



Student Handbook 2023-2024

The University of Olivet Student Handbook

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The University of Olivet Student Handbook

Rooted in the academic vision of *Education for Individual and Social Responsibility* and expressed more fully in The University of Olivet's Compact is The University of Olivet Student Handbook, which is the university's statement of expectations for student behavior. All students are expected to behave in a manner consistent with The Compact and are responsible for following the procedures and policies contained in this Handbook.

Acknowledgement of University Policies.

By registering for classes at The University of Olivet, I acknowledge that the Academic Catalog and Student Handbook provide information on university policies regarding academic and behavioral expectations for students and that I must abide by the policies and regulations contained in these documents. I further acknowledge that The University reserves the right to change the contents of the Academic Catalog and Student Handbook at any time during my course of study, including but not limited to policies, regulations, programs, courses, and requirements.

1 / Guiding Principles & Policies

Community Standards Overview

The University's academic vision of *Education for Individual and Social Responsibility* affects all aspects of a student's life at The University of Olivet. Each student possesses certain individual rights, which deserve the respect and regard of others in all instances. Each student must similarly respect the rights of every other student and member of the university community. Olivet is committed to a pluralistic and interactive environment where differences are acknowledged and valued, and where all individuals are expected to observe certain behavioral guidelines meant to ensure and protect the rights of others. Learning to live and work with and next to others is an important part of the educational experience at Olivet. The University of Olivet's Community Standards are articulated in order to foster the educational and personal growth of students and to fulfill the educational and social goals of The University's vision. The standards address expectations of behavior, breaches of which may subject the student to disciplinary action under the enforcement procedures stipulated in the standards. Questions of interpretation or requests for further information regarding the standards should be referred to the Office of Student Life.

Community Standards Bill of Rights

These standards describe the expectations for conduct by students and their guests regardless of class status, place of residence, or group affiliation. The following rights articulate the standards by which The University of Olivet students are expected to conduct their lives:

- The right of free access to one's room and suite facilities.
- The right to read, study and sleep free from undue interference in one's room.
- The right to personal privacy without violating university policies or local, state and federal laws.
- The right to host visitors. All students are responsible for their visitors and their visitors' actions, as well as the repercussions that come from such actions. Visitors are to respect the stated rights of students and to adhere to all responsibilities and regulations.

- The right to file an incident report with any university employee. Any member of the university community (student, faculty, staff or administrator) has the right to file an incident report against any student, or faculty, or administrator when rights, responsibilities or regulations have been violated.
- The right to receive fair and equitable treatment with regard to disciplinary proceedings, with provisions for appeals.
- The right to confidentiality compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, except when a student waives that right.

Code of Student Conduct

In developing students who are individually and socially responsible, The University of Olivet puts primary emphasis on leading by example, guidance and counseling. At the same time, disciplinary proceedings play a role in this process by holding students accountable to the standards of this community. Those standards are:

- **Respect for Oneself.** The University values all of its students and is concerned about each student's total development. The University encourages students to take advantage of the resources available to them to enhance the quality of their lives while expecting them to assume responsibility for their personal well-being.
- **Respect for Others.** The University believes each person has worth and dignity. Members of The University of Olivet community are expected to demonstrate mutual respect and concern for others. Students should learn to recognize, accept and appreciate those who are different from themselves and act in a manner whthatelps create a strong sense of community.
- **Respect for Authority.** The University of Olivet accepts its duty to develop policies and procedures that provide for a safe and comfortable environment for all members of its community. University administrators and staff are responsible for creating and maintaining an orderly environment. Members of the community also share responsibility for supporting the university's efforts to preserve an environment that contributes to the overall mission of the university.
- **Respect for Property.** The University devotes significant resources to provide excellent facilities, equipment and space for student use. It is the responsibility of all members of the community to take proper care of university property. Olivet expects students to respect property both on and off campus.
- **The University of Olivet Identification Card.** Possessing an identification card that misrepresents your identification, your age, or using someone else's identification card is a violation of campus policy.
- **Honesty and Integrity.** It is the responsibility of all students to uphold the high level of honesty and integrity that is inherent in the traditions that led to the founding of this university and are the basis for the laws and commonly accepted practices of society. Students are expected to abide by university policies and procedures and to obey laws enacted by local, state and federal governments. Certain actions are incompatible with these standards and are subject to disciplinary action. Although The University has listed the types of infractions that are most common in collegiate settings, The University is not limited to the enforcement of these procedures and may initiate disciplinary proceedings for conduct which is not included therein. Examples of such behaviors include, but are not limited to:
 1. **Disrespect for oneself:**
 - a. Use, possession or distribution of narcotics or other controlled substances. This can include the odor of drugs and/or drug paraphernalia.
 - b. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and The University's Alcohol Policy. It should be understood that the effects of alcohol do not relieve individuals of their responsibility to themselves or to the community.

- c. Physical abuse, or harming oneself, or intentionally placing oneself in danger.
- d. Violation of local, state, federal laws and ordinances.
- e. Indecent exposure.

2. Disrespect for others:

- a. Sexual assault, sexual violence, rape or any form of sexual contact or conduct with another person without the consent of that person. Sexual assault could rise to the level of a Title IX offense.
- b. Sexual harassment, including any behavior which does or could result in emotional or physical discomfort, embarrassment, ridicule or endangerment whether intentionally, for fun or by consent. Physical assaults of a sexual nature, such as rape, sexual assault, sexual battery, molestation, or attempts to commit these acts are considered sexual harassment. Sexual harassment could rise to the level of a Title IX offense.
- c. Harassment or abuse of any other person. This includes, but is not limited to, harassment or abuse based on race, color, religion, gender, national origin, age, height, weight, marital status, sexual orientation, veteran status or disability. Harassment behaviors include, but are not limited to: verbal remarks, electronic messages or posts, or any other form of communication, whether direct, indirect, symbols, illustrative, written remarks, and or anything obscene or abusive in nature.
- d. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person.
- e. Participating in hazing, which is defined as intentional or reckless involvement in conduct that creates a risk of mental or physical health and/or safety to a student for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization. Hazing is further defined as any action, which involves the forced consumption of alcohol and/or drugs for purposes of initiation into or affiliation with any organization.
- f. Disruption or obstruction of teaching, disciplinary proceedings or other university activities.
- g. Use, possession, and/or keeping of paintballs, knives, firearms (even as permitted by law), tasers, stun guns, explosives, weapons, dangerous chemicals, martial arts weapons or any device that may be used to propel a projectile (such as BB guns, air guns, pellet guns or paintball guns, fireworks, ammunition, flammable or incendiary devices) or any other dangerous/deadly weapon or instrument that could be used to intimidate or threaten, and/or use of any such item in a manner that harms or causes fear to others is prohibited on all The University of Olivet properties (this includes but is not limited to all campus facilities, athletic facilities, parking lots, and recreational spaces) and at all The University of Olivet events, regardless of location.
- h. Making false fire or other emergency reports and/or misuse of fire safety equipment. This includes, but is not limited to, falsely pulling a fire alarm, extinguishing fire safety equipment when not necessary, removing safety signs, and prank 911 calls.
- i. Cause or contribution to unreasonable noise in residence halls, society houses, or areas immediately surrounding these properties. Unreasonable noise is that which interferes with, or has the potential for interfering with, the legitimate rights of others.
- j. Interfering with attempts of others to study.
- k. Interfering with attempts of others to sleep during reasonable and/or posted hours.
- l. Interfering with posted or printed quiet hours.
- m. Interfering with the free access of another to and from their own room.
- n. Congregating in a group of three or more persons in a residence hallway during quiet hours. Congregation is defined as bringing or coming together in a group, crowd, or assembly. During quiet hours, all conversations in residence hallways should be kept to an absolute minimum to allow others to sleep and study.

- o. Use of scooters, bikes, roller skates, in-line skates, hoverboards, or similar recreational devices in a residence hall, which is strictly prohibited.
- p. Sports of any kind, including running, in the residence halls, apartments, university owned greek houses, and theme houses are strictly prohibited. This includes sports in individual residents' rooms.
- q. Violations of The University's Visitation Policy or The University's Prospective Student Overnight Visitation Policy.
- r. Violations of The University's Health and Safety Checks and Standards.
- s. Gambling. All sources of organized gambling (Texas Hold'em, 50/ 50 raffles, Bingo, etc.) must be approved by the Office of Student Life. Illegal gambling is prohibited and will be handled by the judicial board. Adherence to local, state and federal laws shall apply.
- t. Recording and/or sharing recorded video and/or audio without permission of all involved is prohibited. Each individual professor determines classroom and virtual learning expectations for educational recording. Students must discuss any recording with their individual Professor and have permission from them before doing so.

3. Disrespect for authority:

- a. Failure to comply with the direction of university staff/officials acting in the performance of their duties and/or failure to properly identify oneself to these persons when requested to do so.
- b. Violation of the university's published policies, rules, or regulations regarding on- and off-campus living.
- c. Obstruction of an official university investigation.
- d. Failure to make an effort to discourage another person from violating a regulation and/or to report a violation of which one has knowledge.
- e. Disruption or interference with the orderly conduct of a judicial proceeding, including failure to obey the summons of a judicial board or university official, or falsifying, distorting, or misrepresenting information before a judicial board.
- f. Abusing, threatening, harassing, or exhibiting behavior that intimidates any complainant, respondent, counsel, witness, or judicial board member prior to, during and after a judicial hearing.
- g. Failure to appear on violation matter.
- h. Threatening, harassing, or intimidating (or attempting to intimidate) a university official.
- i. Any form of inappropriate or offensive language towards a university official.

4. Disrespect for property:

- a. Engaging in arson or irresponsible use of fire, or fire safety equipment, tampering with surveillance cameras or any safety signs, and/or propping exterior or fire doors.
- b. Engaging in theft, misuse, vandalism or damage to the university, campus group or personal property.
- c. Theft of or tampering with computer equipment, including unauthorized entry or use, alteration of information or misuse of records.
- d. Engaging in unauthorized entry, trespassing or tampering with university premises, facilities or properties.
- e. Engaging in unauthorized possession, duplication or use of university keys.
- f. Playing any athletic games in a common area of a residence hall or theme house without the proper authorization from the hall director.

- g. Allowing any animal to enter a residence hall with the exception of harmless fish in a tank 10 gallons or less. Fish tanks must be inspected by a Hall Director within five days of arriving on campus. Please also note that animal cruelty will not be tolerated if students are asked to remove animals from the residence hall. For example, if a student is asked to remove an animal from the building, an acceptable manner is not harming or killing it. No pets are allowed in university apartments. University owned Greek houses and theme houses must follow the Pet Policy.
- h. Having materials that constitute a hazard to the environment. Such hazards include, but are not limited to, open flames, incense, candles and appliances not approved for use in the residence halls, theme houses, apartments, or society houses.
- i. Tampering with or borrowing without permission the personal property of others.
- j. Violation of The University's Health and Safety Checks and Standards.
- k. Violations of The University's Cooking and Electrical Appliances Policy.
- l. Participation in computer usage for a purpose that is not academic. The University of Olivet computers are to be used for academic purposes. If a student is using a computer for a reason that is not academic, and another student needs to use the computer for an academic reason, this constitutes violation of the computer usage policy and may result in computer privileges being revoked, a monetary fine assigned and/ or suspension.

5. Dishonesty:

- a. Engaging in acts that violate The University's Academic Integrity Policy, or assisting others in doing so.
- b. Knowingly providing false information or identification to a university official (i.e., faculty, staff or student).
- c. Engaging in forgery, alteration or misuse of university records, documents, instruments or identification.
- d. Falsification or theft of student ID and permits.
- f. Failure to comply with the Rules & Guidelines of Chartwells dining services. This includes but is not limited to: Not checking in and swiping your ID and not using the main entrance. This includes student's guest.

MIAA Sportsmanship Policy

The Michigan Intercollegiate Athletic Association and all its members are committed to good sportsmanship. No derogatory speech, no intimidating actions, no possession or consumption of alcohol will be tolerated at athletic events. Please support all participants and officials in a positive manner. Be loud, be proud, and especially, be positive. The MIAA does not allow noisemakers of any type.

2 / Housing Occupancy Policies

Residency & Board Requirement

The University of Olivet believes that the housing component is an integral part of each student's education. As a residential university, Olivet requires students enrolled in a full-time, undergraduate, residential programs to reside in university-approved housing and to participate in a university meal plan. This will enable students to realize the maximum benefit of proximity to faculty, their fellow students, and the offerings of the university. As students interact in these settings, they will learn and grow from different values, life experiences, classes, activities, and ideas that are present in The University of Olivet community. Students living in The University of Olivet residence facilities are required to register for and maintain 12 or more semester hours per semester. A student dropping below 12 semester hours must contact the Housing Coordinator for permission to remain in campus housing.

When a new student applies and is accepted at The University of Olivet, a *Housing License Agreement* is signed to accept and acknowledge our residential requirements for all full-time undergraduate program students for the duration of their undergraduate experience. All residential students are required to submit a signed *Housing Contract* each academic year. The *Housing Contract* is initiated through the housing lottery and is binding for the entire academic year or the remainder of the academic year if a student enters mid-year. The University of Olivet will make every effort to accommodate medical, financial, and mental health concerns.

Any student enrolled full-time in an undergraduate residential program who does not register for a room will be charged for room and board for the entire academic year.

Room Assignments & Contracts

Room assignments are for the full academic year and all residents are required to sign a Housing Contract. Any variance of this policy must have prior approval of the coordinator of housing. Room reservation for returning students is held during the spring semester. In order for returning students to participate in room reservation, they must have a completed FAFSA and be enrolled for classes for the next semester. Students must also have an "all clear" from the business office, and be registered for the fall semester. All first-year students are assigned rooms and roommates over the summer, and will be notified by mail.

Dates of Occupancy

The space which has been reserved for a student will be held until the first class day of the semester as long as they is registered for classes for that semester and their account is in good standing. If the Housing Coordinator is notified in writing beforehand, an extension may be granted. In the event a student fails to check-in and does not seek an extension, their space may be reassigned. If a student does not obtain permission to reside off campus, he/she will waive all seniority rights for housing placement, be assessed a financial penalty, and continue to be held financially responsible for the room and board through the academic year. All residence hall/theme house room assignment/agreements are for the entire academic year. If a student joins a society, that student may not move into the residence until the following academic year, unless the society is owned by The University. Students are expected to move out 24 hours after their last final. Seniors are expected to leave after graduation.

Early Move-in Policy

Move-in dates are chosen by the Housing department, Director of Bands, and Athletic department that works best for the band, the team, and the residence life's staff availability. Early move-ins are decided on a need basis. Students who prove a need to move in will be given two days to choose from. Please keep in mind that not all requests are approved. When early move-in is available, the early move-in fee is \$100 plus the meal plan cost for the days they are here early. They will be charged for all daily meals until that student's official move-in day and their first board meal are served.

Intensive Learning Term Housing Policy

Students enrolled in the Intensive Learning Term (ILT), who were residential students in the non-intensive portion of the spring semester, are eligible to reside in the residence halls/theme houses for no charge during the ILT. Should the student withdraw from the ILT, he/she must vacate the residence hall/theme house immediately. Students who are not enrolled in the ILT and are not student-athletes as described below are **ineligible** to reside in the residence halls/theme houses during the ILT period.

Student-Athletes. Student-athletes may not reside in the residence halls during ILT periods unless they are listed on an official team roster as members of an in-season sport with the Athletic Department. These students must have been residential students in the non-intensive portion of the spring semester. It is expected that student-athletes will be out of their residence 24 hours after their last date of competition. Student-athletes with permission to remain on campus during ILT should be aware that this is a privilege that can be removed by the Dean of Student Life.

Students who act inappropriately or violate the Student Handbook during the course of the ILT may be asked to leave campus for the remainder of the term and will be subject to judicial sanctions. This includes but is not limited to disciplinary action, interim suspension and other judicial action.

Vacation Period Housing Policy

The residence halls apartments, and theme houses are closed during formal vacation periods (i.e., Thanksgiving Break, Spring Break, and Winter and Summer Recesses). Students may not reside in the residence halls during formal vacation periods without prior written approval from the Student Life/Housing Office. Failure to leave by scheduled checkout time will result in a \$100 fine. **It is expected that students will be out of their residence 24 hours after their last finals.** Before departing, residents will be asked to lock their windows and doors, and to comply with fire and personal safety regulations. During Labor Day, Thanksgiving, and Easter vacation times only, hall directors will be on duty in the residence halls. Other campus buildings are closed and locked, and no meals are served during Thanksgiving Break, Winter Recess, and Spring Break. The cooking of meals in the residence halls is not allowed.

All residential students who have a valid request to stay when The University is closed must fill out a Petition to Stay with the Student Life/Housing Office, Mott 208, for Thanksgiving Break, Winter Recess, & Spring Break. This includes students who live in university-owned apartments and houses. During their stay, students must follow The University Compact, Student Handbook, local laws, and federal laws. Additionally, guests are not allowed at this time. Students with permission to remain on campus during vacations should be aware that this is a privilege and that they can be removed by the Dean of Student Life, or their designee at any time.

Student-Athletes. Student-athletes may not reside in the residence halls during vacation periods unless they are listed on an official team roster as members of an in-season sport with the Athletic Department that is competing during break. These students must have been residential students in the fall and/or spring semesters. During their stay, students must follow The University Compact, Student Handbook, local laws, and federal laws. Additionally, guest are not allowed at this time. Student-athletes with permission to remain on campus during vacations should be aware that this is a privilege and that they can be removed by the Dean of Student Life, or their designee at any time.

Coaches are responsible for the supervision and well-being of their athletes during any time The University is not in session.

Students who act inappropriately or violate The University Compact, Student Handbook, local laws, or federal laws during the course of the vacation or time The University is closed will be asked to leave campus for the remainder of that time and will be subject to judicial sanctions. This includes but is not limited to disciplinary action, interim suspension and other judicial action.

Room Occupancy Policy

Due to Residence Life requirements, only one person may reside in a single room, two persons in a double room and so on. The use of one room as a “sleeper” and one as a “living room” is strictly prohibited. The placement of more beds than designated for one room is a violation of the room occupancy policy.

Single Room Policy

Regular single rooms are only available in Dole and Blair Halls. The Housing Office approves singles based upon space available, on a first-come, first-serve basis. The Housing Office will review special cases.

Room Change Policy

Residential living, especially living with another student, can be a challenging growth opportunity. Roommates share ideas, values, lifestyles and experiences with each other. Some residents find another resident that is a better fit, and from time to time room changes are necessary. Room changes must be authorized by the Housing Office in conjunction with the hall director, and are conditional upon space availability and educational appropriateness. Room changes will begin two weeks into each semester and end two weeks before finals. Room change requests outside of the specified dates will be reviewed by the Housing Office, and will only be honored in unusual or urgent situations where other interventions will not resolve the student’s issues. Students must follow the procedure outlined by their Hall Director in order to move to a new room; students who begin or complete their moves before the authorization process is completed will be charged a \$100 improper room change fee. A \$50 fee will be assessed for all completed room changes.

Residency Verification

Residency Verification will take place each semester immediately after drop/add period ends. During Residency Verification, Residence Life staff members will require each on-campus resident to sign their name next to their housing assignment verifying that is where they live on campus.

Room Consolidation Policy for Blair, Dole, & Shipherd Residence Halls

If a student occupies a standard multiple occupancy room without a roommate, the student will be asked to consolidate with another student who is also without a roommate. The University consolidates rooms for the following reasons:

- To prepare them for incoming students
- To prepare for conferences and camps
- Emergency housing situations
- To conserve energy

Consolidation of rooms and/or roommates will start two weeks into each semester after Residency Verification has been completed and the last two weeks. However, students may be assigned a roommate at any time in the semester in cases of emergency or if a problem arises which cannot be resolved in any other manner. Students are expected to keep the "empty" half of their room clean and available for assignment. Every effort will be made to notify students of a new roommate, but notification is not guaranteed if a student refuses to accept an assigned roommate. In that case, the student will be charged a consolidation fee for each semester a roommate is refused and faces possible Community Standards charges and sanctions. If students cannot properly share a room, one or both roommates may be required to move to another location and will be charged the consolidation fee if they do not move on time. Students may be consolidated at any time. Any student's attempt to block, discourage or add undue pressure to a roommate specifically assigned a given space may result in judicial action, including removal from their current room assignment.

During room consolidation, students can buy out the other half of a double room, if available, for \$534 per semester. This offer is done on a semester basis and based on housing occupancy. During room consolidation, the following options are offered:

- Find a roommate of the student's choice to move in with them.
- Buy out the empty part of their room.
- Agree to keep half the room clean and ready for a student to move in as needed and not pay the buyout fee. This may be checked at any time, day or night, as Residence Life Staff requires. If half of the room is not ready for another student's immediate move-in, the student selecting this option agrees to be charged the \$534.00 room buyout fee. In an emergency, these rooms will be filled first.
- Housing and Residence Life will consolidate the student selecting this option with another student.

If you have any questions about room consolidations, please contact the Housing Office via email (Housing@UOlivet.edu) or in person at Mott 208.

Apartment Room Buyout

When available students may buyout an unused space in an apartment for full price. This option is not always available and in some cases The University might need the room back at some point. If this happens the student would receive a pro-rated refund. As in the residence halls all provided furniture must remain in the room and apartment.

Housing Lottery

The Housing Lottery will take place in three stages during the spring semester, as announced via email by the Housing Office. These stages are as follows:

- 1st Stage – Housing Lottery for Gillette Student Village
- 2nd Stage – Housing Lottery for Oak Hill Apartments, Long Apartments, and 510 Shipherd House
- 3rd Stage – Housing Lottery for Blair Hall, Dole Hall, and Shipherd Hall

In each stage, students will have two weeks to submit their Housing Lottery Form for the building(s) they want to live in for the following Academic Year. Please note that for the apartments and the 510 Shipherd House, submissions received after the deadline as set by the Housing Office will not be considered.

In their submission, the student will need to list their roommate preferences and coordinate with their potential roommates so that they each list each other on their applications to ensure that they are placed together. Students will find out through email about their Housing Lottery results before the next Housing Lottery begins. For example, suppose a student applies for Gillette Student Village. In that case, they will know their Gillette Student Village Housing Lottery results before the Oak Hill Apartments, Long Apartments, and 510 Shipherd Housing Lottery begin.

Each building also has its own requirements; please see below:

Gillette Student Village Requirements:

- 2.75 Individual GPA.
- Must be in good standing with The University without any student code of conduct violations in the last 12 months.
- Each apartment in Gillette has four single rooms for a total of four beds available.

Oak Hill and Long Apartment Requirements:

- 2.50 Individual GPA.
- Must be in good standing with The University.
- Each apartment in Oak Hill and Long has a double room and a single room for a total of three beds available.

510 Shipherd House

- 2.50 Individual GPA.
- Must be in good standing with The University.
- Must apply with a staff/faculty member as the house advisor.
- The 510 House has two single rooms and two double rooms for a total of six beds available.

Placements for apartments and 510 Shipherd House will be determined by the following guidelines:

- Full groups who apply together. For example, a group of four applying for Gillette Student Village would have a higher priority than a group of three applying for Gillette Student Village.
- Group average class status (Senior, Junior, Sophomore, etc.). For example, a group of three seniors and one junior would have higher priority than a group of one senior and three juniors.
- Group average GPA (Individual GPA requirements must be met by all who apply). For example, a group that has a combined group average GPA of 3.10 would be given priority over a group that has a combined group average GPA of 2.90.
- Group average class status (Senior, Junior, Sophomore, etc.) will be weighted higher than the group average GPA.

Blair Hall, Dole Hall, and Shipherd Hall

- No requirements.
- Blair Hall and Dole Hall have community-style bathrooms with primarily double rooms available. There is a limited number of single rooms. Please see below.
- Shipherd Hall has suite-style double rooms that share a private bathroom with the adjacent dorm room. No single rooms are available.

Gender Inclusive Housing Policy

PURPOSE

To address housing options for students who may identify as transgender, gender-queer, gender fluid, do not wish to prescribe to gender/sex classifications, or whose housing needs are not met by the traditional single-gender housing

assignments. The University of Olivet acknowledges, appreciates, and respects the diverse student population, and this policy will provide further opportunities to create safe spaces on campus. Gender-inclusive housing supports the University's non-discrimination policy and fully commits to the principles of social justice concerning sex, gender, and gender identity and the *Olivet Compact*.

SCOPE

This policy applies to all first-year, transfer, readmitted, and current undergraduate and graduate students.

OBJECTIVE

To provide all The University of Olivet students who reside in campus housing an option to request to live in gender-inclusive housing, which will allow roommates/suitemates of any gender combination (single-gender or mixed-gender) to live within the same residential unit.

DEFINITIONS

1. Gender: "refers to the characteristics of women, men, girls and boys that are socially constructed. This includes norms, behaviors and roles associated with being a woman, man, girl or boy, as well as relationships with each other. As a social construct, gender varies from society to society and can change over time." World Health Organization: <http://www.who.int/gender-equity-rights/understanding/gender-definition/en/>
2. Sex: "refers to the different biological and physiological characteristics of females, males and intersex persons, such as chromosomes, hormones and reproductive organs." World Health Organization: <http://www.who.int/gender-equity-rights/understanding/gender-definition/en/>
3. Gender Identity: "refers to a person's deeply felt, internal and individual experience of gender, which may or may not correspond to the person's physiology or designated sex at birth." World Health Organization: <http://www.who.int/gender-equity-rights/understanding/gender-definition/en/>
4. Campus housing: All university owned, managed, and/or leased residence halls, suites, or apartments.
5. Gender-inclusive housing: Campus housing that is assigned without regard to the student's sex or gender identity to avoid discrimination.
6. Students: encompasses all first-year, transfer, readmitted, and admitted undergraduate and graduate students.

POLICY

Entering first-year, transfer, readmitted students, graduate, or current students will have the opportunity to indicate their preference for gender-inclusive housing by filling out the Housing Application through the Admissions Office for incoming students or the Housing Lottery Application for returning students on myOlivet portal that takes place during the spring semester for the following academic year. Housing and Residence Life will then work with the students on a case-by-case basis to assign appropriate housing based on their hall, room, and gender-inclusive preferences. All incoming student requests for gender-inclusive accommodation are due before the end of the drop/add period of that semester. All returning student requests for gender-inclusive accommodation are due at the end of the Housing Lottery which takes place during the spring semester. Any requests after these deadlines may not be accommodated unless applicable rooms become available.

For this policy and occupancy statistics, if a gender-inclusive housing room were to drop below the capacity of the suite, the Office of Housing & Residence Life reserves the right to dissolve the room assignment and return the unit to single-gender housing. In addition, if a student requests a gender-inclusive housing option and no housing options are available, the student will be added to a waiting list until an appropriate housing option has been identified. If unable to be accommodated in the gender-inclusive housing option immediately, the student will be assigned available housing and remain on the waiting list. Housing and Residence Life will notify the student on the waiting list when their accommodation for gender-inclusive housing can be made.

RESPONSIBILITIES

Personnel within the Office of Housing and Residence Life are responsible for administratively managing and implementing this policy in an organized, fair, and timely manner. The Assistant Dean of Student Life, Coordinator

of Housing Operations and Gender Inclusive Initiatives, or Assistant Coordinator of Retention Initiatives and Housing Operations shall have the administrative authority to approve students' application requests to live in gender-inclusive housing and reserves the right to place students on waiting lists if the requests cannot be filled at the present time based on capacity within the residence halls.

PROCEDURES

Through marketing and information on the Housing & Residence Life website, students will be aware that when checking gender-inclusive housing, they are requesting to live in a space where the sex and/or the gender identity of the student is irrelevant for the housing assignments. Assignments will be made based on room type availability.

- A. Incoming first-year students, transfers, and readmitted students may indicate on their housing application if they request to receive a gender-inclusive housing assignment.
- B. Returning students may indicate on their housing lottery application if they request to receive a gender-inclusive housing assignment.
- C. Once a request is made for a student to live in gender-inclusive housing, the Assistant Dean of Student Life or Coordinator of Housing Operations and Gender Inclusive Initiatives will work with that student to place them in a residence hall room based on capacity and availability.
- D. If a student would like to request a roommate/suitemate, they must request one another through the myOlivet portal and indicate on their housing applications that they would like to live in gender-inclusive housing.
- E. Students will receive their room assignment throughout the summer session term depending upon the housing deposit and housing application being submitted correctly.

RESCISSION

Once approved, this policy becomes effective immediately for all students entering and/or continuing to live in campus housing at The University of Olivet.

Greek Housing Eligibility

Students desiring to live in a Greek house must complete the Greek Housing Application available online through myOlivet. A link to the form can also be requested by emailing the Housing Office (Housing@UOlivet.edu).

To qualify to live in a Greek society house, a student must meet all of the following criteria:

- Be an active member of their society.
- Be 21 years of age or have Junior status.
- Have a cumulative GPA of 2.0 or above.
- Eligibility only applies while living in a Greek house. If you falsify your Greek living status or choose to move out of the Greek house, room and board charges will be added to your student account.

Students under 21 years of age desiring to live in a Greek house must meet the following eligibility criteria:

- Be an active member of their society.
- Be at least at sophomore status at the time of move-in.
- Have a cumulative GPA of 2.5 or above.
- Have no judicial violations 12 months before moving into the Greek house. If those 12 months fall after the start of a semester, a student will be eligible the following semester. They also must demonstrate responsible behavior before moving into the Greek house.
- Eligibility only applies while living in a Greek house. If you falsify your Greek living status or choose to move out of the Greek house, room and board charges will be added to your student account.

- If a student's cumulative GPA falls below 2.5 and/or they incur a judicial violation (sexual assault, alcohol/drug violation, physical abuse, or any other serious offense). In that case, they must move out of the Greek house immediately and return to the residence hall, pending space availability. The student will also have their account billed the standard room and board rate.

university-owned Greek residential property: Members may move in at any time throughout the academic year with permission from the housing office.

Private-owned Greek houses: Members who meet the requirements mid-semester must wait until the following semester to live in a Greek house with permission from the housing office.

Housing Accommodations

Students requesting housing accommodations may complete an *Accommodation Request Form* through the MyOlivet Portal. The *Accommodation Request* includes a written statement explaining the nature of the accommodation and requires the student to provide documentation verifying the need for the accommodation

Housing Exemption

Full-time students are eligible to live off campus if they meet at least one of the following criteria:

- Are married;
- Have dependents;
- Are at least 23 years of age at the start of the academic year;
- Reside at permanent residence with parent, guardian, or caregiver not exceeding 20.0 driving miles of The University (320 S. Main, Olivet, MI 49076); or,
- Transfer students who have been living independently and have Advanced Transfer Status (62 credit hours).

Students meeting at least one of the noted criteria may complete a Housing Exemption Form and provide verification, available on the MyOlivet Portal.

3 / Residence Halls & Campus Housing

Residence Life Staff

Hall Director. A professional hall director (HD), who serves to link curricular and co-curricular learning in the context of the residence halls. Their primary role is the facilitation of living and learning communities. The HD facilitates residential, educational and cultural programming for their building with other residence hall staff members, as well as with campus faculty and staff; serves as a residence hall educational leader and advisor to facilitate The University of Olivet vision and Compact; serves to resolve conflict and solve problems; and jointly trains and supervises resident advisors (RA).

An Assistant Hall Director. An assistant hall director (AHD), is a part time student professional staff member in the Office of Residence Life. The Assistant Hall Director role is to participate in the on call rotation for the Hall Director Staff.

Apartment Manager. An Apartment Manager (AM) is student professional staff member in the Office of Residence Life. They have all the similar duties as SRAs/RAs at the apartments.

Senior Resident Advisor. Senior Resident Advisors (SRA) have all the same duties as RAs. However, they also have additional administrative duties with the HD and additional staff responsibilities, which also include a minimum of 10 office hours a week.

Resident Advisor. Resident advisors (RAs) are student staff members who live in the residence halls in assigned rooms. RAs serve as educational/cultural leaders and policy and housing management representatives. They are selected for their ability to help students obtain the most from their university experience. Each works with students individually and in groups on academic, social and personal matters, and is viewed as a resource person. In addition, they help to provide a proper atmosphere for successful academic achievement. They are also responsible for coordinating and providing educational and social programs as well as being available for 10 office hours a week.

Respect/Compliance with Residence Life Staff

Members of the Residence Life staff must be able to perform their assigned duties free of harassment, intimidation or threatening behavior from those with whom they work. Students are responsible for:

- Complying with the reasonable request of a staff member.
- Responding to the questions or instructions of a staff member in the performance of assigned duties.

Air Conditioners

Window air conditioners are prohibited in residence hall student rooms. Only the units provided may be used at Long Apartments, Oak Hill Apartments, and the Gillette Student Village. Houses must have air conditioners approved by the director of residence life. The Accommodations Coordinator will consider exemptions to this policy upon review of medical documentation.

Bicycles & Hoverboards

Bicycle racks are located at each residence hall. Students are responsible for their own locks and chains. The University of Olivet is not responsible for any damage to or theft of the bicycles. Students should only use the bicycle racks to lock up their bicycles; attaching them to any residential building, signs or structures is prohibited. Bicycles not attached to designated bike racks may have their chain cut to have the bicycle removed and the owner may be ticketed. Bicycles that are abandoned will be confiscated and donated. The bicycle ticket fee is \$50. Storage

and use of hoverboards or any variation of two-wheel and or self-balancing electric boards is not permitted on campus.

Common Areas

Each Residence Hall has common areas for the residents to relax, hangout, study and use as needed for academic work. When in common areas, residents & guest should be dressed appropriately. This includes but is not limited to: shirts and shoes.

Common Area Damages

Hallways and community bathrooms are the responsibility of each floor. Laundry rooms, study lounges, lawns, pavilions, fire pits, and recreational rooms are the responsibility of all residents of a particular building. In cases of vandalism, every effort will be made to identify the individuals responsible for the damages and assess the charges accordingly. However, in situations where this is not possible, all floor or building members may be billed an equal portion of the cost to replace or repair damages. Removal of common area furniture will result in a fine.

Cooking & Electrical Appliances Policy

The cooking of meals is not allowed in the residence halls rooms; therefore, all appliances used to cook an entire meal are not allowed. This includes but is not limited to air fryers, crockpots, frying pans, hot plates, electric saucepans, George Foreman grills, Pizza Pizzazz, hot pots or skillets, toasters, toaster ovens, and bread makers. Coffee makers are only allowed if the heating element shuts off after brewing. Refrigerators smaller than 4.0 cubic feet and small microwave ovens (under 800 watts) are permitted. Due to safety precautions, all residents must use power strips only. Only heavy-duty grounded extension cords are allowed. Thin ungrounded extension cords are not allowed. Electrical cords may not be covered by anything, this includes but is not limited to rugs, clothes, bags, or mattresses. Christmas lights are permitted; however, residents will be held responsible if the lights damage the walls or ceilings. No more than one refrigerator is permitted per person and one microwave per room. Appliances, including refrigerators must be cleaned and unplugged during extended breaks (i.e., Holiday and Spring Break). Halogen and lava lamps are strictly prohibited. Appliances that are dirty and left over break will be confiscated.

Residence Hall Community Kitchens

Each of The University of Olivet residence halls has a Community Kitchen available for you to prepare meals. Community Kitchens are places for residents to gather, host meetings, and entertain social events. These places are intended to be enjoyed by all residents. When using the kitchenettes, you are expected follow these procedures:

RESERVATION PROCESS:

1. The Community Kitchen will be available for use during the following times:
 - a. Monday through Friday: 8pm-Midnight
 - b. Saturday and Sunday: 10am-Midnight
2. Only hall residents may reserve and use the Community Kitchen. The Community Kitchen is not to be used for lunch or as a break room for building staff.
3. The Community Kitchen is a closed space. To gain access, individuals can reach out to the on duty Resident Advisor to obtain the Community Kitchen key.
4. Once the Resident Advisor has ensured that the resident has completed the Community Kitchen agreement, kitchen safety training, and completed the reservation process paperwork, the resident may use the Community Kitchen.

COMMUNITY KITCHEN SAFETY TRAINING:

1. <https://www.youtube.com/watch?v=iAJviCO5VuA>
 - i. Students must watch this and complete a kitchen safety quiz
 - ii. Students must pass with an 80% or higher
 - iii. This quiz must be completed yearly
 - iv. The quiz will be in the OC App tile titled Residence Hall Kitchen
 - v. Quiz answers will be checked by the Residence Life staff member present at the time
2. Resident Advisors will hold a Community Kitchen training program at the start of each semester. If the resident is unable to attend the semester Community Kitchen training program, they must individually set up a time with their Resident Advisor to complete the Community Kitchen training program.
3. Once students have completed the Community Kitchen training program, students must complete the Community Kitchen agreement on the myOlivet Portal.
4. Students who have completed the Community Kitchen training program and the Community Kitchen agreement will be eligible to use the Community Kitchen.
 - i. A list of students approved to use the kitchen will be shared with each building's RAs. The list of approved students will be held in the RA office.
 - ii. The list of approved students will be updated weekly by the Housing Office.
 - iii. The updated list of approved students will be held in the Residence Life Microsoft Teams Form.
5. The use of round tipped serrated knives is only permitted within the Community Kitchen space. Failure to adhere to the use of the Community Kitchen knife will result in The University of Olivet judicial action.

Failure to respect, uphold, and maintain the Community Kitchen space may result in the following judicial actions, in accordance of The University of Olivet Student Handbook.

- a. Disrespect for Property (4.b)
 - i. Engaging in theft, misuse, vandalism, or damage to university, campus group, or personal property.
- b. Disrespect for Authority (3.b)
 - i. Violation of The University's published policies, rules, or regulations regarding on- and off-campus living.
- c. Failure to adhere to these The University of Olivet policies will result in a fine, community service, and/or loss of Community Kitchen privileges.

CLEANING PROCEDURES:

1. At the end of the event, the RA on duty will complete a cleaning checklist review with the student(s) who used the Community Kitchen. If the kitchen is found to be insufficiently cleaned, or the student(s) fail to check out with the buildings on duty RA, they will be subject to up to a \$300 cleaning fee and may lose the privilege to use the Community Kitchens in the future.
2. Any grease produced in the kitchen during cooking should be disposed of properly in provided containers. Grease should never be disposed of in either sink or the garbage disposal.
3. Trash and food waste should be discarded in the appropriate receptacle at the conclusion of use. Waste should not be left in the sink.

4. Solid food waste should not be poured down the drain.
5. The kitchen should be cleaned at the conclusion of the reservation. The individual who reserved the space is responsible for ensuring the following:
 - a. Stovetop, sinks, and countertops wiped down.
 - b. Dishes, pots, pans, and utensils should be washed and dried. The University of Olivet owned items should be put away and personal belongings should be removed.
 - c. Items should not be left on the counter to dry.
 - d. Any grease produced in the kitchen during cooking should be disposed of properly in provided containers.
 - e. No left-over food should be kept in the Community Kitchen.
 - f. No personal appliances should be kept in the Community Kitchen.
 - g. No personal dishes, pots, pans, and/or utensils should be kept in the Community Kitchen.
6. All belongings should be removed at the conclusion of the reservation.
7. Health and Safety precautions should be taken at all times when using the Community Kitchen; do not leave the oven or microwave on and unattended when in use.
8. Upon the return of the Community Kitchen key to the on duty Resident Advisor, both the resident and the on duty Resident Advisor will physically confirm that the Community Kitchen cleaning check list located in the OC App has been completed. This will ensure that the Community Kitchen cleanliness is maintained.
9. The Community Kitchen will be inspected monthly by Housekeeping to ensure that cleaning standards are being met.

EQUIPMENT

1. Prohibited cooking appliances may be used in the Community Kitchen if the following procedures are followed:
 - a. Before bringing the appliance to campus, a student must email their Hall Director for permission to bring that appliance. Only when confirmed by their Hall Director they may bring the approved appliance to campus.
 - b. This approval will allow them to have the appliance stored in their room and they will not be in violation during health and safety checks for possession of the approved appliance.
 - c. Use of the approved appliance is only permitted in the Community Kitchen. If used outside of the Community Kitchen, the owner will be given a violation notice, the appliance will be confiscated, and the student must remove the appliance as soon as possible. If a student is found in violation, they will not be allowed to request for appliance approval for one calendar year.
 - d. The approved appliances allowed to be requested are:
 - i. Air Fryers
 - ii. Toasters
 - iii. Toaster Ovens
 - iv. George Forman type grills
 - e. All approved items must be monitored the whole time they are in use and may not be left unattended by the student.

Doors

For the safety of all residents, doors of residence halls, apartments, Greek and theme houses should not be propped open, as to not allow unwanted visitors access to the facilities. All residence hall doors are locked 24 hours a day. Apartment, Greek and theme house residents are encouraged to keep their doors locked. If a door is propped it is each student's responsibility to close the door. **Residents of the entire building may be fined if doors are found to be propped open.**

Environmental Standards & Living Expectations

The University of Olivet strives to preserve the quality of the physical environment by maintaining a clean and safe appearance of buildings and grounds. All Greek, theme houses, and apartments are responsible for maintaining the standards of a well-kept landscape included but not limited to:

- Mowing the lawn and easement regularly (at least once a month)
- Keeping trees and bushes trimmed
- Keeping the lawn free of trash and other debris
- Clearing the sidewalk of snow and ice during the winter months

Failure to keep the appearance of buildings and grounds up to acceptable standards will result in at least a \$100 fine.

Fire & Safety Equipment

- Fire equipment is meant to assist trained personnel. In the event of a fire, residents are strongly encouraged to activate the alarm system by pulling an alarm box, calling 911 (8-911 if using campus phone), and immediately evacuating the building. The sanction for not leaving the building to observe a fire alarm will result in a \$500 fine for the offense.
- Tampering with fire equipment or safety equipment consisting of fire extinguishers and hoses, smoke or heat detectors, fire alarm pull boxes or panels, tornado shelter signs, safety instruction signs, surveillance cameras, or other safety equipment is strictly prohibited and will result in a minimum \$500 fine.
- False reporting of a fire, including setting off alarms, pull boxes or panels, or through local fire agencies is also prohibited. Tampering with equipment or false reporting of a fire will result in a \$500 fine, Community Standards action and may entail criminal proceedings and suspension.
- If a battery powered smoke detector goes off in a resident's room, the resident is to contact Campus Safety at (269) 749-7911 to report the alarm. Residents are not to remove the batteries in a smoke detector for any reason; if removed the resident will be fined for tampering with safety equipment. Residents should contact their hall director to replace the batteries.
- Campus Safety and Student Life leaders or their designees in order to prevent or deter crimes, protect public safety, and to facilitate official university investigations into criminal activities or violations of university policy may place audio recorders and surveillance cameras/equipment and software on campus.

Fire Alarms & Drills

In the event of a fire alarm, residents are required to exit the building immediately and remain 300 ft. away from the building until a member of the Residence Life staff gives an all-clear signal. For the safety of all residential students, fire drills are conducted in all residence halls once a semester. All students are expected to cooperate with university officials during drills and alarms. Those students who do not adhere to this policy will be subject to Community Standards action. The sanction for not leaving the building to observe a fire alarm will result in a \$500 fine for the offense. All fire alarms and drills should be treated as a potential fire and the building must be evacuated immediately.

Fire Pits

Prior to using a residence hall fire pit or the Gillette fire pit, you must contact the hall director of that building or the apartment manager to reserve the pit. When not being used to cook food, you must follow rule 12 of the Procedure for Approval of a Registered Party after getting permission from the hall director or manager.

Fire Safety Policies

- State fire and panic regulations mandate that halls stairways and stairwells are kept clear at all times of furniture or other obstacles.
- Flame or spark producing items including candles, incense, incense burners, oil burning lamps and lanterns are not permitted.
- Flammable liquids, compressed gases, oil, kerosene or charcoal stoves are not permitted.
- Gasoline motors of any type including mopeds or motorcycles are not to be stored or parked in residential campus buildings.
- Automotive batteries may not be used as a power source in campus housing.
- Possession or use of explosives, firecrackers and firearms of any type in the residence halls is strictly prohibited.
- Natural Christmas trees or artificial large plants are also a fire hazard and are not permitted. Decorations must be of fire retardant materials.
- Students may also purchase an ABC fire extinguisher and/or a smoke detector for their rooms.

Furniture

- Lounge furniture is for the use and convenience of the entire campus and should not be moved or transferred to any other location. There will be a \$50 fine if found in a resident's room.
- **Residence Hall, House, & Apartment room furniture must stay in the room/house/apartment assigned.** Room furniture cannot be removed from campus, and it must stay in the room it is assigned, even if students build a loft or bring their own furniture. Failure to comply will result in a minimum fine of \$50, and students will be charged for missing furniture.
- Residents of university-owned Greek and theme houses are not allowed to remove any of the furniture from the houses; doing so will result in a minimum fine of \$50 and students will be charged for missing furniture.
- Residents may not take apart furniture without permission from a Hall Director/Maintenance. There is a minimum of a \$50 fine for doing so. The resident could be charged for full replacement if the furniture is not put back to its original condition.

Furniture Inventory

Occasionally, Residence Life Staff will be asked to count the furniture in university owned properties. If there is no answer at the door, the staff members will key into the room to do the count. These counts may take place at any time, and may take place more than once. These counts will usually be done during RA duty hours, but they may be done at any time.

General Hall Violations

The fine for all general hall violations is \$50. General hall violations include the following: noise violations, smoking violations, removal of dorm furniture, possession of cooking and electrical appliances, breaking the visitation policy, breaking the pet policy, trash violations, disrespect of authority, missing mandatory meetings, etc.

Greek House Fire Inspections & Drills

All Greek Houses will be inspected each semester by Campus Safety, Maintenance, and/or Student Life Staff. Societies will have one week to fix/update all violations found by the inspectors. If more time is needed they may schedule a completion date. Societies are not allowed to have any guest in the society until the violations are fixed and re-inspected. Failure to fix the violations will result in a fine of \$100 the first time, \$200 the second time, and \$500 the third time and possible judicial actions. Noncompliance during the inspections is a \$500 fine; this includes, but is not limited to, missing the inspection and failure to show all rooms during an inspection.

Greek Houses must contact Campus Safety once a semester to make a schedule for their monthly fire drills. It is the responsibility of all members of the house to make sure this is done monthly. Drills must be scheduled in advance. If a house needs to reschedule they must do so 48 hours in advance, to avoid a fine. Campus Safety can be contacted at 269-749-7911. Failure to conduct a drill before the end of the month will result in a \$100 fine the first time, \$200 fine the second time, and \$500 fine the third time along with possible judicial action or other sanctions.

Health & Safety Checks

Residence Life staff conducts health and safety inspections of all residence hall rooms, apartments, and theme houses. Each housing area will have inspections performed throughout the year and before each break. Residence Life staff will check all appliances provided by The University such as refrigerators, dish washing machines, washers, and dryers. The hall director or their designee will confiscate any university property or illegal appliances and corrective action will be taken. Any unregistered pets found in these areas will be removed immediately and corrective action will be taken.

In the event a resident fails to meet the standards deemed necessary by the Residence Life staff, the resident will fail the health and safety check and the resident is subject to corrective action. Residents may be given the opportunity for a re-check at the discretion of the Residence Life staff.

1st offense: Mandatory meeting with respective Hall Director and mandatory education

2nd offense: Mandatory meeting with respective Hall Director, community service and/or monetary fines

3rd offense: Mandatory meeting with Housing, community service and/or monetary fines

Health & Safety Standards

All Greek houses are responsible for the health and safety of their residents. The University of Olivet health and safety standards must be upheld according to Residence Life procedures. If there is a health or safety concern, university officials reserve the right to investigate the situation. Health and safety checks will be performed once a semester by university staff members in all Greek houses.

Keys

Students will be assigned a combination room and building door key when they check into a room. This key is only to be used by the student to which it is assigned and cannot be duplicated under penalty of law. There is a \$50 key replacement fee to replace the door lock-set in case a key is lost, broken or not returned at check-out.

Laundry Facilities

Washers and dryers are available in each residence. Any malfunction of residence hall laundry equipment should be reported immediately to Wash Laundry Service by calling 1-800-521-9938 or by using the WASH App. Indicate the building, machine number (located on the side of the coin slots), and the problem with the machine. Change machines are located in the RA offices. The University of Olivet is not responsible for lost, stolen, or damaged clothing.

Lead Paint Notice

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved information on lead poisoning prevention. – USEPA - <https://www.epa.gov/lead/protect-your-family-sources-lead>

The University of Olivet has no knowledge of lead-based paint and/or lead-based paint in university housing.

The University of Olivet has no reports of or records pertaining to lead-based paint and/or lead-based paint hazards in campus housing.

Residents may find the pamphlet Protect Your Family from Lead in Your Home at:

<https://www.epa.gov/lead/protect-your-family-lead-your-home-english>

It is the responsibility of each resident to read and understand this information.

These links may also be found at myOlivet under the Student Life tab, under Housing.

Lofts

No lofts are allowed in the Gillette Student Village. Lofts are permitted in residence hall rooms provided that certain safety regulations are followed in their construction. Please read the following regulations carefully and be sure that your loft meets these requirements. A Loft Registration Form must be submitted to the Hall Director in order to gain permission to have a loft. Lofts must be completed and registration forms must be turned in by the end of the first full week of October (in the fall semester), and the first full week of February (in the spring semester). Failure to register a loft or to comply with construction regulations may result in Community Standards action, including but not limited to the possibility of having to permanently remove the loft. Lofts will be inspected by a hall director for approval.

Requirements for Loft Construction

1. The loft must be constructed using bolts, screws and/or other removable fasteners. Nails or staples are not permitted.
2. The structure must be free-standing. Any loft must be entirely self-supporting and shall not be attached to or supported by any part of the structure of the room or the furnishings within.
3. The structure must be open at the top. Enclosed top areas create a fire hazard. In addition, the top of the mattress must be at least 30 inches from the ceiling.
4. No part of the loft structure may block any window or door.
5. Lofts must be inspected and approved by a hall director.

6. The student named on the registration form is responsible for the loft. All loft structures must be disassembled and removed when the student named on the registration form moves out of the room, unless another student in the room agrees to take over responsibility for the loft. This student must complete a new registration form. All loft structure must be disassembled and removed by the deadline set by the Housing Coordinator prior to the end of the year. Please contact the Housing Office at housing@UOlivet.edu for a registration form and additional questions.

Lofts are not provided by The University and most provided furniture is not able to be lofted.

Lounges/Common areas

Each residence hall, university-owned Greek house, and theme house has a common area lounge(s) or a recreation facility. The lounges may be used for television viewing. Study groups, games, etc. may occur during established hours. It is the responsibility of each resident to ensure that there is no damage or vandalism to the facility or its furnishings. The entire building population may be fined if the lounge or common areas are damaged or vandalized in any way.

Maintenance (Room & Residence Hall)

If maintenance of residence facilities or equipment (i.e. radiators, locking mechanisms, bathroom sinks) is required, residents should address the problem, as soon as it occurs, to their RA, apartment manager, hall director, or complete a work order request, which is located outside the hall director or RA office. Work order requests are submitted nightly by the RA Staff. Further concerns about maintenance should be brought to the attention of the hall director of that specific building, and then to the attention of the director of Residence Life. **If there is water involved, loss of power or heat, problems with your lock and or key, you should call Campus Safety at 269-749-7911 to report it to the hall director on duty for immediate review.**

Painting & Posting Policy (Residence)

Residents may not paint, write on or decorate their walls, this includes but is not limited to black light decorations. Signs, posters or decorations must be placed in a manner that will not damage surfaces. **Only masking tape and poster putty may be used.** All posters and decorations in plain sight must be in full accordance with university policy regarding discrimination and harassment. Road signs are not permitted within the campus residences. No posters or decorations advertising alcohol or other drugs or showing alcohol and other drugs will be allowed on the outside (public side) of room doors. Students must remove any publicly displayed items which any other member of the Olivet community finds offensive.

Personal Property Liability

The University is not responsible for, nor will it accept liability for, theft, loss or damage to any student's personal property and possessions. Students are encouraged to check their parents' or their own insurance policies to ensure that their belongings are covered while they are at The University of Olivet, or to make the necessary arrangements to purchase personal property insurance. For the safety and security of all residents, it is strongly suggested that residents **keep their room doors locked at all times**, as to not allow unwanted visitors access to the room and to prevent theft. Side doors of all campus residences are to be considered included in this policy. Students should also make sure that windows are shut and locked when they are not present in the room. When leaving The University anything left in a room, apartment, or house is considered abandoned and or trash. No storage is offered and the university is not responsible for any items left behind.

Pet Policies

Residence Halls. Only harmless fish in a tank smaller than 10 gallons are permitted. No other pets are allowed. No pets of any kind are allowed in university apartments. To request a Pet Care-Giver Agreement you must setup a meeting in Mott 208 to meet with the Director of Residence Life or their designee. The pet is not allowed on campus until all of the paperwork has been completed.

University owned Greek/Theme Houses. In addition to the residence hall pet policy above, one cat or one dog may reside in a university owned Greek/theme house under the cat-dog care-giver contract. No other pets are allowed. The following policies apply:

1. Only one cat or dog is allowed to reside in a house at any time.
2. When outside, pet must be secured at all times and supervised (leash, harness, etc.)
3. Clean the yard, or any other area your pet goes, of pet feces.
4. If pet is walked, owner must have/use proper means for disposing of droppings.
5. The pet cannot be walked in campus buildings (i.e. Cutler, Kirk Center, etc.).
6. Keep the pet on a flea and tick prevention method, preferably “Advantix” or other veterinary approved prevention.
7. In the event of guests in the house (meetings, social gatherings, etc.), keep the pet in the owner’s room at all times (exception: pet may go outside if secured).
8. Be courteous of housemates and neighbors; keep the pet from making overbearing noise.
9. Each university-owned Greek society house with a pet must pay The University of Olivet pet deposit fee on time.
10. Keep the pet hygienic by giving it a bath and any other necessary grooming when needed.
11. Keep the pet smell to a minimum by cleaning the floors when necessary.
12. Be respectful of housemates, neighbors and their individual wishes regarding the pet.
13. All current residents of university-owned Greek or theme house must be in agreement in order for the pet to reside in that house.
14. Understand that the responsibility of taking individual ownership of a pet requires both a clear understanding and adherence to The University of Olivet Compact.
15. Understand that The University reserves the right to refuse submission if: the pet has had prior complaints against it, it is found to be of an aggressive breed, and/or the owner is under any probationary terms or in judicial proceedings with The University.
16. If the pet harms any individual, this agreement will become void requiring immediate removal of the pet from the campus community.
17. Follow all The University of Olivet policies regarding pets living within university-owned Greek/theme houses.
18. A full-time employee who lives in university property may have a pet with the approval of the Director of Residence Life.

To request a Pet Care-Giver Agreement you must setup a meeting in Mott 208 to meet with the Director of Residence Life or their designee. The pet is not allowed on campus until all of the paperwork has been completed and deposits have been paid.

Prospective Student Overnight Visitation Policy & Procedures

Overnight campus visits are a vital part of the recruiting process for prospective students. This practice allows recruited students the opportunity to engage in the entire The University of Olivet experience to make a comprehensive decision. By including overnight visits, prospective students can partake in activities with our current students and decide if this institution is the right fit for them. Overnight visits also allow prospective students the ability to bond with their potential classmates, teammates, coaches, faculty and staff. This policy explains the management of overnight campus visits. Its purpose is to clearly define the responsibilities of staff and student host in the planning, preparation and delivery of a successful visit. The policy assures the appropriate supervision of recruits on campus and describes appropriate conditions, locations and situations where recruits are permitted. It also ensures the safety of all recruits through following agreed practices designed to gain the maximum benefit from the overnight experience.

When arranging prospective student overnight visits the following procedure must be followed to ensure proper housing arrangements and compliance with the overnight visitation policy.

The Administrative Assistant for Athletics will have a list of approved student hosts. Approved student hosts are students who are in good standing with The University, have no student code of conduct violations and represent their sport with integrity. The following steps must be followed to prepare housing arrangements and ensure compliance with the Prospective Student Overnight Visitation Policy:

1. The Athletic department will hold training sessions with the student hosts to define expectations and procedures. Student hosts are acting as ambassadors for The University and exemplary behavior is expected during the visits.
2. The head coach or a university representative must notify the Administrative Assistant for Athletics that a prospective student is planning to make an overnight visit.
3. The head coach or university representative should provide such notification 72 hours prior to the visit. Coaches must choose a host from the approved list of trained students.
4. The Prospective Student Overnight Visitation Policy (Form 500) and the Prospective Student Overnight Visitation Host Policy (Form 501) must be completed and returned to the Administrative Assistant for Athletics 48 hours before the visit.
5. Once the above information is obtained, the Administrative Assistant for Athletics will contact the Director of Residence Life and/or the designee and provide them with the appropriate information. Once the student arrives on campus, the coach and/or student host will introduce the prospective student to the Director of Residence Life and/or Hall Director.
6. When the visit is over, the student host will return the student to the coach or university representative for a follow up meeting prior to leaving campus.

Quiet & Courtesy Hours

Quiet hours for the residence halls, apartments, and university-owned Greek and theme houses are nightly from 10 p.m. to 9 a.m. Quiet hours are established in order to permit students a known regular time to study and sleep without distractions. All other hours are considered courtesy hours, meaning residents are expected to be considerate of their neighbors at all times and respond to courteous requests by other residents and staff members regarding noise. Residents have the right to study, relax, sleep, and or work in their residence without any interference. All

noise should not be able to be heard outside of a student's room. This includes but is not limited to: Computers, phones, video games, movies, televisions, music (including musical instruments), voices, alarm clocks, stereos, ect. While we understand that most noise violations are unintentional, residents should never leave their room with their television, stereo, or other noise making devises running. Noise violations should not be a regular occurrence. Multiple occurrences will lead to judicial action.

Roofs & Ledges

At no time are residents permitted on the roofs or ledges of residence halls, apartments, or any Greek or theme houses.

Room Damages

Students are responsible for any and all damage beyond normal wear to their rooms and room furnishings. Therefore, it is important for students to determine the condition of their rooms at the time of check-in to avoid being charged at check-out for damages or missing items from a previous occupant. To assist the university and students in this process, a residence hall room inventory form must be completed and signed by each student and their resident advisor each time a student checks in or out of a room. This form must describe any damages and missing items. Room inventories are very important because damages are assessed from the information on these sheets. If any additional damages or missing items are noted upon check-out, the student will be billed through the Student Services Office. The hall director determines all costs and makes charges to a student's account. Failure to check out with a resident advisor will result in the student being billed for all damages to the room at the time of inspection by a Residence Life staff member, in addition to a \$50 improper check-out fine, a \$50 lock change fee, and/or minimum \$50 cleaning fee.

Room Search

It is occasionally necessary for university staff members to enter student rooms for the purpose of fulfilling maintenance and repair requests, or to ensure the observance of basic health and safety standards. While fulfilling their administrative responsibility to enforce university regulations, Residence Life staff and Campus Safety may also enter student rooms to eliminate disruptive noise if the student is not present, and/or under conditions of immediate and serious threats to the safety or well-being of persons or property in the room. Searches of rooms and their contents can be ordered by Campus Safety officers or Student Life staff when there is reliable information, in the judgment of The University, that a local, state, or federal law or university policy has been violated. Such a search can happen at any time without prior notice. Whenever possible, the occupant of the room being searched is to be present. This policy applies to all Residence Halls, Theme Houses, Apartments, and University-owned Greek Houses.

Service Animals

Questions about this policy may be directed to Joey Shepherd, the Director Academic Accommodations and the Director of Student Support, located in the Student Success Center, Mott 211, (269) 749-7591.

The University of Olivet is pleased to provide these guidelines to individuals using service animals on our campus. The University of Olivet is compliant with the Americans with Disabilities Act.

While legal access rights are afforded to users of service animals; this policy addresses the standards expected of both the individual and the animal. At The University of Olivet, the individual, the animal, and The University have responsibilities to ensure the success of using a service animal.

Background: Service animals are trained to assist people with disabilities in the activities of normal living. The Americans with Disabilities Act (ADA) defines service animals as “Dogs that are individually trained to work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.” If an animal meets this definition, it is considered a service animal. The University of Olivet complies with the ADA in allowing use of service animals. However, because of health and safety concerns, the Office for Disability Services oversees use of such animals.

Definitions:

Partner/handler: A person with a service animal. A person with a disability is called a partner; a person without a disability is called a handler.

Pet: A domestic animal kept for pleasure or companionship. Please see the Student Handbook for additional information regarding pets on campus.

Service Animal: Any animal individually trained to work directly or perform tasks for the benefit of a person with a disability.

Therapy Animal: Therapy animals and their owners provide comfort and companionship while visiting patients in hospitals, nursing homes, and other institutions and wherever else Therapy animal is needed. This is done in a way that increased emotional well-being, promotes healing, and improves the quality of life for the people being visited. Therapy animals are NOT entitled to the same benefits as service animals (not covered by ADA).

Team: A person with a disability, or a handler, and his or her service animal. The two work as a team in accomplishing the tasks of everyday living.

Types of Service Animals:

- **Dog Guides** are trained to assist blind or visually impaired handler in navigating their physical environment.
- **Hearing Dogs** are trained to alert a deaf or hard of hearing handlers to specific important sounds in the environment.
- **Mobility Assistance Dogs** are dogs that have been trained to assist a person who has mobility impairment.
- **Medical Alert Dogs** are trained to notify persons with a medical disorder to a change in physiologic status.
- **Diabetic Alert Dogs** alert to a change in a blood-glucose levels of their diabetic handler.
- **Migraine Alert Dogs** alert to an oncoming migraine headache in their susceptible handler.
- **Seizure Alert Dogs** alert to oncoming seizure in their epileptic handler.
- **Asthma Alert Dogs** alert to impending asthma attacks in their asthmatic handler.
- **Psychiatric Alert Dogs** alert to mood cycling in bipolar handlers, or impending panic and anxiety attacks in handlers with these conditions. No one knows for certain what cue a Medical Alert Dogs is responding to when the alerting behavior is displayed.

- **Psychological Service Dogs** are trained to assist persons living with psychiatric disabilities such as Major Depression, Bipolar Disorder, Schizophrenia, Dissociative Identity Disorder, Panic Disorder, Anxiety Disorder or Post Traumatic Stress Disorder (PTSD).
- **Social Signal Dogs** are trained to assist a person with autism.

Requirements of Service Animals and their Partners/Handlers:

Identification and Other tags: The animal must have tags or some other method of indicating ownership and rabies clearances. It is strongly suggested but not required that service animals be fitted with some type of identifying equipment such as a harness, cape, or backpack as appropriate. If state or local licenses are required for the service animal, they must be obtained and kept current in compliance with the local jurisdiction (i.e. dog license) requirements. The Student Life Office reserves the right to request proof of licensing at anytime during the animal's residency.

Health and Vaccinations: The animal must be clean and in good health. All animals on campus must have an annual well care visit with a licensed veterinarian. They must have had a general maintenance vaccination series appropriate to the species. All vaccinations must be current. Applicable animals must wear a current rabies vaccination tag. Proof of vaccinations must be filed with the Academic Accommodations Coordinator. Service animals that are ill should not be taken into public settings. A person with an ill animal may be asked to remove the animal from university facilities.

Grooming: The animal must be well groomed, and measures should be taken at all times for fleas and odor control. Students who use university facilities and bathrooms for grooming and bathing are responsible for cleaning up pet hair, etc. related to these actions. Failure to do so will result in a fine.

Physical control: The animal must be on a leash at all times. It should never be permitted to wander around off leash except if the animal is working. The animal must be kept on a leash and under the control of the handler when outside of residential room. The partner/handler must be in full control of the animal at all times. The care and supervision of a service animal is the sole responsibility of its partner/handler. The animal must be maintained and used at all times in ways that do not create safety hazards for other persons.

Campus Responsibility: Partner/Handlers are responsible for any damage caused by their animal. When service animals are left unattended in a residence or office, they are required to be kenneled or restrained. It is the responsibility of the handler to ensure that others are not disrupted by an unattended animal (e.g. no vocalizing).

Cleanup: Always carry equipment and bags sufficient to clean up the animal's feces. Properly dispose of the feces in a prearranged area. Persons who are not physically capable of picking up and disposing of the feces are responsible for making all necessary arrangements for assistance. The University of Olivet is not responsible for these arrangements.

Disruption: The partner/handler of an animal that is unruly or disruptive (e.g. barking, running around, aggressiveness towards others, bring attention to itself) may be asked to remove the animal from university facilities. If the improper behavior happens repeatedly, the partner may be disallowed to bring the offending animal into university facilities until the partner take significant steps to eliminate the behavior.

Responsibilities of the Partner/Handler:

- State specific plans for maintenance of the animal while on campus. Maintenance includes feces removal. If the individual is unable to collect and properly dispose of animal feces, an alternative person must be identified for this service. Do not assume that university personnel or roommates are responsible for this service.
- The owner of the animal is financially responsible for the actions of the service animal including bodily injury or property damage including, but not limited to, any replacement of furniture, carpet, wall coverings, etc. This could include extensive damage to floors and carpets from animal paws which are not kept clean. The owner is expected to cover any costs upon repair and/or cleaning. The owner could be asked to move out if

the damage is deemed excessive and/or the result of negligence. Any costs incurred for cleaning above and beyond a normal cleaning or repair are assessed after vacating the premises.

- The owner's room/office may be inspected for fleas, ticks, or other pests as needed. The room will be treated if fleas, ticks, or other pests are detected, and the owner will be billed for the inspection and for pest treatment.
- If there is a roommate, that individual must sign an agreement allowing the service animal to be in residence with them. In the event of disapproval, either the owner and the animal or the non-approving roommate may be moved to a more suitable location.
- The owner agrees to all other residential policies. An exception to the animal policy does not constitute an exception to any other policy.

Where Service Animals Are Allowed:

Under the ADA, State and local governments, businesses, nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. For example, in a hospital it would be inappropriate to exclude a service animal from areas such as patient rooms, clinics, cafeterias, or examination rooms. However, it may be appropriate to exclude a service animal from operating rooms or burn units where the animal's presence may compromise a sterile environment.

Areas Off Limits to Service Animals

Teaching Laboratories: The natural organisms carried by dogs and other animals may negatively affect the outcome of experiments. At the same time, the chemicals and organisms used in the experiments may be harmful to service animals.

Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms, and custodial closets are off limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.

Kitchens: All kitchen areas are to be considered off limits to service animals as they could potentially contaminate the food being prepared.

Areas Where There is a Danger to the Service Animal: Any room, including a classroom where there are sharp metal cuttings, or other sharp objects on the floor or protruding from the surface; where there is hot material on the floor; where there is a high level of dust; where there is moving machinery is off limits to animals.

Exceptions: Access to designate off limits areas may be granted on a case-by-case basis. To be granted an exception: A student who wants his /her animal to be granted admission to an off limits area should contact the Academic Accommodations Coordinator.

Other Specific Rules Relate to Service Animals

- When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask the dog demonstrate its ability to perform the work or task.
- Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

- A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.
- Establishments that sell or prepare food must allow service animals in public areas even if state or local health codes prohibit animals on the premises.
- People with disabilities who use service animals cannot be isolated from other patrons, treated less favorably than other patrons, or charged fees that are not charged to other patrons without animals. In addition, if a business requires a deposit or fee to be paid by patrons with pets, it must waive the charge for service animals.
- If a business such as a hotel normally charges guests for damage that they may cause, a customer with a disability may also be charged for damage caused by him/herself or their service animal.
- Staff is not required to provide care or food for a service animal.

Emergency Situations: In the event of an emergency, the individuals that respond should be trained to recognize service animals and to be aware that the animal may be trying to communicate the need for assistance. The animal may become disoriented from the smell of smoke in a fire or a laboratory emergency, from sirens, or wind noise, or from shaking and moving ground. The partner and/or animal maybe confused in a stressful situation. The individual should be aware that the animal is trying to be protective and, in its confusion, is not to be considered harmful. The individual should make every effort to keep the animal with the partner.

Visitors with Service Animal: All visitors to campus with service animals must adhere to the same guidelines as students/staff attending The University of Olivet.

Grievances: Concerns may be directed to the Academic Accommodations Coordinator in Mott 211.

Training Service Animals: Request to train service animals may be submitted to the Director of Residence Life in Mott 208. All guidelines for service animals must be followed. Trainers will be approved on a case by case basis and The University of Olivet reserves the right to cancel the training at any time and for any reason without prior notice. Trainers must be able to provide documentation from the organization they are working with to train the animal.

Emotional Support Animals must be cleared through Accommodation Services before coming to campus.

For further information on other Accommodation Services please contact:

Joey Shepherd
Director of Academic Accommodations Coordinator
Director of Student Support
Mott 211
(269) 749-7591

Information Cited from:

"Service Animals." *Revised ADA Requirements*: U.S. Department of Justice, July 2011.

http://www.ada.gov/service_animals_2010.htm

Telephone Service

Each residence hall room may be provided with a telephone line suitable for a touch-tone telephone upon request. Students are not advised to bring cordless phones as they tend to interfere with wireless connection. If a cordless phone is desired, 5.8 GHz or higher frequency is recommended. Roommates may wish to coordinate their efforts, since only one telephone is required. Answering machines may be used, but students may prefer to use the voice mail system provided, which will even take messages when the telephone is in use. Each society and theme house may be provided with a single telephone circuit/line and may provide for the connection of that telephone circuit/line to additional rooms at its own expense. There is no charge for basic telephone service for on-campus calls or local calls. Just dial the 4-digit extension to place an on-campus call. If a line is busy, the caller will be

forwarded to the party's voicemail. The telephone line request must be made to Information Technology Services (ITS) via itshelp@UOlivet.edu.

Receiving Calls. Please let callers know your Direct Inward Dial number so that they may call your line directly. The Olivet area code is 269, and the exchange is 749. For example, if your number is ext. 7777, long distance callers would dial (269) 749-7777; local caller 749-7777; and 7777 from on campus.

Voicemail. Students must contact ITS to receive their voice mail ID number and pin. Campus telephones are programmed to forward messages to a voice mailbox if the line is busy or not answered. Although students may share a room, theme house or society house, separate voice mail boxes are set up for each student residing in that facility. Voicemail can be accessed from any phone by dialing 7000 # on campus or (269) 749- 7000 # off campus, and following the voice instructions.

Local Calls. Students may make local telephone calls by dialing "8" before dialing the seven digit telephone number. Calls to 749, 763, 543 and 541 exchanges are currently local calls, but calls to 543 and 541 require dialing 1 plus the area code. There is no charge for local calls. **Customer Service** Students experiencing telephone problems should contact ITS at ext. 7666 to arrange for repair. Department hours: Summer 8:30 a.m. to 4 p.m.; school year hours are 8:00 a.m. to 5 p.m.

Long Distance Calls. Students must use a calling card for long distance. Calling cards are available at most grocery and convenience stores.

Special Numbers. The University of Olivet admissions 1-800 number is used only for recruitment. Callers will not be forwarded to other extensions on campus.

Harassment & Annoyance. Students are expected to use the telephones in a responsible manner. Students making annoying or harassing calls may face sanctions. If you receive unwelcome calls, note the exact time and date and report the incident to Campus Safety. Voice mail messages are subject to the same responsibilities and action.

Visitor & Guest Policies

The following policies apply to all Residence Halls, Theme Houses, Apartments, and university-owned Greek Houses:

1. Visitation is a courtesy that is extended to residents. However, it will be revoked if roommate, floor mate, noise or other discipline issues become a problem.
2. Guests of any gender are allowed, with the permission of the roommates/suitemates, to stay overnight no more than two nights within a seven day period in any campus building. This period starts after the last day of their stay. Roommates will be required to execute a roommate contract (for rooms with two or more roommates) and participate in mediation if this policy is abused.
3. All Greek houses are encouraged to register guests.
4. Residence Hall overnight guests must be registered with the resident advisor by 10 p.m.; failure to do so could result in the guest being asked to leave. Guests must present a valid ID when checking in.
5. Non-overnight visitors are welcome on campus at any time; however, on-campus residents are responsible for their visitors'/ guests' behavior and actions.
6. Residents must also take responsibility regarding any and all repercussions of their guest's actions. Visitors/guests must be escorted by a resident at all times and must use the restrooms designated for their gender.
7. Non-overnight guests, up to four per residence room are allowed.

8. Residents are allowed only two overnight guests at any one time within a seven day period. This period starts after the last day of their stay.
9. Guests in the main living areas of Theme houses must follow fire code.
10. Visitors under 18 years of age must leave university buildings by 10 p.m. Students hosting approved underage visitors must register their guest with the hall director or RA staff upon entering the residential hall, or with the apartment manager if at an apartment, theme or university-owned Greek house. Exceptions can be approved by the Director of Residence Life if the visitor is a prospective student on a coach approved, or an official university visit, or if the visitor is family. In these cases the prospective student must be accompanied by a designated person or family member. Any The University of Olivet Student under the age of 18 will be allowed to visit any residence hall with the approval of the Hall Director.
11. Babysitting is considered “the running of a business” and is not allowed in the residence halls, theme houses, apartments, or Greek houses. During allowed hours for visiting children, there must be one responsible residential adult per two children.
12. Non-custodial parents may host their children of any age overnight on weekends only, and only with the prior permission of the Dean of Student Life.
13. Resident Life staff reserves the right to refuse a visitor or guest the right to visit The University of Olivet.
14. No “squatting” is allowed on The University of Olivet properties. Squatting is defined as one that settles on property without right or title or payment of rent.

Waterbeds, Pools, & Hot Tubs

Waterbeds, pools, and hot tubs are not permitted in the residence halls, apartments, Greek or theme houses.

Weapons

The University of Olivet is a weapon-free zone. Use, possession, and/or keeping of paintballs, knives, firearms (even as permitted by law), tasers, stun guns, explosives, weapons, dangerous chemicals, martial arts weapons or any device that may be used to propel a projectile (such as BB guns, air guns, pellet guns or paintball guns, fireworks, ammunition, flammable or incendiary devices) or any other dangerous/deadly weapon or instrument that could be used to intimidate or threaten, and/or use of any such item in a manner that harms or causes fear to others is prohibited on all properties owned by The University of Olivet (this includes but is not limited to all campus facilities, athletic facilities, parking lots, and recreational spaces) and at all events hosted by The University of Olivet, regardless of location. Use of any object to intimidate or threaten someone is prohibited. When an object is used to intimidate or threaten someone, that object is considered a weapon.

Window Screens

Due to health, safety and maintenance reasons, screens are to be left in windows at all times. At no time shall any article be thrown or dropped from windows or roofs, nor may they be thrown at people or buildings. Please close and lock windows when leaving for extended periods of time and before breaks. There will be a \$50 fine if screens are removed. Also, exterior antennae for televisions and radios are prohibited. Outside window sills must be kept clear of all objects for safety purposes.

4 / Meal Plans & Food Services

All students who live in residence halls must have a meal plan. The reason for this is twofold. First and most important, it is to ensure that students have access to nutritious and healthy food choices. Secondly, students are not allowed to have cooking appliances (with the exception of a small microwave) in their residence hall rooms. Students are encouraged to eat in the dining hall and to use their meal plan.

The free points and bonus meals that students on the meal plan receive on their card will expire at the end of each semester. Students that elect to take advantage of the ILT will automatically be changed to the Carte Blanche plan for that period. This means that they will not be able to scan in a “buddy” or make use of their free points. Students staying on campus between the end of the spring semester and the start of the ILT and/or the end of the ILT and commencement must be on an authorized attendance list in order to eat in the Kirk Center. Those authorized on the attendance list may forfeit bonus meals and points.

Students who enroll in a board contract with the university will be on the Carte Blanche meal plan. Each Carte Blanche plan comes with 10 bonus meals each semester. These bonus meals can be used to bring a guest in to eat. Students residing in Greek or Theme Houses or university-owned Apartments may choose the Carte Blanche or 100 on the Run meal plans.

All residential students must have a meal plan. Students who reside in the Residence Halls must have the carte blanche meal plan. Students living in university-owned apartments, Greek houses, and theme houses must choose between the carte blanche and the commuter (100 on the run) plans. The meal plans are monitored at the dining hall entrance and students are required to show their ID with a meal plan bar code to gain entrance. A student’s ID is not transferable to another student seeking entrance to the dining room. If a student has lost their ID, they can obtain a new ID at the Student Services Office in Mott for \$15. Violation of these policies may result in judicial action.

The dining room meal service features unlimited portions and is predominantly self-serve. To ensure the highest level of food safety, only ice cream, fruits (apples, oranges, pears and bananas) or a cookie may be taken out of the dining room.

To obtain a meal for a sick student, a roommate or friend must bring an authorization note from a hall director, or the Student Life Office, and the student’s ID to the dining room. Present the note and ID to the checker.

Faculty, staff and commuters are welcome in the dining room and can pay the checker upon entrance or can have money put on their ID to be used for meal purchases in the Kirk Center or in retail locations. Faculty, staff and commuters will receive a bonus for any cash deposits over \$30 on their cards.

Student groups, athletics, etc. may contact a food service manager to set up a meal exchange “pack out” for parties, trips or other special events. Arrangements must be made five working days prior to the event to order the food, and a list of students who wish to exchange their meal must be presented to dining services the day prior. Students who have indicated they are exchanging a meal will forego entrance to the dining room for that meal. Students who miss meals due to academic or work related reasons may contact the food service office to arrange for alternate meals.

The Suggestions and Comment Board, the Food Advisory Committee, the Customer Satisfaction Surveys and the Chartwells Open Door Policy are all avenues of customer input to the university’s continued change and growth in programming. Dining services, programs and specials are advertised in a monthly calendar, which is distributed to all campus departments and offices. The daily menu can be obtained by going to www.dineoncampus.com/olivet. You may also add points to your card at www.dineoncampus.com/olivet. Hours of operation are posted outside of the dining room.

Points are included with each meal plan, and are redeemable at the Starbucks, located in Mott. Each point is equivalent to \$1 and will not be taxed. Students can purchase more points at any time by contacting Chartwells at (269) 749- 7378 or visiting our Web site at www.dineoncampus.com/olivet.

Chartwells is contracted as the food service provider for the campus community. Chartwells must furnish all food items for campus events. These items may be prepared and delivered by Chartwells or can be purchased in their raw state and prepared by the event coordinator. For items to be prepared by the coordinator, Chartwells will provide proper guidelines for preparation and food safety. Students with meal plans may use a “meal exchange” to purchase food for events. Meal exchanges must be arranged with a food service manager no later than 72 hours before an event. Campus event food items can be ordered by contacting Chartwells at (269) 749-7378.

5 / Parking & Vehicle Registration

Motor Vehicle Policy

The University of Olivet provides parking facilities in an effort to meet the needs of faculty, staff, students and visitors. Because of limited space, the operation and parking of a motor vehicle on campus is a privilege. Drivers are expected to know and abide by all motor vehicle regulations and to assume responsibility for any damage to vehicles while they are operated or parked on campus. Regulations have been developed to encourage orderly parking, easy traffic movement, pedestrian safety and access for emergency vehicles. The Campus Safety Department has the authority to ticket, wheel lock and tow vehicles that are in violation of university regulations.

Vehicle Registration

- All vehicles must be registered with the Campus Safety at the beginning of every academic year. Students enrolling for the second semester must register their vehicle at that time.
- To register a vehicle you must present the name of the registered owner along with license plate number, make, model and year of the vehicle. The University of Olivet permit is then issued and must be displayed on the windshield, lower passenger side corner.
- Registration deadline will be the same date as the last day to drop/add a class. Failure to register a vehicle will result in a \$200 fine.
- Permits are valid for one academic year.
- Permits are not transferable.
- If you change vehicles you must register your new vehicle with Campus Safety.
- If you change vehicles or lose your parking permit, a new one will need to be purchased at the cost of \$25.
- Having your vehicle registered does not guarantee or reserve you a specific parking spot or location.

Parking Lots

Each parking lot has several designated parking spaces; these spaces include handicap, university official, athletic staff, admissions staff, and fraternity and sorority member spaces. Unauthorized vehicles parking in these spaces will be ticketed and possibly wheel locked or towed.

Parking Lot	Parking Restrictions
Adelphic Lot (<i>east of Adelphic</i>)	Open parking for all The University of Olivet students
Blair Hall	Closed for construction
Dole Hall	Student parking unrestricted/open Dole Staff/Visitors only, non-student parking
Shipherd Hall	Parking restricted to sophomore and above residents of Shipherd Hall
Burrage Library	Open parking for all permits for The University of Olivet

Congregational Church	Open parking for all permits for The University of Olivet
Gillette North Parking Lot (<i>north of Gillette Student Village, a dirt lot</i>)	Open parking for all university students
Kirk Center	Parking restricted to sophomore and above residents of Dole Hall
Mott North Lot	Parking is restricted to staff and faculty; no overnight parking
Upton Conservatory	Open parking for all permits for The University of Olivet
Oak Hill Apartments	Parking restricted to sophomore and above residents of Oak Hill
Gillette Student Village	Parking restricted to sophomore and above residents of Gillette Student Village
Long Apartments	Parking in front of apartments is restricted to apartment residents, parking in the back of the lot is open as overflow parking

Apartment, Theme Houses & Greek Student Housing Parking & Upkeep

- Parking in and around the unit shall be limited to the number of spaces allotted by the university.
- Parking of motor vehicles on the lawns/sidewalks adjacent to the units is not allowed, parking is only within the confines of the given parking area.
- Furniture used on the front porch of a unit or anywhere on its grounds shall consist of a type of classified as “outdoor furniture” not upholstered furniture.
- All Greek/university-owned theme houses will maintain the grounds of their respective units (with the exception of mowing). Normal pick-up of trash litter accumulated on the grounds adjacent to the units is the responsibility of the residents.

Parking Regulations

- Only those vehicles with an The University of Olivet parking permit are legally permitted to park in the university lots.
- All vehicles must be registered through The University of Olivet’s Campus Safety.
- Freshmen, as dictated by their academic standing, will be restricted to the parking lots behind the Margaret Upton Conservatory, Burrage Library and the Adelphic Lot (east of Adelphic).
- Students’ vehicles may not be parked in the posted or designated areas reserved for university vehicles.
- There is no charge for the first vehicle parking permit obtained. A second vehicle parking permit can be obtained for \$25.00.
- All vehicles parked in university lots must display The University of Olivet parking permit or a visitors’ parking permit, or they will be ticketed.
- Vehicles that have multiple tickets for the same type of fine may be wheel locked and charged a removal fee of \$125.
- Vehicles that have been wheel locked multiple times will be towed at the owner’s expense.
- Vehicles that are not in drivable condition will be considered abandoned and towed at the owner’s expense.
- All vehicles on university property must display a current license plate. Failure to display a current license plate will result in the vehicle being towed at the owner’s expense.

- Illegally parked vehicles obstructing traffic in university parking lots will be towed without warning and at the owner's expense.
- Campus Safety has the right to ticket, wheel lock and/or tow any vehicle that is in violation of The University of Olivet Parking Policies.
- The University of Olivet is not responsible for damaged or stolen vehicles.

Vehicle Wheel Lock Policy & Procedures

The University of Olivet students who violate any university parking policy are subject to having their vehicle immobilized with the use of a vehicle immobilizing device (vehicle wheel lock). If Campus Safety is forced to wheel lock a vehicle, a \$125 removal charge will be imposed in addition to any fines or late charges accumulated from unpaid tickets, unregistered vehicle fees, or any other violation warranting the wheel lock.

All fines and fees must be paid in full or arrangements must be made with the director of Campus Safety before the wheel lock may be removed. If a vehicle is wheel locked without a permit, one must be purchased and the vehicle must be properly registered with Campus Safety before the boot is removed. Director Reed's office is located in the CJC building behind the Mott Academic Center (first office on the right).

Tampering, removing and/or damaging The University of Olivet Campus Safety property, including the wheel lock, may result in judicial process, criminal prosecution, and/or fines/replacement of property at the student's own expense.

Vehicles may be wheel locked for the following offenses:

1. Four or more unpaid parking tickets for general parking violations.
2. Four or more unpaid parking tickets for special parking violations:
 - a. Posted parking spots
 - b. Handicapped parking
 - c. Athletic parking
 - d. Dumpster areas
 - e. Fire lanes
 - f. Parking in the grass
 - g. Impeding traffic flow
3. If the vehicle is unregistered with Campus Safety past the set deadline.
4. If the vehicle is displaying an altered, lost, manufactured or stolen permit.
5. If the vehicle is displaying a permit the owner is not authorized to use, including but not limited to: faculty/staff permit, board of trustees permit, upper classman permit, or others not listed.

Multiple Boots within an Academic Year. Any student whose vehicle has been booted three or more times within an academic year may have their vehicle towed at the owner's expense and be referred to the director of Campus Safety for possible judicial sanctions.

Fines

- All fines are billed through the Student Services Office.

- Once a ticket is placed on a student's vehicle, he/she has 10 business days to appeal the ticket to the director of Campus Safety. After that time the ticket becomes final.
- Two types of parking tickets can be issued. The first is a general parking ticket, issued to students parking in the wrong lot or not in a designated parking spot. The second is a special parking ticket issued to students parking in a posted parking space, i.e., athletic, handicapped.
- The following are the fines for parking tickets and violations:

Violation	Fine
General Parking Ticket	\$15.00
Special Parking Ticket	\$75.00
Wheel Lock Removal	\$125.00
Unregistered Vehicle	\$200.00

Visitor Parking Permits

Visitor parking permits are available to all enrolled students and may be obtained, at NO CHARGE, through the Campus Safety Office. Visitor permits are valid for three consecutive dates from the time they are issued.

Handicap Parking

Handicap parking is available in the parking lots throughout campus. Enrolled students' vehicles utilizing these spaces must display a state issued handicap parking permit and an The University of Olivet parking permit. Illegally parked vehicles in these spaces will be given a ticket by Campus Safety or the Olivet City Police Department.

City of Olivet Parking Ordinance

No cars may be parked overnight on the city streets from November 1 to April 1 between the hours of 2 a.m. and 6 a.m. Cars illegally parked on city streets are subject to ticketing or towing by the Olivet City Police Department. All tickets must be paid at City Hall, located on Main Street.

Additional information from the Olivet Police Department:

- 1) Per city ordinance, vehicles must be parked WITH the flow of traffic, meaning that they must be parked facing the same direction of traffic as the adjacent travel lane. See illustration.
- 2) No blocking sidewalks or fire hydrants.
- 4) If unsure whether or not street parking is permissible, a good rule of thumb is to check whether or not the space is marked and making sure that you are properly parked within the space. Although unmarked, parking is permissible on the north side of West Green Street, near Alpha Lambda Epsilon.
- 6) Most fines for city parking violations are \$15, with the exception of handicap parking violations. Citations must be paid or the city be given notice that you wish to contest the violation within ten (10) days, after which time, an additional late fee will be added. See notice on citations for further instructions and penalties.
- 7) The City and surrounding agencies do not provide lockout services if you become locked out of your vehicle, except in case of an emergency. Nearest roadside assistance services include but are not limited to Country Side Towing, Bud's Towing, and Davis Auto.
- 8) Like all public service agencies in Eaton County, Olivet Police are dispatched to calls through Eaton County Dispatch, which can be reached at **517-543-3510**. Calls for general inquiries, copies of reports, parking issues, and

other general or administrative business can be made at **269-749-9961**. Leave a message if no one is immediately available to answer your call. As always, contact **9-1-1** for emergencies.

6 / Academic Policies & Procedures

Academic Catalog

For a comprehensive discussion of academic policies and procedures at The University of Olivet, please refer to the Academic Catalog. The following are three particular policies and procedures of which students should be aware.

Academic Integrity Policy

The University of Olivet's Academic Integrity Policy is based upon the expectations of the Olivet Compact. Academic dishonesty violates the commitments of the Compact and causes serious harm to the campus community. In order to encourage honesty, fairness, respect and trust, The University of Olivet recognizes seven distinct types of academic dishonesty including cheating, plagiarism, fabrication, failure to contribute to a collaborative project yet taking credit for that work, sabotage, misrepresentation, and facilitating dishonesty. Detailed definitions and examples of each type of academic dishonesty are provided in the Academic Catalog. Procedures regarding acts of academic dishonesty and the sanctions for these acts can also be found in the Academic Catalog.

Academic Standing & Satisfactory Academic Progress (SAP)

All students must maintain good academic standing by continuing to show satisfactory academic progress throughout their career. Academic progress for all students will be reviewed after both the fall and spring semester and also after summer school sessions are complete. Evaluations will be performed immediately following the end of each period and will be based on the student's academic transcript at the time of evaluation. This will allow a student the possibility of reinstatement of aid eligibility over summer months. The review will be completed by the Academic Performance Committee, a standing committee of The University of Olivet faculty members. Acceptable academic progress toward one's degree completion is measured using two standards: minimum cumulative grade point average and academic pace. For more information regarding these two measures, please see the Academic Catalog.

Grade Appeals

A student may contest a final grade for any course. Grade appeals are overseen by the Office of Academic Affairs, Mott 206. Students may submit a grade appeal to contest a final grade no later than the first month into the following semester (September 30 for spring and summer grades; January 31 for fall grades). The appeal can be submitted only after attempting a resolution to the matter with the particular faculty member involved and the appropriate department chair. Please see the process for grade appeals outlined in detail within the Academic Catalog for more information.

7 / Academic Support & Student Development

Office for Student Development

Mission.

We exist for each student at The University of Olivet. We recognize every student benefits from out-of-classroom and other holistic experiences. With integrity and care, we provide comprehensive resources to promote student growth and nurture positive academic, social, and emotional development. Our work – with a proactive focus on incoming students and students in historically marginalized subgroups – improves student retention and persistence through graduation.

Vision.

Current students will recognize the value of the supportive model within the Student Development team and utilize these opportunities. We implement best practices to improve the student experience.

The Gruen and Speare Student Success Center.

Named after two long-time professors at The University of Olivet, Fred Gruen, Ph.D., and Edward Speare, Ph.D., the Gruen and Speare Student Success Center offers students assistance in academic accommodations, career support, tutoring, and general support and assistance. These services are offered free of charge. The Student Success Center provides a homebase for our Student Development Team.

Academic Accommodations

Students with documented learning or physical disabilities/disorders/impairments are supported by the Accommodations Director. The Director works with each student to provide appropriate accommodations and encourage academic success.

Career Support

Students receive career and internship support within academic major seminars.

Career and Leadership Center

The University of Olivet Career and Leadership Development Center is located in the library, main floor. The center provides students and alumni with the resources to enter the “real world” with confidence and skills to thrive in their chosen career and make an impact in their community. From exploring career interests to building employer and alumni networks to empowering individuals to walk into a job interview confidently, we are here to help students succeed. In addition to personal career and leadership development support and promotion of professional networking opportunities, students are encouraged to take advantage of other resources and services including career exploration, inventory assessments, graduate school search and application process, resume reviews, internship and job search strategies, Handshake, Linked -In, job shadow experiences, mock interviews, salary and hiring data, career fairs, and much more. We’re committed to your success. Our team will help you identify and leverage your strengths and talents to explore and pursue a fulfilling career and life.

Comet Career Closet

The Comet Career Closet is a free resource on campus (located on the second floor of the library) providing professional clothing to students. The Closet helps Comets have the added confidence to dress for success when pursuing internships, preparing for class presentations, or when entering the workforce.

Tutoring

Upper-level students serve as tutors for the entire university community. The goal of tutoring is to support students as they work to improve their writing, math, study, and other skills so they can succeed and thrive at The University of Olivet. Peer tutoring is provided in most subject areas and can be scheduled online or in the Gruen and Speare Student Success Center.

Student Transitions & Academic Success

The Center staff is happy to assist students as they make their transition to university life and persist onward to graduation. The staff provides opportunities for one-on-one advising, workshops, and assistance with time management and study skills. Our Student Development Team is eager to support you.

Women's Leadership Institute

The Women's Leadership Institute office is in the Burrage library, second floor. The mission of the Women's Leadership Institute is to cultivate confident women leaders who embrace their authenticity to facilitate and lead positive change. The Institute offers a specialized year-long women's leadership development program which engages with diverse leaders and alumni, provides a legacy mentor experience, and promotes the exploration of multiple leadership approaches with an overall goal to foster inclusive and equitable leadership practices.

8 / Student Employment

The University of Olivet's Student Employment Program is designed to assist students in obtaining part-time job opportunities on campus through the federal work study program and departmental budgets. All students are encouraged to apply for student employment positions whether or not they have been awarded federal work study funds, given that some departments have the ability to hire student workers who are not eligible for federal work study. It is our mission to assist students with finding meaningful work opportunities that will allow them financial assistance while in school, as well as obtain practical experience in jobs related to their academic studies, interests and talents. Because of the high demand for limited employment opportunities, it is important to check in often with the Student Career Center website to learn of new job openings. New positions for the upcoming academic year are available for application August 1.

Student Employment Application Process

All students must follow the following process each academic year to become a student employee. If you are planning on working for the same department as the year prior, you must still complete the following process:

1. Go online to the Student Career Center to search for and apply for jobs (found under Quick Links after logging into My Olivet Portal).
2. Once you find a job in which you are interested, click on the position. Click on "Apply" at the bottom of the job description page.
3. Complete an online Student Employment Application. This application will be automatically submitted to the hiring department.
4. If the hiring department is interested, you will be contacted for an interview.
5. Upon being offered a position, you will be notified by human resources via ADP email to log into the Student Career Center to electronically sign to accept a contract and print any necessary payroll forms.
6. Fill out any required payroll forms. Take your I-9 documents (list is included in the payroll packet) and completed forms to human resources. **YOU ARE NOT AUTHORIZED TO BEGIN WORKING FOR ANY DEPARTMENT UNTIL YOU HAVE BEEN AUTHORIZED BY HUMAN RESOURCES.**
7. The hiring department will assign your work schedule, review procedures and expectations, review use of the ADP Workforce Now software, and discuss your job descriptions and responsibilities.
8. The student employment coordinator for the hiring department will notify the human resources department of your intended hire by requesting the creation of the student employment contract.
9. You are eligible to begin working when you have been notified by human resources via email that your position is available for time entry in ADP Workforce Now.

Job Awards for the Academic Year

The dollar amount of your job award will be determined from information in your financial aid application (FAFSA), your financial aid award package, and the student employment budget of the hiring department. Your job award amount may also be determined at the discretion of the hiring supervisor. With permission of human resources, some students will choose to work for two departments. Regardless of how many positions are held, a student cannot exceed the 20 hours per week maximum.

After payroll is processed, a department allocation is distributed to each departmental coordinator indicating the student's earnings for each pay period, the amount remaining of a department's budget and/or the amount of hours a student has remaining of the job award. It is crucial that the departmental supervisor communicate with the student to the status of the job award of the students employed in their department.

Job awards are given for the entire academic year. The academic year begins with the pay period in which the first day of classes for the fall semester begins and concludes on a student's last day of exams in the spring semester. Students registered for the Intensive Learning Term (ILT) are eligible to work until the day of commencement. A student who withdraws from all courses or no longer is registered for courses becomes immediately ineligible for student employment and must cease working immediately.

Summer Employment

Summer employment opportunities are available on a limited basis. Available positions are posted on the Student Career Center (found under Quick Links after logging into the My Olivet portal) in the spring semester, as they become available. Students will follow the application process outlined above. To be eligible for the summer employment program, students with no judicial record or outstanding balance due with Student Services, and must have a 2.5 overall GPA.

Wage Rates

The University of Olivet complies with the state of Michigan's minimum wage rate. Some specialized positions on campus pay a higher rate, which will be specified in the job posting.

Employment Eligibility

The University of Olivet is required to verify employment eligibility. The U.S. government requires the student to provide documentation for I-9 verification **BEFORE** being allowed to begin their work assignment. Typical documents used in the employment verification process are a U.S. passport or a driver's license and a U.S. social security card or certified copy of a birth certificate. The list of acceptable documents required to complete the I-9 form are included in the payroll packet.

Payroll Forms

All students hired for a position on campus are required to complete the payroll packet at least once. The packet includes the I-9 verification form and instructions, Federal W-4, MI-W4, background check authorization, confidentiality agreement, and direct deposit forms. The forms are available on the Student Career Center website and in the human resources office.

Payroll Policies and Procedures

- Students are permitted to work a maximum of 20 hours in any given week, Sunday at midnight through Saturday at midnight.
- Students are paid bi-weekly with supervisor timesheet approvals due by 9 am on the Monday preceding a pay date.
- Students submit their hours by logging into ADP Workforce Now and clocking in upon arrival for their shift and clocking out upon departure of their shift.
- Hours are regularly monitored by a student's immediate supervisor.
- At the end of the pay period, a supervisor's approval of the student's timesheet is required.
- Any payroll discrepancy is required to be resolved within 30 days after the issuance of the scheduled remuneration.
- A student's total job award is taxable by both federal and state governments. Work study wages are not subject to Social Security (FICA) deductions during the time an individual is a registered, degree-seeking student.

- Student employees are classified as part-time temporary employees. As such, they are **not** eligible for the following: paid vacations, paid sick leave, paid medical leave, paid maternity leave, paid holidays, retirement benefits, life insurance benefits, or health benefits.

Direct Deposit

All students are strongly encouraged to complete their direct deposit form and submit it to human resources for processing. Pay statements are available in the student's ADP account on the pay date. If a student does not elect direct deposit, the paycheck will be mailed to the student's home mailing address.

Nepotism

To avoid nepotism, students will not be placed in any department where a relative is employed and/or serves as the supervisor of student employees. Relatives include those people related by blood or adoptive relationship (e.g., parents, grandparents, children, grandchildren, brothers, sisters) or by marriage relationship (e.g., husbands, wives, brothers-or sisters-in-law, fathers-or mothers-in-law, stepparents, stepchildren, nieces, nephews, cousins).

Reporting Injuries on the Job

To ensure that students receive proper treatment if injured while performing an assigned task, students are required to report the injury to their immediate supervisor. If the supervisor is not available, the incident must be reported to a university staff member. Students are also required to complete an incident report, available in the Campus Safety office.

Working Environment

The Americans with Disabilities Act (ADA) and other laws directly affect the Student Employment Program as follows:

- Discrimination in employment against a qualified individual with a disability in the terms and conditions of employment is prohibited.
- The Student Employment Program is obligated to permit an injured or ill student employee who has recovered to return to work.
- In accordance with the Drug-Free Workplace Act of 1988 (34 C.F.R. Part 85, subpart F), The University of Olivet maintains a drug-free workplace.
- Smoking is prohibited in all buildings and offices.

Student Employment Related Discrimination and Sexual Harassment

The Student Employment Program is committed to providing a work environment that is free of discrimination on the basis of race, color, religion, gender, national origin, age, height, weight, marital status, sexual orientation, veteran status or disability throughout the employment relationship, and is also committed to assuring fair employment practices. Please refer to the Community Standards section within the Student Handbook for more information. The Student Employment Program also does not permit any unlawful harassment, including that of a sexual nature. Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical contacts of a sexual nature when:

- Submission is made explicitly as a condition of employment
- Submission or rejection is used as the basis for employment decisions
- Such conduct interferes with an employee's work performance

- Such conduct creates an intimidating, hostile or offensive working condition

If a student employee feels subjected to harassment by any other student employee of the university, she or he should promptly report the incident to an immediate supervisor, the Student Employment Program, or the Director of Human Resources. If a student employee feels subjected to harassment by a supervisor or employee of The University, she or he should promptly report the incident to the Student Employment Program or the Director of Human Resources. After a thorough investigation of the matter, appropriate action will be taken. All information concerning harassment charges will remain confidential. Sexual harassment is a Title IX offense. The University of Olivet Policy on Sexual Assault can be found on page 43 of this Student Handbook.

Grievances Against Supervisors

The following procedure should be followed in any case in which a student employee has a grievance against his or her supervisor:

- The student should meet with the supervisor to discuss the problem as soon as possible.
- If a solution is not reached to the problem, the student should make an appointment to discuss the matter with the student employment program coordinator.
- The student employment program coordinator reserves the option to schedule a meeting with the student employee and the supervisor to arrive at a solution to the problem.

Disciplinary Process

Problems in the workplace do occur. The Student Employment Program provides the following advice and guidelines to help departmental student employment coordinators handle these situations. Ideally, supervisors will use the interview and selection process to determine whether a student is a good fit for a particular employment opportunity. Furthermore, the required training and orientation provided by the department provides the opportunity to ensure that student employees understand the requirements and expectations of their positions. However, occasions may occur where the performance of the student in their job is below expectations. In those situations, the following progressive disciplinary process should be followed to ensure that students have the opportunity to learn from their own mistakes, to correct their own errors, and to understand why they are being disciplined and/or terminated:

1. **Verbal Warning.** If a student fails to complete a job satisfactorily, the supervisor/coordinator is encouraged to counsel the student. The counseling should include:
 - The student's job requirements
 - The problem that exists in the student's employment area
 - Reasons why the problem is occurring
 - Strategies to correct the problem
 - A mutually agreed upon corrective plan of action.

If counseling fails to resolve the situation, the next step is the written warning.

2. **First Written Warning.** The first written warning is a disciplinary action taken because satisfactory job performance has not occurred. The warning should be hand-delivered to the student and discussed with the student, if possible. A copy will be hand delivered within 48 hours of the time it was issued.

3. **Second Written Warning.** A second written warning is much more serious than a first written warning. In all cases, three days must elapse between the first and second written warnings. If a second written warning is issued, a mandatory meeting must be scheduled by the supervisor/coordinator with the student and the student employment program coordinator. This appointment must be scheduled and kept within three school days of the issuance of the warning. Failure to do so could result in the student's right to appeal future written warnings. At this meeting a careful explanation of the disciplinary action being taken will be provided by the student employment program coordinator. Upon receiving a second written warning, the student will be placed on probationary status for a minimum of two weeks and be subject to an additional evaluation.
4. **Third Written Warning.** A third written warning mandates that the student's employment opportunity for that academic year be terminated.

Appeals

A student may appeal any written warning, provided that he/she has followed all of the appropriate procedures listed above. If the student chooses to appeal a written warning, he/she is required to submit a written appeal to the student employment program coordinator within three school days of the date the written warning was issued. During the appeal process, no action will be taken against the student or the supervisor/coordinator by the university regarding related employment issues. The student employment program coordinator will review the appeal and make a decision within three school days of receipt of the appeal.

Falsification of Time Sheets

The first infraction of falsification of time sheet information will result in a student's immediate dismissal from the Student Employment Program and eligibility for any campus job for a period of one semester. After one semester the student may reapply for campus positions. Should the student secure a position on campus, he/she will remain on probation for an additional semester. Should a second infraction of falsification of time sheets occur, the student will be dismissed from the Student Employment Program and will be ineligible for any campus job for the remainder of their academic career at The University of Olivet.

Community Standards

Policies and procedures listed in the Community Standards section of the Student Handbook are adhered to by the Student Employment Program. Specific policies include, but are not limited to: alcohol, anti-hazing, expectations of conduct, discrimination, equal opportunity, harassment, sexual harassment, judicial process, smoke-free campus and sexual assault. Other issues include lying, cheating, theft, participating in verbal or physical abuse of any university employee, being insubordinate, or coming to work under the influence of alcohol or drugs. The first time a student receives a written warning for issues violating university rules, disciplinary probation will occur. The policies and procedures listed in the Community Standards section of the Student Handbook will be followed.

9 / Campus Safety

The University of Olivet operates its own non-deputized Campus Safety Department, with personnel on duty 24-hours a day, every day of the year. Campus Safety officers work very closely with the hall directors to enhance the protection of persons and property of The University of Olivet while providing basic safety services to all students, faculty, staff and guests of the university. Success depends upon a true partnership between Campus Safety personnel and the diverse population of students, faculty and staff that comprise the university.

Office Location & Telephone

Campus Safety is located in the Library, just inside the main entrance. Campus Safety can be contacted at the following phone number:

- (269) 749-7911 Office
- (517) 231-6804 Direct Cell Phone Number

Emergency Phones are located in a red box at the front entrances to each residence hall, Blair Hall, Dole Hall, and Shipherd Hall. To call Campus Safety dial 7911. To call Emergency Services dial 8 then 911.

Campus Safety Services

Campus Safety provides a full range of campus services, including but not limited to:

- Crime prevention and safety programs
- Parking and traffic enforcement
- Criminal and non-criminal investigation
- Securing of campus buildings
- Arranging student medical transportation
- 24-hour Campus Safety escorts on campus, call 269-749-7911
- Assistance with minor motor vehicle problems
- After-hour admittance to campus buildings for authorized students
- Event security

Off-Campus Emergency Contact Information

- Olivet City Police Department (269) 749-9961
- Eaton County Sheriff (517) 543-3510
- Eaton County Dispatcher..... (269) 749-8911
- Olivet Fire Department..... (269) 749-2371

Calling 911

Anytime you call 911 with an emergency, you must provide the following information:

1. Name of individual calling
2. Type of emergency
3. Your telephone number
4. Address where assistance is needed (please refer to list below)
5. Dispatch may also ask for the names of two cross streets near your location

The University of Olivet Building Addresses

Adelphic House	213 E. Cottage St.
Alpha Lambda Epsilon House	212 S. Main St.
Alpha Phi Kappa House.....	227 College St.
Art Building	112 W. Green St.
Burrage Library	333 S. Main St.
Blair Hall	110 E. Cottage St.
Brewer House	412 Shipherd St.
Conservatory.....	502 S. Main St.
Cutler Event Center	9049 S. Marshall Rd.
Dole Hall	320 S. Main St.
Elite House	412 Shipherd St.
Facilities Storage Barn.....	504 Shipherd St.
Gillette Student Village	604 S. Main St.
Grounds Department.....	201 College St.
Gruen House.....	202 Yale St.
Ham House	115 Yale St.
Hance House.....	217 Yale St.
House	402 Shipherd St.
House	510 Shipherd St.
Hosford House.....	511 S. Main St.
Kappa Sigma Alpha.....	204 S. Main St.
Kirk Center	450 S. Main St.
Long Apartments	312 Yale St.
Margaret Upton Conservatory of Music	502 S. Main St.
Mott Academic Center.....	400 East St.
Mu Omega Pi House.....	404 Shipherd St.
Nu Gamma Xi House.....	502 Shipherd St.
Oak Hill Apartments.....	4740 W. Butterfield Hwy – Building A
.....	4744 W. Butterfield Hwy – Building B
.....	4748 W. Butterfield Hwy – Building C
Olivet Congregational Church	125 College St.
Phi Alpha Pi House.....	504 S. Main St.
Physical Plant	402 Church St.
Shipherd Hall.....	220 E. Cottage St.
Sigma Beta House	508 S. Main
Soronian House.....	123 W. Cottage St.
Storage Garage	9126 S. Marshall Rd.
Upton Gymnasium.....	210 E. Cottage St.

Self-Protection

The City of Olivet and The University campus are safe places, but crime and accidents can happen any place at any time. The existence of security measures taken by The University of Olivet and the Campus Safety Department does not relieve individuals of their responsibility for self-protection.

Members of the University community must assume responsibility for their own personal safety as well as the security of their personal belongings. This can be enhanced by using common sense practices such as:

- Do not prop open doors to residence halls.
- Lock residence doors every time students leave their room.
- Lock doors before going to sleep.
- Lock windows that are accessible from the outside.

- Keep small items of value out of sight (purses, wallets, jewelry, money, etc.).
- Record serial numbers of valuable property (video games, digital camera, etc.).
- Never loan keys or ID card to anyone.
- Do not walk alone at night; walk with a friend, or utilize the Campus Safety escorts.
- Lock car doors and keep the windows rolled up; lock valuables in trunk.
- Notify Campus Safety of suspicious-looking individuals.
- Remain alert to surroundings.
- Report any annoying or harassing phone calls to Campus Safety or hall directors.

Title IX Sexual Harassment Policy - Revised April 11, 2023

APPLIES TO: Faculty, staff, students, student employees, graduate associates, appointees, volunteers, suppliers/contractors, and visitors.

INTRODUCTION

Members of The University of Olivet Community have the right to be free from all forms of Sexual Harassment which impede the realization of the University's mission of providing an education that enriches lives intellectually, morally and spiritually to a diverse campus community. All members of the University Community are expected to conduct themselves in a manner that maintains an environment free from Sexual Harassment. As such, The University of Olivet does not discriminate on the basis of sex, pregnancy, gender identity or sexual orientation, and is committed to providing an educational environment free from sex discrimination.

As a University of federal funding, the University is required to comply with Title IX of the Higher Education Amendments of 1972, 10 U.S.C. § 1681 et seq. (Title IX). Title IX is a federal civil rights law that prohibits discrimination on the basis of sex — including pregnancy discrimination and Sexual Harassment — in educational programs and activities. Title IX's sex discrimination prohibition extends to claims of discrimination based on gender identity or sexual orientation.

Sexual Harassment is defined broadly under this Sexual Harassment Policy (Policy). Sexual Harassment includes Sexual Assault, Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, Sexual Misconduct with a Minor, Child Molesting, and sex discrimination, as defined below. Sexual Harassment is a violation of University policy, state and federal civil rights laws, and may violate state and federal criminal laws. When an allegation of Sexual Harassment is brought to an appropriate individual's attention, and a Respondent is found to have violated this policy, the University will issue appropriate sanctions to prevent future misconduct.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of Sexual Harassment in order to protect the rights and personal safety of Students, employees, and other members of the University Community. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local police. Not all forms of Sexual Harassment will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The University will consider the concerns and rights of both the Complainant and the Respondent.

DEFINITIONS

The following terms and definitions apply to this Policy.

TERM	DEFINITION
Actual Knowledge	<p>Notice of Sexual Harassment or allegations of Sexual Harassment to a University's Title IX Coordinator or any official of the University who has authority to institute corrective measures on behalf of the University as specified in Section III.B.</p> <p>Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute Actual Knowledge. This standard is not met when the only official of the University with Actual Knowledge is the Respondent. The mere ability or obligation to report Sexual Harassment or to inform a Student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the University</p> <p>"Notice" includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator.</p>
Appointee (Advisor)	<p>An individual deemed to have an affiliation with the University in a non-compensatory capacity as designated in the applicable Human Resources Information System. Parties must have the same opportunity to select an advisor of the party's choice who may be, but need not be, an attorney.</p>
Complainant	<p>Any person who is reported to have experienced conduct prohibited by this policy, regardless of whether that individual makes a report or participates in the review of that report by the University, and regardless of whether that person is a member of the University Community.</p>
Consent	<p>Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as Consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.</p> <ul style="list-style-type: none"> A. Consent to any one form of sexual activity cannot automatically imply Consent to any other forms of sexual activity. B. Consent may be withdrawn at any time. C. Previous relationships or prior Consent cannot imply Consent to future sexual acts; this includes "blanket" Consent (i.e., permission in advance for any/all actions at a later time/place). D. Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – substantially impaired (e.g., by alcohol or other drug use, unconsciousness, etc.). <ul style="list-style-type: none"> i. Substantial impairment is a state when an individual cannot make rational, reasonable decisions because they lack the capacity to give knowing Consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). ii. This also covers individuals whose substantial impairment results from other physical or mental conditions including mental disability, sleep, involuntary physical restraint, or from the consumption of alcohol or other drugs. iii. Being impaired by alcohol or other drugs will never function as a defense for any behavior that violates this policy. E. It is the obligation of the person initiating the sexual activity to obtain Consent. F. An individual cannot Consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or who is coerced by a supervisory or disciplinary

	<p>authority.</p> <ul style="list-style-type: none"> i. Force: violence, compulsion, or constraint; physically exerted by any means upon or against a person. ii. Coercion: the application of pressure by the Respondent that unreasonably interferes with the Complainant's ability to exercise free will. Factors to be considered include, but are not limited to, the intensity and duration of the conduct. <p>G. A person who does not want to Consent to sex is not required to resist or verbally object.</p> <p>H. Withdrawal of Consent can be manifested through conduct and need not be a verbal withdrawal of Consent (i.e. crying, pulling away, pushing away, not actively participating, laying there, uncomfortable or upset facial expression).</p> <p>I. Consent may not be given by an individual who has not reached the legal age of Consent under applicable law.</p>
Judicial Official	The administrator(s) who oversee(s) any hearing or appeal which takes place as part of the formal resolution process. The Title IX Judicial Officer is a single individual and decision maker over the hearing.
Formal Complaint	A complaint filed by the Complainant or the University that triggers the University's full investigation and hearing process under Title IX.
Investigator	An individual assigned by the Title IX Coordinator to investigate the alleged Sexual Harassment.
Respondent	Any member of the University Community who is reported to have engaged in conduct prohibited by this policy.
Retaliation	Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or Sexual Harassment.
Sexual Harassment	<p>The following constitute acts of Sexual Harassment under this policy:</p> <ul style="list-style-type: none"> A. An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct; B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or C. "Sexual assault" as defined in 20 U.S.C.1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
Student	<p>An individual to whom an offer of admission has been extended, paid an acceptance fee, registered for classes, or otherwise entered into another agreement with the University to take instruction. Student status lasts until an individual graduate, is permanently dismissed, or is not in attendance for two complete, consecutive terms, and includes those with a continuing educational relationship with the University; "Student" also includes registered Student organizations. A Student organization remains a "Student" for purposes of this policy for one calendar year following the expiration of the organization's most recent registration.</p> <p>The University reserves the right to administer this policy and proceed with any process provided by this policy even if the Student withdraws from the University, is no longer enrolled in classes, or subsequently fails to meet the</p>

	definition of a Student while a disciplinary matter is pending.
Title IX Coordinator	The designated University official with primary responsibility for coordinating the University's compliance with Title IX. This individual provides leadership for Title IX activities; offers consultation, education, and training; and helps to ensure that the University responds appropriately, effectively, and equitably to all Title IX issues.
University Community	Faculty, staff, Students, student employees, graduate associates, Appointees, volunteers, suppliers/contractors, and visitors.

POLICY DETAILS

I. SCOPE

A. Medium

- i. This policy applies to alleged Sexual Harassment in any medium. Sexual Harassment may manifest in many evolving forms including, but not limited to: physical, verbal, and visual, whether in person or online in any format.

B. Jurisdiction

- i. The University has a compelling obligation to address allegations and suspected instances of Sexual Harassment when it has Actual Knowledge that this policy has been violated. The University must inform the Respondent of the allegations and may take any further action it deems appropriate, including pursuing an investigation even in cases when the Complainant is reluctant to proceed. The Complainant will be notified in advance when such action is necessary.
- ii. The University's disciplinary response may be limited if the Respondent is a visitor or other third-party or is not subject to the University's jurisdiction.

C. Location

- i. This policy applies to alleged Sexual Harassment that takes place in a University's educational program or activity, against a person in the United States. This includes locations, events, or circumstances over which the University exercised significant control over both the Respondent and the context in which the Sexual Harassment occurred.
- ii. This policy also applies to alleged Sexual Harassment that occurs off-campus, including virtual spaces, in any building owned or controlled by a Student organization that is officially recognized by the University. This includes spaces the University exercise oversight, supervision or discipline or funded, sponsored, promoted or endorsed event.
- iii. This includes all fraternity and sorority premises and other organization premises recognized by the University.
- iv. In situations not covered above, but where the Sexual Harassment undermines the security of the University Community or the integrity of the educational process or poses a serious threat to self or others, other applicable University procedures for general misconduct may be applied.

D. Policy Maintenance

- i. This policy is managed by the President and the Title IX Coordinator.
- ii. This policy and the associated procedures will be revised by the Title IX Coordinator.

II. RECEIVING SUPPORTIVE MEASURES

- A. Members of the University Community impacted by Sexual Harassment are encouraged to use counseling and support services, listed in the Resources section.

III. EMPLOYEES WITH AUTHORITY TO INSTITUTE CORRECTIVE MEASURES

- A. The University designates certain employees who have the authority to institute corrective measures on its behalf. Under this policy, their knowledge of Sexual Harassment conveys Actual Knowledge to the University.
- B. The following employees have been designated by the University as having the authority to accept notice of sexual harassment on the University's behalf:
 - i. Title IX Coordinator
 - ii. Dean of Students – Students
 - iii. Human Resource Director - Employees
 - iv. Provost
 - v. Director of Athletics
- C. When one of the above employees learns of alleged sexual harassment, that employee should contact the Title IX Coordinator in the Office of Inclusion, Diversity, Equity, and Belonging as soon as possible.
- D. Employees may have additional reporting obligations provided by law and/or other University policies.
- E. Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures

IV. EMPLOYEE DUTY TO REPORT

All University employees have reporting responsibilities to ensure the University can take appropriate action.

- A. All University employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of Sexual Harassment. Any employee who receives a disclosure of Harassment or becomes aware of information that would lead a reasonable person to believe that a Sexual Harassment may have occurred involving anyone covered under this policy, must report all known information immediately.
- B. In addition to the requirement of reporting incidents of Sexual Harassment, the following members of the University Community have an additional obligation to report all other incidents of Sexual Harassment, when they receive a disclosure of Sexual Harassment or become aware of information that would lead a reasonable person to believe that Sexual Harassment may have occurred involving anyone covered under this policy. These individuals must report the incident within five workdays of becoming aware of such information:
 - i. Executive officers;
 - ii. Deans, directors, department heads/chairs (including those serving in assistant or associate roles);
 - iii. Graduate and undergraduate chairs;
 - iv. Supervisors who have hiring or firing power over at least three employees who are not Student or post-doc employees;

- v. Faculty and staff who serve as advisors to or coaches of University-recognized Student groups;
 - vi. Any individual, whether an employee or not, who serves as a coach of a club sports team;
 - vii. All individuals, including Student-employees (such as Resident Advisors) working in Student Life, the Division of Public Safety and Security, Intercollegiate Athletics, and Office of Equity, except those who serve in non-supervisory positions in dining services, clerical, or custodial/maintenance capacities;
 - viii. Campus Security Authorities designed by the University under the Clery Act not otherwise specified in this provision; and
 - ix. Individuals serving in any of the positions described above on an acting or interim basis.
- C. Employees are not required to report disclosures of information regarding Sexual Harassment pursuant to this policy in the following circumstances, unless an individual covered under this policy is implicated or the individual is explicitly seeking assistance from the University:
- i. At public survivor support events including, but not limited to: "Take Back the Night," candlelight vigils, protests, and survivor speak-outs;
 - ii. To Student-employees when they are operating outside of their official work capacity; or
 - iii. During an individuals' participation as a subject in an Institutional Review Board (IRB)-approved human subjects research protocol.
- D. Employees with a duty to report should refer to the chart in Reporting Allegations of Sexual Harassment. Contacting the Title IX Coordinator in the Office of Inclusion, Diversity, Equity, and Belonging to share all known information will satisfy the employee duty to report.
- E. Employees may have additional reporting obligations provided by law and/or other University policies.
- F. The following categories of employees are exempt from the duty to report Sexual Assault and other Sexual Harassment, due to their legal or professional privilege of confidentiality or their designation by the University as a confidential reporter:
- i. Professional and pastoral counselors
 - a) A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the University Community and who is functioning within the scope of that license or certification and their University employment.
 - 1. This definition applies even to professional counselors who are not employees of the University but are under contract to provide counseling at the University.
 - 2. This also includes an individual who is not yet licensed or certified as a counselor but is acting in that role under the supervision of an individual who is licensed or certified (e.g., a Ph.D. counselor-trainee acting under the supervision of a professional counselor at the University).
 - b) A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition and their role at the University.
 - 1. In this context, a pastor or priest who is functioning as an athletic director or as a Student advocate would not be exempt from the reporting obligations.

- ii. Other employees with a professional license requiring confidentiality who are functioning within the scope of that license or certification and their University employment.
 - a) For example, a physician with a dual appointment as a clinician and professor would be required to report instances of Sexual Harassment of which they become aware in the scope of their employment as a professor, but must keep such information confidential and privileged if learned in the scope of their duties as a physician unless there is a mandatory reporting requirement under state law.
- G. Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures.

V. REPORTING ALLEGATIONS OF SEXUAL HARASSMENT

- A. Any person may report sexual harassment. By way of example, this includes:
 - i. Students
 - ii. Employees
 - iii. Parents
 - iv. Any University Community member or other individual who is directly involved in, observes, or reasonably believes that Sexual Harassment may have occurred.
- B. Reports can be made to the Title IX Coordinator(s) in person, mail, phone, and email. See Title IX Coordinators contact information at the end of this document.
- C. Making a report to the University and to law enforcement are mutually exclusive events. Making a report to the University does not preclude the individual from filing a report of a crime with law enforcement nor does it extend time limits that may apply in criminal processes. Filing a report with law enforcement is not a prerequisite of making a report with the University. However, individuals may request assistance from the Title IX Coordinator or designee to notify law enforcement.
- D. Title IX update for students under 17 years old.
If the student Complainant and/or Respondent is 17 years old or younger and involved in a Title IX sexual assault complaint implement the following process:
 - 1. Confirm age
 - 2. Call law enforcement if the student is 17 years old or younger.
 - 3. Is the student a dependent of their parent or guardian? If yes,
 - 4. The Dean of Students or designee will contact the parent or guardian. The student may also contact their parent or guardian.

Agency	Contact Information
The University of Olivet Campus Safety	Burrage Library 333 S. Main Street 269-749-7911
Olivet Police Department	117 S. Main Street Olivet, Mi 49076 911 or Non-emergency 269-749-9961

Eaton County Sheriff Department	911 or Non-emergency 517-543-3512
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VI. CONFIDENTIALITY AND PRIVACY

- A. The University recognizes the importance of confidentiality and privacy. See the Resources section for a list of confidential support, non-confidential support, and medical resources. Information received in connection with the reporting, investigation, and resolution of allegations will be treated as private and will only involve individuals whom the University determines are necessary to conduct an appropriate investigation, to provide assistance and resources to parties, to perform other appropriate University functions, or when the University is required to provide information under the law.
- B. If an incident is disclosed or reported to the University and the individual requests that no investigation be conducted or disciplinary action be taken, the Title IX Coordinator or designee will explain that the University prohibits Retaliation and explain the steps the University will take to prevent and respond to Retaliation if the individual participates in a resolution process. The Title IX Coordinator or designee will evaluate the request to determine whether the University can honor the request while still providing a safe and nondiscriminatory environment.
- C. A decision to proceed despite an individual's request will be made on a case-by-case basis after an individualized review, and the Complainant will be notified if such a decision is made. If the University proceeds with an investigation, the Complainant is under no obligation to proceed as a part of the investigation.
- D. All individuals involved in the process should observe the same standard of discretion and respect for everyone involved in the process.

VII. RETALIATION

- A. Retaliation is prohibited by University policy and law. The University will not tolerate Retaliation in any form against any individual who makes an allegation, files a report, serves as a witness, assists a Complainant, or participates in an investigation of discrimination or harassment.
- B. Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or suspension or dismissal of a Student, independent of the merits of the underlying allegation.
- C. Allegations of Retaliation should be reported to the Title IX Coordinator.

VIII. INVESTIGATION AND RESOLUTION OPTIONS

- A. Initial Assessment
 - i. The Title IX Coordinator or designee will undertake an initial assessment of the reported information. The available resolution options will be guided by the availability of information or evidence suggesting that a policy violation may have occurred; the University's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the desire of the Complainant to participate in an investigation or other resolution.
 - ii. Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and will communicate the options to the parties.

B. Informal Resolution

- i. Informal resolution may be utilized in some circumstances if the University deems appropriate and both parties agree to it.

C. Investigative Resolution

The Office of Inclusion, Diversity, Equity, and Belonging may resolve a report of Sexual Harassment through investigative resolution when the alleged Sexual Harassment, if true, would be prohibited under applicable University policy. In instances when informal resolution is inappropriate, when the party requests, or when the University requires formal investigation, the University will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.

IX. REMEDIES

- A. When the University makes a finding of a policy violation, it will take steps, whether individual or systemic, to stop the alleged Sexual Harassment, prevent its recurrence, and remedy the discriminatory effects on the Complainant and others, as appropriate.

B. Corrective Actions/Sanctions

- i. When the Respondent is a Student, potential sanctions include formal reprimand, disciplinary probation, suspension, dismissal, and other appropriate educational sanctions.
- ii. When the Respondent is an employee, corrective actions may be taken pursuant to the University policy. Disciplinary corrective actions include coaching, development plans, reduction in supervisory duties and leadership responsibilities, changes in salary, termination, and other appropriate corrective actions.
- iii. Student employees may be subject to corrective action and sanctions under Student and/or employee policies depending on the nature of the case. For instance, a Student employee who is dismissed from the University may also be subject to termination or other corrective actions.

- C. Any corrective actions or sanctions will not take effect until any appeals have been completed.

D. Interim Supportive Measures

- i. Supportive measures will be made available to both the Complainant, Respondent, and as appropriate witness and other impacted individuals.
- ii. The supportive measures are available whether or not a Formal Complaint is filed to ensure equal access to the University's education and employment programs and activities. The Title IX Coordinator or designee will conduct an individualized assessment and will review requests from Complainant and Respondent to determine supportive measures that are appropriate and reasonably available at no cost to the Complainant or Respondent. Supportive measures may include, but are not limited to:
 - a. No contact directives;
 - b. Referral to campus and community resources for victim advocacy, counseling, health services, legal assistance, immigration assistance, disability services;
 - c. Academic support including extensions of time and other course-related adjustments;
 - d. Modification of work or class schedules;
 - e. Change in work or housing locations;

- f. Change in reporting relationship;
 - g. Consideration of leave requests;
 - h. Assistance with academic petitions,
 - i. Assistance in requesting long-term academic accommodations if the individual qualifies as an individual with a disability, and
 - j. Allowing either a complainant or respondent to drop a class in which both parties are enrolled.
- iii. During the period of any investigation a Respondent can be put on administrative leave if they are an employee of the University. If the Respondent is a Student of the University, they may be removed from educational activities following an individualized safety and risk analysis determines that the Respondent poses an imminent threat to the physical health or safety of anyone due to the allegations made. A copy of the written notice of removal will be sent to the Dean of the students, Academic Dean, the Registrar (if applicable); and others as necessary (e.g., Dean of Students Office, Residence Education and Housing services, Athletics, etc.) A copy will remain with Campus Safety. If a Student is removed from educational activities in this way, they have the right to challenge the determination of the safety and risk analysis.

Students who are removed under these procedures may appeal by submitting a written appeal to the Title IX appeal officer within five (5) days of receiving written notice of removal. The appeal officer will review the written appeal and provide a determination in writing within five (5) days of receiving the student's appeal. The appeal officer may consult other University administrators or experts as necessary in reaching a decision. During the pendency of the appeal, the removal will remain in effect. A school must also meet its obligations to student and employees under federal disability laws. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.
- iv. The Title IX Coordinator or designee will coordinate the provision of interim supportive measures. Parties will not be required to arrange such measures by themselves but may need to participate in communication with supervisors, faculty, and other University employees with a need to know.
- v. The University will maintain as confidential any supportive measures provided to the Complainant or Respondent to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

E. Other Remedial Measures

- i. When the University is unable to proceed with investigative resolution, such as lack of information in the report or request by the Complainant that an investigation not move forward, the University may take other remedial measures as appropriate to remedy the effects of the alleged Sexual Harassment and/or prevent its recurrence. Remedial measures may also be implemented when it is determined that inappropriate behavior occurred, but that the behavior did not rise to the level of a policy violation.
- ii. Remedial measures may include and are not limited to:
 - a. Providing training on Sexual Harassment;
 - b. Increasing security in a designated space;
 - c. Changing policy or procedure; and

- d. Conducting climate checks.

X. FALSE ALLEGATIONS

- A. It is a violation of this policy for anyone to make a false allegation of Sexual Harassment in bad faith. Corrective actions or sanctions may be imposed on individuals who in bad faith make false allegations of Sexual Harassment.
- B. The absence of a finding of a policy violation is not equivalent to finding that the Complainant acted in bad faith.

XI. PROCESS ABUSE

- A. No member of the University Community may:
 - i. Obstruct, prohibit, exert improper influence over, or interfere with any individual making a report, participating in a process, or carrying out a responsibility covered by this policy;
 - ii. Make, in bad faith, materially false statements in or related to a process covered by this policy;
 - iii. Disrupt or interfere with the orderly conduct of any proceeding conducted under this policy; or
 - iv. Fail to comply with any directive, sanction, or corrective action issued pursuant to this policy.

XII. TRAINING

- A. All faculty, staff, Student employees, graduate associates, and Students will take Sexual Harassment training as directed by the University. The Title IX Coordinator, Designees, Investigator(s), all Judicial Officials, and Appeal Officials, must be impartial and must receive mandatory training.

PROCEDURE

I. INITIAL ASSESSMENT

- A. Upon receiving a report, the Title IX Coordinator or designee will provide information to the Complainant and Respondent on the availability of supportive measures, the right to file a Formal Complaint, and how to file a Formal Complaint.
- B. The Office of Inclusion, Diversity, Equity, and Belonging reviews all reports of Sexual Harassment as defined in this policy for an initial assessment of the reported information under the direction of the Title IX Coordinator or designee. Available resolution options will be guided by the availability of information and evidence suggesting that a policy violation may have occurred; the University's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the availability or desire of the Complainant to participate in an investigation or other resolution.
- C. Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and will communicate these options to the parties.
- D. If the Complainant or the University elects to file a Formal Complaint, the Title IX Coordinator will provide written notice to the Respondent within ten days including:

- i. The actual allegations of facts that constitute Sexual Harassment and any evidence that supports this;
- ii. That there is a presumption of innocence in their favor;
- iii. That all parties are entitled to an advisor of their choice;
- iv. That all parties can inspect and review evidence; and,
- v. Information regarding any code of conduct provisions that prohibit false statements made in bad faith.

II. DISMISSAL OF A COMPLAINT

- A. In the event that prior to, or in the course of, an investigation, the University determines that the allegations fail to meet the definition of Sexual Harassment or did not occur while in the United States and under the University's educational program or activity, the investigation and Formal Complaint will be dismissed. Formal Complaints may still be resolved through an informal resolution process as outlined above or according to procedures set forth in the Student Code of Conduct.
- B. The University reserves the right to dismiss the Formal Complaint and stop the investigation if:
 - i. The Complainant notifies the Title IX Coordinator in writing that they wish to withdraw their Formal Complaint;
 - ii. The Respondent is no longer enrolled in or employed by the University; or
 - iii. Specific circumstances prevent the school from gathering sufficient evidence to reach a determination about allegations (e.g. lack of participation in the investigative process by parties or witnesses).
- C. If the University dismisses the Formal Complaint for any reason, either party may appeal the decision as outlined in this policy's appeals process.

III. INFORMAL RESOLUTION

- A. Informal resolution may be utilized in some circumstances if a Formal Complaint is filed.
- B. The usage of an informal resolution process is limited in a number of ways:
 - i. Informal resolution is unavailable if the Respondent is an employee of the school.
 - ii. Informal resolution may only be used if any and all parties to an investigation agree to it.
- C. In all cases, the University will inform the parties of the right to end the informal resolution process at any time. If a party chooses to end the informal resolution process, the University will inform the Complainant of options, including the option to begin the investigative resolution process.
- D. The University will provide a facilitator, mediator, or Judicial Official that is free from conflicts of interest and has received special training in order to facilitate resolution of the Formal Complaint.
- E. Informal resolution can take any form that the parties agree upon. The Title IX Coordinator or designee will work with the parties to develop a form of resolution that adequately resolves the needs of the parties. This may include:
 - i. *Facilitated Dialogue*: A structured and facilitated conversation between two or more individuals, including, but not limited to the Complainant and the Respondent, which allows for voices to be heard and perspectives to be shared. Depending on stated interests, participants may work towards the development of a shared agreement.
 - ii. *Shuttle Mediation*: An indirect version of the facilitated dialogue.

- iii. *Circle of Accountability*: A facilitated interaction between the Respondent and University faculty and/or staff designed to provide accountability, structured support, and the creation of an educational plan.
- F. Depending on the form chosen, it may be possible for a Complainant to maintain anonymity throughout the informal resolution process.
- G. As part of the resolution process, additional measures (including, but not limited to educational programming, training, regular meetings with an appropriate University individual or resource, extensions of no contact orders, or counseling sessions) may be agreed upon.

IV. FORMAL RESOLUTION & HEARINGS

- A. The Office of Inclusion, Diversity, Equity, and Belonging may resolve a report of Sexual Harassment through its formal resolution process when the alleged Sexual Harassment, if true, would be prohibited under applicable University policy. In instances when informal resolution is inappropriate, when any party requests, or when the University requires formal investigation, the University will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.
- B. Investigation
 - i. Following the filing of a Formal Complaint, an Investigator will be assigned to the case by the Title IX Coordinator. During the investigation, the Investigator will seek to meet separately with the Complainant, Respondent, and any relevant witnesses who may have information relevant to the incident. The Investigator may also gather or request other relevant information or evidence when available and appropriate. Both the Complainant and Respondent will be asked to identify witnesses and provide other relevant information in a timely manner to facilitate prompt resolution of the case.
 - ii. Although both the Complainant and Respondent are advised to participate in the investigation process to enable a fair and equitable resolution to any case, neither the Complainant nor the Respondent are required to participate in the investigation process.
 - iii. Formal Complaints of sexual harassment may be consolidated were the allegations arise out of the same facts or circumstances.
 - iv. During the investigation process, parties have an equitable right to:
 - a. Receive notice of the allegations before participating in an interview with sufficient time to prepare for meaningful participation;
 - b. A process with reasonably prompt timeframes, with extensions for good cause, as described in the Procedure section below;
 - c. Present relevant information to the Investigator, including evidence and witnesses;
 - d. Receive timely and equal access to any relevant information, documentation, and evidence gathered during the investigation;
 - e. Have an advisor of their choosing, or through appointment by the University, including an attorney, advocate, or other support person who is not a potential witness in the investigation or could otherwise compromise the investigation, who provides support throughout the formal resolution process, including being present for any meetings or hearings; and

- f. Investigators who are adequately trained to resolve cases of alleged Sexual Harassment, are familiar with applicable policies and procedures, and who do not have a conflict of interest or bias for or against either party.
- v. The University must provide a written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings to all parties whose participation is invited or expected with sufficient time for the party to prepare to participate.
- vi. The University will not restrict the ability of a Complainant or Respondent to discuss the allegations under investigation or to gather and present relevant evidence.
- vii. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
- viii. Following the completion of the investigation, the Investigator will complete an investigative report on the allegations contained in the Formal Complaint. Before the report is finalized, the Investigator will send to each party and their advisors an electronic or hard copy of all evidence that is directly related to the allegations. The University must include all evidence directly related to the allegations, even if the investigator does not intend to rely on that evidence in making a determination of responsibility.
 - The parties then have at least ten days to provide a written response, which the Investigator will consider before finalizing the investigative report.
 - The finalized report is then circulated for no less than ten days before a hearing is held.

C. Hearings

- i. All hearings are overseen by a Judicial Officer(s). All Judicial Officers(s) have received special training on how to be impartial and are assigned to cases by the Title IX Coordinator to avoid any bias and present an objective analysis of the evidence. In no case is the Investigator for a given case also the Judicial Official(s).
- ii. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the investigation and hearings.
- iii. The Judicial Officer(s) will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived it.
- iv. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
- v. Hearings are not legal proceedings and do not follow courtroom procedure or the formal rules of evidence. During any hearings, each party must have an advisor present to ask questions to the other party. This advisor does not need to be licensed to practice law and may be a person of the party's choice or, if they do not have an advisor, the University will provide an advisor for them.
- vi. Questioning & Cross-Examinations
 - a. The Judicial Official(s) may question individual parties and witnesses.
 - b. Parties will have the opportunity to cross-examine the party or witness. Parties may never ask questions directly, and questions must be asked to the other party through the use of a party's advisor. All questions asked must be relevant. Any questions determined not to be relevant by the Judicial(s) are not required to be answered.

- c. Parties and witnesses are not required to submit to cross-examination or otherwise participate in the Title IX grievance process.
 - d. A decision-maker at a postsecondary school may consider statements made by a party or witness who does not submit to cross-examination at a live hearing. who are absent from the live hearing or does not submit to cross-examination at a live hearing that are otherwise permitted under the regulations in reaching a determination regarding responsibility in a Title IX grievance process.
 - e. If a party or witness is absent or refuse to answer, the Judicial Official(s) may not draw an inference about the determination regarding responsibility based solely on a party's or witness' absence from the live hearing or refusal to answer cross-examination or other questions.
 - f. It is not required that answers to cross-examination questions be in linear or sequential formats or that any party must recall details with certain levels of specificity. A party is protected against being unfairly judged due to inability to recount each specific detail of an incident in sequence because decision-makers must serve impartially without prejudging the facts.
 - g. For example, the Judicial Official(s) may consider statements made by the parties and witnesses during the investigation, emails or text exchanges between the parties leading up to the alleged sexual harassment, and statements about the alleged sexual harassment that satisfy the regulation's relevance rules, regardless of whether the parties or witnesses submit to cross-examination at the live hearing. The Judicial Official(s) may also consider police reports, Sexual Assault Nurse Examiner documents, medical reports, and other documents even if those documents contain statements of a party or witness who is not cross-examined at the live hearing.
- vii. If, at any point during the hearing, the Judicial Official(s) determines that unresolved issues exist that could be clarified through additional investigation time, the Judicial Official(s) may suspend the hearing and reconvene it in a timely manner that accommodates further investigation.
 - viii. Hearings may be conducted virtually through the use of technology at the University's discretion. However, if either the Complainant or Respondent asks to be in separate rooms, the University must grant this request and provide appropriate technology to allow for simultaneous participation.
 - ix. All hearings will be memorialized through an audio or audiovisual record or transcript of the live hearing. The recording or transcript will be made available for parties to inspect and review following their completion.

D. Resolution

- i. The Judicial Official(s) will communicate his or her decision to both parties, concurrently. The Judicial Official(s) will communicate the decision in writing and orally as soon as possible after the hearing. In all cases, the Judicial Official(s) will send the parties a final outcome letter within ten days of the conclusion of the hearing.
- ii. The Judicial Official(s) bases all conclusions by examining all documentation from the investigation and the hearing. Their conclusion is based on the preponderance of standard: If The evidence indicate it is more likely than not that the Respondent committed the alleged act(s), then Respondent will be found responsible for violating this policy.

- iii. The Judicial Official(s)'s written decision must include the following information:
 - a. Identification of the allegations potentially constituting Sexual Harassment;
 - b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of the University's code of conduct to the fact;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctioned imposed upon the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided; and
 - f. The procedures and permissible bases for either party to appeal.
- iv. If the Respondent is found responsible for violating this policy, the Judicial Official will consult with appropriate individuals in order to determine the corrective actions and/or sanctions to resolve the case. Any such corrective actions and/or sanctions will be outlined in the Judicial Official(s)'s written decision.

V. APPEALS PROCESS

- A. If either party disagrees with the outcome of the Judicial Official(s)'s determination, they may file a written appeal with the Title IX Coordinator within ten days of receiving the Judicial Official(s)'s written decision.
- B. Appeals may be filed due to:
 - i. A procedural irregularity that affected the outcome.
 - ii. New evidence being discovered that was not reasonably available at the time of the determination or dismissal.
 - iii. A conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter of the Investigator or investigator(s), or decision-maker(s).
- C. The Appeal Official will be appointed by the Title IX Coordinator. The Appeal Official will examine all evidence in order to determine if the appeal has merit. While there is no right to an interview or hearing, the Appeal Officer in his/her sole discretion, may request an interview or hearing to aid in the review of the appeal. The Appeal Official will make an unbiased objective conclusion as to the appeal's merit and issue a written decision describing the result of the appeal and the rationale for the result; and will provide the written decision simultaneously to both parties. The Appeal Officer shall have the final and binding decision regarding the case, which may not be appealed again or reopened. Appeals are limited to issues listed in Section B.

VI. RECORDKEEPING

- A. The University shall maintain all records relating to Formal Complaints of Sexual Harassment, as well as all training materials used under this Policy for seven years.

RESOURCES**SUPPORT RESOURCES**

Community Served	Scope/Purpose	Office/Agency	Contact Information	Confidentiality
Employees	Provides life assistance for an array of personal, work-related, and daily living challenges for benefits-eligible employees and family members	Human Resources	Terri Glasgow 269-749-7623 Below	Confidential
All members of the University Community	Coordinates Title IX compliance; leads Title IX activities; provides education and training	Title IX Coordinator(s)	See Contact Information Below	Non-Confidential
Anyone	Responds to criminal conduct on campus	Campus Safety	See Contact Information Below	Non-Confidential

Other Supportive Services**Betsy Dole Women and Gender Resource Center – Gender Inclusive Initiatives - 517-231-6638**

Hours: Monday – Friday 8:00 a.m. – 4:30 p.m.

Siren of Eaton County - Confidential

24-hour Crisis Line 517-543-4915

Sexual Assault Services of Calhoun County (Sexual Assault Nurse Examiners – S.A.N.E.) - Confidential

Medical and counseling services are free of charge

24-hour Crisis Line 1-888-383-2192

Office: 269-245-3925

Campus Safety

Campus Safety responds to code of student conduct violations and criminal conduct on campus. Campus Safety will notify law enforcement when deemed necessary or requested to do so. **Campus Safety** 269-749-7911 Email: safety@UOlivet.edu

City of Olivet Police 911 or non-emergency 269-749-9961**Eaton County Sheriff** 911 or non-emergency 517-543-3512**To Report Anonymously:****myolivetUniversity web page for Anonymous Reporting – Click the link below.**[https://my.olivetUniversity.edu/ICS/Anonymous Incident Reporting.jnz](https://my.olivetUniversity.edu/ICS/Anonymous%20Incident%20Reporting.jnz)

While filling out the report you will have the option to make it anonymous. Anonymous reporting is not a formal complaint. To formally report a Title IX complaint, you must contact a Title IX Coordinator

Health and Wellness Services - Confidential

Robin Luckadoo Chadderdon, LPC, NCC, AUCCD
 Director of Counseling, Health and Wellness
 Mott Academic Center Room 212
 The University of Olivet
richadderdon@UOlivet.edu
 269-749-6678

Oaklawn Medical Group (269) -749- 2131, 202 N Main St, Olivet, MI 49076, located three blocks from campus. We encourage students to seek treatment with the provider of their choice.

MEDICAL RESOURCES

Community Served	Scope/Purpose	Office/Agency	Contact Information	Confidentiality
Anyone	24/7 medical services Local Hospitals: <u>Oaklawn Hospital</u> – Marshall Michigan <u>Address:</u> 200 N Madison St, Marshall, MI 49068 <u>Hours:</u> Open 24 hours Emergency room: Open 24 hours <u>Phone:</u> (269) 781-4271 <u>Sparrow Eaton Hospital</u> – Charlotte Michigan, <u>Address:</u> 321 E Harris St, Charlotte, MI 48813, <u>Hours:</u> Open 24 hours Emergency room: Open 24 hours <u>Phone:</u> (517) 543-1050 (Or chose any medical facility of your choice)	Emergency Room		Confidential
Anyone	24 Hour Help Line 517-337-1717	Listening Ear		Confidential
Students	Health and Wellness Services - Confidential Robin Luckadoo Chadderdon, LPC, NCC, AUCCD Director of Counseling, Health and Wellness Mott Academic Center Room 212 The University of Olivet richadderdon@UOlivet.edu 269-749-6678	Counseling Services		Confidential

TITLE IX OFFICIALS CONTACT INFORMATION

The following employees have been designated by the University as having the authority to accept notice of sexual harassment on the University's behalf:

To make a formal complaint, you must contact one of the designated officials below.

Title IX Lead Coordinator

Dr. Linda Logan

Dole 136

269-749-

6669

llogan@UOlivet.edu

Dean of Students – Students

Dr. Todd Long

Mott 208

269-749-

7579

TLong@UOlivet.edu

Human Resource Director – Employees

Terri Glasgow

Mott 208

269-749-7623

tglasgow@UOlivet.edu

Provost

Dr. Paul Burkhardt

Mott 208

269-749-7625

pburkhart@UOlivet.edu

Director of Athletics

Dr. Haley Diringer

Cutler Event Center

269-749-7570

hdiringer@UOlivet.edu

Sexual Harassment Continued:

Prevention: Protect Yourself

A. Communication is Key

It can be difficult to discuss sexual expectations with someone— especially when it is early on in a relationship. However, everyone must take responsibility to prevent sexual misconduct. These suggestions may help you avoid potentially damaging situations:

- Get to know your partner, discuss sexual expectations before you find yourself in an intimate situation.
- Clearly communicate your desires and limits.
- Be responsible for your use of alcohol and other drugs and realize that alcohol and other drugs lower your sexual inhibitions and may make you vulnerable to someone who might seek to take advantage of an intoxicated person.
- Be assertive with your communications with your partner.
- Pay attention to the nonverbal actions of you and your partner.
- Accept the decision made by your partner.
- Understand and accept that you are responsible for your behavior and choices.

B. Be Aware – Be Assertive – Trust Your Instincts

- Most sexual assaults involve individuals who are acquainted with each other and alcohol or drugs.
- Set your sexual limits. Decide what your limits are and how far you want to go.
- If you choose to drink, do so responsibly, and always have a trusted DSP (Designated Sober Person) with you. Discuss your boundaries and plans for the night in advance and stick with them.
- Don't leave the party with, or accept a ride from, a person you've just met. Trust your instincts. If someone or something doesn't feel right there is probably a reason.

C. Responsibilities for Initiators of Sexual Activity

If you find yourself in the position of being the initiator of sexual activity, you owe sexual respect to your potential partner; these suggestions may help you do this:

- Clearly communicate your intentions to your sexual partner and give him or her a chance to clearly relate his or her intentions to you.
- Mixed messages from your partner should be an indication that better communication is necessary before activities progress. You need to respect the timeline with which your partner is comfortable.
- Do not take advantage of someone's intoxicated state, regardless of how they became intoxicated.
- Understand that consent to some forms of sexual activity does not necessarily imply consent to other forms of sexual activity.
- Silence and passivity cannot be interpreted as indications of consent. Read your potential partner carefully, paying attention to verbal and nonverbal communication.

How to Help a Friend Who Has Been Sexually Assaulted

- Listen.
- Reinforce that the assault was not her/his fault.
- Validate her/his experience.
- Be supportive and try to remain calm.
- Allow the survivor to offer or not offer details of the assault. Don't pry.
- Understand that she/he might not want to be touched.
- Don't gossip. Keep all information confidential.

What You Can Do Following a Sexual Assault

A. Get to a Place of Safety

Leave the location of the incident, go to some place you feel safe. You may wish to contact a close friend or family member to assist you.

B. Obtain Medical Treatment

A person who has experienced a sexual assault is encouraged to seek medical attention to test for STDs and pregnancy, as well as for collection of medical/legal evidence. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution or civil action. To maximize the efficacy of the evidence collected the exam should take place within 72 hours after the sexual assault has occurred. Partial evidence may be collected up to 120 hours after the assault. To help preserve evidence, it is important that victims do not douche, shower or bathe. Clothing may be placed in a paper bag to be taken to the exam. Medical facilities are listed under Medical Resources above.

C. Seek Counseling

Sexual assault is a traumatic experience and professional help can assist with the healing process. One way for the survivor of sexual assault to remain in control is to report the assault to a confidential counselor where no action will be taken without the survivor's consent, unless required by law. We encourage students to seek treatment with the provider of their choice. On campus services are listed under Medical Services above and counseling is listed under Wellness Services above.

Amnesty Policy

In cases where an individual wishes to report a sexual assault he/she is not subject to judicial action for underage possession or consumption of alcohol or drugs.

Information on Rape Trauma Syndrome

Rape Trauma Syndrome is a stress reaction, resulting from either a completed or attempted sexual assault. Not all the reactions encompassed by RTS are experienced by each survivor; rather, RTS represents a range of possible reactions. RTS reactions vary from person to person. RTS has two major phases: the immediate or acute phase, in which the survivor's lifestyle is completely disrupted, and the long-term phase, in which the survivor must reorganize this disrupted lifestyle. Characteristics of the first phase include anger, confusion, shock, disbelief, fear, shame, guilt, lack of self-esteem, and flashbacks to the incident. The long-term phase may be characterized by difficulty in concentrating, sleeping and eating pattern disturbances, inability to trust, anxiety and mood swings, and continued flashbacks.

Anonymous Incident Reporting

Anyone can file an anonymous report at any time. You can call 269-749-7142 and leave a message or you can log on to myOlivet under the Student Life tab, https://my.olivetUniversity.edu/ICS/Campus_Life/. On myOlivet you may fill out and submit the form.

Bias Incident Reporting

Bias incidents are instances of verbal or non-verbal conduct or behavior that is threatening, harassing, intimidating, discriminatory, or hostile and is based on a category protected under The University of Olivet Discriminatory Harassment Policy (DHP) such as a person's age, color, disability status, gender, gender identity, height, marital

status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight. However, because the expression of an idea or point of view may be offensive or inflammatory to some, it is not necessarily a bias-related incident or a discriminatory act, under the DHP. The University of Olivet values freedom of expression and the open exchange of ideas and, in particular, the expression of controversial ideas and differing views that is a vital part of the University discourse. A bias incident that is not an act of discrimination or harassment prohibited under the DHP may only be recorded for internal monitoring purposes in order to target resources and support to specific areas within the University.

A bias incident is defined more broadly than an act of discrimination. Not all bias incidents are considered prohibited discrimination or harassment under The University of Olivet Discriminatory Harassment Policy. An act of discrimination generally is defined as an adverse action taken based on a category protected by the Policy. An act of harassment, generally, is defined as unwelcome behavior, based on a category protected by the Policy that is severe, persistent or pervasive. A “hate crime” is a term used to describe a bias incident that also constitutes a criminal act. Under Michigan criminal law, bias incidents that also constitute criminal acts are made unlawful under Michigan’s “Ethnic Intimidation” law. To report a Bias Incident, call Campus Safety at 269-749-7911.

Hate Crime – Clery Definitions

Hate Crimes – Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property motivated by bias.

Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

- **Race** a performed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion** a performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation** a performed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- **Gender** a performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity** a performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
- **Ethnicity** a performed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers

to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

- **National Origin** a performed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- **Disability** a performed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

***Definitions taken from the 2016 The Handbook for Campus Safety & Security Reporting pages 3-9 to 3-27**

Incident & Complaint Reporting

The University of Olivet Student Complaint, Incident Report, and Title IX Policies and Procedures

The University of Olivet maintains a formal set of procedures for the handling of all student complaints and incidents. The University takes all student concerns seriously and attempts to provide resolution in a timely and effective manner. In order to ensure a safe educational environment for students, the institution has developed clear definitions and distinctive policies and processes for the reporting of these various concerns.

Definitions and Right to Report

Emergency Incident – Students have the right to contact Campus Safety or any law enforcement agency with jurisdiction in the area for any emergency situation in which the safety or well-being of any person(s) on The University of Olivet campus (including students, faculty, staff, or visitors) is at immediate risk or to report allegations of crime or imminent danger to an individual or The University of Olivet community.

Non-emergency Incident – Students have the right to submit a formal incident report for student concerns in relation to: discrimination or harassment allegations, housing and residence life, Student Life activities, campus security, issues of concern related to the well-being of any students, violations of the student code of conduct, or concerns related to the University’s equal opportunity policy.

Discrimination/Harassment – Students have the right to report concerns or actions that are experienced or observed, in which they believe they have been discriminated against or harassed on the basis of age, ethnicity, sex, gender identity, disability or disability status, height, weight, marital status, national origin, political persuasion, race, religion, military or veteran status, or sexual orientation.

Sexual Discrimination, Harassment or Assault – Students have the right to report any witnessed or experienced incidents of non-consensual behavior of a sexual nature including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature, or communications constituting sexual harassment as defined by The University of Olivet policy, and as otherwise prohibited by state and federal statutes.

Complaint – Students have the right to file a formal complaint if they believe they have experienced an alleged violation, misinterpretation, or misapplication of The University of Olivet policies, rules and regulations that has not been resolved using an informal complaint resolution process.

The University of Olivet Student Complaint Policy and Process

The University of Olivet General Student Complaint Information

The University of Olivet is committed to providing an educational environment that is positive, productive, and respectful of the dignity of all individuals. In order to achieve this environment, Olivet maintains a formal policy and set of procedures for the handling of all student complaints. Students have the right to file a formal complaint if they believe they have experienced an alleged violation, misinterpretation, or misapplication of The University of Olivet policies, rules and regulations. The general student complaint process is divided into an informal and formal process.

Informal Student Complaint Process

To address and resolve complaints as quickly as possible, the student should first make an effort to informally resolve a complaint or concern by communicating directly with the student, staff, faculty or administrator with whom they have a complaint. As a professional courtesy, you are advised to:

- Contact the student or University employee through email or by phone to schedule an appointment
- When speaking with the student or University employee, be clear about your concern and how you would like the issue to be resolved
- Contact the following for assistance with employee contact information
 - Jennifer Joppie, the Administrative Assistant to the Provost - 269-749-7524
 - The office of Student Development - 269-749-7607
- If your informal complaint or concern has not been resolved to your satisfaction, you may submit a formal student complaint. If you have questions or need assistance with this process, please contact the Dean of Student Life, Dr. Todd Long, (tlong@UOlivet.edu), 269-749-7579.

If the student believes informal resolution is not appropriate or possible due to the sensitive nature or timeliness of the concern, the student should proceed with the formal complaint process. Prompt reporting is important to ensure a well-informed resolution, and allows the University to provide the best possible support to improve the student's experience.

Process for Filing a Formal Student Complaint

- To file a formal student complaint, complete and submit the student complaint form (located on the myOlivet portal or available in the Campus Safety office).
- The form can be submitted online using the provided link or can be printed and completed in writing.
- Anonymous student complaint submissions will be reviewed, but follow-up with the complainant will not be possible unless contact information is provided.
- Online formal complaint submissions are forwarded to the appropriate designated department or individuals for processing through the online submission link. For hard copy submissions, formal complaints should be submitted to the respective department/individuals listed in the table below:

The University of Olivet Student Complaint Contact Information			
Type of Complaint	Department/Office	Employee	Contact Information
Academic Policy/Procedure	The Provost Office, Mott Academic Center	Provost, Dr. Paul Burkhardt	pburkhardt@UOlivet.edu , 269-749-7625
Accessibility (for students with documented disabilities)	The Provost Office, Mott Academic Center	Provost, Dr. Paul Burkhardt	pburkhardt@UOlivet.edu , 269-749-7625
Administration	Office of the President, Dole Hall	President, Dr. Steven Corey	scorey@UOlivet.edu 269-749-7642
Admissions and Student Services	The Provost Office, Mott Academic Center	Provost, Dr. Paul Burkhardt	pburkhardt@UOlivet.edu , 269-749-7625
Athletics	Athletic Department, Cutler Events Center	Athletic Director, Haley Hunnewell	hhunnewell@UOlivet.edu 269-749-7570
Bookstore/Textbooks	Mott Academic Center	Vice President and Chief Financial Officer, Mark DeRuiter	mdruiter@UOlivet.edu 269-749-7133
Campus Safety (student, University personnel or policy complaints)	Campus Safety, Mott	Director of Campus Safety, Phil Reed	preed@UOlivet.edu 269-749-7142
Dining Services	Dining Services, Kirk Center	Director of Dining Services, Katie Vanderstraaten-Bivens	kvanderstraatenbivens@UOlivet.edu 269-749-7410
Facilities	Mott Academic Center	Vice President and Chief Financial Officer, Mark DeRuiter	mdruiter@UOlivet.edu 269-749-7133
Housing	Student Life, Mott Academic Center	Joshua Van Wyhe Housing Coordinator	housing@UOlivet.edu 269-749-7667
Human Resources	Human Resources, Mott Academic Center	Director of Human Resources, Terri Glasgow	tglasgow@UOlivet.edu 269-749-7623
Information Technology Services	Information Technology Services, Roznowski Learning Commons	Vice President for Technology, Suresh Acharya	sacharya@UOlivet.edu 269-749-7583
Library Services	Burrage Library	Vice President for Technology, Suresh Acharya	sacharya@UOlivet.edu 269-749-7583
Parking	Campus Safety, Mott Academic center	Director of Campus Safety, Phil Reed	preed@UOlivet.edu 269-749-7142
Residence Life	Student Life, Mott Academic Center	Assistant Dean of Student Life, Jacob Schuler	jschuler@UOlivet.edu 269-749-7694
Student Code of Conduct Violation (policy or process complaints)	Student Life, Mott Academic Center	Dean of Student Life, Dr. Todd Long	tlong@UOlivet.edu 269-749-7579
Student Employment	Human Resources, Mott Academic Center	Director of Human Resources, Terri Glasgow	tglasgow@UOlivet.edu 269-749-7623
Student Life (clubs and	Student Life,	Dean of Student Life,	tlong@UOlivet.edu 269-749-7579

The University of Olivet Student Complaint Contact Information			
Type of Complaint	Department/Office	Employee	Contact Information
organizations including Greek life)	Mott Academic Center	Dr. Todd Long	
Title IX (policy or process complaints)	Office of Inclusion, Dole Hall	Vice President & Chief Inclusion Officer, Dr. Linda Logan	llogan@UOlivet.edu 269-749-6669
If students are uncertain to whom or where to direct their written complaint form, they may contact the Dean of Student Life, Dr. Todd Long, (tlong@UOlivet.edu), 269-749-7579 for assistance.			

Complaint Processing Timeline

- Students will receive notification via The University of Olivet email that the complaint has been received; this notification will occur within five business days.
- Every attempt is made to resolve all student complaints within 10 The University of Olivet business days, unless there is good cause shown for delay.
- A complaint must be filed within 30 business days, unless there is a just cause for the delay, in which case, the complaint must be filed by the end of the academic semester following the occurrence of the event.
- Email is the University's primary written mode of communication with students.

Student Complaint Log

All complaints submitted are considered important and are addressed by the designated University employee, or department. Only formal written student complaints, (those submitted using the complaint form or by email), submitted by current students are considered official complaints. All official complaints are logged, including the University employee assigned, student information, date received, nature of the complaint and steps to resolution (including dates of actions), with a record of such complaints maintained for no less than two years. The complaint log is reviewed on an annual basis by the Provost, and Dean of Student Life to determine any complaint patterns, and to establish any needed interventions or staff development needed to mitigate subsequent complaints.

Related Information

Pursuant to the state authorization provision of the Program Integrity Regulations (34.C.F.R. 668.43) established by the Department of Education on October 29, 2010, the following contact information is provided for filing complaints that remain unresolved after engaging in The University of Olivet Student Complaint Policy listed in the student handbook.

Complaints concerning broad institutional academic practices, such as those that raise issues regarding the University's ability to meet accreditation standards, may be forwarded to the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413, phone: 800.621.7440 / 312.263.0456, fax: 312.263.7462, email: info@hlcommission.org.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605. They may also meet with the staff in the Provost's office if they are unsure where to start.

The Michigan Department of Licensing and Regulatory Affairs' Corporation, Security and Commercial Licensing Bureau is the agency designated to review complaints against institutions of higher education providing distance education. Complaints concerning The University of Olivet's distance education activities regulated by Michigan's Higher Education Authorization and Distance Education Reciprocal Exchange Act (2015 PA 45) may be directed to the Department of Licensing and Regulatory Affairs, Corporations, securities and Commercial Licensing Bureau, P.O. Box 30018, Lansing, MI 48909 through the process described at: http://www.michigan.gov/lara/0,4601,7-154-61343_35395_35396-139958--00.html

State Authorization Reciprocity Agreement (SARA) – The University of Olivet is a member of the National Council of State Authorization Reciprocity Agreement (NC-SARA) and participates in the State Authorization Reciprocity Agreement (SARA). A “State authorization reciprocity agreement” is an agreement between two or more States that authorizes an institution located and legally authorized in a State covered by the agreement to provide postsecondary education through distance education or correspondence courses to students in other States covered by the agreement. Complaints concerning The University of Olivet's distance education activities regulated by SARA may be directed to NC-SARA described at <http://www.nc-sara.org>.

The University of Olivet Student Incident Report Policy and Process

The University of Olivet is committed to providing an educational environment that is positive, productive, and respectful of the dignity of all individuals. In order to achieve this environment, Olivet maintains a formal policy and set of procedures for the handling of student concerns in relation to discrimination or harassment allegations, housing and residence life, Student Life activities, campus security, issues of concern related to the well-being of any students, and violations of the student code of conduct.

The University of Olivet is committed to the prompt, impartial investigation and equitable resolution of all alleged or suspected violations. The University official conducting the investigation will determine if a sexual discrimination, harassment, or assault violation, or bias discrimination, harassment, or assault violation has occurred and what, if any, corrective action will be imposed. Filing a incident report constitutes official notice to The University of Olivet and authorizes the institution to investigate the information and allegations contained within the report in an effort to seek resolution. The incident report is NOT confidential; however, Clery Act reporting does not include any personal identifying information. The University reserves the right to contact law enforcement for all reported incidents including but not limited to sexual discrimination, harassment, or assault, or reported bias discrimination, harassment or assault violations. As required by law, The University of Olivet provides an anonymous report option for sexual assault on the myOlivet portal.

The University of Olivet encourages prompt reporting of any criminal behavior or immediate safety concerns. For concerns or actions that are experienced or observed which present immediate danger to an individual or the OC community, please contact Campus Safety at 269-749-7911 or the appropriate police/ emergency agencies. Campus safety is available 24 hours a day, 7 days a week. The University reserves the right to contact law enforcement for all reported incidents including but not limited to sexual discrimination, harassment, or assault, or reported bias discrimination, harassment or assault violations.

For student concerns in relation to: discrimination or harassment allegations, housing and residence life, Student Life activities, campus security, issues of concern related to the well-being of any students, violations of the student

code of conduct, or concerns related to the University's equal opportunity policy; students are encouraged to complete a incident report located in the Student Life, Campus Safety folder- <https://my.olivetUniversity.edu/ICS/Campus Life/Campus Safety/>. Students may also contact campus safety, residence life hall directors, the Dean of Student Life for assistance with filing an incident report.

Process for Filing an Incident Report

- Students may contact Campus Safety to file an incident report, 24 hours a day 7 days a week in the Campus Safety Office is located in the Mott Academic Building room 208, or by phone at 269-749-7911.
- To report student concerns in relation to discrimination or harassment allegations, housing and residence life, Student Life activities, campus security, issues of concern related to the well-being of any students, violations of the student code of conduct, or concerns related to the University's equal opportunity policy; students should complete and submit the student incident report form (located on the myOlivet portal or available in the Campus Safety office).
- The form can be submitted online using the provided link or can be printed, completed and submitted in hard copy form.
- Anonymous incident report submissions will be reviewed but follow-up with the complainant will not be possible without contact information.
- Online incident report submissions are forwarded to the appropriate designated department or individuals for processing through the online submission link. For hard copy submissions, incident reports should be submitted to the respective department/individuals listed in the table below:

The University of Olivet Incident Report Contact Information		
Type of Incident	Department/Office/Individual	Contact Information
Campus Safety (related concern or code of conduct violation)	Campus Safety, Burrage Library	Campus Safety- 269-749-7911 City of Olivet Police- 269-749-9961 Eaton County Sheriff- 517-543-3512
Discrimination or harassment allegation <u>against a student</u> (including: age, ethnicity, sex, gender identity, disability or disability status, height, weight, marital status, national origin, political persuasion, race, religion, military or veteran status, or sexual orientation)	Student Life Office, Mott Academic Center, Dean of Student Life, Dr. Todd Long	tlong@UOlivet.edu 269-749-7579

The University of Olivet Incident Report Contact Information		
Type of Incident	Department/Office/Individual	Contact Information
Discrimination or harassment allegation <u>against an The University of Olivet faculty, staff member or visitor</u> (including: age, ethnicity, sex, gender identity, disability or disability status, height, weight, marital status, national origin, political persuasion, race, religion, military or veteran status, or sexual orientation)	Human Resources Department, Director of Human Resources, Mott Academic Center, Terri Glasgow	tglasgow@UOlivet.edu 269-749-7623
Discrimination or harassment allegation <u>against an The University of Olivet coach or athletic department administrator</u> (including: age, ethnicity, sex, gender identity, disability or disability status, height, weight, marital status, national origin, political persuasion, race, religion, military or veteran status, or sexual orientation)	Athletic Department, Cutler Events Center, Athletic Director, Haley Hunnewell	hhunnewell@UOlivet.edu 269-749-7570
Sexual harassment, sex discrimination or sexual assault <u>allegation against a student</u>	Student Life Office, Mott Academic Center, Dean of Student Life, Dr. Todd Long	tlong@UOlivet.edu 269-749-7579
Sexual harassment, sex discrimination or sexual assault <u>allegation against an The University of Olivet faculty, staff member</u>	Human Resources Department, Director of Human Resources, Mott Academic Center, Terri Glasgow	tglasgow@UOlivet.edu 269-749-7623
Sexual harassment, sex discrimination or sexual assault <u>allegation against an The University of Olivet coach or athletic department administrator</u>	Athletic Department, Cutler Events Center, Athletic Director, Haley Hunnewell	hhunnewell@UOlivet.edu 269-749-7570
Housing and Residence Life (related concern or code of conduct violation)	Mott Academic Center, Assistant Dean of Student Life	jschuler@UOlivet.edu 269-749-7694

The University of Olivet Incident Report Contact Information		
Type of Incident	Department/Office/Individual	Contact Information
	Jacob Schuler	
Student Code of Conduct Violation	Student Life Office, Mott Academic Center, Dean of Student Life, Dr. Todd Long	tlong@UOlivet.edu 269-749-7579
Student Life Activity (related concern or code of conduct Violation)	Student Life Office, Mott Academic Center, Associate Dean of Student Life, Pending Update	Pending Update
Student Well-Being (related concern)	Student Life Office, Mott Academic Center, Dean of Student Life, Dr. Todd Long	tlong@UOlivet.edu 269-749-7579
If students are uncertain to whom or where to direct their incident report form, they may contact the Dean of Student Life, Dr. Todd Long, tlong@UOlivet.edu 269-749-7579 for assistance.		

Incident Report Processing Timeline

- All incidents (discrimination, harassment, housing and residence life, Student Life, activities, campus security, issues of concern related to the well-being of any students, or violations of the student code of conduct) submitted are considered important and are addressed by the designated University employee, or department.
- A written report with any supporting documents is compiled and findings are presented to the student who submitted the incident report. Findings are discussed and explanations provided regarding any actions or non-actions that will be made to the student who submitted the incident report.
- Every attempt is made to resolve all student incidents/concerns within 10 The University of Olivet business days, unless there is good cause shown for delay.
- A incident report form must be submitted within 30 business days of the incident, unless there is a just cause for the delay, in which case, the incident must be reported by the end of the academic semester following the occurrence of the event.

Incident Report Log

All incidents are logged, including the department/individual assigned to investigate the incident, student information, date received, nature of the incident and the outcome. The incident report log is reviewed and analyzed annually by the Dean of Student Life, campus safety and Student Life personnel to determine any incident report patterns, and to establish any needed interventions or staff development needed to reduce subsequent incidents.

As required by federal legislation and the Campus Safety Security Act, The University of Olivet complies and provides an annual crime statistics report. To obtain a copy of the report, contact the campus safety department. The crime statistics report is reviewed on an annual basis by the Provost and Dean of Student Life to determine any

incident/concern patterns, and to establish any needed interventions or staff development needed to mitigate subsequent incidents.

Related Information

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605. They may also meet with the staff in the Provost's Office if they are unsure where to start.

The University of Olivet Sexual Discrimination/Harassment/Assault Violation Policy and Process

The University of Olivet Sexual Discrimination/Harassment/Assault Information

The University of Olivet is committed to providing an educational environment free of all forms of sexual discrimination, sexual harassment or sexual assault. In order to achieve this environment, Olivet maintains a formal policy and set of procedures for the handling of all alleged sexual discrimination, sexual harassment, and sexual assault violations. All The University of Olivet employees are required to report all alleged violations. Students may report any witnessed or experienced sexual discrimination or harassment, or assault violations to a Title IX coordinator, a trusted employee, residence life hall assistant or director, campus safety, or local law enforcement.

The University of Olivet is committed to the prompt, impartial investigation and equitable resolution of all alleged or suspected violations. The University official conducting the investigation will determine if a sexual discrimination, harassment, or assault violation has occurred and what, if any, corrective action will be imposed. Filing a incident report constitutes official notice to The University of Olivet and authorizes the institution to investigate the information and allegations contained within the report in an effort to seek resolution. The incident report is NOT confidential; however, Clery Act reporting does not include any personal identifying information. The University reserves the right to contact law enforcement for all reported bias discrimination or harassment, or reported sexual discrimination or harassment violations.

Complete details of The University of Olivet sexual discrimination, harassment and assault policies and processes are included in the student handbook.

Process for Filing a Sexual Discrimination/Harassment or Assault Violation

- To report a discrimination or harassment violation, the student should directly contact a Title IX coordinator or University employee.
- Students may also report a discrimination or harassment violation by completing and submitting the incident report form (located on the myOlivet portal or available in the Campus Safety office).
- Filing this report constitutes official notice to The University of Olivet and authorizes the institution to investigate the information and allegations contained within the report and to seek resolution.
- The report is NOT confidential; however, Clery Act reporting does not include any personal identifying information.

- The form can be submitted online using the provided link or can be printed and completed in writing.
- As required by law, The University of Olivet provides an anonymous report option for sexual assault on the myOlivet portal
- Anonymous violation report submissions will be reviewed but follow-up with the complainant will not be possible without contact information.
- Online incident report submissions are forwarded to the appropriate designated department or individuals for processing through the online submission link. For hard copy submissions, incident reports should be submitted to the respective department/individuals listed in the table below:

The University of Olivet Sexual Discrimination/Harassment/Assault Contact Information			
Type of Violation	Department/Office	Employee	Contact Information
Allegation against a <u>student</u> for sexual harassment, sex discrimination or sexual assault	Student Life, Mott Academic Center	Dean of Student Life, Dr. Tod Long	tlong@UOlivet.edu 269-749-7579
Allegation against an <u>The University of Olivet faculty, staff member or visitor</u> for sexual harassment, sex discrimination, or sexual assault	Human Resources, Mott Academic Center	Director of Human Resources, Terri Glasgow	tglasgow@UOlivet.edu 269-749-7623
Allegation against an <u>The University of Olivet coach or athletic department administrator</u> for sexual harassment, sex discrimination, or sexual assault	Athletic Department, Cutler Events Center	Athletic Director Haley Hunnewell	hhunnewell@UOlivet.edu 269-749-7570
If students are uncertain to whom or where to report a Title IX violation, they may contact the Dean of Student Life, Dr. Todd Long, tlong@UOlivet.edu 269-749-7579 for assistance.			

Sexual Discrimination/Harassment/Assault Violation Processing Timeline

- The University will promptly investigate all suspected or alleged violations, along with and possibly prior to the completion of any criminal investigation or criminal proceeding.
- The investigation of any suspected or alleged violations will be completed within 60 days of the filing of the violation, unless the University determines more time is required to complete the investigation.
- The University shall provide any individual suspected or accused of a discrimination or harassment violation with a written explanation of the suspected or alleged violation.
- The complainant will be updated on the status of the investigation within the 60-day timeframe.

- After the completion of the investigation, the University will provide written notification to the complainant and the accused of the outcome within seven days after the conclusion of any hearing or other proceedings.
- Email is the University's primary written mode of communication with students.

Sexual Discrimination/Harassment/Assault Violation Annual Reporting

All violations submitted are considered important and will be addressed by the designated University employee, or department. All violations are documented, including the department/individual assigned to investigate the violation, student information, date received, nature of the violation and the outcome. The violation report log is reviewed and analyzed annually by the Dean of Student Life, campus safety and Student Life personnel to determine any incident report patterns, and to establish any needed interventions or staff development needed to reduce subsequent incidents.

As required by federal legislation and the Campus Safety Security Act, The University of Olivet complies and provides an annual crime statistics report. To obtain a copy of the report, contact the campus safety department. The crime statistics report is reviewed on an annual basis by the Provost and Dean of Student Life to determine any incident/concern patterns, and to establish any needed interventions or staff development needed to mitigate subsequent incidents.

As required by federal legislation and the Campus Safety Security Act, The University of Olivet complies and provides an annual sexual assault statistics report. All personally identifying information is removed from statistical reports. All members of The University of Olivet community share a responsibility for upholding the Title IX policy as we strive to achieve our goal of creating a violence-free community.

To obtain a copy of these reports, contact the campus safety department. The crime statistics report and sexual assault statistics report are reviewed on an annual basis by the Provost and Dean of Student Life to determine any incident/concern patterns, and to establish any needed interventions or staff development needed to mitigate subsequent incidents.

Related Information

Pursuant to the state authorization provision of the Program Integrity Regulations (34.C.F.R. 668.43) established by the Department of Education on October 29, 2010, the following contact information is provided for filing complaints that remain unresolved after engaging in The University of Olivet Student Complaint Policy listed in the student handbook.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605. They may also meet with the staff in the Provost's office if they are unsure where to start.

Students have the right to file a complaint with the U.S. Department of Education Office for Civil Rights concerning alleged failures by the University to comply with the requirements of the Federal Civil Rights Laws (including Title IX). The name and address of the office that oversees civil rights complaints is: Office for Civil Rights, U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, Ohio, 44115-1812. They may also meet with the staff in the Provost's office if they are unsure where to start.

Students have the right to file a complaint with the U.S. Department of Justice concerning alleged failures by the University to comply with the requirements of the Violence Against Women Act. The name and address of the office that oversees Violence Against Women complaints is: U.S. Department of Justice, Office on Violence Against Women, 145 N. Street, NE, Suite 10W, 121, Washington, DC, 20530. They may also meet with the staff in the Provost's office if they are unsure where to start.

Statistical Reporting

The University of Olivet will provide statistics of reported sexual assaults as required and defined by the Campus Security Act. All personally identifying information will be removed from statistical reports. All members of The University of Olivet community share a responsibility for upholding the Sexual Assault policy as we strive to achieve our goal of creating a violence-free community. Specific instructions on how to handle sexual assault violations are available in the Campus Safety Office.

Sex Offender Registry

Any student is required to notify the University if they are a convicted sex offender. The state of Michigan maintains a sex offender website at <http://www.mipsor.state.mi.us>.

Campus Sex Crimes Prevention Act Sex Offender Status at an Institution of Higher Learning

Federal law requires state agencies to contact The University of Olivet Campus Safety regarding sex offenders employed on campus or enrolled as students.

Persons Required to Report

If a convicted sex offender is employed or attends an institution of higher learning and it requires him/her to be on campus for 14 consecutive days or 30 or more total days in a calendar year, he/she must report that status to the local police department. An institution of higher learning is defined as a public or private community University, University or university, or public or private trade, vocational or occupational school. A convicted sex offender shall include all full and part-time employees and/or students, contractual providers, employees of contractual providers and volunteers.

Michigan Residents. A person required to report must notify the local law enforcement agency having jurisdiction over their residence of their employment and/or educational status. The local law enforcement agency in the case of The University of Olivet would be the Olivet Police Department, 106 S. Main Street, Olivet, Michigan, 49076.

Out-of-State Residents. A person required to report must notify the local law enforcement agency having jurisdiction of the campus of their employment and/or educational status. The local law enforcement agency in the case of The University of Olivet would be the Olivet Police Department, 106 S. Main Street, Olivet, Michigan, 49076.

10 / Wellness Services

The University of Olivet Health and Wellness Center mission is to strengthen and support our students in all areas of wellness to help students thrive. We are committed to diversity, equity, and inclusion in everything we do. We recognize the negative impact on health and wellness created by racism and discrimination.

The Health and Wellness Center, located in Mott Academic Center, room 212, is the wellness warehouse for three service areas designed to help maintain a healthy lifestyle: counseling, psychological, and health and wellness services.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

There are times when everyone needs a little support. Sometimes a student needs assistance developing an action plan to resolve an issue, discuss a concern, process a transition, or learn a skill or technique to reduce stress. There are other instances where the struggle goes deeper. With any of these circumstances, a free, confidential intake assessment completed by a licensed professional counselor is available to students. The student and clinician will develop a support plan through this confidential intake assessment.

After the assessment, any necessary referrals to the appropriate resource will occur. The University of Olivet students may be eligible for up to 5 free counseling sessions at the Health and Wellness Center, depending on the need and treatment plan determined at the intake assessment. Service referrals off-campus are also available for students needing ongoing treatment or support. There is a diverse counseling staff with six therapists, including a zoom option for computers.

Group counseling services are also available for various topics throughout the week. Information about the groups is posted throughout the University campus, including the bulletin board area outside the Health and Wellness Center. Information about these groups is available through the email counseling@UOlivet.edu.

To request and/or schedule an assessment, please email counseling@UOlivet.edu. Students will receive a reply within 24 hours to this email to set up the initial appointment.

If you are experiencing a mental health emergency or need immediate support, please get in touch with the 24-hour crisis services hotline through Clinton-Eaton-Ingham Community Mental Health at 517-346-8318 or the National Crisis text line at 741741 and text the word "Hello."

HEALTH SERVICES

The University of Olivet and Sparrow Health System have partnered to provide virtual health services through MySparrow to students, faculty, and staff. MySparrow services include a symptom checker to determine if COVID testing is needed; access to on-demand video visits with an urgent care provider from your smartphone, tablet, or computer for non-emergencies. Access to test results provided thru MySparrow is also available through the virtual health service site. Virtual health visits are open Monday through Sunday from 8 a.m. to 8 p.m.

The Health and Wellness Center can assist students in scheduling their appointments if a student would like assistance. A telemedicine station is also available at the Health and Wellness Center to facilitate privacy and confidentiality for medical appointments if students choose to come to the Wellness Center for their appointment. Prior to a video visit, please have information regarding your insurance plan available to ensure your insurance provider participates with Sparrow, or call 517-364-7999 to speak to a billing representative. No medical staff is on-site, but many first-aid items are available.

The University of Olivet offers free nutritional counseling and coaching as well. To schedule an appointment, please email nutrition@UOlivet.edu

To schedule an appointment independently with a Sparrow medical provider, visit sparrow.org/olivetUniversity and create an account. For help or questions regarding this process, please contact 269-749-7745, and the Health and Wellness Center will be happy to provide aid.

If you are experiencing a medical emergency, please call 911 or contact one of the following locations:

Sparrow Eaton Hospital
321 Harris St. Charlotte
517-543-1050

Oaklawn Medical Group
202 N. Main St. Olivet
269-749-2131

WELLNESS SERVICES

The Wellness Center partners with other departments and areas within The University of Olivet, as wellness is an individual pursuit supported at The University of Olivet thru a comprehensive and collaborative approach. Each semester the Health and Wellness Center offers presentations and workshops on various wellness topics within eight dimensions of wellness. New programs are offered during the year in response to student and faculty requests or needs. These services are provided to support students in their personal and academic success.

An ongoing service thru the Health and Wellness Center is The Mind Spa. This is a private, safe space for relaxation and wellness at no charge to students, faculty, and staff. The Mind Spa is located within the Health and Wellness Center and provides many tools and resources to practice mindfulness, manage stress, and recharge.

These resources and more are available in the Mind Spa room:

Light therapy box	Heating pads
Meditation pillow and mat	Massage gun
Affirmation cards	Heated hand massager
Aromatherapy	Swing master for sciatica relief
Kacelia gravity mat	Yoga matt
Zen garden	Adult coloring books, crayons, markers, and colored pencils
Weighted blanket	Barber chair auto
Nature sound machine	Noise-blocking headphones
Mindfulness meditation videos	Drum therapy station

The Mind Spa is open Monday – Friday from 9:00 am- 4:00 pm. To schedule a 20-minute time slot, email counseling@UOlivet.edu. Walk-ins are welcome, but please note this room is also used for counseling sessions, so scheduling a session is best practice.

Please note: Students' health insurance will be billed when seen by a medical professional. Depending on Therapeutic need and referral, some of the mental health provider will also bill insurance. Most forms of insurance are accepted. Students are responsible for all expenses related to treatment including co-pays and tests. All costs accrued due to medical and/or safety reasons are the responsibility of the student. Students may choose to see their own primary care physician or counselor. These visits can also be facilitated at one of the telemedicine stations within the Health and Wellness Center for privacy and confidentiality. Students are responsible for following their doctor's instructions.

The University of Olivet and its employees are not responsible for administering, storing, managing, or providing any medication.

NOTE: All student-athletes must have proof of medical insurance and a physical examination prior to being allowed to practice or compete within the intercollegiate athletic program. Please contact the Athletic Department for more details.

More information can be found by visiting the Health and Wellness Center, Mott Academic Center, Room 212 and/or through accessing The University of Olivet Mobile app.

ADDITIONAL RESOURCES

Olivet:

Oaklawn Medical Group
(downtown Olivet)
202 N. Main St., Olivet
269-749-2131

Olivet Pharmacy
116 N. Main St., Olivet
269-280-5005

Main Street Dental
123 S. Main St., Olivet
269-749-9477

Health Simplified
(Naturopathic Products)
106 Washington St., Olivet
269-280-6010

Bellevue:

HomeTown Pharmacy
117 S. Main St., Bellevue
269-763-9521

Teresa A. Koch, DDS
120 N. Main St., Bellevue
269-763-292

Marshall:

Oaklawn Hospital
200 N. Madison, Marshall
269-781-4271

Van Der Meulen Douglas, DDS
207 Winston Dr., Marshall
269-781-6300

Charlotte:

Sparrow Eaton Hospital
321 Harris St., Charlotte
517-543-1050

Sparrow Eaton Hospital
Urgent Care
616 Meijer St., Charlotte
517-541-5935

CVS Pharmacy
301 S. Cochran Ave., Charlotte
517-543-4905

Great Lakes Family Dental Group
917 W. Lawrence Ave., Charlotte
517-543-1840

Davis Chiropractic Center
432 N. Cochran Ave.
Charlotte MI 48813
517-543-2920

Meijer Pharmacy
1167 E. Clinton Trail
Charlotte MI 48813

Students' health insurance will be billed when seen by a medical or mental health provider (most forms of insurance are accepted). Students are responsible for all expenses related to treatment, including co-pays, tests, etc. All costs accrued due to medical and/or safety reasons are the responsibility of the student.

Students may choose to see their own primary care physician or counselor. Students are responsible for following their Doctors instructions. The University of Olivet and its employees are not responsible for administering, storing, managing, or providing any medication. All student-athletes must have proof of medical insurance and a physical examination prior to being allowed to practice or compete within the intercollegiate athletic program. Please contact the Athletic Department for more details.

Psychological & Medical Emergencies

A student who is believed to be an immediate life threatening danger to himself/herself, or an immediate life threatening danger to others, due to psychological and/or medical difficulties, will be required to obtain a professional evaluation and treatment. Students needing care can contact Campus Safety at any time at 269.749.7911, or go to the Oaklawn Hospital emergency room. Oaklawn Hospital is located 11 miles south of campus in Marshall at 200 N. Madison. To reach the hospital main switchboard, call 269-781-4271. Failure to comply with this requirement can result in contact with parents or guardians of students, or other actions including

but not limited to removal from the University. Return, and continued stay, at The University of Olivet is dependent providing written proof that they has been examined and cleared by a medical professional to return to The University of Olivet. They will not be able to return to The University of Olivet until their medical provider approves them to do so.

Students should call the Office of Student Life at 269-749-7607 to set up an appointment with the Dean of Student Life or their designee for follow up. Students must follow all recommendations from their health care provider. They understand that failure to meet any of these obligations, including attending ALL health care appointments, may result in mandatory medical leave from The University of Olivet. **All costs accrued due to medical and or safety reasons are the responsibility of the student.**

SELF-DESTRUCTIVE BEHAVIOR

Self-destructive behavior shall be understood to mean and include attempts or threats on the part of the individual to end their/their life or to inflict serious bodily harm on himself/herself/themselves by any means capable of producing such result. Attempted or threatened suicide or self-inflicted physical harm is an occasional form of student behavior with which the University is unsuited to cope on any but the most temporary basis. While the institution aims to provide students with a great deal of individual freedom to think, speak and act, physically destructive behavior cannot be ignored. All cases/complaints involving self-destructive behavior must be reported to the Office of Student Life. Should it be determined that the welfare of the student and community is being compromised by this behavior, the Dean of Student Life will exercise their authority to protect the educational processes and purpose of the institution by taking one or more of the following steps:

- Notify parents or other responsible person(s).
- Notify police.
- Request professional health and/or psychological evaluation.
- Require that the student be placed in protective custody of police, parents, or hospital.
- Establish a Behavioral Contract that outlines specific strategies and interventions that the student will engage in to prevent future disturbances to the campus community.
- Require that the student be withdrawn.

Depending on the severity of the behavior*, the student may be allowed back to campus after completing the following:

- An evaluation with a licensed counselor/therapist/psychologist at a treatment center.
- A letter (minimum one page) from the attending counselor/therapist/psychologist detailing the treatment plan and why the student is no longer a threat to himself/herself/themselves.
- A meeting with the Dean of Student Life to explore resources and discuss the treatment plan.

If the behavior is life-threatening, deemed overly severe, or more than one self-destructive behavior incident occurs within a twelve month period, the student is involuntarily withdrawn/dismissed from the University for a minimum of six months. To be considered for readmission to the University, the student must complete the following:

- At least six months of weekly documented meetings with a licensed counselor/therapist/psychologist at a treatment center.
- A letter (minimum two pages) from the attending counselor/therapist/psychologist thoroughly explaining the treatment plan and why the student is no longer a threat to himself/herself/themselves.

- A meeting with the Dean of Student Life to discuss the treatment plan and why the student should be readmitted.

The University will assist each student exhibiting self-destructive behavior with locating resources. However, the University reserves the right to permanently dismiss a student who commits self-destructive behavior.

* Severity is determined by the Dean of Student Life in conjunction with a licensed counselor/therapist/psychologist affiliated with the University.

11 / Student Organizations & Activities

All clubs and organizations are bound to rules and regulations in the Student Handbook. If found in non-compliance of the Student Handbook, the club/student organization will be subject to sanctions. The following are guidelines by which the membership and status of student organizations will be determined.

Membership

Membership in active status clubs, organizations and Greek societies will be limited to enrolled students of The University of Olivet, in good academic standing with a cumulative grade point average (CGPA) of 2.0 or higher, and only members of the University faculty and staff can participate as advisors and honorary members. Students are not allowed to be honorary members of any Greek society. For example, non-members are not allowed to participate in step shows, pledging games and/or any event for that society. To join a Greek society, a student must have earned 12 credit hours at The University of Olivet or have transferred with a minimum of 12 credit hours from another University or university, be currently enrolled in a minimum of 12 credit hours, have a minimum CGPA of 2.0 and previous semester GPA of 2.0 and be in good disciplinary standing with the University. Executive board members of clubs, organizations, and Greek societies must maintain a 2.5 CGPA. In accordance with The University of Olivet policies and procedures, no club, organization or Greek society may discriminate on the basis of age, race, gender, sexual orientation, religion, handicap or disability, marital status, life-style or national origin (provided that the Greek societies may have gender-restricted membership). Student Government attendance is required to maintain active status as a club and organization/Greek society on campus. Each club and organization/Greek society must have one representative present a minimum of one meeting per month. All Greek houses are required to submit a list of students living in their Greek house each semester. This list is due to the Housing Coordinator by the end of drop and add. Failure to submit this list will result in all Greek organization activities for that house being postponed or canceled until the list has been submitted.

Constitutions, By-Laws or Policy Manual

Each club, organization or Greek society shall operate according to a constitution, by-laws or policy manual. Each is required to submit or resubmit their constitution, by-laws or policy manual on the fifth Tuesday of the fall semester. In the spring semester, unless there were any updates to a club's constitution, by-laws or policy manual, only an updated student organization membership must be submitted by the fifth Tuesday of the spring semester. If you have any questions, please contact Student Activities.

Advisors

It is the responsibility of each club, organization or Greek society, to select at least one advisor who is a full-time member of the University faculty or staff. In order to accept or resign the position of advisor, he/ she must do so in written format and submit it to the Office of Student Life. The advisor shall have the following privileges of membership, except voting:

- Approve all financial operations and disbursements.
- Attend at least two functions of their respective club, organization or Greek society per semester.
- Sign all forms turned into the Office of Student Life.
- Attend all registered parties hosted by club, organization or Greek society on campus.

Student organizations must submit a Student Organization Registration and Membership Listing Form, as well as individual applications via MyOlivet portal by a designated member who starts interacting with the Office of Student Life by the second week of each semester. These forms should be resubmitted each semester or whenever changes are made.

Registration

It is the responsibility of each club, organization or Greek society to designate one member to interact with the Office of Student Life by the second week of each semester. This person will have access to necessary paperwork for their club, organization or Greek society on MyOlivet portal. Paperwork must be filled out and returned one week after their first meeting. Any time officers change or a new member joins, it is the responsibility of the designated person to update the information and resubmit to MyOlivet portal. Only after this information is completed will The University of Olivet grant formal recognition and active status to an organization. The budget cannot be used until active status is obtained.

Probation & Suspension of Active Status

Any club, organization or Greek society found in violation of Community Standards policies or local, state and federal laws may be placed on probation for one semester. If another violation occurs during the probationary period, the club or organization will be placed on suspension for one calendar year. Any organization which ceases operation will be placed on inactive status for the remainder of the academic year. All funding through the Office of Student Life will also be suspended. Greek societies should consult the ISC Constitution and The University of Olivet Accreditation Policies and Procedures.

Active Status

- An organization with an active status maintains a membership of at least eight students in good academic standing. Only with a membership of at least eight will the organization be eligible for a budget from the SGA.
- An organization with active status is one that enjoys the benefits of scheduling and presenting programs for the campus community and may use the University facilities, services, funding and personnel.
- All organizations and societies MUST attend SGA meetings to be considered active.
- It is the responsibility of each club, organization or Greek society to submit any changes in officers, advisors or members, and revisions to their constitution, by-laws or policy manual to MyOlivet portal and the Office of Student Life within two weeks of the changes in order to maintain active status.

Inactive Status

An organization with an inactive status is one that may not enjoy the benefits of scheduling and presenting programs for the campus community, and may not use University facilities, property, services, funding or personnel. An inactive organization has either fallen below the minimum amount of 8 members in good academic standing, or failed to turn in all required membership forms, has missed more than one SGA general session meeting, has been found in violation of the University's Community Standards, or has failed to follow local, state, and federal laws. An inactive organization will lose all of its budgetary privileges, (changed due to an SGA vote in spring of 2011).

New Student Organizations

Any new student organization must be approved by the directors of Student Activities and SGA before it becomes active. All new organizations must follow the registration guidelines and procedures as discussed above (see "Registration").

Assembly

All members of the University community have a valuable stake in peaceful assembly and the orderly exchange of ideas. Protests or encounters of differences, however, must not involve the mental or physical expense of persons, or the abuse of property. Rallies and demonstrations must be registered 24 hours in advance of their occurrence with the Office of Student Life. Assemblies must be held in campus areas approved by the Office of Student Life and may not in any way interfere with the rights of non-participants or disrupt regular functioning of the University.

Club & Organization Fire Code

In accordance with the Fire Alarms & Drills section of the Student Handbook:

- Flame or spark-producing items, including candles, incense, incense burners, oil burning lamps and lanterns are not permitted at any campus function.
- Flammable liquids, compressed gases and oil, kerosene or charcoal stoves are not permitted at any campus function.
- Possession or use of explosives, firecrackers and firearms of any type on campus is strictly prohibited.
- Natural Christmas trees are prohibited. Decorations must be fire retardant materials.

Collection Boxes & Containers

Any student club or organization wishing to have a collection box/container must get approval from the Office of Student Life before placing the box/container on campus. The box/container must include the club or organization's name and the person responsible for the collection of the items. Name and contact number, must be clearly posted along with the beginning and end date for the event.

Event Set-up & Support/Use of University Vehicles

Student organizations and employee groups that require event set-up, maintenance, technical equipment, University vehicles, etc., may request support on the Great Chart Scheduling Request Form. Any fees or charges will be charged to the student group. Recognized student organizations wishing to request services utilizing organizational SGA budgets must pick up a University Vehicle Request Form from the Office of Student Life and fill it out completely, including pricing information from the office receiving the request, and obtain all required signatures. The University Vehicle Request Form must be returned to the SGA office. The Office of Student Life or SGA will then make the request through the conference & events office the director of conferences & events will send the set up requests to the Physical Plant via a weekly report. The Physical Plant will not take requests directly from a student organization. **Special Note** Organizations will be fined for damages to equipment and facilities that occur during their events/activities. The Olivet Congregational Church, conservatory, and library, have additional requirements and must be approved by the Office of Student Life. It is also important to read and adhere to the new policy on use of University vehicles. This policy is to be followed in conjunction with the SGA policy.

Facility Reservations

Student organizations and employee groups may reserve the University facilities for meetings, activities, events and fundraisers. All reservation requests must be made via a Room Request – Scheduling Request Form online, previously described. The Housing and Conferences Office will not take facility reservation requests directly from a student organization or an employee group. Once approved by the director of student organizations, a confirmation and approval will be sent to the party who requested the event through e-mail.

Food Service Requests

Student organizations and employee groups may request food services from Chartwells, the University's food service provider. Recognized student organizations wishing to request food services utilizing organizational SGA budgets must pick up a Food Service Request Form from the Office of Student Life and fill it out completely, and obtain all required signatures at least two to four weeks prior to the event. The Food Service Request Form must be returned to the Office of Student Life, which will then make the food service request, utilizing organizational budgets. Chartwells will not take food service requests directly from recognized student organizations for services utilizing organizational SGA budgets, but will take all other requests for services.

Chartwells is contracted as the food service provider for The University of Olivet Campus Community. Chartwells must furnish food items for all campus events. These items may be prepared and delivered by Chartwells or can be purchased in their raw state and prepared by the event coordinator. For items to be prepared by the coordinator, Chartwells will provide proper guidelines for preparation and food safety. Students with meal plans may use a "meal exchange" to purchase food for events. Meal exchanges must be made with a food service manager no later than 72 hours before the event. Campus event food items can be ordered by contacting Chartwells at (269) 749-7378. Any other food service arrangements must be authorized by Chartwells.

Scheduling of Activities, Events or Fundraisers

The University of Olivet permits student organizations and employee groups to schedule activities, events or fundraisers on campus with prior approval from the Office of Student Life. Groups wishing to schedule an activity must complete The Great Chart Scheduling Request Form, located online at:

<http://events.olivetUniversity.edu/VirtualEMSLite/Login.aspx.olivetUniversity.edu>.

Requests require **at least two weeks prior** notification from the activity date for approval. (Exceptions to the one or two week notice are made at an "as needed basis" through the Office of Student Life.) The event will then be added to the campus's master calendar of events. Function approval and confirmation of the event will be granted. Cancellations or changes of events require a one week notice submitted via the Room Request-Scheduling Request Form.

Supply Purchases

Student organizations and employee groups may purchase supplies from The University of Olivet Bookstore. Any organization or individual must request funds through SGA via the SGA Grant Proposal Form on MyOlivet. It is in the best interest of the group to hand in SGA Grant Proposal Form as far ahead of time as possible to insure that the monies are available. This shall be done in the same manner as described under Food Service Requests. The University of Olivet Bookstore will not take supply purchase requests directly from a club or organization for purchases utilizing organizational SGA budgets.

Registered Parties

A "registered party" is defined as a party where alcohol may be consumed by students of legal drinking age. A "closed party" is defined as a party between two Greek societies and is closed to independent students and other Greek students. A gathering is considered a "party" where no alcohol is present yet there are more than five non-members of the organization. All parties must be registered with the Office of Student Life. All unauthorized parties will be terminated if reported to or discovered by Campus Safety or an The University of Olivet official. An announcement of the party may not occur prior to approval by the Office of Student Life. Parties may only be held when the University is open, no parties may be held before the official start of the academic year or during the last 2 weeks of a semester.

Registered parties are permitted in the following locations: society/theme houses, and the University fire pits.

- Bring your own beverage, “BYOB.” A BYOB must be approved and registered with the Office of Student Life at least two weeks prior to the event. Absolutely NO money can be charged at the door or at the function if it is registered as a “BYOB” function. Each person of legal drinking age may bring in NO MORE than either one 6-pack of beer, one pint of liquor or one bottle (750 ml) of wine.

Procedure for Approval of a Registered Party

A registered party is a party where alcohol is present. Groups may host one registered party per semester. The group(s) sponsoring a registered party must observe the following procedures:

1. A society hosting a “BYOB” party cannot charge money when students are providing their own beverages.
2. Announcement of the party may not occur prior to approval by the Office of Student Life.
3. If the party is “BYOB,” the organization must submit a completed party application to the Office of Student Life at least two weeks prior to the party AND prior to any public announcement of the party.
4. All registered parties must have at least five certified “party officials” present at the party. A “party official” is defined as someone who has attended at least one ISC Greek party planning training session and obtained their certification from the ISC Greek President. ALL members of an organization are REQUIRED to attend the party planning training session and become certified party officials. During the party, all party officials must be sober to qualify as a party official. Two of the party officials will be located at the check in-station and three of the party officials will be surveying the party.
5. Registered parties may only be held on Fridays or Saturdays and the parties must be between the hours of 8pm and midnight (meaning all nonmembers must have vacated the location and the only activity happening is clean-up).
6. Prior to any registered parties, students must contact the Office of Student Life for their capacity number for-the capacity of the host house as determined by Fire Code, Physical Plant, and the Director of Campus Safety. This number must be posted in a prominent place at the check in table. When counting you must include everyone already in the house before the party starts.
7. Any donations solicited at these parties are not permitted at the door. Donations are not mandatory.
8. All bonfires must have a permit from the city of Olivet. Olivet City Hall, (269) 749-4961, is open until 5 p.m. The free permit is good for three days. After receiving the permit from City Hall you must give a copy of the permit to Campus Safety; email Campus Safety the permit number 24 hours in advance and put in the great chart at least 24 hours before you have the bonfire. The host of the bonfire must also have a copy of the permit on the premises available to show the Police if asked. Failure to register your bonfire with Campus Safety will result in a \$100 fine.
9. To request a road closure, this must be requested from the city and to do so, an office or organization would need to present its requests to the city council at its meeting in the previous month or earlier. For example, to request a closure for Night on the Town in August, someone would have to attend the July meeting. Since this example date is known before the end of the academic year, someone could even approach the city in April or May. Please contact City Hall for more information, 269-749-4961 or 269-339-1196.

Check-in Station

At all parties or gatherings there must be a check-in station located at the entrance of the event. A check-in station will consist of the following procedures:

1. There must be two organization party officials present at the check-in station.
2. University, as well as state IDs, must be checked at the door in order to ensure that the person entering the party meets the legal drinking age and they are an The University of Olivet student. No persons under the age of 18 are allowed in a party, unless they are a current student with Student ID. Persons who are visibly intoxicated must be denied admission. Each person of legal drinking age may bring in NO MORE than either one 6-pack of beer, one pint of liquor or one bottle (750 ml) of wine. Bags and purses will be checked by a party official at the party check-in station. If alcohol is being snuck into a party that party will be shut down and the organization will be held responsible.
3. Students or non-students eligible to drink at a party are to be marked with a wristband. Students or non-students less than 21 years of age must be clearly marked with a black "X" on the back of both hands.
4. All non-The University of Olivet students attending a registered party must be at least 18 years of age and provide state-issued ID as proof. Each student can have one guests at a party. The organization hosting the event must keep a list of all non-students attending, along with the name of their host.
5. Parties are not a revolving door for guest. Once a guest leaves the party they may not re-enter the party.
6. The group has the right to ask anyone to leave the party if the University deems that they are intoxicated, a risk to the safety or well-being of others, or for any reason.
7. Parties may be held outside if snow fence is requested from Physical Plant and installed to Campus Safety's specifications. If there is no snow fence, all guest must remain inside the residence.
8. Excess noise and or activity outside of the party will be grounds for inspection by a Campus Safety/University Official and may lead to the party being closed down.
9. If a student or non-student is asked to leave, a party official will record their name and report the incident to the Office of Student Life or Campus Safety if they need immediate help.
10. Students are responsible for the actions of their guests. If a guest is asked to leave, the police may be called.
Any University recognized club or organization that is suspected of hosting an unregistered party and refuse to cooperate with an official University inquiry will become immediately inactive pending the investigation. Repeated refusals to cooperate may result in long term inactivation and cancellation of future parties and/or events. No parties of any kind are allowed until the official start of the academic year. Additionally, no parties may be held during any times the University is closed for a holiday or other official breaks (fall break, spring break, summer break, etc.) or the two weeks before finals.

Alcohol Policy Sanctions

Any organization on probation may not host a function or plan a function in which alcohol is served.

First offense in a 365-day period: A minimum \$50 fine per active member and Probation for the length of 30 academic business days (days in which classes are held). An organization can only be removed from probation by completing sanctions imposed by the Judiciary Board hearing the case. (Suggested sanctions include, but are not limited to, 10 hours of community service per active member, two programs related to alcohol abuse with attendance of at least 90 percent of the active body and involvement with at least one active member for the length of probation.) The Officers of the organization will face additional individual student sanctions.

Second offense in any 365-day period: A minimum \$250 fine per active member. Loss of recognition as a University organization for the length of one calendar year. (Suggested sanctions include, but are not limited to, 20 hours of community service per active member, five programs with attendance of at least 90 percent of the active

body, two of which must deal with alcohol awareness, and involvement with at least three active members for the length of probation.) The officers of the organization will face additional individual student sanctions.

Third offense in any 365-day period: Loss of recognition as a University organization for the length of three calendar years.

Hazing Prohibited

Any form of hazing is strictly prohibited by The University of Olivet. Hazing is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student on or off the University campus or society premises. Such activities and situations may include, but are not limited to, any physical brutality such as beating or paddling in any form; creation of excessive fatigue; kidnapping; physical and psychological abuse; verbal abuse; off-campus activities such as road trips or scavenger hunts which involve illegal activities and/or all activities considered to be in “poor taste;” morally degrading and personally humiliating games and activities; sessions that interfere with scholastic activities; and any other activities which are not consistent with the Community Standards Bill of Rights or The University of Olivet Compact.

Michigan Hazing Law (*excerpts from the Michigan Penal Code*)

1. Except as provided in subsection (4), a person who attends, is employed by, or is a volunteer of an educational institution shall not engage in or participate in the hazing of an individual.
2. A person who violates subsection (1) is guilty of a crime punishable as follows: a. If the violation results in physical injury, the person is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$1,000, or both. b. If the violation results in serious impairment of a body function, the person is guilty of a felony punishable by imprisonment for not more than five years or a fine of not more than \$2,500, or both. c. If the violation results in death, the person is guilty of a felony punishable by imprisonment for not more than 15 years or a fine of not more than \$10,000, or both.
3. A criminal penalty provided for under this section may be imposed in addition to any penalty that may be imposed for any other criminal offense arising from the same conduct.
4. This section does not apply to an individual who is the subject of the hazing, regardless of whether the individual voluntarily allowed himself/herself to be hazed.
5. This section does not apply to an activity that is normal and customary in an athletic, physical education, military training or similar program sanctioned by the educational institution.
6. It is not a defense to a prosecution for a crime under this section that the individual against whom the hazing was directed consented to or acquiesced in the hazing.
7. As used in this section:
 - a. “Educational institution” means a public or private school that is a middle school, junior high school, high school, vocational school, University or university located in this state.
 - b. “Hazing” means an intentional, knowing or reckless act by a person acting alone or with others that is directed against an individual and that the person knew, or should have known, endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Subject to subsection 5 hazing includes any of the following that is done for such a purpose:
 - i. Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity.

- ii. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space or calisthenics that subject the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
 - iii. Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
 - iv. Activity that induces, causes or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
- c. “Organization” means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team or similar group whose members are primarily students at an educational institution.
 - d. “Pledge” means an individual who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in any organization.
 - e. “Pledging” means any action or activity related to becoming a member of an organization.
 - f. “Serious impairment of a body function” means that term as defined in section 479a.
8. This section shall be known and may be cited as “Garret’s Law.” History: Add. 2004, Act 111, Eff. Aug. 18, 2004.

Student Government Association (SGA)

The Student Government Association (SGA) represents and provides services to students at The University of Olivet. The following is a list of services which the SGA may provide to recognized student clubs, organizations and Greek societies per approval from an advisor. All student clubs, organizations and Greek societies must maintain recognition/status with SGA in order to utilize many of the below-listed services. Contact SGA in Mott 212A.

SGA Grants

The University of Olivet’s Student Government Association (SGA) has enacted a \$20 per semester per student fee that will be used for various projects for the betterment of The University of Olivet and/or the Olivet Community. The following information details how funds may be allocated, used, and spent. This is a student effort to improve concerns, issues, or further educational experiences at The University of Olivet. Usage of The University of Olivet SGA fund will be 100% controlled by the student body.

To request a grant from SGA, you must use the “SGA Grant Proposal Form” found on MyOlivet portal. Please keep in mind that for large (greater than \$300), capital projects, allow at least 30 days for review, approval, and distribution of funds. These grant requests must also be presented before the General Session prior to a vote taking place. A representative for the grant must be present to speak on and answer any questions relevant to the grant request. For all other projects, allow at least 14 days for review, approval, and distribution of funds. For all projects, the SGA Grant Proposal Form **MUST** be submitted at least two weeks prior to a SGA General Session meeting **AND** sent electronically to studentgovernment@UOlivet.edu.

Grant Distribution Guidelines

Impartiality Rule. SGA Executive Board members cannot vote or participate in voting discussions on proposals submitted by either themselves, or a club or organization in which they are a member.

Usage

1. Funds are to be allocated on a distribution basis for approved projects consistent with the following priorities:
 - a. Established programs that are institutionally supported and recognized. These are generally collaborative programs sponsored by student organizations and University departments designed to benefit the campus community.
 - b. A program and/or project which is educational in nature and is open and intended to be of service to the entire campus community.
 - c. Non-educational programs or projects that are available to the entire campus community.
 - d. Travel for competitions against students and/or teams from other institutions.
 - e. Retreats, workshops and educational presentations that are institutionally supported and recognized may be considered.

Eligibility

2. Only registered students and organizations in good standing will be able to request funds.
3. The requester(s) are responsible for preparing realistic and objective requests which are in compliance with the policies and guidelines of The University of Olivet.

Restrictions

4. Restrictions/Limitations:
 - a. Co-sponsored Programs. Co-sponsorship of programs and activities is encouraged, but is not required. Each organization involved will include in its request, information regarding the nature of involvement and amounts of funds to be contributed by others. It must be clear to the committee that more than one organization has requested money for the same event.
 - b. Political Programs and Activities. Organizations will not be provided funding to support, in whole or part, the campaign of an individual candidate for political office. Elements of politically oriented programs which are educational in nature will be considered by the committee.
 - c. Off-Campus Travel. Expenses will be limited to reimbursement for registration fees, lodging and transportation. (Food will not be covered)
 - d. Alcohol. The purchase of alcoholic beverages is strictly prohibited.
 - e. Fundraising Events. Fundraising events will not be funded unless the sponsoring organization(s) can show that it will not benefit financially from the event or program and that the event will benefit the University.
 - f. Personal Financial Gain. Organizations will not be funded for programs and activities which result in personal financial gain for individual members.

Application Process

5. An organization must have a consensus from the group, and approval from their advisor, on issues for which they are requesting funds.

6. The organization (most likely the President and Treasurer) will work together to create a proposal which will consist of the following:
 - a. Detailed reason for request
 - b. Detailed explanation of how money will be used
 - c. Explanation of how the request will benefit the group and the University as a whole
 - d. Signature from advisor(s), all executive board members, and from 90% of the group.

Submitting Process

7. Proposals must be submitted to SGA two weeks prior to a general session SGA meeting and will be approved on a monthly basis.
8. Proposals must be submitted in hard copy as well as electronically to studentgovernment@UOlivet.edu prior to the deadline.
9. SGA will put all completed proposals on the agenda to be voted on by general session attendees
 - a. SGA will announce to the student body which proposals will be voted on at the upcoming meeting
 - b. All attendees will be able to give suggestions and feed back to assist the SGA Board when voting.
10. SGA may approve or disapprove, in total or in part, any request for funds. The committee reserves the right to make exceptions to the guidelines if the organization can demonstrate extraordinary circumstances which would justify an exception. Any exception must be well documented.

Follow Up

11. After the program or use for the money has passed, recipient will report in a timely manner (no more than two weeks) to SGA to explain how the money was used and how it will benefit themselves and The University of Olivet.
 - a. Individual will also be responsible for addressing how the request falls in line with The University of Olivet Compact on a form provided.
 - b. Individual will need to have documented proof of where the money went to.
12. Fraudulent claims may result in judicial action and/or additional fines

Greek Societies

Adelphic Alpha Pi was founded in 1862 as a literary society and is open to the men of The University of Olivet. The fraternity motto is Semper Fidelis, always faithful. It is the brother organization to Sigma Beta. Advisor: Michael Fales, ext. 7624, email: mfales@UOlivet.edu

Alpha Lambda Epsilon was founded in 1922 as a sorority. The society reorganized its membership in 1975 to admit men, thus becoming the first co-educational literary/social society in the nation. The society motto is Bear Well the Torch. Alpha Lambda Epsilon is the cousin organization to Kappa Sigma Alpha. Advisors: Art Williams, ext. 7246, email: awilliams@UOlivet.edu – Joshua Van Wyhe, 269-967-3601, email: jvanwyhe@UOlivet.edu

Alpha Phi Kappa was established in 1997 to promote better understanding between cultures and endorse brotherhood among its membership. Advisor: Todd Long, ext. 7172, email: Tlong@UOlivet.edu

Alpha Xi Omega, also known as “Elite,” was founded as a club in the 1970s and became a society during the 1995 fall semester. Elite works to create a better understanding among all students at Olivet in the areas of diversity and multicultural awareness. Advisor: Laura Barlund-Mass, ext. 7678, email: lmass@UOlivet.edu

Eta Psi Kappa was established in 2000 to promote unity of all women on campus. The society motto is The Righteous Endure till Judgment. Advisor: Brittney Turner: Bturner@UOlivet.edu

Kappa Sigma Alpha was founded in 1922 and is the cousin organization to Alpha Lambda Epsilon. The fraternity motto is Wisdom Conquers All. Advisor: Jacob Schuler, ext. 7694, e-mail: jschuler@UOlivet.edu

Mu Omega Pi was established in 2001 to assist young men in growth and development through leadership, brotherhood and spirituality. Their motto is Upholding the Standards of Perfection. Advisor: Dr. Linda Logan, ext. 6669, email llogan@UOlivet.edu

Nu Gamma Xi was founded in 1997 by 12 women. Their purpose is to promote unity, sisterhood and high academic standards among women with similar interests. They are the sisters of Alpha Xi Omega. Advisor: Joshua Gillespie, ext. 7763: jgillespie@UOlivet.edu

Phi Alpha Pi was founded in 1847 and is the oldest society on The University of Olivet campus. In 1861, Phi Alpha Pi became a literary society. The fraternity motto is Progress, Truth and Friendship. The fraternity is the brother organization to Soronian. Advisor: Richard Lehman, ext. 7721: rlehman@UOlivet.edu

Sigma Beta was founded in 1907 by three The University of Olivet women as a literary society. The house was completed in 1963. Their motto is Friends of the Best. Sigma Beta is the sister society to Adelpic Alpha Pi. Advisor: Dustin Byrd, ext. 7382, email: dbyrd@UOlivet.edu

Soronian, also known as the Iota Kappa Omicron society, was founded in 1847. It is the oldest collegiate society in the continental United States. The sorority motto is Strong in Love, Firm in Right. It is the sister organization to Phi Alpha Pi. Advisor: Jackie Looser, ext. 6645, email: jlooser@UOlivet.edu

Professional & Honor Societies

Alpha Pi Upsilon is the honor society for pre-medical, pre-dental, pre-veterinary and other professional health related majors. Advisor: John Wilterding, ext. 7643, email: jwilterding@UOlivet.edu

The Alpha Alpha Chapter of Gamma Iota Sigma is a national award-winning student organization established to bring together people interested in the fields of insurance and risk management. Advisors: Carol Breed, ext. 7664, email: cbreed@UOlivet.edu; Tom Humphreys, ext. 7758, email: thumphreys@UOlivet.edu

Phi Beta Lambda is the honor society for business majors and minors. Advisor: Michael Oyster, ext. 7610, email: moyster@UOlivet.edu

Phi Epsilon Kappa recognizes students in the areas of physical education, health, recreation, dance, human performance, exercise science, sports medicine and sports management. Advisor: Nancy Van Hoosier, ext. 7269, email: nvanhoosier@UOlivet.edu

Psi Chi is the national honor society for psychology majors. Advisor Will Haggerty, ext. 7603, email: WHaggerty@UOlivet.edu

Sigma Tau Delta is the honor society for English majors. Advisor: Laura Barlund-Maas, ext. 7621, email: LMaas@UOlivet.edu

Co-Curricular Student Organizations

Accounting Student Organization – Advisor: Jackie Looser. Ext. 6645, Email: jlooser@UOlivet.edu

Art Alliance was established to promote artistic awareness on campus, in the surrounding communities and for those who are interested in the arts. Advisors: Don Van Anker, ext. 7627, email: dAnker@UOlivet.edu

The Black Student Union was started in 1994 to allow students to be more cohesive in dealing with their peers as well as the campus as a whole. The Black Student Union sponsors activities and programs that broaden the social environment of the University. Advisor: Todd Long, ext. 7172, email: tlong@UOlivet.edu

Earthbound is The University of Olivet's environmental awareness organization. It provides environmental programs for the campus and community, sponsors field trips, attends environmental conferences and seminars, volunteers at the annual Michigan Crane Festival and participates in the campus recycling program and the habitat restoration efforts at the University's biological preserve. Advisor: Leah Knapp, ext. 7106, email: lknapp@UOlivet.edu

Q&A was established to increase awareness of sexual orientation issues in and around The University of Olivet and to provide a supportive and egalitarian atmosphere for members of our community, regardless of sexual orientation. Advisor: Joshua Van Wye ext. 7595, email: JVanwyhe@UOlivet.edu

The University of Olivet Gospel Choir is a student organization that provides a diverse opportunity to give praise through song to our Lord and Savior Jesus Christ. The choir also has additional ministries that include Prayz N' Motion (praise dance, mime and sign ministry), Prayz (praise team), poetry, rapping, stepping, greeters and ushers. Advisor: Kwamisa Taylor, ext. 6648: Ktaylor@UOlivet.edu

Gruen Chemical Society provides students with an environment that actively strives to promote chemistry and expand the community's knowledge about the subject. The chapter is a resource for avid chemistry students as well as a safe-haven for beginners who are interested. Advisor: Susanne Lewis, ext. 7629, email: smlewis@UOlivet.edu

International Club was established to serve as a bridge between cultures, increasing acceptance and understanding toward people of different backgrounds and ethnic origins. Advisor: tbd, email:

Mathletes is for people who are excited about math. To learn different strategies for math competitions and provide community service through tutoring and the like. Advisor: Tiana Bosley ext. 7659, email: tbosley@UOlivet.edu

The Newman Society serves The University of Olivet's Catholic students. We hold a Service of Holy Communion every week on campus during the regular spring and fall semesters. The Newman Society is a place to support, maintain, and grow faith in the Catholic tradition. We are affiliated with the Diocese of Lansing and the Lansing Catholic Campus Ministry Association (LCCMA). Advisor: Art Williams, ext. 7246, email: awilliams@UOlivet.edu

The Residence Hall Association (RHA) is the representative voice for students in the campus residence halls. In addition, RHA is composed of a hall council in each residence halls. The members are elected at the beginning of the fall semester. These councils give a voice to each resident hall and help with the opportunity to receive from fom SGA. As a governing body, RHA seeks to provide programs and activities for the campus community, develop and implement policies and procedures pertaining to the residence hall environment, provide opportunities for discussion on University-related matters, including food-service, facilities and administrative policy. Furthermore, RHA seeks to establish relationship with non-traditional students, Greeks and the University community. While establishing strong community development and traditions, RHA provides an excellent opportunity for leadership and lasting friendships. Advisors: tbd, email:

Sigma Zeta is a national undergraduate honor society to encourage and foster scholarly activity and recognize academic scholarship in the natural and computer sciences and mathematics. Advisor Erin Pavloski, Ext. 7135, Email: epavloski@UOlivet.edu

Student-Athlete Advisory Committee was established to follow the guidelines set forth by the NCAA, which is the University's governing body for athletics. This committee allows the University's student-athletes to have a voice in matters that pertain to them. Co-Advisors: Lisa Ash, ext. 6677, email: lash@UOlivet.edu

Student Government Association (SGA) is the representative voice for the student body. It promotes the welfare, protects the rights and represents the opinions of Olivet students. Furthermore, SGA seeks to establish relationships between students, staff, faculty and administrators. Advisors: Jason Meadows, ext. 7172, email: jmeadows@UOlivet.edu, Jackie looser, ext. 7686, email: jlooser@UOlivet.edu.

The University of Olivet Veterans' Advocates: Advocate, promote, and support the concerns and issues of military and veteran members of The University of Olivet student body. Provide a voice for military and veteran students in student councils and government and to The University of Olivet administration. Advisor. Cynthia noyes, ext. 7709, Email: Cnoyes@UOlivet.edu.

12 / Athletics

At The University of Olivet, intercollegiate athletics and other recreational activities are regarded as an integral part of a liberal arts education and all students are encouraged to participate in a variety of sport opportunities.

Intercollegiate Athletic Program

A goal of The University of Olivet is to maintain a comprehensive men's and women's intercollegiate athletic program on a level that is consistent with the University's standing as a private liberal arts University of academic excellence. The Comets are a member of the Michigan Intercollegiate Athletic Association (MIAA), the oldest athletic conference in the nation. The men and women compete in the National Collegiate Athletic Association (NCAA) at the non-athletic scholarship Division III level. Other members of the MIAA are Adrian University, Albion University, Alma University, Calvin University, Hope University, Kalamazoo University, St. Mary's University (Ind.) and Trine University (Ind.). Contact the Athletic Department for more information.

Men's intercollegiate sports include: baseball, basketball, cross country, football, golf, lacrosse, soccer, swimming/diving, indoor and outdoor track and field, and wrestling. Women's intercollegiate sports include: basketball, cross country, golf, lacrosse, soccer, softball, swimming/diving, tennis, indoor and outdoor track, and field and volleyball.

Eligibility to Participate in Intercollegiate Athletics

All student-athletes are required to meet the following in order to participate in intercollegiate athletics.

1. **Full-time Enrollment.** All student-athletes must be enrolled full-time (a minimum of 12 semester hours) for practice and competition.
2. **Good Academic Standing/Satisfactory Academic Progress.** All student-athletes must maintain good academic standing by continuing to show satisfactory academic progress throughout their career. Academic progress for all students will be reviewed after both the fall and spring semester and also after summer school sessions are complete. Evaluations will be performed immediately following the end of each period and will be based on the student's academic transcript at the time of evaluation. This will allow a student the possibility of reinstatement of aid eligibility over summer months. The review will be completed by the Academic Performance Committee, a standing committee of The University of Olivet faculty members. **Acceptable academic progress toward one's degree completion is measured using two standards: minimum cumulative grade point average and academic pace.** For more detailed information regarding these standards, please see the discussion of Satisfactory Academic Progress in the Academic Catalog.

Students who have received a Satisfactory Academic Progress (SAP) Warning and/or who are on SAP Probation are not eligible to practice or compete in athletics during the semester(s) that they have received a Warning and/or are on Probation. Athletic eligibility will resume when good academic standing and satisfactory academic progress has been restored.

3. **Semester Hour Requirements by Residence Year.** In addition to the requirements to maintain good academic standing, student-athletes must also meet the following semester hour requirements:

First Year of Residence	Enrollment for a minimum of 12 semester hours each semester
Beginning of the Second Year of Residence	24 semester hours earned at The University of Olivet
Beginning of the Third Year of Residence	48 semester hours earned at The University of Olivet
Beginning of the Fourth Year of Residence	72 semester hours earned at The University of Olivet
Beginning of the Fifth Year of Residence	96 semester hours earned at The University of Olivet

Transfer work earned prior to full-time enrollment at Olivet cannot be used to meet these requirements. However, students may use transfer credit earned subsequent to full-time enrollment at The University of Olivet to meet the requirements of both athletic eligibility and academic pace if they have been given **prior approval** by The University of Olivet officials (i.e., the registrar, the student's academic advisor, and the appropriate department chair) in accordance with NCAA Bylaw 14.4.1.3. Years of residence for students who are midyear entrants run from January to January, with eligibility checked each January at the beginning of the second semester. If the student-athlete does not meet the requirements at the beginning of their year in residence, they may meet the requirements in subsequent semesters.

Example: A student-athlete in basketball is required to have 24 semester hours in their second year of residence, but has only earned 23; this student is not eligible to participate fall semester. However, if the student enrolls and passes 13 hours during the fall semester, the student is eligible the second semester because he/she has earned a total of 36 semester hours and is only required to have 24, assuming they meet the GPA requirement.

4. Additional Information Regarding Athletic Eligibility

- A. A full-time load requirement of 12 hours or more may be waived for seniors who are in their final semester of attendance and need less than a full-time load to graduate with a degree. Approval for this waiver must be granted in writing from the Office of Academic Affairs prior to its acceptance.
- B. A student has the opportunity to complete all of their eligibility during any full-time semesters (enrollment for a minimum of 12 hours) of attendance. However, under no circumstances is a student eligible for more than four years of competition in any sport at the collegiate level.
- C. If a student drops out during the academic year for legitimate reasons (e.g., medical withdrawal) they will have the opportunity to appeal the standard athletic eligibility requirements if they have continued to maintain good academic standing (credits may be prorated). Students must make this appeal to the Faculty Athletic Representatives/Eligibility Certification Officers of the University.

5. Transfer Student Eligibility

- A. In order to become immediately eligible to compete at Olivet, a transfer student who has participated (practiced and/or competed) at another institution must have been both academically and athletically eligible under the previous institution's guidelines and meet all applicable MIAA and NCAA rules and regulations.
- B. A transfer student who has NOT participated in intercollegiate athletics at his or her previous institution(s) will, in most cases, be immediately eligible at The University of Olivet provided they meets the requirements stated in Sections 1 through 4 above.

6. Requirements for Potential Student-Athletes

Any student interested in becoming a student-athlete at The University of Olivet must have proper paperwork filled out and on file with The University of Olivet Athletic Training Department prior to beginning participation with any athletic team. The following forms must be **completely** filled out prior to participation:

1. The University of Olivet Physical Form (AT Form 1)
2. Health History Form (AT Form 3)
3. ADD/ADHD Form, if necessary (AT Form 2)
4. Insurance Form (AT Form 4)
5. Medical Consent/Acceptance of Risk Form (AT Form 5)
6. Release of Information Form (AT Form 6)
7. Drug Testing Consent Form (AT Form 7)
8. Copy of Current Insurance Card (front and back)
9. Eligibility Paperwork

Forms can be found online at The University of Olivet Athletics website, www.OlivetComets.com. Select “Athletic Training” from the “Inside Athletics” tab on top of page. Click on “Medical Packet” at the top of the page and print off and fill out the forms in the packet. Forms can also be obtained by contacting the Athletic Training Office.

REC Sports

The REC Sports program provides competitive recreation among students. REC Sports are primarily run out of the Upton Gym. Seasonal sports include: co-ed volleyball, men’s and women’s basketball, men’s and women’s flag football, dodge ball, and various other activities. Contact Dan Hayes, ext. 7611, or at dhayes@UOlivet.edu

Upton Gymnasium Reservation Policy

The University of Olivet Upton Gymnasium is available to reserve for student or program use. Upton Gymnasium is a place for students to gather, host meetings, entertain at social events, and engage in physical activity. Upton Gymnasium is intended to be utilized and enjoyed by all students and community members. When reserving and using Upton Gymnasium, it is asked that you follow these policies and procedures:

RESERVATION POLICY & PROCEDURE:

1. Reservation requests for the Upton Gymnasium will be prioritized and approved as follows:
 - a. Educational Programs
 - b. Recreational Programs and Student Programs
 - c. Athletics
 - d. Community
 - e. Outside Organizations

2. Reservations for one-time events must be submitted by two weeks before the event start date.

3. Reservations for reoccurring event* dates are as follows:

**Reoccurring events are defined as events that occur daily, weekly, bi-weekly, monthly, and/or annually.*

- a. Fall Semester: (August-December): Dates must be submitted no later than July 1st preceding the fall semester
 - b. Spring Semester: (January-May): Dates must be submitted no later than December 1st preceding the spring semester
 - c. Summer Semester: (June-July): Dates must be submitted no later than May 1st preceding the summer semester
4. Please submit reservation requests by the submission date to avoid automatic denial of reservation requests.
5. All Reservations must go through Daniel Hayes and Tamyra Walters utilizing the following communication:
 - a. Email (Dhayes@UOlivet.edu or twalters@UOlivet.edu)

RESERVATION CATEGORY POLICY & PROCEDURE

1. The following procedures must be followed in accordance with the reservation category. The reservation category procedures are as follows:
 - a. Educational Programs:
 - i. Professor must email reservation request to Daniel Hayes and Tamyra Walters (Dhayes@UOlivet.edu or twalters@UOlivet.edu)
 - b. Recreational Programs and Student Programs:
 - i. Coordinator of Recreational Programs will approve or deny all requests in Upton Gymnasium.
 - ii. Student request will be emailed to Dan Hayes and Tamyra Walters (Dhayes@UOlivet.edu or twalters@UOlivet.edu)
 - c. Athletics:
 - i. All athletic related event requests should be emailed to Christopher Madill (cmadill@UOlivet.edu)
 - ii. Once requests are collected and finalized by Christopher Madill, a request will be submitted for approval to Dan Hayes or Tamyra Walters (Dhayes@UOlivet.edu or twalters@UOlivet.edu)
 - d. Community:
 - i. All requests will be sent to Dan Hayes or Tamyra Walters (Dhayes@UOlivet.edu or twalters@UOlivet.edu)
 - ii. A contract must be signed at the time of reservation. The request will be automatically denied unless a completed contract is received.
 - e. Outside Organizations:
 - i. All requests will be sent to Dan Hayes or Tamyra Walters (Dhayes@UOlivet.edu or twalters@UOlivet.edu)
 - ii. A contract must be signed at the time of reservation. If a completed contract is not received, the request will be automatically denied.
2. Upon completing the above reservation procedure, you will be added to the Upton Scheduling & Operations Microsoft Teams.
3. A confirmation email will be sent in response to each reservation request.
4. All schedule changes will be updated on the Upton Scheduling & Operations Microsoft Teams every Monday by 5:00pm.

***The Upton Scheduling & Operations Microsoft Teams can be changed regularly and should be monitored for changes before submitting requests. ***

GYMNASIUM ETIQUETTE POLICY & PROCEDURE

1. All groups utilizing Upton Gymnasium will be responsible for the following:
 - a. All trash must be thrown in trash bins.
 - b. Floors must be cleared of all debris.
 - c. Bleachers must be returned to their proper storage position.
 - d. All equipment must be returned to Upton staff or returned to its respective storage location and accounted for.
 - e. All equipment must be returned in the same condition as received.

- f. 15 minutes before your departure from Upton Gymnasium, you must contact campus safety to alert them of your departure and ensure the gym is appropriately closed.

Cheerleading Program

The cheerleading program is a co-educational activity that provides students an opportunity to support the athletic team efforts in a positive, creative way. The cheerleaders are provided with uniforms and some travel expenses. Contact Lisa Ash, ext. 7694, or at lash@UOlivet.edu

13 / General Campus Information

Campus Mail Service

The Mailroom is located in the lower level of the Kirk Center next to the University store. All campus mail and packages are received in the mailroom. The mailroom hours for picking up packages are as follows:

During Semester: Monday –Friday 10:00a.m.-4:00p.m.

Summer: Monday-Friday 10:00a.m.-2:00p.m.

When picking up packages you must present your Student ID

All registered students will be assigned a mailbox. Key will be available to be signed out during move-in. Please ask friends and family to address your mail and packages as follows:

Your Full Name

The University of Olivet

320 S. Main Street

Olivet, MI 49076

No nicknames, room numbers, or mailbox numbers should be used. If you join a Greek society, do NOT use the house address.

Lost mailbox keys during the academic year will be replaced at a charge of \$25. Failure to return your key at the end of the year will result in a charge of \$50. **Mailbox Keys returned after the end of May of the corresponding year will not be accepted, and the student will be charged the \$50 fee.**

Closing of University due to Inclement Weather

Since Olivet is a residential campus, the University must make every attempt to remain open and functioning. As a rule, the University does not cancel classes. If a faculty member cannot make it to campus due to the weather, he/she may cancel their class.

If there is a need to close the University, the Office of University Relations will send out an official announcement to the campus community via email, through the hall directors, and students will be alerted by telephone via the Emergency Alert System. The information will also be posted on the University's website and distributed to the local media.

Family Educational Rights and Privacy Act of 1974 (FERPA)

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

Directory Information. FERPA allows for the release of "directory information" without the student's permission or the need for in-person identification. The University of Olivet, in compliance with FERPA, has determined the following items as directory information:

- Student name
- Hometown
- Major, minor or program of study
- Dates of attendance
- Degrees and awards received
- Participation in official sports or activities
- Weight and height of athletic team members

A provision of FERPA affords students the right to withhold the disclosure of information designated as “directory information.” A confidential hold may be placed on student records by coming into the Student Services and filling out the Request to Prevent Disclosure of Directory Information form. This request to prevent disclosure of information will mean that no information will be released about a student to a third party without the student’s written authorization or as required by law. If a student breaks state or federal law, they are exempt from FERPA.

Records Not Considered Educational. The following items are not considered educational records under FERPA:

- Private notes of individual staff or faculty (NOT kept in student advising folders);
- Campus Safety records;
- Medical records; and
- Statistical data compilations that contain no mention of personally identifiable information about any specific student.

Faculty notes, data compilation, and administrative records kept exclusively by the maker of the records that are not accessible or revealed to anyone else are not considered educational records and, therefore, fall outside of the FERPA disclosure guidelines. However, these records may be protected under other state or federal laws such as the doctor/patient privilege. Institutions do **not** need prior written consent to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where, as a result of a crime of violence, a disciplinary hearing was conducted by the school, a final decision was recorded, and the alleged victim seeks disclosure. (*Office of Family Policy Compliance, Family Education Rights and Privacy Act (FERPA)*). Retrieved October 17, 2004 from <http://www.ed.gov/print/policy/gen/guid/fpco/ferpa/index.html>.)

Identification Cards

All new students will be issued an ID card during registration. It should be carried at all times. ID cards are required to gain free admission to all athletic events, register for classes, cash checks, vote in student elections, receive mail from the mail room, and gain admission to the dining hall, and to participate in intramural sports. If asked by a University official, students must produce an ID card. If an ID card is lost, a replacement may be obtained from the Student Services Office for \$15.

Lost & Found

The Campus Safety Office, Library, manages all lost and found items on campus. If you find anything, please turn it in to Campus safety so that every attempt can be made to return it to the owner. Unclaimed items after the fall semester will be donated to charity on December 15; unclaimed items after the spring semester will be donated to charity on June 1.

The University of Olivet Bookstore Return Policies

General Merchandise

- Merchandise may be returned or exchanged up to 30 days from the original purchase date. Refunds require original cash register receipt. Without the original receipt, merchandise may be exchanged for like merchandise. Any current discounts apply.
- Purchases made with check must wait five business days before a refund will be issued. All others will be refunded via the method paid.
- All computer-related products are considered final sales. No refunds or exchanges are allowed.

Student Book Voucher

- Book vouchers can be used on general and art supplies in the University store. They cannot be used on apparel and hats.
- Vouchers can be used after being verified by Student Services and up until the Drop and Add period ends.

Posting Policies & Procedures

Locations for Posting

Various posting areas and bulletin boards are provided in The University of Olivet buildings to provide information to students, faculty and staff. Bulletin boards located in the Mott Academic Center, Kirk Center, Upton Conservatory, Blair, Shipherd and Dole Halls, MacKay Gymnasium and Burrage Library have been designated as approved posting areas. These are the only areas where posting is permitted. Exceptions can be granted only by the Office of Student Life. Posters created by the Office of University Relations are approved and do not need to be stamped by the Office of Student Life. Students, organizations and University departments will be held responsible for any damage to posting surfaces.

In addition, special boards and locations have been designated for advertising campus events, for use in residence halls, and for departmental purposes. Procedures for posting on each of these locations follow:

- **Campus Events.** Boards are located in the Mott Academic Center, Kirk Center, Upton Conservatory, MacKay Gymnasium and Burrage Library. Campus events boards are to be used for displaying information which is of interest to students.
- **Residence Halls.** Bulletin boards are located in each of the residence halls. All postings in the residence halls must be coordinated with the Office of Student Life or that buildings Hall Director prior to posting. Student Life staff members are not required to have items approved for posting on these particular boards. Clubs and Organizations may not post on or over RA used bulletin boards.
- **Departmental Offices.** Many departments on campus have specific bulletin boards reserved for their use. Departmental boards will be clearly labeled as such and the use of these boards will be restricted to faculty/staff of that department. Permission for special posting on departmental boards should be received from that department.

Posting Policies

- All printed material must include the following two items centered at its bottom: *Education for Individual and Social Responsibility* and *www.olivetUniversity.edu*
- All posted materials must be stamped for approval by the Office of Student Life. All posted materials/electronic copies must be approved by the advisor(s) of the student organization or Greek society before the Office of Student Life will approve for posting.
- Club and organization postings are limited to 11"x17" in size.
- Posting is permitted in approved areas including bulletin boards, electronic display boards, showcases and table tents. Materials may not be posted in the Mott Academic Center lobby, on windows or glass surfaces, entrance doors or in classrooms.
- Publicity materials should be placed in a manner that will not damage surfaces. **Duct tape and scotch tape are not permitted; masking tape is the permitted adhesive.**
- All posted materials must be removed within 24 hours of the event.
- Students or student organizations wishing to erect, attach or post signs, banners, or posters of exceptional size, or decorations on any part of campus property not covered by the policies listed above, are responsible for obtaining prior approval from the Student Life Office and their Advisor. The Advisor must sign or initial the posting or all posters, showing that they have been approved. The Office of Student Life will then stamp the posting or posters so that they may be hung.
- All posters and decorations must be in accordance with the University policy regarding discrimination and harassment.
- Posters or decorations showing alcohol or drugs are not allowed.
- Failure to remove postings when requested by the Office of Student Life could result in fines and loss of posting privileges.

Violations of Posting Policies

Any organization or student may be fined up to \$50 for not adhering to the posting policies and procedures.

Violations of the posting policy will result in one or more of the following consequences:

- Immediate removal of the posting
- Letter of warning to the individual, club or organization
- Loss of posting privileges for a probationary month
- An account charge of \$10 per day if the postings are not removed
- Removal of active status of the club or organization

Preferred Name & Gender Pronoun Policy

Policy Statement

The University of Olivet recognizes that members of our community may prefer to use a first name that differs from their legal name to identify themselves. The University of Olivet is committed to using the preferred first name of individuals wherever possible. There are certain legal documents and communications that require legal name.

To encourage a welcoming climate, The University of Olivet has a policy that allows students, faculty, and staff to indicate their preferred first name to the University community independent of legal name; providing the use of a

preferred name is not for misrepresentation. Furthering The University of Olivet's inclusive efforts, gender identity and personal pronouns are modifiable at the individual's discretion.

Policy Purpose

The Preferred Name, Gender, & Pronoun Policy recognizes that some members of The University of Olivet's community may prefer to use a first name that is not their legal name. The University of Olivet community will attempt to use designated preferred first names, gender identities, and personal pronouns wherever possible.

Policy Details

While a student's preferred first name will appear in Jenzabar and class rosters when the name is saved, it may take longer to appear on other systems. Please note that The University of Olivet may use third-party software that does not use or is not compatible with preferred names.

The University of Olivet reserves the right to review all preferred name changes and will not accept a preferred name that is considered vulgar, offensive, or obscene; creates confusion of the individual with another person; or otherwise constitutes misuse or abuse as defined in this policy. Students who violate this standard will receive a notification to their The University of Olivet email address, and the name(s) will be removed. Students who repeatedly violate this standard will be referred for Student Conduct charges. Appeals to this may be made using the Administrative Student Complaint Policy.

Faculty, staff, or students who update their preferred names after being issued an identification card may request a replacement card. Faculty, staff, or students who request a replacement identification card should be advised that appropriate charges for a duplicate ID will apply.

The **preferred name** will be used on advisor/advisee lists, class rosters, commencement program, dean's list, diplomas, email, and many screens and documents generated in your student/staff portal. In most cases, postal mail will be addressed with the preferred name.

Reasons for the use of a preferred name may include individuals who use:

- a middle name instead of a first name;
- an anglicized name;
- a name to which the individual is in the process of legally changing; or
- a name that better represents the individual's gender identity.

The **legal name** will be used when it is required for business, legal, and external reporting purposes, such as billing statements, financial aid documents, official and unofficial transcripts, immigration documents, police records, conduct records, medical and health records, payroll, and professional licensure records.

Gender and personal pronouns are not directory information and only visible in the University's official records. They are visible to the student/staff through the individual's profile in Jenzabar.

Students and staff can update their preferred first name, gender, or personal pronoun through Jenzabar Self-Service. If Jenzabar Self-Service is unavailable, a change may be completed by contacting Human Resources or Student Records. Contact must be in person or through an email account assigned by The University of Olivet.

Once saved, the preferred first name will update automatically in some systems, but other third-party systems may take longer.

To change a legal name, a request to change the name must be made in person at the appropriate office. Students are required to provide their legal names on their applications for admission. After enrollment, students may process official name changes or corrections. A change of legal name requires an official document or court order verifying the correct information at the time the request is made.

- Employees of The University of Olivet, including student employees, must contact Human Resources.
- Students, excluding student employees, must contact Student Records.

Two of the following documents may be submitted for verification of the legal name change:

- Valid passport (required for international students in non-immigrant status);
- Federally issued identification card;
- Court action document;
- Divorce decree (the appropriate page of the decree);
- Marriage certificate;
- Valid state driver's license or state-issued identification card;
- Social Security Card;
- Additional documents not listed may be deemed acceptable by either the Registrar or Director of Human Resources.

Procedures

1. Jenzabar is not currently set up to do process modifications to preferred first name, gender, & pronouns through SSB.
2. Employees of The University of Olivet, including student employees, must contact Human Resources for modifications.
3. Students may request a Records Revision form from Student Services in person or by email.
4. The Records Revision form is to be completed and returned.
 - a. Ensure the Student has provided necessary documentation if required.
 - i. At least two forms are required.
 - ii. Copy and retain for upload with the form at the end of processing.
 - b. For legal name changes, check with the student to process immediately or wait until the end of the term.
 - i. The University of Olivet designs usernames and emails using the student's legal name. The username and email address may also change if the student changes any part of a legal name.
 - ii. If a student has applied for graduation, confirm if they want the new name on the diploma.

Definitions

<i>Term</i>	<i>Definition</i>
<i>Agender</i>	Not having a gender (gender neutral)
<i>Genderqueer</i>	Someone who doesn't identify with conventional gender identities, roles, expression and/or expectations
<i>Legal Name</i>	The name that identifies a person for legal and other official purposes. A person's legal name is generally the name given and registered at birth, and which appears on a birth certificate, but may subsequently change.
<i>NCTE</i>	National Center for Transgender Equality - advocates to change policies and society to increase understanding and acceptance of transgender people. In the nation's capital and throughout the country, NCTE works to replace disrespect, discrimination, and violence with empathy, opportunity, and justice.
<i>Non-Binary</i>	Umbrella term used with respect to people who don't neatly fit into the categories of "man" or "woman," or "male" or "female." For example, some people have a gender that blends elements of being a man or a woman, or a gender that is different than either male or female. Some people don't identify with any gender. Some people's gender changes over time. {NCTE Definition}
<i>Preferred first name</i>	Name by which a student may wish to be known that differs from their legal first name.
<i>Transgender</i>	Broad term that can be used to describe people whose gender identity is different from the gender they were thought to be when they were born. "Trans" is often used as shorthand for transgender. {NCTE Definition}

Selling, Soliciting and Canvassing

Student clubs/organizations or departments/offices are encouraged to sponsor fundraising events. To do so, they must clear each event/effort through the Office of Student Life. Peddling and soliciting of any kind by individual students and/or other persons is prohibited on campus, including in the residence halls and theme houses. Individual students are not allowed to run, nor advertise a business in the residence halls or by using campus email.

Guidelines for Fundraising

1. Only a recognized and registered campus club/organization, Greek society, or department/office may sponsor a fundraiser.
2. The fundraising activity must have an educational, charitable, or cultural purpose consistent with the purposes of the University and its status as a tax exempt, not-for-profit institution.
3. The sponsoring club/organization, Greek society, or department/office must obtain permission from the Student Life Office. Off-campus solicitation must also be cleared with the Student Life Office.
4. Requests to hold a fundraiser must be submitted at least two weeks in advance via “The Great Chart.”
5. Fundraisers for personal gain are strictly prohibited.
6. Fundraisers on campus may only be held in the lobbies of Mott Academic Center and the Kirk Center or the University Square.
7. Monetary and other gifts must be receipted through Institutional Advancement in order to ensure proper accounting and acknowledgement of gifts received.

All other selling, soliciting, and canvassing is prohibited without the written permission of the Student Life Office.

Student Accounts, Account Balances & Financial Responsibility

The amount of tuition and student fees assessed to every student's account is processed through Student Services. These fees include judicial fines and community standard fines, including parking fees. **It is the sole responsibility of the students to make sure that their account balances are paid in full prior to or on the appropriate due date.** Any payment arrangements must be established in Student Services. Any unpaid balances, including those from parking fines, judicial fines and community standard fines, may cause student accounts to be placed on hold and prevent registration for upcoming semesters. Unpaid account balances can also cause students to be dropped from their scheduled courses for upcoming semesters. Students with unpaid account balances who are transferring or graduating will be unable to receive their transcripts, walk at the graduation ceremony, or receive their diplomas.

In order for federal funds to be applied to a student's account, students must sign a Title IV Fund authorization form. These funds include tuition remission and any grants or scholarships given by The University of Olivet. The Title IV funds are to be applied to tuition, room, board and other institutional charges such as, but not limited to, class fees, finance charges, telephone and parking fines that the student incurs at the student's discretion. If applicable, the student authorizes The University of Olivet to apply Title IV funds to prior year charges. In addition, the student authorizes The University of Olivet to hold any access to Title IV funds in a student's account until the student requests a refund in writing. The student also understands that they have the right to revoke this authorization at any time upon written notification to The University of Olivet Student Services.

The student promises to pay to The University of Olivet, upon demand by the University, in cash, check or charge, or be entering into an The University of Olivet Payment Plan, all other charges incurred during the academic year which are not covered by scholarships or grants. All unpaid obligations under this note shall bear interest at 12 percent per annum. The student promises to pay all attorney's fees and other reasonable collection costs (up to 50 percent of the outstanding balance) and charges necessary for the collection of any amount not paid when due.

The University of Olivet offers plans which provide families a way to pay balances in installments. Registration for a payment plan may be done through the online portal at my.olivetUniversity.edu. (Please note that students must have login access to the my.olivetUniversity.edu portal to set up a payment plan online.) All payment plans require a \$30 activation fee. Students and parents who default on a payment plan will not be allowed to re-register in payment plans. Additionally, upon default of a payment plan, students will be removed from classes and full payment for the semester will be due immediately. Please speak to a Student Services representative with any questions regarding payment plans.

Transportation Services

For a list of up-to-date local transportation services stop in Student Life Office in Mott 208. Cost of transportation charges vary by provider and it is suggested that you make your arrangements at least 48 hours in advance.

Travel Policy for Faculty, Staff, Coaches & Students

This policy addresses participation in off campus travel and activities. Included within the scope of this policy are travel pertaining to direct academic activities (including Intensive Learning Term), co-curricular events (including individual and team travel relating to athletic events), and trips organized by student societies and organizations affiliated with The University of Olivet.

- Responsibility for administering this policy shall rest with the appropriate Vice President, who has overall supervisory/advisory responsibility for the department/organization coordinating the event. For athletic team travel, this responsibility shall generally rest with the athletic director.
- **Prior to any off-campus travel involving students, a written declaration should be completed and submitted to the appropriate Vice President or their designee.** This declaration should include a general description of the nature and purpose of the trip, a complete list of the students and employees who will be traveling and the date(s) of the trip, including details regarding housing accommodations. All hotel/living arrangements should ensure separate sleeping accommodations for male and female participants (married employees and married students may be excluded from this provision). Vice Presidents should retain written documentation pertaining to travel and make available to the Vice President for Administration upon request.
- **Supervision.** All off-campus travel should include consideration of an appropriate level of supervision by The University of Olivet employees (overnight trips will be required to have University employee supervisors in the travel group, the number of which should be appropriate for the size of the group). Travel groups should be limited to authorized students, faculty/ staff/coaches and team managers/trainers. Should any other person be considered essentially necessary to the travel group, approval must be obtained in writing from the appropriate Vice President well in advance.
- **All travel shall utilize University-owned or leased vehicles for transporting participants whenever possible.** Should it be necessary to procure temporary vehicles for travel, such vehicles should be arranged through existing commercial arrangements maintained by The University of Olivet Campus Services.
- **Vehicle Operation.** All vehicles should be operated by The University of Olivet employees, hired drivers or other members of the travel group that are at least 21 years of age and well-rested and are listed on the Eligible to Drive roster maintained by The University of Olivet. Eligibility for assuming driving duties will be determined upon receipt and photocopy of a valid driver's license and an affidavit signed by the individual seeking eligibility attesting that they have been assessed no more than two points on their driving record in the last two years and have no prior convictions for DUI or other major driving offenses. The University of Olivet may confirm any driving records through an outside resource at its discretion. For purposes of administering this policy, The University of Olivet administration may exclude any individual from the Eligible to Drive roster at its sole discretion.
- Any travel requiring the use of a bus or minibus for groups of 20 or more shall involve a vehicle driven by a qualified driver carrying a valid Class B Commercial Driver's License.
- In accordance with NCAA regulations, The University of Olivet carries accidental death benefit coverage up to \$1 million, but no less than \$250,000 for travel connected to athletic competition and practice.
- All The University of Olivet employees who may be responsible for coordinating travel subject to this policy will be given a copy of this policy. Further, any The University of Olivet employee found to knowingly violate

this policy shall be suspended (with or without pay) until the matter is appropriately investigated. Violations may result in further disciplinary action or termination.

- Travel will be coordinated and planned so as to comply with The University of Olivet's policy regarding missed classes. Coaches should formulate their travel plans as completely as possible and submit their plans to the athletic director prior to the commencement of the athletic season. The athletic director shall be responsible for providing information regarding student athlete travel plans to the appropriate faculty and other academic department personnel.

14 / Electronic Communication & Technology Usage Policies

As information technology continuously evolves, these policies may be amended. It is user's responsibility to read and be familiar with updated electronic communication and technology usage policies at the University.

A. Information Technology Resources Use Policy

The University of Olivet provides technology resources for use by the faculty, staff, students and other users that support its educational mission. These resources are ever changing due to advancement in technology, but currently include computer hardware including laptops, iPads, mobile devices, software, servers, e-mail, voice mail, networks, internet, VPN and connections (wired and wireless).

- All information residing in The University of Olivet's computers, computer networks, and voice mail networks is the property of the University.
- The University prohibits the copying of any computer software from its computers or networks, including the University's software or software owned or licensed from third parties.
- Individual users are prohibited from loading any software, data, or information from outside sources onto the University's computers or networks.
- All loading of outside software, data, or information shall be completed by someone who is authorized to put them on the University's computers or networks.
- It is the desire of the University to ensure that all information technology resources are used appropriately. All staff, faculty, students and other users are required to:
 - Protect all passwords and login information.
 - Deny access to unauthorized users.
 - Receive proper training prior to access.
 - Cooperate with any and all investigations of concern, problems, or technical difficulty related to University technology resources.
- Despite the use of passwords, all communications on the University's computer networks, computers, and voicemail networks are not private to end users. All information, communications, and data related to the University's business on University-provided computers and networks remain its property. All computer files and relevant data is made accessible to the University's administration, upon request, in its own discretion at any time without prior notice to end users.
- All information stored or sent via University computers or networks must relate to the work of the University and be professional in nature. Any personal use of IT resources by University employees must not interfere with their official responsibilities and must not violate any other University practice or policy. The University reserves the right to restrict, monitor, and/or interrupt communication or use of any University resource, service or online network. Any person who violates University policy or applicable laws may also be subject to disciplinary actions including dismissal (termination).

B. Internet Access & Email Usage Policy

Internet and email access is a privilege, not a right, and activities that may be acceptable on your private accounts at home or away may not be acceptable when using your University provided service.

The purpose of the Internet Access & Email Use Policy is to help clarify what standards are used to determine whether or not activities constitute acceptable use. However, all the applicable standards necessary to determine acceptable use may not be specifically cited here. **Nothing contained in this policy shall be construed to limit the**

discretion of The University of Olivet and its administrators or faculty to regulate residential or academic policy. Email is the University's primary written mode of communication with students.

Internet Access

1. Internet access is provided by the University for the use of students, staff, faculty, visitors, guest, conference attendees, and/or alumni.
2. Internet access is a privilege, not a right, and is provided for academic and job-related purposes only. This includes, but is not limited to, conducting research for classes, submitting homework or class assignments via e-mail, and searching for employment or job-related information (students).
3. The Internet is not to be used to access or to disseminate illegal, objectionable or obscene materials; to engage in any conduct, which may be considered to be inflammatory, abusive, or harassing; nor to conduct personal business for profit. Chat rooms and adult-oriented sites are specifically prohibited.
4. The University reserves the right to monitor, record, or stop a computer session at any time.
5. The University will report to law enforcement authorities any activities that may be considered illegal, as well as any reports it received of such activities. The University will cooperate with law enforcement authorities when requested. Software made available through computers at the University is licensed to the University by the publishing companies. These programs must be used in accordance with applicable licensing and may not be copied for home use.
6. Users are expected to respect copyright and all other intellectual property rights. Inappropriate use may constitute fraud, plagiarism, or theft.
7. Users may download files from the Internet to their own USB, Flash or External Disk, but they may not download to the University's computers or install any files or programs.
8. The University will review alleged violations of this Policy on a case by case basis.
9. The University reserves the right to modify this policy at any time.
10. Occasional personal use of the internet access provided by the University is allowed subject to your supervisor's approval.

Email Policy

The University of Olivet expects all mail users to use the University's electronic mail system in the same professional manner in which they conduct all other communications. While common sense and good taste should guide all use of the e-mail system, the University has instituted the following guidelines to ensure appropriate use and to maintain an efficient yet comfortable workplace which is free of harassment.

1. The University's email system is made available for University purposes. Only those messages which relate to the University's matters are appropriate for the University's email system.
2. In addition, students/employees/guests must use only his or her e-mail account and may not share his or her password. The students/employees/guests must not review or attempt to review email messages that were not sent to him or her.
3. Email can be an efficient method of communicating with others; it must, however, be used with care. Users can limit sending e-mails by considering whether a smaller group would be more appropriate recipients than an all-inclusive group. Similarly, email users should consider whether a brief review of an appropriate reference material could eliminate the need for frequent mass e-mails altogether.
4. "Spamming" or sending email to a large number of users is prohibited and is defined as follows:
 - Sending an attached file through electronic mail to a large number of users

- Sending electronic mail to the entire campus community without first receiving approval from Student Life or University Relations for both content and form
- Sending or forwarding messages or attachments with content considered inappropriate or offensive
- Sending electronic mail messages not relevant to the operations of the University

“Spamming” will result in the deactivation of the sender’s email account until he/she meets with Information Technology Systems staff. A second offense may result in the loss of electronic mail privileges. Additional violations will be referred to the individual’s supervisor/advisors/judicial board for appropriate action.

5. Access to staff, faculty or student distribution lists is limited to members of the University leadership team, on an “as needed” basis.
6. Broadcast emails are subject to the same standards and review as posters or flyers and must be approved in advance.
7. Employees wishing to use the electronic mail system to post announcements about University-related events or programs must request permission from their Vice President by sending a copy in electronic form at least two business days in advance. The Vice President will release the announcement to the appropriate distribution list or to ITS for posting on the Tele-Display. Sending announcements without prior approval will be considered spamming. ITS staff may send informational broadcast emails without obtaining prior clearance.
8. Notices regarding items for sale, lost/found items, or other similar items must be posted designated posting area in MyOlivet portal.
9. The use of electronic mail should not be used for public conversations. Utilizing the electronic mail system for public policy discussions will be considered spamming.
10. The University will not tolerate the use of the email system for sending or receiving any messages containing obscene, pornographic, defamatory, or discriminatory material. All University policies including its policies regarding equal employment opportunity and harassment apply to messages sent and received on the University’s email system. Anyone who feels that they has been harassed or discriminated against through the University’s email system should follow the reporting procedures outlined in the handbook.
11. The courts have ruled that all email records can be subpoenaed and similarly the University judicial system may request email and other files for evidence that may be reviewed or presented as part of the process.

The University anticipates that all email users will follow these guidelines while using its e-mail system, but the University reserves the right to monitor individual use of the email system without prior notice and all users have no reasonable expectation of privacy in their use of the e-mail system.

Faculty and staff can expect that email messages are treated confidentially because the University does not monitor employees’ email transactions. However, email messages are written records that could be subject to inspection. The University does not guarantee the privacy of email.

Information Technology Services staff members are required to sign a Data Confidentiality Agreement, and are exempt from any electronic access policies as their job description requires them to do exactly that. When system problems occur, such as hardware or software failure or attacks by malicious users, the ITS staff, who maintain the email servers, are authorized to look at any information and any files on University computers that are necessary to solve the problems and to protect the systems and the information they contain.

In addition to the authorized actions of the ITS staff, email also can end up in the hands of staff if it was inaccurately addressed and if it could not be delivered. People make mistakes in addressing their email so that private messages appear in the mailbox of someone other than the intended recipient.

Additional email guidelines

- Emails are not always from the person who is specified on the “From” Line. It is relatively easy to impersonate a user when sending e-mail. Be wary of messages with questionable content.
- Just like written letters, the e-mail messages are owned by the receiver. They can easily be redistributed or copied by the recipients.
- Realize that University policy and secure passwords provide good but not complete assurance of the privacy of email messages. When the confidentiality of a message is of the utmost importance, only a person-to-person conversation may be sufficiently secure.
- Delete messages that should not be preserved.
- Chain e-mail, which is a message that requests that you forward to others, should not be forwarded.
- Do not fall for Phishing emails. If you are not sure whether they are legitimate, run it by ITS Staff.

Please note that network or computing providers outside the University may additionally impose their own conditions of appropriate use, for which all users are responsible.

C. Electronic Information Access, Use & Security Policy

Some individuals will be given access to the student information systems and/or other administrative systems. Access is granted based on the job responsibility. The confidentiality of these records is governed by the Federal Family Education Rights and Privacy Act of 1974 (a.k.a. Buckley Amendment, FERPA). It is your responsibility to familiarize yourself with FERPA if you are given access to student information. **All information is confidential, and students have a right to expect that their scholastic records are being properly supervised and maintained.** Communication of this information is restricted to other authorized parties in accordance with the provisions of FERPA. Requests for disclosure of this information must be approved by the appropriate administrative officer at The University of Olivet. If a disclosure request is received, discuss it with your supervisor.

Individuals may use The University of Olivet computing facilities only with the express authority of The University of Olivet. The Administration at The University of Olivet authorizes system accounts and the use of lab facilities. Using an account that belongs to another individual or giving an individual other than the owner access to any The University of Olivet account is strictly prohibited. Each user is legally responsible for all activity originating from his or her account.

D. Wireless Technology Usage Guidelines

Information Technology Service provides high-speed wireless internet access at student dorm rooms and throughout campus. We implemented wireless technology based upon a few obvious factors such as mobility, ease of use, and taking technology out of classrooms into the dorms, campus square, library and cafeteria. Wireless technology uses radio frequency to transmit data back and forth from access point (transmitter) to the user's wireless device (receiver). This means this technology embraces the use of campus airspace for data communication. The purpose of this guideline is to alert the campus community and educate Olivet City residents to the potential problems that could arise from other devices that use similar radio signals.

The Office of Information Technology Services is not aware of any known health hazard associated with the wireless technology. We would also like to assure you that this technology does not interfere with cell phones or any other mobile voice communication.

The University of Olivet uses Cisco Access Point, wireless devices, to build a wireless data network, which uses the Institute of Electrical and Electronics Engineers (IEEE) 802.11b/g (Wi-Fi compliant) standard for wireless LANs.

Using certain devices that use similar standard like wireless devices 802.11 card, Cordless Phones, Remote Control, and audio speakers can cause the data rate to drop significantly. **In order to get optimum wireless connectivity speed, we are advising the campus community and Olivet residents to minimize the use of such devices.** Please avoid using such devices, especially 1-2 GHz cordless phones. These phones tend to interfere with wireless communication. If you have a device or are thinking of buying a device that may cause interference with wireless data communication, check with ITS prior to purchase or installation of the device. We will be happy to assist you if indeed the device is the problem or is going to be a problem.

Using the University's wireless technology is a privilege, not a right. Such use is subject to temporary or permanent disablement if the ITS determines that such utilization of University resources is in violation of law, policy, or rule; violates or interferes with others' privileges, rights, or interferes with network performance, network access or normal University business. ***Users may not use wireless technology for commercial or financial gains.***

E. Use of Social Networks & Disseminating Information via Social Networks Policy

Social networking websites or on-line communities are being used increasingly by students to communicate with each other, and by higher education institutions to post events and profiles to reach students. As part of The University of Olivet's commitment to the principals of equal opportunity and non-discrimination, when using University electronic resources to access on-line social networks, University community members (employees, students and others) are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, sensibilities, and property of others. By doing so, individuals will be abiding by applicable laws, including copyright law, University policy, and The University of Olivet Compact.

1. Posting

- i. **University Business Use.** Only University employees authorized by their departments may use social networking websites to conduct University business. If authorized (signed authorization must be placed in employee file) and in keeping with University policy, an employee may post on a social network profile: the University's name, a University email address or University telephone number for contact purposes, department information, resources, calendars, and events. (Employees with access to student information may not post any information that may be a violation of FERPA regulations.)

The University's name, University telephone numbers, University email addresses, and University images are not to be posted on social network profiles for academic and staff employees for personal purposes. However, an academic or staff employee, or student government officer, or registered campus organization may use their University title for identification purposes. If the use of the title might imply endorsement, support or opposition of the University with regard to any personal statements, including opinions or views on any issue, an explicit disclaimer must appear proximate to the material.

- ii. **Personal Use.** Consistent with The University of Olivet policy on email, personal use of University electronic resources to access social networking sites is to be limited to incidental use. Incidental use must not interfere with an individual's performance of their assigned job responsibilities or someone else's job performance or compromise the functionality of the department or campus network.

Individuals or groups within the University community are not permitted to present personal opinions in ways that imply endorsement by the University. If posted material may reasonably be construed as implying the support, endorsement, or opposition of the University with regard to any personal statements, including opinions or views on any issue, the material shall be accompanied by a disclaimer or a clear statement that the individual is speaking for himself or herself and not as a representative of the University or any of its offices or departments.

“The contents, including all opinions and views expressed, in my profile [or on my page] are entirely personal and do not necessarily represent the opinions or views of anyone else, including other employees in my department or at Olivet. My department and The University of Olivet have not approved and are not responsible for the material contained in this profile [or on this page].”

2. **Risk – Spam, Spyware and Computer Virus.** Many social networking sites collect profile information for advertising (SPAM) targeted at individuals with particular affiliations and interests. Use of the sites may increase SPAM to your email account. In addition, from the social networking sites or links on social networking sites, your machine or network may be exposed to spyware and viruses that may damage your operating system, capture data, or otherwise compromise your privacy, your computer and the campus network, as well as affect others with whom you communicate.
3. **Monitoring.** The University of Olivet doesn’t routinely monitor social networking sites, however, as with other electronic resources, University administrators may perform activities necessary to ensure the integrity, functionality and security of the University’s electronic resources. However, other employers, organizations, and individuals do monitor and share information they find on social networking websites. Posted information is public information.
4. **Investigations.** In response to concerns or complaints or information provided by individuals, University administrators may look up profiles on social networking sites and may use the information in informal or formal proceedings. The University may request other social networking users to share information on non-public areas of social networking sites. In addition, the University has no control over how other employers, organizations, or individuals may use information they find on social networking Websites.

F. Computer Usage Code of Ethics

Information technology facilities (computer hardware, software, networks, data and other information, etc.) are made available at Olivet as shared resources intended to support and facilitate the teaching, research, and administrative functions of the University. Students, faculty, staff, and authorized guests are encouraged to use these resources to their maximum benefit in these functions. Experimentation, exploration, and learning are promoted within common sense and legal constraints.

ITS staff members are expected to treat the contents of electronic files and network communications as private and confidential. Any inspection of electronic files, and any action based upon such inspection, will be governed by all applicable U.S. and Michigan laws and by this and any other University policies. The same standards and principles of intellectual and academic freedom developed for University libraries are applied to electronic material received from the network. The same standards of intellectual and academic freedom developed for faculty and student publication in traditional media apply to publication in electronic media. These electronic materials and publishing media include electronic mail, mailing lists (listserv), usenet news, and webpages, for example.

Usefulness of the facilities depends upon the integrity of its users. These facilities may not be used in any manner prohibited by law or disallowed by licenses, contracts, or University regulations. Individuals are accountable for their own actions and all activity involving the accounts for which they have responsibility. University policies and state and federal law make certain kinds of activities involving information technology either abuse or civil or criminal offenses. Students, faculty, and staff should be aware that criminal prosecution may occur if the law is violated. Examples of misuse include, but are not limited to, the following:

- Use of information technology resources without permission.
- Access and attempts to access files, disks, or network communications other than one’s own without appropriate permission.
- Interference with any information technology system or another’s use of any system, including consuming gratuitously large amounts of resources (storage space, processor time, network capacity, etc.) or by

deliberately causing the failure of a system resource (overwhelming mail, deliberately crashing a computer system, corrupting a disk drive on a shared computer, etc.).

- Use of any University resource as a staging ground to crack (break into) any other systems or networks.
- Sending threatening messages or other material intended to harass.
- Theft, including the illegal duplication of copyrighted material, or the propagation, use, or possession of illegally copied software or data.
- Damaging files, networks, software, or equipment.
- Misrepresenting one's identity (forgery), plagiarism, and violations of copyright, patent, and trade secrets.
- Deliberate creation, distribution, or use of any software (viruses, worms, letter bombs, etc.) designed to maliciously destroy data and/or disrupt services.

Olivet prohibits the use of its facilities for the purpose of private financial gain not relevant to the mission of the University. Examples of such use include making commercial contracts and providing services for pay, such as the preparation of papers or income tax forms. Any service provided over any part of Olivet's network that involves private financial gain may be prohibited. In instances where some private financial gain other than compensation by Olivet is expected, permission must be granted in advance by the University. Violations of this policy at The University of Olivet are handled through standard disciplinary processes as outlined in the Student Handbook and applicable faculty and staff handbooks (OEP). Information Technology Services (ITS) may take immediate action to protect information security, system integrity, and operational continuity, pending disciplinary decisions and review of ITS' actions by the appropriate disciplinary authority.

Students, faculty, and staff, as constituents of the academic community, should be free, individually and collectively, to express their views on this code of ethics.

G. Web Publishing Policy

The University of Olivet is committed to the ideals of free speech and free exchange of information in any forms of electronic medium via any latest available technology. Students are highly encouraged to experiment with creating online portfolio/webpages within the boundaries of the rules.

Compliance with the Law, University Policies and Rules. Student webpages and/or sites using University resources must comply with all applicable laws and policies and rules of the University, including, but not limited to, the standard policies of the University's Internet Service Provider, Student Handbook, and The University of Olivet Code of Conduct. Using University resources for student personal webpages or/and sites is a privilege, not a right. Such use is subject to temporary and/or permanent disablement if the University determines that such utilization of University resources and/or the student's personal webpage or site is in violation of law, policy, or rule; violates or interferes with others' privileges, rights, or use of University resources; and/or interferes with network performance, network access or normal University business.

Private vs. Public Information and Copyright. The web makes it very easy to copy files and graphics from others. Student webpages and sites must comply with copyright and other laws relative to the intellectual property rights of others. Students using anyone else's work, image, likeness, or materials (collectively "materials") on a personal webpage or site enabled by the University must comply with all copyright and trademark laws. Students are not permitted to use the University name, trademarks, logos and/or symbols without permission from the appropriate University representative.

Students should be aware that personal home pages or sites using University web servers are subject to indexing by one or more powerful search engines. Colleagues and friends, prospective employers, and others may access these sites, and any personal information published is fully accessible from the Web. Students waive any potential privacy rights concerning information they choose to publish on their personal web pages or sites, and are subject to personal liability, consequences, and/or sanctions if they violate rights of others.

Restriction against Use for Commercial or Financial Gain. Students may not use The University of Olivet resources to create personal web sites or pages for commercial or financial gain. Student webpages or sites using University resources may provide a link to other web pages or sites if doing so is in compliance with these rules. Appropriate action will be taken with respect to any sites and/or links that violate these rules, including, but not limited to, disablement of the site and/or link and potential discipline. Advertising or displaying of commercial trademarks, or linking to commercial sites on student personal home pages or sites is prohibited.

Disclaimers. *The University reserves the right to display all disclaimers.* All the webs in this web server are personal webpages or sites designed and maintained solely by the individual authors, not by The University of Olivet or the University's ISP. The University does not actively monitor the content of these home pages. These webs do not represent any official University business or news, and the University accepts no responsibility for their content in this web server. All concerns and comments regarding the contents of webpages are to be directed to the author(s). The University reserves the right to amend and/or supplement these rules, and to establish procedures to further effectuate and enforce these rules.

Noted or Referenced Information:

1. MyOlivet portal <http://my.olivetUniversity.edu>
2. University Community Entire Campus Community
3. Users Student, Faculty, Staff, and Guests
4. Guests Visitors, Contractors, Parents and Conference Attendees
5. ISP Internet Service Provider Chosen by The University of Olivet to Provide Internet Connection Service

15 / Alcohol & Drug Policies

The following policies are designed to foster an atmosphere of individual and community responsibility as outlined in the University academic vision, *Education for Individual and Social Responsibility*, and The University of Olivet Compact. In addition, the policy is designed to: (1) adhere to all federal, state and local laws regarding the consumption of alcoholic beverages; (2) stress moderation, safety and individual accountability for those who choose to drink lawfully; (3) provide information and education; (4) work toward a University atmosphere that is free of pressure for those who choose not to drink; and (5) prevent alcohol abuse and its effects. All members of the University community are expected to comply with University policy, and city, county, state and federal laws regarding the unlawful possession, use or distribution of alcohol. Consistent with the principles in The University of Olivet Compact, it is the responsibility of each student and employee to report infractions of The University of Olivet Alcohol & Drug Policies to appropriate University officials.

Consuming Alcohol or Furnishing Alcohol to Others

Students and guests of students who are of legal drinking age and desire to consume alcohol on University premises should abide by the University vision of *Education for Individual and Social Responsibility* and the following policies:

1. Consumption of alcohol in the presence of a person below the legal drinking age is not permissible in the residence halls, theme houses, and apartments. There may only be one open and unfinished container (single serving) per person of legal drinking age in the room. A single serving is defined as one shot (one ounce) or one beer (12 ounces) or one glass of wine (4 ounces) or one mixed drink (6 ounces = one ounce alcohol, 5 ounces of mixer and ice.) Students under 21 years of age found in a room or location where alcohol is present will be considered in violation of The University of Olivet Alcohol Policy.
2. No more than one case of beer (up to 12 cans) or 1 pint of liquor or one bottle (750 ml) of wine or three 40 ounce containers of beer are to be in a room at any time.
3. Students of legal drinking age may consume alcohol in their residence hall room, with the door closed, as long as they are also in compliance with the visitation policy.
4. Students under 21 years of age found with alcohol on their breath or other signs of alcohol in their system will be considered in violation of The University of Olivet Alcohol Policy.
5. Consumption of alcohol in common areas of the University premises, including apartments and houses, is not permissible, except on the premises of society houses or theme houses, and in designated areas during a registered social function.
6. Possession of common sources of alcohol or consumption of alcohol from common sources such as kegs, trash cans, etc., is not permissible.
7. University funds cannot be used for the purchase of alcoholic beverages.
8. Devices for rapid consumption (e.g. funnels, beer bongs) and all other alcohol-related paraphernalia are prohibited.
9. Persons serving or providing alcohol to minors are in violation of the University alcohol policy.
10. No alcoholic beverages are permitted in the all-freshmen living areas or substance-free living areas.
11. The University of Olivet employees may not purchase for or distribute alcohol to any student on University premises or at University related events.
12. Alcohol may be served at specifically designated events hosted or approved by the Office of the President or the Office of Institutional Advancement. The University of Olivet students and employees may be invited to attend these events, but only those of legal drinking age may consume alcohol at these events.
13. Full-time Residence Life staff are not allowed to consume alcohol with students.

14. Resident assistants are not allowed to consume alcohol while on duty.
15. Any drinking game is prohibited.
16. Minors are not permitted to collect empty beer bottles or cans, or alcohol containers of any kind.
17. All beverage containers brought to Greek Society or University club/organization parties must be sealed.
18. Being under the influence is not an excuse for sexual assault and violators will be processed under the University's sexual assault policy and Title IX.

Alcohol-Related Sanctions

First Offense: Minimum of \$150 fine to be paid to Student Services, an assessment by a counseling service and/or medical provider must complete the Sanctions AlcoholEdu Online program; and adherence to the findings and recommendations of the judicial board for educational sanctions. (Educational sanctions may include, but are not limited to, attendance at two Alcoholics Anonymous meetings, 20 hours of community service, and/or contact of coach, if a student athlete. When police are notified it may lead to a Minor In Possession (MIP) charge. We reserve the right to contact parents.

Second Offense: Minimum fine of \$300 to be paid to Student Services; an assessment by a University health official, and adherence to the findings and recommendations of the judicial board for educational sanctions. (Educational sanctions may include, but are not limited to, attendance at 10 Alcoholics Anonymous meetings, 50 hours of community service, and contact of coach, if athlete.)

Third Offense: Suspension from The University of Olivet Housing for a length of time (at least one week) to be determined at the sanctions phase of a judiciary hearing and a minimum \$500 fine. Community service hours must be completed within 30 days of violation. If sanctions are not completed within the designated time, students may be subject to more severe sanctions that may include, and are not limited to, more severe fines, suspension and expulsion. **There are no exceptions.**

Alcohol Policy Judicial & Appeals Process

Students and student organizations charged with violating the University Alcohol Policy will be subject to the judicial and appeals process.

Emergency Amnesty Protocol

The Emergency Amnesty Protocol (EAP) is designed to encourage students to call for help in an alcohol or drug-related medical emergency, or any emergency where they feel unsafe. Under the Medical Amnesty Protocol:

- A student in need of medical help is not subject to judicial action for underage possession of alcohol, drugs, or limited disorderly conduct if that student completes a required psychoeducational intervention.
- An individual who calls for emergency assistance on behalf of a person experiencing an alcohol-related or drug-related emergency or a safety related emergency is not subject to judicial action for underage possession of alcohol, drugs, or provision of alcohol to an underage person, or limited disorderly conduct.
- If a representative of an organization hosting an event calls for medical assistance or a safety related emergency, this act of responsibility will mitigate any judicial consequences against the organization that may arise.

- Students/organizations will become exempt from EAP under the following circumstances: repeated alcohol or drug offenses and/or abuse of EAP, disrespectful behavior during an emergency, further offenses involving University policy during or immediately following the event or under the discretion of Campus Safety, a hall director, and or the Dean of Student Life.

In order for a student to use the EAP, the student must voluntarily present themselves for help at the time of the incident. A student who is non-responsive is not voluntarily presenting themselves. A student who notifies the University about a passed-out student is exempt from sanctions. Students cannot claim EAP at the time of their Judicial Hearing or when Judicial paperwork is being presented.

Intoxication Prohibited on Campus

Intoxication is prohibited on campus. Intoxication includes but is not limited to: slurred speech, unsteady gate, excessive noise, odor of alcohol, disrespect of authority, slow verbal response, etc. The first step toward prevention of alcohol abuse is education. Alcohol awareness programs will be promoted through the curriculum and co-curriculum. Clubs, organizations, societies and athletic teams will be asked to make their members knowledgeable about the alcohol policy, including the sanctions.

Supplying Alcohol to Minors

Anyone found responsible by a judicial board for supplying alcohol to minors will be turned over to the local police department, along with all testimony and information in regards to the case.

Illegal Drug Policy

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) the following information is provided for all students. The unlawful possession, use or distribution of drugs and alcohol on the University campus, at University sponsored activities or in society houses is strictly prohibited. The University of Olivet is a drug-free campus and does not tolerate the use, possession, sale or exchange of illegal drugs or drug paraphernalia. If a student is found where drug use or paraphernalia exists, he/she will be disciplined under the drug use policy. Specifically, students shall not:

- Possess, use, manufacture, sell, exchange or otherwise distribute any drug prohibited by local, state and/or federal law. A student found with the odor of marijuana on their person and/or other signs of drug use will be suspected of violating The University of Olivet Illegal Drug Policy. A student's vehicle, dorm room and personal clothing may be searched by Campus Safety and/or Residence Life staff to determine whether the student is in violation. The University also bans all mind altering and synthetic substances, even if they are pending government approval.
- Students in possession of scales, containers, and/or other drug selling paraphernalia will be considered dealers and subject to suspension or expulsion on top of additional fines.
- Possess or use drug paraphernalia. Drug paraphernalia is any item designed for the use of illegal drugs, or any item fashioned for the purpose of facilitating or disguising drug use. Examples are: bongs, rolling papers and pipes. Students found responsible for violating this policy will face at least the following sanctions:

First violation. Disciplinary probation for a minimum of one year, substance abuse assessment to be completed within 30 days of the hearing date, a maximum \$500 fine and/or suspension or expulsion. If suspended or expelled the student will be banned from The University of Olivet. A trespass notice will be sent to all The University of Olivet staff and personnel. If seen on campus, he/she will be considered trespassing.

Second violation. Suspension from The University of Olivet for at least one year. These are minimum sanctions. Additional sanctions including expulsion may be used depending on the severity of the violation and the student's prior record. If suspended or expelled, the student will be banned from The University of Olivet.

Students with drug-related offenses are on Disciplinary Probation and considered not in good standing with the University for 12 months.

Medical Marijuana

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

Students who obtain a Registry Identification card prior to residing in University-owned housing may petition for an exemption to the Student Residence and Board Policy. Students who obtain a Registry Identification card while residing in University-owned housing must immediately contact the Dean of Student Life to discuss the petitioning process to be allowed to reside in non-University-owned housing. Failure to notify the Dean of Student Life could lead to further judicial actions. A petition with supporting documentation must be submitted to the Office of Student Life for consideration, and this office will notify students of the outcome of a petition.

Tobacco Policy

Smoking is not allowed in the Cutler Athletic Complex or at the main entrance or front entrance to any campus building. Smoking and tobacco use is prohibited in all buildings, residence halls and offices. This ban includes but is not limited to use of chewing tobacco, pipe tobacco, use of electronic cigarettes, and or any type of electronic smoking devise. Any derivatives that result from smoking or tobacco use, i.e. cigarette butts, ashes or chew bottles that are found within any of the areas stated above will be recognized as evidence confirming violation of the tobacco policy. **Hookahs are prohibited on campus.**

Effects of Alcohol & Drug Abuse

The abuse of alcohol (a common depressant) can have devastating effects. Persons who abuse alcohol suffer in many ways, including: academically (poor grades), socially (lowers inhibitions, can alienate friends), mentally (impairs judgment and thinking), and physically (increases heart rate, loss of muscle control). Frequent drinking to intoxication over an extended period may lead to brain and liver damage, blackouts, personality disorders or alcohol problems. Most drugs fall into five categories. These categories are stimulants, depressants, hallucinogens, narcotics and cannabis. Health risks and hazards associated with drug use or abuse may vary according to the type of drug, amount and frequency of use, as well as the physical size and health of the user. The effects range from physical and psychological dependence to organ damage, cancer and other illnesses, and death.

Alcohol and other drugs are abused for many reasons. They can be viewed as an escape from reality, unhappiness or loneliness. Alcohol and other drugs may be used as a coping mechanism to deal with the pressures of University life. There are resources available on campus and in the surrounding communities to help deal with the reasons for and the effects of alcohol and drug abuse. For more information about these resources, please call the Office of Student Life or the Abbott Road Center for the Family.

Local Alcohol & Drug Addiction & Mental Health Resources

Professional resources identified below are local programs that are certified and subject to regular review by accrediting bodies in the health care field and/or subject to State of Michigan Substance Abuse Coordinating Agency Review. For more information about services offered and fees, please visit the websites listed or call the program directly. **This is not intended to be a complete list of all available resources.**

- **Alcoholics Anonymous Support Groups and Online Resources.** Lansing, MI (517) 377-1444. 24-hour hotline, www.aalansingmi.org. AA offers free support groups for individuals seeking support in not drinking. Lansing Alcoholics Anonymous Central Office and website have schedules for AA, Al-Anon, and Adult Children of Alcoholics (ACA) meetings currently held throughout Clinton, Eaton and Ingham counties.
- **Central Diagnostic & Referral Services.** East Lansing, MI (517) 337-7209 or (800) 342-0349 CDRS serves residents of Clinton, Eaton and Ingham Counties and will help determine what kind of services would be most helpful to you. They will refer you to a treatment center that can assist you if you do not have health insurance benefits to cover treatment.
- **Child & Family Services-Capital Area.** Lansing, MI (517) 882-4000 www.childandfamily.org Child and Family Services offers screening, assessment, outpatient, and outreach programs for teens.
- **Clinton County Counseling Center Professional Resources for Assessment and Treatment.** St. Johns, MI Access Center (888) 800-1559 www.ceicmh.org Clinton County Counseling Center is part of the Clinton-Eaton- Ingham Community Mental Health Board and offers assessment services and outpatient treatment for teens and adults. Call the Access Center for an initial telephone screening.
- **Clinton-Eaton-Ingham Community Mental Health Board/Comprehensive Substance Abuse Treatment Program.** www.ceicmh.org.
- **Cristo Rey Counseling Services.** Lansing, MI, (517) 372-4700, www.cristo-rey.com. This clinic offers assessment, outpatient treatment, and a specialized women's program.
- **Eaton Substance Abuse Program.** Charlotte, MI (517) 882-4000 www.childandfamily.org Child and Family Services offers screening, assessment, outpatient, and intensive outpatient treatment for adults, including specialized services for women and teens.
- **G-14 Outpatient Clinic.** Lansing, MI Access Center (888) 800-1559. This clinic offers assessment, outpatient treatment, methadone, and case management.
- **Glass House.** (517) 482-2028. This program provides long-term and short-term residential treatment for adult women.
- **HelpNet EAP Counseling Services.** (517) 882-6071 www.helpneteap.com This agency offers assessment and outpatient treatment services.
- **Holden House.** (517) 394-0004. This program provides long-term residential treatment for adult men.
- **Insight Recovery Center.** (517) 371-4971, www.insightrecovery.org. This agency offers teen and adult assessment, outpatient, and intensive services.
- **Men's Residential Program.** Mason, MI (517) 244-0393.
- **National Council on Alcoholism/Lansing Regional Area (NCA/LRA).** www.ncalra.com. (517) 482-0226. This agency provides education, assessment, and a full continuum of treatment services for adults regardless of their ability to pay.
- **Sparrow Substance Abuse Services.** St. Lawrence Campus, Lansing, MI. 24-hour referral line (517) 364-7740 www.sparrow.org. This program offers detoxification, short-term rehabilitation, partial hospitalization, intensive and individual outpatient services, relapse prevention, and mental health services.
- **Sub-Acute Detoxification Program.** Mason, MI (517) 676-3674 This program offers sub-acute detoxification for adult men and women.

16 / Discrimination & Harassment

Equal Opportunity Policy

The University of Olivet is committed to the principles of equal opportunity and non-discrimination. The University, in its employment and personnel policies and practices, will not discriminate against any individual on the basis of age, color, sex, gender identity, disability or disability status, height, weight, marital status, national origin, political persuasion, race, religion, military or veteran status or sexual orientation. In meeting this commitment, the University is guided by applicable federal and state laws and regulations. These include, but are not limited to:

- Equal Pay Act of 1963, as amended, prohibiting discrimination in pay on the basis of gender;
- Titles VI and VII of the Civil Rights Act of 1964 (as amended);
- Age Discrimination Act of 1967, as amended;
- Title IX of the Higher Education Act Amendments of 1972;
- Sections 503 and 504 of the Rehabilitation Act of 1973;
- Section 402 of the Vietnam-Era Veterans Readjustment Act
- Michigan Civil Rights Act of 1977;
- Americans with Disabilities Act of 1990; or
- Uniformed Services Employment and Reemployment Rights Act of 1994.

Discrimination and/or harassment of any student on the basis of age, ethnicity, sex, gender identity, disability or disability status, height, weight, marital status, national origin, political persuasion, race, religion, military or veteran status or sexual orientation, is prohibited. If a student believes he/she has been discriminated against or harassed, he/she should contact the Dean of Student Life, Dr. Todd Long, tlong@UOlivet.edu 269-749-7579 or any University Vice President.

Title IX Pregnant and Parenting Students Policy - March 31, 2021

Under Title IX of the Education Amendments of 1972

The University of Olivet does not unlawfully discriminate against any student on the basis of pregnancy or related conditions. Pregnant and parenting students, regardless of legal status, are eligible for protection and reasonable accommodation under Title IX. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by the student's doctor and the student will be given the opportunity to make up missing work. Students must request services as soon as accommodations are needed as they cannot be made after the fact. Contact the Office of Student Life (OSE) for assistance.

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in educational settings. This protection extends to students who are pregnant, have experienced a pregnancy-related condition, or are new parents.

Pregnancy-related conditions include

- Pregnancy
- Childbirth
- False pregnancy
- Miscarriage
- Termination of a pregnancy

- Conditions arising in connection with pregnancy
- Recovery from any of the above conditions

Because support cannot be issued retroactively, students who have a pregnancy-related condition or parenting-related needs are required to make timely contact with the Office of Accommodations (OOA) to request support. OOA can issue an initial support letter while waiting medical documentation from the student.

The OOA will work with pregnant and parenting students to come up with a reasonable plan to meet academic requirements and maintain educational progress. The OOA will work with the student in consultation with professors; students are discouraged from crafting plans with individual professors. Any possible accommodations related to labs, clinical programs, internships, and student work require additional time.

Students can expect the following support:

- Faculty may not require medical documentation as a condition of participating fully in course activities unless they require medical documentation from all students who have disclosed that they are currently under medical care.
- Faculty may not prohibit you from participating fully in all course programs, projects, and activities solely due to your status as a pregnant student.
- Faculty are expected to allow reasonable adjustments for you upon request, such as a larger workspace and the ability to leave class to make a trip to the restroom.
- In partnership with OOA, faculty are expected to excuse absences related to pregnancy and childbirth and allow you the opportunity to make up any work missed, (including the ability to make-up class participation and attendance credits you did not have a chance to earn) as well as the opportunity to complete some or all of your work from home.
- You are not to be harassed as the result of pregnancy.
- Private Personal Needs Rooms are provided to use for any need, including pumping breast milk, prayer, meditation and medication administration. Below is a list of rooms on campus and how to obtain access to the private needs room. For those who pump milk, please note that the University does not provide storage for breast milk. Advance planning is recommended so that you will have guaranteed access to the room.
 - Mott Building, Contact Student Resource Center, Office of Accommodations
 - Cutler, Contact Administrative office
- The University will not unilaterally presume what (if any) limitations should be placed on a pregnant student's participation in educational or other University programming.

Father/Partner Rights

As Title IX is a federal law that prohibits discrimination based on sex, some of the same protections and accommodations apply to fathers/partners as well. In some situations, fathers/partners will not receive the same accommodations due to the nature of pregnancy and recovery. For example, a mother could receive a medical excuse from school for several weeks after birth to physically recover from birthing. Fathers would not be eligible for the same accommodation. Work with your instructor and the OOA for accommodations.

New parents

Parents can request excused absences from OSE for absences related to caregiving obligations, including a child's medical appointments or a child's need for care due to illness.

New parents who are nursing can request support to facilitate nursing when the parent has resumed their studies. Parents should contact OSE for assistance.

FERPA Releases

Information about your pregnancy-related condition is considered part of your educational record, is protected by FERPA, and will not be shared except with University personnel that need the information in order to provide academic support to you.

Because academic support related to pregnancy is a protected part of your education record, you will need to sign a FERPA release if you would like OOA to be able to communicate with anyone else (a partner, friend, and/or family member) regarding your condition and related academic support. Students can stop by the OSE in Mott 208 at their convenience to sign a release.

OOA can provide you a letter for your medical provider, outlining the necessary information for any medical documentation.

Students with concerns about how their information will be shared should schedule a meeting in the OOA to discuss their questions.

Graduate Students

Graduate students can request a leave of absence from their graduate program of study for certain pregnancy-related conditions. Contact OOA for more information.

Students who are also an Employee

University employees shall notify the Human Resources department and their supervisor of the need for leave due to the impending birth of a child, at least 30 days prior to the expected delivery date. Human Resources will provide information on eligibility for leave under the Family Medical Leave Act and/or other employee leave policies. Nursing mothers will be provided with appropriate accommodations as provided for in section 7 of the Fair Labor Standards Act, as amended. Contact the Human Resources department to arrange for this accommodation.

Pregnancy-related discrimination

Students who believe they have experienced discrimination at The University of Olivet as a result of a pregnancy-related condition should report the concern to the Inclusion Office, 136 Dole Hall, 269-749-6669, llogan@UOlivet.edu

Non-Academic Support Examples

Designated lactation rooms

Counseling

Office of Accommodations Assistance – Peer support person

Retention Services

Larger Desk

Allowed to take more frequent trips to bathroom

Can participate in all extra-curricular activities

Upon request the OOA may assist in locating the following services:

- List of services that provide prenatal, life skills, and parenting assistance
- List of childcare providers in the area

Derogatory & Hate Language Policy

Students and guests who misuse their freedom of expression to offend, demean or insult others need to understand that their words are unacceptable in a civilized and academic atmosphere. All language that is considered racist, sexist, homophobic or an anti-Semitic expression or language that incites immediate violence and/or is likely to prompt such violence is prohibited at The University of Olivet.

Sanctions

First Offense: Minimum of \$150 fine to be paid to Student Services, an assessment by a counseling service and/or medical provider and adherence to the findings and recommendations of the judicial board for educational sanctions. Educational sanctions may include, but are not limited to, 20 hours of community service, and/or contact of coach, if a student athlete.

Second Offense: Minimum of \$300 fine to be paid to Student Services, an assessment by a counseling service and/or medical provider and adherence to the findings and recommendations of the judicial board for educational sanctions. Educational sanctions may include, but are not limited to, 50 hours of community service, and/or contact of coach, if a student athlete.

Third Offense: Suspension from The University of Olivet Housing for a length of time (at least one week) to be determined at the sanctions phase of a judiciary hearing and a minimum \$500 fine.

Community service hours must be completed within 30 days of violation. If sanctions are not completed within the designated time, students may be subject to more severe sanctions that may include, and are not limited to, more severe fines, suspension and expulsion. **There are no exceptions.**

Judicial and Appeals Process

Students and student organizations charged with violating the University Derogatory & Hate Language Policy will be subject to the judicial and appeals process.

Sexual Harassment – See Sexual Assault page 43

Discrimination Overview

The University of Olivet has adopted policies on equal opportunity/affirmative action, discriminatory harassment, and persons with disabilities. In support of these policies, the University has adopted this internal complaint procedure providing for prompt and equitable resolution of complaints or grievances alleging any action on the part of the University or its trustees, officers, employees, students, vendors, contractors or guests in violation of the policies.

This Discriminatory Harassment Policy is the official grievance or complaint procedure for resolving alleged violations of the University's policies on discrimination and harassment. However, nothing contained in this policy is intended to foreclose direct, informal dialogue between individuals in order to resolve a possible violation of the policies. Good faith discussions intended to solve or avoid problems are an important and desirable part of collegial relationships. Such dialogue is encouraged, without regard to any pending complaint under the Complaint Procedure.

Discriminatory Harassment Policy

It is the policy of The University of Olivet to maintain an educational and work environment free from unlawful harassment, as defined below, on the basis of race, color, religion, gender, national origin, age, weight, height, disability, marital status, veteran status or sexual orientation. Discrimination and discriminatory harassment have no place in this educational community.

“Harassment” is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, gender, national origin, age, weight, height, disability, marital status, veteran

status, or sexual orientation or that of their relatives, friends or associates, if (but only if) the verbal or physical conduct also:

- Has the purpose or effect of creating an intimidating, hostile or offensive study or learning environment.
- Has the purpose or effect of unreasonably interfering with an individual's study or learning experience.
- Otherwise adversely affects an individual's educational opportunities. Prohibited conduct covered by the definition above can include, but is not limited to, the following:
- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, disability, marital status, veteran status or sexual orientation.
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability, marital status, veteran status or sexual orientation that is placed on walls, bulletin boards or elsewhere on the University campus.

The standard for determining whether verbal or physical conduct relating to race, color, religion, gender, national origin, age, disability, marital status, veteran status or sexual orientation is sufficiently severe or pervasive to create a hostile study or learning environment depends on whether a reasonable person in the same or similar circumstances would find the conduct intimidating, hostile or abusive.

The University has a compelling interest in assuring an environment in which learning is embraced. Such an environment requires free and unfettered discussion of the widest possible nature, encouraging legitimate expression of all points of view. A faculty or academic staff member's selection or use of instructional materials in an "instructional setting" shall not constitute discriminatory harassment unless the selection and/or use of the materials are clearly not reasonably germane to the subject of the course. An "instructional setting" is a situation in which a member of the faculty or academic staff is communicating with a student(s) concerning matters the faculty or academic staff member is responsible for teaching to the student(s). These situations include, but are not limited to, such communication in a classroom, in a laboratory, during a field trip, and in a faculty or academic staff member's office. A faculty or academic staff member's "expressive behavior" related to teaching techniques in an instructional setting shall not constitute discriminatory harassment unless the expressive behavior is clearly not reasonably germane to teaching the subject of the course. "Expressive behavior" is conduct in an instructional setting through which a faculty or academic staff member seeks to communicate with students. It includes, but is not limited to, the use of visual materials, oral or written statements, and assignment of visual, recorded or written materials.

Student violators of the policy are subject to disciplinary action up to and including dismissal under The University of Olivet Community Standards. Faculty, staff and other members of the University community who violate the policy are subject to disciplinary action up to and including discharge under the policies of the University listed in the Olivet Employee Plan.

Any and all forms of retaliation against any cooperating person for reporting or initiating a complaint about harassment under this policy are a violation of this policy.

The University will promptly undertake appropriate remedial action for persons who are subjected to conduct prohibited by the policy.

Any student, employee, other member of the University community, or other person with a relationship to the University who feels that he/she has been the object of harassment in violation of this policy should immediately file an incident report. The University of Olivet Incident Report Contact Information chart list of contacts by area is found on page 76 of this handbook. University personnel who are in charge of University activities where an apparent violation of this policy occurs, and have personal knowledge of the violation, or the violation has been reported to them in writing, shall immediately report the same to the Director of Human Resources by filing an incident report. All University personnel are requested to report alleged instances of violations of the policy to the Director of Human Resources by filing an incident report. Upon receipt of an incident report, the University shall make a prompt and thorough confidential investigation of the allegations. The procedures to be followed are set forth in the University's Discrimination Harassment Policy, copies of which may be obtained from the Director of Human Resources. Email is the University's primary written mode of communication with students.

Appeals

An aggrieved party (the complainant, the respondent or the University) may appeal a final decision issued under the formal procedure within three days (excluding Saturdays, Sundays and official school holidays) after the party is notified of the decision.

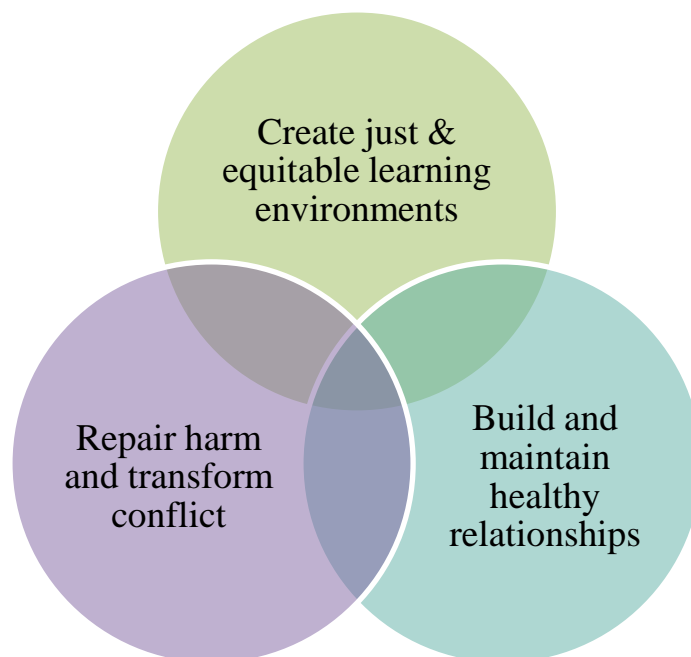
An appeal must be in writing and must contain a detailed description of the basis for the appeal. A final decision will be affirmed on appeal unless the appeal clearly establishes one of the following grounds:

1. A guaranteed element of fundamental fairness was abridged or omitted.
2. New evidence or information has become available that would substantially change the nature of the case.
3. The sanction(s) imposed is not in keeping with the gravity of the situation.

The appeal will be on the basis of the record made before the panel with respect to grounds A and C above, and new evidence may be submitted with respect to ground B. In the event of an appeal based in whole or in part on ground B, an appeals panel may refer the matter back to the adjudication board that heard the case. An appeal shall be heard and decided by an appeals panel consisting of a panel of the campus inquiry board assigned in accordance with the standards described under the formal procedure, except that a representative shall not serve on the appeals panel in a case in which the representative participated in the probable cause determination. The appeals panel shall base its decision solely on the record made before the adjudication board and the written material presented in the appeal document. The decision of the appeals panel shall be in writing, subscribed by a majority of the panel, and shall set forth the basis for the decision. Copies of the decision shall be issued to the complainant, the respondent and the Director of Human Resources within 10 calendar days after the appeal is made. This Complaint Procedure shall be the exclusive procedure for resolving alleged violations of the University's policies on discrimination, except as required by law or by collective bargaining agreement. Email is the University's primary written mode of communication with students.

17 / Judicial Policies & Procedures

Restorative Justice



In an effort to be fair and equitable to students and to align with [The University of Olivet Compact](#) disciplinary matters we will employ a restorative justice model. Traditional models of 'justice' focus on laws that have been broken, finding out who broke those laws, and deciding what those people deserve as a result. Restorative Justice focuses instead on who has been harmed by specific actions, what those people need to heal, and who is responsible for meeting those needs. This shift in focus allows us to employ alternative methods for resolving harm issues.

Restorative Justice is a concept and process that focuses on bringing responsible and harmed parties together in a facilitated dialogue about incidents that have caused harm. It centers on the injured parties' voice and experience, allowing them to heal by processing, understanding, and articulating their experience and needs. This process also helps individuals take active responsibility for the harm they have caused and provides an opportunity for them to understand the impact of their actions on others.

When determined to be appropriate by the Office of Student Life and agreed upon by all parties involved, an incident may be addressed and resolved through restorative justice practices or mediation. The Office of Student Life will utilize restorative justice practices, such as ***Circles of Support and Accountability***, in which dialogue is facilitated between or among the parties, or mediation. The goal of either model will be to encourage parties to identify and remedy harm to individuals and communities impacted by wrongdoing. Restorative Justice is grounded in the tenets of [The University of Olivet Compact](#).

Types of Violations

Type A Behaviors

Type A behaviors are those which primarily affect an individual or, if others are involved, are unintentional and non-malicious. Such behaviors are most likely to be addressed in ways not formally connected with the student disciplinary system. Mediation, counseling referrals, restitution with no disciplinary action, and/or educational conversations with an administrator that do not affect a student's disciplinary status are some of the steps most likely to be employed.

It is also possible that Type A behaviors are those that would be considered relatively minor violations of the Code of Conduct, particularly if they are actions that have some impact on the community and the individual but have not caused serious harm or been detrimental to the community in significant ways. If they occur in the residence halls, and it is the first-time a student has been involved in such an incident; these behaviors are most likely to result in the student having an administrative hearing with an Area Coordinator. Under some circumstances, the more informal actions described above may be appropriate, but that decision is at the discretion of the Judicial Director in consultation with the Associate Dean of Student Life. Likely sanctions are described as Level 1 sanctions (see below).

Type A behaviors may include, but are not limited to, the following:

- Unintentional false fire alarm
- Posting policy violation
- Solicitation policy violation
- Quiet hours violation
- Violation of parking regulations
- Damage to University property (relatively minor and unintentional)
- Damage to another person's personal property (relatively minor and unintentional)
- Violation of residence hall regulations

Type B Behaviors

Type B behaviors include repeated or more serious instances of Type A behaviors. In addition, these behaviors tend to have a greater impact on the community as well as broader implications for the individual, resulting in a more significant violation of the Code of Student Conduct. While Associate Dean of Student Life may hear these kinds of cases of Students/Designee, it is also likely that they will be referred to the Judicial Director or their designee for action. Likely, sanctions are described as Level 2 sanctions (see below).

Type B behaviors may include, but are not limited to, the following kinds of behavior:

- Repeated or more severe instances of Type A behaviors
- Refusing to comply with University employees
- Disorderly conduct
- Insubordination to Faculty or Staff
- Public intoxication/disruptive behavior
- Marijuana possession (personal use)
- Marijuana use
- Drinking underage
- Possession of drug paraphernalia
- Giving University issued ID card to another student or to a non-student
- Theft of University property or another person's property – minor
- Disrupting a University class, event, or activity
- Violation of traffic regulations
- Illegal file sharing
- Illegal entry
- Preventing University personnel from doing their jobs
- Off-campus disruption such as hosting large parties, noise ordinance, illegal parking, etc.

Type C Behaviors

Type C behaviors are more serious violations of the Code of Student Conduct. They include repeated and/or more serious instances of actions described as Type B behaviors, in addition, these behaviors are more intentional, malicious and/or have a greater likelihood of causing harm.

These cases will also be referred to the Associate Dean of Student Life, Judicial Director, or his/her designee. Likely, sanctions are described as Level 3 sanctions (see below). These cases will also be referred to the Associate Dean of Student Life, the Judicial Director, or their designee. Behavior that would be considered Type C behaviors would include, but are not limited to:

- Repeated or more severe instances of Type B behavior
- Fighting
- Verbally abusing another person
- Harassing another person (calls, emails, in-person confrontations)
- Lewd behavior
- Tampering with fire equipment
- Damage to University property
- Damage to another person's personal property
- Providing alcohol to underage students
- Hosting parties of any size with underage drinking
- Drinking/using drugs requiring medical intervention
- Possessing/displaying a weapon
- Pulling a fire alarm falsely
- Possession of narcotic/prescription drugs
- Theft of University property – major
- Theft of another person's property – major or minor
- Belligerent/abusive behavior
- Disrupting a University class, event, or activity
- Forging a University employee's signature
- Embezzling funds
- Social Media Policy (minor)

Type D Behaviors

Type D behaviors are actions that would be considered the most major violations of the Code of Student Conduct. These include repeated and/or more severe instances of actions described as Type C behaviors but also are individual actions that are particularly egregious and are of most concern for the community. The Associate Dean of Student Life will always hear type D behaviors of Students, the Judicial Director, or his/her designee. Likely, sanctions are described as Level 4 sanctions (see below). Behaviors that would be considered Type D behaviors include, but are not limited to:

- Repeated or more serious instances of Type C behaviors
- Having nonconsensual sexual contact with another person
- Rape or attempted rape
- Sexual Harassment
- Drugging another person's drink
- Hitting or causing injury to another person with no physical provocation
- Hazing
- Threatening others with a weapon
- Using a weapon
- Felony level possession of drugs
- Selling marijuana/drugs
- Selling of narcotic/prescription drugs
- Setting/causing fire
- The attempt at self-injury (dependent on circumstances and determined in conjunction with counseling staff)
- Social Media Policy (major)
- Bias Incident
- Hate Crime

Sanction Levels

Level 1

Behavior resulting in Level 1 sanctions tends to be relatively minor in nature, with the primary concern being for the individual. The goals of these sanctions are mostly to educate the student regarding the inappropriateness of their behavior, resolving issues that may have resulted in problematic behavior and restore ties to other members of the community. Generally, Level 1 sanctions include:

- Letters of warning/disciplinary reprimand
- Educational sanction
- Restitution
- Letters of apology
- Mediation
- Community service (relatively small number of hours able to be completed in a month)

Level 2

Those sanctions used at Level 2 include any of the sanctions described in Level 1. In addition to concerns for the student involved these sanctions begin to weigh more heavily the impact of the student's behavior in the community. The focus of the disciplinary system becomes one of concern for the continued membership of the student with the community. Sanctions imposed attempt to correct the behavior and prevent further violations. While sanctions described in Level 1 may be utilized at this level; additional sanctions likely to result at this level include the following:

- Disciplinary probation
- Residential probation
- Educational sanctions
- Community service (significant number of hours)
- Restitution
- Mediation
- Restrictions (residential, visitation, parking/driving, contact, etc.)
- Residential relocation
- Counseling assessment
- Letters of apology
- Behavioral contract

Level 3

This level of sanctioning addresses behavior that is of an elevated concern regarding the individual and may signify behavior considered to pose a threat to the campus community and/or the individual. The focus of the disciplinary system is to attempt to balance the education of the student with the protection of the University community. While many of the sanctions described in Level 2 may apply additional sanctions likely to result at this level including the following:

- Social probation
- Residential relocation
- Residential suspension
- Educational sanctions
- Community service (significant number of hours)
- Restitution
- Counseling referral
- Restrictions (residential, visitation, parking/driving, contact, etc.)
- Behavioral contract

Level 4

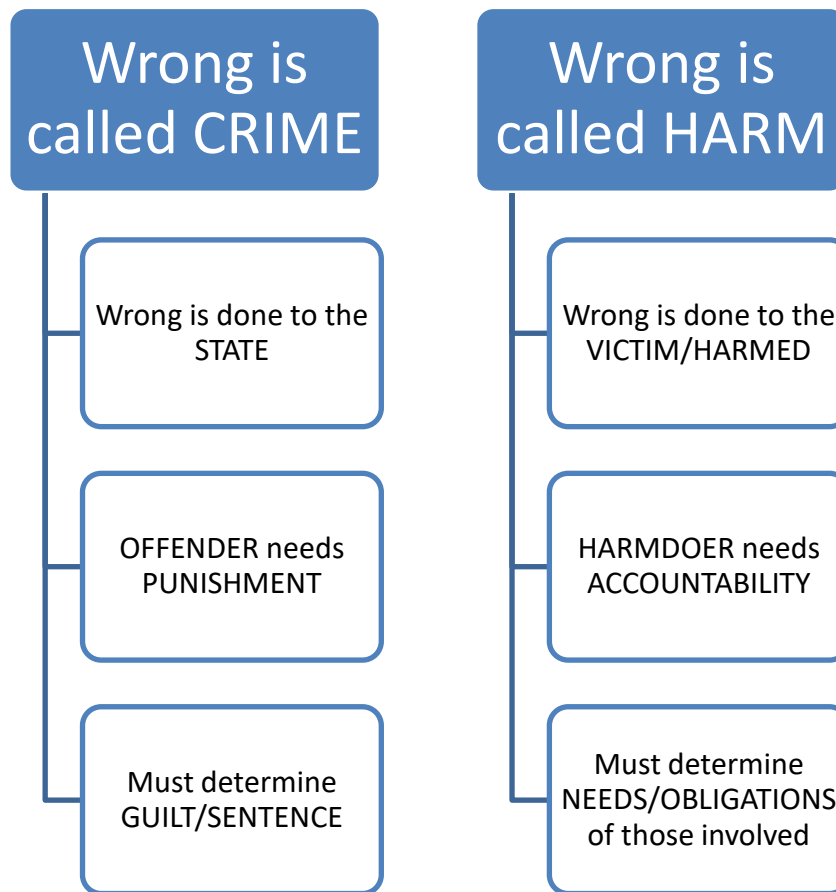
At this level, the primary focus of the disciplinary system becomes one of concern for the safety and quality of life of the University community rather than the individual. This likely means likely an individual is no longer able to continue as a member of The University of Olivet community.

While some sanctions described in Levels 2 and 3 may be imposed, the following sanctions are likely to result:

- Suspension from The University of Olivet for a specified period of time, likely to include conditions or return
- Ban from The University of Olivet campus
- Expulsion from The University of Olivet

Interim Measures - The Associate Dean of Student Life designee may assign an interim action(s) upon learning of potential violations if the allegation(s) of misconduct is reliable and relates to the safety and/or welfare of any person, University property, or any University function. The assignment of an interim action(s) restricts the student from certain privileges at the University in the interest of safety and/or the wellbeing of the community or the student themselves; it does not mean the student has been found responsible for violating the Code of Student Conduct. Interim actions can include (1) modification or suspension of the ability of a student to be present in specific areas or buildings on campus; (2) modification or suspension of the ability of a student to be present on University property in its entirety; (3) modification or suspension of the ability to attend class(es); (4) modification or suspension of the ability to participate in a University-related activity; the issuance of a No Contact Restriction. The interim action(s) will be communicated in writing to the student, by email or in person and is effective immediately. Failure or refusal to take receipt of notification will not negate or postpone said interim action. Interim actions are in effect from the time of issuance until the Associate Dean of Student Life, Judicial Director or his/her designee determines that the reason for imposing the interim action no longer exists and the student receives written notice that the interim action is no longer applicable or until the resolution of the student conduct matter through the Student Conduct Process.

Criminal vs Restorative Justice



Jurisdiction of the University

Generally, University jurisdiction and discipline shall be limited to conduct that occurs on University premises or which adversely affects the University community in the pursuit of its objectives. The premises includes all land, buildings, facilities and other property in the possession of, owned, used or controlled by the University; or in the possession of, owned, used or operated by organizations or groups affiliated with the University. However, the University reserves the right to investigate and to subsequently take action for behavior of The University of Olivet students in off campus situations when such behavior is believed to have an impact on the University or surrounding community, or to reflect on the fitness of the student for continued enrollment. Examples of such behavior include, but are not limited to, assault, disorderly and disruptive behavior, harassment, damage to property, as well as medical and psychological concerns. The decision to take action in such cases will be determined by the Dean of Student Life.

Administration of Discipline

Ultimate University authority and responsibility in matters of student conduct reside with The University of Olivet President. The President has delegated immediate authority for student conduct under the general supervision of the Dean of Student Life. Although the University will do its best to adhere to the judicial process outlined in the Student Handbook, the University does reserve the right to hold administrative hearings and to adjudicate matters in a manner that it deems appropriate for a given incident. Through an administrative hearing, summative discipline may take place and no judicial hearing will be held. The authority to handle a matter through an administrative

hearing will be made by the President of the University or by the President's designee. Disciplinary processes are administered through one of the following levels of authority: (1) Dean of Student Life; (2) Judicial Board; or (3) Hall Directors.

Student Rights

A student involved in a matter within the University disciplinary system has the following rights:

- The student has the right to receive a written description of the alleged charges against him/her and a notice of the hearing.
- The student has the right to be present throughout the hearing but not during the deliberation of the hearing officer or Judicial Board.
- The student has the right to remain silent (i.e. not to testify against oneself), but must understand that if silence is maintained, the case will be determined on the evidence presented.
- The student has the right to respond to the charges against him/her.
- The student has the right to hear all of the information presented and to question witnesses who testify at the hearing.
- The student has the right to present pertinent evidence and witnesses to substantiate their case.
- The student has the right to be assisted in all matters within the University disciplinary system by a member of the University community or by a student advocate. The advisor or student advocate role is to help a student prepare a case, but not to present it.
- The student has the right to request an appeal, if their case meets the qualifications of disciplinary action taken against him/her.

Confidentiality

The name, status and offense of any student will not be discussed with anyone other than the appropriate University officials. The outcome of any discipline matter will remain confidential, except as required by law. The Higher Education Amendments of 1992 require the disclosure of the results of any disciplinary hearing alleging sexual assault to the victim. Parents of students who sign a FERPA waiver may be notified of any Community Standard violation.

The University of Olivet reserves the right to notify the parent(s) or guardian(s) of students who:

- Are minors in possession of alcohol and/or are intoxicated.
- Violate the drug policy.
- Have two alcohol violations regardless of age.
- Require medical attention, psychological attention, or as the result of alcohol or other drug abuse/use.
- Are detained or removed from campus by the Police
- Are placed on disciplinary probation.
- Are expelled, suspended, put on interim suspension, or put on investigative leave

When medical attention is necessary, and/or strong concern regarding a student's medical and/or psychological well-being, parents will be notified via telephone. Federal law allows Universities and universities to notify parents without the student's consent. It is our practice to notify the student when a letter is being sent to the student's parent(s) so as to provide the student the opportunity to contact her/his parent(s) before they receive notification from the University.

HIPAA/FERPA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law passed by Congress intended to establish transaction, security, privacy, and other standards to address concerns about the electronic exchange of health information. However, the HIPAA Privacy Rule excludes from its coverage those records that are protected by FERPA at school districts and postsecondary institutions that provide health or medical services to students. This is because Congress specifically addressed how education records should be protected under FERPA. For this reason, records that are protected by FERPA are not subject to the HIPAA Privacy Rule and may be shared with parents under the circumstances described above and with other parties as permitted by FERPA. (*FERPA Questions for Lee Rooker, Director of the Family Policy Compliance Office, U.S. Department of Education*, <http://www.ed.gov/policy/gen/guid/fpco/ferpa/library/copeuna.html>)

Confidentiality in Cases of Involuntary Administrative Withdrawal

Students are assured of confidentiality, except in life-threatening situations where someone is a danger to oneself, and/or others, or someone who cannot care for their needs. In this case, a family member may need to be contacted so the student can receive appropriate care. In life-threatening situations and in cases of destructive behavior, withdrawal from the University and/or residence hall may be warranted. The Dean of Student Life will involve the student in that decision-making process as much as possible. Effort will be made to minimize the adverse academic and financial consequences of such an action. Other types of behavior on the part of the student may warrant different disciplinary actions.

Confidentiality of Records

With the exception of University expulsion or suspension, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall remain part of the student's confidential record. Upon graduation, the student's confidential record may be eliminated of disciplinary actions (other than residence hall expulsion, University suspension, or University expulsion) by application to the Dean of Student Life. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension or University expulsion shall be eliminated from the student's confidential record three years after graduation, or final disposition of the case, whichever comes later. Records may be released to third parties only after the student submits written permission to the Dean of Student Life. Information is also released to all necessary offices when a student is suspended from the University for any period of time. All athletes are requested to sign a waiver which allows the Dean of Student Life to release a record of infractions to their respective coach, when appropriate.

Procedures Pertaining to Anonymity

Anonymity will be granted when: (a) reasonable evidence exists to believe that the physical or psychological welfare of the witness is in jeopardy; or (b) the witness might be subject to harassment. Upon request of the witness, the Dean of Student Life will investigate the incident and make a recommendation on the granting of anonymity.

Judicial Process

Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing, on an incident report, and directed to the Dean of Student Life, for non-resident students, and to the appropriate hall director for resident students. It is the responsibility of the student who is involved in an incident to contact the Campus Safety office or a hall director in person to fill out a report. Campus Safety and/or the hall director will work promptly to try to deliver all judicial paperwork to any accused student within 48 hours of the

report. Depending on the nature of the investigation, notification may take longer. Email is the University's primary written mode of communication with students.

Campus Safety along with Residence Life staff, may conduct an investigation to determine if the charges have merit, or to obtain more specific information about the reported incident. After receiving a written incident report and conducting an investigation, if appropriate, the respondent will receive charges in written form from a judicial representative. Pre-hearings will take place with the Judicial Director in person or by phone if necessary. The pre-hearing will decide if a formal hearing is needed. The sanction letter will outline the process which will take place. A student will be notified in writing at least 48 hours prior to the hearing of the date, time, location and charges. Personal delivery or mailing to the last known address will constitute adequate notice. Disciplinary hearings will be conducted in accordance with the following procedures:

- Hearings will be closed to everyone except those persons specifically provided for in this procedure or persons whose presence at the hearing is authorized by the hearing officer or board.
- Since the purpose of the hearing is to determine the facts and select an appropriate action that will best suit the student's developmental process, there will be no legal counsel.
- Electronic record of the hearings may be made and preserved. In cases where suspension or expulsion from the University is a possible sanction, an audio tape of the hearing will be made. In sexual violence cases, electronic record of the hearings will be made and preserved.
- If a student fails to attend a scheduled hearing, the hearing may proceed in the absence of the accused student. Such an absence will not be considered grounds for an appeal. If a student cannot attend a hearing due to a scheduled class that conflicts with the hearing, the student is responsible for requesting a new hearing for him/herself.
- Where two or more cases involving common occurrences or involving the same student or students are pending simultaneously, the hearing officer or board may decide to hear the cases individually or together.
- The hearing officer or board may reasonably limit the scope and time devoted to each matter or item of discussion during the hearing, as well as the number of persons testifying or providing witness.
- At the beginning of the hearing, the student will be advised of his/ her rights.
- In all cases, hearings will not be subject to limiting rules of evidence. The level of proof is a preponderance of evidence.
- If the student is found to be responsible, the hearing officer or board will take into account any previous disciplinary action in determining a sanction.
- Written notice of the outcome of the hearing will normally be delivered to the student within five working days. In sexual assault cases, the complainant and respondent will receive notice of the outcome at the same time.
- If suspended or expelled, the student will be banned from The University of Olivet campus. A trespass notice will be sent to all The University of Olivet staff and personnel. If the student is seen on campus he/ she will be considered trespassing.
- Sanctions go into effect immediately, unless otherwise stated. The sanctions remain in effect during the appeal process.
- Records will be maintained in the Student Life Office for seven years.

Appeal Process

A student has the right to request an appeal of disciplinary actions. Upon receipt of the disciplinary actions, a student has five business days to file a written appeal. Appeals shall be in writing and delivered to the Dean of Student Life in person or through from the accused student's email account. All appeals will be reviewed by the Dean of Student Life. An appeal shall be limited to a review of the notes or audio tape of the initial hearing and supporting

documents, except as required to explain the basis of new information. A student may appeal only on the following grounds:

- To determine if there was a denial of the elements of a fair hearing.
- To determine if the decision reached was based on complete information.
- To determine whether the imposed sanction(s) were appropriate for the violation.
- To consider new evidence or other facts not brought out in the hearing because such information and/or facts were not known to the person appealing at the time of the original hearing. The written appeal must state the grounds and the rationale for claiming that an appeal is warranted. Failure on the student's part to attend a hearing will not be grounds for an appeal. If the appeal does not meet one of the criteria above, the student will be notified in writing that the request for appeal is denied.

If the appeal meets one of the criteria above, a review of that issue will be considered and the student will be notified of the result as soon as practical. Email is the University's primary written mode of communication with students. The following decisions may be made, but are not limited to: overturn the entire decision, uphold the decision but modify (increase or decrease) the sanction, or uphold the entire decision. Please allow a minimum of two weeks to process the appeal. However it may take longer than two weeks to expedite this process.

The Appeal Official will examine all evidence in order to determine if the appeal has merit. While there is no right to an interview or hearing, the Appeal Officer in their sole discretion, may request an interview or hearing to aid in the review of the appeal. The Appeal Official will make an unbiased objective conclusion as to the appeal's merit and issue a written decision describing the result of the appeal and the rationale for the result; and will provide the written decision simultaneously to both parties. The Appeal Officer shall have the final and binding decision regarding the case, which may not be appealed again or reopened.

University Sanctions

The University of Olivet strives to foster an atmosphere that encourages and promotes individual and social responsibility, which includes mutual respect and consideration for others. Students are expected to learn from previous mistakes and poor choices. Therefore, violations of policies and sanctions given in previous semesters will impact sanctions imposed for future violations throughout the student's University career. Students who repeatedly violate University policy will be referred to the Dean of Student Life. Disciplinary sanctions will be determined based on the seriousness of the behavior, the level of the student's responsibility for the incident, and prior discipline history. University sanctions may include, but are not limited to:

Written Warning. A written warning declares that the behavior is unacceptable within the University community, and if the behavior continues, further action will be taken.

Educational Sanctions. Educational sanctions are required activities that are intended to engage the student in a positive learning experience related to the student's inappropriate behavior. Sanctions may include, but are not limited to, performing community service on and off campus, obtaining counseling, writing a paper, etc.

Limitations on Activities. While often coupled with probation, this action of limitations on activities may be taken as well. Limitations on activities may include, but are not limited to: ineligibility for service as an officer or member of a University organization; ineligibility as a member of a University committee, board or council; ineligibility as a participant in any intercollegiate activity; ineligibility to receive or maintain an award; exclusion from University events; etc.

Deactivation. Deactivation applies to groups and organizations only and entails the loss of all privileges, including University recognition or status, for a specified period of time.

Standing with the University. All students are in good standing with the University unless designated by judicial sanctions. Those considered not in good standing with the University must not have any judicial violations for 12 months. Any students who are found to have done physical or psychological harm to themselves or others will not be in good standing with the University.

Fines. Fines are a monetary sanction intended to make the student consider their behavior and decision-making. Fines should not be confused with restitution.

Restitution. A student may be required to make restitution for losses or damages.

Mediation. To help students involved in a dispute come to a mutual agreement or settlement, the University may facilitate or require mediation. Mediation is not allowed in sexual assault cases.

Assessment. A student may be required to obtain an assessment. The student is required to adhere to the findings of the assessment as part of their sanctions.

Notice of No Contact. Notice of no contact is a notice that one party may not interact with another for a specified period of time via phone, email, mail, in person or via a third party. A student has the right to a campus no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing, or other improper behavior. The University reserves the right to issue a no contact order at any time to insure the safety and wellbeing of the campus community.

Residence Life Probation. Residence Life Probation is a formal notice to the student that the behavior in question is unacceptable within the Residence Life community, and if the behavior continues, more severe action may be taken, including the possibility of removal from University-owned housing.

Removal from University-Owned Housing. Removal from University-owned housing by sanction may be for a fixed period of time or on a permanent basis. A student who is removed from University-owned housing is not permitted to enter or visit any University-owned housing and will forfeit any prepaid housing fees. They will finish the semester living off campus and will have restrictions while on campus, as determined by the judicial board. If this is sanction is given, the student will be required to be off campus until all appeals are completed.

Disciplinary Probation. Disciplinary probation is a formal notice to the student that the behavior in question is unacceptable within The University of Olivet community, and if the behavior continues or if other inappropriate behavior follows, more severe action will be taken, including the possibility of suspension or expulsion from the University. Probation is for a fixed period of time, which normally will not be less than one semester. During the probationary period, a student may not hold an elected or appointed office or serve as a team captain on any other leadership position. Probation may also affect other appointed or selected positions as required by departmental guidelines. During the probationary period, the student is not considered to be in good standing with the University.

Student Life Probation. Student Life probation is a formal notice to the student that the behavior in question is unacceptable within The University of Olivet community. While on probation, the student is not allowed to attend or participate in any Student Activities event/program at Olivet. This includes, but is not limited to, intramurals and any club or organization events. Probation is for a fixed period of time, which normally will not be less than one academic year. During the probationary period, a student may not hold an elected or appointed office or serve as a team captain on any other leadership position. Probation may also affect other appointed or selected positions as required by departmental guidelines. During the probationary period, the student is not considered to be in good standing with the University.

Loss of The University of Olivet Scholarships. A reduction or loss of institutional aid may result from a judicial hearing. The judicial board will determine the terms and amounts of monetary loss. Once the restricted time period has expired, students may reapply for revoked scholarships.

Investigative Leave. As an interim measure, when a potential serious incident has occurred, the Office of Student Life may put a student on Investigative Leave. This is done to ensure the safety of all of our students. Campus Safety and the Judicial Board will work in a timely manner to investigate the incident and hold judicial meetings. During this time no contact orders are issued to all parties and retaliation will result in immediate suspension. During this leave, it is the responsibility of the student to contact their instructors and stay up to date on their course assignments. During investigative leave, the student shall be withheld access to residence halls and to the campus (including classes) and all other University activities or privileges for which students might be eligible, as deemed appropriate by the Dean of Student Life. Upon investigative leave the student must leave campus immediately and hand in all University keys to Campus Safety. Failure to do so will result in a \$50 lock change charge.

Interim Suspension. While normally no action will be taken against a student until charges have been heard in accordance with the hearing processes established in these Community Standards, a student may be suspended pending a hearing on the charges when, in the judgment of the Dean of Student Life, the continued presence of the student would constitute a clear danger to themselves or to the safety of persons or property on the University premises, or would pose an immediate threat of disruptive interference with the normal conduct of University activities. Interim suspension is only in effect until a hearing board can meet and determine responsibility. During interim suspension, students shall be denied access to residence halls and to the campus (including classes) and all other University activities or privileges for which students might be eligible, as deemed appropriate by the Dean of Student Life. Upon interim suspension the student must leave campus immediately and hand in all University keys to Campus Safety. Failure to do so will result in a \$50 lock change charge.

Summative Discipline. Violations that are serious enough to warrant summative action (Sanction Level 4) will result in the immediate removal and expulsion of a student.

Suspension. Suspension from the University involves the exclusion of the student from participation in any academic or other activities of the University for a specified period of time, which may be indefinite. Written notification of this action will be provided to the student. Suspension from the University further involves the following: a notice of suspension will accompany any official transcript requested by a student during the period of suspension; withdrawal from all courses carried the semester of the suspension; and forfeiture of all fees according to the normal withdrawal policy of the University. Any student suspended from the University is prohibited from visiting the University premises except when engaged in official conferences approved in writing by the Dean of Student Life. Suspended students returning to the University are on Disciplinary Probation and considered not in good standing with the University for 12 months. Suspension may include any other disciplinary action that is judged to be of value to the student. Upon suspension the student must leave campus immediately and hand in all University keys to Campus Safety. Failure to do so will result in a \$50 lock change charge.

Expulsion. Expulsion is the most serious University action and involves the permanent exclusion of the student from The University of Olivet. Expulsion from the University involves the following: forfeiture of all rights and degrees not actually conferred at the time of the expulsion; notification of the expulsion provided to the student; withdrawal from all courses; and forfeiture of all fees according to the normal withdrawal policy of the University. A notice of expulsion will accompany any transcript requested by a student for a period of five years. Any student expelled from the University is prohibited from visiting the University premises except when engaged in official conferences approved in writing in advance by the Dean of Student Life or their designee.

Non-Compliance with University Sanctions

Failure to comply with University sanctions in the time accorded may result in up to a \$500 fine, a hold being placed on registration, graduation or transcripts, or a more serious sanction being imposed.

Dishonesty

No person shall knowingly furnish false, forged, fictitious or misleading information whether conveyed orally, electronically or otherwise to any Safety Officer or University Official. No person shall knowingly make or furnish to any Safety Officer or University Official any fictitious report of the commission of a violation of any student handbook codes, federal or state law or local ordinance. Minimum fine is \$500 and possible suspension.

Emergency Administrative Action

Should an individual pose an immediate danger to, or severely disrupt the University community or endanger any individual, emergency administrative action may be taken to relocate an individual within campus housing, restrict activities of the individual on campus, or to remove the individual from the University community (e.g. residence halls, classroom) pending the outcome of disciplinary procedures. Within five working days of the emergency administrative action, preliminary disciplinary charges will be filed, followed by formal charges once the investigation has been completed. The student must receive written notification of the charges as specified by Community Standards. The decision whether or not to take emergency administrative action will be at the discretion of the Dean of Student Life.

Appendix A

Under The University of Olivet's academic vision, Education for Individual and Social Responsibility, the University is as dedicated today as we were at our founding to offering an education to all, regardless of race, gender or financial means. The University of Olivet Compact further defines this premise.

A series of seven principles, The Compact serves to promote and encourage responsibility among the University's students, faculty, staff and board of trustees. Faculty use the Compact in syllabi, students use it as a guidepost in their co-curricular activities, coaches use it with their athletic teams and the University uses it in the employee and student handbooks. As a testament to the document's value, the University's trustees use The Compact in their work as stewards of the University.

THE UNIVERSITY OF OLIVET COMPACT

The University of Olivet is founded on and devoted to student learning, growth and development. The University values diversity within a community built on trust, participation and a sense of pride. As a member of this community, I affirm the following commitments:

I am responsible for my own learning and personal development.

We recognize the critical importance of taking ownership for our learning. We seek to learn from the full range of our experience, to be open to new experiences and new ideas and to continuously pursue excellence and fulfillment in our intellectual, social and spiritual pursuits.

I am responsible for contributing to the learning of others.

Every learner benefits when each shares ideas, insights and experiences with others. We value differences of opinion and perspective as well as open, respectful dialogue about these differences as central to the ongoing learning process.

I am responsible for service to The University of Olivet and the larger community.

People working together for the common good is a key to growth for both the individual and the community. We commit ourselves to participating in community service and volunteer activities, both on and off campus.

I am responsible for contributing to the quality of the physical environment.

Enhancing environmental quality is critical to the University, the community and ultimately to the survival of our planet. We will act to maintain and improve our facilities and grounds, to enhance the safety, the security and the appearance of our surroundings and to protect the ecology of our larger community.

I am responsible for treating all people with respect.

We aim to create a positive and inclusive campus culture celebrating both the individual and cultural differences which make each of us unique and the similarities which bond us together. We recognize the need to seek to understand others as the first step to developing mutual understanding, caring and respect.

I am responsible for behaving and communicating with honesty and integrity.

We build trust when we communicate openly, when we seek justice and fairness for all people, regardless of role or position, and when we honor our values and commitments in our private as well as our public behavior.

I am responsible for the development and growth of The University of Olivet.

We reach outward and seek to inform, involve and recruit new students, employees and friends who share the vision and principles of The University of Olivet.

In joining this community, I commit myself to these principles and accept the obligation entrusted to me to foster a culture of responsibility at The University of Olivet.

Appendix B

THE MICHIGAN PENAL CODE (EXCERPT)

Act 328 of 1931

CRIMINAL SEXUAL CONDUCT

750.520b Criminal sexual conduct in the first degree; felony; consecutive terms.

Sec. 520b.

(1) A person is guilty of criminal sexual conduct in the first degree if they engages in sexual penetration with another person and if any of the following circumstances exists:

- (a) That other person is under 13 years of age.
- (b) That other person is at least 13 but less than 16 years of age and any of the following:
 - (i) The actor is a member of the same household as the victim.
 - (ii) The actor is related to the victim by blood or affinity to the fourth degree.
 - (iii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.
 - (iv) The actor is a teacher, substitute teacher, or administrator of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled.
 - (v) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
- (c) Sexual penetration occurs under circumstances involving the commission of any other felony.
- (d) The actor is aided or abetted by 1 or more other persons and either of the following circumstances exists:
 - (i) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
 - (ii) The actor uses force or coercion to accomplish the sexual penetration. Force or coercion includes, but is not limited to, any of the circumstances listed in subdivision (f).
- (e) The actor is armed with a weapon or any article used or fashioned in a manner to lead the victim to reasonably believe it to be a weapon.
- (f) The actor causes personal injury to the victim and force or coercion is used to accomplish sexual penetration. Force or coercion includes, but is not limited to, any of the following circumstances:
 - (i) When the actor overcomes the victim through the actual application of physical force or physical violence.

(ii) When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute these threats.

(iii) When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute this threat. As used in this subdivision, “to retaliate” includes threats of physical punishment, kidnapping, or extortion.

(iv) When the actor engages in the medical treatment or examination of the victim in a manner or for purposes that are medically recognized as unethical or unacceptable.

(v) When the actor, through concealment or by the element of surprise, is able to overcome the victim.

(g) The actor causes personal injury to the victim, and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless, and any of the following:

(i) The actor is related to the victim by blood or affinity to the fourth degree.

(ii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.

(2) Criminal sexual conduct in the first degree is a felony punishable as follows:

(a) Except as provided in subdivisions (b) and (c), by imprisonment for life or for any term of years.

(b) For a violation that is committed by an individual 17 years of age or older against an individual less than 13 years of age by imprisonment for life or any term of years, but not less than 25 years.

(c) For a violation that is committed by an individual 17 years of age or older against an individual less than 13 years of age, by imprisonment for life without the possibility of parole if the person was previously convicted of a violation of this section or section 520c, 520d, 520e, or 520g committed against an individual less than 13 years of age or a violation of law of the United States, another state or political subdivision substantially corresponding to a violation of this section or section 520c, 520d, 520e, or 520g committed against an individual less than 13 years of age.

(d) In addition to any other penalty imposed under subdivision (a) or

(b), the court shall sentence the defendant to lifetime electronic monitoring under section 520n.

(3) The court may order a term of imprisonment imposed under this section to be served consecutively to any term of imprisonment imposed for any other criminal offense arising from the same transaction.

750.520c Criminal sexual conduct in the second degree; felony.

Sec. 520c.

(1) A person is guilty of criminal sexual conduct in the second degree if the person engages in sexual contact with another person and if any of the following circumstances exists:

(a) That other person is under 13 years of age.

(b) That other person is at least 13 but less than 16 years of age and any of the following:

- (i) The actor is a member of the same household as the victim.
 - (ii) The actor is related by blood or affinity to the fourth degree to the victim.
 - (iii) The actor is in a position of authority over the victim and the actor used this authority to coerce the victim to submit.
 - (iv) The actor is a teacher, substitute teacher, or administrator of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled.
 - (v) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
- (c) Sexual contact occurs under circumstances involving the commission of any other felony.
- (d) The actor is aided or abetted by 1 or more other persons and either of the following circumstances exists:
- (i) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
 - (ii) The actor uses force or coercion to accomplish the sexual contact.
- Force or coercion includes, but is not limited to, any of the circumstances listed in section 520b (1) (f).
- (e) The actor is armed with a weapon, or any article used or fashioned in a manner to lead a person to reasonably believe it to be a weapon.
- (f) The actor causes personal injury to the victim and force or coercion is used to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the circumstances listed in section 520b (1) (f).
- (g) The actor causes personal injury to the victim and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
- (h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless, and any of the following:
- (i) The actor is related to the victim by blood or affinity to the fourth degree.
 - (ii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.
- (i) That other person is under the jurisdiction of the department of corrections and the actor is an employee or a contractual employee of, or a volunteer with, the department of corrections who knows that the other person is under the jurisdiction of the department of corrections.
- (j) That other person is under the jurisdiction of the department of corrections and the actor is an employee or a contractual employee of, or a volunteer with, a private vendor that operates a youth correctional facility under section 20g of the corrections code of 1953, 1953 PA

232, MCL 791.220g, who knows that the other person is under the jurisdiction of the department of corrections.

(k) That other person is a prisoner or probationer under the jurisdiction of a county for purposes of imprisonment or a work program or other probationary program and the actor is an employee or a contractual employee of or a volunteer with the county or the department of corrections who knows that the other person is under the county's jurisdiction.

(l) The actor knows or has reason to know that a court has detained the victim in a facility while the victim is awaiting a trial or hearing, or committed the victim to a facility as a result of the victim having been found responsible for committing an act that would be a crime if committed by an adult, and the actor is an employee or contractual employee of, or a volunteer with, the facility in which the victim is detained or to which the victim was committed.

(2) Criminal sexual conduct in the second degree is a felony punishable as follows:

(a) By imprisonment for not more than 15 years.

(b) In addition to the penalty specified in subdivision (a), the court shall sentence the defendant to lifetime electronic monitoring under section

520n if the violation involved sexual contact committed by an individual 17 years of age or older against an individual less than 13 years of age.

750.520d Criminal sexual conduct in the third degree; felony.

Sec. 520d.

(1) A person is guilty of criminal sexual conduct in the third degree if the person engages in sexual penetration with another person and if any of the following circumstances exist:

(a) That other person is at least 13 years of age and under 16 years of age.

(b) Force or coercion is used to accomplish the sexual penetration. Force or coercion includes but is not limited to any of the circumstances listed in section 520b(1)(f)(i) to (v).

(c) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(d) That other person is related to the actor by blood or affinity to the third degree and the sexual penetration occurs under circumstances not otherwise prohibited by this chapter. It is an affirmative defense to a prosecution under this subdivision that the other person was in a position of authority over the defendant and used this authority to coerce the defendant to violate this subdivision. The defendant has the burden of proving this defense by a preponderance of the evidence. This subdivision does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(e) That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and either of the following applies:

(i) The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district. This subparagraph does not apply if the other person is emancipated or if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(f) That other person is at least 16 years old but less than 26 years of age and is receiving special education services, and either of the following applies:

(i) The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. This subparagraph does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(2) Criminal sexual conduct in the third degree is a felony punishable by imprisonment for not more than 15 years.

750.520e Criminal sexual conduct in the fourth degree; misdemeanor. Sec. 520e.

(1) A person is guilty of criminal sexual conduct in the fourth degree if they engages in sexual contact with another person and if any of the following circumstances exist:

(a) That other person is at least 13 years of age but less than 16 years of age, and the actor is 5 or more years older than that other person.

(b) Force or coercion is used to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the following circumstances:

(i) When the actor overcomes the victim through the actual application of physical force or physical violence.

(ii) When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute that threat.

(iii) When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute that threat. As used in this subparagraph, "to retaliate" includes threats of physical punishment, kidnapping, or extortion.

(iv) When the actor engages in the medical treatment or examination of the victim in a manner or for purposes which are medically recognized as unethical or unacceptable.

(v) When the actor achieves the sexual contact through concealment or by the element of surprise.

(c) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(d) That other person is related to the actor by blood or affinity to the third degree and the sexual contact occurs under circumstances not otherwise prohibited by this chapter. It is an affirmative defense to a prosecution under this subdivision that the other person was in a position of authority over the defendant and used this authority to coerce the defendant to violate this subdivision. The defendant has the burden of proving this defense by a preponderance of the evidence. This subdivision does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(e) The actor is a mental health professional and the sexual contact occurs during or within 2 years after the period in which the victim is his or her client or patient and not his or her spouse. The consent of the victim is not a defense to a prosecution under this subdivision. A prosecution under this subsection shall not be used as evidence that the victim is mentally incompetent.

(f) That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and either of the following applies:

(i) The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district. This subparagraph does not apply if the other person is emancipated or if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(g) That other person is at least 16 years old but less than 26 years of age and is receiving special education services, and either of the following applies:

(i) The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. This subparagraph does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(2) Criminal sexual conduct in the fourth degree is a misdemeanor punishable by imprisonment for not more than 2 years or a fine of not more than \$500.00, or both.

(d) That other person is related to the actor by blood or affinity to the third degree and the sexual contact occurs under circumstances not otherwise prohibited by this chapter. It is an affirmative defense to a prosecution under this subdivision that the other person was in a position of authority over the defendant and used this authority to coerce the defendant to violate this subdivision. The defendant has the burden of proving this defense by a preponderance of the evidence. This subdivision does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(e) The actor is a mental health professional and the sexual contact occurs during or within 2 years after the period in which the victim is his or her client or patient and not his or her spouse. The consent of the victim is not a defense to a prosecution under this subdivision. A prosecution under this subsection shall not be used as evidence that the victim is mentally incompetent.

(f) That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and either of the following applies:

(i) The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district. This subparagraph does not apply if the other person is emancipated or if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(g) That other person is at least 16 years old but less than 26 years of age and is receiving special education services, and either of the following applies:

(i) The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. This subparagraph does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(2) Criminal sexual conduct in the fourth degree is a misdemeanor punishable by imprisonment for not more than 2 years or a fine of not more than \$500.00, or both.