any injury or damage suffered by reason of theft, fire, damage by the elements, or by other cause;
- Any injury or damage suffered by reason of any act or omission of any College trustee, officer, member of the faculty or staff, employee, contractor, or student.

By applying for admission or readmission to the College, or by continuing their enrollment with the College for a subsequent semester, students accept the foregoing disclaimer and agree to be bound thereby.

Insurance of Personal Belongings

The College does not insure personal effects of students. Therefore, it is recommended that students insure their belongings either through their parents' homeowner policy or a separate rental insurance policy.

Please make sure that your parents' homeowner policy or your rental insurance covers food loss due to a power outage. Refrigerated food is typically safe as long as the power is out no more than about four to six hours. Discard any perishable food that has been above 40 °F for two hours or more and any food that has an unusual odor, color, or texture. Leave the door closed; every time doors are opened, cold air escapes, causing the food inside to reach unsafe temperatures. If it appears the power will be off for more than six hours, transfer refrigerated foods to an insulated cooler filled with ice or frozen gel packs. Keep a thermometer in the cooler to be sure the food stays at 40 °F or below.

Alcohol and Drugs on the Albion College Campus

Standards

Albion College is a private, coeducational, residential institution of higher education committed to providing a sound liberal arts education that promotes lifelong learning and personal growth. The College is committed to maintaining an environment of learning, living, and working which is free of illicit drugs and the unlawful use or abuse of alcohol. The unlawful possession, use, distribution, manufacture, or dispensing of alcohol and illicit drugs by students or employees on College property or as part of College activities is prohibited. Individuals who violate College policies or local, state, or federal laws on or off campus concerning the unlawful possession, use, distribution, manufacture, or dispensing of alcohol and illicit drugs are subject to disciplinary action which may result in sanctions up to and including suspension and/or expulsion from the College.

Medical Amnesty

Albion College expects all students to abide by federal, state, and local laws, and all College policies regarding the possession and consumption of alcohol and other drugs. In that the safety and well-being of students is a priority; the College expects students to call for help whenever they are concerned for the health or welfare of themselves or of another person. Students who initiate a request for assistance to College staff or emergency medical personnel for themselves or others who are adversely affected by alcohol and/or other drugs, are not normally referred to the College Judicial Process (see below). This policy applies only to the possession, consumption, and/or use of alcohol, marijuana, and/or marijuana paraphernalia.

Students who are extended Medical Amnesty through the application of this policy may be subject to completing an educational program and/or an alcohol and other drug evaluation. The availability of Medical Amnesty for a student who was involved in a previous Medical Amnesty incident will be at the discretion of the Vice President for Student Development and Dean of Students or their designee. Medical Amnesty may not be available to students whose conduct placed the health or safety of another person at risk.

Albion College Drug and Alcohol Policies

Alcohol Policy

Albion College does not consider the use of alcoholic beverages as necessary or conducive to the processes of higher education. Albion College students are expected to abide by College policies, and the laws of the State of Michigan and the City of Albion relative to the possession, consumption, and serving of alcohol.

1. Only students 21 years of age or older may possess and/or consume alcoholic beverages. Students under 21 years of age are prohibited from possessing and/or consuming alcoholic beverages.
- 1a. Because it can reasonably be assumed that first-year students living in Wesley residence hall are not 21 years of age, alcohol will not be permitted in the first-year living areas of Wesley Hall.
2. Provision of alcohol to persons under 21 years of age is prohibited.
3. Provision of distilled spirits (i.e., hard liquor) to anyone is prohibited.
4. Possession, consumption, and/or provision of alcohol in public areas of the campus is not permitted. Public areas are defined as those areas of the campus that are readily accessible to students, faculty, staff, and guests. Such areas include: all outside areas, athletic fields, lobbies, classrooms, lounges, building corridors, and offices. Exceptions can only be made with prior approval of the president.
5. Students (whether of legal drinking age or not) and/or their guests are not permitted to have kegs, party balls, or other common sources of alcohol, tapped or untapped, on campus. A common source of alcohol is also defined as more alcohol than can be responsibly consumed by the occupants of a room.
6. College funds (including student activity fees) may not be used, directly or indirectly, to purchase alcoholic beverages. Exceptions for faculty and staff can only be made with prior approval of the president. Exceptions for 21+ student programming organized through Metz Culinary Dining and Student Development can only be made with prior approval of the president.
7. No reference, direct or indirect, to alcohol may appear or be used in notices or postings (including sheet signs) which promote or advertise an event. Exceptions for faculty and staff can only be made with prior approval of the president. Exceptions for 21+ student programming organized through Metz Culinary Dining and Student Development can only be made with prior approval of the president.
8. Students need to adhere to fraternity and sorority Social Functions and Risk Management guidelines and procedures as presented in the Statement of Relationship Between Albion College and Fraternity and Sorority Chapters. Copies are available in the Office of Student Engagement and Activities.
9. Any alcohol consumed at an off-campus event sponsored by a student organization must be provided by a reputable third-party vendor with a permanent liquor license and liability insurance. The third-party vendor, not students, must verify the legal drinking age of anyone consuming alcohol at such events. The student organization must provide transportation to and from off-campus events where alcohol will be consumed.
10. Students under 21 years of age are not allowed to store empty alcoholic beverage containers.
11. Producing or manufacturing alcoholic beverages is prohibited. This includes, but is not limited to, cider, beer, wine, or liquor.

Situations involving inappropriate or illegal possession, consumption, or serving of alcohol will lead to the confiscation and/or disposal of the alcoholic beverages present.

Use of alcohol which jeopardizes or endangers the welfare of any person(s), or contributes to other irresponsible or offensive action or behavior, is a violation of College regulations. All students and groups are subject to disciplinary action for violation of Albion College policy pertaining to the possession, consumption, or serving of alcohol. In addition to other sanctions which may be applied, students or groups involved in serious or repeated violation may also be fined.

Persons who have concerns or questions about their personal relationship to alcohol, or the use/abuse of alcohol by their friends or family members, should contact the Counseling Services Office or other members of the Student Development staff for information and assistance.

Drugs in the Workplace (from the Employee Services Manual)

This policy covers all Albion College faculty and staff members. References to controlled substances and drugs include alcoholic beverages under the Drug Free Workplace Act of 1988.

1. Albion College subscribes to the objectives of the Drug Free Workplace Act of 1988 and prohibits the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance in the workplace.
2. Employees convicted of any workplace-related criminal drug conviction must inform the director of human resources of the conviction within five (5) days.
3. Albion College will notify the federal agency that contracts with or provides grants to the College within ten (10) days after receiving notice of an employee's criminal drug statute conviction for conduct in the workplace.
4. As a condition of employment at Albion College, employees must abide by the terms of this policy. The College shall have the right to discharge employees convicted of violating any criminal drug statute which occurred while in the workplace.

Illegal Use of Drugs

Albion College does not condone the illegal possession, use, provision, or sale of drugs. Drugs are defined as

including alcohol, marijuana, hashish, barbiturates, amphetamines, prescription tranquilizers, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other compounds, which are illegal except when taken under a doctor's prescription.

It is important to note that, while the State of Michigan has legalized the possession and use of small amounts of marijuana for persons over the age of 21, this does not authorize the distribution, possession, or use of marijuana on College property for any reason. It is recognized that students who have used or are using marijuana or other drugs may need and wish to seek counseling. College counselors are available for such assistance. Conferences with these people are privileged, subject to the standards of privacy established by laws of the State of Michigan (Act 236 of 1961, sec. 2165).

Given these considerations and other dangers inherent in the use and abuse of drugs, the following regulations shall be enforced and are applicable regardless of the status of violations in the courts:

- The merchandising of drugs including marijuana will result in expulsion.
- Illegal possession, use, sharing, or distribution of drugs, or misconduct resulting therefrom, are offenses that are subject to sanctions up to and including expulsion.
- Possession, use, sharing, or distribution of marijuana and other drugs, or misconduct resulting therefrom, are offenses that are subject to sanctions up to and including expulsion.
- In addition to other sanctions which may be applied, students or groups involved in serious or repeated violations of these policies may also be fined.

Michigan Medical Marijuana Act

The Michigan Medical Marijuana Act authorizes the Michigan Department of Community Health to issue a Registry Identification Card that allows individuals to distribute, possess, or use marijuana for medical purposes. However, possession of a Registry Identification card does not authorize the distribution, possession, or use of marijuana at any time by any person on Albion College property.

Students who obtain a Registry Identification Card prior to residing in College-owned housing may petition for an exemption to the Student Residence and Board Policy. Students who obtain a Registry Identification Card while residing in College-owned housing must immediately contact the Director for Community Living to discuss the petitioning process to be allowed to reside in non-College-owned housing. A petition with supporting documentation must be submitted to the Office of Community Living for consideration, and this office will notify students of the outcome of a petition.

College Disciplinary Sanctions

Violations of College policies or local, state, or federal laws prohibiting the unlawful possession, use, distribution, manufacture, or dispensing of alcohol and illicit drugs by students will be subject to disciplinary action or sanctions in accordance with the procedures set out in this handbook. This handbook contains a detailed discussion of the Albion College Judicial Process which pertains to students. Sanctions for student misconduct include suspension or expulsion from the College.

The College also reserves the right to refer to appropriate authorities any situation that comes to its attention relative to the unlawful possession, use, distribution, manufacture, or dispensing of alcohol and illicit drugs. Enforcement of College policies does not preclude criminal prosecution by local, state, or federal authorities. It is possible a disciplinary sanction may include the completion of an appropriate rehabilitation program.

Substance Use Health Risks

The abuse of alcohol and the use of illicit drugs may result in serious health consequences. It is clear that the use of alcohol and other drugs can be detrimental to the health of the user. Further, the use of alcohol and drugs is not conducive to an academic atmosphere. Drugs, including alcohol, impede the learning process and can cause disruption for other students and disturb their academic interests. The use of drugs in the workplace may also impede the employee's ability to perform in a safe and effective manner, and may result in injuries to others. Early diagnosis and treatment of alcohol and drug abuse is in the best interests of the student, employee and the College.

Health Risks Related to Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts,

including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Persons who drink any amount of alcohol during pregnancy risk giving birth to infants with symptoms ranging from Fetal Alcohol Spectrum Disorders (FASD) to Fetal Alcohol Syndrome (FAS). FASD and FAS are life-long conditions, and can include physical abnormalities and intellectual disabilities. In addition, research indicates that children of alcoholic parents are at greater risk of a range of negative outcomes including substance use disorders, poor general health, depression, and anxiety.

Source: Ramstedt, M., Raninen, J., Larm, P., & Livingston, M. (2022) "Children with problem drinking parents in Sweden: Prevalence and risk of adverse consequences in a national cohort born in 2001. *Drug and alcohol review*, 41(3), 625-632.

Counseling and Treatment Programs for Alcohol and Drug Abuse

Services Provided by Albion College

Information and help can be obtained from the Student Development staff, including the Office of Integrated Wellness/Counseling Services or the Human Resources Office. Confidential alcohol and other drug counseling is available to students through the Office of Integrated Wellness/Counseling Services at no cost to the student. Counseling is done on an individual and group basis.

Community Resources

Students may seek assistance from off-campus resources. The following is a list of some of the programs available for counseling, treatment and rehabilitation of alcohol and drug problems.

Catholic Charities of Jackson
3425 Francis St.
Jackson, MI 49203
517/782-2551

Family Service and Children's Aid**
330 W. Michigan Ave.
Jackson, MI 49201
517/787-7920

Oaklawn Psychological Services*/**
15209 W. Michigan Ave.
Marshall, MI 49068
269/781-9119 (Out-patient)

Oaklawn Hospital
200 Madison
Marshall, MI 49068
269/781-4484 (In-patient)

Summit Pointe
301 E. Michigan Ave.
Albion, MI 49224
269/966-1460

Henry Ford Allegiance
Substance Abuse Services
2424 W. Washington
Jackson, MI 49203
517/205-2732

*In-patient treatment

**Out-patient treatment

Support Groups for Substance Abuse Problems

[A.A. \(Alcoholics Anonymous\)](#)

[Al-Anon](#) (Spouses, Friends of)

[Alateen](#) (Children of)

Hillsdale County Hope House
517/849-2330

National Hotlines

Drug and Alcohol Abuse Information and Referral
1-800-662-4357

Review

In order to determine the effectiveness of the program, implement changes to the program if they are needed, and ensure that the disciplinary sanctions described are consistently enforced, the College will assess all prevention initiatives and sanctions along with their impact on behavior recidivism as appropriate.

Comments or questions concerning this policy or Albion College's alcohol and other drug abuse prevention program should be directed to:

Vice President for Student Development 517/629-0750, or

Provost 517/629-0222, or

Director of Human Resources 517/629-0205

Albion College 611 E. Porter St. Albion, MI 4922

Albion College Title IX Policy

Policy and procedures for addressing complaints of sex-based discrimination, including sexual harassment and gender-based violence. You can view the full [Title IX policy on our website](#). If you would like to report a violation of our Title IX policy or access related resources, please contact the Title IX Coordinator, Taran McZee, at titleix@albion.edu or 517-629-0174.