

# THE CRIMSON

STUDENT HANDBOOK & PLANNER

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GROVE CITY  
COLLEGE

ESTABLISHED 1876 • PENNSYLVANIA

2008-2009

# IN CASE OF AN EMERGENCY

EXT. 3000

## CONTACT:

- ▼ Your Resident Director
- ▼ Campus Safety at Ext. 2111 (office)
- ▼ Zerbe Health and Wellness Center at Ext. 3850
- ▼ *ID CARD LOST or STOLEN: GCC ID Cards that are lost or stolen MUST BE REPORTED IMMEDIATELY to Campus Safety Ext. 2111*

Ext. 3000 Emergency

Ext. 2111 Campus Safety

Ext. 2000 Campus Switch Board

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COLLEGE

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*Published by*

**The Office for Student Life and Learning  
of Grove City College**

*The policies and procedures written herein may be amended as necessary from time to time with subsequent notice and subject to the approval of the College President. The information in this 2008-09 Crimson edition supersedes any information in any previous editions of the Crimson, and is subject to change as noted above.*

# Table of Contents

Purpose and Identity .....	6
Planner.....	9
Student Government .....	92
Financial Affairs .....	94
Academic Policies .....	100
Appendix.....	104
Student Conduct and Campus Policies.....	105
Apartment Life .....	127
Residence Life.....	129
Residence Hall Staff.....	137
Student Services.....	138

**Look on the GCC Intranet – <https://my.gcc.edu/> – for:**

**Athletic Facilities  
Campus Organizations  
Student Photos  
Places to Go and Things to Do**

# Student Responsibilities

By choosing Grove City College, you enjoy the privileges and accept the responsibilities of being a member of the campus community. This includes the obligation to know and adhere to college policies and standards as described in this Handbook and in other official College documents. You are also fully expected to abide by all applicable civil laws and regulations.

As a Student here, you are required to abide by the written policies, but your decisions and actions should reflect these principles even outside the literal boundaries of the written policies. Ultimately, you should conduct yourself in ways that bring honor to God, the College, and yourself. This includes demonstrating honesty, integrity, respect, compassion, encouragement of others, self-discipline, stewardship, good sportsmanship, freedom from discrimination and prejudice, and social responsibility. We have confidence and faith that you will contribute positively to this campus community.



# Greetings from the Office of the President

May 27, 2008



Dear Students,

Welcome back to all our upperclassmen and welcome for the first time to our first year students, the class of 2012, and our transfer students.

We, of course, are more than a place to learn in our classrooms. We are truly a campus community. And in that community we live, learn and work closely together. One important thing that sets us apart from the majority of college communities is our reliance on God's grace, our belief in the scriptures and the moral precepts we strive to emulate and share.

So while we begin anew once again, we continue to follow our animating principles of faith and freedom within our familiar context of an outstanding education in a Christian environment and at an affordable cost.

Please review all of the written material contained within *The Crimson*. It includes important information about the calendar, student events and student life. Also included are our rules and standards of conduct. These standards and rules are really the outline of the mutual respect we should have for each other and for our respective property. This mutual respect is, of course, fundamentally bound up in the love that God has for all of us as his children.

Best wishes for the 2008-09 academic year. Thank you for choosing Grove City College. May the Lord continue to bless each one of you and our college community. I look forward to meeting and speaking with you at my GeDunk office hours on Mondays at 4 pm, in my office or during my many travels around campus.

Sincerely,

A handwritten signature in black ink that reads "Richard Jewell". The signature is written in a cursive, flowing style.

Richard G. Jewell '67, J.D.  
President

# To the Grove City College Community

Fellow Students,

It is an honor to be among the first to welcome you to campus for the 2008-09 academic year. Our college's historic mission, founded 133 years ago on the tenets of faith and freedom, has been carried out by the students who are knit together in this amazing community. We come to this campus to be exposed to the knowledge of both the Christian faith and the world at large in order that we might understand the value of stewardship and personal responsibility.



This year, student participation in College governance will be better coordinated and more directed as we increase the amount of dialogue between students and administration. We hope to be a representative student government that advocates meaningful change that is responsive and apparent to students. To that end, we will be actively seeking your feedback.

Our goals this year include: reviewing and improving the Community Living Privilege requirement, expanding facility hours, increasing the quantity of quality speakers, continuing to plan the finest social events, and improving pride in our fighting Wolverines.

In order to help you express your thoughts to the appropriate parties, we invite you to attend SGA meetings which are held every Tuesday at 7:30PM in HAL 310. In addition, you can e-mail us at [sga@gcc.edu](mailto:sga@gcc.edu) or you may even call me directly at (724) 967-2526. You elected me to bring change based upon your opinions, and I promise to do that.

In this coming year, I wish all of you the best. Let us constantly remind each other to grow in an abiding faith in God, a love for country and freedom, and a respect for truth, for those are the values that make our campus great.

Sincerely,

A handwritten signature in black ink that reads "Andrew P. McIndoe". The signature is written in a cursive, slightly slanted style.

Andrew McIndoe, '10  
Executive President  
Student Government Association

# PURPOSE AND IDENTITY OF GROVE CITY COLLEGE



Since its founding in 1876, Grove City College, committed to Christian principles, has striven to be equal in academic quality to the finest four-year colleges. It seeks to provide liberal and professional education of the highest excellence in the reach of families with modest means who desire a college which will strengthen their children's spiritual and moral character.

When the college was chartered, a broad, Christian-based cultural consensus prevailed in America. By charter, the doors of the college were open to qualified students "without regard to religious test or belief."

The founders of Grove City College, consciously avoiding narrow sectarianism, held a vision of Christian society transcending denomination, creeds, and confessions. They were committed to the advancement of free enterprise, civil and religious liberty, representative government, arts and letters, and science and technology. Believing that the fruits of civilization would be destroyed if the religious and ethical roots were allowed to wither, the founders intended that the claims of Christ as God and Savior and of inspired Scripture be presented to all.

They hoped that through its program of intellectual, moral, and spiritual education, Grove City College would produce young leaders, whatever their creed or confession, capable of pushing civilization forward on every frontier.

Grove City College remains true to the vision of its founders. Rejecting relativism and secularism, it fosters intellectual, moral, spiritual, and social development consistent with a commitment to Christian truth, morals, and freedom. Rather than political, ideological, or philosophical agendas, objective truth continues as the goal of liberal learning.

The core of curriculum, particularly in the humanities, consists of books, thinkers, and ideas proven across the ages to be of value in the quest for knowledge. Intellectual inquiry remains open to the questions religion raises and affirms the answers Christianity offers.

The ethical absolutes of the Ten Commandments and Christ's moral teaching guide the effort to develop intellect and character in the classroom, chapel, and cocurricular activities. And while many points of view are examined, the college unapologetically advocates preservation of America's religious, political, and economic heritage of individual freedom and responsibility.



# Planner

Please visit the on-line student calendar at:

<https://my.gcc.edu/>

for the *most* up-to-date calendar information

**(Re: campus-wide Bible Studies, GCC sports, concerts, weekend activities, etc.)**

## Organization and Location Abbreviations

CA	.....	Crawford Auditorium
CN	.....	Carnegie Hall
CSR	.....	Crawford Social Room
HAL	.....	Hall of Arts & Letters
HC	.....	Harbison Chapel
IMR	.....	Intramural Room
KA	.....	Ketler Auditorium
MAP	.....	Mary Anderson Pew Hall
MH	.....	Mail Hall
OM	.....	Old MAP Dining Hall
PFAC	.....	Pew Fine Arts Center
PLC	.....	Physical Learning Center
RA	.....	Rockwell Auditorium
RBR	.....	Rare Book Room
RH	.....	Recital Hall
SGA	.....	Student Government Association
TLC	.....	Technological Learning Center

# Student Government

## STUDENT GOVERNMENT ASSOCIATION

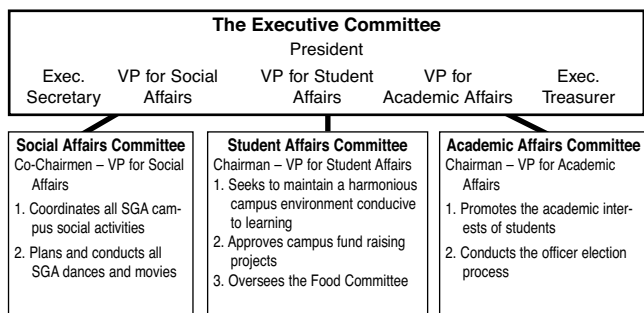
The Student Government Association (SGA), as the name implies, is the principal student governing body. SGA is also the chief communication link between the student body and the administration. Through daily and weekly meetings with administrative leaders, SGA keeps the College administration aware of student concerns and interests.

As the coordinator of student activities, SGA provides the various student organizations with access to the faculty and administration. Moreover, SGA serves the individual student by providing an outlet for any comments or suggestions he or she may have pertaining to the College community.

The Student Government Senate is composed of the president and twenty-six voting members, including the officers from each class and the Executive Committee. Voting for the Executive Committee of SGA will take place prior to the close of the fall semester, while upperclassmen vote for their officers in April.

The SGA Senate meets regularly throughout the year. Meetings are announced in advance, and all students are welcome to attend.

## STUDENT GOVERNMENT



## SGA ACADEMIC AFFAIRS COMMITTEE

The Academic Affairs Committee has the responsibility to discuss matters pertaining to the academic life of the College with the Provost of the College. Meetings are open to all interested students.

Chaired by the SGA Academic Affairs Vice President, the Elections Subcommittee deals with the procedures for all SGA elections.

## SGA SOCIAL AFFAIRS COMMITTEE

The Social Affairs Committee's goal is to organize and provide various activities and entertainment for the entire campus. This committee also coordinates the activities of other organizations to enrich the social aspect of Grove City College.

The committee is headed by the Social Affairs Vice Presidents. They work closely with the Director of Student Activities and Programs.

# SGA STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee is a liaison between the administration, faculty, and students to enhance campus life. All student activities are responsible to this committee, as are organizations such as Association of Women Students, Men's Activity Board, Interfraternity Council, and Panhellenic Council. Students are welcome to attend the committee meetings. This committee is chaired by the Student Affairs Vice President.

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## EXECUTIVE OFFICERS

Executive President .....	Andrew McIndoe
Executive Vice Pres. for Academic Affairs .....	Ryan Biese
Executive Vice Pres. for Student Affairs .....	Daniel Hanson
Executive Vice Pres. for Social Affairs .....	Denise Spencer
Executive Vice Pres. for Social Affairs .....	Esther Winne
Executive Treasurer .....	Paul Olfelt
Communications .....	Bethany Lowe
Historian .....	TBA

## CLASS OFFICERS

### Seniors

President .....	Pierce Babirak	
Senator of:	Academic Affairs .....	Caleb Weitz
	Student Affairs .....	Laura Garber
	Social Affairs .....	Laura McFall
Secretary .....	Brian Sandell	

### Juniors

President .....	Mark Scriven	
Senator of:	Academic Affairs .....	Kate Suffern
	Student Affairs .....	Eliza Thurston
	Social Affairs .....	Katie McLay
Secretary .....	Becky Seifert	

### Sophomores

President .....	Chris Marasco	
Senator of:	Academic Affairs .....	Evan Denlinger
	Student Affairs .....	Sean Sullivan
	Social Affairs .....	Erin Blum
Secretary .....	Carrie Brown	

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## CLASS OFFICERS

The officers of each class serve as representatives of their fellow classmates in the Student Government Senate. They are responsible for planning and executing any class social functions or other class-sponsored events. In addition to organizing these events, each officer has specified responsibilities. The President is in charge of the general coordination of all class events and serves as a liaison between students and administration. The Secretary/Treasurer aids the President in overall coordination of class activities, and also attends to class correspondence and financial matters. The Senators for Academic, Social and Student Affairs serve in a leadership capacity as members of their respective Student Government committees.

# Expenses and Financial Aid

## EXPENSES – 2008-2009

Application for Admission.....	\$ 50.00
Matriculation Fee.....	150.00
Matriculation Deposit.....	50.00

(See Admission section for detailed explanations.)

### Semester Charges:

Tuition:	
Full-time Students, 12 to 17 semester hours.....	\$ 6,037.00
Full-time Students, each hour over 17 hours.....	300.00
Part-time Students, per semester hour credit.....	380.00
Intersession Courses, per semester hour credit.....	185.00
Room and Board.....	3,220.00
Board Only.....	1,390.00
Colonial Hall – Room Only.....	3,128.00

### Fees for Special Services:

Degree Apostille.....	25.00
Early Childhood Practicum (Education 430).....	70.00
Harp Lesson, one private lesson per week per semester.....	365.00
Late Payment Bill Processing Fee – each assessment.....	35.00
Late Registration.....	35.00
Organ, per practice period.....	70.00
Photography (Comm 245).....	70.00
Photography, Print Making, Sculpture, Ceramics and Art Seminar Classes.....	70.00
Practical Music, Guitar, Organ, Piano and Voice Classes.....	155.00
Practical Music, one-half hour private lesson per week per semester.....	295.00
Student Teaching.....	465.00
Study Abroad (External Programs).....	300.00
Summer Courses, per semester hour credit.....	185.00
Internship (one to six hours).....	300.00
Return Check Fee.....	25.00
Return Electronic Payment Fee.....	5.00
Transcripts.....	3.00
Welcome Week Orientation Fee.....	20.00

The total College charge for one year covering tuition, room and board for new students is \$18,514. Books and fees for special services are in addition to these totals. The College reserves the right to adjust its charges prior to the beginning of any semester, although every effort is made to maintain its stated charges throughout the academic year.

# Grove City College Policy on Payment of Charges and Fees

Charges, fees and deposits are due and payable for the fall semester on August 1st and for the spring semester on January 2nd. In no case will a student be permitted to register for any semester if he/she has unpaid charges from the prior semester.

Students are not officially registered until tuition, room and board and all other required fees are paid in full. The College reserves the right to withdraw a student from classes and dismiss him/her if the account balance is not paid in full by the payment due date. The Director of Financial Services and Assistant Director of Financial Services may grant a student an extension for payment of 21 days beyond the semester due date for good cause. However, in such cases the student will be charged a \$35 late fee. The Director of Financial Services and Assistant Director of Financial Services may waive this initial late fee for transfer students who are accepted within a three-week period prior to the first day of class and for students who have been awarded state grants, outside scholarships and loans for which the Financial Aid Office has received written notification from the funding body but has not yet received funds. Charges other than tuition and room and board that are assessed during the semester, such as security fines, library fines, and computer repairs, etc. are due and payable within 10 days of initial assessment.

Late fees of \$35 per month will be charged for any unpaid balance in a student's account at the time that monthly bills are prepared. In no case will a student receive grades, transcripts or diplomas during any period in which he/she has any unpaid student account balance. A fee of \$25 will be charged to the issuer of any check returned by the payee's bank, and a fee of \$5 will be charged for returned electronic check (e-check) payments.

All outstanding debts to the College remaining unpaid after 30 days from billing may be subject to all legal collection costs, fees and practices.

## TUITION PAYMENT PLAN

Grove City College has a tuition pre-payment plan available to allow students to spread annual tuition and room and board payments over a ten-month or five-month period. The annual fee to enroll in the ten-month plan is \$50, and the fee for the five-month plan is \$25. There are no other costs to the plan, which is administered by the College; however, a \$35 late fee will be assessed for late monthly payments. Enrollment forms for this plan may be obtained by calling the Student Accounts Coordinator at 724-458-2209.

## REFUNDS

If a student voluntarily withdraws from the College within the first three weeks of the semester, he/she may be refunded a portion of the tuition charges in accordance with the following refund schedule:

Withdrawal prior to matriculation (first day of classes) .....	100% refund
Withdrawal within seven calendar days after matriculation .....	75% refund
Withdrawal within fourteen calendar days after matriculation .....	50% refund
Withdrawal within twenty-one calendar days after matriculation .....	25% refund
Withdrawal more than twenty-one days after matriculation .....	No refund

Students who must withdraw from Grove City College upon a physician's written recommendation and students who are military reservists and are called to active military duty will be refunded a prorated portion of tuition and room and board charges based upon the number of days in attendance. This prorated refund will be granted for involuntary withdrawal regardless of the time of withdrawal during the semester.

If a student voluntarily withdraws during the semester, a prorated portion of the board

charge, which covers the cost of food, may be refunded, except that no refund is made when the withdrawal occurs during the last two weeks of the semester. If the College is able to fill the vacated room of the withdrawing student with a new student in the room being vacated by the withdrawing student, the withdrawing student may be eligible for a prorated refund of room fees provided the said room is filled within seven (7) days of the withdrawal. If the College is unable to fill the vacated room within the time noted, there is no refund of the room charge when the student voluntarily withdraws during the course of the semester. No refund of the room charges is made when the voluntary withdrawal occurs during the last two weeks of the semester.

If a student is absent for two consecutive weeks or more due to illness, one-half of the board charge for the period of absence may be refunded, provided the student's physician in attendance certifies that the illness was of such a nature as to render the student's return to college impossible. No refund is made for absence during the first two weeks or the last two weeks of a semester. No refund of any kind is made when a student is suspended or dismissed from the College including, but not limited to, application and matriculation fees.

The matriculation deposit is refunded after graduation once all graduation requirements have been satisfied.

The guidelines noted above for tuition will also be used to refund financial aid to the provider of the aid unless specified otherwise by donor. In the event the student has received a Grove City College student loan during the current term, all current Grove City College charges will be paid and any remaining balance, up to the loan amount, will be used to repay the student loan prior to any refund to the student.

## **FINANCIAL AID PROGRAM**

The generosity of alumni and friends of the College has made the Grove City College Financial Aid Program possible. Under the direction of the Board of Trustees, the College administration makes every effort to keep charges as low as possible, thereby, in effect, providing every enrolled student with significant financial assistance.

In addition, a number of scholarships, the Grove City College Student Loan and work opportunities are available to assist qualified full-time students. Scholarship assistance is based on need and academic achievement, and must be applied for each year. Although financial assistance is awarded for the full academic year, if changes occur in the need factor, the College may increase, reduce or withdraw assistance at the beginning of any semester.

Any student or prospective student seeking financial assistance is required to apply each year. Full details are available in the Financial Aid Brochure or on the College web site ([www.gcc.edu](http://www.gcc.edu)). Every effort is made to provide financial assistance for applicants who meet the academic qualifications and need requirements; however, all applicants must be full-time students who are making academic progress. Grove City College does not discriminate on the basis of age, race, color, creed, sex, marital status, disability, or national or ethnic origin in the administration of its scholarship and loan programs.

Securing financial aid from any source outside the College is a student's responsibility. Upon a student's request, the College will certify a student's enrollment and provide other data with the clear understanding that it is fulfilling a service to its students. The provision of such service, however, does not indicate that the College is a recipient of the grant or loan funds received by the student, that it is in any way administering any portion of the external program, or that it is responsible for decisions made by outside donors or lenders (private or public). The College performs these limited services for all students seeking private or public financial aid, except as stated in the following paragraph:

**Grove City College does not certify any loans under the Federal Family Education Loan Program (Stafford and Parent PLUS loans); Pell Grants; Robert C. Byrd Honors Scholarships; President's Service Challenge Scholarship through the Corporation for National and Community Service (also known as the Americorps Scholarship); Paul Douglas Teacher Scholarships; National Science Scholars Program Scholarships; National Academy of Science, Space, and Technology Grants; Presidential Access Scholarships; ROTC Scholarships; educational benefits from the Department of Veterans Affairs; assistance through the Office of Health and Human Services (such as grants from the Office of Vocational Rehabilitation or Blindness and Visual Services); JTPA; Academic Competitiveness Grants; SMART Federal Grants; Supplemental Education Opportunity Grants; Federal Work Study; or any other scholarships or loans which may be construed as providing direct or indirect federal aid to the College. The College will also not allow any student to register for classes if it is aware that a student has accepted or received such federal financial aid for that semester.**

## **SCHOLARSHIPS**

The income from a number of endowment funds is available for scholarship aid to students who qualify on the basis of scholarship, financial need, and character. The Scholarship Committee, on a year-to-year basis, awards these scholarships. Applications and supporting documents must be in the Financial Aid Office on or before April 15 preceding the school year for which scholarship aid is requested (December 15 for students matriculating mid-year). Ordinarily, a continuing student must have a cumulative QPA of 2.5 to qualify for financial aid. Current Grove City College students demonstrating "high need," as defined by the Financial Aid Office, may be eligible for awards if they have a CQPA of 2.00 or higher. Consult the Grove City College Financial Aid web page on-line at [www.gcc.edu](http://www.gcc.edu) or check *The Bulletin* for complete details.

## **HOW TO APPLY FOR SCHOLARSHIP AID**

All students, prospective and continuing, who are applying for scholarship assistance, must submit a Grove City College Financial Aid Application to the Financial Aid Office each year by April 15. The application may be downloaded from the Financial Aid page of the College web site at [www.gcc.edu](http://www.gcc.edu) or submitted on-line.

Grove City College does not participate in any federal aid programs, and it does not utilize the Free Application for Federal Student Aid (FAFSA) in applying for College financial aid programs, however, it is required for many state grants. The FAFSA is generally required in applying for financial aid from non-federal public sources, such as State Grants, in which the College does allow its students to participate. Students should check with the specific aid source to determine which forms are required for consideration by that source.

To expedite the financial aid process, students should apply as soon after January 1 as possible. In order for the College to process a Financial Aid Application, students must include all required documents with the application. Financial aid is awarded annually based on the aid application deadline and available funds. All applications are due in the Financial Aid Office by April 15. Applications received from April 16 to July 1 will receive 50% of the scholarship that otherwise would be awarded. Applications received after July 1 will not receive a scholarship award. Transfer applicants should contact the Financial Aid Office regarding deadlines.

Financial aid decisions cannot be made until the student has been accepted for admission and has paid the acceptance fee. Although applicants must be offered admission to Grove City College to receive need-based financial aid, applicants should not wait for an offer of admission before applying for financial aid. Beginning March 15, incoming freshmen will be mailed an award letter within three weeks of receipt of an application in the Financial Aid Office.

## **LOAN FUNDS**

Students who need help in meeting their educational expenses may borrow money using the Grove City College Student Loan program or any other private loan program of their choice. Grove City College student loan applications will be available on-line at [www.gcc.edu](http://www.gcc.edu) by May 15th each year. Please contact the Financial Aid Office to verify the College's participation in the program before applying for other private loan funds.

### **The Grove City College Student Loan**

Individuals who are at least half-time students of Grove City College and who are US citizens or permanent US residents are eligible to borrow under the Grove City College Student Loan Program. Loans under this program are not based on need or credit-worthiness, co-signers are required for students under 18 years of age. The annual amount available for freshmen and sophomores is limited to the cost of education less other financial aid, not to exceed \$8,500. The annual amount available for juniors and seniors is limited to the cost of education less other financial aid, not to exceed \$15,000 per year, for a lifetime maximum of \$45,000. There is an origination fee for loans under this program, and interest is variable quarterly based on the 91-day U.S. Treasury Bill rate plus a margin. Repayment of the loan may be deferred until the student leaves school.

All students who receive a Grove City College Student Loan must attend a College-sponsored seminar on debt management after receiving their first loan, in order to receive any additional loans. A second seminar, on credit, is required during their sophomore year.

Please allow 3 weeks for the loan application to be processed.

### **Other Loan Sources**

Many lenders offer private, alternative student loans to qualified borrowers that can be used to fund a student's college education. Please verify such loan is private, not federal, before applying. Carefully review the terms and conditions of any loan before applying.

Securing loans from any source outside the College is a student's responsibility. Upon a student's request, the College will certify, except for federal financial aid, a student's enrollment and provide other data with an understanding that it is fulfilling a ministerial service to its students. The provision of that service does not indicate that the College is a recipient of the loan received by the student or that it is in any way administering any portion of the loan program, or that it is responsible for decisions made by the lenders.

## **WORK OPPORTUNITIES**

A number of positions are available on campus for students who need to support themselves financially. Students who excel in some fields are often given an opportunity to serve as departmental, laboratory, or library assistants. Applications for work on campus may be filed with the Student Employment Office. Applications for incoming freshmen are distributed in their freshmen orientation packets. Priority is given to students with financial need demonstrated through the College's aid application. There are limited openings for part-time work in the local Grove City community.



# Academic Policies

**IF YOU WANT TO KNOW MORE ABOUT ALL ACADEMIC POLICIES PLEASE SEE 2008-2009 BULLETIN.**

## **ACADEMIC INTEGRITY**

The Grove City College community maintains strict standards for academic integrity and honesty. These standards are set forth in the Honesty in Learning Statement that follows. An appeals procedure for issues related to academic integrity and grades is located at the conclusion of the Honesty In Learning Statement.

### **Honesty In Learning Policy**

Grove City College's Honesty in Learning statement contains the College's requirements for honesty in the learning process and the procedures to be followed when these requirements are violated. The statement is as follows:

1. **Doing Papers, Outside Work**  
Work done out of class, which a student submits as his/her own work to a professor, must be his/her own and must not contain that which has been knowingly obtained from another, other than properly credited references, sources and citations.
2. **Taking Exams, Tests, Quizzes**  
Work done on a test, exam or quiz, which a student submits to a professor, must be his/her own and must not contain that which has been knowingly obtained from another.
3. **Instructor-Imposed Limitations**  
The work that a student submits to a professor should be prepared in accordance with the rules, limitations and regulations established by the professor in the course, which rules are often intended to put students on an equal footing.
4. **Preparing for Exams**  
A student should not seek to gain an advantage in an exam he/she is to take by obtaining advanced access to particular questions or advance copies of a professor's exam.
5. A student should not cooperate with, aid, or encourage another student to violate the above rules even though he himself or she herself receives no direct benefit to his/her grade.
6. Each professor should take precautions to protect the honest student.

### **Implementation of Honesty in Learning Policy**

- A. Faculty will inform students of behavior appropriate for maintenance of the **Honesty in Learning Policy** as it pertains to their particular courses and disciplines.
- B. Faculty who discover a violation of the **Honesty in Learning Policy** with respect to their particular courses must confront the violator(s) within one week of the faculty member's discovery of the violation. If the violation is discovered at the end of a semester, the confrontation must be made within four weeks following the end of that semester.
- C. When faculty members are confronted by students accusing other students of violations of the Honesty in Learning Policy in their courses, the faculty members must use whatever means they have to determine if the charges are true, including speaking directly with the accused. This must always be undertaken in a manner

designed to protect the identity of the accuser(s) and without a presumption of guilt. Students who report such incidents to a faculty member must do so within one week of the alleged violation and with supporting evidence. Should the faculty member decide the accusations are true, the policies outlined elsewhere in this section will apply.

- D. A student who violates, or who assists another to violate the **Honesty in Learning Policy** shall be penalized with a minimum of a failing grade for the specific work for which the dishonesty was committed. More severe penalties may be imposed by the faculty, including failure in the course.
- E. After meeting with the student(s), the faculty member shall complete the form **Honest in Learning Incident Report** for each student involved and send copies to each student and to the Provost of the College.
- F. The student(s) may appeal the faculty member's decision as outlined in the "Academic Appeals Procedure" (see below).
- G. The Provost may take further sanctions against the student(s) (which may include referring the matter to the Administrative Council with the recommendation for academic dismissal) if either:
  - 1) the faculty member requests it, or
  - 2) the Provost determines that the student has been involved in two or more violations of the Honesty in Learning Policy.

### **Plagiarism**

Plagiarism is a serious violation of moral and academic principles. It involves claiming as one's own original work the ideas, phrasing, or creative work of another person. As such, plagiarism is a direct violation of the biblical commandments against stealing, bearing false witness, and covetousness; thus, the Grove City College policy. We encourage our students to think seriously about the demands of their Christian faith in regards to this issue.

We remind students that plagiarism includes the following:

- 1) any direct quotation of another's words, from simple phrasing to longer passages, without using quotation marks and properly citing the source of those ideas;
- 2) any summary or paraphrase of another's ideas without properly citing the source of those ideas;
- 3) any information that is not common knowledge — including facts, statistics, graphics, drawings — without proper citation of sources;
- 4) any cutting and pasting of verbal or graphic materials from another source — including books, databases, web sites, journals, newspapers, etc. — without the proper citation for each of the sources of those materials; this includes any copyrighted artwork, graphics, or photography downloaded from the Internet without proper citation;
- 5) any wholesale "borrowing" theft, or purchasing of another's work and presenting it as one's own, whether from the Internet or from another source;
- 6) any presentation of "ghost-written" papers — whether paid for or not — as one's own original work;
- 7) making one's work available for copying by others, as well as copying work posted on the Internet or otherwise made available by another.

### **Academic Appeals Procedure**

The following procedure is implemented when students seek to dispute a final grade or a sanction for a violation of the **Honesty in Learning Policy**.

- I. A student accused of violating the Honesty in Learning Policy or who claims a course's final grade was determined unfairly may appeal. The student may withdraw his/her appeal at any point. If an appeal is upheld at any point in the process, the Academic Appeals

Committee, as outlined in Section III below, determines the new grade. The professor against whom the appeal is upheld may appeal to the Provost.

A. Appeal of **Honesty in Learning Policy** violation

An appeal must be initiated within six class days of the professor's accusation and must follow the procedure described in Part II.

B. Appeal of a Course Grade

Notice of intent to appeal must be sent to the professor awarding the grade no later than 30 days after the end of the semester. The grade appeal process then must be initiated within the first twelve class days of the following semester and must follow the procedure described in Part II.

II. The appeal process must follow the procedure outlined below. At each step in the process the decision-making body or person must respond within six class days.

A. The student must discuss the matter privately with the professor.

B. If no satisfactory resolution is reached, the student may appeal in writing to the Chair of the Department in which the course is offered.

C. If the appeal is denied by the Department Chair, the student may appeal in writing to the Dean of the academic area (Arts and Letters and Science, Engineering, and Mathematics) in which the course is offered.

D. If satisfactory resolution still has not occurred, the student may appeal in writing to the Provost.

III. If the Provost determines that the appeal is not frivolous, he or she may call a meeting of the Academic Appeals Committee.

A. Chaired by the Provost, the Academic Appeals Committee consists of two students (Student Government Association President and Vice President of Academic Affairs), the Dean of the Alva J. Calderwood School of Arts and Letters, the Dean of the Albert A. Hopeman, Jr. School of Science, Engineering and Mathematics, the Registrar, two appointed faculty representatives, and six elected faculty representatives, one each from the six major subject areas of the College. The Department members of their respective areas choose the elected faculty representatives. In the event that an elected faculty representative is unable to attend, the Provost will appoint an alternate from the subject area. The six major subject areas of the College are:

1. Engineering, Mathematics and Computer Science

2. Education and Physical Education

3. Social Sciences (Economics, History, Political Science, Psychology and Sociology)

4. Humanities (English, Communication Studies, Modern Languages, Music/Fine Arts, Religion and Philosophy)

5. Natural Sciences (Biology, Chemistry and Physics)

6. Business, Accounting, and Entrepreneurship (including Industrial Management)

The Vice-President for Student Life and Learning, the Director of College Counseling, and any members of the College community invited by the Provost may serve as ex-officio members.

Terms of elected faculty members last for three years with no limit to the number of terms a faculty member may serve. However, no two terms may be served consecutively.

B. The Academic Appeals Committee is responsible for recommending, by majority decision, either to uphold or to deny the student's appeal. The student and instructor may present evidence in writing supporting their positions. In the case of grade appeal, the instructor must present the written grading procedure for the course under appeal.

IV. If the appeal is upheld, the Provost, with the advice from the Academic Appeals Committee, will appoint a review committee of department personnel who will review the student's work and determine a grade. No further appeals will be permitted.

**IF YOU WANT TO KNOW MORE ABOUT ALL ACADEMIC POLICIES  
PLEASE SEE 2008-2009 BULLETIN.**

# Appendix

<b>Standards of Conduct</b> .....	<b>105</b>
<b>(Disciplinary Procedures for Violations of Standards of Conduct)</b>	

## **General Campus Policies (In alphabetical order)**

• <b>Alcohol/Drug Policy</b> .....	<b>108</b>
• <b>Card Access System</b> .....	<b>110</b>
• <b>Chapel Attendance</b> .....	<b>110</b>
• <b>Computer System Policy</b> .....	<b>111</b>
• <b>Confidential Information Policy</b> .....	<b>113</b>
• <b>Dining Hall Policy</b> .....	<b>114</b>
• <b>Expectations for Campus Dress</b> .....	<b>114</b>
• <b>Firearms, Fire Works &amp; Explosives</b> .....	<b>114</b>
• <b>ID Card Policy</b> .....	<b>114</b>
• <b>Intervisitation</b> .....	<b>115</b>
• <b>Non-Discriminatory Policy</b> .....	<b>115</b>
• <b>Outdoor Reception Fields</b> .....	<b>115</b>
• <b>Off-Campus Activities Policy</b> .....	<b>116</b>
• <b>Organizations</b> .....	<b>117</b>
• <b>Photo Opportunities</b> .....	<b>118</b>
• <b>Public Display of Affection</b> .....	<b>118</b>
• <b>Roofs</b> .....	<b>118</b>
• <b>Sales</b> .....	<b>118</b>
• <b>Sexual Harassment Policy</b> .....	<b>118</b>
• <b>Skate Boards</b> .....	<b>119</b>
• <b>Smoking Policies</b> .....	<b>119</b>
• <b>State Rules and Regulation</b> .....	<b>119</b>
• <b>Student Records</b> .....	<b>122</b>
• <b>Traffic and Vehicle Regulation</b> .....	<b>122</b>
• <b>Vandalism</b> .....	<b>126</b>
• <b>Video Equipment</b> .....	<b>126</b>

# Student Conduct and Campus Policies

## STANDARDS OF CONDUCT

At Grove City College, we seek to attain the highest standards of academic and personal excellence. Our standards of conduct are based on biblical principles which undergird moral standards, and as such are intended to better ensure a safe and encouraging environment for all who work and learn in our campus community. All members of the Grove City College community are expected to learn and live by such standards. As with all things in life, there are consequences to our actions or inactions. The sections that follow describe the College's disciplinary process and possible sanctions commensurate with infractions.

### Conduct Subject to Sanctions

Sanctions issued in specific situations will depend on the circumstances and severity of the offense as well as the student's social record. The violations listed below are not construed as all encompassing. The Vice President of Student Life & Learning and other College officials are given discretion in addressing incidents of violation that are not listed here.

**A) Disciplinary Probation** for either a definite or indefinite period; and/or a **One-Week Suspension or longer** from the College; and/or a **minimum fine of \$50.00** (assessed at the discretion of the Vice President of Student Life & Learning); and or **Discretionary Assignments** ordinarily results for the following conduct violations:

- Violating the College's alcohol policy.
- Disruptive, disorderly, and/or obscene conduct on College property or at College supervised or sponsored events.
- Use of immoral, pornographic, vulgar, or obscene music or material including, for example, possessing pornographic literature (including obscene material on a computer system), posters and videos.
- Disorderly conduct including water battles, water slides, "run throughs," littering and/or throwing soap, shaving cream, food fights, leaving the scene of a disciplinary incident.
- Damaging College facilities or property or using the same for unauthorized or inappropriate purposes.
- Sexual misconduct including premarital sex (heterosexual or homosexual) or any other such conduct that violates historic Christian standards.
- Violating certain regulations, policies, or provisions in the section of this handbook in the Residence Life Section including College regulations concerning housing, intervisitation, security closing hours, soliciting and peddling, traffic, parking, the use of the telephone system and cable television.
- Improper use or unauthorized use of the College's name, logo, facilities, keys, finances, materials, equipment and supplies.
- Possessing or using firecrackers, fireworks, or explosives on College property.
- Gambling: Bidding or wagering money on campus or on-line for the sole purpose of monetary gain.
- Other disorderly conduct disruptive of the College operation or its learning environment.
- Loaning or borrowing student identification card for any reason.

## **B) Suspension for the remainder of the semester or Dismissal may be assessed for the following conduct violations:**

- Dishonesty: knowingly furnishing false information to the College or its staff.
- Stealing, damaging, threatening to damage or destroying College or personal property.
- Threatening or actual bodily harm or harassment or presenting an imminent danger to any person.
- Violating the College's drug policy.
- Violating Pennsylvania's laws and/or College rules on hazing.
- Using fire safety equipment improperly or causing false fire alarms.
- Serious violations of intervisitation rules.
- Violating regulations for operating the College radio stations including Campus Safety radios.
- Possessing or using firearms or other dangerous weapons on College property.
- Failure to show respect for and cooperating with College officials, faculty, staff and Residence Hall staff.
- Additional violations after a disciplinary warning or while on social or disciplinary probation.
- Conduct prejudicial to the maintenance of order and the learning environment.

The College expects that its students will act within the broader range of responsibility and accountability consistent with the Christian philosophy of education at Grove City College; therefore, the guidelines listed are not to be construed as all encompassing.

## **DISCIPLINARY PROCEDURES**

All non-academic violations of College standards (individual student, group or organization) are handled administratively by the Office of Student Life & Learning, and are in accordance with College policy. In discipline and judicial affairs matters, our goal is to promote mature growth in each student toward personal and social responsibility. We meet with the student, group or organization when a violation is reported. The purpose of the procedure for disciplinary action is to give fairness to a student who has possibly violated student conduct policies. Fairness means that a student is given an opportunity to present what took place at an event/activity and question the evidence that led to a belief that a conduct violation occurred.

The College reserves the right to issue immediate suspension or dismissal subject to the review of the Administrative Council and/or its Chairman, and to take appropriate disciplinary action where the safety of life, property, or reputation of the College or its members is at stake. In addition, the College has the right at the end of any academic term to deny the re-enrollment of any student when in the opinion of the College such action is deemed in the best interest of the college or student. Upon final resolution of the disciplinary procedure resulting in a suspension or dismissal, an official notification will be mailed to the parents of the student(s) who had such disciplinary action brought against them.

## **APPEALS PROCESS**

- Students may appeal a student conduct decision of the Office of Student Life & Learning by requesting a review conducted by the **Appeals Board for Student Conduct (AB)**. The AB is co-chaired by a member of the faculty and a member of the staff, and is comprised of (5) members of the faculty and (5) students, who will serve on the board for the entire academic year.
- Request for appeals received after study day of any semester may not be considered until the following semester.
- Incidents involving the use or possession of illegal drugs are not appealable.

- Students have 48 hours from the time of imposition of a student conduct decision to submit an appeal.
- Upon receiving the appeal by written form, and within 5 work days, or as soon as practicable thereafter, the AB will meet with any necessary parties for the purpose of gaining additional and relevant information in considering the appeal. The written decision of the AB may be to sustain or dismiss the decision of the Office of Student Life & Learning. If the AB sustains the decision of the Office of Student Life & Learning it may decrease or increase the penalty assessed by the Office of Student Life & Learning.
- Students may appeal the decision of the AB by submitting an appeal by written form to the **Provost** within 24 hours of notification from the AB.
- The **Provost** may or may not meet additionally with any necessary parties and will reach a decision in a timely manner.
- The decision of the **Provost** is final and will be communicated in written form to the appealing student.
- During the appeals process, the student may continue to attend classes and/or live on campus unless the student's presence on campus is considered a health or safety hazard to the student, the campus population, College property, or any other reason deemed in the best interest of the College.
- AB Member Representation:
  - Co-Chairs (1 Faculty member and 1 Staff member)
  - Assistant Dean for the Hopeman School
  - Assistant Dean for the Calderwood School
  - Faculty Representative for the Hopeman School
  - Faculty Representative for the Calderwood School
  - Faculty Representative for the Athletic Department
  - SGA Executive President
  - SGA Executive Vice President for Student Affairs
  - Representative of Inter Fraternity Council
  - Representative of Pan Hellenic
  - Representative of Residence Hall Council

## EXPLANATION OF SANCTIONS

**Disciplinary Warning:** A warning that any subsequent violations of College rules or regulations will necessitate a review by the Office for Student Life and Learning and may result in appropriate sanctions. In the case of a group, the suspension of the charter or privileges such as group housing, may occur.

**Disciplinary Probation:** A student or an organization given this sanction is not eligible to represent Grove City College in any official capacity. An individual or the members of the organization may not participate in extracurricular activities except those of an academic or religious nature or when the Vice President for Student Life and Learning has granted individual permission. When a group is involved, group housing privileges may be denied for the next academic year.

Disciplinary Warning and/or Disciplinary Probation constitute a warning that any further misconduct may result in an individual's suspension or dismissal from the College and/or the denial of re-enrollment for the succeeding semester of any student, when, in the opinion of the College such action is deemed to be in the best interest of the College or student. Any group which is suspended for violating College regulations, if reinstated, may lose its charter permanently if further violations occur.

**Discretionary Assignments:** Written assignments, service to the College, or other assignments that foster development in the student and/or contribution to the campus community.

**Suspension:** A period of time during which the individual is denied the privilege of remaining on campus. Normally the student must vacate the campus and return home no later than 24 hours after the sanction has been levied. Should the student pursue an appeal with the Appeals Board, the individual may remain on campus until the Appeals Board has reached a final decision. If the suspension is upheld, the student must leave the campus immediately after the final decision is made. The student will not be permitted to make up missed academic work prior to, during or after the stated period of suspension.

**Dismissal:** A student is permanently expelled from the College. Dismissed students must leave the campus immediately.

**Student Conduct Record:** A student's social record documents conduct reflecting his/her adherence to the Standards of Conduct that are set forth by Grove City College. This record, maintained in the Student Life and Learning Office, is evaluated periodically. If such evaluation demonstrates that a student's social behavior is not consistent with College rules and regulations, the student may be denied re-enrollment. Accumulation of violations during a student's College career, in and of itself, may result in a student's dismissal from the College. Some offenses, regardless of the number of previous offenses, may result in dismissal.

Violations that occur at the end of the semester for which sanctions have not been fully imposed may result in suspension during all or part of the following semester, or the denial of re-enrollment. Violations by seniors during the last few weeks of the academic year will not be disregarded. Such infractions up until the time of commencement could result in failure to graduate.

## **GENERAL CAMPUS POLICIES**

### **ALCOHOL/DRUGS**

The use, possession or distribution of alcohol, illegal drugs or other agents having potential for psychic alteration (unless authorized by a physician) is prohibited on campus. The on-campus possession and/or consumption of alcohol or intoxication whether in private or in public is prohibited for all students. **Underage consumption of alcohol off campus is also prohibited. (See "Alcohol" under "State Rules and Regulations" heading).**

Empty alcoholic beverage containers and glassware commonly used to serve alcoholic beverages are not permitted in residence hall or apartment rooms even for decorative purposes. Students will be held responsible for any alcohol found in their rooms, automobiles, or personal belongings. Furthermore, any student in a room or apartment where alcohol is present may be charged with possession of alcohol.

**Students who are found guilty of violating College regulations concerning the possession and/or consumption of alcohol, including private or public intoxication, will be subject to the following sanctions:**

**I. Any Underage Consumption (on or off-campus):**

First offense = One week suspension (& \$100 fine if on campus)

Second Offense = Indefinite suspension & participation in an alcohol education program

## **II. On-Campus Possession:**

- First offense = \$100 fine
- Second offense = One week suspension
- Third offense = Indefinite suspension & alcohol education

## **III. On-Campus Consumption:**

- First offense = \$150 fine and disciplinary probation for a specified time
- Second offense = One week suspension & disciplinary probation for a specified time
- Third offense = Indefinite suspension & alcohol education

## **IV. Creating On-Campus Disturbance as a Result of Off-Campus Consumption:**

- First offense = \$100 fine
- Second offense = One week suspension & disciplinary probation for a specified time
- Third offense = Indefinite suspension & alcohol education

## **V. Providing Alcohol to Persons Under the Legal Drinking Age of 21:**

- First offense = One week suspension
  - Second offense = Indefinite suspension
- In addition to these sanctions, violators may be turned over to the area law enforcement for further investigation and possible prosecution.

This information is intended to give students an idea of the expected outcomes or consequences regarding violations of the College's alcohol policy. Depending on the level of severity involved per violation, and at the discretion of the Vice President for Student Life and Learning or Assistant Dean of Students, sanctions may vary from what is described above. Parents or legal guardians may be contacted in these situations as well.

**BREATH ANALYZER TEST:** The breath analyzer test may be an aid in determining consumption of alcohol. Students charged with consumption of alcohol by a college official may request a breath analyzer test. College officials may require any student charged with consumption of alcohol to take a breath analyzer test. In conjunction with Pennsylvania State Laws, the smell of alcohol on a person is sufficient cause to charge that person with a violation of consumption of alcohol.

**ALCOHOL ABUSE EVALUATION:** A student who violates alcohol regulations may be required, at the student's own expense, to submit to an alcohol evaluation; based on the results of that evaluation, the student may be required at his or her own expense to successfully complete a prescribed program of education, intervention, or counseling approved by the College.

**HOSTING AN EVENT:** Any individual organizing a group activity held on or off campus at which drinking occurs (either by students of legal age or those under legal age) will be suspended or dismissed. Those responsible for buying or distributing alcohol for consumption by individuals will be suspended for an indefinite period of time.

**DRINKING AND DRIVING ON CAMPUS:** Any student found drinking and driving while on College property may be turned over to the area Law Enforcement for further investigation and possible prosecution. In such situations, any Grove City College sanctions for the possession or consumption of alcohol may still apply.

**DRUG POLICY AND SANCTION:** Students found in possession of, using, producing, or selling illegal drugs will be dismissed immediately. This includes any narcotic or dangerous drug or other agent having potential for psychic alteration (unless authorized

by a physician). Paraphernalia for the use, production, and/or storage of illegal drugs is prohibited on campus. The College reserves the right to refer for prosecution by federal, state and local authorities any person who violates the federal, state, or local law prohibiting the possession, use, production or sale of illegal drugs.

## CARD ACCESS SYSTEM

All external residence hall doors and some hallway doors require the use of an ID card for access. Students have access to same gender residence halls. All doors are accessible by card during the day; some doors may not be accessible at night. Both male and female students have open access to common lobbies from 9:00 a.m. - midnight. The card access system in such spaces is activated at midnight.

## CHAPEL ATTENDANCE REQUIREMENT

Grove City College provides a chapel/convocation program to promote each student's spiritual and moral development during the student's College educational experience.

This program is comprised of diverse services and activities, and while it is designed to encourage spiritual growth, the College understands that, ultimately, Christian maturity is the responsibility of the individual student and not the consequence of a requirement. Chapel services are the common expression of our Christian faith as members of the campus community. Thus, chapel/convocation attendance is a core component of the student's experience at Grove City College.

There are many chapel options available to students, and each student is free to select from these options according to his/her own interests as long as the student meets the following **per semester attendance requirements (fall/spring terms only)**:

1. Full-time students (12 or more credits) must attend sixteen (16) chapels.
2. Students enrolled at least half-time but less than full-time (6 to 11 credits) must attend eight (8) chapels.
3. Students enrolled less than half-time (5 or fewer credits) are not required to attend chapel.

Enrollment status will be determined for each student at the conclusion of the College's course drop/add week. Withdrawing from courses after that date will not affect the number of chapels owed during a semester.

A student studying abroad through an external program; enrolled in the Washington DC Internship Program; attending as a non-degree, postbaccalaureate or second degree student; or full-time student teaching will not be required to attend chapel during the semester of that experience. Students enrolled as an undergraduate beyond the typical four-year degree period will be required to attend chapel within the requirements listed above. There is no additional chapel requirement for a student who graduates early.

Chapel requirements not fulfilled in a semester must be made up (this includes any unfulfilled chapel requirements from a previous semester). A student who owes ten (10) or more unfulfilled chapel requirements will not be permitted to register for the next semester until such time that the requirement is met. All grades and transcripts will be held for students who withdraw from the College who have ten (10) or more unfulfilled chapel requirements. Any student who has not fulfilled the chapel attendance requirement by his/her graduation date will not be certified as a graduate of Grove City College until the requirement has been satisfied. Furthermore, students owing more than six unfulfilled chapel requirements will not be permitted to participate in the College's commencement ceremony.

# COMPUTER SYSTEM POLICY

Technology has become an increasingly essential part of College activities. Use of the Grove City College computing resources is intended for purposes in keeping with the mission of the College. Registered students are provided access to appropriate computing resources and are encouraged to make use of these resources for purposes related to their studies and instruction, official business with the College and other College-sanctioned activities.

Use of Grove City College computing resources is a privilege to which all registered students are entitled. Acceptable use begins with individual responsibility in adhering to applicable local, state and national laws. Furthermore, in keeping with the College's mission and goals, all use should promote the academic, social, spiritual, and moral development of the campus.

The following lists, while not exhaustive, offer guidance on improper usage:

## WHAT CONSTITUTES ILLEGAL USE?

- **Obscenity**
- **Child Pornography**
- **Copyright Infringement** - It is a violation of federal and state law to reproduce or distribute copyrighted materials such as books, manuscripts, recorded sounds, music, movies and computer software. This includes Peer to Peer (P2P) file sharing of copyrighted material on the College network.
- **Threats and Pranks**
- **Computer Security Violations** - It is a violation of federal and state law to disrupt the integrity of another's computer system or to compromise any data integrity, confidentiality or availability, including obtaining unauthorized access to government computers, accessing a computer database to disrupt its normal function, or publishing, without the authorization, a password, identifying code or other confidential information concerning a computer or database.
- **Export Control Violations** - Federal law limits the ability of persons to export encryption software to points outside the United States.
- **Scams and Pyramid Schemes**

## WHAT ARE SOME ACTIVITIES NOT IN KEEPING WITH GROVE CITY COLLEGE'S MISSION AND GOALS?

- Obtaining another person's password without explicit consent.
- Probing or querying a computer, network device or computer service without the explicit consent of the owner.
- Improperly using the College's Internet service
- Utilizing the campus computing system for commercial gain or private profit (gambling strictly prohibited)
- Circumventing software used to block certain Internet sites or to maintain system security
- Attaching unauthorized equipment to the College network
- Using College-assigned network addresses without authorization
- Accessing, copying, modifying, transferring, or destroying other's information without permission.
- Harassing others through the campus computing system
- Using the College seal or logo, or the photographs of any member of the College community, without authorization

- Using College-assigned computer or network names to misrepresent personal computer resources on the college network (Ex. “GCC,” “Grove City College,”)
- Tying up resources through activities such as network gaming and mass e-mailing
- Employing the campus computer system in violation of the College’s “Honesty in Learning” statement in the **Bulletin** (catalog), the “Standards of Conduct” delineated in **The Crimson**, or standards specified in the faculty and staff handbooks.

## **GUIDELINES FOR WEB PAGES AND ANNOUNCEMENTS:**

Personal Web Pages: As members of the College community, students and faculty have the privilege of constructing their own web pages for campus viewing. The format and content of these pages should be in keeping with the College’s mission and goals. Students’ personal web pages should meet the applicable standards of conduct as reviewed in *The Crimson*. Likewise, faculty web pages should be guided by the general obligations of faculty members as described in the Faculty Handbook.

The following statement must be placed in the footer of the front page of all personal web page sites:

*“Grove City College permits the publication of personal web pages; however, it is the responsibility of the author to ensure that the format and content of the site comply with College policies and applicable laws.”*

The above statement should appear in 10 pt. Arial (or similar) font on a highly legible background.

College-sponsored Web Pages and Official Announcements: All information must be approved, as described below, prior to being disseminated.

- All **student organization** announcements, web page design and content must be approved by the organization’s faculty advisor. The advisor should consult with the Vice President for Student Life and Learning if there is any question about the appropriateness of the material. Approved announcements should be submitted via the online form on myGCC for posting on the Campus Portal.
- All **academic department** announcements, web page design and content must be approved by the department chair. The department chair should consult with the dean of the appropriate school if there is any question about the appropriateness of the material. Announcements should be submitted via the online form on myGCC for posting on the Campus Portal.
- All **administrative office** announcements, web page design and content must be approved by the office director. The director should consult with the President or Provost of the College (depending upon which person the office reports to) if there is any question about the appropriateness of the material. Announcements should be submitted via the online form on myGCC for posting on the Campus Portal.

Once information has been approved for dissemination, the approver must make sure that an appropriate and responsible person from within the department, office or organization is utilized to post the information. The President of the College has the authority to make final determinations as to the appropriateness of any information posted.

## **REPORTING VIOLATIONS**

Any member of the College community who witnesses or becomes aware of abuses of this policy should report them to one of the following: Provost, Vice President for Student Life and Learning, Chief Information Officer, Dean of the Albert A. Hopeman, Jr. School of Science Engineering and Mathematics, or Dean of the Alva J. Calderwood School of Arts and

Letters. Policy violations may result in the immediate loss of the violator's computer and computing privileges and other disciplinary measures ranging from disciplinary probation up to dismissal and criminal prosecution.

**Note:** *Grove City College reserves the right to periodically update, revise and amend the Campus Computing System Policy.*

## **MOBILE COMPUTER SECURITY**

By their very nature, laptop computers are designed to be lightweight, easy to transport and simple to conceal. These features, however, which make the laptop an ideal choice for computer users, also make it extremely vulnerable to theft. There are a few basic rules which should be followed to minimize the chance of theft:

1. Lock the door to your residence hall room whenever you leave - no matter how long you plan to be gone. (This is a good rule to follow, even if your laptop computer is not in your room.)
2. Never leave your computer unattended in a classroom, lounge, cafeteria, or any public place.
3. Display your name in a prominent place on your computer, and/or your computer carrying case.
4. Make every effort to register your computer system with your (or your parents') homeowner's insurance.
5. Record the serial numbers of your system, and place these numbers in a secure location. A duplicate set of numbers is maintained at the TLC should you need this information.

***It is extremely important to recognize that each student is responsible for the security of his or her own computer.***

Should a theft occur, the official policy of Grove City College will be to treat the theft (or attempted theft) of a computer in a similar manner to any other type of oncampus theft. Namely, an individual found responsible for a theft or attempted theft will be subjected to disciplinary action, up to and including immediate dismissal from Grove City College.

## **CONFIDENTIAL INFORMATION POLICY**

Grove City College maintains a number of records containing information about students and employees. The College respects and recognizes the need for privacy for its students and employees for much of this information, while at the same time respects and recognizes the need and desire for information by the parents of its students, and the need for College employees to have reasonable access to confidential information in order to do their jobs in an efficient and effective manner. In order to address these concerns, the College has established a Confidential Information Policy.

In summary, the policy provides that:

- Data related to students and employees will be made available to any College employee who has a need to know that information in order to accomplish his/her job responsibilities.
- At the discretion of the College all data regarding a specific student will be made available, upon request, to that student and to the student's parents or guardians upon verification that the person is who he/she claims to be.
- Students with a valid reason may request that information be withheld from disclosure to individuals other than College employees. Such request must be in writing, include the rationale for the request and be provided to the College office that maintains the identified information. If the request is considered appropriate, College employees will make every reasonable effort to comply with the student's request.

- College employees have the right to provide selected student or employee information to external parties under certain conditions.
- Students' medical and counseling records shall only be released at the written request of the student, except as provided by our health provider's professional ethics and state and federal laws.
- If in the professional judgment of the Counseling Services staff, a student is believed to be a danger to self or others, the Counseling Services staff reserves the right to contact appropriate college employees (e.g., Vice President of Student Life, Assistant Dean of Students, Residence Life Directors, Zerbe Health Staff) to ensure students' safety while in the process of making appropriate treatment interventions.
- The College will provide any and all information required by law.

Because it does not participate in Federal Programs, Grove City College is not subject to the Family Educational Rights and Privacy Act (FERPA), and this policy is not intended to comply with FERPA.

## **DINING HALL POLICIES**

Students not dressed appropriately will be denied access to the cafes. Cleated athletic shoes and/or soiled clothing are not considered appropriate dress for dining. Partially consumed items, consisting of no more than one of the following may leave the dining hall: one piece of fruit or one dessert portion (a cookie, or an ice cream cone, or a brownie). All other food must be consumed in the dining hall.

Consistent with ID Policy your Grove City College ID must remain with you (on your person) at all times. Thus, each student is discouraged from leaving his/her ID card on table in his/her absence for purposes of reserving seats.

Personal refillable drink containers of any kind are not permitted in the dining halls. Students may drink all they wish while in the dining hall using the cups and glasses provided.

It is totally inconsistent with campus conduct to remove any food (except as noted above) or service ware from the dining hall, i.e. china, silverware, salt/pepper shakers, trays, dispensers etc. Removal of these items will be considered an act of theft and sanctions will be commensurate with infractions. Students' full cooperation is appreciated in making the dining experience a positive one for everyone.

Foodservice and GCC staff are required to monitor and report any infractions.

## **EXPECTATIONS FOR CAMPUS DRESS**

All students are expected to dress in a manner consistent with the College's Christian values. Although the responsibility of dressing appropriately as a member of a Christian academic community is left to the student, college personnel may determine that a given mode of dress is inappropriate for a class, activity or campus setting. Students are expected to wear clothing that adequately covers the person and to wear shoes in all public places. Men are not permitted to wear hats/caps in Harbison Chapel. Individual students or members of groups and/or College-approved organizations who wear clothing with offcolor or distasteful slogans or pictures that are contrary to College values will be addressed and may be subject to disciplinary action.

## **FIREARMS, FIREWORKS AND EXPLOSIVES**

The use, possession and storage of all firearms, weapons, explosives, fireworks, water balloon launchers, pellet and/or air soft guns, hunting knives or other dangerous articles are prohibited on all properties owned, leased, or otherwise controlled by Grove City College. Possession of these items will result in confiscation and disciplinary action. The College reserves the right to refer student possession and or use of these items to local law enforcement.

## **ID CARD POLICY**

**You are required to carry your ID card at all times.**

If an ID card is lost, immediately notify the Campus Safety office at x2111. The missing card will be immediately deactivated. All lost or damaged cards can be replaced at the ITS office for a cost of \$20.00.

Proximity ID cards are made of PVC and contain an antenna coil and integrated electronic chip. In order to maintain the functionality of your card, follow these handling recommendations:

Place the card in a wallet, purse or appropriate carrying pouch.

**Do not punch a slot or hole in your card. If requested, ITS will punch it for you.**

Do not use the card as a key ring.

Do not use the card for any purpose other than access control, identification and other College services.

Do not leave in direct sunlight (for example, on the dash of a car).

Do not expose to extreme heat or open flame (for example, clothes dryers or irons).

Do not expose to any liquids or cleaning materials.

Do not crimp, bend or twist card.

Do not re-laminate.

Do not lend your ID card to another person for any reason.

## **INTERVISITATION**

During Intervisitiation, visitors in a traditional residence hall must sign in when entering and sign out upon departure. Not signing in or out is an Intervisitiation violation and will be treated as such. Doors to rooms where visitors are present must remain open a width of at least four inches. In suite areas, doors to the suite hallways, as well as the door to the room, must remain open. A light other than the TV must be on in the room. It is expected that men and women will act in a way that shows respect for themselves and others.

### **Intervisitiation hours in traditional residence halls:**

Friday 7:00 p.m. – 12:00 a.m. (midnight)

Saturday 1:00 p.m. – 12:00 a.m.

Sunday 1:00 p.m. – 6:00 p.m.

### **Intervisitiation hours in Colonial Hall Apartments:**

Monday – Thursday 5:00 p.m. – 10:00 p.m.

Friday 5:00 p.m. – 12:00 a.m.

Saturday 1:00 p.m. – 12:00 a.m.

Sunday 1:00 p.m. – 6:00 p.m.

*(See Apartment Life guidelines)*

## **NON-DISCRIMINATORY POLICY**

Grove City College is a private educational institution. It does not discriminate on the basis of age, race, color, creed, sex, marital status, disability, or national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other College-administrative programs.

## **OUTDOOR RECREATION FIELDS**

Since the founding days of the College, this statement of J.N. Pew has served as a guide to the entire campus community, “Make the College beautiful, for that is an education.” Each member of the campus community, students, staff, faculty, and administration is encouraged to take pride in the beautiful campus they enjoy. This can be accomplished by adhering to certain established campus-wide policies. Walkways are to be used throughout the campus.

## **MAIN QUAD**

As a part of a long standing tradition at Grove City College, we require that all campus community members and visitors especially respect the beauty and maintenance of the Main Quad (bordered by Harbison Chapel, Crawford Hall, Mary Anderson Pew Hall, Ketler Hall, and Rockwell Hall of Science).

### **Lower Main Quad (directly between Crawford Hall and Harbison Chapel)**

The Lower or “Senior” Quad is off limits and reserved for special programs such as Baccalaureate services, May Commencement, the Fourth of July Celebration, or other College scheduled activities. Those found on the Lower Quad other than during the special programs listed here will be subject to the appropriate sanctions.

### **Upper Main Quad (directly between MAP Residence Hall & Ketler Residence Hall)**

The Upper Quad can be used for casual recreation with the following guidelines and restrictions:

- **Casual play or recreation is defined as individual or group activities that do not inflict foreseeable damage to the grass and/or ground. Examples include but are not limited to:**
  1. Tossing a frisbee, football, or baseball.
  2. Picnicking, sitting, or studying on the grass.
- **Where evidence exists that such casual play is causing damage to lawns or where particularly dry weather has damaged the grass, students may be asked NOT to use the upper quad for a period of time so that the lawn can be restored.**
- **The following activities are not permitted on the Upper Main Quad at any time:**
  1. Intramural and club sports
  2. Cleated shoes
  3. Golf
  4. Batting baseballs, softballs, tennis balls.
  5. Sunbathing (restricted to the MAP inner quad for women)
  6. Any other activity (individual or group) that has strong potential for damaging the quad in anyway
- **Please continue to use the sidewalks for pedestrian traffic, so as not to develop “cow paths” as a result of cutting across the quad en route to chapel, residence halls etc.**

### **OTHER CAMPUS LAWN AREAS**

Other campus lawn areas may be used for casual play (e.g., Frisbee, baseball, football) using non-cleated shoes. For safety reasons, golf is not to be played on College property. Students are encouraged to use the intramural playing fields for recreational purposes. Teams and large groups are required to use the intramural playing fields or other approved fields. Again, where evidence exists that casual play is causing damage to the lawns, students may be asked not to use those areas for a period of time in order to restore the lawns.

### **OFF-CAMPUS ACTIVITIES**

Whenever individual students violate College regulations or help to cause other students to violate them, the College has the right and obligation to respond with sanctions up to and including dismissal. Similarly, whenever campus-based organizations violate College values or individual members help cause others to violate them, the College has the right and obligation to respond with disciplinary action against the organization and/or the officers of the organization. Sanctions may include the revocation of charters and/or loss of group recognition and the dismissal of individuals.

If individual students or groups of students or campus-based organizations rent, buy, occupy or live in off-campus residences in the contravention of College policy (see the **College Bulletin**) or if they participate in or organize off-campus events which contravene College policy, the College may impose appropriate sanctions. Use or availability

of alcohol or illegal drugs, immoral behavior and/or students sharing a bedroom with a member of the opposite sex will be considered especially serious offenses.

## **ORGANIZATIONS**

Permission for an organization to exist rests solely with the College. All organizations at Grove City College are expected to uphold the standards that have been set with regard to the use of alcohol, illegal drugs, and immoral behavior.

Organizations are encouraged to hold all activities on campus. Organizations that sponsor off-campus functions must assume complete responsibility for the actions of their members and guests. Advisors are encouraged to attend all meetings and social functions sponsored by the group.

The possession and/or consumption of alcohol at an organization's function is not permitted. Those attending a group's function, regardless of age, are not permitted to possess, distribute, or consume alcohol at that function.

A group function is defined as: Any effort on the part of any group member to plan or organize a function or activity involving other members of the GCC recognized club or organization. Thus, e-mails, phone calls, flyers, and face-to face communications will be construed as planning toward a group function. Moreover, the consumption or mere presence of alcohol and/or illegal drugs at or in proximity to group's function (e.g., parking lots, hotel rooms) may constitute a violation of the policy.

Immoral behavior or its appearance is prohibited. Such behavior or its appearance at group functions shall include but is not limited to members of the opposite sex sharing the same bedroom. Inappropriate conduct will subject the group to sanctions.

Organizational violations of College regulations will be dealt with in the same manner as violations by individuals. Individual members of organizations can receive individual sanctions as well as a group sanction for a group violation.

The Student Life and Learning Office will be responsible for dealing administratively with all violations and for issuing sanctions as appropriate. The accused organization when found guilty has the right to appeal the decision of the Student Life and Learning Office to the Appeals Board for Student Conduct (AB). Appeals must be made by the officers and must be written and submitted to the AB within 48 hours.

**OFF-CAMPUS ACTIVITIES BY ORGANIZATIONS:** The charter and/or recognition of any College-sponsored group or organization which, at any of its gatherings on or off campus, violates or permits the violation of any applicable law or of College rules and standards including those related to illegal drugs, alcohol, hazing or immoral behavior may be suspended as follows:

For the first violation: Charter suspended for a year.

For a second violation within a four-year period: Charter suspended for two years.

For a third violation within a six-year period: Charter suspended indefinitely.

Once a charter has been suspended a period of six years without a violation must elapse before the cycle of increasing sanctions is reset to zero. A suspended charter may be reinstated by the successful completion of a procedure administered by the Office of Student Life and Learning. The printed procedure is available in that office.

**CIVIL LAW VIOLATIONS:** Students charged with violations by civil authorities are subject to sanctions by civil authorities. When the interest of the College as an academic community is clearly involved, the College may take disciplinary action independent of civil authorities or civil action. This includes underage drinking and/or alcohol or illegal drug abuse. Students who evoke criticism of the College may be subject to disciplinary action by the College. Students charged with a misdemeanor or a more serious charge are normally issued a summary suspension by the Vice President for Student Life and Learning subject to review by the Administrative Council.

## **PHOTO OPPORTUNITIES**

Students should understand that they may be photographed while engaged in public activities on campus and that the College may use such photographs in its promotional materials.

## **PUBLIC DISPLAYS OF AFFECTION**

Men and women on campus will act in a way that shows respect and honor toward each other and toward those around them.

If students are acting in a manner that is not in accordance with Christian standards or that is making others uncomfortable, College personnel may ask them to stop or leave a particular area.

## **ROOFS**

Students are not permitted on the roofs of any campus buildings for safety reasons.

## **RAFFLES (NOT PERMITTED)**

No Grove City College recognized club or organization may conduct raffles or raffle type give-aways involving exchange of money.

## **SALES**

No solicitors or salespersons are permitted in residence halls. Unauthorized salespersons found in living areas are to be reported to the Resident Assistant, Resident Director, and/or the Student Life and Learning Office. Companies and off-campus organizations must obtain written authorization from the Student Life and Learning Office to sell or display products in campus residence halls. Students and student organizations selling on campus and in the residence halls must be registered with the Student Life and Learning Office.

## **SEXUAL HARASSMENT POLICY**

This policy applies to all members of the Grove City College community, including students, faculty, staff and administrators. Grove City College affirms its commitment to ensure an environment that is fair, humane, and respectful, and consistent with the Christian values orientation of the College. Sexual harassment is sex discrimination and a violation of federal and state law, as well as Grove City College policy, and will not be condoned or tolerated. Under established procedures at the College, immediate disciplinary action will be taken against any student, faculty member, staff member or administrator determined to have engaged in such behavior. The College will investigate all claims of sexual harassment, and will take all appropriate measures in the event that any act of sexual harassment has occurred. In doing so, the College will make every reasonable effort to resolve any complaint of sexual harassment promptly and equitably, and to conduct proceedings in a manner that will protect the confidentiality of all involved. However, given the College's obligation to investigate all claims of sexual harassment and to take appropriate action, confidentiality cannot be guaranteed.

Sexual harassment can occur between any members of the College community. It is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity; (b) submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or (c) such conduct has the purpose or effect of unreasonable interfering with an individual's work or educational performance or of creating

an intimidating, hostile, or offensive environment for work or learning. Some examples of sexual harassment include, but are not limited to: Sexual assault; unwelcome sexual advances or physical contact, such as touching, patting, hugging or brushing against a person's body; sexual orientated comments, jokes or verbal abuse; displays of sexually oriented materials; direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation; retaliation for failure to give in to sexual threats or advances; subtle pressure for sexual activity.

Students who believe that they have been sexually harassed may seek redress by filing a complaint with the Office of Student Life and Learning. Faculty, staff and administrators who believe that they have been sexually harassed may seek redress by filing a complaint with the Office of Financial Affairs. Procedures for resolving claims of sexual harassment are kept at the Offices of Student Life and Learning and Financial Affairs. The College reserves the right to revise this policy from time to time.

## **SKATE BOARDS**

No skateboards are permitted to be used on the campus or surrounding streets. Roller blades are permitted.

## **SMOKING POLICY**

All buildings on the campus are smoke-free. This policy recognizes the need to maintain an environment that sustains the general health and safety of all members of the College community. For the consideration of others, those who smoke outdoors are encouraged to refrain from smoking near doorways and windows to prevent smoke from entering buildings. Smokers may be asked at anytime to move further away from outside doorways or windows. To maintain the beauty of the campus receptacles have been placed strategically for use.

## **STATE RULES AND REGULATIONS**

Grove City College students are part of the community and are therefore subject to the laws of the borough as well as the State of Pennsylvania. The following extracts from the State Crime Code are applicable to all Grove City College students.

### **ALCOHOL**

#### **THE PENNSYLVANIA STATE LAW FOR ALCOHOL ABUSE (in part):**

The Pennsylvania State Law mandates that a person is guilty of a misdemeanor of the third degree if he, being under the age of 21 years, knowingly and falsely represents himself to be 21 years of age to any licensed dealer or other person, for the purpose of procuring or having furnished to him any intoxicating liquors. Maximum penalties: \$500 fine and/or 1 year in jail.

A person is guilty of a summary offense, if he, being less than 21 years of age, attempts to purchase, purchases, consumes or transports any alcohol, liquor or malt or brewed beverages. Maximum penalties: \$300.00 fine and/or 90 days in jail.

A person is guilty of a misdemeanor of the third degree if he knowingly, willfully and falsely represents to any licensed dealer or other person, any minor to be of full age, for the person to sell or furnish any intoxicating liquors to the minor. Maximum penalties: \$300 to \$2,500 fine and/or 1 year in jail.

The State Liquor Control Board operates under State Law. Under that law it is a misdemeanor to transfer (unlawfully) an identification card for the purpose of falsifying age to secure malt or alcoholic beverages. Also, it is a misdemeanor for any person to sell, furnish or give any minor under 21 years of age any malt or alcoholic liquor. Penalty: Minimum of

\$1,000 fine and/or 1 year in jail. Second offense: \$2,500 fine and/or 1 year in jail.

Any violation of Pennsylvania State Liquor Laws by persons under 21 years of age results in the automatic suspension of a Pennsylvania Driver's License for a period of three months, regardless of whether the violation took place in conjunction with a motor vehicle.

### **THE PENNSYLVANIA STATE ZERO TOLERANCE LAW**

The legislature passed a law making it illegal for anyone under 21 (a minor) to drive with any amount of alcohol in his/her system. The law states "a minor shall not drive, operate or be in physical control of a motor vehicle while having any alcohol in his/her system" (hence the "Zero Tolerance" terminology). Title 75: Section 3718. A minor apprehended with a .02% of alcohol in his/her system would be charged with a Driving Under the Influence (DUI) violation.

For a juvenile (under age 18) a DUI is a misdemeanor offense and requires a one year Pennsylvania driver's license suspension; a drug and alcohol evaluation; participation in a state-approved Alcohol Highway Safety Program if ordered by the Court; payment of fines and costs, and restitution; Juvenile Court supervision or placement; and chemical test refusal violations will result in an automatic one year suspension of driving privileges.

DUI for anyone over age 18 requires: Accelerated Rehabilitative Disposition (ARD) if qualifications are met; incarceration for forty-eight hours if the defendant does not accept, or does not qualify for ARD; up to one year's driver's license suspension; a drug and alcohol evaluation; participation in a state-approved Alcohol Highway Safety Program if ordered by the Court; payment of fines, costs, and restitution; and chemical test refusal violation will result in an automatic one-year suspension of driving privileges.

It is unlawful for any person to operate or any person to occupy any motor vehicle with an open alcoholic beverage container known as the "open container law." The law prohibits open alcoholic beverages or controlled substances in an automobile.

### **ANTIHAZING LAW**

In 1986, Pennsylvania adopted the Antihazing Law, PL 1595, No. 175. The law defines hazing as follows:

**HAZING:** Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education.

The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

Grove City College considers hazing in any form a very serious offense and does not differentiate in terms of degree. The College reserves the right to determine the violation of College antihazing regulations in terms of the College's definition of the antihazing law — civil prosecution not withstanding.

## **DRUGS AND NARCOTICS**

### **THE PENNSYLVANIA STATE LAW FOR ILLICIT DRUG ABUSE (in part):**

In June 1972, Pennsylvania adopted the Uniform Controlled Substance, Drug, Device and Cosmetic Act. This act reduced most drug violations to the class of misdemeanor. One of the major exceptions is the distributing of drugs by a person over 21 years of age to a person under 18 years of age, who is at least four years his junior. This violation is the most heavily punishable under the act.

Possession of a small amount of marijuana only for personal use; the possession of a small amount of marijuana with the intent to distribute but not to sell; or the distribution of a small amount of marijuana but not for sale, is considered an unclassified misdemeanor and carries with it a sentence of imprisonment not exceeding thirty days, or a fine not exceeding \$500, or both. Thirty grams of marijuana or eight grams of hashish shall be considered a small amount. Any amount above thirty grams of marijuana or eight grams of hashish shall be considered possession with the intent to deliver and is considered a misdemeanor of the third degree. This violation carries with it one year imprisonment and a fine of \$5,000, or both.

If a drug violation is committed after a prior conviction of the Pennsylvania Drug Laws, the penalty shall be imprisonment not exceeding three years or a fine not exceeding \$25,000, or both.

For the first conviction of the Pennsylvania Drug Laws for a marijuana violation considered an unclassified misdemeanor, the offender will lose driver's privileges for 6 months. For a second offense, driver's privileges will be suspended for 1 year and the third offense carries with it a two-year suspension of driver's privileges.

**FEDERAL DRUG LAWS (in part):** For a first conviction of illegal possession of a controlled substance, a person may be imprisoned for up to one year and/or fined up to \$100,000. Subsequent convictions carry stiffer criminal penalties. Other penalties may apply, such as forfeiture of property used in connection with the crime, denial of certain federal benefits and revocation of certain federal licenses.

## **FIREWORKS**

It is illegal to possess or use fireworks, without being bonded and registered with a permit by the local municipality. In the Borough of Grove City, prosecution is usually under disorderly conduct, of the misdemeanor level.

## **FORGERY**

Anyone who fraudulently signs another person's name to a document, such as a check, is guilty of forgery. Forgery is a felony and is punishable by a fine up to \$25,000 or imprisonment not exceeding ten years, or both.

## **RETAIL THEFT (SHOPLIFTING)**

Any person committing the first offense of retail theft when the value of the merchandise is less than \$150 is guilty of a summary offense. Maximum penalties: \$300 fine and/or 90 days in jail. Act 272, section 3829, requires the fingerprinting of any person 16 years of age or older after being charged with retail theft.

Upon conviction of a second offense when the value of the merchandise is less than \$150, the person shall be guilty of a misdemeanor of the second degree. Maximum penalties: \$5,000 and/or 2 years in jail.

When the value of the merchandise is \$150 or more, any person who shall commit the offense of retail theft whether same shall be first or subsequent offense, shall be guilty of a misdemeanor of the first degree. Maximum penalties: \$10,000 and/or 5 years in jail.

## STUDENT RECORDS

Academic and student personal records are maintained in the Registrar's Office and in the Student Life and Learning Office, respectively. These records are made available upon request for review by the students to whom they pertain. They are not made available nor is information from them furnished to third parties without the written permission of the student, except as follows:

- A student's name and whether he or she is currently enrolled in College is considered public information, and is included in College directories and other publications.
- The following information is considered to be of public interest and is released to appropriate agencies unless the student officially files a request with the registrar that disclosure is not to be made officially without his or her written permission: academic major, dates of enrollment, degree received, honors received, local address and telephone number, names of parents, permanent home address, participation in officially recognized activities and sports, height and weight of members of athletic teams.

## SUNBATHING EXPECTATIONS

Students are asked to be modest and considerate of others when choosing to sunbathe. Women should sunbathe only in the inner quad of Mary Anderson Pew Hall, and to ensure women's privacy, men should not loiter in this area. Sunbathing on sidewalks is not permitted. Check with a Resident Director if you have a question concerning an appropriate area or appropriate dress. College personnel may determine that certain dress is inappropriate.

## TRAFFIC AND VEHICLE REGULATIONS

When operating a vehicle on campus, all operators are required to comply with the following regulations to ensure the safe and efficient use of campus parking and traffic facilities. These regulations are enforced 24 hrs/day 7 days/week. The privilege of maintaining a vehicle on campus is extended to all faculty, employees, upper-class students, and commuters. Freshmen are not permitted to have vehicles on campus.

**VEHICLE REGISTRATION:** All vehicles must be registered with Campus Safety. Unregistered vehicles that are parked on campus may be ticketed, booted or towed at the owner's expense at any time. **Student teacher, visitor and temporary permits are available 24 hrs/day 7 days/week at the Campus Safety office in Crawford hall. Students and employees who wish to register for a year or semester permit must complete the parking permit application process via MY.GCC.EDU.**

Students are permitted only one vehicle on campus at any time, and permits are not transferable between vehicles or persons. Students may not register a vehicle belonging to another student unless the second student is a member of their immediate family. If changing primary vehicles or enrollment status (commuter to dorm), the original permit, or remnants thereof, must be returned to Campus Safety. Upon receipt, a new permit will be issued at no charge. Temporary permits for a maximum of 2 weeks will be issued at no charge to a student who has a registered vehicle that is disabled forcing them to bring a different vehicle to campus.

Decals must be permanently affixed with their own adhesive backing to the driver's side of the rear bumper, or to the outer surface of the rear window in the lower left-hand corner.

### REGISTRATION FEES:

Full academic year:	\$125.00 (If purchased before January 1 of the academic year.)
Spring Semester:	\$75.00 (If purchased after January 1)

Temporary permit: \$10.00 Each week (Available 24hrs/day at Campus Safety off.)  
 \$2.00 Each Day (Available 24hrs/day at Campus Safety off.)  
 Decal Replacement Fee: \$125.00 (\$75.00 Spring)

**No fee if old decal is returned.**

**NOTE: Registration fees and tickets will be billed to the student's account if warnings or citations are ignored.**

**PERMIT REFUNDS:** If a permit is returned for a refund, the refund amount will be prorated to the date the request was received. All refund requests received after the start of spring semester will receive a maximum of \$50 to be prorated monthly to the end of spring semester. Please note that if you turn in your permit early, and still park on campus, you will be subject to a \$50 fine for failure to register plus the cost of any violation. If you choose to purchase another permit, you will be required to pay the lesser of either the cost for a semester permit (\$75) or the cost of a temporary permit for the time you plan to have the vehicle on campus.

**VISITOR REGISTRATION:** All Visitors must register with Campus Safety in Crawford Hall. Visitor permits are available 24 hrs/day, 7days/week. There is no charge for a visitor's permit.

An enrolled student will never qualify as a visitor nor will their vehicle hold visitor status. Simply parking in a visitor space will result in a ticket being issued for parking in a restricted area. However, recognizing that they often have business to complete with different offices on campus, students may park in designated visitor parking for the period of time needed to complete their business with a given office provided their 4-way flashers are on. **This applies only in designated visitor parking spaces. Any other designated areas are limited to 15 minutes with 4-way flashers on.**

**PARKING AND PARKING RESTRICTIONS:** Parking areas are designated by printed signs. Parking is permitted only in these designated parking areas on campus. If a location is not designated for student parking, it is a "restricted area". Parking is not permitted on any roadway, sidewalk, lawn, truck delivery area or in the vicinity of a NO PARKING or RESERVED PARKING sign, fire lane, traffic cone, barricade or painted curb! The aforementioned areas are TOW AWAY ZONES...at the owner's expense.

Special circumstances may dictate changes to published parking designations or regulations. When this becomes necessary, temporary signs or notices will be placed to notify vehicle operators of the changes. Temporary signs and traffic control devices supercede published guidelines. Please be alert to these changes.

- Crawford Hall..... Drop-off/pickup, visitors & authorized employees only.
- Colonial/Field house lot..... Colonial residents, Faculty and Staff only.
- Memorial parking lot..... Authorized employees and visitors only.
- Zerbe Health Center..... Emergency vehicles and authorized staff only.
- Hoyt Hall and Rockwell Hall..... Faculty and administration only.\*
- Pew North/ HAL Parking Lot..... Faculty Parking only\*
- HAL Circle..... Early Education Center vehicles only\*
- Pew Fine Arts and Hicks Hall..... Authorized Faculty and Staff only.
- Rockwell/Hoyt..... Faculty and specially authorized employees only.\*
- PLC Visitor..... Campus Guests & Motorcycle Parking with permit\*
- M.A.P. West Lot..... Faculty, and Staff
- Gravel lots east of Madison Ave.
- Lot 1, 2, 3..... Commuters, Resident students, Colonial residents & visitors\*

Carnegie Staff Parking Reserved for authorized employees only.  
Open to registered CHA resident vehicles 5:30 p.m. to Midnight.\*  
This privilege may be suspended temporarily for special needs.  
Temporary signs supercede this guideline.  
\*CCTV and/or Emergency Phones present

Colonial Hall Special Parking Restrictions: To obtain zoning variances in order to build the Colonial Hall Apartments, the College was required to comply with the following parking requirements for residents of Colonial Hall: "In registering vehicles of students who will reside at Colonial Hall, Grove City College shall require as part of its registration policy that no such vehicle shall be parked upon any public street or in any public parking lot within 1,000 feet of Colonial Hall." That restriction encompasses all of the parking around and behind East Main Church, Covenant OPC Church and the Middle School to the south, to National City Bank and behind Grace United Methodist Church to the north, and to Elm Street (just beyond Country Fair and including the parking lot behind College View Towers) to the west. It also obviously includes parking on South Broad Street and College Avenue immediately adjacent to the lower campus. Accordingly, Colonial Hall residents who park in this restricted area may be fined and those who are repeat violators of parking in this restricted area may be subject to losing their vehicle privileges at Grove City College.

Vehicle operators are solely responsible for locating appropriate parking spaces. Commuters and Colonial residents may park in any student lot. Resident students must park in designated resident student parking. Lack of space does not justify parking in a restricted area and will not be accepted as justification for an appeal.

## GENERAL INFORMATION

- Speed limit:** 15 miles per hour.  
Special events or weather conditions may warrant slower travel.
- Loading:** Spaces are reserved near each building for loading and unloading. There is a 15 minute time limit for loading and unloading in these spaces, and four-way flashers must be on. If none of the designated spaces are available, curbside stopping is permitted on the campus provided four-way flashers are on and the vehicle is removed within 15 minutes.
- Violations:** *Accumulating ten (10) or more parking tickets shows a conscious disregard for campus vehicle regulations. Individuals accumulating this number of tickets will be assessed a \$100.00 excess violation fee for each subsequent ticket. Accumulating thirteen (13) or more parking tickets may result in forfeiting the privilege of maintaining a vehicle on campus.*
- Violations in Grove City Borough:** Student vehicle owners who attempt to house vehicles off campus and generate parking complaints may be cited by Grove City Police for violation of local ordinances. Additionally, they may be billed the registration fee and/or be fined by the College in order to halt the offending behavior. Repeat offenders may permanently lose the privilege to register a vehicle on campus, and may be subject to further disciplinary action as out lined in the Crimson.
- Common Sanctions:** Parking in a restricted area (including Colonial Hall students in violation of Special Parking Restrictions) - \$10.00  
Failure to register - \$50.00 + Full year registration fee. Students who respond promptly (next business day) to a violation may appeal to have the failure to register fine reduced or voided provided the student can demonstrate that they have made a reasonable effort

to comply with the requirement to register. Permits are available 24 hours a day, 7 days/week at the Safety Office in Crawford hall.

Failure to properly display registration - \$10.00

Parking in or blocking a construction/delivery area - \$25.00

Blocking free access of emergency vehicles - \$50.00

(i.e. blocking fire lanes, Zerbe entrance, Campus Safety spaces, etc.)

Parking on campus roadways, or drive lanes - \$10.00

Moving or Tampering with Parking Control Equipment - \$50.00

Moving violations, including speeding, reckless driving, or any variance from the PA state motor vehicle safety code - \$25.00 each violation

Displaying Fraudulent, or altered permit - \$50.00+ full year registration fee

Handicap parking violation - \$50.00-\$200.00

Handicap parking spaces may not be used for stopping, standing or temporary parking unless the vehicle displays a valid state issued disabled parking permit.

Failure to yield (Pull to side of roadway and stop) on approach of emergency vehicles - \$50.00

Release of booted vehicle - \$50.00 + payment of all out-standing fines.

**FINES:** Payment is due when a ticket is issued. Tickets that remain unpaid for more than 10 days after the date of issuance may be subject to late fees (see Crimson page 95). All fines shall be paid to the Financial Services office in Crawford Hall. Unpaid fines will result in grades and transcripts being withheld and/or the privilege to continue at Grove City College being denied.

Towed vehicles will be billed for all outstanding fines and/or permit fees from the date of the first recorded violation to the time it is towed.

**APPEALS:** Fines must be paid promptly regardless of whether the fine is being appealed. Appealing a ticket will not prevent or delay late fees. Ticket appeals may be submitted within 10 days of the date the ticket was issued. After 10 days, the right to appeal is lost and the violator is responsible for all fines or costs associated with the citation.

The following procedure is the only acceptable method of appealing a ticket. Returning the ticket with an attached note is not a valid appeal and both will be returned to the violator. Towing costs cannot be appealed and must be settled with the towing company.

All appeals must be submitted in writing to the Parking Control Officer on an official appeal form. The parking control officer will review the appeal and if he/she sees no cause to void the citation, the appeal will be forwarded to the Director of Campus Safety for a final ruling. Forms are available at the Campus Safety office in Crawford Hall. One form must be completed for each ticket being contested.

Up to a \$10.00 processing fee may be assessed for frivolous appeals. No fee will be assessed if the fine is reduced or voided.

Appeals are evaluated in the context of posted/published parking regulations, reasonableness, and mitigating circumstances offered by the appellant. Typically, appeals based upon the following or like situations will be categorized as frivolous appeals and will be subject to an additional fee for processing:

- Running Late/Didn't have time to find a spot/Had a test and didn't want to walk
- Couldn't find any available parking places on campus
- Lost or never received the ticket or e-mail notification of the violation
- Only parked illegally for a short time/there were plenty of other spaces in the area
- Ignorance of the regulations
- Inconvenience of acceptable parking areas
- Unread or misunderstood signs
- Financial hardship

- Weak battery, could not put on flashers. (The poor condition of your battery is not an acceptable reason for not using 4-ways.)
- Equipment malfunction/breakdown/forgot to put 4-way flashers on (In the event of mechanical problems, they must be reported to Campus Safety immediately. Appeals for citations issued to disabled vehicles will only be considered if there is evidence that the student reported the problems to Campus Safety immediately and can produce proof that repairs were made to that vehicle within a reasonable time frame of the citation.)

## **VANDALISM**

Vandalism in any form will not be tolerated. Damages that can be attributed to a particular person(s) will be charged directly to that person(s). Charges that cannot be attributed to persons or a specific group within a residence hall will be assessed on an equal basis to all residents of the floor. Campus-wide damages that cannot be assessed to specific persons or groups will be assessed on an equal basis to all students.

## **VIDEO/DVD EQUIPMENT**

Students who rent or own video equipment (VCR, DVD, etc.) and rent or own films should abide by the Federal standards with regard to the public showing of such films. Published guidelines are available in the Student Life and Learning Office. No "X"-rated films may be shown on campus.

# Apartment Life

## MISSION OF COLONIAL HALL APARTMENTS

Colonial Hall Apartments is a living-learning community that will equip students to be leaders, responsible citizens and devoted followers of Christ as they transition from college to post-college experiences.

## GENERAL UNDERSTANDING

Students who live in Colonial Hall understand that the apartment community is built upon a system of peer accountability, responsible freedom, and commitment to the mission of Colonial Hall Apartments and Grove City College. Apartment residents agree to play an active role in developing this community by participating in transitional life skills programs, abiding by all residence life and campus policies as outlined in the Crimson, and encouraging other residents in their personal and collective growth.

## COURTESY HOURS

Twenty-four hour courtesy hours are in effect for the apartments. It is expected that residents will respect others in their living environment in regard to noise level and guests at all times.

## INTERVISITATION

A guest of the opposite gender who is visiting an apartment must leave his/her ID card with the lobby attendant. Apartment residents must come to the access door on his/her floor to escort his/her guest to the apartment suite. Residents must then escort guests back to the access door on his/her floor when guests are leaving. Doors of suites in which visitors are present must remain open at least 4 inches. Guests of the opposite gender must remain in the common areas of the apartment (living room and kitchen); individual bedrooms are off-limits. A light other than the TV must be on at all times while entertaining guests.

### ***Intervisitation hours in Colonial Hall:***

Monday – Thursday	5:00 p.m. – 10:00 p.m.
Friday	5:00 p.m. – 12:00 a.m. (midnight)
Saturday	1:00 p.m. – 12:00 a.m.
Sunday	1:00 p.m. – 6:00 p.m.

## APARTMENT UPKEEP & CLEANING

It is expected that apartment residents will maintain and clean their own apartments in a manner that preserves the condition as it was on move-in day. Strict fines will be assessed to those students leaving their apartment in poor condition.

### ***Hanging Wall Decorations***

No adhesives are permitted on the walls (tape, sticky-tack, 3M strips, Velcro, etc.). Posters may be hung with thumb-tacks only. The College will provide picture hooks. Only those hooks provided by the College may be used.

### ***Items and areas to clean:***

- Kitchen: stove (including drip pans), oven, refrigerator, dishwasher, floor, counter tops, sink, cabinets
- Living Room: furniture, floor, couches/chairs, windows
- Bedrooms: furniture, floor, windows

- Bathroom: sink, shower, toilet, floor, mirrors
- Washer/Dryer
- All carpets

## **GARBAGE REMOVAL**

Apartment residents will be responsible for garbage removal. Residents must supply all trash receptacles within the apartment suite. A fenced-in dumpster with card access is located outside the northwest end of the building for residents' use.

## **ROOM FURNISHINGS AND DECORATIONS**

College-provided furnishings may not be disassembled or removed from the apartment at any time. No additional couches or love seats are permitted. No lofts of any type are permitted. All common area furniture must remain in the common areas. Residents are not permitted to use paint of any kind on apartment walls or surfaces.

## **CABLE TELEVISION**

Residents may purchase cable service from the College. Cable jacks are located in the living room and each individual bedroom; one fee for the entire apartment suite will be assessed.

## **DOOR ACCESS/SECURITY**

All residents and visitors must enter through the lobby doors located in the center of the building. All other doors are alarmed and used for exit only.

## **MEAL PLANS**

Apartment residents may purchase a full meal plan similar to the cost of traditional residence hall students. A prepaid meal card purchased directly from Bon Appetit (Business Office located in Hicks Hall) can be customized with any number of meals.

## **PARKING**

There is adequate parking provided on lower campus for each apartment resident. Residents will be issued a parking pass specific to Colonial Hall. They will also be permitted to park in either student or commuter parking on upper campus. To obtain zoning variances in order to build the Colonial Hall Apartments, the College was required to comply with the following parking requirements for residents of Colonial Hall: "In registering vehicles of students who will reside at the Colonial Hall, Grove City College shall require as part of its registration policy that no such vehicle shall be parked upon any public street or in any public parking lot within 1,000 feet of the Colonial." That restriction encompasses all of the parking around and behind East Main Church, Covenant OPC Church and the Middle School to the south, to National City Bank and behind Grace United Methodist Church to the north, and to Elm Street (just beyond Country Fair and including the parking lot behind College View Towers) to the west. It also obviously includes parking on South Broad Street and College Avenue immediately adjacent to the lower campus. Accordingly, Colonial Hall residents who park in this restricted area may be fined and those who are repeat violators of parking in this restricted area may be subject to losing their vehicle privileges at Grove City College.

## **RESTRICTED ITEMS**

The following items are not permitted in Colonial Hall. If discovered, they may be confiscated and the owner may be sanctioned.

- Additional curtains and draperies
- Alcohol, illegal narcotics, and drug paraphernalia

- Alcoholic beverage containers and serving glassware
- Appliances or devices with open flames
- Candles
- Halogen lamps and multi-armed lamps with plastic shades
- Heaters, air conditioners, and ceiling fans
- Hunting knives
- Illegal narcotics and drug paraphernalia
- Incense/potpourri
- Items or posters advertising alcohol
- Live Christmas trees
- Obscene or pornographic posters
- Pets (other than fish)
- Road signs without proof of purchase
- Satellite dishes
- Weapons of any sort, including water balloon launchers and air soft guns

## Residence Life

*Apartment residents should refer to the Apartment Life section of this handbook for additional guidelines pertaining to Colonial Hall.*

### GENERAL UNDERSTANDING

Grove City College views residence life as a very important part of a student's educational experience. It is in the residence hall living and learning community that our students grow spiritually, socially, emotionally, culturally and professionally. First and foremost, our residence hall staff desires to aid in students' development into young adults of personal excellence through mentoring and discipleship relationships and quality residence hall programming designed to promote community and personal growth.

By choosing to live in the College's facilities, students agree to abide by all College regulations. These regulations are put in place to safeguard our students' well-being and to promote healthy community life.

Students are responsible for keeping the rooms and all college furnishings contained in them clean and free from damage.

The College, while endeavoring to provide attractive housing for resident students, retains all rights of ownership. The College reserves the right to assign a room to a resident student and also to require a resident student to move whenever the best interest of the College requires such action.

The College cannot be responsible for loss of personal property of residence hall students due to theft, fire, wind, rain, flooding or disruptions to electrical service or naturally occurring catastrophes from rain and/or flooding. **It is strongly recommended that insurance protection be carried by each student against loss and/or damage to personal property.** The foregoing notwithstanding, however, should loss occur due to negligence by the College, the College will be responsible for the direct damage but not indirect or consequential damage as a result of loss. The College will not be responsible, however, if the proximate negligence or willful conduct causing the loss is that of another student and/or another individual not acting as an employee of and/or without specific authority of the College.

# LIVING SAFELY IN COMMUNITY

## BABYSITTING

Babysitting is not permitted on campus due to noise concerns and safety of the children. Siblings twelve years old and older may stay for a maximum of two nights when registered with the Resident Director.

## BICYCLES

Bikes may not be kept in residence hall stairwells or in the hallways of any building, but may be carried into a room and stored, provided they do not impede safe exit from the room. Bicycles may not be hung from walls or ceilings. Bicycle riding in the residence halls is prohibited. Residents may be charged for damage caused by transporting and storing bicycles in the residence halls. Failure to abide by these bicycle policies could result in fines or loss of privilege to store a bicycle in the residence halls. No summer storage for bikes is available on campus. Bikes left on campus at the end of the academic year are considered abandoned property and will be disposed of, sold or donated two weeks after Commencement.

## COURTESY HOURS

Courtesy hours are observed in all residence halls from 10 p.m. to 7 a.m. During final exams, 24-hour quiet hours are in effect. At all times, students are reminded to be considerate of others. Excessive noise is not conducive to good studying or sleeping. Stereos and televisions may not be played from residence hall windows at any time.

## GARBAGE REMOVAL

Residents are responsible for removing their own garbage from their rooms and must supply all trash receptacles within the room or suite. Garbage disposal sites are located within the vicinity of each residence hall, and all personal trash must be taken to these sites. Failure to properly dispose of garbage, including dumping it in common areas, may result in a fine.

## INTERVISITATION

During Intervisitation in a traditional residence hall, visitors must sign in when entering and sign out upon departure. Not signing in or out is an Intervisitation violation and will be treated as such. Doors to rooms where visitors are present must remain open a width of at least four inches. In suite areas, doors to the suite hallways, as well as the door to the room, must remain open. A light other than the TV must be on in the room. It is expected that men and women will act in a way that shows respect for themselves and others. Guests must be escorted through that building by their hosts or hostess at all times.

### ***Intervisitation hours in traditional residence halls:***

Friday	7:00 p.m. – 12:00 a.m. (midnight)
Saturday	1:00 p.m. – 12:00 a.m. (midnight)
Sunday	1:00 p.m. – 6:00 p.m.

### ***Intervisitation hours in Colonial Hall Apartments:***

Monday – Thursday	5:00 p.m. – 10:00 p.m.
Friday	5:00 p.m. – 12:00 a.m. (midnight)
Saturday	1:00 p.m. – 12:00 a.m. (midnight)
Sunday	1:00 p.m. – 6:00 p.m.

## OVERNIGHT GUESTS

For emergency and safety reasons, overnight guests must be registered with the Resident Director, be at least 12 years old, and may stay a maximum of two nights. Generally, parents may not stay as guests in the residence halls. Guests are expected to abide by all campus policies. Hosts/hostesses assume the responsibility for the actions and well-being of their guests. An enrolled student may not be considered the guest of another student. In the case of inclement weather, a commuter may be granted permission for a one night stay with a resident. Cars of guests must be registered with Campus Safety in Crawford Hall.

## RESTRICTED ITEMS

The following items are not permitted in residence halls and may be confiscated if found:

- Additional curtains and draperies
- Alcohol, illegal narcotics, and drug paraphernalia
- Alcoholic beverage containers and alcohol serving glassware
- Candles
- Coffee pots or other appliances with a hot plate surface
- Cooking & hunting knives with blades longer than four inches
- Halogen lamps and multi-armed lamps with plastic shades
- Heaters, air conditioners and ceiling fans
- Incense/potpourri
- Items/posters advertising alcohol
- Live Christmas trees
- Obscene or pornographic posters
- Pets (other than fish)
- Refrigerators larger than 4.0 cubic feet
- Road signs without proof of purchase
- Satellite dishes
- Toasters, toaster ovens, and other cooking appliances (popcorn poppers and hot pots with heavy duty cords are permitted)
- Weapons of any sort, including water balloon launchers and air soft guns

## ROOM FURNISHINGS AND DECORATIONS

Students are responsible for the appearance and condition of their rooms and furnishings. Students will be charged for repair or replacement and labor costs for damages.

- College furniture may not be disassembled or removed from the room at any time.
- In rooms where furniture is bolted to the wall or floor, it must remain bolted.
- College furniture must be used for its intended purpose only.
- Door numbers must be visible at all times.
- Any furniture added to the room must be in good condition and fit in such a way that the beds, center of the room and door are clear of all obstructions.
- Water beds or platforms are not permitted.
- Shelves may not be placed over beds or doors.
- No personal furniture or equipment should be attached to or mar College furniture.
- Nothing may hang from or be affixed to the ceiling.
- Paper or cloth decorations hanging from and/or blocking doorways are prohibited.
- Only white mounting putty or Scotch 3M Command Adhesive strips may be used on walls. Nails, thumbtacks, scotch tape, duct tape, and decals are not to be used on walls, doors, ceilings, furniture or mirrors.

## ROOM KEYS

Students should carry their room key at all times. If a student is locked out of his/her room he/she must contact the R.A. of their residence hall. Students who repeatedly lock themselves out of their rooms may be fined.

Any loss of a key should be reported immediately to the Resident Director. A \$50.00 charge is incurred to cover the cost of replacing the entire lock system for security reasons. A \$10.00 charge is incurred to replace a bent or otherwise unusable key.

## STORAGE

In residence halls that have storage areas for student use, only approved items, luggage and plastic bins with lids, may be stored. Students are limited to two items in a storage area; any additional items must be approved by the Resident Director. All stored items must be properly identified with the owner's name and room number. Other stipulations on storage may be put in place by the Resident Director.

No summer storage is available on campus. At the end of the academic year, any items left behind are considered abandoned property and will be disposed of by the College. Students may be billed for the disposal.

## RESIDENCE HALL SERVICES & FACILITIES

### CABLE TELEVISION

Cable service is provided by Armstrong Cable Services and may be purchased from the College. Cable may be purchased through my.gcc.edu under the "Sign Up" tab.

### CHANGE MACHINES

Change machines are located in Ketler Recreation Hall and South Hall laundry room.

### KITCHEN FACILITIES

There are kitchen facilities available in South Recreation Hall and Ketler Recreation Hall. South Recreation Hall kitchen can be reserved through the South lobby attendant. Ketler Recreation Hall kitchen can be reserved through my.gcc.edu or may be used as available. Availability may be checked in the Campus Safety Office where the key is kept.

### LAUNDRY FACILITIES *(use high-efficiency detergent please)*

Coin-operated laundry facilities are available in all traditional residence halls. Laundry machines are owned and managed by ASI Campus Laundry Solutions. Service issues with the laundry equipment can be reported to ASI by calling 1-800-362-3182 or on line at [www.coinmach.com](http://www.coinmach.com). Issues should be handled in one business day. The washing machines require **high-efficiency detergent**. The current charge for machine use is \$1.00 for washing and \$0.75 for drying.

### LOBBY AREAS

Lobbies in the female residence halls and the Memorial Hall lobby are open to all students from 9:00 a.m. – 12:00 a.m., seven days a week. Use of these areas is on a first come, first served basis. Spaces may not be reserved by leaving unattended items. Items left unattended in lobbies may be removed.

Cleanup is the responsibility of students using the space. All furniture must be returned to its original position after use. All common area furniture must remain in common areas. No food is permitted in South Lobby due to the formal furnishings and atmosphere of the area.

Please also refer to the public display of affection policy in the Campus Policies section of this handbook.

## LOST & FOUND

Lost and found items of greater value, such as personal electronics, jewelry, books, glasses, coats, backpacks, etc., should be dropped off or picked up at the Campus Safety office. Lost clothing or items of lesser value may be placed in the lost & found box at the lobby attendant desk in female residence halls or with the Resident Director in male residence halls. **All unclaimed lost and found items become the property of the College two weeks after the end of each semester and will be disposed of, sold or donated.**

## MAINTENANCE AND HOUSEKEEPING

Maintenance and housekeeping requests should be emailed to the Resident Director, not directly to the Operations office.

## MEDICAL TRANSPORTATION

It is the responsibility of the individual student to arrange transportation for routine medical appointments. Superior Ambulance Services provides non-emergency transportation at a minimal cost, but arrangements must be made at least 24 hours in advance. In the event of a medical emergency, a student should call Campus Safety at x3000.

## RECYCLING

Recycling bins for cans, glass and plastic are located in all residence halls. There are recycling centers for cans, glass, plastic and paper in South Recreation Hall, Ketler Recreation Hall and the Breen Student Union.

## SPECIAL HOUSING NEEDS

Special housing needs should be addressed in the Student Life & Learning Office by **March 1<sup>st</sup>** in order to ensure suitable housing arrangements. Official documentation is required.

## TELEPHONE SYSTEM

- **Campus calls:** Dial the four digit extension only.
- **Local calls:** 9 + Area Code + Exchange (3 digits) + Number (4 digits).
- **Operator-Assisted Calls:** Dial 9 + 0 + Area Code + Exchange + Number or 9 + 0 to speak directly to an operator.
- **Long Distance Calls:** Students must use a calling card, credit card or mobile service to place a long distance call. The College provides no long distance phone service.
- **Hold:** To place a call on hold, press the switch hook or flash button briefly. You will hear three short beeps and a dial tone. Press the switch hook or flash button again to connect to the original call.
- **Call Waiting:** A short tone in the background while you are on the phone indicates an incoming call. To answer your incoming call, place your current call on hold by pressing the switch hook or flash button briefly.
- If you are experiencing telephone problems, please call ITS at x2080.

## HOUSING POLICIES

### COMMUNITY LIVING PRIVILEGES

At the discretion of the College, sororities, fraternities, and men's housing groups may be granted the privilege of occupying a section of a residence hall. In order to obtain this Community Living Privilege (CLP), a group must submit an annual portfolio according to the guidelines provided by Student Life & Learning. All group memorabilia including, but not

limited to, composites, mascots, paddles, etc., must be kept within the designated block of rooms. For safety purposes, floors must be kept clear at all times.

Individual students living within a housing section will be held responsible for their personal conduct. If irresponsible conduct involves sufficient numbers of the students in widespread damage or disruption, group sanctions may also be levied. As a general rule, the first offense carries, at minimum, a formal warning from the Student Life & Learning Office, and any subsequent violations could result in the loss of group housing privileges or change of an individual's housing assignment.

## HOUSING DEPOSITS

All current students who indicate intent to return for the Fall semester and plan to live in a residence hall will be billed \$200 as a housing deposit. This will be due prior to room draw. More information will be available at the beginning of Spring semester.

Students who do not pay the \$200 deposit and who are resident students will not be able to register for classes or participate in Room Draw. The College will assume he/she is not returning and will seek to fill his/her room with a new student.

The \$200 deposit will be credited to each student's account in July. This is not an increased cost, but a partial payment of the Fall semester room and board charge. If a student pays the deposit and later informs Student Life & Learning of his/her intent to not return, the full \$200 will be refunded if written notification is received by Student Life & Learning no later than July 1. Any notification of voluntary withdrawal after July 1 will result in a forfeiture of the entire deposit.

## RESIDENCE HALL CLOSINGS

Residence halls remain open during fall and spring recesses, and students are permitted to remain on campus.

Residence halls close for Thanksgiving, Christmas, Easter and summer breaks. See the College calendar for specific closing dates and times. Exceptions to these times are given only in very extenuating circumstances and must be approved by the Director of Residence Life. Non-graduating students must vacate the residence halls within 24 hours after their last final exam in the Fall and Spring semesters.

## ROOM CHANGES

The Office of Student Life & Learning desires to maintain a housing environment conducive to optimal learning and personal growth for all students in a manner that is as fair and consistent as possible in order to preserve the integrity of our students, our staff members, and our policies and practices.

When students choose a room during the spring Room Draw event, it is assumed that they are choosing a room for the entirety of the following academic year. The Room Draw lottery system is as impartial and fair as possible. To maintain this impartiality, housing changes are based upon need rather than upon desire or preference for another roommate or better room. Except in extreme cases, these changes will only be made between academic semesters. A fine will be levied if room changes are made without approval, and students will be required to return to their original room assignments.

Circumstances considered for housing changes include:

- Medical needs (including emotional and psychological needs as substantiated by a professional counselor)
- Irresolvable roommate conflicts (see process for resolving roommate conflict)
- Having no room assignment (returning from abroad or internship, transfer or readmitted student)

- Having a room assignment but no roommate(s)
- Maintaining the solidarity and cohesiveness of a blocked housing group
- Attaining optimal housing situations for new students (i.e. freshmen in or near freshman halls, not placing new students in a blocked housing area)
- Other housing or enrollment needs as determined by the College

Circumstances not considered for housing changes include but are not limited to:

- Preference for a different room
- Desire to live with or near other students

## ROOM CONDITION INVENTORY

Upon arrival, it is the responsibility of each student to accurately record the condition of the room and furnishings on the Room Condition Inventory (RCI) sheet.

When a student moves out of a room, whether for a room change or at the end of the academic year, he/she must have the vacated room checked out by an Resident Assistant (RA). The RA will compare the final condition of the room to the information recorded on the RCI at move-in. Any deficiencies will be noted and the student charged a fine plus repair or replacement and/or labor costs.

Failure to check out properly results in a \$25.00 fine.

A final check of each room will be made by Student Life & Learning staff within two weeks following Commencement. Further damage or cleaning needs assessments will be made at this time. E-mail notifications will be sent to students during the summer. Any appeals must be received in writing within 10 days of delivery of the e-mail.

## ROOM SEARCHES

In cases of suspicion of a campus housing violation, the College reserves the right to inspect and search any room on campus at any time with or without the presence or knowledge of the students living in the room. An inspection or search includes all areas of the room and/or apartment, including equipment within the premises, such as computers and their contents, even if the equipment is not owned by the College.

If College officials find any improper or illegal material or items within the room, they will remove such item from the room and make a full report to the Student Life & Learning Office.

This practice is a reasonable exercise of the College's duty to maintain an educational atmosphere and meet the goals and objectives of College policy and mission.

## ROOMMATE CONFLICTS

In the case of a roommate conflict, the following procedure should be followed:

- The students involved in the situation should first talk to each other, working to achieve reconciliation in an open, honest, and caring manner. Issues should be directly but tactfully addressed.
- If the students themselves are not able to resolve the conflict, they should involve the Resident Assistant and/or the Resident Director to mediate the situation. There should be an honest attempt on the part of the students to meet the conditions of the compromise, should one be attained.
- If the situation still cannot be resolved, with the support of the Resident Director, the students may petition the Student Life and Learning Office for a housing change at the semester break. Only in extreme situations will housing changes be considered during a semester.

# SAFETY & SECURITY

## CARD ACCESS SYSTEM

All external residence hall doors and some hallway doors require the use of an ID card for access. Students have access to same gender residence halls. All doors are accessible by card during the day; some doors may not be accessible at night. Both male and female students have open access to common lobbies from 9:00 a.m. - midnight. The card access system in such spaces is activated at midnight. Improper use of an ID card may result in a fine of up to \$100. See more information under Student Conduct and Campus Policies.

## EMERGENCY RESPONSE PLAN

The College's Emergency Response Plan (ERP) provides guidelines describing the incident preparedness and emergency response programs for various situations that may potentially occur on our campus. The purpose of the Emergency Response Plan is to provide clear and effective coordination and communication for the various departments and individuals responsible for responding to emergencies that affect the campus community. It is imperative that students are familiar with this plan and all evacuation procedures. The plan will be reviewed by residence life staff the first month of each academic year. The College will be testing the plan periodically and will expect the cooperation of all campus members.

## FIRE AND EVACUATION

All fire alarm soundings should be treated as an actual fire, and the building must be evacuated immediately. Students who fail to evacuate during a fire alarm sounding or who tamper with fire control measures (such as false alarms, smoke alarms, pull stations, warning lights and horns, fire extinguishers, sprinkler systems) will be subject to disciplinary action, including dismissal from the College and referral to civil authorities.

After an evacuation, students are not to return to the building until a Safety Officer or Resident Director has granted permission.

Emergency evacuation procedures are posted in each residence hall room.

## FIRE PREVENTION AND SAFETY TIPS

The following regulations must be followed in order to maintain a safe environment:

- No draperies or furnishings may be placed in front of the door impeding exit from the room in case of a fire or emergency.
- Flame retardant draperies are furnished by the College in residence halls and may not be removed. No additional curtains may be hung.
- Only power strips and multiple outlet adaptors with surge protectors may be used in order to prevent power outages and fire hazards. Electrical cords should not be run underneath carpets or doors.
- Hallways must be kept clear. No shoes, clothes, umbrellas, rugs, furniture or other items may be left in the hallways at any time.

Please refer to the list of restricted items in the handbook section entitled "Living Safely in Community" for further information on items not permitted in residence hall rooms for safety reasons.

## SPRINKLER SYSTEM

Objects may not be hung from a sprinkler head or its casing. Obstructing sprinkler heads or pipes in any way may result in a \$100.00 fine for each violation. Carelessly or negligently activating a sprinkler head may result in disciplinary action up to and including suspension and damage costs.

Due to possible bacterial contamination, students coming into contact with water from the sprinkler system should report to Zerbe Health Center immediately.

# Residence Hall Staff

## RESIDENT DIRECTORS 2008-2009

<b>Alumni Hall</b>	Mr. Justin Juntunen	Box #2828	(724) 967-1755
<b>Colonial Apartments</b>	Mr. John Coyne	Box #2827	(724) 967-1764
	Ms. Devayani Wintrode	Box #3154	(724) 967-2564
<b>Harker Hall</b>	Ms. Dana Krepps	Box #2829	(724) 967-1753
<b>Hicks Hall</b>	Mr. Mark Sandvig	Box #2821	(724) 967-1762
<b>Hopeman Hall</b>	Mr. Reid McCormick	Box #2822	(724) 967-2562
<b>Ketler Hall</b>	Mr. Jason Wallin	Box #2825	(724) 967-1757
<b>Lincoln Hall</b>	Mr. Justin Juntunen	Box #2828	(724) 967-1755
<b>Mary Ethel Pew</b>	Ms. Esther Dwyer	Box #2823	(724) 967-1765
<b>Memorial Hall</b>	Mr. Sam Richard	Box #2826	(724) 967-2531
<b>North Hall</b>	Ms. Susan Errera	Box #2832	(724) 967-1758
<b>South Hall</b>	Ms. Carly Baum	Box #2830	(724) 967-1760
<b>West Hall</b>	Ms. Jessica Maloney	Box #2831	(724) 967-1766

If you are unable to connect with your RD, please call the “On Duty” number.

**Male RD On Duty: (724) 967-2120**

**Female RD On Duty: (724) 967-2139**

**Colonial On Duty: (724) 967-2563**

# Student Services

## ACADEMIC ADVISING

The College maintains an academic advising program in which each new student is assigned to a faculty advisor from the department of his/her major course of study. Students initially meet their advisors during the fall orientation program that occurs when freshmen first arrive on campus.

At a minimum, students are required to meet with their advisors twice a year for guidance in tracking their academic progress, verifying graduation requirements, and discussing course scheduling for the next academic term. In addition, students who receive below average grades at midterm must meet with their advisors for academic counseling.

Students who meet regularly with and seek to build a relationship with their advisor will find it easier to monitor academic progress and develop personal and career goals.

## BOOKSTORE - CREDIT CARD POLICY

The College Bookstore accepts MasterCard, Discover Card, and Visa credit cards. The following rules must be observed.

1. The actual credit card must be presented to the cashier.
2. The user must present another form of ID (student ID or driver's license).

## CAREER SERVICES

The Career Services mission is to assist students in their realization and pursuit of God's calling for their lives. The foundation of this mission rests upon a desire for students to understand and exercise their God-given talents, interests, and abilities. A four-year program, beginning freshman year, systematically focuses on self-assessment, career exploration, career decision/the development of job search skills, and the implementation of an effective and strategic job search. The goal of the career office is not to "place" students in jobs, but to provide a comprehensive program that equips students with life-long career management skills. The Career Services Office also aims to work with students across all disciplines and fields of study, including Education where it works specifically in conjunction with the Education Department to provide specialized career services for students seeking employment opportunities in the broad field of education.

Beginning in the freshman year, students focus on self-assessment. The Career Direct Guidance System is a four-part test that is available to all students free of charge in the fall of their freshman year. The test evaluates not only personality factors, but also vocational interests, skills and abilities, and values.

Once students have assessed their transferable skills, work values, and potential career fields, the sophomore year is devoted to exploring those vocational interests in greater depth. Careerway.com is one web-based career information and planning system that is available to assist students in identifying specific career options.

By junior year, students should have narrowed their focus to particular career interests and a career decision is now on the horizon. Strategic job search skills should be actively pursued during the junior and senior years.

Each year, Career Services sponsors a number of workshops and seminars on topics such as resume writing, interviewing skills, the job search, and gaining graduate school admission, to assist them in the process.

Seniors are encouraged to take advantage of Career Services' relationship with employers, many of whom come to campus for the annual fall Career Fair and for on-campus recruiting throughout

the fall and spring semesters. The career office maintains a file for all graduating seniors who desire assistance in obtaining employment. Resumes, recommendations, and academic transcripts are on file for each registrant. Career Services assistance is available to full and part-time students throughout their period of enrollment. On-campus recruiting is available to students the fall and spring semesters directly prior to receiving their diploma at May graduation. Alumni also are welcome to come back to campus to utilize the career office's resources.

The Career Services Office is located in Alumni Hall on upper campus. In addition to offices and interview rooms, the building houses a resource library, offering research materials including literature on specific companies, directories, books, and specialized publications. Information on resume writing, cover letters, internships and summer jobs can be found on-line at <http://info.gcc.edu/Offices/CSO/default.htm>. Finally, Career Services staff members are available for one-on-one resume writing consultations, mock interviews, or general career guidance. Education majors may work directly with the Associate Director for Education Career Services located in the HAL Education suite to assist them in the job search process.

## **CASHING CHECKS**

Subject to available funds, personal checks up to \$20 may be cashed in the Cashier's Office on the second floor of Crawford Hall with two forms of ID. No third party or payroll checks will be cashed.

## **COMMUTER SERVICES**

Students who are commuting are encouraged to address questions, concerns, or ideas with the Office of Student Life and Learning located in the Student Life and Learning Suite, second floor, Breen Student Union.

In the Breen Student Union lockers are available for commuters' use. It would be wise to provide a padlock for these lockers for usage during the semester. The computer lounge-study is also located in this area of the Breen Student Union.

Commuters are welcome to purchase meals in the College dining halls either by purchasing a semester meal ticket (valid for 21 meals a week while school is in session), by purchasing the meals separately, or by participating in a customized commuter meal program. Food is also available in the Student Union. A special commuter booklet designed to aid in adjustment to the Grove City College community will be presented annually to each commuting student.

## **COLLEGE COUNSELING CENTER**

Counseling for personal, emotional and/or interpersonal concerns is available through the College Counseling Service located in Zerbe Health and Wellness Center. The Counseling Service offers confidential problem assessment, short-term mental health counseling, and consultation. There is no charge for counseling services. When appropriate, the Service will assist students with referral to resources in the area. The Service hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. Appointments can be made by calling extension 3788.

## **DUPLICATING MATERIALS**

Copies can be made on machines in Buhl Library and the TLC at a cost of ten cents per copy. The services of a Duplicating Center on the ground floor of Crawford Hall are also available. Cost of duplication is \$.05 per copy for anything up to 100, but the cost is reduced to \$.03 per copy for all copies 101 and over. Transparencies can be printed for \$.25 and colored paper is not an extra charge. Forty-eight hours lead time is required for copy service in the Crawford Duplicating Center.

## EMERGENCY RESPONSE PLAN

The Emergency Response Plan (ERP) provides a framework that describes the incident preparedness and emergency response programs for situations such as fires, bomb threats, and campus evacuations. The plan describes various methods of informing the campus of emergency situations. Methods that may be used depending upon the circumstances include a campus siren, voice/text messaging system and email. Another method of communication includes an ERP web page accessible via a link on the College's main Internet site - [www.gcc.edu](http://www.gcc.edu). This ERP web page will provide emergency updates, fire alarm assembly points, off-campus evacuation points and other related information. Resident students will attend an informative emergency response session as part of the resident director hall meetings at the start of each academic year. The emergency signal is tested weekly at 6:00 p.m. Sunday evening.

## FAX INFORMATION

A fax machine for student use is available in the College library. Hours (8 am-5 pm) and rates are posted in the periodical area. The fax machine is on at all times for receiving purposes; faxes received are sent directly to students' mailboxes. FAX NUMBER: (724) 458-2181.

## FOOD SERVICE DINING HALL HOURS

<b>Mon.-Fri.</b>	<b>Hicks</b>	<b>MAP</b>
Breakfast - hot	Closed	7:15-10:00
Lunch	11:00-1:00	11:45-1:45
Dinner	4:00-6:30	4:30-7:00
	Dinner Fri. 4:00-7:00	(Closed Fri. Dinner)
<b>Saturday</b>		
Breakfast - hot	8:00-9:30	Closed
Lunch	11:00-1:00	Closed
Dinner	4:00-6:30	Closed
<b>Sunday</b>		
Hot Breakfast	8:00-9:00	Closed
Brunch	11:00-2:00	Closed
Lunch	Closed	Closed
Dinner	4:00-6:30	Closed

<b>GEDUNK/Breen Student Union</b>	<b>Retail</b>	<b>Dining Options</b>
Monday-Friday	7 am – 12 am	1 pm – 3:45 pm lunch 4:00 pm -7:00 pm dinner
Saturday	7 am – 12 am	N/A
Sunday	4 pm – 11 pm	N/A

<b>Cash Meal Prices</b>	<b>Adult</b>	<b>Children under 12</b>
Breakfast	\$4.20	\$2.35
Brunch or Lunch	\$6.30	\$3.40
Dinner	\$7.80	\$4.30

Each student is required to present his/her ID card for admission to the cafe.

**NOTE:** Special arrangements may be made with the Food Service Office and/or the Student Life and Learning Office for students having schedule conflicts with meals.

No food, beverage or utensils may be removed from the dining halls. Students are permitted one dining hall access per meal period. With the exception of special entree items, unlimited "seconds" are allowed during each access.

Each student is required to present his/her ID card for admission to the dining hall. Students not dressed appropriately will be denied access to the dining hall. Cleated athletic shoes and/or soiled clothing are not considered appropriate dress for dining.

**Sack Lunch Program:** Sack lunches are available in lieu of meals in the café for GCC varsity teams who are going off campus to compete in events as representatives of the College.

Orders must be placed at the Bon Appetit Business Office in Hicks Café a minimum of 48 hours prior to pick up of the lunches.

Other groups or organizations desiring sack lunches can be accommodated by the Bon Appetit Catering Department at ext. 2210. The cost of the lunch is based on the items ordered (no meal credit can be applied).

## HEALTH INSURANCE

Each full-time student (a student with at least 12 credits) is protected by a Group Health and Accident Insurance Program at no additional cost. This insurance program is designed as a supplemental policy. Coverage under the program is for the full year. It is the student's responsibility to initiate all insurance claim forms and collect bills for payment. Claim forms are available in the Business Office (3rd floor – Crawford Hall).

Questions concerning the Student Health Policy should be directed to the Business Office at 458-2211.

## HEALTH SERVICES – ZERBE HEALTH AND WELLNESS CENTER

The College maintains a Health and Wellness Center under the supervision of a Medical Director. Registered nurses are on duty during clinic hours.

Clinic Hours: Monday through Friday: 8:00 a.m. - 6:00 p.m.  
Saturday: 8:00 a.m. - 4:00 p.m.  
Registered nurses in attendance during clinic hours.

College Physician's  
or Physician Monday through Friday: Beginning at 3:30/4:00 p.m.  
Assistant Hours: until all patients are seen.  
Appointments are preferred but not necessary.  
Call extension 3850 during clinic hours to make an appointment.

Daily physician or physician assistant hours are offered at regularly scheduled times and are provided by Family Healthcare Partners of Grove City. At times when immediate medical attention is required, at a time other than clinic hours, a student may be taken to the Emergency Room of Grove City Medical Center where the student's condition will be evaluated and treated.

If circumstances permit, students are requested to report to the Health and Wellness Center for evaluation and possible treatment prior to seeking services elsewhere. Students with contagious diseases (e.g., measles, mumps, chicken pox, etc.) are required to go home for medical treatment.

The health service is designed to treat minor illness and injuries and is available to all full-time students at no cost. In addition to the physician services, over-the-counter medications and first aid supplies are available free of charge. Students may be referred outside of the health center for additional services; in these instances the student assumes financial responsibility. The administration of allergy injections are available for additional fees.

Any outside services such as lab work X-ray, physical therapy, dental or vision care is the student's financial responsibility. The student's own health insurance carrier should be billed as the primary carrier and any remaining balances may be filed with the College health plan (see "Health Insurance"). Transportation for some outside services may be arranged. These arrangements must be made at least 48 hours in advance (see "Medical Transportation").

The College requires a completed report of medical history and physical examination and a record of immunizations for each student. Pennsylvania law requires that the College has written proof of the meningitis vaccine or a signed waiver if the vaccine is declined.

### **Excused Absence**

- **Illness/Injury:** In the event of illness or injury, students are to report to the Health and Wellness Center for treatment. If the illness or injury results in a class or classes being missed, it is the student's responsibility to notify the instructor and make arrangements for an excuse from class and for make-up work. If it is determined, after examination at the Health and Wellness Center, that the illness/injury prevents class attendance or requires the student to be confined, a representative of the Health and Wellness Center will issue a medical reason for absence which the student can present to the instructor. Non-resident students whose illness does not necessitate a visit to the Health and Wellness Center must notify their professors. The non-resident student's own health provider may issue a medical reason for absence which the student can present to the instructor.
- The Office of Student Life and Learning does not issue medical excuses except in cases of emergency.
- In case of an emergency such as hospitalization, the Office of Student Life and Learning should be contacted prior to 5 p.m. at extension 2171 or the College Operator after 5 p.m. at extension 2000. Students must make up the work for the classes missed so that absences are without prejudice in determining a grade on the missed work.

The Zerbe Health and Wellness Center is closed for the Summer (June through mid-August).

## **I.D. CARD POLICY**

The College issues an identification card to every student. This card gives access to residence halls, records chapel attendance and gives access to the dining halls. Students must carry their I.D. cards at all time while on campus and present them when requested by a College official. The request is made in order to determine if the person has legal right to be on campus. Students who may be stopped by a safety officer are expected to cooperate with this inquiry and are required to provide identification to aid in preserving peace, order and safety. Students should treat this card as they would a credit card. The card should not be bent, exposed to extreme heat, have holes punched in it or otherwise damaged. The College does not recommend carrying your card on a key ring. However, if you wish to put your card on a lanyard or keychain, please bring your card to the TLC. Do not put a hole in the card yourself as you may damage the internal antenna. The College is not responsible for damaged or broken cards. Students should not lend their cards to anyone. Students no longer in attendance for any reason prior to the expiration date on the card are required to return this card to the Student Life and Learning Office. Loss of the card should be reported immediately to the Campus Safety department at 458-2111 (after office hours report to Campus Safety as well). A \$20 replacement charge for each lost card is payable at the I.T.S. office when a new card is issued.

## **INTERNATIONAL STUDENTS**

The Director of Student Activities Programs serves as an advisor for the international students on campus. Challenges related to adjustment to a different culture, adjustment to college life, transportation, academics, required forms, visas, etc. can be addressed to the Director. The Director's office is located on the second floor of the Breen Student Union Building in the Student Life and Learning Suite.

## **LIBRARY RECIPROCAL BORROWING**

Students may borrow books from some neighboring college libraries. To use this service, students must obtain a reciprocal borrowing form at the library and have it signed by a permanent staff member. The form may be used for one week after it has been issued.

## **LOST AND FOUND**

Inquiries concerning lost and found articles should be directed to the Campus Safety Office, Dispatch Center Crawford Hall (Basement). Students are encouraged to report any articles found.

## **MEAL TICKET POLICY**

All resident students and those purchasing a meal ticket must present their I.D. cards at the cafeterias for all meals or they will not be permitted entrance. Dining hall access will be confirmed and counted by bar code scan. Students losing their ID must immediately report the loss to Campus Safety! A temporary card will be issued on the weekend or after normal business hours. All other times a new card, at \$20 cost to student, can be re-administered at the ITS office. The ITS office is open Monday through Friday during normal business hours. Commuters found eating in the dining hall without paying for the meal may be billed for the entire semester's board charge.

## **MEDICAL TRANSPORTATION**

Providing transportation for students who are particularly ill or injured is one of the many public service activities performed by the Campus Safety Department. Any time a student has an urgent need for medical care due to a severe illness, an unexpected injury, or accident, contact Campus Safety at x3000 for an immediate response and assistance with the situation. While Safety will respond to and assist with any emergency needs, they are not available to provide transportation for routine preplanned appointments.

If students have a scheduled appointment with a doctor, therapist, laboratory, etc. it is the student's responsibility to arrange his/her own transportation to the appointment. If transportation is otherwise not available, students should seek assistance from their Resident Director and/or the Campus Safety Department. Such arrangements should be made at least 48 hours in advance. Transportation for a fee can be arranged through Superior Ambulance Service (724) 458-5350 (non emergency).

## **MONEY ACCESS MACHINE**

A Money Access Machine (MAC) is located near Bookstore in the Breen Student Union. This MAC is operated by Citizens Bank.

## **ROOM SELECTION PROCEDURE**

Students will be notified in the spring semester of room selection. Specifics are made known to the students before the room drawing date, via campus email.

## **SAFETY**

The Campus Safety Department works to ensure the safety and well-being of the campus community. The Department provides services for the convenience of the students, including an escort service from dusk to dawn, jumper cable loans, and assistance unlocking cars and rooms. Emergency situations should be directed to ext. 3000, all other situations can be directed to the Campus Safety office at ext. 2111. The Campus Safety office is located in the Crawford Hall Basement (ext. 2111).

## **SAFETY ESCORT SERVICE**

Students and staff members who need escort service from place to place on campus may call ext. 2111, Campus Safety, to make arrangements for such service from dusk until dawn.

## **STUDENTS WITH DISABILITIES**

Grove City College values all of its students, regardless of physical or learning challenges. In order to provide reasonable accommodations for specific needs of students with disabilities and special needs, we invite self-declaration upon acceptance of admissions. Records are confidential and the information is shared with those who need to know for accommodation purposes. Documentation from a physician or certified counselor is required. If you have any questions or would like more information, please contact the Office of Student Life & Learning, at (724) 458-2700. The office is located on the second floor of the Breen Student Union.

## **STUDENT EMPLOYMENT**

A wide variety of campus jobs exists ranging from food service and grounds crew to laboratory assistants and professors' secretaries. Any full-time Grove City College student (a student with at least 12 credits) may obtain an application for student employment from the Student Employment Office (3rd floor – Crawford Hall). Priority is given to qualified students with a demonstrated financial need based on a review of the Financial Aid Form.

All new employees must complete a W-4 form (for tax purposes) and an I-9 form (for employment eligibility) prior to working on campus. NO students may work more than 20 hours a week during the academic year (freshmen are not advised to work more than 4-6 hours a week until their second semester).

Students may access the Student Employment Web Page at [info.gcc.edu/Office/Stu\\_Emp](http://info.gcc.edu/Office/Stu_Emp) for current job posting and other information or by checking the Job Board on the wall outside the Student Employment Office.

A limited number of summer employment opportunities are also available through the Student Employment Office. Students may access the Student Employment Web Page at [info.gcc.edu/Office/Stu\\_Emp](http://info.gcc.edu/Office/Stu_Emp) for current job postings and other information or by checking the Job Board on the wall outside the Student Employment Office.



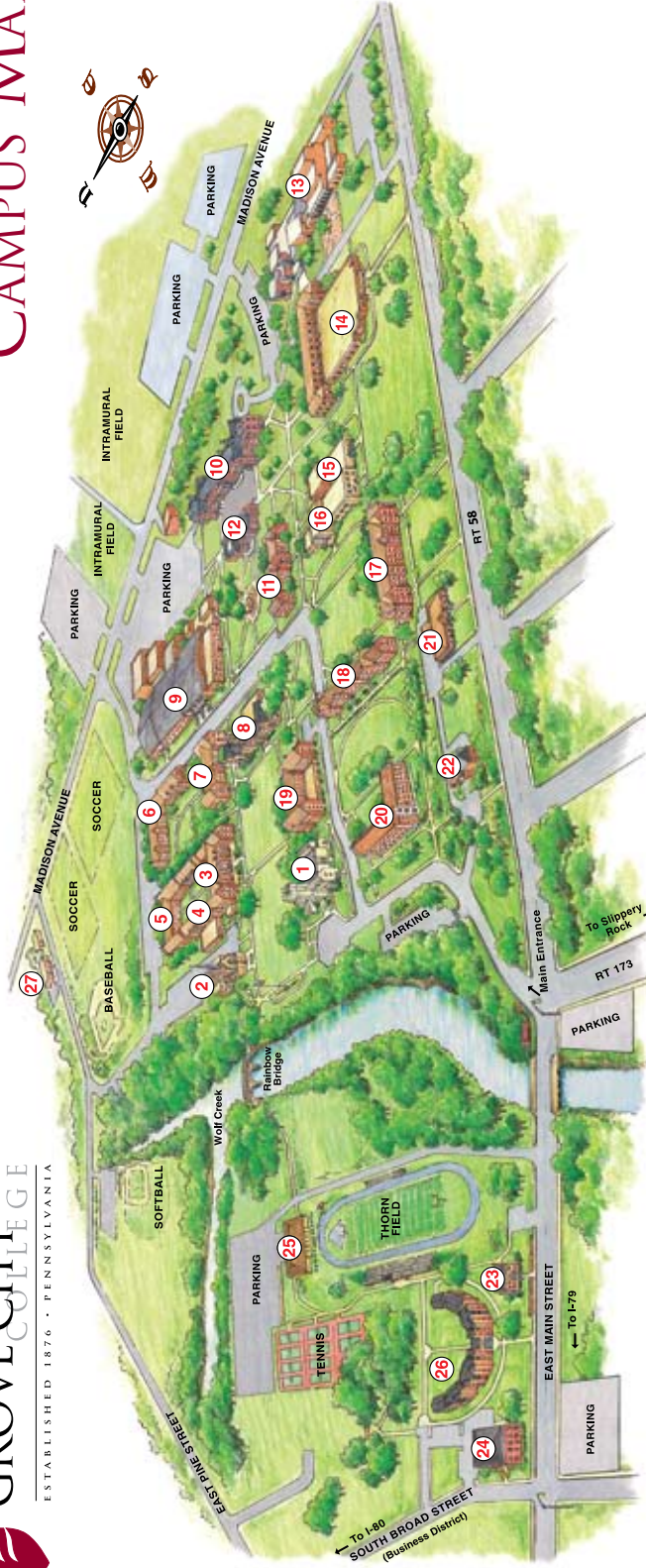
## **TIPS TO ENSURE SAFETY**

1. Use only paved walkways. Other paths are not to be used as thoroughfares. This includes the paths on both sides of Rainbow Bridge as well as the one in front of West Hall leading down to the women's softball field.
2. When walking on campus after dark, travel with a friend or call the student escort service by dialing x3000 or using a blue light emergency phone on campus. Stay on well lighted walkways and avoid the wooded areas of campus. Jog with a companion, especially after sunset.
3. It is imperative that all security procedures in the residence halls be observed. Locked exterior doors should never be propped open. If a violation of this guideline occurs, a minimum fine of \$50.00 will be given to the person responsible for the propped door. Propped open doors allow entrance to unauthorized persons.
4. The security of your building is directly related to your actions. Never admit strangers into your building and don't let others "piggy back" into the building unless you know them to be residents of your hall.
5. Lock the door to your room when you leave, regardless of how long you intend to be gone.
6. When you arrive on campus, make a list of your valuables: television, stereo, musical instrument, jewelry etc., including serial numbers or other identifying characteristics. Taking pictures of these items can be particularly helpful when trying to describe or identify them. In the event something is lost or stolen, knowing this information will be essential.
7. Never leave money or valuables in plain view. Put them away, or better yet, purchase a small lock box that can hold your valuables and be stored out of sight in a closet or dresser, or hamper.
8. Salesmen and solicitors are not permitted in the residence halls. Thieves often masquerade as salesmen on college campuses. Report all suspicious persons or situations to GCC Safety, IMMEDIATELY at ext. 2111 or ext. 3000.
9. If you are a victim of any crime, notify GCC Safety at ext. 2111 or ext. 3000 as soon as possible.

## **HOW TO REPORT A CRIMINAL INCIDENT**

1. If you are a victim of or a witness to a criminal incident, call Campus Safety at ext. 3000 as soon as possible.
2. Try to remember as many details as possible about the situation, suspects or vehicles. Details such as time, and location of the incident, suspects clothing, height, weight, race, age, hair style or color and any scars or other noticeably distinguishing features will all be helpful in investigating the incident.
3. If a vehicle is involved in the incident, try to write down or remember the license plate number and state, the make and model of the vehicle, the color and body type and any other identifying marks.

As a member of the campus community your actions will directly effect your safety as well as the safety of others. In order to maintain a safe and secure campus community, we need involvement from every member of the campus community. Promptly reporting criminal incidents and suspicious persons or situations is the most important thing you can do. Please look out for your own safety and for that of your fellow students, staff and faculty.



1. CRAWFORD HALL (Administrative Offices) - 1938
2. HARRISON CHAPEL - 1931
3. MARY ANDERSON PEW SOUTH HALL (Women's Residence Hall, includes South Hall and South Annex) - 1937 & 1947
4. MARY ANDERSON PEW WEST HALL (Women's Residence Hall with Coed Dining Facility) - 1950
5. MARY ANDERSON PEW NORTH HALL (Women's Residence Hall) - 1961
6. MARY ETHEL PEW HALL (Women's Residence Hall) - 1981
7. HELEN HARKER HALL (Women's Residence Hall) - 1971
8. ROCKWELL HALL OF SCIENCE - 1931
9. PHYSICAL LEARNING CENTER & ALUMNI HALL (Career Services and Athletic Offices, Arena, Natatorium, Fitness Center, and Men's Residence Hall on 2nd Floor) - 1953 & 1988
10. HALL OF ARTS AND LETTERS - 2002
11. HOYT HALL OF ENGINEERING - 1966
12. BREEN STUDENT UNION (Student Life & Learning Offices, Gedunk, Bookstore, and Mail Hall) - 2004
13. J. HOWARD PEW FINE ARTS CENTER - 1976 & 2002
14. HICKS HALL (Men's Residence Hall with Coed Dining Facility) - 1967
15. WEIR C. KETLER TECHNOLOGICAL LEARNING CENTER - 1984
16. HENRY BUHL LIBRARY - 1954
17. HOPEMAN HALL (Men's Residence Hall) - 1950
18. LINCOLN HALL (Men's Residence Hall) - 1941
19. ISMAC KETLER HALL (Men's Residence Hall) - 1932
20. MEMORIAL HALL (Men's Residence Hall) - 1996
21. ZERBE HEALTH AND WELLNESS CENTER - 1970
22. PRESIDENT'S HOUSE - 2005
23. CUNNINGHAM HALL - 1845 (Institutional Advancement, includes Alumni Relations, Communications, and Development) - 1900
24. CARNEGIE ALUMNI CENTER
25. PHILLIPS FIELD HOUSE - 1980
26. COLONIAL HALL APARTMENTS - 2006
27. MAINTENANCE AND CENTRAL RECEIVING - 1964 & 1984

# ALMA MATER OF GROVE CITY COLLEGE

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*Mid the pines in columns growing,  
By the stream so deeply flowing,  
Dear to hearts with mem'ries glowing,  
Stand the halls, the halls we love.*

**Chorus:**

*Hail to thee our Alma Mater,  
Praises from each son and daughter,  
Pledges of love and honor Grove City still shall own,  
Pledges of love and honor Grove City still shall own,  
Pledges of love and honor Grove City still shall own.*

*Tho' the land and sea may part us,  
Far remove thy towers and campus,  
Staunch and true there dwells within us,  
All the spirit of thy life,  
Staunch and true there dwells within us,  
All the spirit of thy life.*

**Chorus.**