

2012-2013 Student Handbook

Introduction

Dear Grinnell Students,

Welcome to the 2012-13 academic year at Grinnell College.

Central to our campus community is the high level of engagement expected of all who join us here. Such engagement extends beyond our intellectual and academic pursuits to include our positive participation in dialogue and decision making, our intentional and committed involvements in living communities, clubs and organizations, and the rich variety of events and performances offered at Grinnell.

Our community succeeds when all of us acknowledge and accept our responsibilities to each other and to the College. This on-line Student Handbook clarifies Grinnell's values and expectations – including policies and practices that encourage us to work well with one another and procedures for us to deal with conflicts and breaches of community expectations.

Every student should become familiar with the contents of this on-line Student Handbook, and take advantage of updated information about the campus community that is posted on the Grinnell web site.

You have our best wishes for a successful 2012-2013 academic year. Please be in contact with us if you have questions, concerns, or suggestions about life at Grinnell. We're glad that you are members of our campus community.

Sincerely,



W. Houston Dougharty
Vice-President for Student Affairs



Paula V. Smith
Vice-President for Academic Affairs
Dean of the College

Non Discrimination Policy

Grinnell College is committed to a policy of nondiscrimination in matters of admission, employment, and housing, and in access to and participation in its education programs, services, or activities. No person shall be discriminated against on the basis of race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, marital status, veteran status, religion, creed, or disability.

The application of the College's nondiscrimination policy will often involve conflicting interests. This may especially be the case when it is applied to questions of freedom of speech and freedom of association. Because of these inherent difficulties, the application of the nondiscrimination policy may not be simple or straightforward. Since the primary business of the College is liberal education, and because liberal education cannot take place without the free, open, and civil exchange of ideas, the application of the nondiscrimination policy should always be made with consideration of how best to preserve the free, open, and civil exchange of ideas.

While cherishing and defending freedom of speech to the full extent protected by the First Amendment of the United States constitution, Grinnell College declares its abhorrence of slurs and actions that demean, denigrate, humiliate, or express hatred towards members of the campus community. Responsibility calls us to be sensitive to the harmful effects of hostile speech and actions and to refrain from acting in demeaning and discriminatory ways. The College is an equal-opportunity, affirmative action employer, and complies with all applicable laws and regulations regarding nondiscrimination, including Title IX of the Educational Amendments of 1972.

The College is committed to providing all of its students, faculty, staff, and visitors with equal access to its programs, events, and facilities. To this end, in compliance with Section 504 of the

Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the College has made modifications to its buildings and grounds in a reasonable manner to provide access for people with disabilities. The College also is prepared to supply students and faculty including those with limiting visual and hearing impairments, any auxiliary aids, modifications in classroom locations, and/or adjustment of classroom techniques and practices that will allow equal access to Grinnell's programs and degree objectives.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Angela Voos, Interim Title IX Coordinator

Grinnell College

Nollen House 104

Grinnell, IA 50112

(641) 269-3024

voos@grinnell.edu

Religious Observance Policy

Grinnell College acknowledges and embraces the religious diversity of its faculty, students and staff. Faculty and students share responsibility to support members of our community who observe religious holidays. Students will provide faculty members with reasonable notice of the dates of religious holidays on which they will be absent, and this notice would be expected to occur no later than the third week of the semester. Faculty members will make reasonable efforts to accommodate students who need to be absent from examinations or class due to religious observance. Students are responsible for completing any part of the course work, including examinations, that they have missed due to religious observance, and faculty members are responsible for giving them the opportunity to do so.

Campus Resources

Important Phone Numbers

The area code for Grinnell is **641**

Grinnell College Switch Board: **269-4000**

Academic Advising	269-3702
Admission	
Alumni	269-4801
Athletic Dept.	
Bear Recreation & Athletic Center	269-4801
Bob's Underground Cafe	
Bookstore	269-3424
Campus Activities Calendar	
Career Development	269-4940
Chaplain	
Community Service Center	269-4328
Communication	
Conference Operations & Events	269-3179
Crady Mail Services	
Dean of Students	269-3714
Development	
Dining Services	269-3661
Escort Service	
Facilities Management	269-3300
Family Weekend	
Financial Aid	269-3250
Fine Arts	
GORP	269-3840

Harris Center (Director)	
Harris Center Info. Desk	269-3253
Help Desk	
Human Resources	269-4818
Information Technology Services (Computer	
Intercultural Affairs	269-4846
Joe Rosenfield '25 Center (Director)	
Joe Rosenfield '25 Center (all general info.)	269-3715
Library	
Memo	269-4300
New Student Orientation	
Newspaper (Scarlet & Black)	269-3325
Office of International Student Affairs	
Off-Campus Study	269-4850
PoCo Mental Health Center	
President of the College	269-3000
Registrar	
Residence Life & Orientation	269-3713
Residence Life Coordinators: Kady	
Autumn Wilke (Main, Cleveland, James)	269-3435
Gabe Barela (Loose, Read, Haines)	
Latoya Johnson (Yunker, Smith)	269-4200

Becca Don (Clark, Rawson, Gates, Langan)

Safety & Security

Shuttles (Student) 269-3300

Sports Information

Stonewall Resource Center 269-3327

Student Activities

Student Affairs 269-3700

Student Government Offices President

VP of Academic Affairs 269-3249

VP of Student Affairs

Treasurer 269-4318

Concerts & Films 7

ACE 269-3249

Administrative Coord

Student Services 269-4212

Student Health & Counseling Services

Student Studio 269-3321

Treasurer

VP for Academic Affairs & Dean of the College 269-3100

VP for Diversity & Achieve

VP for Student Affairs 269-3702

Division of Student Affairs

For more information about the Division of Student Affairs staff, departments/programs, and resources, please visit the following web site:

<http://www.grinnell.edu/offices/studentaffairs>

Dates to Remember 2012-13

For important dates to remember, please visit the links on the following web site:

<http://www.grinnell.edu/offices/reslife/housingproc/housingdates>

Shuttle Schedule 2012-13

For up-to-date shuttle schedules and information, please visit the following web site:

<http://www.grinnell.edu/offices/facilities/transportation-options/break-shuttles-2012>

Campus Resources

For more information on the following campus resources, please click on the hyper-link provided in this document.

- Cashier's Office
- Charles Benson Bear '39 Athletic & Fitness Center
- College Bookstore and Pioneer Bookstore
- Communication
- Conference Operations and Events
- Conney M. Kimbo Black Cultural Center (BCC)
- Dining Services
- Student Financial Aid
- Grinnell Outdoor Recreation Program (GORP)
- How to File a Grievance for Discrimination or Harassment
- How to File a Grievance for Student Employment
- Information Technology Services
- Library
- Mail Services
- Pioneer One Card
- Registrar

- Stonewall Resource Center
- Student Government Association
- Student Life Committees
- Student Studio
- Student Travel

Academic Policies and Procedures

The Registrar maintains and updates academic records, oversees matters such as transfer credit evaluation, registration, grade entry, major and concentration declaration, and degree clearance. Transcripts, enrollment certification, and permission to transfer credits to Grinnell should be requested from the Registrar. Petitions to the Committee on Academic Standing for exceptions to academic regulations should be made through the Registrar.

Requirements for Graduation

To be eligible for graduation, a student must have at least 124 credits, a 2.00 cumulative GPA, and must have satisfactorily completed the tutorial and a departmental, interdepartmental or independent major and the college residency requirement.

The following criteria apply:

Credit Limits

The maximum credits that can be included in the 124 credits are listed below:

- 48 credits in any one department (For the purposes of this requirement, Chinese and Japanese credits are to be considered as belonging to separate departments.)
- 92 credits in any one division
- 8 practica credits with no more than 4 credits in Physical Education PHE 100 or PHE 101
Practica credits include: CHI 211, JPN 211, MUS 101, PHE 100, PHE 101, THE 100, THE 205
- 16 credits in performance
Performance credits include: MUS 120, MUS 122, MUS 220, MUS 220, MUS 420, and THE 104, THE 204
- 6 credits in Music 101, 120, 122, 220, 221, and 420 in any one semester
- 12 credits of independent study work (Plus-2, 297, 299, 397, 399, and 499) in one department for students who matriculated after July 2006. Individual Study

- 8 credits of internship study
- 16 credits of "D" grades

Other Limits:

No credit with a grade below "C" may count toward the satisfaction of any requirement for a major or an interdisciplinary concentration. (This includes all extra-departmental and cognate courses.) "C-" is considered a grade below "C".

Tutorial

All entering first-year students are required to take the tutorial. Students select a tutorial from the list of those to be offered each year. The tutorial is graded on an "A" through "F" basis with no S/D/F option (a designated replacement course for the tutorial also has no S/D/F option).

A student must complete the tutorial with a grade of "C" or higher to meet the tutorial graduation requirement and to be eligible to enroll in a "Plus-2" or independent work (297, 299, 387, 397, 399, and 499). Any student earning a grade of "D" or "F" in the tutorial will be reviewed by the Committee on Academic Standing and will minimally receive a warning.

A student earning a grade of "D" or "F" in the tutorial will be required to complete an appropriate course determined by the associate dean of the College and the dean of student academic support and advising in order to fulfill the tutorial requirement. This course must be completed with a grade of "C" or higher during his or her next semester at Grinnell. After the successful completion of this course, the student will be eligible for a "Plus-2" or independent study project.

The previous work of transfer students is evaluated for possible exemption from this requirement; third-year transfers are automatically exempted.

College Residence Requirement

Because a residential college seeks to create an environment in which students and faculty benefit from the exchange of insights, ideas, and experiences, a residence requirement provides adequate time for such an exchange for the student's development both inside and outside the classroom. Contemplative study, maturation, and time for reading and discussion in the College community all are considered important to a student's development.

All students are expected to complete eight full-time college semesters, a specified number of which must be in residence at Grinnell. Students who enter Grinnell as first-semester first-year

students or who transfer to Grinnell as second-semester first-year students are required to complete at least six semesters of full-time enrollment in residence at Grinnell. One semester of approved off-campus study may count toward the six- semester residency requirement. Transfer students who enter as first-semester second-year students, as second- semester second-year students or as third-year students must complete at least four semesters of full-time residence at Grinnell. (Full-time enrollment is enrollment for at least 12 semester credits.) The only off-campus program that can be counted toward residency for second-year and third-year transfer students is the Grinnell- in-London and the Grinnell-in-Washington programs.

# of Semesters to	Number of Off-	Clarification
4	1	Must be GIL or GIW off campus study
5	2	1 OCS and 1 GIL or GIW
6	2	2 OCS or 1 OCS and 1 GIL or GIW
7	2	2 OCS or 1 OCS and 1 GIL or GIW
8	2	2 OCS or 1 OCS and 1 GIL or GIW

OCS = Off campus study, GIL/GIW are Grinnell sponsored OCS

If an eighth-semester student in good standing leaves the College with eight or fewer nonmajor credits to complete toward the degree, these credits may be completed at another accredited college or university, as long as the minimum credit requirement has been met and prior approval has been granted by the student’s adviser and the Registrar. Degrees are not conferred beyond three years after the date a student leaves Grinnell.

Requirements for Early Graduation/Accelerated Graduation

Students who enter Grinnell as first-semester first-year students may develop degree programs of six or seven semesters of full-time enrollment. The major adviser and the Committee on Academic Standing must approve the student’s plan for accelerated graduation. In completing the application, students should consult the “Elements of a Liberal Education” of the Grinnell

College Catalog. A completed application must be submitted no later than Friday of the first full week of classes of the semester proposed for graduation. However, it is in a student's interest to apply for accelerated graduation no later than the time of registration two semesters prior to the expected date of accelerated graduation so that the student has two semesters in which to address any academic deficiencies identified by the Committee on Academic Standing. Students may graduate after six or seven semesters if they have satisfied requirements for the degree, including the requirements for major, residence, and total credits, and if they have demonstrated a commitment to a strong program of liberal education, normally including three four-credit courses in each of the three major divisions of the College. The last full semester of work before graduation must be completed at Grinnell, except for students participating in cooperative programs leading to professional degrees.

A student who is attempting to follow an approved accelerated program to graduate in fewer than eight semesters is not reclassified forward on the basis of credits earned until his or her final semester. The credits necessary to remain in good academic standing (see definition under "Academic Review" section) are determined by a student's actual class status, not by the accelerated program he or she is attempting.

Requirements for a Ninth Semester

All students are expected to complete their academic programs within eight full-time semesters. Some students may be permitted to take more time. Examples would include students with disabilities that prevent them from carrying a full course load; students who have fallen behind normal progress as determined by the Committee on Academic Standing; or students whose comprehensive academic program would be substantially enhanced by another semester of work. In all cases of extended study, the student must secure prior approval from the Committee on Academic Standing. The Committee on Academic Standing will review such requests in consultation with appropriate administrative offices.

The College reserves the right to refuse college housing to students beyond eight semesters, and the College will not provide its own aid funds to students who exceed eight semesters of college residence.

Graduation with Honors

Each department recommends for graduation with honors those senior majors who have clearly distinguished themselves within their major field of study. In order to qualify for recommendation, a student must, after the semester prior to graduation (typically after the seventh semester except in the case of accelerated graduation), have achieved at least a 3.50 grade point average in the major field and a cumulative grade point

average of 3.40. Students convicted of academic dishonesty are not eligible for honors, except students who commit only one offense and receive a less-than-normal penalty for the offense. The required seven semesters of study to qualify for honors need not all be completed at Grinnell; however, only credits completed at Grinnell, Grinnell-in-Washington, D.C. and Grinnell-in-London will be used in determining grade point eligibility.

These are minimum, college-wide criteria for honors. Students should consult the individual department listings in this catalog for departmental minimum criteria for honors and may consult with the chair of the major department for further clarification, if needed.

Commencement Participation

Students may participate in only one Commencement program. Students who plan to graduate in December are typically included in the following May Commencement program. Some December graduates, however, may wish to participate in the Commencement program immediately preceding their final semester. Students who have remained in good academic standing (see definition under "Academic Review" section) the previous two semesters, and who can reasonably complete all requirements by the end of the following December may be allowed to participate in Commencement. These students will not receive a diploma until after their degree has been conferred.

Class Registration Policies

This section contains information about registering for and withdrawing from classes. For more information on registration, visit the Registrar website or call 641-269-3450.

Student Responsibilities and Deadlines

Faculty advisers assist students in understanding college regulations, but the responsibility rests with the individual student to make certain that all procedures and deadlines are followed properly. All students receive detailed instructions before confirmation of registration and preregistration dates.

Students currently enrolled and those approved to return from leaves or suspensions may preregister for the succeeding semester if they have paid the advance tuition deposit prior to preregistration. Tuition, fees, room and board are billed two months prior to confirmation of registration.

The "Arrival Confirmation" process takes place at the start of each semester (See the current semester calendar for these dates). A late registration fee is charged to students who do not

confirm by 8:00 am on the second day of classes. Students must contact the Office of the Registrar if they are unable to confirm their arrival by that time. Students must arrive on campus and complete the arrival confirmation and register for courses no later than 5:00 p.m. on the fifth day of classes. Students who arrive after this deadline or who have not registered for classes are automatically removed from all their courses for that semester and are withdrawn from the college. Such students can not seek readmission for one year.

The administration reserves the right of final determination of an individual student's academic registration when institutional interests are involved: for example, when class size is limited for educational reasons or when courses must be balanced to better accommodate more students.

Course Load

The normal course load for students graduating in eight semesters is 16 credits per semester. To remain in good standing, all students are expected to register for and complete a minimum of 12 credits per semester. The maximum load is 18 credits, including music ensembles and all practica (see college catalog for definition). A student requests permission to carry more than 18 credits in a semester (or fewer than 12 credits) by submitting a written request to the Registrar for action by the Committee on Academic Standing. Students registered for more than 18 credits per term are billed the per credit rate for the credits in excess of 18. Studio instruction in music or theatre or sport performance is not counted when determining credits in excess of 18.

Some first-year students may be advised to enroll for fewer than 16 credits. Students are not allowed to drop below 8 credits.

Registration for a Short Course

Students must register for a short course (that is, courses of less than six weeks in length) by no later than the end of the second class day of the short course, or drop it by no later than the second day of the short course. "S/D/F" and audit options for a short course must be submitted no later than the end of the second day of the short course. After the normal deadline withdrawals are subject to the "Emergency Course Withdrawal" policy in the Student Handbook.

Registration for a Half-Semester Course

Students must register for a half-semester course (that is, courses of six to eight weeks in duration) by no later than the second Friday of the course, or drop it no later than the second Friday of the course. This shall also be the period during which students may change between

regular and “S/D/F” grading and between “credit” and “audit” options in their registration. After the second Friday of the course, students may withdraw from half- semester courses through the Friday of the fourth full week of the course with a transcript entry of W. After the normal deadline withdrawals are subject to the “Emergency Course Withdrawal” policy in the Student Handbook.

Registration for a Course as Audit

After consulting with the instructor about course requirements, students may elect to register for some courses on the audit basis. The audit option is not available for independent study in any form, including group independents. Individual faculty members determine their own course requirements for auditors. A grade of “AU” is recorded for each audit satisfactorily completed. Unsatisfactory audits are not recorded on a student’s transcript. Audited courses do not count toward a degree.

Registration for a Course as “S/D/F”

“S/D/F” is similar to taking a course pass/fail at other institutions but is unique in the following way. At Grinnell if a grade of “C” or better is earned, the grade awarded is “S” (satisfactory). A grade of “S” is not included in a student’s semester or cumulative GPA. In the event an “S” is not earned, the grade is either a “D” (passing) or an “F” (failing). Grades of “D” or “F” are included in a student’s semester or cumulative GPA. A grade of “D” is included at 1.0 grade points per credit. A grade of “F” is included at 0.0 grade points per credit.

Students contemplating the “S/D/F” grading option should discuss this with their adviser. The “Course Change Form” is available in the Office of the Registrar or their website. The following limits apply to “S/D/F” grading:

- A student may elect the “S/D/F” grading option any time before the deadline for adding a course.
- A grading change to or from the “S/D/F” option is not permitted under any circumstances after the above stated deadlines.
- Only one course of 6 credits or fewer per semester may be taken “S/D/F.” This one-course limit does not include 1-credit courses such as practica and all 1- or 2-credit courses offered only “S/D/F.”
- Any course graded on the “S/D/F” basis does not count toward the minimum credit requirement for the major or interdisciplinary concentration, nor does it fulfill any specific major or concentration course requirement.
- The tutorial, or a writing course used as a replacement for a tutorial, may not be taken “S/D/F.”

- The “S/D/F” option is not available for independent study in any form (297, 299, 387, 397, 399, 499, “Plus-2s”).
- A student may not elect the “S/D/F” grading option for a main course when registered for the companion “Plus-2.”
- A student may not elect the “S/D/F” grading option when repeating a course.
- A student who is contemplating graduate or professional study should note the following: if a course is taken “S/D/F”, the Office of the Registrar does not record a letter grade other than “S,” “D,” or “F” on any form, either on a student’s permanent record or in a student’s folder. Changes from “S” to a letter grade will not be made on the transcript or on any official form under any circumstances.
- - A course elected for grading on the “S/D/F” basis does not satisfy any part of the professional courses in education required for certification in Iowa and certain other states.

Adding a Course or Changing from Credit to Audit

Except in the case of short courses or half-semester courses, a course may be added or changed from credit to audit, during the first three class weeks of a semester (See the current semester calendar for these dates).

To add a course or change from “credit” to “audit”, a student must complete a “Course Change Form”, obtain permission from his or her faculty adviser and the instructor of the course, and return the completed form to the Office of the Registrar. The “Course Change Form” can be obtained from the Office of the Registrar or from the Registrar’s website.

Repeating a Course

A few courses may be taken more than once for credit. Those courses can be identified in the Grinnell College Catalog: It states “may be repeated for credit” within the descriptive text for these courses.

A student may repeat any course in which he/she/zi has earned a grade of D or F. For any repeated course only the grade and credits earned the second time are counted toward graduation or in the student’s grade-point average, but the first attempt remains on the student’s transcript. A student must have permission from the Committee on Academic Standing to repeat a course for which a student has earned a grade of “C” or better. Permission to repeat is usually not granted for courses in such cases.

Any course from another institution that repeats the content of a Grinnell course in which a student initially received a “D” or “F” grade will not be granted transfer credit.

Course Withdrawal

Within the first three class weeks of semester (the drop/add period), a student may drop a course without transcript entry (See the current semester calendar for these dates).

From Monday of the fourth week through Friday of the ninth week of the semester, a student may withdraw from a course with a transcript entry of "W." "W" refers to withdrawing from a course without credit or academic penalty, and the "W" designation carries no grade point. A student who withdraws from a course after the ninth week will receive the grade assigned by the instructor, and that grade is factored into the student's GPA. The final grade is often an "F" because students typically have not yet completed a significant amount of coursework at the time of withdrawal.

A failing grade may be assigned to any student who drops or withdraws from a course without permission and without filing the "Course Change Form" with the Office of the Registrar.

Students should consult their advisers or the Dean for Student Academic Support and Advising before dropping courses, since students are expected to earn 16 credits in any semester to maintain normal progress toward graduation and are not allowed to drop below 8 credits. If dropping a course results in a load of less than 12 credits, the student may be placed on academic probation for the next semester.

Students considering withdrawal from all their courses or from the College during a semester should see the sections of this Student Handbook titled "Leaves or Withdrawal from the College".

Emergency Course Withdrawal

Emergency course withdrawals may be granted in exceptional and extreme circumstances that are both beyond the student's control and impossible to foresee. Students are not allowed to drop below 8 credits, however. Students granted approval for emergency course withdrawals after the third week of classes will receive the transcript notation of "W."

This withdrawal option is not intended as a mechanism for manipulating or enhancing a student's grade point average. Thus, ethically and practically the decision to withdraw should be made at the time the problem occurs, not retroactively. Students seeking an emergency course withdrawal should complete a form available from the Dean for Student Academic Support & Advising, attach appropriate, substantiating documentation, and meet with the Dean to discuss the situation. No student may withdraw from a course after 5:00 p.m. of the last day of classes.

Withdrawal for Cause

The Committee on Academic Standing, on the recommendation of the instructor, may drop a student from a course for cause, which includes excessive absences. If this action is taken during the fourth through ninth weeks, a grade of “W” is recorded. After this period, the grade assigned by the instructor is recorded, although in cases of illness or other emergency situations, the Committee on Academic Standing may approve a transcript entry of “W” upon recommendation by the Dean for Student Academic Support and Advising.

Honesty in Academic Work

When you study at the College, you join a conversation among scholars, professors, and students, one that helps sustain both the intellectual community here and the larger world of thinkers, researchers, and writers. The tests you take, the research you do, the writing you submit—all these are ways you participate in this conversation.

The College presumes that your work for any course is your own contribution to that scholarly conversation, and it expects you to take responsibility for that contribution. That is, you should strive to present ideas and data fairly and accurately, indicate what is your own work, and acknowledge what you have derived from others. This care permits other members of the community to trace the evolution of ideas and check claims for accuracies.

Failure to live up to this expectation constitutes academic dishonesty, which can include but is not limited to:

- Cheating on tests;
- Downloading and using without adequate citation material found on the World Wide Web, including words, pictures, graphs, tables, and other graphics;
- Turning in written or graphic work without citing correctly the sources of ideas, words, data, or images;
- Copying from others on papers, tests, or other work;
- Copying a computer program or sub-process without acknowledging its sources;
- Presenting work in class, such as in a PowerPoint presentation, without correctly citing the sources of the words, ideas or images;
- Collaborating with others on projects where that is not allowed and collaborating without properly crediting that collaboration in a footnote or endnote;
- Manufacturing or falsifying data in the process of research; and
- Submitting one paper to satisfy the requirements of two different courses without getting permission from both professors.

Students who are found responsible for committing dishonest acts, whether intentionally or through carelessness, will face outcomes usually including a lower assignment grade, lower course grade, ineligibility to graduate with honors, failure in a course, probation, suspension, or dismissal from the College. Students may not officially withdraw from the affected course once the case has been reported to the Committee on Academic Standing and no grade of "W" will be granted.

Assumptions about Work You Submit

In general, then, you should make the following assumptions about work assigned at the College:

- When you submit a report, paper, examination, homework assignment, or computer program, you are claiming that its form and content represent your own work, except where you have clearly and specifically cited other sources.
- Tests or examinations are closed-book unless the professor states otherwise.
- Any assigned work is to be done independently unless the professor states otherwise.
- If you collaborate on any phase of an assignment, you must indicate what work is your own and what emerged from the collaboration.

Ethical Use of Sources to Avoid Plagiarism

One particular type of academic dishonesty—plagiarism—occurs when a writer uses sources, whether through quoting, paraphrasing, or summarizing, without clearly or sufficiently acknowledging the debt. Thus, to avoid plagiarizing, you must cite the source of any expressions, ideas, or observations not your own, whether they come from a primary source, a secondary source, an electronic source, a textbook, a class discussion, a lab manual, or any other source of information.

Whenever you quote, paraphrase, summarize, or use an idea from a source, you must acknowledge that source through some system of citation. The exact system varies by discipline; your professor will tell you whether to use the MLA, the APA, the Chicago style, or some other.

If you are found to have misused sources, you may be found responsible for plagiarism even when you have made no conscious effort to deceive. Therefore, you should cite your sources in a clear and consistent way; if you have any doubts about how to cite sources, ask your professor.

Generally, in writing papers, you should comply with the following requirements for acknowledging sources:

- Quote sparingly and precisely: Brief quotations, included within your own clear analyses or interpretations, are far more effective than long, unanalyzed ones.
- Indicate quotations: Place quotation marks around any quotation you use in your text, even those consisting of only a phrase. In the case of long quotations, set them off by indenting. In addition, cite the precise source of the quotation in a footnote, endnote, or in-text citation. You must use quotation marks around the directly-quoted parts and cite the source even if you have rearranged the order of the sentences or have interspersed some of your own words and ideas.
- Paraphrase carefully: When you paraphrase—that is, when you put what a source says into your own words—you must not merely rearrange a few words from the source, but must recast the passage or sentence completely. In addition, you must specifically cite the source of any material that you have paraphrased or summarized, even when you have substantially reworded or rearranged it. It is not acceptable to explain similarities between your work and that of others by claiming that you read the source or sources long ago and have confused the phrases and ideas of the other author or authors with your own. Rule of thumb: When in doubt, cite.
- Cite ideas and data: You are also obliged to acknowledge, whether in an in-text citation or a footnote, any idea you have borrowed from another person or source. Scholars, researchers, and writers often engage in intense discussions, with each speaker confirming or modifying some aspect of another’s thought. Given these circumstances, it’s often difficult to credit the source for any given idea. However, such acknowledgment is part of how we honor each other’s words and work. Even though, at times, you may feel as if the distinction between your ideas and the ideas of others is unclear, you must make that distinction as clear as possible. This requirement to acknowledge the ideas of others applies whether the source is a faculty member, another student, a guest lecturer, or an off-campus friend or relative.
- Include a list of collaborators, people consulted, references, works cited, and/or bibliography at the end of your essay, lab report, research paper, or presentation. That is, in addition to using footnotes or parenthetical references to cite sources in the body of your essay, you must provide at the end of your project a clearly structured record of all your sources.

Collaboration and Scholarly Ethics

Your participation in a scholarly conversation often requires that you work with others in learning or creating knowledge. At Grinnell, each professor establishes rules about such collaboration for his or her course. Some will insist that all work be done individually (this is the default assumption); others may allow you to work together on part of a project but not the final product; others may encourage – or even require – collaboration throughout the project. If you are in doubt about the extent of collaboration permitted in a specific course, ask your professor to clarify the rules. To behave ethically, you must follow the rules of each professor in each course. Whenever you collaborate with others, you must acknowledge the joint effort through in-text citations to others' contributions, a written expression of thanks, and an entry in the bibliography or list of works cited. In other words, just as you cite written sources to tell the reader what words or ideas come from that source, you must acknowledge the help of your collaborators to tell the reader how the product emerged from the collaboration. In addition, when you submit work on which you have collaborated with others, you must ensure that the whole work conforms to the standards of accurate and precise citation.

Your Responsibility as an Ethical Scholar

In sum, as a Grinnell student, you now contribute to a conversation as a member of the global academic community. To do so responsibly, you must acknowledge your debt to others.

Process for Review of Alleged Violations of the Honesty Policy

In submitting a report, paper, examination, project, homework assignment, or computer program, a student is stating that the form and content of the paper, report, examination, project, homework assignment, or computer program represents her or his own work, except where clear and specific reference is made to other sources. If any suspicious course work is submitted to an instructor, that instructor must bring it to the attention of the Committee on Academic Standing. Students cannot be found responsible for violating the academic honesty policy without a hearing by this Committee's Subcommittee on Academic Honesty. The student has no recourse with the instructor once the instructor has submitted the coursework to the Committee.

The Subcommittee on Academic Honesty of the Committee on Academic Standing will inform the student in writing of its receipt of the suspicious material, including identification of the course involved, the work submitted—exam, paper, report, project, homework assignment, or computer program—and enough information to identify those elements of the material deemed suspicious. This notification will set the time and place of a hearing as well as the procedures to be used for the hearing. The hearing is scheduled in such time as will insure a fair and expeditious process.

The student may submit a written statement in addition to or in lieu of appearing in person to respond to the charges. The student is informed of her or his right to bring another person from the College community as a nonparticipating observer at the hearing. Typically, the observer is the student's academic adviser, another faculty member, or a member of the Student Affairs staff such as a Residence Life Coordinator.

The Chair of the Subcommittee on Academic Honesty will notify the faculty member involved that he or she may directly inform the student that he or she is suspected of academic dishonesty and that the suspicious material has been delivered to the Committee on Academic Standing for investigation and review of the case. The subcommittee understands that in some cases the faculty member might have already informed the student. Other than providing relevant information to the Subcommittee on Academic Honesty, the faculty member has no further function in the process.

The function of the Subcommittee on Academic Honesty is to ascertain the facts, formulate an opinion in the case, and submit its findings and recommendations to the Committee on Academic Standing, which imposes such educational outcomes as appear in the best interest of the student and the College. The student is notified in writing by the chair of the Subcommittee on Academic Honesty about the final decision.

The outcomes for academic dishonesty may include, but are not limited to, a lower course grade, ineligibility to graduate with honors, failure in a course, probation, suspension, or dismissal from the College. Students may not officially withdraw from the affected course once the case has been reported to the Committee on Academic Standing and no grade of "W" will be granted.

Appealing a Decision of the Committee on Academic Standing

An appeal of the decision of the Committee on Academic Standing involving academic dishonesty may be made in writing to the Executive Council by submitting the appeal to the President's Office. The appeal must be delivered to the President's office within five business days after receipt of the Committee's decision. Three members of the Executive Council, appointed by the President, shall constitute an Appeal Subcommittee for such cases. The Subcommittee shall grant a hearing for an appeal only on the condition that 1) relevant new evidence is presented or 2) procedural error in the original deliberation has been established.

If a hearing is granted, an Appeals Hearing Board will completely re-hear the academic honesty case. The three members of the Executive Council Appeal Subcommittee plus two other faculty members appointed by the President shall constitute the Appeals Hearing Board. In making

appointments the President shall give favorable consideration to faculty members who have previous experience on the Committee on Academic Standing and Honesty Sub-Committee.

The chair of the current Subcommittee on Academic Honesty shall serve as a non-voting consultant to the new Appeals Hearing Board, present only at such meetings as deemed appropriate to consult with the Appeals Hearing Board and provide information concerning the original hearing process and evidence as well as represent the Committee on Academic Standing in considering new evidence or reviewing procedure. The decision of the Appeals Hearing Board shall supersede any previous decision. A student may appeal the decision of the Appeals Hearing Board directly to the President. In the event the Appeals Sub-committee decides not to hear the case, the student may appeal the decision of the Committee on Academic Standing directly to the President.

Individual Study and Internships

Registration for Individual Study

Independent Study, Directed Research, or a MAP may not substitute for a course regularly offered by Grinnell College even though the course is not offered every year.

Directed Research (299) may be undertaken after completion of the first year; Independent Study (297 or 397) and Directed Research (399) may be undertaken when a student has attained second year standing. A MAP may be undertaken after completion of the second year.

Students having less than third year standing who have satisfied the tutorial requirement or its equivalent may take one Plus-2 or an Independent Study/Directed Research course (297, 299, 397, 399, and 499) per semester. There is no semester limit for third- and fourth-year students.

Registration Deadlines for Independent Study

A “Plus-2” may be added any time during the first five weeks of a semester (See the current semester calendar for these dates). The signatures of the adviser and the instructor on a “Course Change Form” are necessary. Credit is not granted for a “Plus-2” if a student does not successfully complete the related course.

An application for Independent Study, Directed Research, or a MAP must be completed with the required project statement and with all faculty signatures before submission to the Office of the Registrar. All applications are subject to the approval of the Dean of the College. An application for Independent Study, Directed Research, or a MAP (297, 299, 397, 399, and 499) is due the term prior to that in which such work is to be performed. All such applications for the

following term will be due in the Office of the Registrar two school days after the end of preregistration for each term. A completed application for a summer Directed Research or a MAP is due in early May.

General Application Procedures for Independent Study, Directed Research, and MAPs

An application for a Guided Reading (297) requires a description of the topic accompanied by a bibliography. Arrangement for a Guided Reading project must be made before the work is done; credit is not given for reading done in the past.

An application for Independent Study (397) or Directed Research (299 or 399) requires a thesis statement or equivalent, an outline of the project, and a bibliography. After consultation with the potential faculty director, a student submits an application first to his/her/hir academic adviser for approval and then to the proposed faculty director, who will decide whether to accept the application. The registration process is completed when the application is accepted by the faculty director and is approved by the Dean of the College.

A Mentored Advanced Project (499) has the most formal and developed application. In consultation with the potential faculty mentor, a student develops a thorough description of the topic and project, a clear statement of the relation of the project to his or her previous studies, a bibliography or list of sources, and an explanation of the planned product of the project. After securing the approval of the faculty mentor, a student submits the application for approval to the faculty adviser, the academic program in which the MAPs takes place, and the Dean of the College. Products of MAPs are expected to contribute to the original scholarship of the field of study and may be disseminated professionally through a scholarly publication, presentation, or prize submission.

Students who are on a Personal leave of Absence or an Emergency/Medical Leave of Absence are eligible for summer independent study, directed research or MAPS, provided the following conditions are in place:

1. The MAP meets Grinnell's standards for summer MAPS
2. The student has filed a personal or emergency/medical leave return letter and has been granted approval to return for the subsequent semester
3. The student will be registering in April for fall classes
4. The student must sign a promissory note agreeing to repay the stipend and appropriate tuition for the credits they earned if they do not enroll for the fall term.

12-Credit Limitation

Although students are not limited in the total number of Individual Study/Directed Research courses (Plus-2, 297, 299, 397, 399, and 499) they may take, they (students who matriculate after July 2006) may apply only twelve of these credits in any one department toward satisfaction of graduation requirements.

For a student who matriculated before July 2006 he/she/zi may count no more than 10 credits of independent study earned in any one department in 297, 387, and 397 toward satisfaction of graduation requirements. Credits earned through completion of “Plus-2” projects, 299, 499, or 399 are not included in this 10-credit limit.

See course catalog for additional information on Independent Study.

Registration for an Internship Course (See Career Development Office for more information)

The internship program provides a field learning experience as part of the liberal arts education. The academic year internship is a part-time program in which students spend 14 hours per week at the work site and receive four credits. Summer internships may be pursued throughout the United States or abroad, and students may receive two or four credits.

Information, applications, and internship guidelines may be obtained from the Career Development Office. After discussing a preliminary internship proposal with the academic adviser and an adviser from the Career Development Office, the student asks a faculty member to serve as faculty sponsor. Completed learning contracts between student, faculty sponsor, and work site supervisor are due at the time of application. The Vice-President for Academic Affairs and Dean of the College and the Curriculum Committee review applications for internships requesting credit.

A student may normally undertake part-time internships when he or she has declared a major, is a third- or fourth-year student, is in good academic standing (see definition under “Academic Review” section), and has completed departmental requirements for participation in internships. The Vice-President for Academic Affairs and Dean of the College may grant individual exceptions to this policy.

Students may earn a maximum of 8 semester credits through internships that can be counted toward graduation requirements. Students may not participate in more than two internships.

Grinnell College’s academic policy states that students cannot withdraw from internships after registration because of the special nature of an internship placement that involves community

commitment. All site obligations must be completed within the semester of registration. For rules regulating incompletes, see the section titled “Incomplete Work.”

Grades and Grading

Class Attendance

Students are expected to participate actively in classes. It is important that students avoid class absences. A student who has been absent for any reason is still responsible for all work in the course. Individual instructors determine the effect of absences upon course grades. An instructor may recommend to the Committee on Academic Standing that a student be dropped from a course because of excessive absences.

If a student is ill and must miss class, he/she/zi should refer to the syllabus in that course and follow the absence/make-up policy established by the professor. If no absence policy has been established, the student should contact the professor prior to or as soon as possible after the absence to discuss whether the absence will be excused and whether make-up work will be accepted. In all cases, it is the instructor’s decision whether to excuse the student from class.

Grinnell College acknowledges and embraces the religious diversity of its faculty, students and staff. Faculty and students share responsibility to support members of our community who observe religious holidays. Students will provide faculty members with reasonable notice of the dates of religious holidays on which they will be absent, and this notice would be expected to occur no later than the third week of the semester. Faculty members will make reasonable efforts to accommodate students who need to be absent from examinations or class due to religious observance. Students are responsible for completing any part of the course work, including examinations, that they have missed due to religious observance, and faculty members are responsible for giving them the opportunity to do so.

Examinations

Quizzes and examinations are administered during the semester at the discretion of the instructor, except that the instructor is expected to announce any hour-long examination one week in advance.

Final examinations, where required, must be held according to the published examination schedule. Neither students nor faculty members may make changes without prior approval from the Registrar.

A student is not normally permitted to make up missed final examinations. A student absent from any announced hour-long examination or final examination because of an emergency, such as personal or family illness, may make up the examination or reasonable substitute if he or she provides the instructor with written verification from a physician or parent/guardian. Student Health and Counseling Services staff can provide this verification to the Division of Student Affairs for an exam only when the student is seen at Student Health and Counseling Services while he/she/zi is ill or is a patient at the hospital.

A student who is absent from an examination because of participation in scheduled collegiate athletic activities, or in tours, field trips, and similar events approved in advance by the faculty or the Vice-President for Academic Affairs and Dean of the College, is permitted to make up the examination or reasonable substitute. If requested, the director of any such activity will furnish a list of all participants to the Dean for Student Academic Support and Advising before each event.

Incomplete Course Work (Extensions beyond the end of the semester)

All course work for the semester (including all examinations, reports, notebooks, essays, laboratory work, etc.) is due no later than 5:00 p.m. of the last day of the examination period. For summer research and summer internships, all course work must be submitted by 5:00 p.m. of the day before the beginning of first semester classes. In either case, instructors may stipulate an earlier due date for course work.

Requests for an extension of no more than two weeks beyond the end of the semester to complete course work must be submitted to the Office of the Registrar using the "Incomplete Request Form." The Incomplete Request Form requires the written endorsement of the instructor (i.e., more than a signature) and must be submitted by 5:00 p.m. of the last day of classes, or noon of the day before the beginning of first semester classes in the case of summer research or summer internships.

Eligibility for an Incomplete is based on the following criteria: The student must (1) be registered for 14 or more credits; (2) be a non-graduating senior; and (3) be in good academic standing (see definition under "Academic Review" section). Students who do not meet these criteria or who wish to request more than one incomplete in a semester must gain the approval of the Dean for Student Academic Support and Advising or Vice President for Student Affairs. All claims of incapacitating illness must be accompanied by a written verification from Student Health and Counseling Services staff or the student's doctor or therapist that includes the severity and duration of the illness.

Late requests for Incompletes may be granted during the final examination period, but only in cases involving exceptional and extreme circumstances that are both beyond students' control and impossible to foresee. Late requests attributable to poor planning will be denied. During examination week, students should seek approval for Incompletes from the Dean for Student Academic Support and Advising or Vice President for Student Affairs. Requests for incompletes which come after the deadline for the student's final exam or paper for the course for which the Incomplete is being requested or after 2:00 p.m. Friday of finals week will not be granted under any circumstances.

Students are responsible for submitting completed course work directly to the Office of the Registrar, not to the instructor. Work can be mailed or e-mailed; in either case, it must be postmarked (mail) or date-stamped (e-mail) by the deadline date specified on the Incomplete Request Form. Work mailed to the Office of the Registrar should be sent by certified mail, so that lost items may be tracked by the U. S. Postal Service. The College is not responsible for losses by the U. S. Postal Service. Work received by the deadline is forwarded to the instructor for grading. Credit is not given for work submitted after the approved deadline. Approved Incompletes do not entitle students to occupy residence hall rooms beyond noon of the day after the final examination period ends.

Course Passed with "D" Grades

Courses passed with "D" grades are subject to these limits:

- A maximum of 16 credits of "D" grades may count toward satisfying the 124-credit graduation requirement.
- Credit earned with a grade below "C" may not count toward the satisfaction of any requirement for a major or an interdisciplinary concentration. This includes all extra departmental and cognate courses such as mathematics, statistics, and languages.
- A grade of "C" or better is necessary to satisfy a prerequisite for a higher-level course. A student receiving a "D" in a course needed as a prerequisite must petition the Committee on Academic Standing with the instructor's recommendation for an exception to this rule.

Grade Reports

Grades are reported to students and their faculty advisers at the end of each semester via Pioneer Web using their username and password. Under the Family Educational Rights and Privacy Act of 1974, as amended (often referred to as the "Buckley Amendment"), the College

has a responsibility to maintain the privacy of academic records. A student may request in writing that final grades be sent to parent(s). Instructors are asked to inform the Dean for Student Academic Support and Advising whenever a student's work in a course becomes unsatisfactory during the semester.

Grade Changes

A grade entered by the Office of the Registrar may be changed only if the instructor's request is approved by the Vice-President for Academic Affairs and Dean of the College. A request based on an evaluation of late work must be considered by the Committee on Academic Standing.

Dean's List

A student will be placed on the Dean's List if she or he attains a term grade average for the semester of 3.75 or higher. In order to qualify for the Dean's List, a student must complete 16 credits, 14 of which must be taken for a letter grade. Only credits completed at Grinnell and those programs directly administered by Grinnell will be used in determining eligibility. A student cannot earn Dean's List recognition if he or she has an incomplete or an NGR (no grade reported). A student who has an incomplete or NGR converted later to a letter grade and who thereby becomes eligible for the Dean's List will be placed on the Dean's List retroactively.

Grade System

Grinnell uses the following grading system:

Grade	Definition	Grade Points
A	Excellent	4.00
A-	Excellent	3.67
B+	Good	3.33
B	Good	3.00
B-	Good	2.67
C+	Satisfactory	2.33
C	Satisfactory	2.00
D	Passing	1.00
F	Failing	0.00

Grade	Definition
S	Satisfactory (A-C without grade point value)
AU	Audit
I	Incomplete
W	Withdrawn without credit or academic penalty
NGR	No grade reported by instructor.

All grades are recorded on a student's permanent transcript.

Majors, Concentrations and Certifications

Declaration of Major

Satisfactory completion of a major field is required for graduation. Most departmental programs require a minimum of 32 credits but may include more. At the department's discretion and approval, up to 8 credits from related fields may be counted toward the major. The requirements for each major program are listed in the Grinnell College Catalog. Academic departments normally expect that the majority of courses constituting the major, and all required courses, will be completed at Grinnell.

A student declares a major before preregistration for the fifth semester (typically spring of the second year) and is held to all major requirements in effect at the time of declaration. The head of the department in which the major is declared, or a designated colleague, then becomes the student's adviser. Most students choose a departmental or an interdepartmental major. However, a student may arrange a special program as an independent major or may be permitted a second major.

Changing a Major

After the start of the third year, changing a major is handled in the same way as a request for a second major.

Completing a Major

Students are held to the major requirements in effect at the time they declare their major. Students are expected to plan their schedules in advance in order to complete the courses required for their major when those courses are normally offered. Since the completion of a major is one of the requirements for graduation, waiving any of the specifications of the major (required courses or course distributions) must be first approved by the department and then approved by the Committee on Academic Standing. Transfer courses may be counted towards the completion of the major if they are approved by the department and the department chair has officially notified the Office of the Registrar. A major cannot be completed out of residence.

In the case of a double major, courses must be designated to one major, but not to both majors. When a concentration and a major are related, up to 8 credits of work included in a student's major may also be counted toward the interdisciplinary concentration.

Declaration of an Independent Major

Most students choose an established major, but students who have demonstrated high academic achievement may, in cooperation with two faculty advisers, design an independent

major. Applications and instructions for independent majors may be obtained from the Office of the Registrar or from the Registrar's website. For initial advice concerning completion of the application, students should consult the Office of the Registrar. Specific plans should be discussed with the Vice-President for Academic Affairs and Dean of the College before a final application is prepared. This is a substantial process and deadlines are important. Independent major regulations are:

- An independent major is a coherent study program that cannot be pursued within the College's established majors. The application begins with a purpose statement describing the major questions that prompt the proposal and the major themes that unify the proposed course work into a coherent body of study.
- The quality of a student's academic record may be a sufficient reason for turning down an application. To receive approval for an independent major, it is expected that a student's cumulative GPA of all graded Grinnell College courses is at least 3.0 at the time the application is submitted for consideration.
- The work of the major is divided into (a) the courses forming the methodology and subject matter core of the program, and (b) elective courses that supplement the basic core. The core program provides a solid foundation in one or more academic disciplines by the inclusion of those courses most fundamental to the theory and methodology of those disciplines. Students are required to complete the core program as approved. The Vice-President for Academic Affairs and Dean of the College must approve any change. Additional work for the major is chosen from the approved elective list.
- The independent major must include a minimum of 36 credits plus the 4-credit senior thesis (499), taken in not less than two or more than four academic departments established by the College. The program must have at least 32 credits of course work excluding independent work 297, 299, 300, 387, 397, 399, 499 and "Plus-2s." At least 8 credits of course work must be at the 300 level or above, and not more than 4 credits of work at the 100 level.
- Two faculty advisers are required for all independent majors to assist in planning the major and to supervise the thesis. One adviser must be a full-time faculty member. The other may be part-time. Advisers should be persons who expect to be at Grinnell in the student's senior year to supervise the thesis planning, research, and writing. If one of the advisers leaves the College, on leave or permanently, the student is responsible for finding another faculty adviser and having the change approved by the Vice-President for Academic Affairs and Dean of the College.

- All students pursuing independent majors must complete a senior thesis. The senior thesis is an academically demanding research project, and students applying for an independent major should be prepared to engage in a rigorous, self-guided research process that culminates in a high quality senior thesis. The independent major thesis should utilize the ideas that unify the major into a coherent whole. Both in conception and in execution, the thesis must have approval of both faculty advisers. Acceptance of a copy of the finished thesis by the Vice-President for Academic Affairs and Dean of the College completes this requirement of the major.
- The independent major is indicated on the student's transcript by a specific title such as "Independent Major: International Relations." Titles should be short (two or three words) and descriptive of the course work as a whole. The courses that constitute the major are not specified on the transcript.
- Students carrying an independent major may not carry a second or double" major.
- To be considered for honors in an independent major, graduating seniors, in addition to meeting the College's general requirements for honors, must demonstrate, by consensus of their two advisors, superior performance in course-work and curricular breadth, combined with superior progress (to the date of consideration) on the senior thesis.

Declaration of a Second Major

The procedures for declaring second majors require the following:

- The request must be submitted to the Office of the Registrar no later than the first day of preregistration for a student's seventh semester (typically spring of the third year).
- Courses must be designated to one major, but not both.
- A statement explaining why the requested second major is necessary to achieve the student's particular educational objectives as described in the comprehensive academic plan submitted with the first major and how the second major will modify that plan.
- The request must have the approval of the adviser of the first major, the adviser of the second major, and the department chair of the second major. The form for declaring a second major can be obtained from the Office of the Registrar or the Registrar's website.

Interdisciplinary Concentrations

A liberal education should include both depth of study in one discipline and breadth of study in several. The required completion of a major fulfills the first requirement. The interdisciplinary concentrations offered at Grinnell provide one way to fulfill the second, for each was conceived as an integral part of a liberal education.

Each recognized concentration includes an organized cluster of courses drawn from several disciplines and related to a common focus of interest. Thus, each provides a structured introduction to a broad area of study while including sufficient flexibility to adapt each program to a student's particular focus of interest. Each culminates in an interdisciplinary senior seminar in which students and faculty draw upon their work in the several disciplines.

In most of the programs, the senior seminar provides time for pursuit of a research topic appropriate to the field and to the student's level of accomplishment in the relevant disciplines. Students may complete an interdisciplinary concentration in addition to a major, with concentrations shown on a student's transcript. Students wishing to pursue an interdisciplinary concentration are expected to declare their intention before preregistering for their seventh semester. To declare an interdisciplinary concentration, students discuss their plans with the interdisciplinary program chairperson and obtain his or her signature on the "Declaration of an Interdisciplinary Concentration Form." Students then complete the interdisciplinary concentration work sheet and return it to the Office of the Registrar.

Concentrations may be related to a student's major, but this is not required; when the two are related, up to 8 credits of work included in a student's major may also be counted toward an interdisciplinary concentration.

Teacher Certification

Students who want to earn secondary teacher licensure must apply for admittance to the Department of Education no later than the end of the student's fifth semester.

Requirements for licensure in secondary education are usually different than the requirements for the major, so students should discuss these requirements with education department members as soon as they have determined their major. In addition to the course requirements in the major and in education, students must take courses in all divisions of the College. Grinnell has a ninth semester program in which student teaching is completed the semester following graduation. This program is strongly recommended by the Department of Education, but with careful planning students can complete the program in four years. Applications for admittance to the program may be obtained from any education department member.

Transfer, Advanced Placement and Examination Credits

Transfer Credits

Transfer credits earned at regionally accredited institutions are evaluated by the Registrar prior to enrollment for all new students who have been approved for admission and for all matriculated students who pursue course work while on leave or during the summer. The evaluation of transfer credit by the Registrar involves at least three considerations:

- The educational quality of the institution;
- The comparability of the nature, content, and the level of credit earned to what Grinnell currently offers; and
- The appropriateness and applicability of the credits earned to the programs offered by Grinnell, in light of the student's educational goals.

Requesting Credits: Currently enrolled students who attend another accredited institution have the responsibility of submitting to the Registrar's office, in a timely fashion, the "Transfer Course Approval Form." The "Transfer Course Approval Form" can be obtained from the Office of the Registrar or from the Registrar's website. Only official transcripts sent directly to Grinnell will be evaluated.

Grades:

Grade must be C or above

Courses in which a grade of "C-" is earned are not transferable.

Courses which are graded on a pass/fail basis must be accompanied by written documentation from the issuing school that the passing grade reflects work at C or above.

Excluded Courses and Exceptions:

Courses considered vocational or remedial

College Level Examination Program (CLEP) credits or other such placement credits

Grinnell usually does not award course credit for work done through distance learning, correspondence, extension or continuing education programs. Only distance learning, extension or continuing education courses that are (1) in traditional liberal arts subject areas and (2) accepted for credit by the sponsoring accredited institution for its own bachelor's degree may be granted credit subject to all other transfer of credit regulations.

Courses taken simultaneously at another institution while the student is enrolled during the fall and spring semester at Grinnell College.

Any course that repeats the content of a Grinnell course in which a student initially received a “D” or “F” grade may not be transferred from another institution.

When transfer credits or Grinnell College credits overlap or duplicate Advanced Placement (AP) or International Baccalaureate (IB) credits the highest credit value will be accepted.

First-time First-year students: Students matriculating as first-time first-year students must complete at least 6 semesters in residence and are limited to a maximum of 24 pre- and post- matriculation transfer credits (including AP, IB, other examinations, or college courses).

Off-campus Study Credits: For students with an approved program to study off-campus for one semester, the program credits are excluded from the 24-limit of transfer credits and the semester off-campus is counted toward the residency requirement. For students approved for yearlong off-campus programs, only one semester of off-campus study will count toward the residency requirement, although the credits from both semesters will be accepted.

Credits on Leave or Suspension: A student may request permission to count a maximum of 6 credits completed while on leave from the College. Summer is not considered part of the Leave of Absence, students may earn up to 18 credits over two summers. This number is subject to the maximum allowable transfer credits (see section on Transfer, Advanced Placement and Examination Credits).

Application of Credits to the Major: For courses that may apply to either a major or a concentration, the department chair of the major or concentration, at the request of the student, will make a determination and notify the Office of the Registrar in writing as to what credits can be applied toward the major or concentration. AP/IB credits will be cancelled upon the successful completion of any equivalent Grinnell course. Students should contact the Office of the Registrar for more details.

Transfer Students

A transfer student will be allowed to apply toward a degree at Grinnell a maximum of 62 semester credits of transferable work depending upon the student’s classification at the time of enrollment. If a transfer student has more than 62 credits of transferable work, the registrar will work with the student to determine which credits, not exceeding 62, will be accepted.

a) Upon matriculation at Grinnell the student is assigned a class level (FR2, SO1, SO2, JR1) based on a combination of all college credits and the number of equivalent full-time semesters of college the student completed. To graduate in eight semesters from Grinnell, the student must complete a minimum of four semesters of residency at Grinnell and eight total semesters of college.

b) If the student is below the minimum credits of their initial classification, the student shall be allowed to transfer additional future summer credits to bring the student up to the minimum credits. Such courses are subject to all transfer requirements noted in the Student Handbook.

c) The student must complete a four-year plan with their adviser upon declaration of their major. If it is apparent from this plan, that an additional semester will be needed to complete the major or complete a coherent academic program, the student can request a reclassification from the Registrar’s Office. (Note: Classification affects the number of semesters of financial aid for which the student is eligible.)

d) If the student wishes to complete college in seven semesters or less the student must apply for accelerated graduation.

e) This chart will determine classification and maximum number of credits that can be transferred during a student’s time at Grinnell College:

Transfer students who enter as	Full-time equivalent semesters of college:	Guideline credits for classification:	Maximum # of transfer credits:	Minimum # of Grinnell credits:	Anticipated # of Semester at Grinnell*:
2 nd Sem, 1 st Year (FR2)	1	12-27 credits	32	92 credits	7
1 st Sem, 2 nd Year (SO1)	2	28-43 credits	46	78 credits	6
2 nd Sem, 2 nd Year (SO2)	3	44-59 credits	62	62 credits	5
1 st Sem, 3 rd Year (JR1)	4	60-62 credits	62	62 credits	4

*This number may be reduced subject to accelerated graduation requirements.

Summer and Winter Interim Study

A cumulative total of 18 semester credits are accepted for courses taken during the three summer and winter interims before graduation. Approval is not given for more than 9 semester credits in one summer and not given for more than 4 semester credits in one winter interim. Studies to be undertaken elsewhere must be approved in advance by the student's adviser and by the Registrar, or credits will not be accepted. Catalog descriptions for such courses must accompany the "Transfer Course Approval Form" when submitted to the Registrar's office for approval. Such credits are subject to the maximum credits listed above for first-year students and transfer students. Students who intend to pursue summer study should return a completed "Transfer Course Approval Form" to the Registrar no later than one week before the end of spring semester classes.

Students who intend to pursue winter interim study should return a completed "Transfer Course Approval Form" to the Registrar no later than one week before the end of fall semester classes (See the current semester calendar for the date).

Credit for summer study will not be accepted for transfer unless an official transcript is received by December 1 of the year in which the course work was taken. After the Registrar's Office has verified completion of all requirements for graduation, credits for winter interim study will not be accepted.

Summer and winter interim study credits can be transferred to Grinnell for students returning from a Leave of Absence or Suspension, but cannot be counted for students readmitted after withdrawal.

Advanced Placement and International Examination Credit

A student entering Grinnell will be granted four credits for Advanced Placement examinations upon presentation of a score of 3 [calculus (BC)], 4 [art, biology, calculus (AB), chemistry, classics, computer science (A and AB), economics, English language/composition, environmental science, French, German, government, history, music, physics (B or C), psychology, Spanish, and statistics], 5 [English literature/composition] on any one of the Advanced Placement examinations of the College Board. For satisfaction of graduation requirements, these are divisional credits not assigned to an academic department. However, a student may request permission to apply these Advanced Placement credits toward satisfaction of the requirements for a major. AP/IB credits will be cancelled upon the successful completion of any equivalent Grinnell course. See AP site on Registrar's website for most current data.

Grinnell College recognizes International Baccalaureate (IB) level work for entering students and will grant credit for examination scores of 5 or better on Higher Level courses only.

Upon receipt of a transcript from the British Examination Authority, the College also will grant 4 credits for each British Advanced-level examination (A-level) score of B or higher. The granting of credit for IB and A-level work is equated to the granting of credit for Advanced Placement. Grinnell will also award a maximum of 16 credits for the German Abitur examination or the French Baccalaureate examination. Exams to be accepted by Grinnell College must be in subjects where we would also accept AP scores. AP/IB credits will be cancelled upon the successful completion of any equivalent Grinnell course. For exact information about how credits will be awarded, students should contact the Office of the Registrar.

Grinnell does not grant credits for the College Level Examination Program (CLEP) test or other such programs.

Off-Campus Study (See the website for additional information)

Students should begin planning their off-campus study (OCS) program early in the fall semester of the academic year before they wish to study off campus and must submit an application to the OCS office by the deadline in late January or early February. The vast majority of students apply for a single semester off campus. Approval for year-long programs is awarded on a competitive basis, taking into account GPA, course planning, written rationale, and faculty recommendations.

The first step in the approval process is to obtain a copy of the Off-Campus Study Handbook and a "Grinnell Approval Application to Study Off-Campus" from the OCS Resource area or website. These materials set out the procedure for choosing an off-campus study program and applying for approval. Approval to study off-campus study is granted by the Off-Campus Study Board and requires the signature of both the academic adviser and the campus program adviser for the particular program. This approval process does not apply to summer study; permission to attend summer programs is granted by the Registrar and the academic adviser, requiring that the student complete a "Transfer Course Approval Form," available in the Registrar's Office or website.

Eligibility

Academic regulations for on-campus students also apply to off-campus programs. In addition, students must normally be juniors or first-semester seniors in good academic standing (see

definition under “Academic Review” section), with a cumulative GPA of at least 2.75, making normal progress toward graduation and having completed the prerequisite courses for the program. The off-campus study program must be integrated with the student’s overall educational objectives, as determined by the student and the academic adviser. Approval to study off campus is also subject to faculty recommendations and endorsement by the academic adviser, program adviser, and Off-Campus Study Board. Students also must complete all requirements for graduation, including those for the major, in a maximum of eight semesters, including the off- campus study semester(s).

Meeting the minimum standards of eligibility to study off campus does not guarantee that Grinnell College approval will be granted. There may be limitations to the number of students approved to study off campus in a given year if an unusually large number of students apply. In this case, granting approval may be made competitive. Selection will be made on the basis of the student’s written rationale for studying off campus, integration of program with on-campus studies, GPA and recommendations.

Transfer students admitted as first- or second-year students may be granted one semester off campus, but those admitted as third-year students are not eligible for off-campus study programs except for the Grinnell-In- London and the Grinnell-In-Washington programs.

Approval granted to students who subsequently are placed on academic probation or are placed on academic warning may be canceled. Approval is not officially granted until a \$200 pre-registration deposit for the return semester is paid to the College.

Credits

The number of off-campus study credits transferable to Grinnell College is subject to prior approval. Credits in excess of 18 will be assessed a Grinnell overload charge.

All credits are evaluated according to the grading system in effect on the off-campus program. For non-Grinnell programs, grades and credits for courses in which a “C” or above is earned (C- is not acceptable) appear on the Grinnell transcript. Grades for courses below a “C” appear, as well, but no credit is transferred. Grades from courses taken on non-Grinnell programs are not calculated into the GPA. Grades and credits from Grinnell-in-London and Washington, DC appear on the transcript and are calculated into the GPA, regardless of the grade earned.

No courses may be taken on a pass/fail or “S/D/F” basis. Incompletes may not be taken off campus, regardless of the policy of the off-campus program. A course initially reported as incomplete will not be recorded on the Grinnell transcript even if finished at a later date.

The student's adviser, the Registrar, and the Off-Campus Study Board must approve any changes made to the course-plan after receiving approval. Students can minimize the inconvenience of contacting their adviser from off campus by agreeing to take if first choices are not available.

If a pre-approved set of alternative courses has not been arranged, approval is required for any change in course-plan while studying off-campus. This can be done by contacting student's adviser and the OCS Office by e-mail. If the course change is approved by the adviser, the OCS Office will then confirm with the Registrar and the OCS Board that the course is acceptable and transferable to Grinnell. Neglecting to secure approval for course changes may result in credits not being transferred to Grinnell.

Financial Aid for Off Campus Study

Students approved for off-campus study (OCS) programs who wish to receive aid must complete the same financial aid forms as students intending to remain on campus. All financial aid deadlines and requirements still apply. Awards for the fall semester are generally mailed in June, and adjustments to awards for the spring semester are mailed in November.

The Financial Aid Office uses the same federal and institutional formulas to determine a family contribution and need whether the student is on campus or on an OCS program. Budgets generally include allowances for tuition, room and board, textbook and personal expenses, and transportation. Grinnell will charge its own tuition and analogous fees for any student enrolling in an off-campus study program whose tuition and fees are equal or less than Grinnell's tuition and analogous fees. For off-campus programs whose tuition and fees exceed those of Grinnell, the College will continue to charge students the tuition and fees of those off-campus programs.

Grinnell makes every effort to meet a student's demonstrated institutional need for off-campus study. However, students who choose to attend programs more expensive than Grinnell will have to borrow or contribute more than they would if they remained on campus.

Certain conditions apply to OCS that may affect the award:

- Trustee Honor Scholarships and Grinnell International Grants can be used for OCS, but cannot be adjusted upward to reflect increased costs.
- ACM, GLCA and staff tuition remission benefits can only be applied to Grinnell-in-London and Grinnell-in-Washington. No other use of tuition remission is allowed.
- Students are not permitted to work abroad. Therefore, work-study eligibility may be replaced by loans.
- Aid will not under any circumstance exceed the cost of attendance.

- Students who decide to attend an off-campus study program not approved by the OCS Board are not eligible for aid through Grinnell College, nor can Grinnell be responsible for notifying lenders that student have enrolled elsewhere.

All questions pertaining to financial aid should be addressed to the Office of Student Financial Aid.

Academic Review

Normal Progress

Good academic standing is defined as making normal academic progress with GPA and credits and having no academic sanctions more severe than probation. Strict probation or suspension removes a student from good academic standing, but warning or probation does not.

A student's normal progress is based on the number of credits earned at Grinnell and the cumulative grade point average. A student is making normal progress toward graduation if he or she has earned the credits and cumulative grade point average listed below by the end of each specific semester at Grinnell.

Class Standing	First	First	Second	Second
First Year Student*	12	1.70	28	1.80
Second Year Student	44	1.90	60	2.00
Third Year Student	76	2.00	92	2.00
Fourth Year Student	108	2.00	124	2.00

**Some first-semester students may be advised to enroll for fewer than 16 credits.*

Academic Probation, Suspension, and Dismissal

The records of students who fall behind normal progress are reviewed each semester by the Committee on Academic Standing. Actions of the Committee may require students to propose a plan for their subsequent studies (with the help of their advisers) to overcome the credit deficiency in an orderly manner without delay. Students who fall 12 or more credits below the

minimum required credit total earn fewer than 12 credits of “C” in any semester, or who fall below the minimum cumulative GPA are not considered to be making adequate progress toward the degree and should expect some action by the Committee on Academic Standing. Such students may be warned, placed on probation or strict probation, suspended, or dismissed. Students and their faculty advisers are notified of committee actions.

Academic probation is a proving period during which a student’s continuance at the College is in jeopardy. During this period the student must give evidence of significant progress toward satisfying the graduation requirements and must meet any requirements that may be specified by the Committee on Academic Standing, or expect to be suspended or dismissed. Students on probation are typically required to complete 16 credits with grades of “C” or better in each course. The committee may make exceptions to these general rules if warranted by illness or other special circumstances. A student on academic probation should understand that his or her registration for the next semester is tentative and subject to review by the committee.

The College may suspend or dismiss at any time a student whose academic standing is not satisfactory. Usually, students dismissed have previously been placed on probation, but action to suspend or dismiss may be taken if a student shows a sudden semester decline in credits earned or GPA, or has received a previous academic warning. A student also may be dismissed from the College under conditions set forth in the “Community Standards and Responsibilities” section of this *Handbook*.

Eligibility for Extracurricular Activities

While the primary concern of a student at Grinnell College is academic, the College recognizes the value of extracurricular activities and offers many opportunities for participation. There are a few eligibility requirements, and occasionally, even eligible students may be advised for academic reasons to drop some extracurricular activities.

- Students on strict probation are not considered to be in good academic standing and are therefore ineligible to represent the College in intercollegiate athletics competition according to NCAA Division III regulations.
- Students who are not in good academic standing are ineligible to participate in off-campus study and may be ineligible for other opportunities, as well.
- To be eligible to serve as a student adviser or a hall social coordinator, a student must not be on academic or conduct probation.

Reconsideration

A student suspended or dismissed may ask for reconsideration by the Committee on Academic Standing. A written appeal must be received by the Registrar's Office by the appeal deadline indicated in the suspension/dismissal notification (usually one week after its receipt). Favorable reconsideration is usually based on presentation of new evidence that previously was not available to the committee, such as evidence of temporary extenuating circumstances for past failures.

Suspended students may be readmitted when there is evidence, for instance, of successful work elsewhere and that the individual has matured sufficiently to be a successful student. Readmission requires favorable action by the Committee on Academic Standing.

Removal of Personal Belongings

Students suspended or dismissed from the College should make immediate arrangements with the Division of Student Affairs to vacate rooms in residence halls or college houses. Students should contact the Assistant Dean and Director of Residence Life and Orientation to make arrangements for their belongings. Students who do not make arrangements will have their belongings packed and removed for which a fee will be charged. The College is not responsible for the belongings of any student who is not enrolled for classes.

Leaves or Withdrawal from the College

Leaves of Absence

Two kinds of leaves of absence are available to students: personal leaves and emergency/medical leaves. Students should see the Dean for Student Success and Academic Advising in the Division of Student Affairs to request these leaves.

Personal Leaves: A personal leave of absence enables a student to work, to travel, or to pursue interests not involving formal studies. Students are allowed up to two semesters of a leave of absence for personal reasons between the times they matriculate and graduate from Grinnell.

The application includes a written portion available at the Division of Student Affairs and an in-person interview with the Dean for Student Success and Academic Advising. Applications are normally due in the semester prior to the requested leave, but late requests will be considered through noon of the fifth day of classes during the leave semester. By noon on the fifth day, a student must be on campus and registered for courses, or he/she/zi must have submitted the paperwork to the Academic Advising Office requesting a Personal Leave. All other students are automatically withdrawn from the College (See "Withdrawing from the College" below.).

For a student in good standing (see definition under “Academic Review” section), no qualifications are necessary to obtain a personal leave. A student who is on academic probation or who has received an academic warning may be required by the Committee on Academic Standing to submit a statement of how he or she proposes to complete the degree program after returning from leave.

A student may request permission to count a maximum of 6 credits completed on leave toward satisfaction of Grinnell degree requirements. Summer is not considered part of the Leave of Absence, students may earn up to 18 credits over two summers. This number is subject to maximum allowable transfer credits (see section on Transfer, Advanced Placement and Examination Credits). The student submits a “Transfer Course Approval Form” to the Registrar. Personal leave semesters do not count toward the residency requirement.

Students who have taken a personal leave apply to the Dean for Student success and Academic Advising in the Division of Student Affairs to re-enroll at the College. Students who do not contact the Division of Student Affairs and who fail to re-enroll after their period of leave will be withdrawn from the College.

The College supports an exception to our two semester personal leave policy in situations where students are required by their home government to perform military service. Students should complete the standard Personal Leave of Absence application, and all normal procedures and deadlines apply. Further, students should check with the Associate Dean and Director of International Student Affairs to ensure clear understanding of visa implications.

Emergency/Medical Leaves: Any student needing to take time off from Grinnell due to circumstances such as illness, family emergency or military service may request an emergency leave of absence, normally not to exceed two semesters. Students should present their situations with documentation to the Dean for Student success and Academic Advising in the Division of Student Affairs prior to registration for classes or anytime during the semester up to 5:00 p.m. of the last day of classes. If a student takes an emergency leave by the end of the third week of the semester, all courses enrolled in for the semester and not yet completed are deleted from the student’s record. Students granted emergency leaves after the third week of the semester will have the “W” transcript notation assigned to all of their courses. Refunds for a semester in progress are granted according to the policy in the Grinnell College Catalog.

A student may request permission to count a maximum of 6 credits completed while on leave toward satisfaction of Grinnell degree requirements. Summer is not considered part of the Leave of Absence, students may earn up to 18 credits over two summers. This number is subject to maximum allowable transfer credits (see section on Transfer, Advanced Placement

and Examination Credits). The student submits a “Transfer Course Approval Form” to the Registrar. Semesters spent on leave do not count toward the residency requirement.

Students seeking to return from an emergency leave apply to the Dean for Student Success and Academic Support Advising in the Division of Student Affairs.

Withdrawal from the College

Students withdrawing from the College during a semester must indicate their intentions in writing to the Division of Student Affairs, and if possible, discuss their reasons for withdrawing with the Dean of Students. Refunds for a semester in progress are granted according to the policy in the Grinnell College Catalog.

If a student withdraws from the College by the end of the third week of the semester, all courses enrolled in for the semester and not yet completed are deleted from the student’s record. If withdrawal occurs from Monday of the fourth week of classes through Friday of the ninth week of classes, a transcript entry of “W” is recorded for each of the courses not yet completed. Students withdrawing after the ninth week of classes or after the end of the semester will receive the grades assigned by their instructors; in these cases, any CAS action based on grades earned for the semester will be posted along with the withdrawal on the student’s official College transcript.

Readmission to the College

Students who withdraw cannot apply for readmission to the College unless they have been away for a minimum of two semesters. Withdrawn students wanting to return to the College must submit a request to the Registrar by the transfer student application deadline. A student who has been readmitted may request permission to count a maximum of 6 credits completed while withdrawn from the College toward satisfaction of Grinnell degree requirements. The student submits a “Transfer Course Approval Form” to the Registrar. Semesters during which a student was withdrawn do not count toward the residency requirement. Students who withdraw while on probation or suspension must meet the terms of their probation, if readmitted. All readmitted students must satisfy the graduation requirements in effect at the time of their readmission. Summer and winter interim study credits can be transferred to Grinnell for students returning from a Leave of Absence or Suspension, but cannot be counted for students readmitted after withdrawal.

Phi Beta Kappa

In the spring semester, the local Phi Beta Kappa chapter, Beta of Iowa, selects high-achieving third-year and senior students from among the candidates for election. All candidates for election as members-in-course shall meet successfully the following requirements of their academic course of study:

- **Foreign language.** Completion of a course at or beyond the third-semester level of a modern foreign language, or the second-semester level of a classical language, or proficiency beyond such level as demonstrated by the candidate's educational history, e.g., years of education in a non-English-speaking country.
- **Mathematics.** Completion of the course Mathematics 124 or 131, or a Mathematics course for which Mathematics 124 or 131 is a prerequisite.
- **General distribution.** At least 12 semester credits of study in the divisions of humanities, sciences, and social studies as defined at Grinnell College, with no more than eight divisional credits counted to come from any one academic department, and completion of at least one science course with a laboratory experience. A letter grade will be required in courses used to satisfy distribution requirements for election to Phi Beta Kappa, except for courses only offered S/D/F. Courses accepted as transfer credits by the Office of the Registrar may be used to satisfy distribution requirements, even though no letter grade appears on the student's transcript for these courses. In any case, only courses designated to one of the three academic divisions by the Office of the Registrar will count toward the distribution requirements. For courses cross-listed in two or more divisions (such as Mathematics 115/Social Studies 115), the student should ensure that the course is designated to the desired division on his or her transcript. Academic skills courses (including writing lab, reading lab, math lab, Library 100) do not count toward satisfying divisional requirements.

Advanced Placement (AP) and transfer credits may be used to satisfy any eligibility requirement, provided that the Office of the Registrar has determined them to be equivalent to the relevant courses at Grinnell. A maximum of four AP credits may be used to satisfy the distribution requirement in each division. The student is responsible for ensuring that the appropriate credits are listed on his or her transcript.

Transcripts will be evaluated after the add/drop period of spring semester courses. Courses that are in progress will count toward the eligibility requirements. Before the induction ceremony each year, the chapter may verify the eligibility of students to be elected by requesting that the Office of the Registrar notify the chapter if a student has withdrawn from a course needed to satisfy eligibility requirements. The chapter initiates the consideration of third-year students and seniors for membership without action by the students. Students will be notified by the chapter if they are to be offered membership in Phi Beta Kappa.

Students with Disabilities

Grinnell College, in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act of 1990 (ADA), recognizes that qualified students who have diagnosed disabilities are entitled to benefit from the educational programs of the College, if reasonable accommodations can be arranged. Grinnell is committed to making reasonable accommodations for students with diagnosed or identified disabilities.

The Academic Advising office coordinates this process, and students in need of accommodations should contact this office. Academic accommodations may include reduced course loads, extended time on exams, note takers or books in alternate format. Planning for academic accommodations is the responsibility of the student in conjunction with his or her adviser and the Dean for Student Success and Academic Advising.

For other accommodations, students may contact the Academic Advising Office to be put in touch with the College's ADA Compliance Officer or the appropriate office such as Dining Services, Residence Life and Orientation, or Facilities Management. Students requesting accommodations must provide the College with current, written documentation of their disabilities that include recommendations for appropriate accommodations.

Student Records

Access to Records by Students

Students may inspect all records pertaining to them that are maintained by Grinnell College, with these exceptions: records of College officers in their sole possession and not revealed to any other person; records of the Security Department, Student Health and Counseling Services, and Chaplain; confidential letters placed in files before January 1, 1975; financial records of parents; and letters of recommendation to which students have waived the right of access.

Access to Student Records by Others

Directory information (name, address, telephone listing, electronic mail address, photograph, date and place of birth, major(s), concentration(s), dates of attendance, grade enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational institution attended) is public, unless the student expressly prohibits its publication in writing no later than seven days after the beginning of classes each semester to the Division of Student Affairs.

All other personally identifiable information is held in confidence by all Grinnell personnel and is not released to others except on the written authorization of the student (This authorization must include specification of the parties or class of parties to which access is granted).

However, the College may grant access to student records without the consent of the student to the following parties:

- Grinnell officers, as may be necessary in the normal course of the educational and administrative functioning of the College. Members of the faculty and administration and the personnel of their offices shall have such access as may be necessary in the normal course of the educational and administrative functioning of the College.
- Parents of financially dependent students (as defined by the Internal Revenue Service).
- Officers of other educational institutions in which the student seeks or intends to enroll.
- Parties in connection with the granting of financial aid to the student.
- Persons conducting educational or research studies about colleges and students, with the provision that only aggregate (not personally identifiable) data will be made public.
- When there exists a bona fide health or safety emergency.
- Certain state and federal officials as mandated by law. (Law enforcement officers are not included. They are granted access to student records only on the written consent of the student or in case of a court order or subpoena. In the event of a lawful subpoena, with which the College must comply, Grinnell attempts to notify the student that a subpoena has been served and also contacts the College counsel unless the subpoena directs the college to not notify the student.)

Record of Requests for Access to Student Records

Grinnell maintains, as part of the educational record of the student, a record of all requests for access (whether or not the requests were granted). This record includes the name of the party requesting the information, the date, and the legitimate interest this party had in requesting the information.

Such records are not maintained when the student personally inspects his or her records, when disclosures are made at the request of the student, and when disclosures are made to Grinnell offices.

Records Maintained by the College

Office of Admission

Students' applications, secondary-school reports and letters of recommendation, SAT and ACT scores, and so on, are maintained by the Admissions Office until an admission decision is reached. Letters of recommendation are destroyed, and applications and secondary-school transcripts as well as test scores of those accepted who decide to enroll are sent to the Division of Student Affairs and the Registrar's Office to form the students' personal folders.

Office of Financial Aid

The Office of Financial Aid maintains correspondence dealing with loans, scholarships, etc. All except parents' confidential statements are available for inspection by the student.

Division of Student Affairs

Admission information forwarded by the Admissions Office forms the basis of these records. Besides correspondence with and about students, nonacademic disciplinary records are maintained in separate files. For counseling purposes, the Registrar's Office routinely sends to the Division of Student Affairs copies of students' academic records.

Office of the Registrar

The Registrar maintains the academic records of all students. Two types of records are kept: permanent and nonpermanent.

Permanent record - The permanent record contains biographical information, complete academic history while at Grinnell, AP, British A-levels, and IB evaluations, high school transcript, major/concentration declarations or changes, independent study and internship contracts, name change authorization, "S/D/F" forms, transfer credit evaluations, CAS dismissal, suspension and probation letters, rights of access waivers or request to suppress directory information, application for admission or readmission, and ACT and SAT scores.

Nonpermanent records - While the student is enrolled, a folder containing correspondence with and about the student is maintained. Such information not covered under "permanent" may be destroyed after the student has graduated or withdrawn.

Recording of suspensions and dismissals - The following policies govern the recording of suspensions and dismissals:

- If a student is suspended from Grinnell for disciplinary or social infractions, the student's transcript will indicate "Conduct Suspension: date." When a student is readmitted from suspension, the "Conduct Suspension: date" is removed from the transcript.
- If a student is suspended from Grinnell because of substandard academic performance, the student's transcript will indicate "Academic Suspension: date." When a student is

readmitted from suspension, the “Academic Suspension: date” is removed from the transcript.

- If a student is suspended from Grinnell because of academic dishonesty, the student’s transcript will indicate “Academic Dishonesty Suspension: date.” When a student is readmitted from suspension, the “Academic Dishonesty Suspension: date” is removed from the transcript.
- If a student is dismissed for a conduct infraction, substandard academic performance, or academic dishonesty, the student’s transcript will indicate “Conduct Dismissal: date,” or “Academic Dishonesty Dismissal: date.”

Questions about Record Accuracy: Challenges to Content

Students have the right to question the accuracy of their records and interpretations of the contents of their records. The following College officers should be consulted:

- Admission: Dean for Admission
- Accounting: Comptroller
- Student Affairs: Vice-President for Student Affairs
- Financial Aid: Director of Student Financial Aid
- Registrar’s Office: Registrar

Each of these officers will answer questions and interpret information in the files. If a student believes the educational records relating to him/her contain information that is inaccurate, misleading, or in violation of the student’s rights of privacy, he or she may ask the College through the above-identified officials to amend the record. The College must decide whether to amend the record as requested within a reasonable time after it receives the request. If the College decides not to amend the record as requested, it shall inform the student of its decision. The student then has a right to a hearing before the College and to challenge the content of the student’s educational records on the grounds that the information contained in the records is inaccurate, misleading, or in violation of the privacy rights of the student.

If, as a result of the hearing, the College decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall amend the record accordingly and inform the student of the amendment in writing. Conversely, if, as a result of the hearing, the College decides the information in the educational record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of his or her right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the College, or both.

Transcripts

All requests for transcripts are made at the Registrar's Office and must be authorized by the student or former student by their signature. Transcripts are \$6.00 per copy and should be ordered on the link at the Registrar's website. Transcripts will not be provided for those who have overdue financial obligations to the College.

Note: The unauthorized altering of an academic record is a crime punishable by law. Students or graduates, who fail to respect and maintain the integrity of their academic record, or copies thereof, will be prosecuted. Grinnell also reserves the right to limit or discontinue transcript service for such individuals.

Copies of Other Records

When copies of other records are provided, a charge will be assessed at the rate of 25 cents per page. Federal law prohibits the College from providing copies of transcripts from secondary schools and other colleges or universities.

Note: The above policies and procedures are, to the best of our knowledge, consistent with the requirements mandated by Section 438 of the General Education Provisions Act, as amended (The Family Educational Rights and Privacy Act of 1974, or the "Buckley Amendment"), and the regulations pursuant thereto as issued by the Department of Health, Education, and Welfare, June 17, 1976.

A student may file a complaint with the following governmental office regarding an alleged violation by the College of the Buckley amendment. The complaint must be in writing and addressed to: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5920. The complaint must contain specific allegations of fact giving reasonable cause to believe that a violation of the Buckley amendment has occurred. The complaint must be submitted within 180 days of the date of the alleged violation or the date the student knew or reasonably should have known of the alleged violation; the Family Policy Compliance Office may extend this time limit for good cause shown.

Campus Life Policies

The following section lists the Campus Life policies. In an effort to provide greater transparency in the student conduct process, each policy has been reviewed by a committee comprised of students, faculty and staff. As a result of the committee's work, Grinnell College community members now know: a.) the author(s) of each policy in case you have questions, comments or

concerns regarding a specific policy; b.) the Self-Governance Tenet(s) associated with each policy; and c.) the explicit rationale(s) for each policy. As a residential liberal arts community, where self-governance and personal responsibility are hallmarks, it is most appropriate to provide this information to the Grinnell College community so that you may know how policies came to be, ways in which they reinforce our self-governing community, and why certain policies even exist in the first place.

Advertising/Signs

Advertisers should use discretion in the placing of signs, the content, and their removal. Posters are an extension of the person, group, and/or event and should thus be treated respectfully. To ensure a community of trust, do not tamper with others' signs. Burning of signs is a serious fire hazard, and signs falling on the ground create a waste of paper resources and litter the College grounds and neighboring community.

Any publicly posted or printed materials must follow the Grinnell College Alcohol Policy, the College's nondiscrimination policy, the Advertising and Signs policy in the Student Handbook, and federal, state, local, campus, commercial or copyright laws. This includes no advertising for alcohol and privately shown films without commercial viewing rights.

The signs will be taken down in a timely manner after the event has occurred.

Chalking is allowed on sidewalks but not on buildings and walls. Free posterage is limited to residence buildings and in the JRC outside the dining hall. East Campus posters must be on the bulletin boards provided in the loggia (any postings placed in areas outside of these designated locations – e.g., on pillars, taped to glass [either in loggia or in residence hall vestibules] – will be removed by College staff). For safety, please leave the top half of doors clear. Other spaces such as academic bulletin boards require approval of the building supervisor.

Author: Dean of Students, Committee on Student Life

Self Governance Tenets: Respect, Community, Trust

Rationale:

- to ensure effective means of communication;
- to reduce littering;
- to be compliant with campus policy and/or local, state, federal laws.

Alcohol and Other Drugs Policy

An intrinsic principle of self-governance is the expectation that students look out for one another in situations involving alcohol and other drugs. Among these expectations, the community insists that students get help for other students if a problem arises and expects students to prevent problems before they occur by using good judgment and common sense. In order for the concept of self-governance to be actualized, each student must make a commitment to the community in matters relating to alcohol and drugs.

Grinnell College opposes the illegal use and abuse of alcohol and other drugs in the college environment. Because of the serious problems related to the misuse of alcohol and other drugs, and because this practice can lead to a loss of effectiveness in human life and can hinder the educational process, the College takes a position of serious concern about, and opposition to, the misuse of alcoholic beverages and use of illicit drugs in the college community. Therefore, the College urges all students to exercise mature judgment and social responsibility when making decisions regarding the use of alcohol or drugs.

Ideally, on-campus residences (including residence halls, language and project houses) at Grinnell are intended to be self-governing units subject only to broad parameters of all-campus social policies and regulations. Grinnell College imposes as few rules as possible on its students. As in any community, certain rules of behavior and conduct are necessary for the orderly operation of the community and the protection of individual rights of those who live in it. This is particularly true regarding the consumption of alcoholic beverages and the use of other drugs.

Grinnell College prohibits the unlawful possession, use, manufacture or distribution of alcohol and other drugs by students. Grinnell College further prohibits the manufacture of drugs including but not limited to narcotics, depressants, stimulants, and hallucinogens, whether criminalized or not. Grinnell College will impose educational conduct outcomes on students who violate the alcohol and drug policy. While each case will be considered individually, the sanctions will be consistently enforced. These educational outcomes include, but may not be limited to: verbal warning, conduct warning, substance abuse evaluation, behavioral expectations, parental/guardian notification, hearing before a conduct hearing board, conduct probation, suspension, dismissal, community restitution fines, community service work and/or referral for prosecution. Student conduct action may appear on college transcripts.

Grinnell College Agreement for Distribution of Alcohol in the Residence Hall Lounges, College-Owned Houses, and the Harris Center

Key Points & Reminders

- Events with alcohol are not permitted on weeknights or weekdays, or when classes are not in session (i.e., during College breaks). Additionally, events with alcohol are not

permitted until after the first full week of classes, nor during finals week any time after the last regular class is held.

- Event advertising may not include pictures or references to alcohol.
- Students may not purchase alcohol on campus (except for personal consumption at Lyle's Pub) nor may fees be charged or collected for the distribution of alcohol on campus.
- Alcohol may only be legally possessed or consumed by students of Iowa Legal drinking age (21+) in student rooms in residence halls (excluding substance free residence halls) and College-owned houses, Lyle's Pub, and, when authorized, in the Harris Center Concert Hall, in residence hall lounges (excluding substance free lounges), Gardner Lounge, public spaces in College-owned houses. Additional spaces may be authorized by the College.
- Roles of hosts, server, and wristbander must be filled by separate individuals. Additionally one person may not serve in multiple roles on the same day (i.e. A host may not also act as a server at the same event, nor may one person act as host for multiple events on the same day).
- Hosts and other event staff are expected to clean the venue by **noon the following day**. Any damages or extensive cleaning charges will be billed to the event host(s).
- As a result of a recent Student Initiative, hosts are now provided a portable recycling bin to use at their event, allowing waste to be recycled, rather than thrown away. Following the event, hosts are asked to clean the bins and sort the recyclables into the appropriate receptacles.
- Recycling bins, wristband envelopes along with any unused wristbands must be returned to JRC 310 the Monday following the event.
- Alleged violations of the College's alcohol policy will be adjudicated as outlined in the Grinnell College *Student Handbook*.
- As a self-governing community, we expect each resident to be responsible for his/her/hir own behavior as well as that of invited guests, and must be expected to be held accountable for his/her/hir actions, even if intoxicated.
- Students who do not follow the requirements of acting as responsible event staff risk losing the ability to staff parties in the future.
- Event staff should be aware of Iowa State law regarding liability:
http://www.alcoholpolicy.niaaa.nih.gov/APIS_State_Profile.html?state=IA

Event Staff Required for Distribution of Alcohol

ALL student leaders (host, server, wristbander, and purchaser) must:

- Attend the entire event and be substance-free prior to and during the event.

- Take corrective action (e.g., remove student, inform ACE or Campus Safety and Security Staff) when an underage student has a wristband, or when an underage student possesses, consumes, or distributes alcohol.
- Ensure the safety of other students and the wellbeing of their community by denying the access of alcoholic beverages to individuals who appear to be intoxicated.
- Use common sense and good judgment at all times.
- Understand that failure to follow these guidelines may result in student conduct action.

Event host(s) – one of whom must be at least 21 years of age - must:

- Have a valid TIPS training certificate from an Event Hosting Workshop.
- Obtain permission to use the space requested.
- Work with fellow students to complete the attached Alcohol Agreement by Wednesday at 5:00 pm prior to the event.
- Meet with RLC Becca Don to pick up wristbands by Friday at 4:00pm.
- Return all unused wristbands to RLC Becca Don by the following Monday at 5:00pm, or be billed.
- Provide \$25 in attractive food and non-alcoholic beverages per keg, **to be distributed throughout the evening.**
- Confine alcohol to a designated area of the event space.
- Ensure the venue is cleaned **by noon the following day.**
- Take full responsibility for damages and vandalism resulting from student behavior associated with the event.

Server(s) must:

- Have a valid TIPS training certificate from an Event Hosting Workshop.
- Be at least 21 years of age.
- Serve alcohol only to students of legal age to possess, consume, or distribute alcohol in the state of Iowa. These students will be wearing wristbands given out by event wristbanders (see below). No other student can be served alcohol.
- Understand that they are liable for wrongful actions of persons under the age of 21 who are served alcohol, or any attendee, regardless of age, if they are over-served alcohol.

Wristbander(s) must:

- Check identification of all students entering the event and **only** wristband students who are of legal age to possess, consume, or distribute alcohol in the state of Iowa.

Purchaser(s) must:

- Be at least 21 years of age

- Be liable for the wrongful actions of persons under the age of 21 who are served alcohol at the event as well as potentially be liable for wrongful actions of persons 21 or over who are served alcohol at the event.

Civil Laws and Sanctions Regarding Alcohol and Other Drugs

Alcohol Laws - Iowa State Code states that it is unlawful for any person “to sell, give, or otherwise supply alcoholic liquor, wine, or beer to any person knowing or having reasonable cause to believe that person to be under legal age, and a person or persons under legal age shall not individually or jointly have alcoholic liquor, wine, or beer in their possession or control.” The law further states that “no person under legal age shall misrepresent the person’s age for the purpose of purchasing or attempting to purchase any alcoholic beverage, wine, or beer from any licensee or permittee.” Penalties range from a simple misdemeanor to a serious misdemeanor. In Iowa the legal drinking age is 21.

Drug Laws - Iowa State Code states that it is unlawful for any person not authorized by Chapter 124 of the state code “to manufacture, deliver, or possess with intent to manufacture or deliver a controlled—or counterfeit substance—or to act with, enter into a common scheme or design with, or conspire with one or more other persons to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance.” Penalties range from a simple misdemeanor to a felony. For greater detail of these laws, see Chapters 123 and 124 of the Iowa State Code.

The federal law with respect to drug abuse prevention and control may be found in Title 21, Chapter 13, of the United States Code. A copy of the code is located in the reference section Burling Library. Reference librarians are available to help students locate the sections of the U.S. code.

Sanctions and Educational Outcomes for Violation of Alcohol and Drug Laws

A number of different penalties may be imposed by the magistrate or other representatives of the civil judicial system. Penalties include criminal charges, ranging from a simple misdemeanor to a felony. Sentencing may include one or more of the following: monetary fines, incarceration, and community service. Penalties may be different for persons under or over the age of 18 years old. Persons under 18 who violate drug and alcohol laws may be turned over to juvenile authorities or are dealt with through the court system. Persons over 18 are dealt with through the court system. Persons over 18 who are charged with the use or possession of illegal drugs are treated as adults. Fines, jail sentences, and community service are at the discretion of the magistrate or district court judge.

Campus Educational Outcomes - If there is evidence that a student is illegally using alcohol or drugs, or is abusing alcohol or drugs, a Student Affairs dean and/or a Campus Safety and Security staff member may bring charges against the student. If a student would like to bring charges against another student, she/he/zi may do so after consulting a Student Affairs staff member (including an RLC). All hearings are confidential and are held in closed session.

The hearing board presiding officer will forward its findings and sanction recommendations to the Vice- President for Student Affairs. If the Vice-President for Student Affairs has brought the charge the recommendation is forwarded to the President of the College. While the Vice-President for Student Affairs or the President of the College may accept, reject, or modify the educational outcome recommendations, outcomes will be imposed on students who are found in violation of the college alcohol and drug policy.

Educational outcomes may include, but are not limited to:

- Requiring that the student seek advising from Student Affairs staff.
- Requiring that the student receive a substance abuse assessment and/or substance abuse education from a local agency.
- Requiring the completion of an appropriate rehabilitation program.
- Reprimanding the student.
- Recommending disciplinary action that may include conduct warning, conduct probation, deferred finding of responsibility, behavioral expectations, parental/guardian notification, residence hall suspension, residence hall dismissal, suspension, dismissal, community restitution fines, community service work, and/or referral for prosecution.
- Barred from hosting/serving/wristbanding/purchasing future parties.

If the student fails to complete or abide by any imposed outcomes, the hearing board or student conduct administrator reserves the right to take further action.

Health Risks

People who abuse alcohol or drugs risk damage to both their mental and physical health. The following is information taken from the *Substance Abuse Identification Guide* by Dr. W. R. Spence:

Alcohol and Drugs	Health Risks
INHALANTS Solvents, Aerosols, Thinner, Paint, Lighter Fluid, Gas	liver, nerve, brain damage; heart failure; respiratory arrest; coma; suffocation; death
NARCOTICS Heroin, Morphine, Codeine, Methadone	pulmonary edema; convulsions; respiratory arrest; coma; death
DEPRESSANTS Alcohol, Benzodiazepines, Barbiturates, Chlorohydrins	nausea; severe anxiety; agitation; hallucinations; tremors; shakes; delirium; convulsions; death
STIMULANTS Methylphenidate, Cocaine, Phenmetrazine, Amphetamines	convulsions; hypertension; coma; cardiac arrests; pulmonary edema; respiratory failure; death
HALLUCINOGENS Marijuana, LSD, PCP, MDMA, Mescaline, Psilocybin	paranoia; delusions; psychosis; hallucinations; convulsions; flashbacks; death

Substance Abuse Services

The Student Health and Counseling Services department may conduct substance abuse evaluations and follow- up outpatient treatment, or refer students to local providers for assessments. While College staff work together closely with students experiencing substance difficulties, students need to use health insurance or pay for required evaluations. Students will also need to pay for transportation to these services if they opt against using transportation provided by Student Health and Counseling Services.

The following students may be required to undergo an evaluation and follow the recommendations of the evaluation:

- Students who are arrested on the violation of alcohol and/or drug laws.
- Students who are hospitalized for an alcohol or drug overdose.
- Students about whom concern is expressed regarding substance abuse or repeated poor choices regarding the use of alcohol and/or drugs.

Author: Harm Reduction Committee, Safety and Security

Self Governance Tenets: Responsibility, Respect, Accountability, Awareness, Trust, Common Sense

Rationale:

- to provide a harm-reduction approach;
- to provide education and awareness to risks associated with misuse;
- to be compliant with state and federal laws.

Bikes, Skateboards, and Snowboards

Bikes

Students who have bicycles on campus are required to register their bike. Registration is free of charge. Students may register bikes at the security office, the local police office, or the local bike shop (Bikes to You). The registration of the bicycles helps curb bike theft, and enables the Campus Safety & Security Office to contact the owner when necessary. The college will not accept any responsibility for non-registered bicycles. They can be removed from college property.

Students are responsible for storing their bicycles throughout the year. While school is in session, bicycles should be parked and locked in loggia bike racks or bike racks throughout the campus. Bikes cannot be locked to railing, signs and other areas that are not specifically designated as bike parking areas. Bicycles parked in common areas of the residence halls are considered a fire hazard.

At the close of the academic year, students should take their bicycles with them or make arrangements to store them. Bicycles left unattended on Grinnell College property at the end of an academic year will be considered abandoned and will be picked up by the Campus Safety and Security Office to be held in storage for at least 120 days. There is a \$25 a month storage fee on bicycles that owners identify as theirs and request that the bike be return. Bicycles which remain in storage at the Safety & Security Office after 120 days can be sold, given away, or discarded by the Campus Safety & Security Office.

In-line Skating, Roller skating, Skateboards, and Snowboards

In-line skates, roller skates, and skate boards may be used on the campus sidewalks in a safe courteous manner. Campus benches, steps, handrails and retaining walls may not be used in these activities because of the danger and the fact that these activities are damaging to the property. In an effort to maintain clear and accessible sidewalks for all campus community members, it is against campus policy to make snowboarding jumps or paths on sidewalks.

Skates and skate boards may not be used inside buildings because it is disruptive and dangerous.

Instances of noncompliance will be subject to student conduct action.

Author: Safety and Security

Self-Governance Tenets: Respect, Accountability

Rationale:

- to provide education about resources for alternative transportation methods.
- to provide a safe and secure environment;
- to educate students on where to use in-line skates, roller skates, and skate boards in a safe and courteous manner

Computer Use

Upon enrollment, each student is assigned a computer account, including email and file storage. This account will remain active while the student is enrolled at Grinnell College. Students should familiarize themselves with the “Academic Computer Use Policies” on the ITS website, which can be accessed following the link below.

Use of MathLan

The Department of Mathematics and Statistics and the Department of Computer Science set the policies presented in this section. They apply only to the Mathematics Local-Area Network (MathLAN). When MathLAN equipment is used to access outside equipment, either in the College or at other sites, then all ITS policies apply as well.

If you violate these policies, a MathLAN administrator can deactivate your account, and the College can take other disciplinary actions against you, as described in Section V.C of the College’s Academic Computer Use Policies.

Passwords

In order to maintain the security of your MathLAN account, we strongly recommend that you change your password regularly.

Priorities

We distinguish four categories of computer use. In descending priority, they are:

1. academic work for courses in mathematics, statistics, and computer science;
2. other scholarly work sponsored by faculty members in the Department of Mathematics and Statistics and the Department of Computer Science;
3. academic work for courses in other departments and scholarly work sponsored by other faculty members; and
4. other appropriate uses consistent with the educational goals of the College.

When the demand for equipment in the laboratory or computer-equipped classroom exceeds what is available, users engaged in activities of lower priority must yield to those requiring the equipment for projects with higher priority.

When a class has reserved the laboratory or computer-equipped classroom, only members of that class are permitted to use the reserved room during class time. Students not in the class may, upon consultation with the faculty member conducting the class, receive permission to use the reserved room.

Shared Resources

Since MathLAN is a network, it is possible for a user to run processes on several workstations at once. It is inappropriate for one user to interfere with the work of others who may be running jobs of equal or higher priority. Similarly, it is inappropriate for a user to run jobs that generate so many messages over the network as to degrade processing for other users. It is also inappropriate to log in remotely on a laboratory workstation on which another member of the community is currently working.

The workstations on faculty desks are for the use of the faculty members. You may not run processes on a faculty workstation without permission from that faculty member or a MathLAN administrator.

Account Sharing

The Grinnell College Academic Computer Use Policies discuss sharing of accounts in sections III.A.1 and III.A.2:

1. No person may use, or attempt to use, any computer accounts other than his/her/hir own assigned account. The negligence or naivete of another user in revealing an account name and password does not confer authorization to use the account.
2. An account owner may not lend his/her/hir account(s) to another user.

We realize that you may need to share accounts when working together on a laboratory, and permit such use. However, that should be the limit of sharing. In particular, no student should use an account unless its owner is present.

Particular Applications

Interactive Communication Software - You may use interactive communication software on MathLAN computers, subject to the guidelines in Part III of the College's Academic Computer Use Policies. However, you may not run chat agents ("bots") or set up a proxy server without the permission of the MathLAN administrator.

Games - According to the above policies, games running on MathLAN and played by individuals fall within priority 4, unless game programs are specifically assigned as part of a course or are part of a project under faculty sponsorship. Thus, you may play computer games on MathLAN provided that (1) others are not waiting for workstations for academic purposes, (2) the running of the game will not generate processes on machines used by others, and (3) the game does not significantly interfere with the message load over the network.

Since multiplayer games involving the internet utilize routers that MathLAN shares with the rest of the campus, such games are explicitly prohibited by ITS policy.

Account Deactivation

We can deactivate an account that is being used inappropriately or has been inactive for a year or more. We will maintain the files of any deactivated account until the owner of the account graduates or otherwise leaves the Grinnell community. A MathLAN account that we have deactivated because of inactivity can be restored at the owner's request.

Author: Information Technology Services

Self-Governance Tenets: Responsibility, Accountability, Trust

Rationale:

- to provide guidelines for appropriate/acceptable computer use;
- to provide means to report misuse;
- to educate students on possible outcomes of misuse.

Contracts

Students or student groups who intend to purchase activities, services, speakers, or entertainers that require a signed agreement/contract must consult with Student Affairs regarding the contract prior to making any commitments. Students are not authorized to sign contracts on behalf of the College or any of its student organizations. Contracts must be reviewed and signed by a college official. Students and student organizations should consult with the Student Affairs Office to have contracts reviewed and signed. Finances must be secured prior to the signing of any and all contracts.

Author: Director of Student Activities

Self-Governance Tenets: Responsibility, Respect, Trust

Rationale:

- to provide guidance/support to a student (group);
- to limit liability of students or the College as a whole;
- to educate students of the ramifications of a legally-binding document.

Dating and Domestic Partner Violence Protocol

Statement of Intent Regarding the Dating and Domestic Violence Protocol

Grinnell College is a community of trust whose very existence depends on strict adherence to standards of conduct set by its members. Dating and domestic violence (also known as intimate partner violence) is a crime punishable by both civil and criminal legal action and a serious violation of Grinnell College's Community Standards. Dating and domestic violence will not be tolerated within our community. The College's *Dating and Domestic Violence Response Protocol* prohibits all forms of dating, domestic, and/or intimate partner violence, including but not limited to: physical violence (e.g., kicking, hitting, pinching, choking, biting), sexual violence (e.g., forcing a partner to take part in a sex act when the partner does not consent), emotional violence - including verbal/written violence (e.g., isolation, intimidation, belittling, stalking, "outing" someone against his/her/hir will, cyber bullying/harassment, threat of physical force), and economic abuse (i.e., withholding financial resources to intimidate, threaten, or cause a person to remain in a relationship because of access to finances).

Dating and domestic violence are criminal offenses, and should be reported to the proper authorities. The protocol below covers improper dating/intimate partner conduct in the college context, and the standards used by Grinnell College are different from those used by the state

of Iowa to define dating and domestic violence offenses. No double jeopardy is presented by different sets of standards, and students at Grinnell College are charged with the responsibility of being familiar with and abiding by the standards of conduct set forth in our on-line *Student Handbook*. Students may be subject to both criminal prosecution and on-campus disciplinary action. Members of the Grinnell College community are strongly encouraged to report all incidents of dating, domestic, and/or intimate partner violence.

If you have experienced or are experiencing dating, domestic, and/or intimate partner violence, consider the following:

1. Go to a safe place and/or find someone you can trust. If possible, separate yourself from the alleged perpetrator(s).
2. Find support for yourself by contacting a friend, family member, member of the clergy (including our College Chaplain and/or Rabbi), Residence Life Coordinator, confidential campus resource (including Student Health and Counseling Staff, Chaplain and/or Rabbi), Student Adviser, trained campus advocate, or DVA/SAC advocate.
3. Develop a safety plan. The resources listed above can assist you in identifying immediate strategies and actions that can be taken to increase your safety and ability to remain enrolled at the College while reducing or eliminating your fear or intimidation. Some examples of your safety plan might include but are not limited to: filing a report with Campus Safety and Security and/or Grinnell Police Department, providing an immediate emergency housing reassignment (either on or off campus), removing campus directory information and/or creating a new campus email address, working with Campus Safety and Security to issue a "no contact" order.
4. Obtain medical attention, if needed. In Grinnell, you can go to the Grinnell Regional Medical Center (GRMC) and request a sexual assault examination (for some sexual violence acts) or a medical examination if physically injured. The sexual assault exam is an evidence-gathering medical process that is most effective if it occurs within 72 hours of the assault. We strongly suggest that if you believe an exam/testing is desired and/or necessary that – prior to going to GRMC – a call should be made to DVA/SAC (1-800-779-3512) to: a.) serve as an advocate; and/or b.) request for a Sexual Assault Nurse Examiner (S.A.N.E.) nurse to provide the examination. You have the right to have a support person accompany you to the exam. Listed are a few suggestions: friend, Residence Life Coordinator, confidential campus resource (including Student Health and Counseling Staff, Chaplain and/or Rabbi), Student Adviser, trained campus advocate, or DVA/SAC advocate. They will support you by listening, explaining the process, and answering your questions.

5. Document for yourself as soon as possible what happened (i.e., time, date, sequence of events, descriptions, witnesses). It is important to not destroy any evidence of violence (e.g., email/Facebook/Plans correspondences, voicemail/text messages).
6. Report incident to the Campus Safety and Security Department and/or local police.
7. Report the incident to the Grinnell College administration.
8. Contact a therapist or counseling service.
9. You have the right to choose to do any or all of these options, or to do nothing. The choice is yours.

Dating and Domestic Violence Offenses Include But Are Not Limited To:

1. Physical Violence (or attempts to commit same)
2. Sexual Violence (or attempts to commit same)
3. Emotional Violence - including verbal/written violence (or attempts to commit same)
4. Economic Abuse (or attempts to commit same)

Definitions of Dating and Domestic Violence:

Physical Violence - Physical violence includes but is not limited to: kicking, pinching, hitting, choking, biting, shaking or otherwise using physical force to restrain or hurt a partner. Physical violence can be used against a partner with a physical disability by not allowing them access to equipment such as a wheelchair or similar items, which assist a person with a disability in daily living.

Sexual Violence - Sexual violence is forcing a partner to engage in sexual acts against one's will.

Emotional Violence - Emotional violence (including verbal/written violence) is using isolation, intimidation, and threat of physical force or words to restrain or hurt a partner. This could include threatening to "out" a lesbian, gay, bisexual or transgender partner. In some cultures, family members may participate in emotionally abusing a partner. International students who are perpetrators may threaten their partners by telling them they will be sent back to their country of origin if they report acts of violence against them.

Economic Abuse - Economic abuse may not come into play in a dating relationship, but it is defined as withholding financial resources to intimidate, threaten or cause a partner to remain in a relationship because of lack of access to finances.

These definitions are provided by the Campus Dating and Domestic Violence newsletter (March 2003, Volume 4). Ann Malloy, author.

Questions you should ask yourself if you think you might be in an abusive relationship:

- Does my partner push, shove, slap, hit, kick, punch, choke or restrain me against my will?
- Do conversations with my partner make me feel bad about myself?
- Are interactions between my family and myself and friends flowing less freely now than before I met my partner?
- Do I engage in sex acts with which I am not completely comfortable?
- Does my partner force me to have sexual relations with him/her/hir when I do not want to? If so, am I afraid to talk to him/her/hir about this?
- Does my partner accuse me of having affairs with others?
- Does my partner keep track of where I go, whom I talk to, who I hang out with, what I wear, and what I say?
- If I disagree with my partner about something, do I worry about a moody, threatening and/or violent response?
- If I told my partner that I wanted to end the relationship am I afraid of his/her/hir response?
- Does my partner call me names that make me feel bad about myself?

If you answered "yes" to any of these questions you may be in an abusive relationship. Please contact one of the confidential campus resources (Chaplain's Office, Student Health and Counseling Services, Campus Advocates) for additional information or assistance.

These questions are provided by the Campus Dating and Domestic Violence newsletter (March 2003, Volume 4). Ann Malloy, author.

Educational Outcome (Sanction) Statement

- Any student who is found responsible for engaging in dating, domestic, and/or intimate partner violence may receive an educational outcome (sanction) ranging from conduct warning to dismissal, depending on the severity of the incident, and taking into account any previous student conduct infractions.*

* The hearing board or student conduct administrator reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating or aggravating circumstances. Neither the hearing board or administrator nor any appeals body or officer will deviate from the range of recommended outcomes unless compelling justification exists to do so. A student's previous conduct record will only be revealed to the hearing board during sanction deliberations – and only if the student was found responsible for committing an offense.

A violation of this policy may result in suspension or dismissal.

Assurances

Students who believe they have experienced dating, domestic, and/or intimate partner violence can expect:

- An investigation and appropriate resolution of all complaints of alleged dating/domestic/intimate partner violence made in good faith by College administrators;
- That the accuser and accused have the same opportunity to have others within the campus community present (in support or advisory roles) during a campus conduct hearing;
- Not to be discouraged by College officials from reporting alleged misconduct to both on- and off-campus authorities;
- To be informed of the outcome (sanction) of any conduct hearing involving dating/domestic violence, usually within 48 hours of receipt of a presiding officer report from the conduct hearing;
- To be informed by College officials of options to notify proper law enforcement authorities, including on-campus security and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if so desired by the survivor;
- To be notified of available student health and counseling services for survivors of dating/domestic violence, both on-campus and in the community;
- Notification of and options for, and available assistance in, changing academic and living situations after an alleged dating/domestic violence incident, if so requested by the survivor and if such changes are reasonably available (no charges or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
 - Changing a student's college-owned housing,
 - Assistance from College support staff in completing the relocation,
 - Exam (paper, assignment) rescheduling,
 - Taking an incomplete in a class,
 - Transferring class sections,
 - Emergency leave,
 - Alternative course completion options;
- Not to have irrelevant prior sexual history admitted as evidence in a campus conduct hearing;
- Not to have incidents of dating/domestic violence complaints mediated;

- To have an opportunity to make a written survivor-impact statement within 48 hours of the campus conduct proceeding and to have that statement considered by the Vice-President for Student Affairs in determining her/his/hir outcome (sanction);
- A campus “no-contact order” against another student who has engaged in or threatens to engage in stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the complaining student or others;
- To have complaints of dating/domestic violence responded to quickly and professionally by Campus Safety and Security;
- To appeal the finding and outcome (sanction) of the conduct body, in accordance with the standards for appeal established in the Community Standards and Responsibilities section of this on-line *Student Handbook*;
- To review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- To be informed of the names of all witnesses who will be called to give testimony, typically within 48 hours of the hearing, except in cases when a witness’ identity will not be revealed for safety reasons;
- Preservation of confidentiality, to the extent possible and allowed by law;
- A hearing closed to the public;
- To petition that any member of the conduct body be removed on the basis of bias;
- To bring a trained campus victim advocate to all phases of the investigation and campus conduct proceeding. The advocate may not take part directly in the hearing itself, though the advocate may communicate with the student as necessary;
- To present witnesses to the conduct hearing board;
- To be fully informed of campus student conduct rules and procedures as well as the nature and extent of all charges contained within the complaint;
- To be present for all testimony given and evidence presented before the conduct hearing board;
- A fundamentally fair hearing, free of bias of any kind;
- A campus conduct outcome based solely on evidence presented during the student conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- Written notice of the outcome (sanction) as assigned by the Vice-President for Student Affairs;
- To be informed in advance of any official administration public release of information regarding the complaint.

Those students who have been accused of dating, domestic, and/or intimate partner violence can expect:

- An investigation and appropriate resolution of all complaints of alleged dating/domestic/intimate partner violence made in good faith by College administrators against the accused student;
- That the accuser and accused have the same opportunity to have others within the campus community present (in support or advisory roles) during a campus conduct hearing;
- To be informed of and have access to campus resources for medical, counseling, and advisory services;
- To be fully informed of the nature, rules and procedures of the campus student conduct process and to timely notice of all charges within the complaint, including the nature of the charge and possible outcomes (sanctions);
- A hearing on the charges, including timely notice of the hearing date, and adequate time for preparation;
- Not to have irrelevant prior sexual history admitted as evidence in a conduct hearing;
- To make a written impact statement within 48 hours of the campus conduct proceeding and to have that statement considered by the Vice-President for Student Affairs in his/her/hir educational outcome(s);
- To appeal the finding and outcome (sanction) of the conduct body, in accordance with the standards for appeal established in the Community Standards and Responsibilities section of this on-line *Student Handbook*;
- To review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- To be informed of the names of all witnesses who will be called to give testimony, typically within 48 hours of the hearing, except in cases where a witness' identity will not be revealed for safety reasons (this does not include the name of the alleged survivor/complainant, which will always be revealed);
- A hearing closed to the public;
- To petition that any member of the conduct hearing board be removed on the basis of bias;
- To present witnesses to the conduct hearing board;
- To have an adviser accompany and assist in the student conduct process. The adviser may not take part directly in the hearing itself, though he/she/zi may communicate with the accused student as necessary;
- A fundamentally fair hearing, free of bias of any kind;
- A campus conduct outcome based solely on evidence presented during the student-conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;

- Written notice of the outcome (sanction) as assigned by the Vice-President for Student Affairs;
- To be informed in advance of any official administration public release of information regarding the complaint.

Jurisdiction

Grinnell College will take jurisdiction over complaints of dating, domestic, and/or intimate partner violence occurring on-campus, or at a College-sponsored event or program. The College may also take student conduct jurisdiction, to the extent practical and possible, over all complaints of dating/domestic violence occurring off- campus, if the person being charged and the alleged survivor are both Grinnell College students, and if the impact of the violence is likely to have a substantial effect on the alleged survivor's on-campus life and activities, or if the incident poses a threat of danger to other students. To the extent it is practical and possible, the College may also take student conduct jurisdiction over students charged with off-campus dating/domestic violence cases where the alleged survivor is not a student. The College may take jurisdiction over incidents occurring during semester breaks or between semesters.

False Reporting

Grinnell College will not tolerate intentional false reporting of dating, domestic, and/or intimate partner violence. It is a violation of College policy to make an intentionally false report of dating/domestic violence, and it may also violate state criminal statutes and civil defamation laws.

Group Infractions

When members of a student group or organization, individuals acting collusively, or members of a team act in concert in violation of the dating and domestic violence protocol, they may be charged as a group, and a hearing may proceed against the group as joint respondents.

Limited Immunity for Survivors and Good Samaritan Immunity

The Grinnell College community encourages the reporting of dating, domestic, and/or intimate partner violence. Sometimes, survivors are hesitant to report to College officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community for individuals to report dating/domestic violence to College officials. To encourage reporting, Grinnell College pursues a policy of offering survivors of dating/domestic violence limited immunity from being charged

for policy violations related to the dating/domestic violence incident. While policy violations cannot be completely overlooked, the College will provide referrals to counseling and may require educational options in such cases.

The welfare of students in our community is of paramount importance. At times, students on- and off-campus may need assistance. Grinnell College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a dating/domestic violence survivor to Campus Safety and Security). Grinnell College pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the College will provide referrals to counseling and may require educational options to those who offer their assistance to others in need.

Confidentiality

If you have been affected by an incident involving dating, domestic, and/or intimate partner violence within or outside of the Grinnell College community, there are people you can talk to. You can call or approach any of these people **confidentially and off the record** and tell them what happened. They will listen and explain your options. Talking to any of these people **does not** constitute reporting the incident.

On Campus Resources

Members of the Clergy with Absolute Confidentiality (generally cannot be compelled to testify in a court of law)

- Dean of Religious Life and Chaplain - Deanna Shorb, 641-269-4981 (office); 641-236-7692 (home)

Confidential Resources (are not required to report the incident or disclose identifying information, only periodic statistical information – may be subpoenaed)

- Campus Peer Advocates and Chaplain or Rabbi

Campus Related Confidential Counseling

- Student Health and Counseling Services, 641-269-3230
- Domestic Violence Alternatives/Sexual Assault Center, **24 hour Crisis Line** 1-800-779-3512

Other Resources

Crime Victim Compensation Program, 515-281-5044 or 1-800-373-5044

Iowa Attorney General's Office
Crime Victim Assistance Division
321 East 12th Street
Des Moines IA 50319

RELAY IOWA, 1-800-735-2942 TT or 1-800-735-2943 VOICE

- Language Line Translation Available

Grinnell Regional Medical Center, 641-236-2380

- HIV/AIDS and STD testing
- Medical exam
- Sexual assault exam

Grinnell Police Department, 641-236-2350

- Report dating/domestic/intimate partner violence

National Coalition Against Domestic Violence

<http://www.ncadv.org>

National Domestic Violence Hotline, 1-800-799-SAFE (7233)

TTY: 1-800-787-3244
<http://www.ndvh.org>

National Sexual Violence Resource Center

<http://www.nsvrc.org>

Polk County Victim Services, 515-286-3600

Transportation

- Contact Chaplain, Residence Life Coordinators, Student Health and Counseling Services staff, or DVA/SAC to arrange confidential transportation to the hospital.

Central Iowa Family Planning (Grinnell Office), 641-236-7787

- Medical exam
- Counseling
- Information and referral

STD Hotline 1-800-227-8922

Campus Reporting, Confidentiality and the Student Conduct Process

Other resources for information about the student conduct process include Residence Life Coordinators and Student Affairs staff members. Depending upon the situation when these officials of the College are informed of details of an incident, they may have a duty to investigate the incident to the extent possible, even without the cooperation of the survivor. In investigating the incident, the College will not be able to assure the survivor's complete confidentiality or control over the process.

Once a decision has been made to pursue a complaint, the student should discuss the process with a Student Affairs staff member who is familiar with the student conduct process. These staff members assist students in the identification of policy violations, outline the complaint filing and investigative procedures, and discuss confidentiality regarding conduct complaints. Most senior-level Student Affairs administrators will know of the complaint and details, as will any administrator who processes or hears the complaint, as well as the person(s) to whom your complaint may be appealed. All of these individuals will maintain confidentiality to the best of their ability and consistent with their duties. In order to meet annual federal campus crime statistic reporting requirements, many colleges, including Grinnell College, must disclose non-personally identifiable information. Within two days of a report, basic details of an incident will be available to the public in the campus security log. No names are given, and facts that could lead to the identity of the survivor are not disclosed. Campus conduct hearings are not open to the public.

Author: Chaplain, Dean of Students

Self-Governance Tenets: Responsibility, Respect, Accountability, Awareness

Rationale:

- to educate students about dating, domestic, and/or intimate partner violence and the resources available to victim/survivors;
- to communicate assurances to victim/survivors;
- to be compliant with state and federal laws.

Eating Disorders and Disordered Eating

Grinnell College encourages any student who believes he/she/zi may have some degree of [disordered eating or an eating disorder](#) to seek professional evaluation and, if indicated by the results of the evaluation, treatment. Obtaining appropriate treatment can significantly enhance emotional, cognitive, and physical wellbeing.

What is Disordered Eating?

“Disordered eating” is the overarching term used to refer to a collection of problematic beliefs and behaviors and emotional distress related to body image, weight, eating, and/or exercise. Disordered eating occurs across a continuum of severity, ranging from mild discomfort to clinically-diagnosable eating disorders. Symptoms may include restricting caloric intake, rigid rules about “good” and “bad” foods, consuming large quantities of food in an uncontrolled or compulsive manner (binging), purging, over-exercising, frequently checking one’s body size in the mirror, self-criticism or self-loathing, and/or emotions such as guilt, anxiety, and sadness. At the lower levels of severity, disordered eating can cause emotional distress and behavioral challenges. At the higher end of severity, eating disorders*, including Anorexia Nervosa, Bulimia Nervosa, Binge Eating Disorder, and others, pose risks of serious, often permanent health problems and death.

*As proposed for the fifth edition of the Diagnostic and Statistical Manual of Mental Disorders, to be published by the American Psychiatric Association in 2013.

Useful information on disordered eating and eating disorders is available at:

- National Eating Disorders Association (<http://www.nationaleatingdisorders.org/index.php>)
- Something Fishy (<http://www.something-fishy.org/>)
- American Psychiatric Association (<http://www.healthyminds.org/Main-Topic/Eating-Disorders.aspx>)
- Mayo Clinic (<http://www.mayoclinic.com/health/eating-disorders/DS00294>)

A confidential evaluation can be obtained from a physician and/or a mental health professional. It is fine to seek evaluation by either route. Depending on the results of the evaluation, further assessment and/or treatment may be recommended.

Treatment of Disordered Eating and Eating Disorders

Treatment for eating disorders and disordered eating varies, ranging from nutritional counseling to psychotherapy to medical care. The type of treatment recommended will depend on the student’s symptoms and wishes.

Because eating disorders and disordered eating have both physical and psychological components and effects, a coordinated, “multidisciplinary” approach to treatment is often the best. Multidisciplinary treatment involves two or more forms of treatment which are tailored to be most effective for the student’s specific needs. The student and multidisciplinary team of treatment providers collaborate over the course of treatment to identify the student’s goals, treatment options, treatment plan, progress, and conclusion of treatment. The student authorizes treatment team members to communicate about him/her/hir; otherwise, treatment team members maintain confidentiality (see definition below) regarding the student’s care. Depending on the student’s particular needs, multidisciplinary treatment might include:

- mental health, medical, and/or psychiatric care;
- nutritional counseling;
- collaboration with athletic trainers and/or coaches; and/or
- additional treatments, as appropriate

Treating an eating disorder or disordered eating is important and sometimes can feel challenging. College staff members are available who are happy to support and assist students in obtaining and coordinating their treatment. These include all SHACS counselors and nurses; all Student Affairs professional staff members; the Wellness Coordinator; and all professional staff at the CRSSJ. Students are encouraged to seek assistance from the College staff member(s) with whom they feel most comfortable.

Confidentiality

Legal adults have a right to confidentiality in health and mental health care. If a student is still a minor (i.e., not yet 18 years old), his/her/hir parents or other legal guardians have the right to be informed regarding health and mental health care received by the student. Additionally, regardless of the student’s age, if his/her/hir eating disorder is so severe that he/she/zi is at imminent risk, treatment professionals may break confidentiality to access appropriate treatment for the student. Breaking confidentiality is rare and is always a choice of last resort; every effort is made to plan and access treatment collaboratively.

A variety of assessment and treatment resources are available on and off campus:

- Referrals can be provided by one’s self, friends, family members, S.A.s, the Wellness Coordinator, athletic trainers, coaches,
- Student Affairs staff members, advisors and other faculty members, and anyone who cares about a student!

- Evaluation can be provided by therapists at Student Health and Counseling Services (SHACS, x3230) and by therapists and physicians in the community.
- Time-limited (brief) therapy is available at SHACS.
- Longer-term therapy is available from therapists in the community.
- Medical care is available from physicians in the community.
- Psychiatric care (psychotropic medication) is available at SHACS and from psychiatric providers in the community.
- Nutritional counseling is available regionally.

Helping Others

Anyone who is concerned that a student may have an eating disorder or disordered eating is encouraged to reach out to the student and try to connect him/her/hir with support and resources. It is important for students to obtain appropriate treatment in order to protect and enhance their emotional, cognitive, and physical wellbeing. There are many people on campus who can help students who have disordered eating or eating disorders, and who can help you to assist students who struggle with these issues:

- Student Advisors
- Residence Life Coordinators
- Hall Wellness Coordinators
- SHACS counselors
- SHACS nurses
- Wellness Coordinator
- CRSSJ staff
- Student Affairs staff
- Athletic Trainers

For assistance on how to help someone who may have disordered eating or an eating disorder, call SHACS at x3230.

Eating Disorder Protocol

In rare cases, a student's untreated or under-treated eating disorder can be so severe that the student's health is at serious risk and/or his/her/hir symptoms disrupt the campus community. In such situations, the student will be required to meet with the Dean of Students (or designee), who may require additional follow-up.

Common next steps would include: The student will be required to have eating disorder evaluations conducted by a mental health professional and by a physician and to follow

resulting treatment recommendations. Recommendations can include, but are not limited to, continuing medical treatment; engaging in psychotherapy; consulting with a psychiatrist; working with a dietician or nutritionist; gaining weight to achieve health benchmarks (i.e., heart function, bone density, etc.); abstaining from exercise, athletic practices, and/or competitions; and/or intensive outpatient (day treatment) or inpatient (hospitalization) treatment. The student will be required to authorize communication and collaboration among the Dean of Students (or designee) and all those involved in the student's treatment.

The first priority of the College is the safety and wellbeing of all students. If (a) the student's health continues to be at serious risk; (b) the student's symptoms continue to disrupt the community; and/or (c) the student otherwise violates College policy, College officials may place conditions on the student's eligibility for continued enrollment and/or residency. These conditions may include written behavioral expectations, medical leave of absence, and/or interim suspension.

The Athletics Department has an additional eating disorder protocol for student athletes.

Author: Eating Disorder Task Force

Self Governance Tenets: Responsibility, Respect, Awareness, Community, Common Sense

Rationale:

- to provide education and awareness to risks associated with eating disorders and disordered eating;
- to provide support/resources to those affected by eating disorders and disordered eating.

Electronic Devices

Cellular phones, pagers and other devices shall not be used in a manner that causes disruption in the classroom, library or within any college-owned or college-operated facilities. This includes abuse of cellular devices with photographic capability. Utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as lavatories or locker rooms. Iowa Law also prohibits people from taking pictures of other individuals for sexual gratification.

Author: Dean of the College

Self-Governance Tenets: Community

Rationale:

- to enhance the learning environment by reducing noise pollution from electronic devices;
- to be respectful of each other both in and out of the classroom.

Financial Aid Policies**Requirements for Crediting Financial Aid to a Student's Account**

1. Estimated financial aid will appear as a credit on your student account for the purpose of sending semester bills in June and November.
2. After September 1, disbursements for estimated Outside Scholarships or Loans will no longer be credited to your account until the funds have been received. If you receive a scholarship check directly, please forward it to the Grinnell College Office of Student Financial Aid.
3. If you have been awarded a Federal Perkins or Grinnell College Loan that requires signing a promissory note, we will mail one to you.
4. To apply for a Federal Direct Loan, please complete the Federal Direct Loan Request Form. If you are a first-time borrower, you will also need to complete the Master Promissory Note (MPN). These documents are available on our website at: www.grinnell.edu/offices/financialaid/forms/
5. A parent cannot sign financial aid documents on a student's behalf.
6. First-time Federal Direct and Perkins Loan borrowers are required to receive entrance loan counseling.
7. All financial aid is subject to revision depending upon fund availability, changes in family contribution, and/or credit load. In the event that available state funds are insufficient to pay the full amount of each approved Iowa Tuition Grant award, the Iowa College Aid Commission has the authority to administratively reduce the award.
8. If you are planning to withdraw or go on personal or medical leave, please stop by the Office of Student Financial Aid.
9. You must maintain satisfactory academic progress according to standards prescribed by Grinnell College.

Withholding Aid

Reasons why we would be required to withhold student financial aid are listed below. We will contact the student should this situation occur.

- default on a Federal Perkins Loan, Federal Family Educational Loan, or Federal Direct Loan;
- repayment owed on any previous financial aid;
- male who has reached his eighteenth birthday, but has not registered with Selective Service;
- documentation of citizenship;
- any other circumstances that preclude aid from being finalized.

Reporting Additional Financial Aid

If you receive additional financial aid from outside sources, such as scholarships, VA or tuition benefits not listed on the award notification, you must contact the Office of Student Financial Aid immediately. Your award may need to be adjusted. It is your obligation to report any income and/or financial assistance not previously reported on your application.

How you Actually Receive your Financial Aid

- Scholarship, grant, and loan awards are credited directly to your college account and applied first toward the comprehensive fee (tuition, fees, room and board).
- Federal Work-Study or Campus Employment will not appear as a credit on your account. Students are paid by direct deposit twice a month. Students have the following options regarding work-study earnings
 - use toward the comprehensive fee; arrangements must be made with the Cashier.
 - keep and use toward books, personal expenses, etc.

Resources

The Federal Student Aid Information Center 800-4-FED-AID (800-433-3243), TTY users may call 800- 730-8913

For maximum federal grant and loan assistance, visit the Financial Aid Website

State Agencies -- for contact information and website addresses, search the database at: www.ed.gov

Author: Financial Aid Office

Rationale:

- to inform students of the student financial aid process, deadlines, and resources.

Guest Policy

A guest of Grinnell College is defined as any non-Grinnell College student visitor who stays on campus overnight or attends a College event not open to the public. Members of the campus community who sponsor guests must accept full responsibility for their behavior. All guests (regardless of age) must be escorted by a currently-enrolled Grinnell College student at all times. A student may host up to four guests at one time. Guests may not stay overnight more than eight nights per semester, unless approved by a Student Affairs dean. Students who wish to have guests stay in College-owned housing must check with their roommates for approval and register their guests with the Campus Safety and Security Department. Guests under the age of 18 years old are not allowed to stay overnight in residence halls unless authorized by a Student Affairs dean. Guests under the age of 18 years old are not allowed in the residence halls, campus parties, Joe Rosenfield '25 Center, or Harris Center (except for events open to the general public in the Joe Rosenfield '25 Center and Harris Center) without the approval of a Student Affairs dean. Prospective students must be registered with the Office of Admission.

Guest Registration Card/Pass

Campus Safety and Security issues guest passes to student's guests. The guest pass serves as a campus ID for the guest. Guests must show a valid photo ID that includes the guest's birth date. The Division of Student Affairs issues guest passes for guests under the age of 18. These passes require a dean's signature and must be obtained Monday through Friday, 8:00 a.m.-5:00p.m.

Guests are required to carry their guest pass with them at all times while on campus. To attend any event not open to the public, a guest may be asked to show both the guest pass and another form of identification. At any event where alcohol is served, the guest must show picture identification, such as a valid driver's license, showing she/he/zi is 21 years or older in order to be served alcohol. Any guests under 18 years of age (including prospective students) are not allowed to attend any event where alcohol is served.

Grinnell College students are not considered guests. In the event of a lost student I.D., the Grinnell College student must show a valid, government issued photo identification which will be cross referenced by staff (e.g., Harris staff, ACE Security) prior to gaining entrance into the event.

Guests may be asked to leave campus at any time by any Student Affairs staff member. Guests are required to show their guest passes when asked, and must follow campus regulations and policies. Unregistered overnight guests may be asked to leave campus.

Author: Safety & Security, Dean of Students

Self-governance Tenets: Responsibility, Accountability, Respect, Trust

Rationale:

- to ensure the safety of Grinnell community members and their guests;
- to provide guidelines for appropriate use of a Guest Registration Card/Pass.

Harassment

Harassment is conduct that has the effect of creating an intimidating, hostile, or offensive environment for others, interfering with the academic performance or co-curricular activity of a student or the work performance of a faculty or staff member. Complaints under this category may include:

1. Conduct that threatens the health or safety of a person or persons at the College;
2. Conduct that damages or threatens to damage property of the College or property owned by person or persons at the College;
3. Conduct that substantially interferes or threatens to substantially interfere with a person's or persons' right of access to educational programs or co-curricular activities offered by the College.

Sanctions for such harassment range from warning to dismissal from the College.

Any retaliation or retribution directed against an individual with a complaint of harassment, sexual or otherwise, will be treated as a separate act of harassment and, if proven, may result in sanctions up to and including expulsion from the College.

The College does not, however, require individuals who believe they have been subjected to discrimination or harassment to resolve the matter on their own. Students have the right to use the grievance procedures outlined in the Community Standards and Responsibilities section of this on-line Student Handbook or to file charges with the College Hearing Board for complaints regarding any form of discrimination or harassment. The College regards all forms of discrimination or harassment as serious offenses.

A violation of this policy could result in suspension

Author: Safety & Security, Dean of Students

Self-Governance Tenets: Responsibility, Respect, Community, Awareness, Common Sense

Rationale:

- to create an environment free from harassment or intimidation;

- to provide resources to those who feel harassed;
- to inform students of possible responses to such acts.

Hate Crimes and Bias-Motivated Incidents Policy

SECTION 1: Statement of Purpose

This Protocol serves three purposes. First, it outlines options available for targeted individuals and groups to report bias-motivated incidents and/or hate crimes. Second, this protocol describes the general procedures for acting upon the reports. And, third, it recognizes and validates the importance of the Grinnell College Nondiscrimination Policy that “[n]o person shall be discriminated against on the basis of race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, marital status, religion, creed, or disability.” It is recommended that this Protocol be read in association with two related documents: "Aspirations and Institutional Memory," and "Glossary, Indicators, and Resources."

The Protocol applies when students are the targets. Faculty members who have been the target of a bias- motivated action and/or hate crime should contact the Dean of the College. Staff members should contact Human Resources.

Why do bias-motivated actions and hate crimes require a special protocol? While the College does not condone any sort of bigotry, bias-motivated actions and hate crimes are particularly destructive because they threaten the safety of anyone who shares the identifying or perceived characteristics of the individual or group specifically targeted—regardless of the relationship to the actual target. Bias-motivated actions and hate crimes erode the sense of community required to learn actively and cooperatively.

Definitions

This protocol provides direction for how to react to two types of events. In this protocol we refer both to a **hate crime**, which is a *criminal act* that is committed against a person, group, or property thereof because of such person’s (or group’s) identifying or perceived race, color, religion, ancestry, national origin, disability, gender, gender identity or expression, and/or sexual orientation, and to a **bias-motivated incident**, which is an *expression* of hostility against a person, group, or property thereof because of such person’s (or group’s) identifying or perceived race, color, religion, ancestry, national origin, disability, gender, gender identity or expression, and/or sexual orientation. The distinction between the two types of acts is critical because while Campus Safety and Security and other College personnel can label an act a bias-

motivated incident, only local police can determine if the incident can be prosecuted as a hate crime. While all hate crimes are bias-motivated events, not all bias-motivated events fit the legal definition of a hate crime, so as a campus community, we need the help of local authorities to decide whether an event is a hate crime. In addition to acts against individuals, hate crimes also include any such crimes committed against the property of a public agency or private institution – including educational facilities and advocacy groups – because the property of the agency or institution is identified or associated with a person or group of an identifiable race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, marital status, religion, creed, or disability.

For more on terminology, see "Glossary, Indicators, and Resources."

SECTION 2: Confidentiality and Privacy Statement

Efforts will be made to protect the privacy of the targeted individual(s) or group(s) who are reporting a hate crime or bias-motivated incident. Any responding College staff will strive to maintain the level of privacy requested by the reporting party, and the targeted individual(s) or group(s) will be included in conversations about what information is shared, and with whom, and at what times. Targeted individuals may self-identify or remain anonymous. Anonymous reporting may, however, impact the College's ability to respond or pursue appropriate action against the alleged perpetrators.

Discretion will be used at all times when sharing information about the incident(s); names and any identifying characteristics of the reporting party will be removed from any public communication unless approved by the reporting party. In general, summary information (i.e. nature and location of the incident, etc.) may be shared in the form of safety announcements, incident reports, or as required by law.

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, pursuant to 20 United States Code Section 1092(f) - commonly known as *The Clery Act* - requires that colleges and universities provide statistics about crime on campus to the federal government. Please note that even though College officials are required to report these statistics, no personal or identifying details are shared (only the number of incidents the College experiences each year).

Two resources on campus are confidential to the fullest extent permitted by law. These resources will not share any information with other College staff unless they fear that the reporting party is a danger to themselves or to others. These staff can provide information about formalized reporting options, should the targeted individual(s) choose to move forward with that process. These confidential resources are:

1.) Student Health and Counseling Services

The Forum, Lower Level

8am-5pm, Monday-Friday 641-269-3230; *call to make an appointment with a counselor*

2.) College Chaplains

Center for Religion, Spirituality, and Social Justice

SECTION 3: Immediate Response Protocol

Support for students who have been affected by an incident can be sought from any trusted member of the staff or faculty - an adviser, coach, supervisor, RLC, instructor, etc. Professional staff in the **Division of Student Affairs** (JRC, 3rd floor, 269-3700) or **Diversity and Achievement** (Nollen House, 269-3000) are also appropriate resources.

a. **Reporting an incident**

- In any emergency situation, or to report an incident that has taken place on campus, contact **Campus Safety and Security** (1432 East Street, 641-269-4600). Campus Safety and Security is a first responder to on-campus emergencies including dispatching emergency medical services. Campus Safety and Security takes reports of incidents, conducts investigations of alleged college regulation violations or crimes, maintains records of incidents for reporting requirements and forwards incident reports to the City of Grinnell Police Department when appropriate. Campus Safety and Security also serves as a dispatch unit for College personnel, and will notify the Dean of Students (and/or the on-call RLC and Dean) and the Vice-President for Diversity and Achievement, so these staff members can respond and work directly with the targeted student(s) or group(s). Campus Safety and Security may also notify additional members of the response team depending on who is targeted.
- *City of Grinnell Police Department* is located at 1020 Spring Street, 641-236-2670

b. **Documenting an incident**

It is recommended that any witness(s), targeted person(s) or group(s) and/or responding officer immediately document what happened. Documentation includes providing a detailed account of the incident including date, time, location, names of

involved individuals including any witness names and contact information, and other pertinent information that may assist Grinnell College and the City of Grinnell Police Department in responding to the incident.

Depending on the nature of the incident, documentation might also include the following steps:

- Do not erase or remove graffiti, vandalism or public postings.
- If the incident was verbal, please try to write down verbatim what was said.
- If the incident is in the form of e-mail, keep the email in your in-box. Do not delete, alter, or forward the message.
- If the incident is in the form of a telephone call, do not engage in or encourage conversation.

c. Responding to an incident

Immediately following a hate crime/bias incident, the Dean of Students (or delegate) will designate a staff member, in consultation with the Vice President for Diversity and Achievement (or delegate), to: follow-up with the targeted individual(s) or group(s), to discuss the incident, review next possible investigative steps, determine the privacy/confidentiality level desired by the targeted individual(s) or group(s), and consider appropriate community-wide responses.

- d. Notifying our community about an incident** After consultation with the targeted individual(s) or group(s), the Grinnell College campus community may be informed of the hate crime or bias-motivated incident and this notification may include subsequent community-wide sites for agency and support. Information about an incident may be disclosed (nature of the incident, location of incident, etc) in the form of safety announcements, summary report updates, or as required by law.

e. Community responses and immediate service

- f.** Community-wide responses might include, but are not limited to: rallies, mediation, facilitated dialogues, discussions in and out of the classroom, special counseling sessions, on-campus forums or “teach-ins”, and/or external speakers or trainers with relevant areas of expertise. The responses and resources will be tailored and mobilized by the designated staff member as planned in discussion with the targeted individual(s) or group(s). When appropriate, the designated staff member will notify Facilities Management about a planned response.

SECTION 4: Longer Range Response

a. **College Hearing Board / Judicial Council (JudCo)**

If the College determines that the alleged perpetrator(s) are Grinnell College students, the case may be brought to the College Hearing Board. For full information about the student conduct process, including the College Hearing Board and Judicial Council, please visit the following link. Below you will find an introduction to that section of the Handbook:

“The College community, of which students are members, exercises its governance in several ways, including the creation and operation of a student conduct hearing board. The College Hearing Board and the Judicial Council (JudCo) share the same procedures though their composition and jurisdiction are different. The board and council may make their determinations using preponderance of evidence (i.e., more likely than not) that a particular event occurred in the manner determined by the board to be a violation of policy or regulation.

The College Hearing Board, appointed by the President of the College, is a fact-finding board consisting of a rotating panel of College administrators, faculty, and students trained in student conduct procedures that typically hears cases that might result in possible suspension or dismissal from the College. The College Hearing Board has primary jurisdiction over the following types of matters, which are infractions of College policy: 1. Any matter in which a student violates the rights of a student, faculty, or community member or College guest; 2. Any matter in which a student has harassed or injured any College community member or, by other conduct, has interrupted or interfered with any College program or facility; 3. Any matter of assault, sexual misconduct, hate crimes/bias-motivated incidents, or theft as defined by Iowa law or College policy; 4. Any matter that might result in the suspension or dismissal of a student; 5. Any matter the President of the College or the Vice-President for Student Affairs (or designee) deems is best heard by this body. The College Hearing Board may decline to accept or to hear any matter.

The Judicial Council (JudCo) is a fact-finding board regarding lesser violations of residence hall rules, College regulations or policies, and any student’s or guest’s rights or privileges occurring on campus, in College-owned housing, or in a college-sponsored event, program, or facility. Judicial Council jurisdiction also extends to violations of election guidelines or improper election conduct. The Judicial Council membership is comprised of one faculty member appointed by the President of the College and at least four students from a rotating pool of hearing board members.”

b. **Evaluating our response**

As bias-motivated incidents and hate-crimes are directed at individuals, groups and the campus community, the College seeks to prevent these events when possible and respond effectively when they do occur. Toward these goals, the Office for Diversity and Achievement will lead institutional review, reflection, and assessment of response protocol on a bi-annual basis with the purpose of revising and improving institutional response processes.

c. Keeping institutional memory

It is difficult to identify patterns of behavior or to build upon experience without some formal "institutional memory" of hate crimes and bias-motivated incidents. See "Aspirations and Institutional Memory." An important part of the protocol is the creation of a permanent record of a hate crime or bias-motivated incident event that is available to the campus community, particularly those charged with developing policies and responses to such events. Hence, after the primary responses to the event have taken place, the designated staff person will complete a report and document the hate crime or bias-motivated incident and the nature of the response. This report should be a mandatory step in the wake of a hate crime or bias-motivated incident but should not include identifying information to maintain the privacy and safety of the targeted individual(s) or group(s). The report will be submitted to the Vice President for Diversity and Achievement for review and reflection.

The record of these reports should be open and accessible to the community. At the discretion of the targeted individual(s) or group(s), in order to maintain their right to privacy, safety, and comfort, the reports may be kept in the public [?] College archives along with any of the following materials: (1) Any official College record of the original incident (e.g., a photograph of graffiti or vandalism, a transcript of a comment), (2) a copy of any announcements distributed to the campus community, (3) records of public meetings and statements from the targeted individual(s) (or group(s)) and others, and (4) a short reflection from the targeted individual(s) or group(s) on the successes and failures of the response process that evaluates the overall institutional and interpersonal response from the College.

d. Preventative measures

In order to sustain a more diverse and welcoming community proactively combating the attitudes and behaviors that fuel hate crimes or bias-motivated incidents, Grinnell College will institutionally implement and support preventative measures to limit hate crimes or bias-motivated incidents in the future. This institutional action will include, but is not limited to, support for student groups promoting inter cultural awareness and

social justice, bringing diversity trainers to campus, increasing and promoting formal and informal discussions of oppression and privilege, and implementing and supporting policies that will create a safe and diverse campus community.

Copyright and Credits

This response protocol document was most recently revised by the Ad Hoc Committee on Hate Crimes and Bias-Motivated Incidents. This Committee consisted of a volunteer group of students, staff and faculty that included: Neo Morake '09, John Burrows '10, Andrea Conner, Karen Edwards, Graciela Guzman '11, Albert Lacson, Sam Rebelsky, Margie Scribner '10, Dotty Slick, Justin Thomas, Ragnar Thorisson '11, and chaired by Karla Erickson.

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Author: Ad Hoc Committee on Hate Crimes and Bias-Motivated Incidents

Self-Governance Tenets: Responsibility, Respect, Community, Awareness, Common Sense

Rationale:

- to create an environment free from hate crimes and/or bias-motivated incidents;
- to provide resources to those targeted based on their perceived or actual social identities;
- to inform Grinnell College community members of possible responses to such acts.

Joe Rosenfield '25 Center, Forum South Lounge and Harris Policies and Guidelines

1. Persons or groups wishing to sponsor an event in the Joe Rosenfield '25 Center, Forum South Lounge, or Harris Center must schedule the event by reserving the appropriate space through the Conference Operations and Events office. The Conference Operations & Events office is located in Room 206 of the Joe Rosenfield '25 Center, and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Reservation request can also be made online on the Conference Operations & Events office website. The Director of Campus Center Operations & Student Activities supervises the Rosenfield Center and Harris Center staff.

2. All student organized all-campus weekend events (from 5:00 p.m. Friday – 8:00 a.m. Monday), must have the prior approval of the All-Campus Events (ACE) Committee.
3. No smoking is permitted in any Grinnell College building; this includes the Joe Rosenfield '25 Center, Forum South Lounge, and Harris Center.
4. No alcoholic beverages are permitted in the Joe Rosenfield '25 Center (except for Lyle's Pub) or Forum South Lounge. Beer, dispensed from the Harris Center Concert Hall taps, is the only alcohol permitted in the Harris Center, and this beer is only permitted in the Concert Hall. There is a three keg per party limit. Approval to dispense beer at the Harris Center must be obtained from the Division of Student Affairs prior to the event. The College's policy on alcohol, as stated in this *Handbook*, is enforced. Events with alcohol are not permitted on weeknights or weekdays, or when classes are not in session (i.e., during College breaks). Additionally, events with alcohol are not permitted until after the first *full* week of classes, nor during finals week any time *after* the last regular class is held. Alcohol for Harris Center events may not be advertised.
5. When R-rated movies are shown in either of these facilities; minors must be accompanied by a parent or responsible adult.
6. Animals are not permitted in either of these facilities, except for those certified animals used in aiding individuals with physical disabilities (i.e. Seeing Eye dogs).
7. Bicycles and vehicles with gas-powered engines are not permitted in either of these facilities.
8. The riding of skateboards, rollerblades/skates, and scooters is not permitted in either of these facilities.
9. Posters, announcements, and signs to be posted must first be approved by the Division of Student Affairs or desk staff of that respective facility. Posting is only permitted on designated bulletin boards. In some cases, approval for posting on easels will be permitted. Posting is not permitted on any other surface (i.e. windows, doors, or walls) and may be removed and disposed of without prior notification.
10. Plans to decorate any portion of any of these facilities for an event must be reviewed by and receive prior approval from the Division of Student Affairs.
11. Furniture may not be moved from one area to another in either of these facilities without prior approval from a staff member from that facility.
12. Joe Rosenfield '25 Center, Forum South Lounge, or Harris Center owned equipment is not available for use outside of Joe Rosenfield '25 Center, Forum South Lounge, or Harris Center designated events. All equipment remains in its respective facility and is not loaned out for other events.
13. Personal/Private solicitation is prohibited in and around either of these facilities.

14. Anyone who is not a personal guest of a Grinnell College student, faculty, or staff member may be asked to leave the buildings. College identification cards or guest passes may be required to access certain services within the respective facilities.
15. No one is permitted in the buildings during the hours that the facilities listed as being closed. At closing, everyone is expected to leave promptly.
16. All users and guests of the Joe Rosenfield '25 Center, Forum South Lounge, or Harris Center are expected to follow the directions of the Joe Rosenfield '25 Center, Forum South Lounge, or Harris Center staff members. During ACE sponsored events, students and guests are also expected to follow SGA-ACE Security directions.
17. Due to the sensitive smoke alarm system, incense or any other smoke and fog-producing devices are not permitted in any of the facilities.
18. Climbing the arch (Harris Center) or climbing up to the roof of the any of these buildings is prohibited.
19. Persons arranging events held in the Joe Rosenfield '25 Center, Forum South Lounge, or Harris Center requiring contracts must have such contracts reviewed and approved by the Division of Student Affairs prior to their being signed. Students may not sign a contract on behalf of College or any event involving the college.

Author: Director of Student Activities

Self-Governance Tenets: Trust, Community, Accountability

Rationale:

- to clearly communicate the responsibilities for reserving and utilizing these frequently-used student meeting/event spaces.
- to provide community organizing/socializing spaces.

Keys

Keys to residence hall rooms are issued through the Department of Residence Life and Orientation. Keys and access to the publication suite, KDIC, and Bob's Underground Cafe are issued by the Division of Student Affairs, upon approval of the student manager and appropriate Student Affairs adviser. The Athletic Director issues keys to the PEC. The Division of Student Affairs distributes keys to the Harris Center. Security deposits, usually in the amount of \$10, are required for most issued keys.

Lost Keys

Lost residence hall room keys should be reported to the Residence Life Coordinator as soon as possible. Residence Life Coordinators will order new keys which will then be available for pick-

up at the Campus Safety and Security Office. There is a \$50 charge, per key, to replace residence hall keys. Other lost keys (such as PEC keys) should be reported to the Office issuing the keys.

Author: Facilities Management

Self-Governance Tenets: Accountability, Common Sense

Rationale:

- to provide education and awareness of key distribution and replacement;
- to ensure the safety of the campus community;
- to ensure the security of College-owned facilities.

Library Policies

Your Responsibility for Library Materials

Library materials that circulate outside the building must be checked out using your Pioneer One Card. You must present your student ID to library staff to check out library materials, including reserve readings. You are responsible for all materials checked out on your card, so it's not a good idea to check things out for other people, or to lend what you have borrowed to others. The library will notify you by e-mail when books have been recalled, when interlibrary loan materials are ready for pickup, when items you have are overdue, and for other library-related matters. Be sure to check your e-mail every day.

Do not take material out of the library without checking it out. Not only does this inconvenience other students and faculty by depriving them of its use, but also it is an act of theft under the Code of Iowa, chapters 714.5 and 808.12. Taking non-checked-out material through the library security gate constitutes theft and the College reserves the right to prosecute offenders under the terms of this law, as well as to deal with violations through the student conduct system.

Making copies of books, journal articles, and other library materials is governed by United States copyright law. The College's Copyright Policy is available online. Access, use, and reproduction of the electronic journals, databases, and other resources made available through the Grinnell College Libraries are governed by contracts or license agreements between the College and publishers or third parties. In many cases, license agreements impose greater restrictions on use than does copyright law, and these terms may limit uses of non-copyrighted material. Members of the Grinnell College community are expected to make reasonable and good faith efforts to comply with the terms of these agreements. For further information, please see License Agreements and Academic Computer Use Policies.

Bills, Fines, and Blocks

Books checked out from the library are generally due at the end of the current semester. All books checked out will be subject to recall; that is, the loan period of the item will be shortened and the book will be due and subject to late fees based on an earlier date. A complete list of library material types and their loan times is available on the library website at www.grinnell.edu/library/about/policies/circ/students

Keeping materials too long is inconsiderate and inconveniences other people. The table below shows the fines you will accumulate if you don't return materials on time. Please remember the collection belongs to the college community and needs to be accessible to everyone.

- Two hour reserve materials \$1/1st hour overdue
- \$.25/hour after 1st hour overdue
- One & three day reserve materials \$2/day overdue
- Interlibrary Loan materials \$1/day overdue; \$5/day for overdue recalled books
- Videos (DVDs, VHS) \$2/day overdue
- CDs \$2/day overdue
- Recalled materials \$1/day overdue

Should library materials become lost, please let us know as soon as you discover that an item is missing. You keep looking for it and we will, too. If it doesn't show up by the end of the semester, you will need to pay a replacement cost plus \$25 to help defray the costs of processing and billing. The sooner we know the material is missing the better the chance of finding it and avoiding the replacement cost.

Unreturned materials will incur replacement, processing and billing costs. If the materials billed are returned in good condition within one semester, the charges will be reduced to \$5 per item. If the materials are returned after the charge has been deducted, a portion of the charge may be refunded after negotiation with the Manager of Access Services.

Students may have their circulation privileges blocked if materials are not returned promptly after overdue notices have been sent. They will remain blocked until all overdue items are returned to the library. If necessary, a student who refuses to comply with library policy may incur additional sanctions, including but not limited to restrictions on the use of library services and/or referral for student conduct action.

If there is an unusual circumstance, talk with the library staff. Contact the Circulation Desk Supervisor at ext. 3350 and explain what's going on. But do it before the fines start accumulating!

Author: Librarian of the College

Self-Governance Tenets: Responsibility, Respect, Accountability

Rationale:

- to enhance the learning environment;
- to inform students of their responsibilities for library materials;
- to educate students on library bills, fines, and blocks.

Lost, Unclaimed, and Abandoned Property

Lost and unclaimed property, or property that is considered abandoned, will be held for a period of at least 120 days after it comes into the possession of the Campus Safety & Security Office. After the 120 day time period the items will be considered to be the property of Grinnell College and can be sold, given away, or discarded. The Campus Safety & Security Office will maintain written records for a period of 12 months after disposition for all items sold, given away, or discarded.

Author: Safety and Security

Self-Governance Tenets: Awareness

Rationale:

- to inform Grinnell College community members of how and where to claim lost items;
- to inform Grinnell College community members when items may be donated, sold, or discarded.

Marketplace

Grinnell Dining's mission is to provide hospitality services that exceed the needs of our customers, through service and quality products, in an ethical and responsible manner, in support of the overall mission of the College.

Grinnell Dining offers a variety of meal plan options to all students depending on their housing status. As stated in the Residency Policy, "all students are required to room and board in College residences." All first year, first semester, students at Grinnell College are required to participate in the Full Meal Plan for the first semester. Other dining plan options available, based on housing location, are outlined on the Grinnell Dining web site.

Respecting Others

In order to respect the rights and beliefs of all students, the Marketplace is considered “neutral ground” and is to be maintained free of political and/or social cause demonstrations, or dissemination of extraneous information.

Students are expected to be respectful of everyone and the policies of Grinnell Dining. Abuse of the policies may result in disciplinary action.

Admission to the Marketplace

Students must present their Pioneer One-Card or “P-Card” (campus photo identification card) to redeem a meal from their dining plan. Dining plans are nontransferable. The Marketplace also accepts Dining Dollars or Campus Cash on account (P-Card must be presented), cash, or major credit card. A lost or stolen P-Card should be reported immediately to the Pioneer One-Card Office (Dining Services) in the Joe Rosenfield ’25 Center. Replacement P-Cards are available from the Pioneer One-Card Office for a fee.

Marketplace Guests

The Marketplace welcomes guests of students without advance notice. Students may use their “guest meals” (included with some plans) or have their guests pay the cash meal price. Current rates are available in the Marketplace. Student meal plans are nontransferable with the exception of guest meals.

Alcohol in the Marketplace

No alcoholic beverages of any kind, in any container (sealed or not), may be brought into the Marketplace at any time by any person (legal age or not).

Dietary Accommodations

Students with dietary needs resulting from medical diagnoses can participate in Grinnell Dining’s program for students with medical dietary needs. Since it is impossible to individualize diets for the entire student body, we request that a licensed physician prescribe the dietary need. We will then make arrangements to meet dietary requirements as prescribed by the licensed physician. The College’s Student Health and Counseling Services and Grinnell Dining are willing to discuss questions you may have.

Meals for Ill Students

Students who are confined to their rooms for medical reasons by the College's Student Health and Counseling Services may request a meal appropriate for their illness through Student Health or their Residence Life Coordinator. Meals may be picked up and delivered by any student on a meal plan with an approved request and the proper identification.

Removal of Food from the Marketplace

The college dining program provides up to three meals per day, depending upon the option selected by the student. Because added costs are involved, food or serving ware cannot be taken from the Marketplace, with the exception of a single ice cream cone or piece of fruit. Abuse of this policy may result in disciplinary action.

Outdoor Marketplace Patio Dining

The outdoor patio dining area will be available for use during pleasant fall and spring weather. Students may access it through the doors in the Commons seating area in the Marketplace. Trays are to be taken back into the Marketplace to the tray return area after finishing the meal. The policy regarding the removal of food from the Marketplace also applies to removal of food from the patio dining area, which is an extension of the dining facility.

Smoking

In compliance with the laws of the State of Iowa and Grinnell College policy, no smoking is allowed in any dining facility or seating area (including patio seating).

Food Fights

Throwing food and utensils in the Marketplace can be dangerous and is disrespectful to other diners. Grinnell Dining will seek disciplinary action against any student observed throwing food or utensils in the Marketplace. Any damage or extra cleanup costs incurred are the responsibility of the participants involved and will be assessed above and beyond any disciplinary action taken.

Procedures for Boycotts

Grinnell Dining attempts to cooperate when the Student Government Association wishes to boycott certain food items, with the following stipulations:

1. Grinnell Dining will not boycott any one food item.

2. There must be an SGA referendum on any boycott. This referendum should include only students on meal plans.
 - a. If a boycott results in the purchase of alternative foods at a higher cost, this issue must be included in the referendum. Further, it will be understood that Grinnell Dining will limit expenditures on effected products to the weekly level that was being spent before the effective date of any boycott.
 - b. Grinnell Dining will label the boycotted food and, when possible, provide an alternative food choice.
 - c. In order for an alternative food to be offered, at least 20 percent of board students must vote in favor of the boycott. Percentage expenditures on boycotted and alternative food items initially will be governed by the percentage vote for the referendum. Thereafter, percentage expenditures will be governed by the actual consumption levels.
 - d. All boycotts will terminate at the school year's end.
3. Individual students can choose whether to participate in the boycott.

FOG Fasts

Grinnell Dining also supports two SGA-sponsored "fasts" each year, where students sign up in advance to miss (or fast from) a designated meal in the Marketplace, and Grinnell Dining then donates the food cost associated with the missed meal to a pre-determined charitable organization. It is the choice of each individual student to decide whether or not to participate in a fast. SGA will determine the recipients of the fast's proceeds.

Author: Dining Services

Self-Governance Tenets: Respect, Community

Rationale:

- to provide education and awareness of appropriate/acceptable use of dining hall;
- to provide resources to students with dietary needs;
- to be compliant with health codes.

Parental and Guardian Notification

A fundamental goal of Grinnell College is to support students' independence and maturity, in part by expecting them to assume responsibility for their own educational and personal matters. Additionally, federal law protects the confidentiality of student records and specifies those limited situations in which information from educational records may be given out

without a student's prior consent. We operate on the premise that students are adults; therefore, we desire to work directly with them – and not through their parents – on problems they are experiencing academically or socially. At the same time, the College also encourages students and parents or guardians to communicate directly, regularly, and openly with each other about issues of mutual concern.

However, under laws and policies that govern the privacy rights of students, Grinnell College has the authority and reserves the right to contact parents or guardians of dependent students about a variety of serious matters and the parents or guardians of all students in emergencies regarding serious injury or life or death situations. The cases in which Grinnell would, in extraordinary circumstances, notify parents or guardians cannot in the nature of things be completely enumerated or described; but it is, for example, the belief of Grinnell that a serious injury to a student, or a violent crime committed upon a student, is a sufficiently grave occurrence as to constitute an extraordinary circumstance. Parental or guardian notification may also occur under the following circumstances: hospitalization; hospital visits for alcohol poisoning or drug overdose; behavior that will likely result in residence hall suspension or expulsion, conduct suspension, or dismissal; acts of violence or significant abuse toward others or a student's own self; arrest; drug or alcohol use that results in police action; or serious mental health concerns. In the case of an unexplained absence of a student for several days or more, whether the student is a dependent or not, the college also reserves the right to contact friends and relatives to help in locating the student.

Although in most instances, students will be encouraged to inform their own parents or guardians, the College reserves the right to notify parents or guardians directly and/or to ensure that parents or guardians have been satisfactorily informed. Grinnell College recognizes, however, that special circumstances might cause a student to believe that notification of parents would be undesirable or inappropriate. The Vice-President for Student Affairs or a Student Affairs Dean uses professional judgment when determining whether notifying parents or guardians is essential and benefits student welfare. In certain individual instances, the College may then conclude that it is not in the student's best interest that parental/guardian notification take place, and in that event an exception to the general policy may be made. In every case, College staff will attempt to talk with the student before contacting a parent or guardian, in order to discuss the possible benefits and challenges of notification.

Author: Vice President for Student Affairs, Student Government Association

Self-Governance Tenets: Responsibility, Trust, Community

Rationale:

- to support students' independence and maturity;

- to inform students of their privacy rights;
- to communicate when College officials might need to contact parent(s)/guardian(s).

Parking on Campus

Motor Vehicles

Students are permitted to have motor vehicles at Grinnell College. Students, and/or the owner of the vehicle, are responsible for the vehicle and for all fines (parking or towing/campus or city) attributed to that vehicle.

Student Parking Permits

Students must purchase a parking permit each year to park their vehicle on campus. Parking permits are issued at the Campus Safety and Security Office, 1432 East Street Monday thru Friday between 7:30am and 3:30pm. Motorcycles, snowmobiles, mopeds, and any other motorized vehicles are also subject to these rules and regulations.

Motor vehicles displaying current permits may be parked in the student zones of any lots designated by red and gray “Student Parking Permit Required” signs. (Permit colors alternate annually.) These lots include sections of the Cooper School lot, across from the Quad Dining Hall; the lot next to Norris Hall; and the indented parking along East Street and 10th Avenue. Purchase of a permit does not guarantee students a parking space. Parking regulations are enforced 24 hours per day, seven days a week, in all student lots and tow-away zones. See the Campus Safety and Security Office website for further information concerning student parking information.

Special Permits

Students needing special parking permits should discuss their needs with the Campus Safety & Security office. Special permits can be issued for visitors, temporary physical disabilities, and emergency reasons.

Non-Designated Parking Areas

All drives and other areas not specifically designated for parking are considered tow-away zones. Motor vehicles parked in such areas are subject to immediate towing or immobilization and a fine.

Lawns & Loggias, etc

Lawns, loggias, and fields are not considered parking or driving areas. Motor vehicles parked or driven in such areas are subject to immediate towing and a fine. Some lenience is provided during regular student arrival and departure days.

Motor Vehicles on Sidewalks

Students should not drive motor vehicles on college owned sidewalks unless directed to do so through the Campus Safety & Security Office. Please check out the Campus Safety & Security Office Parking Regulations for further details. These regulations are located at the Campus Safety & Security Office website.

Fines

Motor vehicles that receive more than three tickets in any given academic year are subject to immediate towing or immobilization. Any motor vehicle that is illegally parked in a designated parking area for more than 24 hours is subject to immediate towing. See Campus Safety & Security Office parking regulations for further information concerning vehicles being towed on Grinnell College property.

A storage fee is added for vehicles after they have been impounded. Towing charges and storage fees are in addition to all parking fines.

Author: Safety and Security

Self Governance Tenets: Respect, Accountability

Rationale:

- to inform students with personal motorized vehicles about registration and appropriate parking locations;
- to provide education about resources for alternative transportation methods.

Personal Care Attendant

Grinnell College is committed to ensuring all students, including students with disabilities, have equal access to the residence halls and equal participation in the programs and events held within them.

A student with a disability (hereafter referred to as “student”) who needs a *personal care attendant* (hereafter referred to as “PCA”) is expected to contact Grinnell College’s Academic Advising department, which coordinates services for students with disabilities, as soon as

his/her/hir deposit to reserve a space in the residence halls is made. It is the student's responsibility to provide written documentation from a trained, licensed, and qualified medical professional indicating that a PCA is necessary and what level of care is needed (e.g., 24-hour presence, waking hours only, three visits a day). Academic Advising and Residence Life and Orientation staff members assist students in the selection of appropriate facilities and living arrangements.

The student is responsible for hiring, training, and paying the PCA. The student must sign a statement indicating that he/she/zi is aware that he/she/zi is responsible for any policy violations by the PCA, just as all residents are responsible for the behavior of their guests. Any room key that is given to a PCA is the responsibility of the student and charged to his/her/hir account.

If living in, the PCA must sign an agreement specifying the housing contract and that he/she/zi agrees to abide by the rules and regulations of the College while on campus. The living arrangement depends on the student's disability needs. Depending on which residence hall the student resides, the live-in PCA may be required to be of the same sex as the student unless the student is the only occupant of the room/suite. Non-student PCAs are required to obtain and carry at all times a College identification card (P-Card). As Grinnell College is a highly residential community, all non-student PCAs who have access to the residence halls must successfully complete a background and sexual offender registry check (to be paid for by the student).

Non-student PCAs may use any campus facility which is open to the public. They may also use facilities restricted to students and staff only when accompanying the student. Live-in, non-student PCAs may purchase meals in the Marketplace Dining Hall and may purchase the following services: technology services, parking permit, and a campus mail box. Relief PCAs follow the same policies detailed above.

For questions, clarification or to make an appointment please contact:

- Academic Advising department, 641-269-3702
- Residence Life and Orientation department, 641-269-3713

Author: Dean of Students, Disability Resources

Self Governance Tenets: Responsibility, Respect

Rationale:

- to better support students who might need assistance from personal care attendants;
- to communicate responsibilities and expectations of personal care attendants.

Photo Release

Unless a written statement to the contrary is filed with the Division of Student Affairs, all students give implicit permission and authorization to Grinnell College to use any still photograph or video recording of themselves that is taken or is authorized by a Grinnell College staff member for instructional or promotional purposes. By granting permission, students release any and all claims for damages for libel, slander, or invasion of right of privacy.

Author: Director of Communication

Self-Governance Tenets: Trust

Rationale:

- to inform students of their rights to not have photographs taken by the College for educational or promotional purposes released.

Political Activities

In any year of political campaigns, questions arise as to the use of College facilities for speeches and other activities of political candidates and their College sponsors or supporters. Because the College is a non-profit institution with tax-exempt status, it cannot be put in a position where it is, or seems to be, providing facilities and other forms of support for partisan political activity. The College also must ensure that such activity does not interfere with the regular educational and extracurricular programs of students and faculty at the College.

Procedures for Political Activity

In order to ensure the fair and equitable treatment of all political parties, groups, and ideas, and to ensure that political activity does not interfere with the regular educational and extracurricular programs of the College, faculty, students, and staff must abide by the following regulations:

Mail Room

There will be no use of the College's mail service or facilities for individual distribution of any political literature that does not come directly from the U.S. Postal Service. Persons wishing to distribute political literature on the general distribution shelves must request permission from the manager of the mail room.

Information Technology Services/Service Bureau

The use of any of the College's computer facilities or services for the preparation of political materials is strictly prohibited. The College will not provide services for the duplication of political materials.

Use of College Name

No Grinnell student or employee should use the College's name, letterhead, or logo in a communication in support of a political party or candidate. Letters to a newspaper editor or another periodical in support of or opposition to a candidate or party should avoid identifying the writer as being affiliated with Grinnell College, other than the usage of the person's mailing address.

Person-to-Person Electioneering

Representatives of political parties or candidates may not solicit votes—either by confronting students, faculty, or staff, or by distributing literature—in classroom buildings, the library, residence halls, or places other than the designated area in the Joe Rosenfield '25 Center.

1. Candidates or their representatives must request permission from the Director of Campus Center Operations & Student Activities (or designee) in order to solicit votes. This should be done in advance of the visitation date.
2. Political signs may be posted only in places designated by the Director of Campus Center Operations & Student Activities (or designee).
3. Campaign workers may not impede the general flow of traffic within the Joe Rosenfield '25 Center. If individuals stop to pick up literature or express an interest in the campaign, campaign workers are free to discuss various issues with them.

Solicitation of Funds

Campaign workers, including students, faculty, and staff, are not permitted to engage in person-to-person or general solicitation of funds on campus for political purposes. Any mail solicitation must be through the U.S. Postal Service only.

Political Speeches

All announced candidates for public office may give talks at the College under the following conditions:

1. Such talks are to be open to the entire community with rights of reply afforded to persons in the audience.

2. All candidates or their representatives must inform the College's Committee on the Program in Practical Political Education (PPPE) as far in advance of a candidate's appearance as possible. The PPPE committee acts as the coordinating unit for such appearances, and its chairperson must be contacted to arrange for a candidate's visit.
3. The PPPE chair must formally schedule the visit by arranging for an acceptable time on the Campus Calendar (Office of Conference Operations and Events) and location.
4. All setup costs related to the speech that go beyond what are considered normal college setups, such as chairs and microphones, microphone in Herrick Chapel, etc., must be paid for by the candidate's organization. A rental agreement must be signed if special setups are required.

Closed Political Meetings

Political meetings that are closed to the public for purposes of discussing campaign strategies with candidates must be scheduled with the Office of Conference Operations and Events. A rental agreement must be signed and rental fees will be charged for the use of such rooms.

Author: Director of Student Activities

Self-Governance Tenets: Community

Rationale:

- to ensure the fair and equitable treatment of all political parties, groups, and activities;
- to ensure that political activity does not interfere with in- and out-of-class learning.

Safety

Personal Safety Tips

1. Always lock your room door when you are sleeping or not in the room.
2. Lock your bike with a high security lock.
3. Report unfamiliar persons who are acting strangely to a Residence Life Coordinator or Student Affairs dean immediately.
4. Walk in well-lighted areas.
5. Report all threatening incidents, attacks, or threats to the local police immediately and/or Campus Safety and Security and then contact a Residence Life Coordinator. A direct call to the police may enable them to locate the person(s) involved while the person(s) is/are still on campus.
6. Store money and valuable items in secure places.

7. Keep the outside residence hall doors closed (including fire escape doors).

Absence from College During the Semester

Students planning to be away from campus for a prolonged period should notify their roommate(s), housemates, or Residence Life Coordinator. When staff from the Division of Student Affairs are notified of a missing student, they will attempt to locate the student to ensure his/her/hir safety.

Campus Emergencies

All information associated with a campus emergency is distributed to the campus community (via email and/or E2 campus text notification) from the Campus Safety and Security Office.

If a fire occurs in a campus building, everyone should quickly exit the building, using available stairways and fire escapes. The emergency signal for a fire is a continuous alarm. After reaching safety, call the Campus Safety and Security Office at ext. 4600 (641-269-4600) or dial 911 for assistance.

See the Campus Safety and Security Office website for further information concerning emergencies on campus.

Emergency Telephones and Numbers

Every student room is equipped with a private telephone. In addition to the phones located in a student's room, there are telephones scattered throughout the hallways of the residence halls, as well as four outdoor emergency phone boxes (located in the James loggia, Smith loggia, outside of the JRC by Younker Hall, and other areas around the campus).

Emergency Numbers

- Police : 911 (emergency) or Non Emergency Dispatch Center: 7-623-5679 or Office: 7-236-2650
- Student Affairs: 3700
- Hospital: 911 or 7-236-2380
- Student Health and Counseling Services: 3230
- Fire : 911 or 7-236-2655
- Mental Health Center 7-236-6137
- Campus Safety and Security : x4600

A Residence Life Coordinator and a Student Affairs dean are on-call and available 24 hours day, 7 days a week (while school is in session) to respond to student emergencies. Call the Campus Safety and Security Office at ext. 4600 (641-269-4600) to request to speak with the on-call Residence Life Coordinator.

Building Access

Students must comply with safety regulations in College residence halls and College-owned houses.

Residence halls and College-owned houses are secured 24 hours per day. The security of the building and safety of the students depends upon students closing and locking doors and windows at all times. Since closed and locked doors are the basis of Grinnell's campus security system, please do not prop the loggia or fire escape doors open. Academic buildings are locked in the evenings and opened in the mornings daily during the academic year. When school is not in session, academic buildings are usually locked at 5 p.m. and opened in the mornings. The Campus Safety and Security Office and Facilities Management are responsible for locking and unlocking buildings on campus.

Lost keys should be reported to Campus Safety and Security and the office issuing the keys. Lost residence hall room keys should be reported to a Residence Life Coordinator. When a student room key is missing, Facilities Management will change the lock core.

Mechanical problems with locks, doors, or other security or fire equipment should be reported to Facilities Management or the Campus Safety and Security Office.

The electronic locking information will only be used in case of emergencies and security or safety issues (example: locating a lost or missing student, damaging the system, or investigating a crime, or when authorized by the Vice President for Student Affairs).

Fire Safety Procedure

The act of discharging a fire extinguisher, lighting a fire, misuse or tampering with the alarm or sprinkler systems, and unauthorized use of a fog machine is considered irresponsible behavior and endangers the lives of others and results in immediate conduct action. Any misuse or tampering with fire safety equipment is subject to a \$500 fine. The College also reserves the right to pursue criminal charges through the appropriate authorities.

Students are not allowed to walk on fire escapes or the roofs of college buildings (including loggias) except during drills or a fire emergency. Students found in the residence hall after a fire alarm has sounded may face disciplinary action.

If a fire is discovered in any College building, immediately call the Campus Safety and Security Office at ext. 4600 (641-269-4600). Identify yourself and give the location of the fire. The emergency signal is a continuous sounding of the fire alarm. In case of a fire, each person in the residence hall should leave the building as quickly as possible, using available stairways and fire escapes. Each student should also leave room door unlocked, and close the door upon exiting their room. Students should exit the residence halls by walking quietly and quickly and stand in a designated area away from the building.

Fireplaces and Fire Wood - Most residence halls are equipped with fireplaces available for use on a group basis. Fires are not allowed in fireplaces in College-owned houses. When available, firewood is provided free for residence hall activities. To obtain firewood for a hall event, contact the Residence Life Coordinator of the residence hall in which the fireplace is located. This request should be made with a one-day minimum advance.

Bonfires/Campfires - Bonfires/camp fires are only allowed in one specific fire pit, as designated by Facilities Management. There is currently only one location on campus where bonfires/camp fires are allowed. This location is on the north side of campus next to the tennis court parking lot and Grinnell College athletic track. For more details about exact location, please contact Facilities Management. The following procedures must be followed:

1. All bonfires must be approved by the Director of Campus Center Operations/Student Activities in the Division of Student Affairs. The Campus Safety & Security Office and the Grinnell Fire Department must be contacted once approval is granted.
2. Only wood supplied by Facilities Management can be used. Students are not allowed to provide their own wood. Students must request firewood from Facilities Management at least one day in advance. If a large amount of wood is requested, Facilities Management may need at least one week prior notification.
3. Alcohol is not allowed anywhere outside on the Grinnell College campus unless approved beforehand by the Dean of Students.
4. The student(s) requesting the bonfire/camp fire is responsible for extinguishing the fire prior to leaving the site. The organizer must discuss proper extinguishing procedures with Facilities Management prior to the event.
5. No bonfires/camp fires are permitted when the City of Grinnell has a burning ban in effect.
6. If at any time during the bonfire/camp fire, a Grinnell College staff member or Campus Safety and Security officer feels the fire is out of control, the fire will be extinguished.
7. Failure to comply with these procedures may result in disciplinary action.

Barbecues - A limited number of barbecue grills are available for student use. Permission must be obtained from the Director of Facilities Management (or designee) before barbecues can be

set on College property. Under no circumstances are students allowed to barbecue on the loggia.

Open Flames - Candles are prohibited in the residence halls, College-owned houses, and on loggias.

Fireworks Policy

The use of fireworks is illegal by Iowa law. The possession or use of fireworks on campus is strictly prohibited. Policy violation may result in disciplinary action and/or criminal sanctions.

Firearms and Weapons

Conduct that endangers the safety of the residential community is prohibited. For this reason, no resident shall have in his/her/hir possession any weapons or firearms. Any weapon, including a starter gun, that expels (or is designed to, or may readily be converted to expel) a projectile by the action of an explosive is considered a firearm. Other weapons prohibited from campus include: ammunition, paintball guns, airsoft guns, gun replicas (including facsimile water pistols), explosive devices (both incendiary and chemical), knives having a blade that swings into position by force or a spring or centrifugal force (i.e., switchblades), any knives with blades longer than three and one half inches, swords, metal knuckles, straight razors, blackjacks, saps, sap gloves, koshes, bludgeons, martial arts stars, weapons of the type commonly known as nunchukas, or any other instrument identified as a weapon in published College policies.

Under no circumstances may students store or possess firearms or weapons in College-owned housing, College buildings, College property or vehicles stored on campus.

Any violation of this policy is considered extremely serious and may lead to immediate suspension or dismissal from the College.

Tornado/Severe Storms Procedures

During stormy weather, listen to your radio for weather service reports. The National Weather Service will report if this area is under a severe thunderstorm or tornado watch or warning. A watch means that conditions exist which make a severe storm or tornado possible. A warning means that a severe storm or tornado has been sighted. If a warning is issued for Grinnell and N.E. Poweshiek County, seek appropriate shelter. Shelter locations are listed at the Campus Safety and Security website. If a tornado is sighted in this area, warning sirens will sound. The sirens make a long, continuous, loud sound. When you hear it during a storm, do not hesitate to

take shelter immediately. There is no all-clear signal. You must use your own judgment in resuming to normal activities. Please note: sirens are tested at 9:00 a.m. each Thursday.

During a warning:

- Go to the lowest floor of any building you are in (i.e., a basement or residence hall pit) and head for interior spaces or rooms that face east, preferably north and east. (Rooms facing north and east are usually safer than those that face south and west.)
- Get into a room or area without windows. If this is not possible, stay away from the windows or exterior walls. Get behind/under a heavy piece of furniture or object to protect against flying debris.
- Avoid corridors, particularly those facing west or south. If you have to take shelter in a corridor, open and prop any doors that have glass or break out the glass.
- Avoid any building with a long flat roof or large open spaces in its interior (e.g., PEC, Library, Harris Center, or Roberts Theatre).
- If you are in a car and there is a tornado warning, get out of the car and seek shelter in a building basement. If there is not enough time, lie flat in a ditch or other depression off the roadway.
- Do not call the College switchboard, Facilities Management, or the city police during a tornado warning period, except in the event of a clear emergency. Telephone lines should be kept open for emergency purposes only.

Terrorism Threat Level Response

The Campus Safety and Security Department will monitor all threat level advisories issued through the National Terrorism Advisory System. The campus will be alerted if the threat involves an imminent threat to the Grinnell College campus.

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

What You Should Know About Crime on Campus

Unfortunately, just as in any city or with any college students, Grinnellians are sometimes exposed to crime. Everyone on campus plays an important role in preventing and reporting

crime. Crime isn't your problem; it's a campus problem. We must cooperate with each other and law enforcement agencies to maintain a safe campus

Annual Security Report Campus Security Act

The Annual Security Report Campus Security Act includes statistics for the most recent three year period concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the College, and on public property within, or immediately adjacent to and accessible from the campus. The report includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain a copy of this report by contacting the Campus Safety and Security Office, Crime Prevention Unit, 1432 East Street, Grinnell, Iowa 50112. This information is also available on the Internet by going to the Campus Safety and Security Office website.

Incident Reporting

If you are a victim of a crime, it is important that you report the incident to the Campus Safety and Security Office. Sometimes police or College officials can detect a pattern of criminal behavior. Reporting a crime is the only way to deter the same person from hurting someone else or stealing again. The Campus Safety and Security Office can help you report a crime to the police.

Because of changes in federal and state laws, certain College officials will notify police when crimes such as rape, robbery, aggravated assault, and burglary are reported to them. These incidents are reported to the police because they could pose a risk to other members of the campus community.

The Campus Safety and Security Office also provides the College community with timely warnings of reported crimes that are considered to be a threat to other students and employees. When there is an immediate risk to the campus, campus alert bulletins (emails and at times emergency text messages) are sent to the campus community.

Security Programs

Grinnell College is committed to providing a safe environment for students and employees. Over the years, the College has launched a number of programs to enhance campus safety:

- The College established the Campus Safety and Security Department in 1998.

- Residence Life Coordinators and the Student Affairs deans respond to emergencies along with Campus Safety and Security officers.
- The College improved campus lighting by installing lamps that reflect light down to the ground and by the annual review of lighting patterns on campus.
- The Division of Student Affairs (including the Campus Safety and Security department) conduct prevention and education programs throughout the academic year.
- The Division of Student Affairs (including the Campus Safety and Security department) periodically post safety reminders.

The College does its utmost to make sure the Grinnell experience is a safe one. Students are expected to exercise sound personal safety. This includes locking residence hall room doors, walking in well-lit areas and storing money and valuables in safe places.

The “Community Standards and Responsibilities” section of this on-line *Handbook* contains a complete description of the student conduct system and its procedures, as well as details on College regulations. Every student is expected to review the material in this on-line handbook. When rules and regulations are violated, charges may be filed with the appropriate hearing board or council.

Law Enforcement/Security

The campus is under the jurisdiction of the Campus Safety and Security Office, Grinnell Police Department, Poweshiek County Sheriff’s Office, and Iowa State Patrol. The Grinnell police and the College’s Campus Safety and Security Office conduct random foot and bicycle patrols on the campus during the school year.

The Campus Safety and Security Office is given the authority to enforce College rules and regulations. Grinnell police officers are deputized by the state to enforce state and federal laws and to make arrests. Their jurisdiction consists of the Grinnell city limits. The state patrol may assist the Grinnell police, and are deputized by the state to enforce state and federal laws and to make arrests. Their jurisdiction is restricted to the state of Iowa.

Grinnellians are encouraged to report crimes to the Campus Safety and Security Office. The College enjoys a close working relationship with the local law enforcement agency. The Director of Campus Safety and Security meets regularly with a liaison of the police office to discuss crime-related issues.

Students may pursue charges in the criminal justice and/or the college’s student conduct system. But the College’s student conduct system cannot establish whether a criminal act has been committed. This system is designed only to hear cases when College regulations may have been violated. When an individual believes that a crime has been committed, the College

encourages the victim to file charges with appropriate civil authorities. For a complete discussion of the College's conduct process and sanctions, please refer to the Student Conduct Policies section of this on-line handbook.

Property Laws

The College cannot accept responsibility for the loss of a student's possessions and advises students to lock their residence hall room doors. Students are encouraged to maintain insurance coverage against property loss or damage and keep a record of serial numbers. Any suspected thefts should be reported immediately to Campus Safety and Security so that the incidents can be investigated.

Strangers

When a student has a complaint about the activities of an uninvited or unregistered visitor, the incident needs to be reported to Campus Safety and Security. The Student Affairs deans may ask College or civil authorities to escort the visitor off-campus campus or to take any other appropriate legally-sanctioned action for the protection of College persons and property. Non-students are not permitted in the residence halls without a guest pass or their host's verification of guest status.

Author: Safety and Security

Self Governance Tenets: Responsibility, Community, Common Sense

Rationale:

Self-Governance Tenets:

- to provide a safe and secure environment;
- to educate students on personal, fire, and weather safety.
- to be compliant with state & federal laws.

Scheduling Events

Planning Campus Events

Students who wish to use college facilities to schedule events or speakers must complete several steps to ensure a successful scheduling process. The first step is to check with the College Calendar, maintained by the Office of Conference Operations and Events, for available times and locations, and to reserve space for your event through this system. The College

Calendar is a representation of the reservation system that houses all reservations on campus. Conference Operations and Events maintains this database and helps planners be aware of events that are taking place on campus, and works to avoid conflicts with times, locations, and topics interest. *It is required that any event using campus space or requiring campus publicity must be scheduled with Conference Operations.* Making an event request using the online calendar request form is the most secure way to do so. Once the request is processed, this ensures that the room/space is reserved for the event, and allows for inclusion on the Calendar and in the Campus Memo.

Conference Operations and Events maintains a centralized scheduling database and will provide reservation information to the directors of buildings and campus areas. Staff will help you define the room layout and put you in contact with the appropriate people to facilitate the event, such as the staff supporting the individual buildings or the Audio Visual Center.

Students or student groups scheduling speakers or entertainers requiring a contract must go to Student Affairs before committing to any contractual arrangements. Students are not authorized representatives for signing contracts on behalf of the College or any of its student organizations. Student Affairs will be happy to help you with information concerning the legalities of contracted events and assuring proper execution of such contracts/agreements. For detailed information visit the Conference Operations and Events website.

Grinnell College Events Calendar

All activities open to the campus which are not part of the regular class schedule should be scheduled on the College Calendar. *Note: Even if you do not wish your event to be published to the calendar, you must reserve the room through this system.* The calendar is maintained by Conference Operations and Events. To schedule a campus event or reserve a space, contact Conference Operations and Events at calendar@grinnel.edu or x3178. All events and programs on campus must be scheduled in accordance with the College's Event Scheduling Guidelines.

Campus Memo

Important news and events for students, staff and faculty are published every Tuesday in the Campus Memo. The Memo is published by Conference Operations and Events. Items to appear in the Memo should be submitted via the Campus Memo web site. Click on "submit to the memo" to add your item. Events must be scheduled in the calendar database system to appear in the Memo, and may be marked for Memo inclusion at the time the request is made. The Memo publishers reserve the right to discard any item having no direct bearing on matters of interest to the college community.

Author: Conference Operations and Events

Self-Governance Tenets: Respect, Accountability

Rationale:

- to inform students of the resources that exist for planning and promoting events;
- to educate students on the appropriate procedures for reserving space and scheduling events.

Sexual Misconduct Policy

Statement of Intent Regarding the Sexual Misconduct Policy

Grinnell College is a community of trust whose very existence depends on strict adherence to standards of conduct set by its members. Sexual assault is a crime punishable by both civil and criminal legal action and a serious violation of Grinnell College's Community Standards. Sexual misconduct will not be tolerated within our community. Sexual assault and rape are criminal offenses, and should be reported to the proper authorities. The policy below covers improper sexual conduct in the college context, and the standards used by Grinnell College are different from those used by the state of Iowa to define sex offenses. No double jeopardy is presented by different sets of standards, and students at Grinnell College are charged with the responsibility of being familiar with and abiding by the standards of conduct set forth in our on-line Student Handbook. Students may be subject to both criminal prosecution and on-campus disciplinary action. Members of the Grinnell College community are strongly encouraged to report all incidents of sexual misconduct.

If you have experienced or are experiencing sexual misconduct, consider the following:

- Go to a safe place and/or find someone you can trust.
- Obtain medical attention. In Grinnell, you can go to Grinnell Regional Medical Center and request a sexual assault examination. The exam is an evidence-gathering medical process that is most effective if it occurs within 72 hours of the assault. The exam may include testing for HIV/AIDS, STDs and pregnancy, a vaginal examination, collecting fingernail scrapings and /or clippings, examining your body for injuries and a blood draw. You have a right to have a support person accompany you to the exam. Listed are a few suggestions: a friend, Residence Life Coordinator, Student Adviser, confidential campus resource, a trained campus advocate or DVA/SAC advocate. They will support you by listening, explaining the process and answering your questions.

- Find support for yourself by contacting a friend, family member, member of the clergy, Residence Life Coordinator, confidential campus resource, Student Adviser, trained campus advocate or DVA/SAC advocate.
- Document for yourself as soon as possible what happened (i.e., time, date, sequence of events, descriptions, witnesses).
- Preserve clothing and/or other items involved in the assault. Collect items in clean brown paper bags for transport to the hospital or to give to the police. DO NOT use plastic bags as it degrades the chemical composition of the evidence.
- Report incident to the Campus Safety and Security Department and/or local police.
- Report the incident to the Grinnell College administration.
- Contact a therapist or counseling service.
- Utilize healing resources such as on-line or community support groups or books such as *Recovering from Rape* by Linda Ledray, and *The Courage to Heal* by Ellen Bass.
- You have the right to choose to do any or all of these options, or to do nothing. The choice is yours.

Sexual Misconduct Offenses Include But Are Not Limited To:

1. **Non-Consensual Sexual Intercourse (or attempts to commit same)**
2. **Non-Consensual Sexual Contact (or attempts to commit same)**
3. **Sexual Exploitation**
4. **Sexual Harassment**

Non-Consensual Sexual Intercourse or the campus policy equivalent to the crime of Rape

Non-Consensual Sexual Intercourse or rape is

- any sexual intercourse (anal, oral, or vaginal),
- however slight,
- with any object,
- by a man, woman, or transgender(ed) person upon a man, woman, or transgender(ed) person
- without effective consent.

Examples of Non-Consensual Sexual Intercourse can include, but are not limited to, vaginal penetration by a penis, object, tongue or finger without consent; anal penetration by a penis, object, tongue or finger without consent; and oral copulation without consent (e.g., mouth to genital contact or genital to mouth contact).

Non-Consensual Sexual Contact or the campus policy equivalent to the crime of Sexual Assault

Non-Consensual Sexual Contact or sexual assault is

- any sexual touching (including disrobing or exposure),
- however slight,
- with any object,
- by a man, woman, or transgender(ed) person upon a man, woman, or transgender(ed) person
- without effective consent.

Examples of Non-Consensual Sexual Contact can include, but are not limited to, any sexual contact with the breasts, buttocks, groin, genitals, mouth or other bodily orifice of another without consent, or touching another with any of these body parts without consent, or making another touch you or themselves with or on any of these body parts without consent.

Sexual Exploitation

Sexual exploitation happens:

- when a student takes non-consensual, unjust or abusive advantage of another for his/her/hir own advantage or benefit,
- or to benefit or advantage anyone other than the one being exploited,
- and that behavior does not otherwise constitute one of the other three sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-recording of sexual activity, going beyond the boundaries of consent (such as letting your friends surreptitiously watch you having consensual sex), engaging in Peeping Tommery, and knowingly transmitting an STD or HIV/AIDS to another student.

Sexual Harassment

- Any unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature will constitute sexual harassment when such conduct substantially interferes with an individual's living or studying conditions or creates an intimidating, hostile or offensive environment for that individual. Following or stalking can constitute sexual harassment when someone repeatedly and purposefully engages in any of the behaviors under this definition, and they are directed at a specific person on the basis of their gender.

- Sexual harassment can encompass a wide range of behaviors extending from forcing sexual attention upon an unwilling recipient to the actual coercion of an unwilling person, male, female, or transgender(ed), into a sexual relationship.
- Sexual harassment can include using the telephone or mobile phone, written messages, signs, electronic media, (i.e., computer, e-mail, text messages), or other media to which a person is subjected without invitation or consent.
- Retaliation against an individual for reporting or pursuing a report of sexual harassment or for participating in an investigation is prohibited.

Definition of Terms:

Intercourse - Intercourse is not synonymous with penetration. If it were, non-consensual French kissing could meet the definition of oral rape; intercourse is more limited. Intercourse includes vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

Sexual Touching - Sexual touching is any contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.

Effective Consent - Effective Consent is informed, freely and actively given, mutually-understandable words or actions, which indicate a willingness to participate in mutually-agreed upon sexual activity. Consent is not effective if it results from the use of physical force, threats, intimidation, or coercion.

Incapacitated Sex - If you choose to drink alcohol or use other drugs, you run the risk of impaired thinking and communication and, oftentimes, confusing sex occurs. Being drunk is never an excuse for violating this policy. To have sex with someone whom you know to be, or should know to be, incapable of making a rational, reasonable decision about a sexual situation is a violation of policy. This includes someone whose incapacity results from the taking of a so-called "date-rape drug." Possession, use, and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another individual for the purpose of inducing incapacity is an offense of the most serious nature.

For reference to the pertinent Iowa Statutes on sex offenses, please see Relevant Iowa Codes at the end of this policy section.

Educational Outcome (Sanction) Statement

- Any student who is determined to have engaged in Non-Consensual Sexual Contact (where no intercourse has occurred) may receive an educational outcome (sanction) ranging from conduct warning to dismissal, depending on the severity of the incident, and taking into account any previous disciplinary infractions.*
- Any student who is determined to have engaged in Non-Consensual Sexual Intercourse may receive an educational outcome (sanction) ranging from suspension to dismissal.*
- Any student who is determined to have engaged in Sexual Exploitation or Sexual Harassment may receive an educational (sanction) ranging from conduct warning to dismissal, depending on the severity of the incident, and taking into account any previous disciplinary infractions.*

** The hearing board or student conduct administrator reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the hearing board or administrator nor any appeals body or officer will deviate from the range of recommended outcomes unless compelling justification exists to do so. A student's previous conduct record will only be revealed to the conduct hearing board during sanction deliberations – and only if the student was found responsible for committing the offense.*

A violation of this policy may result in suspension or dismissal.

Assurances

Students who believe they have experienced dating, domestic, and/or intimate partner violence can expect:

- An investigation and appropriate resolution of all complaints of alleged misconduct made in good faith by College administrators;
- That the accuser and accused have the same opportunity to have others within the campus community present (in support or advisory roles) during a campus conduct hearing;
- Not to be discouraged by College officials from reporting alleged sexual misconduct to both on- and off- campus authorities;
- To be informed of the educational outcome (sanction) of any conduct hearing involving sexual misconduct usually within 48 hours of receipt of a presiding officer report from the conduct hearing;
- To be informed by College officials of options to notify proper law enforcement authorities, including on-campus security and local police, and the option to be assisted

by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if so desired by the survivor;

- To be notified of available student health and counseling services for survivors of sexual assault, both on-campus and in the community;
- Notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the survivor and if such changes are reasonably available (no charges or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
 - Changing a student's college-owned housing,
 - Assistance from College support staff in completing the relocation,
 - Exam (paper, assignment) rescheduling,
 - Taking an incomplete in a class,
 - Transferring class sections,
 - Emergency leave,
 - Alternative course completion options;
- Not to have irrelevant prior sexual history admitted as evidence in a campus conduct hearing;
- Not to have incidents of sexual misconduct complaints mediated;
- To have an opportunity to make a written survivor-impact statement within 48 hours of the campus conduct proceeding and to have that statement considered by the Vice-President for Student Affairs in determining her/his/hir outcome (sanction);
- A campus "no-contact order" against another student who has engaged in or threatens to engage in stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the complaining student or others;
- To have complaints of sexual misconduct responded to quickly and professionally by Campus Safety and Security;
- To appeal the finding and outcome (sanction) of the conduct body, in accordance with the standards for appeal established in the Community Standards and Responsibilities section of this on-line *Student Handbook*;
- To review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- To be informed of the names of all witnesses who will be called to give testimony, typically within 48 hours of the hearing, except in cases when a witness' identity will not be revealed for safety reasons;
- Preservation of confidentiality, to the extent possible and allowed by law;
- A hearing closed to the public;
- To petition that any member of the conduct body be removed on the basis of bias;

- To bring a trained campus victim advocate to all phases of the investigation and campus conduct proceeding. The advocate may not take part directly in the hearing itself, though the advocate may communicate with the student as necessary;
- To present witnesses to the conduct hearing board;
- To be fully informed of campus student conduct rules and procedures as well as the nature and extent of all charges contained within the complaint;
- To be present for all testimony given and evidence presented before the conduct hearing board;
- A fundamentally fair hearing, free of bias of any kind;
- A campus conduct outcome based solely on evidence presented during the student conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- Written notice of the outcome (sanction) as assigned by the Vice-President for Student Affairs;
- To be informed in advance of any official administration public release of information regarding the complaint.

Those students who have been accused of dating, domestic, and/or intimate partner violence can expect:

- An investigation and appropriate resolution of all complaints of sexual misconduct made in good faith by College administrators against the accused student;
- That the accuser and accused have the same opportunity to have others within the campus community present (in support or advisory roles) during a campus conduct hearing;
- To be informed of and have access to campus resources for medical, counseling, and advisory services;
- To be fully informed of the nature, rules and procedures of the campus student conduct process and to timely notice of all charges within the complaint, including the nature of the charge and possible outcomes (sanctions);
- A hearing on the charges, including timely notice of the hearing date, and adequate time for preparation;
- Not to have irrelevant prior sexual history admitted as evidence in a conduct hearing;
- To make a written impact statement within 48 hours of the campus conduct proceeding and to have that statement considered by the Vice-President for Student Affairs in his/her/hir educational outcome(s);
- To appeal the finding and outcome (sanction) of the conduct body, in accordance with the standards for appeal established in the Community Standards and Responsibilities section of this on-line *Student Handbook*;

- To review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- To be informed of the names of all witnesses who will be called to give testimony, typically within 48 hours of the hearing, except in cases where a witness' identity will not be revealed for safety reasons (this does not include the name of the alleged survivor/complainant, which will always be revealed);
- A hearing closed to the public;
- To petition that any member of the conduct hearing board be removed on the basis of bias;
- To present witnesses to the conduct hearing board;
- To have an adviser accompany and assist in the student conduct process. The adviser may not take part directly in the hearing itself, though he/she/zi may communicate with the accused student as necessary;
- A fundamentally fair hearing, free of bias of any kind;
- A campus conduct outcome based solely on evidence presented during the student-conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- Written notice of the outcome (sanction) as assigned by the Vice-President for Student Affairs;
- To be informed in advance of any official administration public release of information regarding the complaint.

Jurisdiction

Grinnell College will take jurisdiction over complaints of sexual misconduct occurring on-campus, or at a College-sponsored event or program. The College may also take student conduct jurisdiction, to the extent practical and possible, over all complaints of sexual misconduct occurring off-campus, if the person being charged and the alleged survivor are both Grinnell College students, and if the impact of the violence is likely to have a substantial effect on the alleged survivor's on-campus life and activities, or if the incident poses a threat of danger to other students. To the extent it is practical and possible, the College may also take student conduct jurisdiction over students charged with off-campus sexual misconduct cases where the alleged survivor is not a student. The College may take jurisdiction over incidents occurring during semester breaks or between semesters.

False Reporting

Grinnell College will not tolerate intentional false reporting of sexual misconduct. It is a violation of College policy to make an intentionally false report of sexual misconduct, and it may also violate state criminal statutes and civil defamation laws.

Group Infractions

When members of a student group or organization, individuals acting collusively, or members of a team act in concert in violation of the sexual misconduct policy, they may be charged as a group, and a hearing may proceed against the group as joint respondents.

Limited Immunity for Survivors and Good Samaritan Immunity

The Grinnell College community encourages the reporting of sexual misconduct. Sometimes, survivors are hesitant to report to College officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community for individuals to report sexual misconduct to College officials. To encourage reporting, Grinnell College pursues a policy of offering survivors of sexual misconduct limited immunity from being charged for policy violations related to the sexual misconduct incident. While policy violations cannot be completely overlooked, the College will provide referrals to counseling and may require educational options in such cases.

The welfare of students in our community is of paramount importance. At times, students on- and off-campus may need assistance. Grinnell College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct survivor to Campus Safety and Security). Grinnell College pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the College will provide referrals to counseling and may require educational options to those who offer their assistance to others in need.

Confidentiality

If you have been affected by an incident involving sexual misconduct or sexual harassment within or outside of the Grinnell College community, there are people you can talk to. You can call or approach any of these people **confidentially and off the record** and tell them what happened. They will listen and explain your options. Talking to any of these people **does not constitute** reporting the incident.

On Campus Resources

Members of the Clergy with Absolute Confidentiality (generally cannot be compelled to testify in a court of law)

- Dean of Religious Life and Chaplain - Deanna Shorb, 641-269-4981 (office); 641-236-7692 (home)

Confidential Resources (are not required to report the incident or disclose identifying information, only periodic statistical information – may be subpoenaed)

- Campus Peer Advocates and Chaplain or Rabbi

Campus Related Confidential Counseling

- Student Health and Counseling Services, 641-269-3230
- Domestic Violence Alternatives/Sexual Assault Center, **24 hour Crisis Line** 1-800-779-3512

Other Resources

Crime Victim Compensation Program, 515-281-5044 or 1-800-373-5044

Iowa Attorney General's Office
Crime Victim Assistance Division
321 East 12th Street
Des Moines IA 50319

RELAY IOWA, 1-800-735-2942 TT or 1-800-735-2943 VOICE

- Language Line Translation Available

Grinnell Regional Medical Center, 641-236-2380

- HIV/AIDS and STD testing
- Medical exam
- Sexual assault exam
- Morning after pregnancy prevention

These exams do not obligate you to file criminal charges; evidence is stored by the police to preserve the chain of evidence.

Grinnell Police Department, 641-236-2350

- Report dating/domestic/intimate partner violence

National Coalition Against Domestic Violence

<http://www.ncadv.org>

National Domestic Violence Hotline, 1-800-799-SAFE (7233)

TTY: 1-800-787-3244

<http://www.ndvh.org>

National Sexual Violence Resource Center

<http://www.nsvrc.org>

Polk County Victim Services, 515-286-3600

Transportation

- Contact Chaplain, Residence Life Coordinators, Student Health and Counseling Services staff, or DVA/SAC to arrange confidential transportation to the hospital.

Central Iowa Family Planning (Grinnell Office), 641-236-7787

- Medical exam
- Counseling
- Information and referral

STD Hotline 1-800-227-8922

Campus Reporting, Confidentiality and the Student Conduct Process

Other resources for information about the student conduct process include Residence Life Coordinators and Student Affairs staff members. Depending upon the situation when these officials of the College are informed of details of an incident, they may have a duty to investigate the incident to the extent possible, even without the cooperation of the survivor. In investigating the incident, the College will not be able to assure the survivor's complete confidentiality or control over the process.

Once a decision has been made to pursue a complaint, the student should discuss the process with a Student Affairs staff member who is familiar with the student conduct process. These staff members assist students in the identification of policy violations, outline the complaint filing and investigative procedures, and discuss confidentiality regarding conduct complaints. Most senior-level Student Affairs administrators will know of the complaint and details, as will any administrator who processes or hears the complaint, as well as the person(s) to whom your complaint may be appealed. All of these individuals will maintain confidentiality to the best of their ability and consistent with their duties. In order to meet annual federal campus crime statistic reporting requirements, many colleges, including Grinnell College, must disclose non-personally identifiable information. Within two days of a report, basic details of an incident will be available to the public in the campus security log. No names are given, and facts that could

lead to the identity of the survivor are not disclosed. Campus conduct hearings are not open to the public.

Examples (Case Studies) of Sexual Misconduct

Amanda and Sam meet at a party. They spend the evening dancing and getting to know each other. Sam convinces Amanda to come up to Sam's room. From 11:00 p.m. until 3:00 a.m., Sam uses every possible line to convince Amanda to have sex with Sam, but she adamantly refuses. Sam keeps at her, and begins to question her religious convictions, and accuses her of being "a prude." Finally, it seems to Sam that her resolve is weakening, and Sam convinces her to touch Sam's genitals. Amanda would never had done it but for Sam's incessant advances. Sam feels that he/she/zi successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his/her/hir room alone after the party? If she really didn't want it, she could have left. **Sam is likely responsible for violating the college Non-Consensual Sexual Contact policy. It is likely that the College Hearing Board would find that the degree and duration of the pressure Sam applied to Amanda are unreasonable. Sam coerced Amanda into performing unwanted sexual touching. Where sexual activity is coerced, it is forced. Consent is not effective when forced. Sex without effective consent is sexual misconduct.**

Alex comes to Elizabeth's residence hall room with some mutual friends to watch a movie. Alex and Elizabeth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Alex and Elizabeth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Alex verbally expresses her/his/hir desire to have sex with Elizabeth. Elizabeth isn't ready to do it with Alex, since they just met. But, she likes Alex and doesn't want to scare her/him/hir off either. She decides to satisfy Alex orally, hoping they can get to know one another better later before engaging in intercourse. Perceiving the oral sex as foreplay, Alex stops Elizabeth, lays her back on the bed, takes off her clothes, and engages in intercourse with her. Elizabeth is unresponsive during the intercourse. **This behavior by Alex would likely violate the sexual misconduct policy. Engaging in one form of sexual behavior does not necessarily imply consent to another. Clearly, Elizabeth consented by her actions to oral sex with Alex. But Alex had no mutually understandable indication from Elizabeth that she consented to sexual intercourse. Some verbal or clear overt action would be necessary to show Alex that Elizabeth wanted to have more than oral sex with him.**

Pat and Amy are at a Harris party. Pat is not sure how much Amy has been drinking, but is pretty sure it's a lot. After the party, Pat walks Amy to her room, and Amy comes on to Pat, initiating sexual activity. Pat asks her if she is really up to this, and she says yes. Clothes go flying, and they end up in Amy's bed. Suddenly, Amy runs for the bathroom. When she returns,

her face is pale, and Pat thinks she may have thrown up. Amy gets back into bed, and they begin to have sexual intercourse. Pat is having a good time, but can't help but notice Amy seems pretty groggy, and he/she/zi thinks Amy may have even passed out briefly during the sex, but Pat does not let that stop him/her/hir. When Pat runs into Amy the next day, he/she/zi thanks Amy for the wild night. Amy remembers nothing, and decides to make a complaint to the Dean. **This is a possible violation of the Non-Consensual Sexual Intercourse Policy. Pat should have known that Amy was incapable of making a rational, reasonable decision about sex. Even if Amy seemed to consent, Pat was well aware that Amy had consumed a large amount of alcohol, and Pat thought Amy was physically ill, and passed out during sex. Pat should be held accountable for taking advantage of Amy in her condition. This is not the level of respectful conduct expected of Grinnell students.**

Terry and Floyd meet in the library and frequently see each other as they study. They begin to go to parties and hang out together. One night Terry and Floyd go out drinking. After the bar closes, they go to Terry's room. Terry is very drunk and engages in sex with Floyd, despite Floyd's protests. Floyd is not as drunk as Terry and he wants to remain faithful to a significant other from his hometown. Terry argues that even if she/he/zi might have had non-consensual sex with Floyd, it was not her/his/hir fault because of how drunk Terry was. Terry believes that she/he/zi was so drunk that she/he/zi didn't even know she/he/zi was having sex with Floyd. After all, Terry reasons, every person faced with the possibility of having sex never says no. **Is this a policy violation? This is possibly a violation, as intoxication (even to the point of incapacity) of an initiating party is no excuse for violation of the sexual misconduct policy. If it were, drunken people could be excused for drunk driving because they were so drunk they didn't realize they were driving. Further, sexual misconduct is not intent-based. Whether or not Terry intended to commit non-consensual sexual intercourse is irrelevant. The fact that Terry had sex with Floyd without his consent could be sufficient to satisfy the elements of the offense. This is a good place for a reminder about resistance. None is required under this policy, and this is as true regardless of one's gender.**

Author: Chaplain, Dean of Students

Self-Governance Tenets: Responsibility, Respect, Accountability, Awareness

Rationale:

- to educate students about dating, domestic, and/or intimate partner violence and the resources available to victim/survivors;
- to communicate assurances to victim/survivors;
- to be compliant with state and federal laws.

Smoking

In its 2008 session, the Iowa Legislature passed the Smokefree Air Act in an effort to limit employee and public exposure to secondhand smoke. This law became effective on July 1, 2008, and affects many businesses and facilities throughout Iowa. For more details about the law, please review the Smokefree Air Act website.

Private educational institutions must comply with the Smokefree Air Act. Effective July 1, 2008, the entire Grinnell College campus became smoke-free, including in or around all buildings and outdoor spaces. Smoking is prohibited on all campus property. Buildings, parking lots, vehicles owned by Grinnell College, sidewalks, and athletic fields are included in the ban. Persons who choose to smoke on Grinnell's campus do so at their own risk. The fine for violating the smoking ban is \$100 for the first offense and increases by \$100 for each subsequent offense. Obviously, there will no longer be a smoking lounge in the residence halls, smoking will not be allowed in the loggias, and all residence hall rooms must be smoke-free.

Facilities Management staff removed all ash receptacles on campus and posted "no smoking" signs in campus parking lots, common entrances to the campus, and on doorways of buildings. These measures are necessary to comply with the law.

Grinnell College is offering the following resources to those who wish to quit smoking tobacco.

1. Quitline Iowa

Quitline Iowa is a toll-free, statewide smoking cessation telephone counseling hotline. Trained counselors provide callers with information about the health consequences of tobacco use, assistance in making an individualized quit plan, and ongoing support through optional follow-up calls.

The Quitline is staffed:

Monday–Thursday, 7 a.m.–midnight

Friday, 7 a.m.–9 p.m.

Saturday and Sunday, 8 a.m.–7 p.m.

2. Smoking Cessation

The college offers the American Lung Association's Freedom From Smoking program to faculty/staff/students through the campus Wellness Office, 269-3704. Anyone interested can contact Jennifer Jacobsen, Wellness Coordinator at Jacobsen@grinnell.edu.

Author: Campus Safety and Security

Self-Governance Tenets: Responsibility, Respect, Community

Rationale:

- to provide a smoke-free environment for all Grinnell College community members;
- to inform students of smoking cessation programs;
- to be compliant with state law.

Solicitors

Solicitation, door-to-door sales, and other sales of various kinds are not permitted in the residence halls, College-owned houses, Joe Rosenfield '25 Center, or the Harris Center.

Author: Safety & Security, Director of Student Activities

Self-Governance Tenets: Respect, Community

Rationale:

- to create a living and learning environment that is free from solicitors.

Student Fund-Raising Projects

All money-making enterprises conducted on-campus must have prior approval from the Dean of Students (or designee). Individuals or groups contemplating fund-raising activity should consult with the Dean of Students.

Author: Director of Student Activities, Dean of Students

Rationale:

- to inform students of the proper channels to conduct student fundraising projects on campus.

Residence Life Policies and Procedures

Travis Greene, Dean of Students

Andrea Conner, Assistant Dean of Students and Director of Residence Life and Orientation

Laura Gogg, Technical Assistant II

The Department of Residence Life and Orientation provides intentional leadership for our residential community. The department includes a volunteer student staff engaged in building community and committed to supporting students; and student-centered Student Affairs educators supporting self-governance, and exercising the best practices of our profession. We focus our efforts on the physical environment, personal development, community development, and student learning.

- Our department partners with colleagues to provide a safe, healthy, comfortable, and welcoming residential environment that fosters ownership, accommodates individual needs, and affords students the opportunity to achieve their goals.
- We advance personal development by helping students navigate transitions, prepare to succeed at the College, build life skills, explore identities, and become more socially conscious. We encourage responsible decision-making as students maneuver within this self-governing community and a broader world.
- We promote community development by encouraging students to create a respectful community that fosters relationships and values diverse perspectives. Community members resolve conflicts by assuming personal responsibility, developing strong interpersonal skills, and holding each other accountable.
- We enhance student learning in a challenging and supportive environment by valuing academic scholarship and creating opportunities for learning outside the classroom, thereby establishing a lifelong passion for learning.

The Department of Residence Life and Orientation administers all room placements, room changes, off-campus permission and all room draw processes (house hearings, fall semester leaves, group draw and mini co-op room assignments), as well as oversees the residence life-related policy development and implementation.

Procedures

Residence Life procedures are located on the Student Affairs website.

Students are responsible for meeting residence life deadlines to be eligible for on- and off-campus housing. Students with special housing requests need to submit appropriate documentation stating reasons for accommodations and the necessary accommodation to the Assistant Dean of Students & Director of Residence Life and Orientation by April 1st for returning students, or by June 1st for new students. Accommodations are limited by the constraints of the residential nature of the College.

Students are involved in the residence life housing process through the Residence Life Committee, a student committee that works closely with the Assistant Dean of Students & Director of Residence Life and Orientation and/or the Dean of Students. Students interested in

becoming Residence Life Committee members should contact the Assistant Dean of Students & Director of Residence Life and Orientation.

Events in Residence Halls and College-Owned Housing

Students wanting to use a residence hall lounge or a College-owned house for a formally organized event must have permission (i.e., lounge contract) from the Residence Life Coordinator (RLC) and follow the procedures for alcohol distribution as outlined in the on-line Student Handbook. Failure to obtain permission to use the lounge or house, or abide by the procedures for alcohol distribution, may result in student conduct action and/or monetary fines (for community restitution purposes only).

The RLC is an excellent resource for suggestions and procedures for facilitating a lounge event. Students should check with their RLC whenever they want to plan an activity in the halls.

Author: Residence Life and Orientation

Self-Governance Tenets: Responsibility, Accountability, Trust

Rationale:

- to inform students how to reserve residence hall lounges;
- to facilitate the proper use of residence hall lounges and College-owned houses for social and/or intellectual activities.

Residence Life Policies

Room Assignments

Students choose their room according to their class standing (as determined by the Registrar) and are randomly assigned a room draw number.

1. Continuing students draw into their room each spring for the following academic year. Random numbers are assigned each spring according to class standing (i.e., seniors, third-year students, and second-year students). In order to participate, a student's account may not be delinquent, and a \$200 advance tuition deposit must be paid to the Office of the Treasurer. Deposits may not be paid at room draw. Updated residence life/housing procedures are available on the Residence Life website beginning in February. These procedures are established by the Residence Life Committee. Students who cannot be present at room draw need to notify Student Affairs staff members and

make arrangements for their room to be drawn by a Student Affairs staff member or another student.

2. First-year student rooms are reserved in each residence hall before the campus room draw occurs, and are assigned during the summer months. Individual requests are honored when possible.
3. A student contracts space in College housing, not a specific room. The Department of Residence Life and Orientation reserves the right to assign or reassign students. If during any term, circumstances result in a student being left in a less-than-fully-occupied room, the students are encouraged to find a roommate. If a roommate is not found within an adequate amount of time, the Department of Residence Life and Orientation may: a.) move the student to another room, or b.) move someone into the open space.

Room changes

Room changes are the last option in resolving conflict regarding student's living situation, barring any exceptional circumstances such as health reasons.

1. Prior to consideration of a room change, the students are required to work through conflict resolution using their Residence Life Coordinator. Students requesting a room change must discuss issues with their current roommate(s).
2. The Residence Life Coordinator notifies the Assistant Dean of Students & Director of Residence Life and Orientation of her/his/hir support or lack of support for a room change.
3. The Assistant Dean of Students & Director of Residence Life and Orientation and/or Dean of Students makes the final decision regarding a room change.
4. Room changes are not to be made during the first two weeks of each semester unless exceptional circumstances exist. The Assistant Dean of Students & Director of Residence and Orientation and/or Dean of Students must authorize room changes.

Author: Residence Life and Orientation

Self-Governance Tenets: Compromise, Trust

Rationale:

- to inform students of the room change process;
- to encourage communication and conflict resolution among roommates;
- to provide flexibility for exceptional circumstances.

Room Vacancies

When space is needed, Assistant Dean of Students & Director of Residence Life and Orientation and/or Dean of Students may require a student living alone (in a room other than a single) to find a roommate from among other students in the same circumstance or move into another room. The Assistant Dean of Students & Director of Residence Life and Orientation and/or Dean of Students will work with students to best resolve vacancy situations for the overall housing of Grinnell College students.

Author: Residence Life and Orientation

Self-Governance Tenets: Compromise

Rationale:

- to clearly communicate to students when room consolidations might be necessary;
- to provide autonomy when finding a new roommate;
- to ensure vacant room(s) in case of an emergency.

Check In and Check Out Procedures

Check-in and inventory

- Each residence hall room is inventoried for furnishings and physical condition.
- A completed copy of the inventory form is left in the room for occupants.
- The original form is maintained by the Residence Life Coordinator.
- Students are required to review the inventory form, note discrepancies, sign it and return it to the Residence Life Coordinator during the first week of classes.

Check out

- Upon departure from the room, students should leave their rooms locked, clean, and orderly.
- At the end of each semester, notices are posted with procedures for vacating rooms and returning keys.
- Check out with your Residence Life Coordinator. Students who fail to check-out without the Residence Life Coordinator forfeit their right to appeal furnishing and condition charges.
- Students leaving campus who want mail forwarded to an address other than that in the campus directory should contact Crady Mail Services.
- Pay outstanding fines and bills to the Cashier.

Room Inventories and Condition Policy

Completed room inventory forms are placed in each student room by Residence Life staff. Please review the form and note discrepancies. Ask the Residence Life Coordinator to review discrepancies with you.

Your room is inventoried when you move out of the room. You are financially responsible for the furnishings and physical condition of your room. Occupants are equally responsible for damaged or missing furniture unless otherwise agreed upon by roommates.

Author: Residence Life and Orientation

Self-Governance Tenets: Responsibility, Accountability

Rationale:

- to accurately inventory items in and the condition of the room;
- to ensure students are appropriately held accountable for missing or damaged property.

Room Keys, Pioneer One-Cards

At the beginning of each school year Residence Life staff members distribute keys for residence hall rooms. Pioneer One-Card (or P-Cards) are distributed by Dining Services. The cards are activated for access to the residence halls by Campus Safety and Security.

Lost Keys - Immediately report any lost residence hall key to your Residence Life Coordinator. The Residence Life Coordinator will then order a new lock for the room (also known as a "recore") and new keys for any roommates. Students may pick up their keys from Campus Safety and Security. There is a \$50 charge for replacement of lost residence hall keys. Lost Pioneer One-Cards or P-Cards are replaced by Dining Services for a \$25 fee.

Opening Student Rooms for those who have Forgotten their Keys - Student rooms are unlocked for students who lock themselves out within the following guidelines:

1. From 10:00 a.m. to 10:00 p.m. students may contact their Residence Life Coordinator to unlock their door, provided that their RLC is available and not busy. If their Residence Life Coordinator is not available, students should contact Campus Safety and Security. The student may be charged \$10 for unlocking a student's room by Campus Safety and Security staff.
2. After 10:00 p.m., students should contact Campus Safety and Security to have their room doors unlocked. The student's account may be charged \$10 for unlocking student rooms by Campus Safety and Security staff. Campus Safety and Security officers are usually busy, and it may take them some time to get to a student's room.

3. A student must present his/ her/hir student ID (Pioneer One-Card or P-Card) to the person from whom assistance is requested.

Author: Residence Life and Orientation

Rationale:

- to educate students on appropriate channels and resources for unlocking rooms;
- to inform students of the cost associated with replacing keys and/or P-Cards.

Furnishings Policy

1. Students are prohibited from moving College-owned furniture from one room to another.
2. Upon a report to the Dean of Students and/or the Assistant Dean of Students & Director of Residence Life and Orientation that there is unassigned College-owned property in a student room, a notice that the furniture must be returned to the designated location is given. Failure to comply may result in disciplinary action (such as referral to Judicial Council) and/or a monetary/community restitution fine.
3. Room furnishings should never be placed in hallways, stairwells, or other common areas. Policy violations may result in disciplinary action (such as referral to Judicial Council).

Author: Residence Life and Orientation

Self-Governance Tenets: Responsibility, Accountability, Trust

Rationale:

- to maintain the safety of College-owned furniture;
- to ensure furniture remains available for others;
- to explain consequences for removing items.

Personal Property Liability

The College assumes no liability for loss or damage to a student's personal property. Students are encouraged to insure their personal property on their own or through family insurance plans.

Advance Tuition Deposit

The advance tuition deposit of \$200.00 must be paid by April 1st of each year. The number of paid advance tuition deposits determines the number of spaces reserved for returning students

in the fall semester. From this information, the number of new students to be admitted is determined.

Damage Deposit

A damage deposit of \$100.00 must be brought current annually by July 15th. Residence hall damage charges and fines are charged against this deposit.

Storage

During the academic year, secure storage is available in each residence hall for empty luggage and totes. Students must contact their Residence Life Coordinator (RLC) to access this free service during the semester. At the end of the academic year, **ALL items must be removed from the trunkrooms by the date posted. Please note: Items left in trunkrooms after the deadlines are considered abandoned and will be discarded.**

End of the year storage - At the end of the academic year, all items must be removed from the trunk room by the Monday of final exams week. All items left in the trunk room after this time will be considered abandoned. The Residence Life Coordinator will post limited trunk room access times.

Summer storage - Over the summer, or while studying away from campus, storage is handled by a local company that charges a nominal fee for each item stored. More detailed information about the summer storage program will be provided during the academic year.

Storage for leaves of absence - Students taking a leave of absence during the academic year need to remove all items from the trunk rooms. These students should contact C & K Transfer at 641-236-3418 directly to arrange off-campus storage.

Packing and Shipping Student Belongings - Total Choice Shipping is available to pack and ship student belongings due to leaves of absence or any other unexpected need. They are located at 812 Commercial St., Grinnell, Iowa 50112 and can be reached at 1-800-284-2564.

Author: Residence Life and Orientation

Rationale:

- to inform students that the College assumes no liability for the loss or damage of personal property;
- to encourage students to insure their items.

Vacating Rooms During College Breaks

Students are required to leave their rooms between semesters. In some occasions, international and US global nomad students may be granted special permission to remain in the residence halls between semesters. During the winter and spring breaks, the residence halls and other College-owned housing (e.g., language and project houses) become substance-free. Policy violation may result in disciplinary action. Students may not return early from breaks to the residence halls or College-owned houses.

Author: Residence Life and Orientation

Rationale:

- to recognize the limited resources available to students during Winter Break;
- to assist international and/or US global nomad students who cannot afford to travel home.

Custodial Service

The custodial staff clean the lounges, corridors, and bathrooms of each residence hall. Students are expected to keep their rooms clean and in order during the semester. A vacuum cleaner and other cleaning materials are available in a student cleaning closet(s) in each residence hall and may be used at any time.

Laundry Facilities

Student laundry facilities are located in Dibble, Younker, Loose, Main and each of the East Campus residence halls. Students living in College-owned housing have access to residence hall laundry facilities. The machines are operated with the Grinnell College Pioneer One-Card (P-Card). See the “Card System” section for details on setting up a P-Card cash account.

Pets

Amphibians, birds, fish, invertebrates, rodents (except ferrets), or reptiles that are non-poisonous and non-dangerous are permitted in student rooms. Conditions that must be met for pet ownership on campus include:

- the permission of the roommate;
- registration with the RLC (see below for more information);
- proper care of the pet, including feeding and cleaning;
- proper housing (i.e. cage/container) for the pet (see below for more information)

Please note that any food or accessories for the pet MUST be kept in the student room (and not in kitchen refrigerators, for example).

Registration: For the safety of your pet, you are now required to “register” your pet with your RLC. If any problems were to arise, or if your animal got out of its cage, or in case of fire or evacuation, the RLC would be able to contact you. Through registration, you will be asked to share the plans for your pet over College breaks. You and your roommate should complete the brief but important form (available from your RLC) to register your pet.

Unauthorized Pets: Cats are not allowed in the residence halls, and dogs are not permitted in ANY College- owned housing. Please be aware of the following response steps:

- Cats and dogs are not allowed. Do not bring an unauthorized pet into the residence halls.
- If unauthorized pets are found, the RLC will meet with the student and create a timeline for the student to remove the pet.
- If that timeline (created by the student and RLC) is not met, the student will meet with the Assistant Dean of Students & Director of Residence Life and Orientation, and another timeline will be created for the student to remove their pet.
- If the second timeline for pet removal is not met, the student’s participation in Room Draw for the upcoming academic year will be affected (i.e. the student will lose their Room Draw number and will choose a room at the end of their class). Additionally, the College will partner with Poweshiek Animal League Shelter (PALS) – and, if necessary, the Grinnell Police Department – to remove the pet from College housing in order to find the pet a new home.
- Please note that any requests to live off-campus due to pet ownership will not be granted.

Cages/containers: With the exception of fish, animals should be fully enclosed in six-sided metal, glass, or wood cages according to the following minimum guidelines:

- each cage has a locking device;
- cages with solid sides also have at least four square inches of ventilation space covered in screening;
- hinged top cages have top weights ten times the animal’s weight, or locks every 20 inches opposite the hinged side;
- the openings on all other cages must have locks for every 20 inches of door.

Cats in College-owned Houses: Cats are ONLY allowed in College-owned houses (i.e. Language Houses and Project Houses) under the following conditions:

- A confidential house vote is to be conducted by the Residence Life Coordinator. One “no” vote prohibits the house from having a cat.
- Cats living in College-owned houses must be registered with the RLC.
- The person who registers the cat is responsible for its care. Neglect or abandonment of a cat is prohibited.
- Cats must have current and appropriate vaccinations. Owners or caretakers must submit proof of vaccinations to staff from the Department of Residence Life and Orientation.
- Cats must be neutered.
- Only one cat per house is permitted.
- Any complaints about the cat may result in its removal from the house.

Complaints: Any College community member may file a complaint about unauthorized pets in College-owned student housing, or pets that are causing a disturbance or being abused on campus. Complaints should be filed with the Dean of Students and/or the Assistant Dean of Students & Director of Residence Life and Orientation.

Author: Residence Life and Orientation

Self-Governance Tenets: Responsibility, Respect, Awareness, Community, Common Sense

Rationale:

- to clearly outline the acceptable pets allowed in College-owned residence halls and houses;
- to minimize animal allergens or noise in on-campus residences;
- to protect the safety and welfare of animals/pets.

Quiet/Courtesy Hours

Excessive noise infringes on a student’s right to study, sleep, or reside in peace. Failure to cooperate with the quiet/courtesy hours policy may result in student conduct action. Official quiet hours and penalties for violation are determined through a hall or floor majority vote. When quiet hours are not in effect, courtesy hours remain in place.

Author: Residence Life and Orientation

Self-Governance Tenets: Compromise, Community

Rationale:

- to support students in governing their own residential community by allowing flexibility and autonomy in establishing quiet/courtesy hours;
- to ensure a respectful living environment.

Residency Policy

All students are required to room in college residences and to board with college dining. Exceptions to this policy are granted for the very few students who: are 22 years of age or older by September 1; have a child(ren) who lives with them; live with their families residing in the Grinnell area; are legally married (or legally partnered in a civil union) by the start of the fall semester; and/or are among a **limited** number of seniors and third-year students who request to live off campus and have been granted permission by the Department of Residence Life and Orientation.

Permission to live in non-college housing must be obtained from the Department of Residence Life and Orientation **each academic year**. Students should **not sign a lease** until permission to live in non-college housing has been obtained. Students who move out of the residence halls without written permission from the Department of Residence Life and Orientation are held financially responsible for room and board.

Author: Residence Life and Orientation

Self-Governance Tenets: Community

Rationale:

- to create an intensely residential learning environment;
- to inform students of their eligibility to live off campus.

Student Rights and Responsibilities in Residence Halls and College-Owned Housing

Grinnell College students are guaranteed certain rights by the College. With rights, come responsibilities.

Students' Rights

The following student rights are recognized by the College and help guarantee equal and fair procedural practices by the College student conduct system in response to complaints of student's rights violations.

The Use of Residence Hall Rooms

1. Each student has the right to use the room assigned to her/him/hir by the Department of Residence Life and Orientation for studying or sleeping at any time during the academic year while the halls are open.
2. Each student is entitled to a reasonably quiet atmosphere for academic success and peace of mind. When necessary, official quiet hours and penalties for violation are determined through a hall or floor majority vote. Even when quiet hours are not in effect, courtesy hours remain in place. Enforcement is largely the responsibility of each student. A student who is disturbed by the violation of quiet or courtesy hours and the resulting discomfort should inform the individual causing the problem. If the problem continues, the student should consult the Student Adviser, or Residence Life Coordinator. Judicial Council may hear cases involving the violation of mediated agreements.
3. Provided that the rights of roommate(s) and/or hallmates to study or sleep are not violated, students may use their rooms for social or recreational purposes.
4. Each student has the right of assigned occupancy. Students cannot exert pressure on roommate(s) to move. Students who exert pressure on a particular student to seek a new room assignment may be reassigned to another room by the Dean of Students and/or the Assistant Dean of Students & Director of Residence Life and Orientation. The College reserves the right to make essential changes in room assignments at any time during the academic year.
5. Each resident has the right to require that no person, other than those assigned by the Department of Residence Life and Orientation, take up residence in his/her/hir room.
6. Each resident has the right to expect general cooperation from his/her/hir roommate(s) including cooperation from roommate(s) regarding the use of the room for recreational and social purposes.
7. Each resident, in cooperation with her/his/hir roommate, has the right to visitation by someone of a different gender in the room during those hours determined by the hall government in accordance with the procedures stipulated in this on-line Student Handbook.
8. Non-students are not allowed to stay in College-owned housing for more than eight days per semester and need to be registered as guests of the student host.
9. Students living in rooms with vacancies should expect that the vacancy will be filled. Staff from the Department of Residence Life and Orientation reserve the right to assign students to any open spaces in the residence halls and houses at any time during the semester or College break periods.

The Right to Privacy

Each student has a right to privacy in his/her/hir room and to bathroom use.

Privacy of Student Rooms

Each resident has the right of privacy within her/his/hir own room. But, under certain circumstances, the right to privacy is waived.

Exceptions To Privacy

- Grinnell College is required to follow all state, federal, and local laws. Adhering to these laws may supersede a student's right to privacy in his/her/hir room.
- When College staff reasonably fear harm to life, safety, health, or property, a student's room may be entered without notice.
- While school is in session students will be notified at least 24 hours in advance when College staff or representatives seek access to a student's room. The resident(s) will be permitted to be present. The 24-hour notice may be waived by the resident. A request for repairs (by FM or contracted services) waives this right.
- During break periods College staff have the right, without advance notice, to enter a student's room for routine maintenance and inspection.
- When College staff have entered student rooms and find items that violate state, federal, or local laws, the items (including but not limited to firearms, fireworks, weapons, drug paraphernalia, illegal drugs, etc.) will be confiscated and given to the Grinnell Police Department. Campus conduct and/or civil charges may be filed by College officials.
- When there are sufficient grounds* to believe that a theft of personal, College, or organizational property has occurred, the injured party or representatives--in the case of College or organizational--in lieu of contacting the civil authorities, may access the student's room, locker, or automobile with prior notice.

**Sufficient grounds exist when, in a signed and dated statement, it is shown that: The signer saw in another person's room an item of identical description to that stolen and had strong reason to believe that it either wasn't there before the theft or that the item stolen was unique. Or the signer saw a person carrying an item of identical description at about the same time the theft purportedly took place. The search may be of a third party's room only if the signer saw the alleged thief taking the item into another room. Or the signer saw a person, in the immediate vicinity where the theft took place, carrying a wrapped or covered item of the same size and bulk as that of the stolen property. The search may be of a third party's room only if the signer saw the alleged thief taking the item into another room. Or there is other evidence submitted by the signer(s) that, in the eyes of the Judicial Council members, is equally as strong as those cited above.*

Privacy in Regard to Bathrooms

Each resident also has the right to bathroom use at any time without being intruded upon by someone whose gender is different than his/her/hir own. Bathrooms on gender-neutral floor(s) are considered gender-neutral. One bathroom vote per floor is taken within the first two weeks of classes each semester. Residence Life and Orientation staff distributes ballots to the floor through the Residence Life Coordinator. Student Advisers administer the voting and return the votes to the Residence Life Coordinator for counting. Student Advisers post the outcome of each floor vote. Three options are recognized for floor bathroom facilities: gender-neutral, single-sex, and bathrooms that can be designated by each entering occupant. The entering occupant designated options include the following designations: male (don't care who enters), male only, female (don't care who enters), female only, gender-neutral, and empty. The most restrictive vote (i.e., single-sex, entering occupant designated options) determines the use of bathroom facilities on any given floor.

Author: Residence Life and Orientation

Self-Governance Tenets: Responsibility, Accountability, Trust

Self-Governance Tenets:

Rationale:

- to inform residents of the bathroom voting procedure(s);
- to allow flexibility in meeting the needs of the floor community in regards to bathroom use.

Student Housing Responsibilities

Individual Room Responsibilities

1. Each student is responsible for the cleanliness and upkeep of her/his/hir own room and the college furnishings that belong in the room.
2. Each student who lives in College-owned housing is assigned to a clean, inventoried room, with furniture arranged in an orderly manner. Each room is equipped with a study desk and chair, chest of drawers, or combination desk and chest, mirror, bed with innerspring mattress (36" by 81"), and mattress cover. The floors are made of either wood, linoleum, or tile. Rugs or carpeting and additional small furniture items may be used in the student room. Each window in student rooms is equipped with draperies hung from traverse rods. When moving from the room, the student should leave the room in the same condition in which the student received the room. Students not

leaving a clean and orderly room with all inventoried furniture will be billed/charged/fined accordingly.

3. Report damage to the room and/or furnishings to the RLC immediately.
4. Limitations placed on the room:
 - Wall decorations - Pictures, posters, and other decorations may be mounted on the walls from the molding or with small tacks, picture hangers, or double stick tape. Nails are prohibited.
 - Painting Student Rooms and Public Areas in the Residence Halls and College-Owned Houses - Students may not paint their own rooms. Students who paint their rooms will be charged a minimum \$100 fine plus labor and materials costs. This can easily total \$500+.
 - College furnishings - Students may not move College furnishings from one student room to another, or from lounges, recreation areas, and dining halls, without permission from appropriate Student Affairs staff members. College-owned furniture may not be taken to the sun decks, loggia, porches, or any outside areas.
 - Stacking of college furniture - Stacking of furniture, except beds, is not permissible. Students are encouraged to use beds in assembled condition. The College does not store inventoried furniture.
 - Lofting of beds - A limited number of bed extenders are available for lofting beds on north and south campus. They may be obtained through your Residence Life Coordinator. College-owned bed frames and extenders are not designed to support lofted beds without the lower bed spring being secured in place. The College advises against lofting beds. Students lofting their beds using equipment other than what is provided by the College assume all responsibility for injuries and/or damages. Prior to moving out of a room with a lofted bed, the student must dismantle the lofted bed and restore the room to its original condition.
 - Electrical Equipment - Electrical appliances, including but not limited to: electric blankets, cooking and heating equipment, heat lamps, halogen lamps, microwave ovens (with the exception of microfridges offered by Bedloft.com), evaporative coolers, and window air conditioners are not allowed in the residence halls. Students with a medical condition requiring air conditioning may use their own free standing air conditioner. Students are not permitted to alter existing wiring.
 - Radio aerials - Permission to install radio aerials must be obtained from the Director of Facilities Management (or designee).

Floor/Hall/House Responsibilities of Each Student

Floor, hall, and house members are collectively responsible for the cleanliness and upkeep of the common areas. Common areas are considered to be those areas generally accessed by the residents of a floor, hall, or house.

1. Common areas are clean and orderly when students arrive on campus. Students are responsible for leaving common areas in their original clean and orderly condition when leaving campus.
2. Report damages to common areas and furnishings to the Residence Life Coordinator. Depending upon the common area in question, charges and appropriate fines are divided equally among the members listed officially for the particular floor, hall, or house.
3. Stairwells and hallways must remain completely clear at all times. No personal items (or College- owned furniture) may be placed in the hallways, stairway, or other common areas.
4. Individuals who are identified/responsible for violating these expectations are billed for damages, charges and fines. Residents are released of community damage charges when individuals take responsibility.
5. The Dean of Students and/or the Assistant Dean of Students & Director of Residence Life and Orientation may directly charge the students who deny responsibility for damages. Depending on the circumstances, the incident may be taken to Judicial Council.
6. Electrical appliances may be used in kitchenettes where adequate wiring is provided.
7. With the exception of chalk boards and dry erase boards, College property is not an appropriate medium for drawing, painting, or writing. The use of College property for such purposes without permission from appropriate Student Affairs staff members is considered vandalism.
8. Residence halls may require a damage deposit from students using the lounge for activities.

Waste Reduction

Residence Hall Recycling

Each residence hall building has a blue container for all recyclable materials, which can be intermingled due to “single-stream” recycling. Recycling guidelines are clearly posted in recycling rooms to help avoid contamination. Recycling rooms are not “trash” or “donation” rooms. For additional information or tips to be more eco-friendly, please consult one of the Dorm Environmental Coordinators (DECs).

Personal Belongings

Grinnell College is committed to provide a sustainable move-in and move-out process. Students are responsible for what they bring to campus and what they acquire throughout the year. Be aware when items are purchased that students are responsible for dealing with the items at the

end of the year. It is imperative to consider alternatives to simply throwing away items that are not taken home. This could include taking items to Goodwill, Second Mile, or another second-hand shop; recycling; or simply not buying the item in the first place.

Community Standards and Responsibilities

The Community Standards and Responsibilities section clearly outlines the student conduct process at Grinnell College. Embedded throughout the student conduct process are the tenets of our self-governing community – which also inform the mission and values of our Student Conduct program.

Student Conduct Mission:

The Student Conduct program at Grinnell College supports the Division of Student Affairs and College missions by helping to create and sustain a culture of respect and responsibility – the undergirding tenets of our self-governing community – as well as by providing a holistic and transformative learning experience for students. We strive to resolve allegations of misconduct in a fair, timely, and socially-just manner that balances the needs of the individual student and the College community at large. We achieve our mission by embracing our core values of integrity, honesty, and personal responsibility.

Student Conduct Core Values:

- **Integrity:** It is important to foster a student conduct system that adheres to our core values of integrity, honesty, and personal responsibility. By living up to these espoused values – as well as being held accountable to the high expectations articulated in the student conduct program mission – the integrity and legitimacy of our process is ensured.
- **Honesty:** Honesty is the essential building block of all healthy relationships – with one’s self, each other, our campus community, and society at large. By being truthful, sincere, and candid with each other, we can resolve community disputes and mediate allegations of misconduct in a respectful and socially-just manner.
- **Personal Responsibility:** Self-governance and personal responsibility are hallmarks of our residential liberal arts community. As such, it is important that we take responsibility for our actions that affect not only ourselves but our community as well. By owning our decisions and accepting the consequences of them, we can achieve our mission to create and sustain a culture of respect and responsibility.

Self-Governance at Grinnell College

Self-governance is the organizing principle on which the Grinnell College community is based. It is difficult to create a hard and fast definition of what “self-governance” means, because by its very nature, self-governance is constantly being modified to changing situations. It has adapted over the decades to accommodate changes in campus culture and evolved to meet the needs of its practitioners. However, the goal of self-governance remains steady: to give Grinnellians the tools they need to build a community based on respect and accountability.

Self-governance is grounded in responsibility and respect for others. It gives Grinnell College community members a framework to resolve conflict. Community members take responsibility for their actions and respect the rights of others, and trust that their fellow Grinnellians will do the same.

Self-governance only works if everyone is committed to it. With such a large degree of freedom comes immense responsibility. Participants must actively work to maintain the quality of their community. Self-governance requires maturity and being aware of the consequences of our actions. Community members must be willing to actively listen and compromise with people of different perspectives.

The Concept of Self-Governance

Those engaged in a liberal arts education create a community based on freedom of choice. By making individual choices, students meet the challenges of a rigorous academic and rich out-of-classroom experience. Self-governance encourages students to become responsible, respectful, and accountable members of the campus, town, and global community.

Principles of Self-Governance

- You are **responsible for your community**. This means engaging in a variety of levels to build, maintain, and contribute to the campus, local, and global community.
- You are **accountable for your choices**. Accountability means taking ownership for your actions, opinions, and beliefs.
- You are **accountable for preventing your actions from infringing** or violating others' rights.
- You are **responsible for speaking and listening** to others to reach shared understandings.
- You are **responsible for addressing situations** and **communicating concerns** about issues that undermine community or individual rights – whether it be your own or others.

These principles of self-governance are supported through:

- an administrative structure intentionally designed to challenge and support students to govern themselves.
- an academic structure encouraging choice through an individually advised curriculum.
- a campus community committed to social consciousness and community involvement.

Tenets of Self Governance

Responsibility

Grinnellians take responsibility for the actions and choices that affect themselves and their community, whether at Grinnell or through social responsibility in a larger global context. They own their decisions, and accept the consequences of them.

Respect

Self-governance means respecting your community and yourself. When you respect others, you are less likely to make decisions that will impact them in a negative way. Self-governance is realizing and recognizing that every person's experiences and opinions are valid.

Compromise

In order to maintain a working community, members need to be willing to trade off and compromise with each other when it comes to personal disputes and decision making. For example: floor voting that establishes single-sex bathrooms, but allows for the opposite sex to use the shower during designated times.

Accountability

Self-governance allows for greater freedom of choice, but community members must be accountable for how they exercise that freedom. They understand that if they make choices that harm the community, they need to step forward and take ownership of their actions and the consequences thereof.

Awareness

Self-governance is a proactive process that requires community members pay attention to their own personal needs and actions as well as those of their fellow community members. Paying attention to the community and its members allows individuals to enact positive change and prevent behavior that negatively affects the community.

Trust

Self-governance is based on trust. The administration gives students greater freedom and trusts them to use it wisely. Students trust each other to act maturely and not abuse this freedom, and trust the community to take care of its members. Self-governance requires that you act in a way that validates others trust in you.

Communication

Community members are expected to solve disputes amongst themselves in a respectful and mature fashion, and good communication is important to making that happen. Members must be willing to listen to each other and take other points of view into account and be assertive in an appropriate response.

Community

Under self-governance, members take the good of the whole into account when making a decision. They work with each other to create a campus environment where all members can live, work, and study.

Common Sense

A great deal of what “self-governance” can be summed up by simple common sense. Community members should think about whether their actions will cause unnecessary harm to themselves.

Community Standards

Grinnell College is a residential community where self-governance and personal responsibility are hallmarks. As such, the following community standards build upon the Statement of Values and describe how students who are engaged in activities sponsored by the College act with integrity, honesty, and in a socially-just manner.

Because Grinnellians are expected to act with integrity at all times, these Community Standards are applicable to Grinnell College students both on campus and in the town of Grinnell. Egregious and/or repeated violations of these Standards in the town of Grinnell may be adjudicated through the College’s conduct process.

Standard One: Grinnellians act with integrity and consider how their actions will impact others.

Self-governance is grounded in responsibility and respect for others. As such, it is important for Grinnell College community members to act with integrity. This means students will not commit academic dishonesty, or engage in disorderly or disruptive conduct on College premises or at College-sponsored activities that interferes with the activities of others – including but not limited to studying, teaching, research, and College administration. Furthermore, intentionally furnishing false information or reports to the College, making, possessing, or using any forged, altered, or falsified instrument of identification or College document is contrary to this Standard.

Violating published College regulations, rules, or policies is dishonorable and unacceptable behavior. Such regulations or policies may include the residence hall agreement form, alcohol agreement form, or the smoking policy.

Knowingly violating the terms of any educational outcome (sanction) imposed in accordance with this *Handbook*, and/or abusing the student conduct process – including but not limited to harassing or intimidating a member of a conduct review board or any participant prior to, during, or after a student conduct proceeding – is prohibited as these acts do not uphold this Standard.

Standard Two: Grinnellians value the personal safety of themselves and other members of the Grinnell community.

This includes harassment, sexual misconduct, domestic/dating partner violence, physical assault, threatening behavior, hazing, or any related activities aimed at any member of the College community – including one’s self – that harms someone physically or psychologically, or causes others to fear being harmed. Also prohibited are hate crimes and/or bias-motivated incidents – including but not limited to racial, ethnic, religious, sexual orientation, gender identity and expression, or sexual discrimination, threatening remarks or gestures that are directly and specifically intended for another individual – that interfere with or limits one’s ability to attain his/her/hir educational goals. Reckless or intentional acts or destructive behavior which undermines another’s basic dignity or self-esteem are contrary to this Standard.

The illegal or unauthorized use, possession, or storage of firearms, explosives, fireworks or other weapons in violation of College policy is not allowed in our community. Intentionally or recklessly misusing or damaging fire safety equipment, intentionally or recklessly setting a fire, activating a false fire alarm, and/or failing to comply with the directions of College officials, including Campus Safety & Security, who are acting in performance of their duties jeopardizes the safety of one’s self and others and is prohibited.

Standard Three: Grinnellians respect personal and College property and role model good citizenship by abiding by local, state, and federal laws and accept the consequences for not adhering to them.

Destroying, damaging, misusing, or illegally possessing the property of the College, its members, or others – regardless of intent – is contrary to this Standard. This includes but is not limited to College-controlled keys, academic materials or instructional equipment (such as laboratory equipment, computers, electronic devices, or library materials), and personal belongings. Attempts to gain access to any portion of the College’s premises (including College-owned or College-leased property) without authorization are a violation of this Standard.

The College enforces all relevant local, state, and federal laws regarding alcohol and illicit drugs and certifies itself to the federal government as a drug-free campus. It is the College’s commitment to provide a living and learning environment that is free from the use, sale, possession, or distribution of illegal drugs, controlled substances, or drug paraphernalia, or the improper or abusive use of legal drugs or alcohol on Grinnell College premises. For further details, refer to the Alcohol and Other Drugs policy.

Approved by Committee on Student Life and Joint Board Resolution, Spring 2011

Revised by Committee on Student Life, Spring 2012

Interim Suspension Pending the Outcome of a Conduct Hearing

At times, a student may endanger other members of the community, or community property, College programs or him/her/hirself. The President of the College, the Vice-President for Academic Affairs, and/or the Vice-President for Student Affairs have the right to immediately place a student on an interim suspension pending a hearing with either the College Hearing Board or the Dean of Students or a medical evaluation.

While rare, an interim suspension is imposed for one of the following reasons: a.) to ensure the safety and well being of members of the College community or preservation of College property, and/or; b.) to ensure the student’s own physical or emotional safety and well being, and/or; c.) if the student poses a substantial threat of disruption or interference with the normal operations of the College.

If, in the judgment of any of these College officials, interim suspension is necessary, the President or Vice-President for Student Affairs informs the student in writing according to the Grinnell College hearing procedures. The President or Vice-President for Student Affairs calls the College Hearing Board or an administrative hearing with the Dean of Students to hear the case within a reasonable period of time after the interim suspension is imposed. During the

interim suspension period, the student is denied access to the campus (including classes) and all other College activities or privilege for which the student might otherwise be eligible, as deemed appropriate by the Vice-President for Student Affairs (or designee).

Administrative Hearing

A student always has the right to resolve any alleged misconduct violation(s) through an informal and educational administrative hearing, in which the Dean of Students (or designee) will meet with the complainant and respondent to determine responsibility and render a decision as to what sanctions, if applicable, may be implemented. The same due process procedures and standard of proof (i.e., preponderance of evidence – more likely than not) are afforded during an administrative hearing as in a College Hearing Board or Judicial Council hearing. Depending upon the severity of the situation, the Dean of Students (or designee) may decline to handle the matter administratively and refer the case to either the College Hearing Board or the Judicial Council.

Restorative Justice Practices

The principles and practices of restorative justice provide an alternative to traditional forms of adjudicating student misconduct. These principles shift how an institution deals with offenses and violations by defining such infractions as *harm* to individuals and the entire community. Restorative justice acknowledges that, at the most fundamental level, formal offenses represent violations of our common humanity and the interpersonal bonds that bind us. Accounting for the need to re-integrate the community in the wake of harm, restorative practices place harmed parties, offenders, and the community at the center of the decision-making process responding to a particular infraction. Through dialogue, and mutual consent when possible, restorative justice seeks to heal harm, address the needs of both harmed parties and offenders, and recognize the root causes of the offense. Restorative justice attempts to answer three simple questions: Who has been hurt? What are their needs? Whose obligations are these? In this way, restorative justice allows those most affected to be a part of the reconciliation process and encourages offenders to mitigate harm.

It is important to note that the College Hearing Board (CHB) and Judicial Council (JudCo) already incorporates restorative justice practices in its educational outcomes. But for those students who wish to forego traditional administrative hearings and would rather reconcile grievances by using more formal restorative justice practices, they should inform the Dean of Students. As voluntary participation is a fundamental tenet of restorative justice, these practices will only be offered when all parties agree to do so.

College Hearing Board and Judicial Council

Jurisdictions

The College community, of which students are members, exercises its governance in several ways, including the creation and operation of a student conduct hearing board. The College Hearing Board (CHB) and Judicial Council (JudCo) may hear cases of alleged misconduct that occurs on–or–off campus, in College-owned residence halls or houses, or at College-sponsored event, program, or facility. Egregious and /or repeated violations of these Standards in the town of Grinnell may be adjudicated through the College’s conduct process .

The College Hearing Board and Judicial Council share the same procedures though their composition and jurisdiction are different. The board and council consider the preponderance of evidence (i.e., more likely than not) when determining the facts of the case and making subsequent determinations of findings of responsibility or non-responsibility regarding alleged policy or regulation violations.

The College Hearing Board, appointed by the President of the College, is a fact-finding board consisting of a rotating panel of College administrators, faculty, and students trained in student conduct procedures that typically hears cases that might result in possible suspension or dismissal from the College. The College Hearing Board has primary jurisdiction over the following types of matters, which are infractions of College policy:

1. Any matter in which a student violates the rights of a student, faculty, or community member or College guest;
2. Any matter in which a student has harassed or injured any College community member or, by other conduct, has interrupted or interfered with any College program or facility;
3. Any matter of assault, sexual misconduct, hate crimes/bias-motivated incidents, or theft as defined by Iowa law or College policy;
4. Any matter that might result in the suspension or dismissal of a student;
5. Any matter the President of the College or the Vice-President for Student Affairs (or designee) deems is best heard by this body.

The Judicial Council is a completely student run fact-finding board that adjudicates allegations of lesser violations of residence hall rules, College regulations or policies, and any student’s or guest’s rights or privileges occurring on campus, in College-owned housing, or in a college-sponsored event, program, or facility. Judicial Council jurisdiction also extends to violations of election guidelines or improper election conduct. The Judicial Council membership is comprised of least four students and a student presiding officer – all rotating from a pool of hearing board members. In addition, there is a non-voting faculty adviser, a non-voting staff adviser (typically

the Dean of Students), and a non-voting SGA Observer (typically the SGA Vice-President for Academic Affairs).

The Dean of Students (or designee) determines which administrative hearing board will adjudicate allegations of student misconduct.

Membership

The Student Government Association (SGA) executive members select a rotating panel of student conduct hearing board members for both the College Hearing Board and Judicial Council. The Dean of Students (or designee) acts as an adviser and/or presiding officer to the hearing boards, depending upon the body. When the matter involves a computer/telephone complaint or violation, a non-voting member appointed by the Director of Information Technology Services may sit with the hearing board or council and act as a technical adviser regarding the computer/telephone matters.

It is the primary responsibility of the hearing boards to determine the facts of the case, determine responsibility, and make recommendations to the Vice-President for Student Affairs regarding possible educational outcomes (sanctions) if violations are found.

Brief Overview of the Student Conduct Process

- The student conduct process is meant to be educational and corrective; not disciplinary and punitive.
- The mission of the student conduct program is to provide a holistic and transformative learning experience to all students.
- The student conduct program strives to resolve allegations of misconduct in a fair, timely, and socially-just manner that balances the needs of the individual student and the College community at large.
- A Grinnell College community member (i.e., student, faculty, or staff) makes the decision to file a formal complaint.
- A *Statement of Complaint and Request for a Hearing* form, available from Student Affairs staff and other administrators and faculty, is obtained and completed.
- The completed *Statement of Complaint and Request for a Hearing* form is turned into the Dean of Students (or designee).
- Upon receipt of this completed form by the Dean of Students (or designee), the respondent will be notified and have two business days to respond in writing.
- The Complainant will be notified and given a copy of the response when all forms are completed.

- A hearing will be scheduled as quickly as possible (typically within 5-7 business days of the offense)
- The College Hearing Board and Judicial Council are comprised of members of the College community.
- The Dean of Students (or designee) may be present at the hearing to assist with procedural matters regarding student conduct policies and procedures. The Dean of Students (or designee) may also remain with the board or council during the deliberations.
- Student respondents and student complainants are able to have advisers present during the hearing as a support network. *Please note: advisers cannot speak on behalf of any party and cannot serve as witnesses.*
- The hearing will be conducted in a confidential and closed environment.
- College Hearing Board and Judicial Council meetings will be digitally audio recorded.
- Immediately following the hearing, if possible, the hearing board will deliberate the findings of fact of the case to render a decision and make recommend sanction(s) to the Vice-President for Student Affairs, if the respondent(s) is/are found responsible.
- Students found responsible to have violated College policy will receive a written outcome letter from the Vice-President for Student Affairs shortly after the hearing (typically within 5-7 business days).
- Students may not appeal their case simply because they do not like the outcome; rather, one of four specific criteria (explained in the appeals section) must be met.

General Statement Regarding Complaints

A complaint is a claim by a College community member, or guest, that a student has engaged in behavior that may be a violation of College policy or regulation. In some instances, the claimed violation of College policy or regulation also may be a violation of state or federal law. The complaint may be heard on-campus, using the previously mentioned procedures or others, while civil authorities could consider the allegations under applicable civil or criminal law. The College reserves the right to conduct a hearing board or act on any allegation of violation of College policies or regulations on campus even though civil authorities also may have jurisdiction under relevant criminal or civil law. A person filing a complaint is called the complainant. The person against whom a complaint is filed is called the respondent.

Complaint Filing and Handling

Individuals who feel their rights, privileges, or rules of the College have been violated and who want to pursue a complaint should discuss this with one of a group of staff members familiar with the student conduct procedures. This group may include the Dean of Students, the Vice-

President for Student Affairs, the Assistant Dean of Students and Director of Residence Life and Orientation, Dean for Religious Life & Chaplain (who also serves as the Sexual Assault Coordinator), the Director of Student Health and Counseling Services, the Director of Campus Safety and Security, other Campus Safety and Security Staff, and the RLCs. These staff members assist students in the identification of policy violations, outline the complaint filing and investigative procedures, and discuss confidentiality regarding student conduct complaints.

Once the *Statement of Complaint and Request for Hearing* form has been completed, the complainant must submit the form to the Dean of Students (or designee). The Dean of Students (or designee) will review the statement with the complainant. The form states the complainant's claim against the respondent and the alleged violation of College policy or regulation. The Dean of Students (or designee) will then give copies of the Statement of Complaint to the complainant, as well as to the respondent. If the alleged behavior poses a possible threat to the safety of the College community, the Dean of Students (or designee) may also give a copy of the Statement of Complaint to the Grinnell College Safety and Security Department and to the City of Grinnell Police Department.

Upon receiving the *Statement of Complaint*, the respondent is required to complete, sign, date and return to the Dean of Students (or designee) within two business days a *Statement of Response to the Complaint* form. The response may be an admission to, or a simple denial of, the complaint. The respondent is not permitted to provide the written response at or during the hearing. Failure by the respondent to reply in writing may result in the hearing board or council proceeding as if all information presented by the complainant is true and accurate.

A copy of the *Statement of Response* is given to the complainant. The complainant is not permitted to reply to the respondent's statement, nor is the complainant permitted to amend, change, or expand the initial complaint. The complainant and the respondent may make oral responses to each other's statements, within the discretion of the Presiding Officer of the hearing board or council, at the appropriate time during the hearing.

A copy of the *Statement of Complaint and Request for Hearing* form and the *Statement of Response* form are given by the Dean of Students (or designee) to the presiding officer of the appropriate board or council who schedules a hearing. The hearing board or council will hear the case based on the violations listed on the complaint form. The board or council, through the presiding officer, makes the decision regarding which witnesses will be asked to appear and speak at the hearing.

For reporting and historical purposes, photocopies of the complaint and the response are made for the Division of Student Affairs or other administrative offices charged with record keeping.

Once a complaint has been filed, the response has been received, and both are delivered to the appropriate hearing body, the Chair of the Hearing Board or Judicial Council will be responsible for any communication regarding the matter before the Board or Council. This will include contacting any potential witnesses, sending out notices regarding the hearing, or any changes regarding the hearing, etc. At the completion of the hearing process, the Vice-President for Student Affairs is responsible for sending out notices to the appropriate parties of the results of the hearing.

Investigations for Sexual Misconduct Cases

In cases of sexual misconduct, an on-campus investigation may be conducted by the Campus Safety and Security Office. Information included in this report will be submitted as a separate report to the College Hearing Board when a complaint is filed with it. The investigation may also provide the basis for a complaint.

Confidentiality

The *Statement of Complaint*, the respondent's reply, any other written statements that are signed and dated, and other material related to the complaint may be read only by appropriate College officials, hearing board or council members, complainant, respondent, advisers for the hearing for each of the parties, and appropriate law enforcement officials, if required. Such documents are also subject to disclosure as described under "Student Conduct Records."

During the Hearing Process: The complainant and respondent are encouraged, but not required, to limit their discussion about the incident to their adviser in the process, trained student advocates, and College staff. The College understands that the complainant and respondent may be in need of emotional support during this time, but encourages them to speak only with trained persons to lessen the possibility of rumors that may permeate the campus.

After the Process: Because Grinnell College is a small community, information may travel quickly. Except in limited circumstances, the Federal Educational Rights and Privacy Act (FERPA) prohibits College employees from disclosing specific information about student conduct matters. Some regulations regarding confidentiality also extend to students.

Students are prohibited from revealing specific events that occurred during the hearing itself, including names and testimony of witnesses. Aside from this specific restriction, the College acknowledges the right of the parties involved in a student conduct process to talk about their experiences as they choose. The College reserves the right to pursue a College student conduct complaint against any person for violation of this policy.

In an effort to increase transparency in the student conduct process, the Dean of Students (or designee) will occasionally (i.e., once or twice a semester) provide an overview of the types of student conduct-related issues seen in the Dean of Students Office. As a residential liberal arts community, where self-governance and personal responsibility are hallmarks, it is very appropriate to share this information with the student community. Of course, the confidentiality of those involved in these incidents is of paramount concern. Therefore, all information will be provided in a non-identifiable manner.

Abuse of Student Conduct Process

After a complaint has been filed, any forms of retaliation, harassment, and/or intimidation toward witnesses or parties involved in the complaint will not be tolerated. Retaliatory acts may be revealed in a proceeding before a board or council and could be grounds for additional policy violations and sanctions.

Right to an Adviser

Both parties to a dispute may have an adviser from the College community attend the hearing. No party or participant at the hearing has the right to be represented by legal counsel at the hearing. The adviser's role is to help the complainant or respondent prepare, advise on the procedural aspects of the hearing, and to be a non-participating supporter at the hearing. The complainant and respondent are expected to speak for themselves, to present their own cases, and to ask and answer questions.

There are some individuals who are prohibited from serving as advisers to complainants and/or respondents: the President of the College, the Vice-President for Academic Affairs and Dean of the College, the Associate Deans of the College, the Vice-President for Student Affairs, and any staff member of the Division of Student Affairs. Exceptions to the adviser prohibition list may be made with the approval of the Dean of Students (or designee). If a complainant or respondent has a question regarding the capacity of a person to act as adviser he/she/zi should contact the Presiding Officer of the College Hearing Board or Judicial Council about hearing procedures.

In the case of alleged sexual misconduct, specially-trained student advocates may serve as victim counselors, as defined by Iowa law. However, victim counselors may not serve as advisers to either party in the preparation, consideration, or presentation of the complaint during the hearing.

Suggestions for Advisers in Student Conduct Hearing

During preparation for a conduct hearing, students may approach a member of the College community to assist them. Advisers may use these guidelines at whatever point they become involved in assisting a student. Remember that you are not being asked to serve as an attorney, but simply to assist a student through a procedure that she/he/zi may find to be stressful.

Before the Hearing:

1. Review the procedures outlined in the *Student Handbook* and discuss them in detail with the student. Direct procedural questions to the presiding officer of the conduct hearing board or to the Student Affairs dean assisting the case.
2. Assist the student in preparing a written statement. The statement should be in the student's own words. You may make suggestions to help clarify the statement. You may also assist the student in editing out inflammatory language and/or subjective statements that are not supported by evidence. Help the student to be thorough and forthright.
3. Remind the student of deadlines involved in submission of materials.
4. Help the student prepare for the hearing. Review any additional written statements. Anticipate questions. Anticipate questions which may be asked during the hearing and assist the student in preparing a clear response.
5. Arrange to meet the student just prior to the hearing so that you can enter the hearing together.

During the Hearing:

1. Remember that you may not speak during the hearing. Your role is to support the student as he/she/zi presents his/her/hir own statements.
2. Listen carefully to the discussion.
3. If, for any reason, you feel the student would benefit from taking a break, suggest quietly to the student that he/she/zi request one. At that point, you may step into another room to calm the student, to help him/her clarify a question, raise a new issue or prepare a cogent response.
4. At the end of the hearing, give the student constructive feedback about his/her/hir presentation.

When Not to be an Adviser:

1. If you have connections with students on opposing sides which may compromise your future role with the students (e.g., both are advisees, both are residence hall members).
2. If you feel so strongly about the issues involved in the hearing that you do not feel you can effectively assist the student seeking your support.
3. If you experience any other conflict of interest.

Hearing Board/Council Responsibilities

It is the responsibility of the hearing board to assure that the information necessary to make an informed decision is presented. Hearing board members may play an active role in questioning both parties and witnesses involved in the case. Hearing board members are under no obligation to allow either party to cross-examine witnesses. Members of the hearing board may make exceptions to this rule when it determines that there are compelling reasons for doing so. The parties may submit requested cross-examination questions to the hearing board or council that, at the discretion of the board or council, may be asked of complainants, respondents, and/or witnesses.

Hearing Board Presiding Officer Responsibilities

The Presiding Officer of the hearing board is responsible for creating and maintaining a record of the proceedings, which includes identification of any testifying witnesses and the substance of their testimony. The Presiding Officer of the hearing board has final authority on all matters occurring during the hearing and the Presiding Officer's rulings shall be final. The Presiding Officer may exclude any person, including any party, for disruptive or abusive behavior.

Bias

A complainant or respondent may object in writing or in person (before the hearing starts) to the presiding officer or Student Affairs dean assisting with this case, on the basis of a belief that a board member or presiding officer may be unable to be an impartial decision maker. Objections should be submitted to the Presiding Officer of the hearing board and - if the bias is against the Presiding Officer - to the Vice-President for Student Affairs (or designee). Alternates will be chosen at the sole discretion of the Presiding Officer of the hearing board or, in the case of a bias against the Presiding Officer, the Vice-President for Student Affairs (or designee). All objections must be raised prior to the commencement of the hearing. Failure to object in writing or in person about a certain board or council member serving in his/her/hir role will forfeit one's ability to appeal the outcome based on perceived or actual bias.

Witnesses

Generally, a person appears as a witness if that person has information of particular relevance to the incident forming the basis of the complaint. For example, that person may have actually seen the incident as it occurred; the person may have heard significant sounds, words, or statements, etc., while the incident was occurring; or the person may have some other information, which in the opinion of the hearing board or council may make that person a

relevant witness. The final selection of any witness to appear is in the sole discretion of the hearing board. Names of persons given by the complainant or respondent are given as recommendations and not as directives to the hearing board. The board's Presiding Officer (or designee), will contact the person(s) identified as potential witnesses. The Presiding Officer may question the potential witness to determine the relevancy, if any, of information the witness may have regarding the complaint. Names of witnesses who will appear will be shared with the complainant and respondent no less than two business days before the scheduled hearing.

If a person agrees to appear as a witness, he/she/zi will be asked to make a statement regarding the matter before the hearing board or council. That statement will address the relevant information concerning the complainant's or the witness' role in the events involving the complainant. At the end of the statement, questions may be asked of the witness by members of the hearing board.

A "character" witness is a person who has no relevant information to impart regarding the proceedings other than an opinion as to the character of the parties involved in the proceedings. Character witnesses generally are not allowed and are only permitted to appear and speak to the hearing board should the respondent(s) be found responsible.

Scheduling Hearing and Witnesses

The presiding officer of the hearing board (or designee) schedules a hearing of the College Hearing Board or Judicial Council, which can be no less than two business days from the date the respondent provided a written response to the complaint. Only the presiding officer of the hearing board (or designee) may postpone the hearing and then only for overriding considerations deemed acceptable by the presiding officer (or designee).

The presiding officer of the hearing board (or designee) is responsible for contacting and scheduling any witnesses listed on the *Statement of Complaint* form and the *Statement of Response to the Complaint* form. It is not the responsibility of either party to determine whether the witnesses are willing to appear at the hearing. Being a witness is by agreement with the presiding officer of the hearing board. A person will not be forced to attend, speak, or otherwise participate as a witness. A witness cannot serve as an adviser.

Notification

The Presiding Officer (or designee), after the hearing is scheduled, will send notices of the hearing by campus mail, U.S. postal service, and/or electronic mail to the complainant, respondent, the Dean of Students (or designee), advisers for complainant and respondent, any witnesses who have agreed to participate, and members of the hearing board or council.

It is the intention of the College, when feasible, to complete matters before the College Hearing Board or Judicial Council within 15 business days after the respondent has filed a response to the complaint, exclusive of the time set for decision by the Vice-President for Student Affairs (or designee) and any appeal time.

Nature of Hearing

A hearing is not intended to be adversarial; rather, it is intended to be educational and developmental. The hearing is intended to provide a fair and ample opportunity for both sides to present their version of events and for the board to determine the facts of the case, make a determination regarding the alleged violations of College regulations, and to recommend appropriate educational outcomes (sanctions), if necessary. The hearing is an informal proceeding not comparable to a criminal trial and provides an opportunity to take action within the College community regarding a violation of College policy or regulation.

Closed Hearing

Each hearing is a closed session. Present at the hearing to assist with procedural matters regarding student conduct will be the Dean of Students (or designee). The Dean of Students (or designee) may also remain with the board or council during the deliberations. For Judicial Council cases, a non-voting faculty adviser, as well as a non-voting SGA observer, may also be present for the hearing and council deliberations. The hearing board may exclude any persons, including the complainant or respondent, if any party is being disruptive to the proceedings. The hearing board will employ a digital audio recorder, or other means, to make a digital audio recording of the proceeding. Neither the complainant nor respondent may record the proceedings. Hearing board members may take an active role in questioning the complainant, respondent, and any witnesses during the hearing. Witnesses are normally excused from the room until it is their turn to speak. Witnesses may be separated from each other before their appearance by order of the hearing board. After a witness has given information to the hearing board, the witness is excused by the Presiding Officer and should leave the hearing room. The witness shall have no further contact with any witness who has not spoken before the hearing board in the current proceedings.

Hearing Process

Introductions and Introductory Remarks

The Presiding Officer convenes the hearing and introduces him/her/hirself and the members of the hearing board to the parties present. The complainant and respondent and their respective

witnesses also introduce themselves. The Presiding Officer then explains the purpose of the hearing and reminds all participants to treat each other with courtesy.

Hearing Board Procedures

1. Convene Hearing
 - Presiding Officer invites the respondent and complainant, and their respective advisors and witnesses into the hearing room
2. Introductions
 - Presiding Officer states the date and time for the record
 - All panel members and participants introduce themselves
3. Purpose
 - Presiding Officer explains the purpose of the hearing
 - Presiding Officer reminds all participants to treat each other with courtesy
4. Complaints and Charges
 - Presiding Officer reads referral into the record
 - Presiding Officer identifies charges and read into the record
 - Presiding Officer requests a response for each charge: responsible or not responsible
5. If the Plea is **responsible**
 - Presiding Officer reads honesty statement (see below)
 - Presiding Officer proceeds with all remaining items in sequence.
 - Questioning should be restricted since the respondent has admitted responsibility. The complainant's narrative is important only to understand the incident.
6. If the Plea is **not responsible**
 - Presiding Officer reads honesty statement (see below)
 - Presiding Officer proceeds with all remaining items in sequence
7. Honesty Statement is read aloud
 - The following honesty statement is read to all persons who will be providing information in the hearing board proceedings: It is expected that all information presented at this hearing will be true and correct. Be advised that students who willfully provide false information will be in violation of Standard #1 of our Community Standards and may face disciplinary action. Furthermore, the Board may consider a pattern of lying or fabrication by the respondent when deciding upon disciplinary sanctions in the case. If anyone is unable to comply with this request, you should so inform the board at this point.
8. All Witnesses will be excused
 - Presiding Officer removes witnesses from the hearing until called

- Character witnesses for the respondent will not be called until a determination is rendered and if sanctioning is necessary
9. Procedural Questions
- Presiding Officer asks both parties if there are any procedural questions that need to be resolved before commencing the hearing
 - Presiding Officer asks each party if they are prepared to proceed, for the record
10. Opening Statements
- The Presiding Officer makes an opening statement summarizing the complaint (including the College policy or regulation that is claimed to have been violated)
 - The Presiding Officer summarizes the response to the complaint
11. Complainant's Account
- Presiding Officer asks the complainant to give a narrative account of the incident
12. Questioning
- Board members direct questions to either complainant
 - Respondent may ask questions of the complainant
13. Respondent's Account
- Presiding Officer asks the respondent to provide a narrative account of the incident
14. Questioning
- Board members direct questions to either respondent
 - Complainant may ask questions of the respondent
15. Identify Witnesses
- Presiding Officer asks the complainant to identify the witnesses to be called, and the relevancy of their testimony; be liberal in allowing relevant witnesses
 - Presiding Officer asks the respondent to identify the witnesses to be called, and the relevancy of their testimony; be liberal in allowing relevant witnesses
16. Complainant's Witnesses
- Witnesses are called one at a time
 - Presiding Officer asks each to affirm that the testimony they are about to offer is truthful
 - Presiding Officer asks each witness to provide a narrative account of what they know about the allegations
 - Board members ask questions of the witness
 - Respondent may ask relevant questions
 - Complainant may ask any relevant questions
17. Respondent's Witnesses
- Witnesses are called one at a time
 - Ask each to affirm that the testimony they are about to offer is truthful

- Ask each witness to provide a narrative account of what they know
- Board members ask questions of the witness
- Complainant may ask any relevant questions
- Respondent may ask relevant questions

18. Closing Statements

- Presiding Officer asks the respondent and complainant to offer a closing statement (if either chooses)
- Complainant has the burden of proof and goes last

19. Adjournment and Deliberation

- Presiding Officer announces adjournment to determine responsibility Presiding Officer reminds participants that they will be expected to return
- Witnesses may be excused

20. Determination

- Presiding Officer recalls both parties and announce the board's determination and the facts upon which it was based
- If not responsible, the Presiding Officer thanks participants and dismiss all parties

21. Outcome Recommendations if found responsible

- Presiding Officer explains the educational outcomes (sanctions) available to the board and the process for rendering a final decision
- Although character references are rarely used, the complainant may request to call no more than two character witnesses for the respondent; written references may be substituted
- Presiding Officer allows board members to ask questions related to character or any other questions that may assist in determining outcomes
- Presiding Officer asks the complainant for outcome recommendation(s)
- Presiding Officer asks the respondent for outcome recommendation(s)

22. Outcome Recommendation Deliberation if found responsible

- Presiding Officer explains to both parties that they will be notified of the final outcome(s) by electronic mail typically within 48 hours upon receipt of the Presiding Officer Report
- Presiding Officer dismisses all parties

Deliberation

After all information has been presented, all parties except board members, the faculty adviser and the SGA observer (for Judicial Council cases only), and the Dean of Students (or designee) must leave the room. The board may then discuss the complaint and respondent, the information presented, and will make a decision whether a campus policy or regulation has

been violated. The board will only make determinations to the charges brought before them. It is also important to note that a student's previous record of misconduct will only be introduced if a student is found responsible, and presented during educational outcome (sanction) deliberations.

The Presiding Officer of the hearing board delivers a report, with copies of all written documents pertaining to the complaint, to the Vice-President for Student Affairs, within one week from the conclusion of the hearing, unless the chair notifies both parties of circumstances requiring an extension of no more than two business days. The decision will detail the findings of fact and the basis/rationale for the decision of the board, making explicit reference to the evidence that led to the finding, and to any evidence that was specifically not considered by the board or council, or reasons of credibility, hearsay, relevance, or unfair prejudice.

The hearing board may make recommendations to the Vice-President for Student Affairs as to any educational outcomes (sanctions) it deems appropriate for any violation found. The Vice-President for Student Affairs is not bound by the recommendations of the hearing board. The Vice-President for Student Affairs will issue a final decision after receiving the case from the Presiding Officer of the hearing board. The outcome letter is sent to the respondent, hearing board members, and any other College official with a need to know. In cases of personal injury, harm, or property damage, the complainant may also be informed of certain outcomes as they relate to him/her/hir directly. If outcomes (sanctions) are imposed, the outcome letter will list the educational outcomes (sanctions) and stipulate a date by which the requirements must be satisfied (if applicable), as well as the consequences of failure to satisfy the educational outcomes. Information that informs the student of the appeal process will also be included.

Deferral of Proceedings

The Dean of Students (or designee) may defer disciplinary proceedings for the alleged violations of this on-line *Student Handbook* for a period not to exceed 90 days. Pending charges may be withdrawn thereafter, dependent upon the good behavior of the respondent.

Student Conduct Outcomes

Serious departures from acceptable conduct may lead to one or more of the following outcomes: restitution fines, conduct warning, conduct probation, deferred finding of responsibility, behavioral expectations (including a "no contact" order), residence hall suspension, residence hall dismissal, suspension, or dismissal from the College, withholding of registration or degree, or, rehabilitative measures decided by a college conduct body.

Conduct Warning

A conduct warning is a recognition of general lack of cooperation in campus citizenship or the breaking of some specific rule. The terms of this warning are defined in each case by the body imposing the sanction. This is a warning that severe discipline will be imposed if the student is again reported for a similar lack of good campus citizenship and conduct.

Conduct Probation

Conduct probation is a recognition of a very serious lack of good campus citizenship and conduct or a serious or repeated violation of a College regulation. This probation is a warning that a person's status as a student at Grinnell College is in jeopardy and that any further violation may result in suspension or dismissal from the College. The Registrar's policy on "Dropping a Course" applies to course work in these cases.

Deferred Finding of Responsibility

A deferred finding of responsibility allows for the dismissal of specific policy violation charges, pending good conduct during a specified period of time. This rarely used educational outcome may be recommended by the adjudicating body and is assigned at the discretion of the vice-president for student affairs (or designee). A deferred finding allows for the withdrawal of formal charges for good cause after a specified period of time (to last no longer than the student's graduation date from the College). Factors to be considered in providing a deferred finding of responsibility include: a.) the present demeanor of the student; b.) the conduct of the student subsequent to the violation; c.) the nature of the violation and severity of any damage, injury, or harm resulting from it; and/or d.) the student has not received any other deferred finding of responsibility as an outcome from a previous student conduct matter while enrolled at the College. If a student complies with the conditions and requirements attributed to a deferred finding, the administrative charges will be dismissed at the end of the deferral period and there will be no conduct record of this case. Failure to comply with the conditions and requirements of the deferred finding may result in a finding of responsibility and, as a result, become part of the student's conduct record. In this instance, additional educational outcomes may apply.

Behavioral Expectations Letter

In instances of repeated or serious offenses, behavioral expectations will be clearly identified and provided in writing to responsible students. Future Student Handbook or policy violations may result in separation from the College. A "no contact" order may also be issued between students as an outcome. These limited "no contact" orders are used rarely and are intended to help provide distance between students when deemed necessary.

Parental/Guardian Notification

A fundamental goal of Grinnell College is to support students' independence and maturity, in part by expecting them to assume responsibility for their own educational and personal matters. However, under laws and policies that govern the privacy rights of students, Grinnell College has the authority and reserves the right to contact parents or guardians of dependent students about a variety of serious matters and the parents or guardians of all students in emergencies regarding serious injury or life or death situations. The cases in which Grinnell would, in extraordinary circumstances, notify parents or guardians cannot in the nature of things be completely enumerated or described; but it is, for example, the belief of Grinnell that a serious injury to a student, or a violent crime committed upon a student, is a sufficiently grave occurrence as to constitute an extraordinary circumstance. Parental or guardian notification may also occur under the following circumstances: hospitalization; hospital visits for alcohol poisoning or drug overdose; behavior that will likely result in residence hall suspension or expulsion, conduct suspension, or dismissal; acts of violence or significant abuse toward others or a student's own self; arrest; drug or alcohol use that results in police action; or serious mental health concerns. For more information, please review the Parental and Guardian Notification Policy.

Residence Hall Suspension

Separation of the student from the residence halls for a stated period of time, after which the student is eligible to return. Students who are placed on residence hall suspension will not receive any refund for their board payments.

Residence Hall Dismissal

Permanent separation of the student from the residence halls. Students who are dismissed from the residence halls will not receive any refund for their board payments.

Suspension

Suspension is a recognition of the temporary termination of the person's status as a student. He/She/zi loses all privileges of a regularly-enrolled student and is required to leave the campus. No refunds apply in such cases. Students placed on conduct suspension after the end of the third week of classes will have "W" entries recorded on their transcripts for all currently enrolled courses. Any suspended student who returns to the campus during the suspension period is subject to dismissal unless she/he/zi has made prior arrangements with the Vice-President for Student Affairs.

Dismissal

Dismissal is the termination of a student's status at the College. Any time a violation of a College regulation is rendered by a College student conduct body, a record of disciplinary action is kept in the Division of Student Affairs and may be used in part to determine whether a student should be dismissed.

Withholding of Registration or Degree

Student Conduct sanctions may include the withholding of registration for continuing students or withholding the posting of the degree for graduating students. This sanction is used to ensure that students comply with other sanctions such as, but not limited to, the reimbursement to the College for damages or payment of fines and the performance of service to the College or community. Current students who do not meet the deadline stipulated for completion of sanctions will have their registration withheld and be suspended for a minimum of one semester or until sanctions are satisfied, if longer. The posting of the degree will be withheld for students who are in, or who have completed, their final semester at the College until the prescribed sanctions have been satisfied.

Other

Other sanctions may be recommended by certain student conduct bodies including assessment, treatment, community service, and restitution fines. The Vice-President for Student Affairs, or designee, would impose such sanctions.

Appeals

This section applies to the College Hearing Board, Judicial Council, or administrative hearings. It does not apply to the Sub-Committee on Academic Honesty. The appeal process for the Sub-Committee on Academic Honesty is listed in Academic Policies section of this on-line Student Handbook.

While either the complainant or respondent may request an appeal in writing of the hearing board's or administrator's decision to the President of the College, very few appeals are granted. There are only four bases of appeal:

1. New evidence that was not available at the time of the hearing is presented that could be outcome-determinative;
2. Evidence of fraud or deception practiced by one of the parties in the hearing;
3. Procedural error that had a material impact on the fairness of the hearing;

4. Demonstrated bias of any board or council member.

Appeal requests of the decision(s) issued by the Vice-President for Student Affairs (or designee) must be filed within five business days to the President of the College. The President will decide whether any of the four grounds listed above merits the granting of the appeal. If the President grants the appeal, the complaint may be remanded to the board or administrator for reconsideration in light of the basis upon which the appeal was granted. For appeals where bias is alleged, the President has the discretion to hear the appeal directly. The President may interview witnesses, hearing board members, and may review the digital audio recording of the hearing and the Presiding Officer report. The President's decision will be based on a preponderance of the evidence. The President's response, within three weeks of the appeal date, is sent by sealed envelope to the complainant and respondent by either campus mail or U.S. postal service.

Student Conduct Records

The Dean of Students is responsible for maintaining all student conduct records. Copies of such reports and records are to be kept safely and securely in the Division of Student Affairs for a period of seven years after the end of the academic year of said violation(s) to comply with federal recordkeeping requirements. These student conduct records are destroyed at the end of the appropriate time period. Conduct records involving suspension or dismissal will be retained permanently.

Student conduct records may be released to College officials on a "need-to-know" basis. Records may be released to persons and agencies external to the College with the student's permission, or in compliance with the law. Records that are lawfully subpoenaed or ordered by a judge may be released without the student's permission. A student's conduct record may also be released if it is in connection with a health and/or safety emergency.

Violations of Civil Law

The College or the aggrieved party always has recourse to the civil authorities for civil law violations. As a part of a larger community, students accept responsibility for their own actions under federal, state, and local laws. While affording reasonable initial support and advice to its members in difficulties with the law, the College provides no legal counsel or representation; nor does the College provide shelter from the consequences of illegal acts by any student.

Interpretation and Revision

The College publishes this on-line *Student Handbook* to provide students with our shared community values, as well as prohibited conduct. Since this on-line *Handbook* is not written with the specificity of a criminal statute it is open to interpretation and application by students, faculty, and staff alike. Any question of interpretation regarding the on-line *Student Handbook* should be referred to the Dean of Students (or designee) for final determination.

This on-line *Handbook* and College policies are reviewed annually under the direction of the Dean of Students (or designee), who consults with SGA executive members, Committee on Student Life committee members, and other students, faculty, and staff as appropriate. From time to time, the College modifies policies and procedures. The College may, at its discretion, make appropriate modifications, with or without notice and the relevant changes will appear in the on-line Student Handbook.