

Compass

Albright College Student Handbook

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Student Resources

A. Bookstore

The Albright College Bookstore is located on the main floor of the Student Center and serves as a one-stop shop for all things Albright. The Albright Bookstore carries a variety of products including school supplies, school spirit apparel, and gift items to accommodate the entire College community. Purchases can also be made online at the bookstore www.albright.edu/shop or www.albright.edu/store.

Textbooks and other course materials are provided through Books by eCampus at <https://albright.ecampus.com/> and are available through the Albright College eCampus Bookstore. Students receive free expediated shipping on orders shipped directly to the Albright College Bookstore. There is free standard shipping on orders over \$59.00 for residential shipments, and a \$7.00 flat rate expediated upgrade for residential shipments. Refund returns are accepted up to 30 days after class starts. Textbook rentals are available to save students up to 80%. Rentals may be used for the duration of your course and are due to be returned at the end of each semester. Prepaid rental return labels are provided within your Online Bookstore account or rentals may be returned at the Albright College Bookstore during designated buyback dates. Students may sell books online 24/7 through the Albright College eCampus Bookstore. Students may sell books on campus at the Albright College Bookstore during designated buyback dates at the end of each semester.

You can reach out to the eCampus help desk at <https://albright.ecampus.com/help/help-desk>

B. Career Development Center

The Career Development Center (CDC), located in Roessner Hall Room 115, is open Monday through Friday from 9:00 a.m. to 4:00 p.m. The CDC can be reached at 610-921-7630 or Careerdevelopmentcenter@albright.edu

The CDC provides a variety of services, programs, special events, and workshops to assist students with their “Pathways to Careers” to prepare for internships and employment.

Career Development

- Request a Pre-Internship Meeting
- Finding internships and jobs on Handshake
- TimelyCare: Career Readiness
- Resume and cover letter writing
- Mock Interviewing skills
- Graduate/professional school research and applications

Additional Professional Career Development Events and Workshops

- Career and Internship Fair
- Career panels in collaboration with academic departments
- Choosing/Changing a Major
- Graduate School Fair
- Job and Internship Search
- LinkedIn Creation
- Networking opportunities with regional and national employers
- Professional Development Workshops
- Tabling Events

Students are encouraged to use [Handshake](#) to search for jobs and internships, view and RSVP for CDC and employer events, and schedule appointments with the CDC.

C. Commuter Student Services

Commuting students will find opportunities for study, relaxation and socialization in the Commuter Lounge, located in the Albright College Student Center behind the Bookstore. The Commuter Lounge has lounge furniture, study desks, computers, a microwave, refrigerator, and lockers for students to store their belongings. Commuters are required to have a meal plan. Students frequent Jake’s for breakfast, lunch, or dinner and may purchase meals in the dining hall. Commuters are encouraged to join the Commuter Student Association and to become involved in all areas of campus life. If you have problems or concerns, please contact osil@albright.edu.

D. Fitness – Schumo Center for Fitness and Well-Being

The Schumo Center for Fitness and Well-Being is a state-of-the art wellness facility that offers students the opportunity for fitness, relaxation, education, and community. There are also opportunities to participate in intramural and club sports based on student interest. Peg’s, the Café at Schumo, offers a rich menu with healthy meals and snacks to rejuvenate our students’

bodies and souls. For information regarding hours and available programs, please contact the Schumo Center at schumocenter@albright.edu.

E. Food Services

All resident students must participate in one of the on-campus meal plans. Kraras Hall and Affinity Housing residents and commuter students may select any plan offered. Several meal options are available to students who have special needs because of class or work schedules, co-curricular activities, special diets, or diets related to religious beliefs. In all cases, contact the Food Service General Manager garrett-marshall@aramark.com

1. Student Identification Card

To facilitate your entry to the dining hall, your card needs to be displayed at the door checker station and swiped through the card reader. If you do not have your card, your access to goods and services may be denied. Balances on your ID card can be checked at any dining terminal or at the Student Accounts office.

Door checkers are at the door to prevent unauthorized entrance to the dining hall. Please cooperate with them and help them maintain these important practices.

2. Dining Services Policies

We encourage and welcome all guests to the dining hall. We accept cash, credit cards, bonus dollars, and declining balance accounts. For your safety and a pleasurable dining experience, proper dress is required.

Food and beverages may not be removed from the dining hall without authorization from food service management. It is a health code violation and strictly forbidden to fill personal drinking vessels from the soda/milk and juice dispensers. Cross contamination occurs between the dispenser and the mouth of the drinking vessel.

Please return your dishes to the dish carousel when you are finished eating. Thank you for your consideration in leaving the table presentable for our next guests.

Inappropriate behavior such as throwing food will not be tolerated. Offenders will be referred to the dean of students for judicial proceedings.

3. Alternate Meal Options

- a. **Grab and Go:** Students who are interested in this program may make a one-time purchase (\$5.00) of the “clamshell”, a reusable container that will hold hot or cold foods. Along with the “clamshell” comes a to-go cup for a beverage and a hot/cold container for soup (etc.). Students may visit the stations of their choice and fill the container along with a beverage. As stated, the container is reusable and must be returned on the next visit to receive a “clean clamshell” from the cashier. If you do forget your “clamshell” you will be required to purchase a new one. All students using the Grab’n’Go will hand their I.D. card to the cashier and have 10 minutes in which to gather food and drink, return to the cashier station and retrieve their I.D. card before leaving the dining hall.

b. Cash Equivalency: Available at Jake’s Place and Peg’s Café, cash equivalency is a cash amount that is credited towards the purchase of food items at these locations. A “meal” is deducted from your meal plan balance, and a cash equivalent value is applied toward the total cost of items purchased. Any outstanding balance can be paid for with bonus dollars, cash, or credit. Cash equivalency is not available on pre-packaged products, including bagged chips, bottled beverages, and candy bars. Students on the gold unlimited meal plan may use one cash equivalency exchange per meal period, while your meal plan will still grant you unlimited access to Campus Center Dining Hall. Students on the silver, bronze, block 120 or block 80 may use their cash equivalency once per meal period, but once you use your meal per meal period, students will have to wait until the next meal period to spend another meal.

c. Meal credits can be applied to your catering event. Please plan at least two weeks ahead and provide a list of all attendees. The credits do not apply if the meal period sacrificed is attended after all. For more info: 610-921-7606.

4. Dining Service Contact:

Garrett-marshall@aramark.com

5. Hours of Operation

Campus Center Dining Hall

Monday- Thursday

7am-10am Full Breakfast

10am-11am Continental

11am-2pm Full-Service Lunch

2pm-4pm Lite Lunch

4pm-8pm Dinner

Friday

7am-10am Full Breakfast

10am-11am Continental

11am-2pm Full-Service Lunch

2pm-4pm Lite Lunch

4pm-7pm Dinner

Saturday

8am-10am Breakfast

10am-11am Continental

11am-2pm Lunch Service

2pm-4pm Lite Lunch

4pm-7pm Dinner 2pm-10pm

Sunday

10am-4pm Brunch

4pm-7pm Dinner

Peg’s

Monday-Friday

9am-8pm

Saturday-Sunday

Closed

Lion’s Brew

Monday-Thursday

8am-4pm

Friday

8am-2pm

Jake’s Place

Monday-Friday

10am- 10pm

Saturday-Sunday

Please check the website for any changes during breaks or inclement weather. Summer hours vary based on demand.

F. Health and Mental Health Services

Wellness Matters at Albright – Health and Mental Health Services

Albright College students have **free, 24/7 access** to virtual medical and mental health support through **TimelyCare**. Register now at timelycare.com/Albright or via the TimelyCare app using your Albright login credentials.

Services Available:

- **MedicalNow (24/7)**: Immediate access to medical professionals.
- **TalkNow (24/7)**: Immediate access to mental health support.
 - You'll be connected with a licensed provider within 5–10 minutes.
 - **Unlimited visits** for both MedicalNow and TalkNow.

Additional Services:

- **Scheduled Medical Visits**: Unlimited visits with a diverse group of physicians.
- **Scheduled Counseling Sessions**: Up to **12 free sessions** per academic year with a diverse panel of clinicians.
- **Confidential and judgment-free** care for concerns big and small.

On-Campus Support:

- **Gable Health Center**
 - 📍 1829 Linden Street
 - ☎ 610-921-7532
 - 🕒 Open Monday–Friday, 9:00 AM – 1:00 PMA campus nurse is available during open hours.

Virtual services are available during breaks and during the summer months as long as students are enrolled for the upcoming semester (Fall, Spring).

Should a medical emergency occur when the health center is closed, the Department of Public Safety will assist in arranging transportation to a local hospital.

All students must submit medical history, physical, and immunization information to the Gable Health Center. Pennsylvania state law mandates that all students living in the residence halls must either submit proof that they received the meningococcal vaccine or sign a waiver at the health center declining the vaccination. If you are participating in Albright College athletics, appropriate forms pertaining to sickle cell trait testing must be completed prior to beginning the first year of your sport.

Primary health insurance coverage is the responsibility of the student and parent. Information regarding health insurance must be registered yearly at the health center. Please view our health and wellness-related information [here](#).

Both the Gable Health Center and Timelycare maintain strict standards around privacy and confidentiality. All information about you is private and confidential. Confidentiality requirements contained in Federal regulations do not permit the college to disclose medical information pertaining to students/patients over the age of eighteen to anyone, including family members, unless we receive the student's explicit permission and consent. Information about medical or mental health services rendered to you should be provided to others (parents and college personnel) directly by you. However, please note, if there is a risk of harm to oneself or to others, a health care provider may intervene and disclose appropriate health information to protect the person(s) at risk of harm or to assist in their emergency health care.

Temporary Medical Conditions

Students occupying residential housing who acquire a temporary illness or medical condition that requires monitoring and attention of a nature that is over and above the capabilities of the residential housing staff and services will be asked to leave residential housing within 48 hours unless additional time is approved by the vice president of student affairs and campus life.

G. Information Technology Services (ITS)

Information Technology Services (ITS) is located in the Center for Computing and Mathematics (CCM). The first floor of the CCM is the home of the ITS Help Desk at Albright College.

Important services provided by ITS include:

- **Network and Email Account Support:** Students with a valid Albright ID card may visit the ITS Help Desk to obtain their network/e-mail accounts and passwords.
- Please note that all network usage on campus is subject to Albright's [Acceptable Use Policy](#).
- **Media Services:** Media Services provides support for students, staff and faculty who wish to use technology in their academic activities and work. Services include AV equipment loaning, classroom technology support and one-on-one equipment training.
- **Student computing support:** Staff technicians can help resolve general network and internet connectivity problems in the residence halls. Technicians are available at the ITS Help Desk during [normal operating hours](#).

Additional Resources:

- ITS supports student-use computers in campus computer labs.
- PawPrint. Details about where and how to print on campus can be found on the [Paw Print page](#).
- To receive more information about computing resources on campus, please see the [Technology Services Page](#).
- Contact us at ithelpdesk@albright.edu or by phone 610-921-7676.

H. Library Services – The F. Wilbur Gingrich Library

Gingrich Library

Gingrich Library is an integral part of a student's academic experience and provides resources and services to help students succeed academically. In fact, student success is why we are here! The staff's highest priority is helping students develop critical research skills through instructional programming. In its temporary location in the Center for Computing and Mathematics, the library offers access to an extensive collection of e-books, electronic journals, and databases—all available on-campus, in residence halls, or off-campus—as well as its entire catalog of print materials and DVDs. Students who need print books or DVDs from the collection should contact library staff (libraryref@albright.edu) or place a hold through the [online catalog](#) by logging in with their LionLINK username and password. For items not owned by the library, students can request, free of charge, almost any book or article through our [interlibrary loan system](#).

A small browsing library is in the Center for Computing and Mathematics. Librarians are available to answer questions and help students use resources and find appropriate materials. Students are encouraged to [contact a librarian](#) at any stage of the research process. Furthermore, real-time chat services are available through the library's portal on the [library's main page](#). Current library hours are as follows:

8am-5pm Monday - Friday
CLOSED Saturday and Sunday

The student ID card also functions as the library card and is used to borrow materials from the library or obtain course materials from reserve. Students who do not receive an ID card should contact the Department of Public Safety. College ID cards are used during the student's entire undergraduate experience and can be updated for alumni privileges upon graduation. Students should use their LionLINK username and password to access the library's catalog, the interlibrary loan system, and remote access to the library databases. Students who need assistance logging in with their LionLINK account should contact [Information Technology Services](#).

The following library regulations apply to all students:

- Each student is responsible for all materials borrowed on his/her card, including charges for lost or damaged materials.
- Each student is bound by the college Code of Conduct as well as the Library's Conduct Policy while using library resources and services. These rules cover how students should behave so as not to disturb or disrupt other library patrons. Failure to abide by these standard library rules can lead to the student being required to leave the library.

- As a safety and security measure, students may be asked to present their college ID at any time while they are using the library.
 - Loss or theft of the card must be reported to the Department of Public Safety and the library immediately.
-

I. Mail Services

The Campus Mailroom is in the lower level of the Campus Center by Jake's Place.

The Mailroom is a full-service mailroom and offers services such as:

- Purchasing stamps.
- Mailing packages and letters.
- Mailing services include certified, registered, insured, and delivery confirmation items, Fed Ex, UPS, and DHL shipping.

HOURS OF OPERATION

8:00 am to 11:30 am and 12:30 pm to 4:00 pm

Monday – Friday, unless communicated differently due to summer hours, weather, and holidays.

CONTACT INFORMATION

Phone: 610-921-7817

Email: mailroom@albright.edu

MAILBOXES

All student residents are assigned a mailbox number and a key. Your assigned mailbox and key will remain the same for your duration here at Albright College. Commuter students can have a mailbox but must request a mailbox via email to mailroom@albright.edu.

Please see mailroom staff to sign out your key. **A replacement key charge of \$30.00 will be charged to your student account if a key is lost or not returned when leaving the College.**

RECEIVING MAIL AND PACKAGES

To ensure that their mail and packages reach them efficiently and as promptly as possible, students should inform parents, friends, and businesses of the importance of indicating their **NAME** and **MAILBOX NUMBER** on all incoming mail and packages. Please **do not** include their residence hall dorm room number. Please make sure that your legal name is used for mailings.

RECEIVING MAIL

To receive mail, the following full address block should be used for U.S. mail:

STUDENT'S NAME (MAILBOX #)
ALBRIGHT COLLEGE
P.O. BOX 15234
READING, PA 19612-5234

RECEIVING PACKAGES

To receive packages, all carriers (USPS, FedEx, UPS, DHL) need a street address. Be sure to use the following address for shipping:

STUDENT'S NAME (MAILBOX #)
ALBRIGHT COLLEGE
1621 NORTH 13TH STREET
READING, PA 19604

Parcel Lockers: Located in the Campus Center hallways by the cafeteria cashier and is available for use from 6:00 am to 12:00 am during regularly scheduled semesters. Students will receive an email notification when their package is ready to pick up. The email will contain a 6-digit pin number and/or barcode that they may manually enter or scan at the parcel locker. After receiving the notification, students have 5 days to retrieve packages from the locker. If the package is not retrieved in the allotted time, it will be returned to the sender.

Amazon Lockers: Located outside of Jake's Place and are available to retrieve packages 24/7, 365 days.

ADDITIONAL INFORMATION

- Please remember to check your mailboxes regularly – it is your responsibility.
- Refrigerated packages and medicines will be held in the mailroom. You will be notified via email, and arrangements for immediate pickup must be made.

The College does not have the capability in our mail room to forward mail or packages for students who move off campus. Please contact any person/agency from whom you might be expecting mail and let them know of your new mailing address. This should include any banks or government agencies. If we receive mail or packages for a student who is no longer living on campus, it will be "Returned to Sender."

J. Peer Tutoring Program

Peer Tutoring Program

Subject Specific and Writing Peer Tutors are available for *FREE* to support many courses.

- **Subject Specific Tutoring** focuses on course-specific material for many 100-200 level classes (i.e., BIO151, ACC101, SPA101, SOC101).
- **Writing Tutoring** focuses on writing, reading, and presentation skills **for all courses**. Please note **all** English (ENG) and First Year Seminar (FYS) courses are supported by Writing Tutoring as well.

Why work with a peer tutor?

Peer tutors have successfully completed the course (or related course) and bring valuable insight and strategies for success. Work with a tutor for support in areas such as:

- Reviewing course material and getting more prepared
- Receiving writing help at any stage of the writing process
- Brainstorming ideas
- Learning effective study strategies
- Practicing problems and reviewing tough concepts
- Improving notetaking and study skills
- Building academic confidence

Peer tutors are students just like you - they get it and they are here to help!

Location: Peer Tutoring Studio — Tunnel outside of Jake's Place ground level entrance

Schedule an in-person or online session: alb.mywconline.com

Questions? Email: peertutoring@albright.edu

K. Public Safety

The Department of Public Safety, proudly provided by Omega Protective Services, is committed to fostering a safe, inclusive, and supportive campus environment where students, faculty, staff, and visitors can learn, work, and thrive with confidence. In partnership with the Albright community, Public Safety works to protect people and property, respond promptly and effectively to emergencies, and promotes a proactive culture of safety, awareness, and mutual respect.

Public Safety personnel serve the campus 24 hours a day, 7 days a week, 365 days a year and are guided by three core values:

- Understanding and appreciating the communities we serve
- Being responsive to our customers
- Treating all individuals with respect

The Public Safety Office is located in Room 124 of the Center for the Arts (CFA) building, near the intersection of North 13th and Bern Streets. For all Public Safety matters, please contact us at **610-921-7670** or email **PublicSafety@Albright.edu**

How You Can Help Foster a Safer Albright Community

Members of the Albright community play an important role in maintaining campus safety. You can help by:

- a) Remaining alert to individuals attempting to gain access to secured buildings and **never propping open doors.**
- b) Being aware of individuals following you into residence halls. **Do not admit unknown persons** into residence halls. If someone attempts to gain access, contact Public Safety immediately.
- c) Reporting **any suspicious activity or behavior** to Public Safety without delay.

College Identification Card (ID)

The Department of Public Safety issues a personal identification/access card to all students, faculty, and staff. **This card must be carried at all times while on campus and must be presented upon request by any Albright official.**

ID cards provide access to several buildings, including the residence hall assigned to the cardholder. The replacement cost for a lost or misplaced identification/access card is \$20, which will be charged to the student's account. This fee is non-refundable if the card is later found.

Keys and Keypad Combinations

Students residing in residence halls that require a physical key are responsible for safeguarding those keys. Keys are nontransferable and must be returned when a student vacates housing. The replacement cost for lost or broken keys, or for turning in an unauthorized duplicated key, is \$25.

For residence halls that use keypad combinations for individual rooms, combinations must be kept confidential. Students may be assessed a fee of \$25 if a combination must be changed due to a breach of confidentiality.

Inspection and Legal Entry

Public Safety respects students' needs for privacy; however, to ensure the health and safety of our Albright community, Public Safety reserves the right to enter any room at any time.

Rooms may be entered in emergency situations where a person's health or well-being is at risk, or when College or personal property is believed to be in immediate danger. If Public Safety enters a room and observes a violation of College policy, the contents of the room may be subject to further search if warranted.

Room searches may also be conducted to investigate suspected conduct violation or for other purposes deemed appropriate by the College.

Lost and Found

Lost items found on campus should be turned into the Public Safety Office. Items may be claimed with proper identification. Unclaimed items will be retained for 30 days.

Everbridge 360 Emergency Alert System

As part of Albright College's ongoing commitment to campus safety and effective communication, the College utilizes Everbridge 360 app as its emergency alert system. Everbridge 360 delivers critical alerts through text messages, email, and mobile app notifications.

In the event of a campus emergency or urgent update, Everbridge 360 ensures timely and accurate communication. The **Everbridge 360 app** also replaces the yellow emergency phone boxes on campus, making it essential that students install the app, enable notifications, and allow location access for full functionality.

Parking Permits

All vehicles parked on Albright College property must display a valid Albright parking permit. Parking permits are required for students, faculty, staff, and visitors who park on campus regularly. Cars should be registered with Public Safety as soon as you bring them to campus. The permit cost is \$40 and is applied to your student account.

Parking permits are issued through the Public Safety Office and must be properly displayed at all times while parked on campus. Parking in designated areas is enforced, and vehicles must comply with posted signage, fire lanes, reserved spaces, and time restrictions.

Vehicles parked without a valid permit, parked improperly, or in violation of College parking regulations may be subject to citation and/or fines.

Parking permits are non-transferable. Lost or stolen permits should be reported to Public Safety immediately. Failure to do so may result in misuse and additional penalties.

For information regarding permit registration, parking locations, regulations, or enforcement, please contact the Public Safety Office.

L. Religious Activities and On-Campus Worship

The College seeks to provide opportunities in which students can reflect upon religious and moral questions and issues. Student religious groups representing the Muslim, Protestant and

Roman Catholic traditions offer a variety of means through which students can explore personal and social issues of faith.

Various religious based events are offered through the Office of Student Involvement and Leadership. <https://www.albright.edu/student-life/compass/student-resources/>

M. Residential Life

The Office of Residential Life seeks to create a safe, supportive, and inclusive residential community that fosters the success and personal growth of each resident.

The office is located on the first floor of the Student Center and is open Monday through Friday, 8:30 am to 4:30 pm. The Office of Residential Life is responsible for the overall planning, development, and implementation of the residential program at Albright College. This includes housing operations (room assignments, room changes, and management of the housing contract) and residential services (programming, staffing, and policy enforcement). Students can find information about housing policies and procedures, residence hall amenities, and general information on the Residential Life web page and in the housing lease. Students are encouraged to contact a resident assistant, lead resident assistant, or professional staff member for questions or clarification of College policy.

The Office of Residential Life is supported by administrative personnel who act as point of service for students, parents, and guests. Office staff are instrumental in the success of Residential Life and student support.

Associate Vice President of Campus Life (AVP)

The AVP is the primary administrator of the College's residential program. The AVP works with a team of Community Coordinators to oversee all administrative processes pertaining to the residence halls and directs the development of a residential community that embodies the values of the College.

Staff in the Residence Halls:

Community Coordinators are full-time professional staff members responsible for implementing a comprehensive residential program by overseeing residential areas, coordinating programs and activities, and promoting a positive living and learning environment.

Resident Assistants are student staff members selected on the basis of their skills, interests, and activities, which enable them to effectively assist and advise students. Each resident assistant is trained to refer students with academic and personal concerns, provide an engaging, educational environment, and enforce College and housing policies. **Lead Resident Assistants** provide leadership to each RA staff, act as liaisons for building concerns, and serve on duty for the residence halls.

Residential and Food Service Contract

All students living on campus or in college-managed housing are required to accept the terms and conditions of the housing contract, and if living in traditional residential areas, select a meal plan for the entire academic year. The contract defines the terms and conditions of occupancy, housing and meal plan costs, and procedures for termination. Meal plans are required for all students living on campus. For more information regarding Albright's residential policy, see section VI. General College Policies.

Repairs

Facilities Services and Operations is responsible for maintaining on-campus and College-managed residential facilities. Each student is responsible for submitting requests for repairs in their living space by using the facilities work order request, found at <https://assetessentials.dudesolutions.com/AlbrightCollege/Requester/Home/Management>. Emergency repairs should be reported to Facilities Services and Operations (610-921-7520) during normal business hours or the Office of Public Safety (610-921-7670) after hours or on weekends. For repair and replacement costs for residential areas, please refer to the Office of Residential Life's housing lease. The cost to repair vandalism to a residential area and its furnishings will be charged to the responsible party. The party may be subject to further disciplinary action. If such damage occurs and the responsible party cannot be determined, repair costs will be prorated and assessed to all students living on/in that particular floor, suite, or apartment. Other items will be assessed as damage occurs. Punitive charges may be applied when damage occurs but total replacement is not practical (i.e., burn holes or stains in flooring).

Laundry

Laundry facilities are centrally located in each residential area. Washer and dryer services are free and available for residential student use only. For best results, follow instructions for the machines and use only high efficiency detergent. Please be courteous with other students' personal property when using laundry facilities. The College is not responsible for any damage to laundry through student use of residential washers and dryers. Service and maintenance of washer and dryers are handled by the company and not Facilities. If any machine is not working, students and staff should contact the company directly. Contact info can be found on the washers and dryers.

Mandatory Evacuations

Fire drills are mandated by the fire department and are conducted each semester throughout all the buildings on campus. It is necessary for each individual to evacuate for all fire safety alarms (never assume that an audible alarm is just a drill and not an emergency situation). Those who fail to exit any building when an alarm has sounded will be assessed a fine and receive disciplinary action.

<https://www.albright.edu/student-life/compass/student-resources/>

N. Student Accessibility and Advocacy (SAA) Office

Albright College ensures that students with disabilities have an equal opportunity to participate in its programs and activities, in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendments Act (ADAAA) and

encourages qualified students to request reasonable accommodations. Albright College offers academic adjustments, auxiliary aids, and services for qualified students through the Student Accessibility and Advocacy (SAA) Office, which handles all requests for accommodations and makes referrals to other college units as needed. The Student Accessibility and Advocacy Office fosters independent learning and self-advocacy and encourages students to engage in an interactive process. Students must complete the online application through the student health portal and upload current clinical documentation. After the application has been reviewed, students must participate in an intake interview with the director. Students should start the accommodation process by contacting the office at saa@albright.edu or by logging into the student health portal using their lion credentials and clicking on the “accommodations” tab. Students can also obtain further information and the documentation standards from the [SAA website](#). Temporary medical leaves, as well as religious and housing accommodations are granted through this office.

O. Student Complaint Resolution

Albright College participates in federal student aid programs under Title IV of the Higher Education Act of 1965. As an institution that participates in these programs we are required to have “a process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws.” (Title 34 CFR §600.9). “Albright College will also make available for review to any enrolled or prospective student a copy of the documents describing the institution’s accreditation, approval of licensing” (Title 34 CFR §668.43(b)).

To comply with this regulation, Albright College makes available the following information to our prospective and current students. Albright College makes every effort to handle complaint resolution internally, using our policies and procedures outlined in the Albright College Catalog and *The Compass*, the student handbook. The expectation is that students will utilize these procedures in a timely manner to address concerns or complaints. Additional information is provided below to assist with guidance:

- **Academic Grade Appeal:** Please refer to the Albright College Catalog, Academic Dishonesty and Grade Appeals, found on the [academic policies website](#).
- **Academic Honesty Violations:** Please refer to the Albright College Catalog, Academic Dishonesty and Grade Appeals, found on the [academic policies website](#).
- **Non-Academic Complaints:** Refers to incidents of unprofessional behavior or other complaints that are not of a grading concern. Contact the Human Resources Office if the complaint involves an administrative team member or a faculty member. Student to student complaints should be referred to the Dean of Students.
- **Disability Services:** Institutions of higher education have the obligation to make informed decisions about accommodations. These decisions may not always agree with recommendations from outside professionals or with prior Individualized Educational Programs (IEPs) and 504 plans. Students who do not agree with the accommodation decisions of the Student Accessibility & Advocacy Office (SAA) should follow the grievance procedure found on the [SAA website](#).

- **Harassment or Discrimination:** Complaints alleging hate/bias incidents should be addressed to the Department of Public Safety in writing. The written complaint will be forwarded to the appropriate office: for a student it will be sent to the Dean of Students; for an employee or a faculty member to human resources. The Public Safety Office can be reached at (610) 921-7670.
- **Title IX:** In accordance with Title IX of the Education Amendments of 1972, which prohibits a college from discrimination based on sex, Albright College does not discriminate on the basis of sex or gender in its educational programs or activities. Information can be found on the [Title IX notification](#).
- **Family Education Rights and Privacy Act (FERPA):** The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. More information about Albright College's FERPA policy along with information on filing a FERPA complaint can be found on the [Registrar's website](#).
- **Criminal Activity:** Complaints involving matters of a criminal nature should be directed to the public safety office at (610) 921-7670 or publicsafety@albright.edu.
- **Grievance Form:** If a student has not reached resolution by addressing a complaint or concern through the leadership of the department or area involved or through the channels listed above they may file a grievance using an [online grievance form](#). Students will need to authenticate their identity online. They will not be able to make anonymous complaints. Contact will be made with the student who files the grievance within 10 days of filing. Complaints and resolutions will be kept on file with the institution for seven years from point of filing, or until a student graduates if longer than seven years beyond the complaint.

In the unlikely event that an issue cannot be resolved by the College, students may file a complaint with their respective State Licensing Authority. For residential students taking courses on campus, the Pennsylvania Department of Education — Postsecondary and Adult Education would be the applicable agency.

Division of Higher & Career Education

Pennsylvania Department of Education-Postsecondary and Adult Education

333 Market Street, 12th Fl.

Harrisburg, PA 17126-0333

tel: (717) 783-8228

fax: (717) 722-3622

website: <https://www.education.pa.gov/Documents/Postsecondary-Adult/College%20and%20Career%20Education/Colleges%20and%20Universities/Higher%20Education%20Complaint%20Form.pdf>

Unresolved complaints may also be filed with the [Middle States Commission on Higher Education](#).

Middle States Commission on Higher Education

3624 Market Street, Second Floor West

Philadelphia, PA 19104

tel: (267) 284-5000

website: www.msche.org

P. Student Success Coach Team

Student Success Coaches provide Albright students with the opportunity to enhance their personal growth and academic journey. We provide holistic guidance and academic support to all students by fostering a supportive community that promotes success.

Every Student is assigned a Success Coach who provides one-on-one academic support meeting to discuss early alerts, grades, concerns as well as assisting with the following:

- Academic Success Strategies
 - Time Management
 - Study Skills
 - Test Preparation
- Academic exploration
- Connect with other available campus resources
- Navigate higher education

Academic Responsibility

A. Academic Integrity Policy

Academic integrity is part of the foundation of an academic community. Any violation of the highest standards of academic honesty threatens the trust upon which an academic community is built and is conduct that violates its fundamental principles.

Academic dishonesty is a serious breach of the rules of proper academic conduct. The penalty for the first act of academic dishonesty will be a zero on the piece of work involved or an F in the course, at the discretion of the instructor in consultation with the academic dean as appropriate. A letter describing the incident and the action taken will be sent by the instructor to the student with a copy to the chief academic officer. Academic Affairs will then send a notice to the student and to the Registrar for placement in the student's file. The letter will serve as a record of a first offense but will be removed from the file upon graduation if no subsequent offense occurs. If a student commits a subsequent offense, the mandatory penalty will be an F in that course and a letter in the file. A student may be dismissed from the College for a second or subsequent offense at the discretion of the chief academic officer, in which case a notation will be placed on the student's academic record (his or her transcript) noting only the fact of dismissal.

Violations of academic integrity that are not relevant to a course in which the student is or was enrolled at the time of the violation — for example, enabling others to be academically

dishonest in a class in which the student is not enrolled, sabotaging another student's academic work in another class, or vandalism, theft or tampering with regards to data files or equipment — may be referred to the judicial process administered by the Student Affairs Division and described in *The Compass*, at the discretion of the chief academic officer. In such cases, documentation provided to Academic Affairs by faculty or others will be forwarded to the dean of students. The integrity charge will still originate from Academic Affairs, and the student will be subject to the provisions above concerning a letter to the student's file, transcript notation, and potential dismissal.

A student found guilty of any academic integrity offense may lose his or her eligibility for college honors and awards, at the discretion of the chief academic officer.

Academic dishonesty can take many forms. In general, academic dishonesty is any behavior that results in the circumvention of the work required and expected to gain academic credit. For example, writing a paper without using your own thoughts and/or words, claiming participation in an academic requirement in which one did not participate, such as group work or required attendance, and submitting the same work more than once for credit all comprise acts of academic dishonesty. Following are further descriptions of behaviors that are considered academically dishonest. However, students should be aware that this list is not meant to be exhaustive. The fundamental question to always keep in mind is whether the behavior is a means by which to avoid the work required to secure academic credit. If the answer is yes, the behavior constitutes academic dishonesty.

One form of academic dishonesty is taking another person's work and presenting it as one's own. This can result from copying another student's paper, display on a terminal or an exam; using data or information stored in a computer system without explicit authorization or acknowledgement of the author; presenting another person's ideas or words as one's own in a homework assignment or research paper; and so on.

Plagiarism is a distinct form of academic dishonesty in which a person uses the words or ideas of another without proper acknowledgment. But the definition of plagiarism cannot be satisfactorily stated in a few words, and students are encouraged to consult the handbook approved by the English Department for ENG 101 and 102. Students also are encouraged to consult with faculty members if they wish further clarification. Faculty will endeavor to distinguish between intentional plagiarism and the misuse of sources due to poor attribution skills.

Other examples of academic dishonesty include using unauthorized material or devices on examinations or in preparing for examinations; unauthorized collaboration with others; using information stored in a computer system without explicit authorization and acknowledgement of the author; claiming participation in an academic requirement in which one did not participate; submitting the same work more than once for credit (without express permission); falsifying or fabricating data or sources; denying access to information or materials to other students; sabotaging another student's academic work; enabling others to be academically dishonest, whether one benefits or not; failing to acknowledge assistance from others and its specific

results; allowing someone else to do work that one claims as one's own; and knowingly violating the ethical code of a profession for which one is preparing. Theft and/or damaging of books, periodicals, and other instructional materials (including laboratory equipment) shall be deemed acts of academic dishonesty. As such, they are subject to monetary penalties and to the same penalties as apply to other such acts of academic dishonesty.

The unauthorized or inappropriate use of college computers or tampering with data files or equipment constitutes academic dishonesty. Plagiarism or violation of proprietary agreements concerning the programs and data of other users will be treated as acts of academic dishonesty. The Policy for Responsible Computing, available at the Computer Center, explains the College's guidelines with respect to computer ethics.

The College and its faculty will endeavor to inform students about what constitutes plagiarism and academic dishonesty, but the ultimate responsibility for adhering to accepted standards of academic behavior rests with the student.

A student who feels that he or she has been unfairly treated in a case of academic dishonesty has the right of appeal to the Academic Appeals Board.

B. Academic Standing Policy: Academic Warning, Probation, and Suspension

Academic standing refers to a student's status in terms of academic performance. These regular reviews are a way of helping students stay on the path to degree completion and academic success. Academic standing reviews are conducted at the end of each fall and spring semester as well as the end of the second or full summer sessions.

A student's cumulative grade point average is the average of all grades taken at the institution for their degree. The cumulative grade point average determines whether students are placed on academic warning, probation, or suspension; it also helps determine when they may return to good academic standing. The College will notify, in writing, each student who goes on academic warning, probation, or suspension. *Please note that students may be administratively withdrawn from their courses for academic disengagement at any point in the semester. This policy may be found [here](#).*

Academic warning

Any student who, beyond the first semester, falls below the minimum cumulative grade point averages listed below will be placed on academic warning for one semester. A student who is placed on academic warning must see their success coach or academic advisor and develop an Academic Success Plan.

Course units/credit hours attempted (not including W courses)*	Minimum required cumulative grade point average
1-7.75 course units/1-31 credit hours	1.5
8-11.25 course units/32-45 credit hours; transfer students are included in this category	1.75
11.5 course units or more/46 or more credit hours	2.0
Graduate students	3.0

* Albright is transitioning from a course unit to a credit hour policy. A course that is .75 course units is equivalent to a three-credit hour course; a course that is 1 unit is equivalent to four credit hours.

Academic probation

Any student remaining below the minimum cumulative grade point averages noted above following a semester of academic warning will be placed on academic probation for one semester. The student who is placed on academic suspension must see their Student Success Coach or academic advisor and develop an Academic Success Plan. Students on probation are not eligible to participate in athletics and registered student organizations.

Extended academic probation

Any student still below the minimum cumulative grade point averages noted above after one full-time semester of academic probation is subject to academic suspension. In these cases, a student may appeal to receive extended probation. The student must submit an appeal to the Academic Appeals Board who may grant one semester of extended probation to a student who:

1. Has made progress toward academic good standing while following their Academic Success Plan, and
2. Has a reasonable mathematical chance of reaching the minimum cumulative grade point average listed above after one additional semester on probation.

Extended probation is intended to allow students to complete their degree in a timely manner. If a student who has received a letter of dismissal is granted extended probation status, they must enroll in the next available full-term semester (summer is excluded). If a student does not enroll in the next available term, they will be subject to the full guidelines associated with academic suspension.

Academic suspension

1. Students earning a 0.00 term grade point average at the end of their first semester of full-time enrollment will be suspended from the College. They may return to Albright

College when they satisfy the guidelines for return (see section on “Readmission” below).

2. Students who are *not* in their first semester of full-time enrollment and earn a 0.00 term grade point average at the end of any semester of full-time enrollment will be reported to the financial aid office and administratively withdrawn from the College. Students who are administratively withdrawn will have the opportunity to appeal to the Academic Appeals Board. This appeal must include documentation that they met with the Financial Aid Office to discuss the financial aid implications of their academic status.
3. A student who is still below the minimum cumulative grade point average listed above after one full-time semester of extended probation will be suspended.
4. Any student who regains good academic standing but falls below the minimum cumulative grade point average standard in any subsequent semester will be placed on probation and given a maximum of 3 course units/12 credit hours to return to good academic standing.
5. A student may be placed on probation no more than twice; placement on probation for a third time will result in immediate suspension from the College.
6. Students may be suspended from Albright College for academic standing only at the end of the fall or spring semesters.
7. Nothing in this policy should be taken to preclude the dismissal of students for violations of other College policies, in accordance with the provisions of those policies.
8. A student dismissed at the end of the spring semester may enroll in a summer session at Albright College in an effort to increase their cumulative grade point average to the required minimum grade point average. Please note that courses transferred from other institutions may satisfy a degree requirement if approved, but they are not calculated into the Albright grade point average.
9. A student may appeal their suspension in writing to the Academic Appeals Board.

Readmission

1. Students will be considered for readmission after two full academic sessions following the time of dismissal. For the in-person undergraduate program, the fall semester, spring semester, and full summer session constitute full academic sessions. For students enrolled in online programs through the School of Professional Studies, each of the two fall, spring, and summer course periods constitute a full academic session. Please refer to the “Returning after Academic Suspension” policy [found here](#) for information about readmission criteria and processes.

2. Students readmitted to the College will have a maximum of two full-time semesters to reach the minimum cumulative grade point average. Failure to achieve a minimum cumulative grade point average following the second semester of readmission will result in a second dismissal. Any student who is dismissed from the College for poor academic performance a second time may be eligible for future readmission to the College two years after the second dismissal.
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C. Academic Appeals

Academic Dishonesty and Grade Appeals

Faculty members are expected to follow practices of fairness and objectivity in matters relating both to the issuance of grades and charges of dishonesty. A student who feels that he or she has been wrongly treated in this area has the right of appeal to the Academic Appeals Board.

The Academic Appeals Board is a judiciary body that investigates, holds hearings, and renders decisions on student appeals referred to it by the chief academic officer in which students challenge the academic policies or actions of an instructor. The membership of the Academic Appeals Board includes five faculty members and five students.

A student has the right to initiate an appeal to an instructor's grade which the student regards as unjustified within one week of the beginning of the following fall or spring semester. If the student is in the School of Professional Studies, the student may initiate an appeal up to twelve weeks following the issuance of the grade or sanction. Students with documented disabilities may request relevant accommodations if they participate in the appeals process. All requests for accommodations for an appeals hearing will be considered on a case-by-case basis and should be submitted in writing, accompanied by qualifying documentation, to the relevant academic dean.

Upon receipt of a complaint from a student alleging that an instructor has not followed practices of fairness and objectivity in matters relating to the issuance of grades and/or charges of dishonesty, the chief academic officer shall attempt a resolution of the problem through consultation with the student, instructor, and the instructor's department chair. In these discussions, the chief academic officer shall articulate her or his judgment of the strength of the case and her or his opinion concerning the decision likely to be rendered by the Academic Appeals Board. The chief academic officer shall also make the student aware that the ultimate responsibility for the determination of a course grade lies with the instructor. If the chief academic officer is unable to achieve a resolution to the matter, she or he is expected to refer such cases to the Board, if the student desires.

The Academic Appeals Board shall hold closed hearings in which the student and the instructor shall be asked to discuss the complaint and present relevant data. The board shall provide a copy of its decision to the instructor, the student, and the chief academic officer. A copy of this

report shall be made available to the registrar for attachment to the transcripts, if the student requests this.

The instructor has the right to accept or reject the recommendation of the board and make whatever adjustments she or he deems judicious in light of the board's decision. However, if the instructor does not follow the board's decision, then the student will have a choice as to whether the original transcript notation will be removed or whether another notation shall be added to the student's transcript stating that the grade and/ or charge was successfully challenged.

Academic Standing Appeals

A student who has been academically dismissed may appeal the decision to the Academic Appeals Board. An appeal of an academic dismissal must document the student's extenuating circumstances and must include specific actions that the student will take to improve his or her academic performance. The appeal must be in writing and must be filed in a timely manner (generally within one week of the official notification of dismissal).

A dismissed student may apply for reinstatement after one semester. In general, a student must demonstrate substantial improvement in his or her academic performance to be reinstated. To do this, a student usually must take courses at another college or university. A written petition for reinstatement must be submitted to the Academic Appeals Board by August 1 for fall semester re-entry and by January 10 for spring semester re-entry. The petition must include the student's personal assessment of the factors that led to dismissal and what specific actions the student will take to improve his or her academic performance. An academic transcript from any other institutions the student attended while dismissed should be included with the petition. The Academic Appeals Board determines whether to grant or deny requests for reinstatement and determines the conditions of reinstatement.

A student, in attending Albright College, recognizes the right of the College to dismiss for academic reasons. In all matters pertaining to academic standing, the decisions of the Academic Appeals Board are final.

Graduation Requirements Appeals

The Academic Appeals Board is responsible for making decisions regarding student requests for exceptions to graduation requirements. To file such a request, a student should contact the registrar or the academic dean who will submit the student's request to the Board. Students should be aware that requests for exceptions to graduation requirements are rarely approved.

D. Withdrawal from Courses

With the adviser's approval, a student may withdraw from a course anytime up to the 60th day of instruction in a regular 70 day semester or the equivalent, as determined by the Registrar, in terms of different lengths. The designation is W (Withdrawn) and is so noted on the student's record. After the 60th day, or its equivalent, a student will receive the earned grade, except in

circumstances where a student is taking a medical leave of absence that is verified through Gable Health. In those instances, the designation of W will be used. Requests for a medical leave of absence may be filed until the last day of the semester.

Official withdrawal requires that a withdrawal form be submitted to the Registrar's Office.

Financial aid recipients should consult with the Financial Aid Office when considering course withdrawal.

E. Excused Absences Guidelines

The College expects students to attend classes on a regular basis, however attendance is defined for the course's mode of instruction. The policies stated below offer official guidelines on class attendance in cases of field trips, athletic events, and relevant disability accommodation.

Field trips, either as part of an academic course or an activity of a registered student organization (RSO), and athletic events provide a rich and valuable educational experience to our students.

While these experiences are encouraged and supported by college resources, they must be balanced by a consideration of the impact on the student's entire education, especially the absence from normally scheduled classes that some activities require. For this reason, the following policy has been developed to guide faculty, students, and administrators as they balance these competing pressures.

The general principle of these guidelines is that if a scheduled athletic competition conflicts with a class meeting or event, students should be excused from a class, provided that they adhere to the responsibilities listed below. Excused athletic absences from classes apply only to athletic competitions and not practices. For course field trips and RSO travel, faculty planning the excursion should not expect that an excused absence is automatic from the teaching faculty. The guidelines in this policy should be followed. RSO committee meetings or regularly scheduled student organization meetings do not meet eligibility requirements for excused absences.

Coaches, RSO advisers, and professors should strive to understand the demands on the student's time and resources by practicing open communication and dialog in individual cases. Students should never be placed in a conflict among faculty, RSO advisers and coaches. All parties must seek out the counsel of the athletic director, department chairpersons and academic dean if a mutual adjustment cannot be obtained.

The policy outlined below should not be interpreted to mean that only faculty members are to excuse students from classes. Coaches should also be expected to excuse students from athletic events or practices when there are unique academic programs that are offered at times that conflict with athletic events or practices. The College schedules Experience events, seminars

and professional gatherings at times that might conflict with athletic activities. Under certain circumstances, such programs may take precedence over athletic events.

Student Responsibilities: Professional Behavior

Students have the following responsibilities in regard to an excused absence from class or required event for a scheduled athletic competition, required course field trips and RSO travel:

Notify the Professor

The student must personally notify his/her instructor at least one week in advance and in the class just prior to the absence.

Obtain Missed Material

The student is responsible for obtaining all information and materials presented or distributed in the missed classes. All academic assignments and course requirements must be made up from the missed class in a timely manner.

Accept Responsibility

Students should be aware that some in-class work simply cannot be made up. Such activities include, but are not limited to, presentations, class participation, drama performances and foreign language practice. Students are encouraged to discuss the class activities with the professor before making the decision to miss class.

Submit Assignments on Time

The student is responsible for submitting all assignments on time that were assigned prior to the day that the class was missed. A field trip, travel or athletic competition cannot be used as an excuse for late submissions. Assignments distributed on the day of the missed class, even if due in the next class period, must be completed on time.

Register Intelligently

Students should schedule their courses each semester to minimize the need to miss classes. Review published athletic schedules before course registration periods. Consult with your academic adviser and coach.

Faculty Responsibilities for Field Trips: Responsible Implementation

Professors who plan field trips have the following responsibilities:

Request Funding Early

If a class field trip requires the expenditure of college funds, permission from the department chair or the academic dean must be obtained prior to planning and announcing the field trip to the students.

Plan Weekend Trips

The faculty member is expected to schedule field trips over the weekend so as not to interfere with students' other courses and commitments. In cases where this is not possible, permission from the academic dean is required. If permission is granted, then faculty member is limited to one weekday field trip per semester for all her/his classes. This latter rule is designed to prevent an individual faculty member from scheduling multiple weekday trips that continually disrupt class schedules. Additional weekend trips are still permitted.

Submit Notification to Dean

The faculty member is to submit a field trip notification to the dean by completing the relevant forms, which can be obtained through the Academic Affairs Office. The notification should be presented to the dean's office three weeks before the trip, except in cases where college funding is requested (see above "Request Early Funding"). Include on Course Syllabus. The field trip description must be included in the course syllabus including date, required fees, and an alternative assignment if other commitments make attendance on the field trip impossible for the student.

Notify the Faculty

No later than two weeks prior to the trip an e-mail is to be sent to faculty@albright.edu that describes the academic importance of the field trip, the date and time of the trip, the names of the students participating, and a request that the students be excused from courses during the specified date and times.

Faculty Responsibilities in Excused Absences: Transparency in Requirements and Open Communication

Faculty members have the following responsibilities:

Provide Clear Written Policies

The course syllabus should clearly explain the professor's policies with regard to attendance and make up work. These policies should be presented and discussed with the class at the beginning of each semester. There should be a clearly articulated policy on make-up testing and the requirements for participation in events or programs not scheduled during regular class hours.

Use Transparent Process

The professor must provide a reasonable and clearly understood mechanism for make-up work for excused absences. Such transparency is especially important for testing. The College administration encourages professors to aid the students in completing the material from the missed class. School policy does not require that professors provide additional assignments or work for the missed class.

Articulate Late Assignment Policy

The course syllabus should include a clear procedure on the submission of assignments by students with excused absence on the date the assignment is due. Assignments should not be

due significantly earlier than the class time or in a way which might penalize the student for early submission. In the case of late assignments due to a qualifying, accommodated disability, the instructor and student should work with the disability office.

Notify Parties

When the professor concludes that the student has been or is at risk of being absent from an inordinate number of classes due to scheduled athletic events, travel, field trips, or accommodated disability, the professor should notify both the student and the relevant staff member (athletic director (AD), academic dean, student and campus life staff, or director of disability services) in a timely manner. If faculty members have concerns that the impact of athletic training activities affect a student's ability of attend class, they should communicate them to the athletic director and dean.

Extended Absence from Class with Administrative Notice

As explained in Albright's "Class Attendance" policy, Albright College considers regular attendance, participation, and interaction with the instructor and other students to be essential components of successful learning in an Albright class. The student is responsible for attending class and for work missed due to absence, and the faculty are not required to make special arrangements for student absences. However, from time to time the Administration may alert faculty to a situation in which a student must miss class for an extended time due to a documented emergent situation, the reasons for which may be confidential. Faculty are encouraged whenever possible to arrange ways in which progress in a class may continue during this period, for example through remote or delayed assignments or testing, or, if necessary at the end of a term, by granting a grade of Incomplete for the course. It is understood that the nature of different courses varies, and the amount of flexibility allowable to a student may differ from class to class to preserve the fundamental learning outcomes of a course.

Social Responsibility

The *Code of Conduct* is a statement that outlines the expectations for students, providing general notice of prohibited conduct and the process for adjudicating alleged violations. This code of conduct is designed to explain the rights and responsibilities inherent in membership in this academic community. All students are expected to familiarize themselves with all applicable policies and regulations. **Ignorance of policies regarding expected behavior will not be accepted as a defense or excuse.**

Definitions:

Accused, or Responding Student: Any student accused of violating the Student Code of Conduct.

College Official: Includes any person employed by the College, performing assigned administrative or professional responsibilities.

College Premises: Buildings or grounds owned, leased, operated, controlled or supervised by the College.

Complainant, or Victim: Any individual who initiates a disciplinary complaint or referral. A student who believes he/she has been the victim of another student's misconduct becomes the complainant. However, this may not always be the case.

Consent: Written Consent: It is an explicit and verifiable expression of permission. Explicit verbal consent: Saying "yes" to a specific activity.

Evidence: Complainants and accused may bring evidence or exhibits to the administrative hearing. The administrative hearing officer has the option of using such evidence when deliberating the case.

Informational Meeting: Meeting to discuss incident and appeals procedure, and to answer any questions the accused student may have.

Preponderance of the Evidence: Standard of proof used to determine responsibility for charges. The standard asks is it more likely than not, based on the evidence and documentation presented, that the policy violation occurred.

Public Areas: Outside the residential hall room or within the room with the door open, includes lobby, main lounge, restroom, etc. Any area open to the public on the Albright College campus or at branch campus locations.

Student: Includes all persons taking courses at Albright College, both full-time and part-time, degree-seeking or non-degree-seeking.

Witnesses: A witness is anyone who was present during the incident, observed the policy violation, or has direct knowledge of the incident.

Code of Conduct

1. Albright College seeks to provide students with an integrated, multidisciplinary approach to critical analysis, problem solving and the leadership skills required to translate what is learned into effective action in a residential community.
2. Students at Albright College are both citizens and members of the academic community.
3. The success of a residential community in an academic setting depends upon the willingness of individuals to associate together in such a way that individual freedom and responsibility coexists. As a socially responsible academic community, Albright College seeks a structure within which individual freedom may flourish without jeopardizing the requirements of an academic community.

Representative student input will be solicited in developing policies governing student conduct as much as possible. This Student Code of Conduct balances the rights and responsibilities of

the individual with those of the College. To accomplish these goals, the College has established a Code of Conduct.

4. The Albright College Student Code of Conduct was created by the Albright College community and is implemented by the Vice President of Student Affairs and Campus Life in an effort to support a community of mutual respect and cooperation.

5. To sustain the optimal learning environment, everyone within the Albright College community must adhere to the principles that support these goals. The policies created to support these goals are reviewed at the conclusion of the academic year. Throughout the year, there may be circumstances that may call for a revision or additional policies. The College reserves the right to revise or add policies at any time deemed necessary in order to fulfill its goals. Albright College students are both citizens of the larger society and the College academic community. Upon becoming a member of the Albright College community, all students are expected to read and familiarize themselves with the student handbook.

A. Student Code of Conduct

From matriculation through commencement, students acknowledge that they are fully and personally responsible for their actions and the consequences of their actions, whether on or off campus. The Albright College community recognizes that responsibilities of good citizenship extend beyond the confines of the Albright College campus and include adherence to local, county, state and federal laws. The College's jurisdiction in disciplinary matters extends to conduct that occurs on the premises of the College and to any conduct that adversely affects the College community, the College's reputation and/or the pursuit of its mission and objectives regardless of where it occurs. Violations of local, county, state or federal laws, even if not explicitly stated in the code of conduct, may subject the student to disciplinary action by the College.

Students will enjoy freedoms of speech, peaceful assembly, the right to petition, freedom of expression, and personal choice on and off campus so long as it does not infringe upon the rights of others or the policies of the campus. Albright students are expected to understand and live up to the highest expectations of an academic community.

The student conduct policy is designed to be a progressive disciplinary procedure to help students meet the conduct expectations of Albright College. Progressive discipline means that the consequences become more severe with each successive violation. Major incidents, such as cases involving assault, sexual assault, felonies, arson, drug violations and other serious cases, may be referred to the Title IX Coordinator if related to sexual assault and to the Vice President of Student Affairs and Campus Life if related to other violations. These violations may have more severe sanctions that may include, but are not limited to, expulsion, suspension, large fines or referral to outside agencies such as counseling or law enforcement. **Failure to complete all sanctions by the posted deadlines will be considered a failure to complete graduation requirements.**

Albright College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students. Pending proceedings may be suspended at any time at the discretion of the Dean of Students. Conduct violations in the category of sexual assault, harassment, dating or domestic violence or stalking will be adjudicated in a timely manner on campus regardless of criminal or civil charges off campus. Determinations made or sanctions imposed under this Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

Violation of the norms of civility and other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary action. The College, through the Vice President for Student Affairs and Campus Life and the Dean of Students Office, reserves the right to exercise any disciplinary action deemed necessary when a student has engaged in activities that are inconsistent with the mission and policies of the College. Violations of the Student Code of Conduct shall be dealt with in a manner that is respectful to all parties and contributes to a safe living and learning environment.

There may be instances where a formal adjudication process is not followed but a student must interact with the Dean of Students or designee. At the discretion of the Dean of Students, principles of conflict resolution and social justice may be incorporated to resolve misconduct issues in an informal setting. **Albright College reserves the right to discipline students for infractions not specifically stated in the handbook in order to protect the general well-being of the Albright community and to address a wide variety of circumstances.** It is the responsibility of Albright College officials to initiate action to restrain or prohibit behavior that threatens the purposes or the property of the College or the rights, freedoms, privileges and safety of the personnel of the academic community.

B. General Offenses

1. Acts of Dishonesty

a. Failure to identify oneself: Fails to identify, or falsely identifies, oneself when requested by a member of the College community acting in the performance of his or her duty and authority (**including designated student staff**). This also includes failure to provide ID upon request. **Students must carry their IDs at all times.** Students who do not carry ID may be subject to disciplinary action.

b. Possession of a false identification: This includes but is not limited to: no person shall possess an identification card falsely identifying that person as being 21 years of age or older or provide another person with an identification card falsely identifying that person as being 21 years of age or older.

c. Furnishing false or misleading information is strictly prohibited: This includes, but is not limited to:

(i) Furnishing false information to Public Safety or other College officials, (including designated student staff)

(ii) The falsification, distortion or misrepresentation of information before a hearing officer

(iii) Reports to a College official or designated student staff an offense or other incident with their concern knowing it did not occur or pretends to furnish information relating to an offense or incident when he knows he has no information relating to such offense or incident.

2. Alcohol – students under the age of 21 should not consume or be in the presence of alcohol.

a. Underage consumption/possession: Students who are under the age of 21 should not consume, be in the presence of alcohol, or possess either closed or open alcohol. Note: Possession is defined as being in the presence of alcohol.

b. Distribution/providing to a minor: Students 21 years of age are not to provide alcohol to minors.

Note: If a 21-year-old student is found in a room with underage consumption occurring, he/she may be subject to disciplinary action.

c. Drinking in public areas or public intoxication. This includes, but is not limited to:

(i) public drunkenness;

(ii) alcohol-induced disorderly conduct;

(iii) property destruction;

(iv) intimidation, or otherwise;

(v) infringing upon the rights or privacy of others;

(vi) open, unconcealed alcohol containers in public areas, such as residence hall hallways or outdoors, are not permitted;

(vii) use and/or possession of alcohol in any common area is prohibited.

Note: Possession is defined as being in the presence of alcohol;

(viii) empty alcohol bottles or cans are not permitted in rooms where occupants are under 21.

Note: Empty alcohol bottles used for decorative purposes are prohibited. This includes empty alcohol bottles refilled with colored liquids, sand, or any other substances.

d. Illegal Purchase/Transport: It is unlawful to purchase alcohol illegally or transport liquor or alcohol within the Commonwealth unless it has been purchased from a Pennsylvania wine & spirits store or in accordance with Liquor Control Board regulations. Persons who violate these laws subject themselves to College disciplinary action and prosecution from the Commonwealth.

e. Irresponsible alcohol: This includes, but is not limited to:

(i) introducing a substance into someone's drink that would have adverse effects on them;

(ii) driving under the influence;

(iii) serving alcohol to intoxicated individuals;

(iv) any student who uses alcoholic beverages is expected to do so in a manner that does not discredit himself or herself or the College, nor interfere with the rights and freedoms of others;

(v) behavior that disturbs, causes embarrassment, health risk or property damage;

(vi) any effort to induce a student to drink against an expressed desire shall be considered an offense. (Impairment, attributable to the consumption of alcohol, that substantially interferes with student judgment and decision making);

(vii) possessing or participating in drinking games;

(viii) behavior that requires the intervention of College personnel (i.e., any student who appears at a College function or on campus in an intoxicated condition, or who creates a disturbance by reason of excessive drinking on or off campus);

(ix) individuals who attempt to force or induce another person to drink against his or her expressed desire, or breaches, attempts, or induces a breach of the laws of the Commonwealth of Pennsylvania in regard to alcoholic beverages, will be subject to disciplinary action;

(x) possession of excessive quantities of alcohol; use or possession of kegs, beer balls, beer bong, funnels and similar products.

Fines: Standard fined for alcohol, marijuana and other substance use sanctions are \$100(first offense), \$200(second offense), and \$300(third offense). Fines may be imposed for other violations (i.e. for failure to comply). Below are examples of sanctions for each offense. The Dean of Students maintains the right to modify sanctions based on the quantity and severity of the violations.

Drug and Alcohol Sanctions:

1st Offense

- (i) \$100.00 Community Standards fine
- (ii) Parent/guardian notification – unless the student is declared independent
- (iii) Level I Substance Use Education Group – one session (Caron Foundation) - \$50.00 fee will apply
- (iv) Disciplinary Probation – One semester

2nd Offense

- (i) \$200.00 Community Standards fine
- (ii) Parent/guardian notification – unless the student is declared independent
- (iii) Level II Substance Use Intervention – two individual sessions (Caron Foundation) - \$125.00 fee will apply
- (iv) Disciplinary Probation – Two semesters

3rd Offense

- (i) \$300.00 Community Standards fine
- (ii) Parent/guardian notification – unless the student is declared independent
- (iii) Level III Substance Use Intervention – three individual sessions (Caron Foundation) - \$175.00 fee will apply
- (iv) Disciplinary Probation – two semesters
- (v) Restrictive Probation 1-2 semesters:
 - a. Includes athletics, clubs, organizations suspension
 - b. Includes loss of lottery housing and/or removal from housing
 - c. Includes loss of pledging privileges

3. Dangerous and Prohibited Items

a. Dangerous Items: Possession, distribution, knowledge of, and presence of firearms, fireworks, and other dangerous weapons or items that are dangerous to the College community. This includes, but is not limited to, fireworks, firearms, firecrackers, BB guns, paintball guns, knives and/or other weapons. Possession of an illegal or restricted item is considered a violation. Participation in events off campus such as paintball tag, laser tag, etc., as sanctioned and supervised by Albright College is permitted and students may participate at their own risk.

b. Prohibited items: Any items that are prohibited to be possessed, consumed, or used within the United States.

Prohibited items may be returned to students upon request, but only at the end of each semester. Students must make arrangements with Resident Life Staff prior to the departure from campus. Not all items will be returned. Any prohibited items that reappear on campus will be confiscated and will not be returned.

4. Disregard

a. Disrespect to College Officials: This includes but is not limited to belligerent behavior, verbal or physical, toward members of the College community. This will not be tolerated. This also includes intimidation or verbal abuse of a residence hall staff member.

5. Drugs

a. Usage (including salvia divinorium, recreational or medical marijuana, stimulants or other drugs prescribed to someone else, and synthetic forms of banned substances, including but not limited to, K2, Spice, Black Magic, bath salts, etc.), possession, distribution, knowledge of, or in the presence of drugs or drug paraphernalia, or other items intended for drug use.

b. The use of, or possession, or possession for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packing, repacking, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance is a violation of this act.

c. Unauthorized Administration of Intoxicant: A person who substantially impairs a student's power to assess or control his or her conduct by administering, without the knowledge of the student, drugs or other intoxicants.

d. Small amounts of a substance including residue found on a person or on Albright College campus property constitutes issuing a notice to appear for drugs. If the residue results in a positive test identifying the substance as an illegal drug, this will constitute follow up through the office of community standards for a drug offense.

Drug and Alcohol Sanctions:

1st Offense

- (v) \$100.00 Community Standards fine
- (vi) Parent/guardian notification – unless the student is declared independent
- (vii) Level I Substance Use Education Group – one session (Caron Foundation) - \$50.00 fee will apply
- (viii) Disciplinary Probation – One semester

2nd Offense

- (v) \$200.00 Community Standards fine
- (vi) Parent/guardian notification – unless the student is declared independent
- (vii) Level II Substance Use Intervention – two individual sessions (Caron Foundation) - \$125.00 fee will apply
- (viii) Disciplinary Probation – Two semesters

3rd Offense

- (vi) \$300.00 Community Standards fine
- (vii) Parent/guardian notification – unless the student is declared independent
- (viii) Level III Substance Use Intervention – three individual sessions (Caron Foundation) - \$175.00 fee will apply
- (ix) Disciplinary Probation – two semesters
- (x) Restrictive Probation 1-2 semesters:
 - a. Includes athletics, clubs, organizations suspension
 - b. Includes loss of lottery housing and/or removal from housing
 - c. Includes loss of pledging privileges

6. Smoking

- a. Smoking is not allowed in any college buildings or within 25 feet of college buildings. Cigarettes, e-cigarettes, hookah, or any other smoking mechanisms are prohibited in these spaces.

7. Failure to Comply

- a. **Outstanding sanctions or failure to follow directives** of disciplinary and or other behavioral/psychological terms: Fails to comply with the disciplinary action imposed (sanction imposed) under the Student Conduct Code by the Office of Community Standards or failure to follow the directives of a Public Safety or other College official is a violation of this offense. Failure to complete outstanding sanctions will lead to a hold on one's account and may lead to further sanctions, such as suspension, and/or dismissal. Failure to complete all sanctions by graduation will be considered a failure to complete graduation requirements.
- b. **Repeated disregard for college regulations:** Students who have repeated offenses or continuously show a disregard for College regulations or College officials regardless of the seriousness of the offense will be charged with this offense.
- c. **Failure to Comply:** Failing to comply with the direction of College officials or failure to respond to College business or correspondence in a timely manner. This also includes refusal to respond to a legitimate oral or written request to report to a College official, failure to cooperate, or refusal to respond to the official notification from the Office of Community Standards or other department, including failing to respond to charge letters, failing to pick up sanction letters, failing to complete sanctions, and refusing to sign for a formal notification letter.
- d. **Repeat offenders of the Albright College parking policy** may be issued a notice to appear for the offense of failure to comply; this falls under repeated failure to follow college regulations. Students who willfully and repeatedly fail to follow college parking regulations and are issued four violations in one semester may be held accountable through the office of community standards under the offense of failure to comply.

8. Gambling

Students are prohibited from participating in activities that involve the wagering of money or other property. Gambling of any kind is prohibited.

9. Hazing

REVISED as of 11/5/19, resulting from the Timothy J. Piazza Anti-Hazing Law, effective 11/18/18

Albright College prohibits hazing in any form and has adopted the definitions in Pennsylvania's Timothy J. Piazza Anti-Hazing Law. "Hazing" is defined as "intentionally, knowingly or recklessly" coercing or forcing a minor or student to do any of the following for the purposes of either admission to, or continuing or enhancing membership with, an "organization" (broadly defined to include any group at the school consisting primarily of minors, students or alumni, including Greek organizations and athletic teams):

- violate federal or state criminal law
- consume any food, drink, alcoholic liquid, drug or other substance that subjects the minor or student to a risk of emotional or physical harm
- endure brutality of a physical nature, including but not limited to whipping, beating, branding, calisthenics or exposure to severe weather and/or elements
- endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, acts of servitude, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment
- endure brutality of a sexual nature
- endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Hazing can occur on or off campus. The statute also includes medical amnesty or "safe harbor" that provides protection from criminal prosecution to individuals who make an immediate report of hazing to obtain medical attention for the victim. This is consistent with the College's [Responsible Albrightian Policy](#).

In addition to being a potential violation of College policy, individuals or organizations can be prosecuted under Pennsylvania Law. The Anti-Hazing Law also creates a new offense of "institutional hazing" which occurs when a college or university "intentionally, knowingly or recklessly promotes or facilitates" a hazing violation.

At Albright College, Public Safety will investigate hazing allegations and refer such matters to the Office of Community Standards for adjudication. Greek organizations will also be referred to their respective National organizations for hazing allegations. Students and/or organizations who are found responsible for hazing, will be subject to sanctions that may include but are not limited to: fines, disciplinary or restrictive probation, withholding diplomas, rescinding an organization's recognition, suspension, and/or expulsion.

10. Inappropriate Behavior

a. Disorderly Conduct: This includes, but is not limited to:

- (i) engaging in fighting, threatening or violent behavior
- (ii) intention to cause public inconvenience, annoyance or alarm; engaging in acts that encourage, prolong or contribute to a public disturbance, public nuisances, obstructions or disruptions that interfere with the living and working environment provided by the College or the general community or activities of the College; behavior that materially and substantially disrupts the college living environment
- (iii) using obscene language or gestures
- (iv) creating a physically offensive condition that shows no legitimate purpose
- (v) abusive language toward members of the College community
- (vi) throwing any object in the dining facility or out the window of a College facility
- (vii) an effort to intimidate or influence a person by any means whatsoever in an effort to discourage or prevent his or her bringing charges before or participating in any judicial proceeding.

b. Disruption or Obstruction: This includes, but is not limited to:

- (i) an action or combination of actions by one or more individuals that disrupts a peaceful environment or that unreasonably interferes with, hinders, obstructs or prevents the operation of the College, or infringes on the rights of others to freely participate in its programs and services;
- (ii) yelling, fighting, talking that causes a public disturbance or a scene, or causing disruptions at an event, activity or classroom;
- (iii) intentionally or recklessly interfering with normal College or College-sponsored activities, including, but not limited to, teaching, research, College administration, fire, police or emergency services.

c. Excessive Noise: This includes but is not limited to:

- (i) the violation of quiet hours or making unreasonable noise;
- (ii) loud noises that disturb residents. Residents are expected to use discretion where noise is concerned, both in and around student residences. Therefore, excessive noise is always prohibited. Courtesy hours are always in effect.

Note: Quiet hours: Sunday through Thursday – 10:00 PM to 8:00 AM; Friday and Saturday 12:00 AM to 10:00 AM. In the event that there is a special interest floor, a noise violation could occur at any time.

d. Invasion of Privacy: This includes, but is not limited to:

(i) going through another's private possessions;

(ii) listening in on conversations or infringing upon the rights of all members of the campus to privacy in offices, laboratories and residence hall rooms, and in the keeping of personal papers, confidential records and effects, subject only to the general law and College regulations. The College also has the right to control use and entry into facilities for reasons of security, safety or protection of property.

e. Lewd or Indecent Behavior: This includes, but is not limited to:

(i) streaking;

(ii) stripping in public places;

(iii) grabbing others;

(iv) engaging in sexual acts beyond the confines of one's room;

(v) exposing one's genitals;

(vi) providing/displaying to minors or individuals inappropriate material that the student knows is likely to be observed by others who would be offended or alarmed.

Instances of lewd or indecent behavior may constitute sexual harassment that triggers the processes and procedures that Albright has put in place to investigate and adjudicate instances of such conduct.

f. Misconduct at Events: This includes, but is not limited to,

(i) misconduct at sporting events. Students are expected to conduct themselves in accordance with the College's Code of Conduct, the law and common decency. Fans who display inappropriate behavior, including profane or vulgar language, or disrespectful gestures toward players or officials, will be escorted and evicted from the arena.

(ii) Participating in an on and/or off-campus demonstration, riot, or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College.

g. Unauthorized Recording: Unauthorized recordings are prohibited. Examples of unauthorized recordings include but are not limited to:

(i) Using any electronic device (including a smartphone) that is capable of photographing or audio recording or video recording to make a photograph or recording of a person when that person has a reasonable expectation of privacy or when a person indicates they do not consent

to the photograph or recording. Normally, people have a reasonable expectation of privacy in areas including, but not limited to, restrooms, locker rooms, bathrooms, and bedrooms;

(ii) Distributing and/or transmitting, in any manner whatsoever, without an individual's express consent, any photographs or recordings taken of any person wherein that person has a reasonable expectation of privacy or when a person indicates that they do not consent to the photograph or recording;

(iii) Using any electronic device (including a smartphone) that is capable of photographing or audio recording or video recording to photograph or record any meetings with any college faculty, staff, or employees without the express permission of the college faculty, staff, or employees.

11. Jeopardizing Safety

a. Assault: This includes, but is not limited to:

(i) attempts to cause or intentionally, knowingly or recklessly causes bodily injury to another person;

(ii) negligently causing bodily injury to another person with a deadly weapon;

(iii) attempting by physical menace to put another person in fear of imminent serious bodily injury;

(iv) attempting to cause serious bodily injury to another person, or causing such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life.

b. Harassment: This includes, but is not limited to intent to harass, annoy or alarm another person;

(i) strikes, shoves, kicks or otherwise subjects him to physical contact, or attempts or threatens to do the same;

(ii) follows a person in or about a public place or places;

(iii) engages in a course of conduct or repeatedly commits acts that alarm or seriously annoy such other person and that serve no legitimate purpose (PA Crimes Code, 2709);

(iv) makes a telephone call without intent of legitimate communication or addresses to or about such other person any lewd, lascivious or indecent words or language, or anonymously telephones another person repeatedly;

(v) makes repeated communications anonymously or at extremely inconvenient hours, or in offensively coarse language.

c. Recklessly Endangering Health/Safety of the College Community: This includes but is not limited to:

- (i) endangering the health and safety of an Albright College member;
- (ii) engaging in actions that may recklessly or intentionally endanger the safety of others. The College strictly prohibits, on campus, the art of tattooing, body piercing, body art, body modification or similar activity and any other behaviors that jeopardize the health and safety of others, as determined by college officials. Any action that endangers the health and safety of our community, whether intentional or not, is a violation of this policy.

d. Sexual Misconduct: Rape, sexual assault and sexual misconduct are violations that will not be tolerated at Albright College. The nature of these types of incidents causes immense difficulty to the individuals directly involved and offends the educational mission of the institution. To prevent a complaint of sexual misconduct, individuals must be unmistakably sure of each other's intentions and consent. A model of affirmative consent (or yes-means-yes) where both parties must express affirmative desire to engage in sexual activity is the best model for healthy relationships.

1) Definition: Deliberate physical contact of a sexual nature (or threats or attempts thereof), that is against the person's will or without their consent or cognizance. It may be by forcible compulsion, or threat of forcible compulsion that would prevent resistance by a person of reasonable resolution, or with an individual who is unconscious or where the person knows that the complainant is unaware that the sexual contact is occurring, or where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance, or if the complainant is incapacitated, undergoing emotional trauma, or drug-induced weakened mental state, or with someone who suffers from a mental disability or other factor that may make the complainant incapable of giving consent to the sexual contact.

Sexual misconduct also includes but is not limited to:

- (i) Rape;
- (ii) Nonconsensual touching or fondling;
- (iii) Lewd comments;
- (iv) Penetration with an inanimate or animate object;
- (v) Threats of physical harm.

e. Sexual Harassment: Sexual harassment is any form of unwelcome sexual advances, requests for sexual favors or other verbal, written or physical conduct of a sexual nature. These actions shall constitute harassment when

- (i) submission of such conduct is either implicitly or explicitly a term or condition of an individual's employment, enrollment or academic standing;
- (ii) submission to or rejection of such conduct is used as a basis for employment, academic standing or retention decisions affecting such individual; or
- (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic/co-curricular performance or creating an intimidating, hostile or offensive work/College environment. The College prohibits such conduct as sexual innuendoes, sexually derogatory remarks, physical touching, or graphic displays of sexually oriented materials.

f. Stalking: Stalking is unwanted or obsessive attention by an individual or group toward another person. Stalking behaviors are related to harassment and intimidation. A person commits the crime of stalking when he/she engages in a course of conduct or repeatedly commits acts toward another person. This encompasses all forms of cyber-stalking via email, text messaging, and social media networks which include but are not limited to Facebook, Twitter and other forms of social media. Stalking includes following the person or monitoring them without proper authority, under circumstances that demonstrate either of the following:

- (i) An intent to place the person in reasonable fear of bodily injury;
- (ii) An intent/result to cause substantial emotional distress to the person.

g. Threatening: Either directly or indirectly; written, verbal or any questionable behavior.

h. Domestic Violence:

“Social and legal concept that, in the broadest sense, refers to any abuse that takes place among people living in the same household, although the term is often used specifically to refer to assaults upon women by their male partners”.

i. Dating Violence:

Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in heterosexual, bisexual or homosexual relationships. It can include verbal, emotional, physical or sexual abuse, or a combination.

Controlling Behavior may include but is not limited to: not letting you hang out with your friends; calling or texting you frequently to find out where you are, whom you're with, and what you're doing; telling you what to wear; having to be with you all of the time.

Verbal and Emotional Abuse may include but is not limited to: calling you names; jealousy; belittling you (cutting you down); threatening to hurt you, someone in your family, or himself/herself if you don't do what he/she wants.

12. Misuse of Equipment

a. Computer Technology: All students must comply with the [Acceptable Use of Information Technology Resources Policy](#), found on the ITS website. Use of Albright College information technology resources constitutes an acknowledgement of this policy.

b. Misuse of telephone services: This includes, but is not limited to, annoying, harassing or inappropriately calling any member of the Albright community. Unauthorized use of another person's telephone or any use of another person's password is prohibited. Alteration, tampering with or tapping into the TV cable or telephone lines is also prohibited.

13. Negligence: Failure to exercise the degree of care considered reasonable under the circumstances, resulting in an unintended injury to another party or damage to one's property.

a. Guest Responsibility: Students who violate this policy are subject to fines ranging from \$150-\$500 and loss of the ability to register future guests.

1) It is the responsibility of the host student to ensure that his/her guest is aware of College rules and residence hall policies.

2) Guests are held responsible for their own actions and for knowledge of College regulations. However, the host will be held accountable for any violation of campus policy committed by his/her guest, unless the guest can be identified and is an Albright College student.

3) Students are permitted to have guests in their rooms only if there is no objection from their roommate(s). Once permission is given, the host must register their guest at <https://albright.presence.io/forms>. Registering a guest is mandatory if the guest is visiting for any **amount of time between the hours of 8PM and 8AM in the residence halls.**

4) The host/resident must be present with the guest for the duration of the visit. The host must always meet their guest at the front door and escort them throughout their visit, including to the front door upon leaving. Guests should not remain in the room when the host is not present. Roommates are never required to leave when a guest is present.

5) Neither room keys nor door access cards will be provided for guests. Residents are not to give their keys, combination or access ID card to guests.

6) Guests may not move from one host's room to another to extend their stay in the residence halls.

7) Individuals found in the building who are not residents or guests of residents are trespassing. Depending on the situation, the non-resident or guest of resident could be subject to criminal charges.

8) Guests are to use the appropriate restroom/shower facilities, i.e. male and female, or where available, single use non-gendered bathrooms in the residence hall.

9) Students whose guests violate the Student Code of Conduct will be held accountable for the actions of their guests.

10) Albright College reserves the right to disallow guests from returning to campus property. In this case, the banned person will be issued a no trespass letter. If the banned guest is found back on campus, the police will be called, and the banned person will be charged with defiant trespass.

11) Students who are found to have egregious guest policy violations and/or repeated violations are subject to removal from housing/loss of housing, housing lottery restrictions and/or suspension or expulsion from the college.

b. Shared Responsibility: Students who are in the presence of and/or aware that a College policy is being violated and remain in the dwelling or location are considered to be giving implied consent to the violation and will therefore share responsibility for the offense. Students who act together or assist another person in the violation of College policies will share in the responsibility for the violation.

Please Note: Guests must be 16 years or older and all overnight guests must be registered in advance of their stay by their host. Residential Services will review all guest registration requests and reserves the right to approve or deny any guest at any time.

14. Safety

a. Breach of Security: Access to residence halls can only be accomplished through College issued identification card, which must be active during the time of use. Propping of doors or allowing access to the building to anyone jeopardizes the safety and integrity of the building and its occupants.

b. The following actions are prohibited:

- 1) Propping of doors or allowing access to the building to non-registered, unauthorized persons or to students who are not residents of that particular building
- 2) Tampering with or removing an automatic door locking mechanism or door alarm, or possession and/or use of a College key when not specifically authorized
- 3) Dropping an object, liquid or solid, from or out of any window
- 4) The throwing of objects, including sports equipment, and the playing of physical games in the hallways and lounges
- 5) Outdoor sports activity within any residence unit (i.e., hockey, skateboarding, soccer, Frisbee throwing, water fights, snowball fights, bouncing balls, etc.)
- 6) The removal of window screens

- 7) Locking someone in their room, or blocking room exit
- 8) Causing hazardous conditions in the residence halls (i.e., creating slip and slides), wrestling or outside sports in the lounges or hallways
- 9) Giving your access card, keys, and/or combos to someone
- 10) Being present on the roof, walls or balcony ledges of any College owned, leased or otherwise controlled building or hanging out of any such building window

c. Fire Safety: The following actions are prohibited:

- (i) inappropriately pulling the fire alarm;
 - (ii) intentionally initiating a false report or providing a false warning of an emergency;
 - (iii) threatening to cause/or actually causing a fire or an explosion;
 - (iv) endangering the safety of persons or property through or by the creation of a fire hazard, the endangering of the safety of persons or property through tampering with fire safety equipment. Fire and smoke alarm systems, as well as appropriate procedures, are provided for the protection of life and property in case of fire;
 - (v) tampering with equipment such as EXIT signs, posted fire safety information, fire extinguisher and alarm systems;
 - (vi) the improper use and/or possession of flammable, corrosive, poisonous chemicals or other hazardous substances.
- 1) Any time the fire alarm is sounded students must leave the building immediately and return only when advised by College officials. During a fire alarm, all rooms will be opened to ensure that residents have evacuated. **It is a violation of the fire safety policy to fail to vacate a building if a fire alarm sounds.**
 - 2) Incidents involving the tampering with or misuse of fire alarms, fire safety equipment and/or smoke detectors or committing acts of arson may result in removal from residence hall housing and termination of the housing & dining contract with no refund.
 - 3) Serious and/or repeated fire safety violations may result in suspension from the college.
 - 4) Fire safety violations may result in fines ranging from \$50-\$600 per incident.

Additionally, college buildings are routinely inspected by the [Reading City Fire Marshal](#). **If the Fire Marshal discovers fire safety offenses on our campus, the city will issue student fines that start at a minimum of \$1,000.** It is also important to point out that **tampering with a smoke detector is a criminal offense (misdemeanor) and includes maximum fines of**

\$5,000. A person(s) can be charged with a criminal felony offense for falsely pulling a fire alarm in Pennsylvania.

Examples of Fire Safety Violation Types:

1. Tampering with equipment (i.e. covering or manipulating smoke detectors, fire extinguishers, fire alarm sprinklers and/or pipes:

Sanctions – 1st Offense

- (i) Verbal/written warning;
- (ii) \$300 fine;
- (iii) Educational fire safety video and quiz;
- (iv) Community Service – Five hours;
- (v) Disciplinary probation – one semester

Sanctions - 2nd Offense

- (i) Verbal/written warning;
- (ii) \$400 fine;
- (iii) Community Service – Ten hours;
- (iv) Disciplinary probation – two semesters;
- (v) Housing probation – one semester;
- (vi) Housing lottery restriction

Sanctions - 3rd Offense

- (i) Verbal/written warning;
- (ii) \$500 fine;
- (iii) Community Service – 15 hours;
- (iv) Disciplinary probation – one semester
- (v) Permanent removal from housing

2. Deliberately setting off the fire alarm;

Sanctions - 1st Offense

- (i) \$400 fine;
- (ii) Repayment of all cost;
- (iii) Housing probation – one semester;
- (iv) Disciplinary probation – one semester;
- (v) Educational fire safety video and quiz

Sanctions – 2nd Offense

- (i) \$500 fine;
- (ii) Repayment of all cost

- (iii) Removal from housing;
- (iv) Disciplinary probation – two semesters;

Sanctions – 3rd Offense

- (i) \$600 fine;
- (ii) One year suspension from the college;
- (iii) Disciplinary probation through graduation;
- (iv) Permanent loss of housing privilege upon re-enrollment

Explosives/Flammables

The possession or use of explosives, fireworks, flammable fluids (e.g., propane tanks), dangerous chemical mixtures, propelled missiles, or any other item that may present a threat to the safety of students or College personnel is strictly prohibited. No such items are to be stored in rooms, common areas or student vehicles on the Albright College campus. Students possessing or using any of these items will be referred to the Office of Community Standards and face suspension or expulsion from the College. Visitors will be subject to arrest and/or placed on trespass notice from the College.

Fire Safety/Alarms/Drills

The triggering of false fire alarms or tampering with fire extinguishers, hoses, sprinklers, exit signs, posted fire safety information, and/or the alarm system is prohibited. This also means that students may not hang objects from sprinklers. Individuals suspected of such offenses are subject to disciplinary action and/or criminal prosecution. The displaying of fire safety equipment (e.g., exit signs) is also prohibited. Tampering with fire equipment will result in significant fines ([see Repair and Replacement Costs section](#)), as well as disciplinary actions.

Anytime the fire alarm sounds, students must leave the building immediately and return when advised by College officials. Public Safety, Facilities, and/or Residential Life personnel will supervise the evacuation of the residence halls. When a fire alarm sounds, all rooms will be opened to ensure that residents have evacuated. Illegal items noticed during evacuation will be confiscated, and depending on the item, a full room search may be conducted. Failure to leave the building or re-entering prematurely will result in a fine and disciplinary action.

The College will conduct scheduled fire drills in each residence hall twice a year (fall and spring semesters) as required by law.

15. Substantial College Interest: Albright College holds students to a higher standard. **Any action that is not listed as an offense, but affects the substantial College interest, will be a violation under this offense.** Albright College also reserves the right to cite students to this code of conduct for violations of federal, state or local laws.

a. Off-Campus: While the College has a primary duty to supervise behavior on its premises, there are many circumstances where the off-campus behavior of students affects a substantial

College interest and warrants disciplinary action. Albright College expects students to conduct themselves in accordance with the law. Student behavior off the premises of the campus that may have violated any local, state or federal law, or yields a complaint from others alleging law violations or student misconduct, will be reviewed by the College. When students are found responsible for behavior off campus that both meets the definition of affecting substantial College interest and violates the Code of Conduct, sanctions will be applied. Student conduct committed off the campus that affects a substantial College interest is conduct that:

1. Constitutes a criminal offense as defined by the Pennsylvania Crimes Code. This includes violations of any local, state or federal law.
2. Indicates that the student may present a danger or threat to the health or safety of him/herself or others.
3. Significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder.
4. Is detrimental to the educational interests of the College.
5. Violates a code of conduct on another campus.

b. On-Campus: Actions on campus that either violate a local, state or federal law, or affect a substantial College interest, will be a violation under this offense.

16. Theft

a. Attempted Theft: Students who attempt to steal and are caught in the act.

b. Knowingly receiving stolen property and keeping it for oneself.

c. Theft, relocation or unauthorized possession of property: This includes, but is not limited to,

(i) tangible or intangible property belonging to the College or any member of the College or greater community, which includes but is not limited to campus signage, traffic signs, street signs, college furniture, etc.;

(ii) removing, using, misappropriating, stealing, or selling the property of the College or another person's property without prior consent or authorization;

(iii) unlawfully transferring, or exercising unlawful control over, immovable property of another or any interest therein with the intent to benefit himself or another not entitled to.

d. Not taking the appropriate action of notifying officials is also considered a violation.

e. Personal Theft: Students may file a complaint against other students who have stolen any of their belongings. Restitution is not the responsibility of the College.

f. While committing theft, injures another, threatens another, or puts a fear of serious bodily injury. Physically takes property from another using force however slight.

g. Vehicle Break-In: A person commits the offense of theft from a motor vehicle if he unlawfully takes or attempts to take possession of, carries away or exercises unlawful control over movable property of another from a motor vehicle with the intent to deprive him thereof.

17. Trespassing

a. Forcible Presence: Students who forcibly enter a building or room, and/or prevent another person from leaving, will be in violation of this general offense.

b. Unauthorized Entry/Trespassing: This includes, but is not limited to,

(i) trespassing or entering places without authorization, license or privilege to do so;

(ii) inviting, encouraging or admitting an unauthorized person to enter College facilities or property and residence hall rooms;

(iii) entering any area of the College with the illegal use of any key or access card;

(iv) breaking into a building or occupied structure or separately secured or occupied portions thereof.

c. The College has the right to control use and entry into facilities for reasons of security, safety or protection of property. This includes closing facilities at specified times. It should also be recognized that an open or unlocked door is not an invitation to enter and use facilities. The same concept applies to computer entry or misuse.

18. Unauthorized use

a. This includes but is not limited to, the

(i) unauthorized use of computers and network systems;

(ii) unauthorized access or attempted access to any computer file, program or facility, or attempting to access College facilities when not authorized to do so;

(iii) utilization of College premises for the manufacturing, duplication or alteration of documents;

(iv) misuse of College property or other official documents, public or private, including forgery, alteration with intention to deceive, or misrepresent, and the obtaining, dissemination and abuse of confidential College information;

(v) moving furniture from public areas to individual rooms, removing College furniture from a room or building, moving College property onto balconies, and using furniture and fixtures in a manner for which they are not intended.

b. Unauthorized use of key/access cards including, but not limited to the use, possession or duplication of any College key/access card without proper authorization from a College office.

c. Unauthorized use of ID cards at residence halls, dining hall, Schumo Center, or any other College facility. Students should not lend or borrow another student's ID card.

19. Vandalism

a. **Vandalism of College or Personal Property:** Intentionally or negligently destroys or damages property owned by the College or another person. Vandalism includes, but is not limited to:

(i) defacement;

(ii) abnormal alteration;

(iii) destruction of another person's property or College property, facilities or furnishings;

(iv) causing damage, whether accidental or intentionally, and leaving the scene or failing to report the incident;

(v) removal, loss or damage of windows or other property;

(vi) removal or tearing down of any college affiliated posters;

(vii) shooting of paintballs on the buildings, graffiti or other destructions;

(viii) conduct that is disruptive where the intended act would have caused damage.

C. Community Standards Procedures and Processes

The Office of Community Standards works to ensure that the standards of the community and College policies are upheld. While students have the right to enjoy their freedoms, they are also responsible for their behavior in this environment. To maintain the optimal learning environment, everyone within the Albright College community has the responsibility to familiarize themselves with and adhere to the Code of Conduct. The Office of Community Standards is responsible for responding to issues that may be in violation of the Student Code of Conduct. The Office of Community Standards will impose sanctions for those who have violated College policy.

Note: All meetings are confidential

General Process

Filing a Complaint

- 1) Any student, student group, faculty member, staff member, or administrator may bring a complaint against any student or student group by contacting the Department of Public Safety, The Office of Community Standards, or the dean of students.
- 2) The complainant, through the Department of Public Safety, must fill out an incident report. This is a formal complaint and requires a signed, written statement that describes the alleged incidents, as well as identification of any witnesses to that incident.
- 3) The complaint must state sufficient facts, including the specific name(s), date, location, and description of the alleged act(s) of misconduct in sufficient detail to enable the dean of students or designee to make a determination as to whether further fact-finding is necessary and/or if sufficient information exists for a hearing on the charge(s).
- 4) If the complainant withdraws a complaint, and there is a perceived threat to an individual or the community, the withdrawn allegation may be pursued by the dean of students. The decision to go forward with the complaint will be made by the Vice President of Student Affairs and Campus Life and dean of students in consultation with the appropriate student, faculty, and/or College administrator.
- 5) The Office of Community Standards must receive a complete incident report in order for the case to proceed. Incomplete reports may delay the Community Standards process.
- 6) In some instances, other offices or College personnel may file a complaint. If you violate the Code of Conduct, Public Safety and/or the Residence Life Staff may submit a report to the Dean of Students for review. The Dean of Students will determine if the allegations warrant future attention.

Notice to Appear

A student who has been involved in an incident that will be adjudicated by the Office of Community Standards will receive a “Notice to Appear” **email** from the Dean of Students. The email will have a **subject line of Official Albright Correspondence for Case**. The student is required to make an appointment with Wanda Copeland by emailing wcopeland@albright.edu to respond to the alleged violation within **three (3) business days** from the receipt of the notice. If the student does not schedule an appointment, it will be understood that you are **not** contesting the violation(s) and the appropriate sanctions will be applied by the Community Standards Office. In addition, \$50.00 fine for failure to appear will be charged to your student account.

The Notice to Appear is not an admission of responsibility or an acceptance of the charged violation; it is an acknowledgement and a requirement to meet with the Dean of Students or designee.

Once the student contacts the Dean of Students to schedule an informational meeting, the student will receive an email that will include the appointment information.

Informational Meeting

Informational meetings are MANDATORY. It is the student's responsibility to attend the informational meeting when notified. If the student should encounter difficulties attending the informational meeting, it is the student's responsibility to notify the Office of Community Standards within 24 hours and reschedule the meeting. **If a student fails to attend the informational meeting and there have been no known attempts to reschedule, the Office of Community Standards will review the charges, determine responsibility and, if appropriate, apply sanctions. In addition, a \$50 failure to comply charge will be assessed.**

An informational meeting is a meeting between the accused student and the Dean of Students or designee. This is scheduled upon receipt of a notice to appear. At the informational meeting, the Dean of Students or designee will discuss the charges, the notice to appear form, the student's rights, and the procedures. At the informational meeting, students will have the opportunity to ask all necessary questions. Family members, friends, and attorneys are **not** allowed at the informational meeting. The attorneys, family members or friends may not speak for the student at any point during the college adjudication process. If necessary, procedures for appeal may also be discussed at the informational meeting.

During the informational meeting, students will be able to review documents pertinent to the charges. Students will have the right to accept, or deny, responsibility for their actions. If the student accepts responsibility for their actions, the office of community standards will issue an appropriate sanction. The student will sign the charge form indicating that he/she accepts full responsibility for the charges and will be required to fulfill any sanctions imposed for their actions.

After the informational meeting and information has been taken into consideration, the student will receive Informational Meeting Decision Letter via email within two weeks. This letter will explain the sanctions.

If the student does not accept responsibility for violation of the charges, sanctions will still be applied. In rare circumstances, students who accept responsibility for violation of charges may not agree with the sanctions. In either case, students have the option to appeal to the Vice President of Student Affairs and Campus Life.

Appeals Procedures

The student must file a written appeal directly to the Vice President for Student Affairs and Campus Life (or designee) within **five business days (days that the College is open)** of when the email was sent. Upon request the link will be provided by the Dean of Students.

The basis of appeal must meet one of the following criteria:

- (i) Procedural violation.
- (ii) New evidence that was not available at the time of the informational meeting.

(iii) Extenuating circumstances that support a substantial explanation as to why they do not accept responsibility for the changes and/or sanctions.

Students will be notified of the appeal decision in writing. The appeal decision is final.

Sanctions

Please Note: At times, there may be one or more sanctions imposed if the student is found “responsible.” A student who has the sanction off campus is required to pay for their own travel expenses or any other additional expenses that may occur. The following are some examples of sanctions that may be imposed. Other sanctions may be imposed that are not necessarily listed.

Ban from Campus: Student is not permitted anywhere on campus, unless escorted by a College Official for proceedings related to the Community Standards process.

Campus Restriction: Includes, but is not limited to, restriction from buildings on campus, campus activities or events, and other clubs or organizations.

Community Service: Gratis work on the campus or in the greater community.

Disciplinary Probation: Probation that does not involve a loss of privileges. Additional violations during disciplinary probation will result in additional sanctions up to and including expulsion. Disciplinary probation is for a specific period of time.

Educational Sanction: Paper, presentation, alcohol class, anger management class, creating brochures, watching a movie or other educational project. Educational sanctions may include general fines. The fines will vary depending on the educational sanction assigned. These fines will not exceed \$100.

Expulsion: A student’s education is terminated at Albright College. This action is permanent. Students will be responsible for all tuition, room, board, and related charges due, and no refunds of any payments will be made. If applicable, the grade of “WF” will be issued. Students are not permitted to be on campus for any reason.

Hold on student account: If a student should fail to complete sanctions by the end of the semester, the Office of Community Standards will put a hold on the student’s account, which would disallow students from registering for classes or having any activity with their account.

Housing probation: Very specific to housing and housing privileges, being a host to others, being able to arrive early to campus or stay late or apply for vacation/break housing or being able to stay in housing over the weekend.

No Contact Order: You are directed not to have any contact with John Doe in person, nor by any other means (e.g., telephone, letters, recordings, social media, etc.). Furthermore, no individual is to have contact on your behalf in any form. This No Contact Order remains in effect until such time as the College officially lifts it in writing.

Referral to the Gable Health & Counseling Center: Students who are thought to utilize alcohol, drugs or have anger issues may be referred to the Gable Center to participate in an alcohol or drug education program, general counseling, or other contracted service for assessment.

Referral for an Alcohol or Drug Assessment: Students may be referred to an outside agency (Caron Foundation) for assessment. Students are responsible for the cost of the assessment and any transportation costs. Students must sign a release in order to verify documentation.

Removal from housing: The student may be required to leave housing for either a serious offense or repeated offense, or for failing to complete an outstanding sanction. If a student is removed from college housing, he/she is not entitled to a refund. Students violating this sanction may also be subject to suspension.

Restitution – Reimbursement for defacement, damages to, or theft of property or payment of medical bills.

Restrictive probation: Involves the loss of privileges for a specific period of time. Any individual placed on restrictive probation may not hold office in college chartered or sponsored organizations or committees. They may not represent the College in such official activities as registered student organizations, athletics, music, or dramatics. The student may be removed from a team or organization. If a student is found responsible of another offense while under restrictive probation, the student may be suspended or expelled from the College.

Summary/Interim suspension: The Vice President for Student Affairs and Campus Life or the Dean of Students is authorized in extraordinary circumstances and has discretion to take whatever action deemed necessary with respect to any student disciplinary matter. A summary/interim suspension may be imposed:

- a) to ensure the safety and well-being of the members of the Albright College community or preservation of college property;
- b) to ensure the student's own emotional or physical safety and well-being; or
- c) if the student poses as an ongoing threat or disruption of, or interference with, the normal operations of the College. Interim suspension shall become effective immediately without prior notice.

Suspension: A student's education is temporarily interrupted for a period of time to be specified at the time of the disciplinary action. The student will be responsible for all tuition, room, board, and related charges due, and no refunds of any payments will be made. If applicable, the grade of "WF" will be issued. Student will have the right to apply for readmission at the end of the suspension period. Students receiving this sanction will receive the "WF" grade for the semester for which he/she received the sanction. Upon receipt of the notification, the student will be given 24 hours to vacate the residence halls unless an extension is granted by the Vice President of Student Affairs and Campus Life and Dean of Students.

During this suspension, the student is prohibited from attending Albright College classes, on or off campus, is prohibited from obtaining academic credit at Albright College, and is restricted from being on campus. Students must be escorted by a college official or Public Safety if they are required to meet with someone on campus. Students violating this sanction may also be subject to suspension and/or expulsion from the college. If a student is found responsible of another offense while under disciplinary probation, the student may be suspended or expelled from the College.

Trespass Warning: There may be times when a student or student's guest is no longer allowed to come on the College campus. Those guests will be asked not to return to the Albright College campus. Those who violate this will be considered trespassing and appropriate actions will follow. Hosts who aid in trespass will be cited to the Student Code of Conduct.

Warning – Official verbal or written notice that the student's behavior was inappropriate and that future violations will result in more severe sanctions.

Withholding of diploma or grades: If a student fails to complete all sanctions by graduation or before the student decides to transfer, diploma and/or grades will be withheld until all sanctions are completed and the student is in good standing with the College.

Finally, though the purpose of any sanctions imposed are primarily to address or respond to student conducts, clearly some sanctions may have negative implications for academic progress, grading, and access to instructional spaces.

Student Behavior and Code of Conduct Policies

A. Administration Search and Seizure Policy

Albright College respects the privacy of members of the College community. At the same time, the College reserves the right for the appropriate officials to conduct searches if reasonable cause exists to believe that **(a)** activity is taking place in a student's room or on College premises that is detrimental to the health, safety or welfare of individuals; or **(b)** substances are contained in the room or on the property of the College or on a person that would constitute a violation of the Student Code of Conduct. A search involves the close physical examination of all areas, which may include, but are not limited to, thoroughly going through an individual's personal belongings. Determination of what constitutes a reasonable cause to believe that a search is necessary will be made by the director of public safety (or designee). Rooms may be entered without the student present.

B. Alcohol and Drug Policies

Alcohol

1. Students are reminded that the laws of the Commonwealth of Pennsylvania limit involvement with alcoholic beverages to persons 21 years of age or older.
2. The following are regulations for alcohol use:
 - a. Albright College allows students who are 21 years of age to possess and/or consume alcoholic beverages in the privacy of their own room, suite, apartment, or house. **Note: All roommates must be 21 years of age in order for students to possess/consume alcohol in the privacy of their assigned space.** Otherwise, it is considered to be a **dry room, suite, apartment or house** and **all** students will be subject to disciplinary action for violations of the alcohol policy.
 - b. Common-source containers of alcohol (i.e. party balls, punch bowl, kegs, etc.) are prohibited anywhere on campus.
 - c. The use of grain alcohol is strictly forbidden.
 - d. Open containers containing alcohol are not permitted in the hallways and common areas of residence halls or in public areas of the campus. Any containers of beer or wine that are being transported must be sealed and covered while on College premises.
 - e. If it is determined by Public Safety that a student has consumed alcohol which renders them to be in significant physical harm, they will be transported by ambulance to the hospital.
 - f. The illegal purchase, possession or consumption of alcoholic beverages (The College expects every student to be aware of these laws and to assume the responsibility for compliance with them.)
 - g. Students are reminded that the Commonwealth of Pennsylvania prohibits the purchase, possession or consumption of alcoholic beverages by persons under the age of 21. Furthermore, any person 21 years of age or older is subject to charges of contributing to the delinquency of a minor for providing someone under the age of 21 with any alcoholic beverages. Violators are subject to prosecution by state law enforcement officials.
3. Fines (In addition to other sanctions, students who violate alcohol/drug policies will be fined.)
4. Alcohol Related Outcomes
 - a. Standard of Conduct – Possession, distribution, use and/or consumption of alcohol by students under 21 years of age is strictly prohibited on campus. The operation of a motor vehicle by a driver who is legally impaired or intoxicated (reckless driving) is also prohibited. In addition, consumption of alcohol and/or possession of open containers of alcohol by any student in public areas are not permitted. No alcohol is permitted at Greek rush events.
 - b. College Sanctions – Students who violate any of the above alcohol regulations will be subject to the Community Standards process. Subsequent offenses will result in more serious action. Offenses and sanctions will be kept on file in the Community Standards office and reported to the appropriate agencies.

- c. Local and State Laws – In addition to sanctions imposed by the College, alcohol violations may be referred to the appropriate external authorities. Under local and state laws, such as the Commonwealth of Pennsylvania, Vehicle and Traffic Law, and Alcoholic Beverage Control Law, violations may result in penalties ranging from fines through suspension of a driver’s license and possible imprisonment.
- d. Health Risks – Use of alcohol may result in mood changes, impulsive actions, loss of judgment and loss of coordination. Excessive use of alcohol may cause heart damage, liver damage, damage to the digestive tract, cancer, brain damage, mental disorders, loss of sexual function, blood disorders and birth defects. Also, long-term alcohol use may affect relationships, employment, academic and athletic performance, and self-esteem. Students will be held completely responsible for any violation of College policy while under the influence of alcohol.
- e. Treatment – The College provides confidential counseling services through its partnership with Caron Counseling.

Drugs

A number of states have legalized the cultivation and use of marijuana for medical purposes. Also, some states have allowed the recreational use of marijuana. The growth and use of marijuana is illegal under the Federal Controlled Substances Act (CSA). **Marijuana use and possession remains illegal under federal law** despite the action of the states’ legalization of same as cited above. The supreme Court has made clear that federal law supersedes any and all state law regarding medical marijuana. Therefore, the use or possession of marijuana even for medical purposes is illegal under federal law. Students or others in the Albright community with disabilities may argue that possession and use of marijuana for medical purposes is not only legal, but possibly even necessary as an accommodation under the American with Disabilities Act or Section 504 of the Rehabilitation Act. However, laws and regulations under both statutes make clear that illegal drug use is not protected and courts have held that the use and possession of marijuana remains illegal. Thus, to be consistent with its policies regarding drugs and alcohol, the policy of Albright regarding illegal use of drugs and alcohol includes marijuana even for medical purposes. **Students, therefore, have no right to use or possess marijuana on the Albright campus.**

1. Drug Related Outcomes

- a. Standard of Conduct – Possession, use and/or distribution of non-prescription and/or illegal controlled substances, prescribed medical drugs that were unlawfully obtained or are being unlawfully or abusively used, and related paraphernalia are strictly prohibited on any area of campus. In addition, the abusive or unlawful use of over-the-counter drugs is strictly forbidden. Any violation of this policy is also considered a violation of the Student Conduct Code.
- b. College Sanctions – Students who possess, use and/or distribute illegal drugs, prescribed medical drugs that were unlawfully obtained or are being unlawfully used, or drug paraphernalia (including hookahs and other smoking devices) on Albright College property will be subject to community standards sanctions and educational programming. Repeat offenders may face more severe penalties, including automatic suspension. Students who distribute controlled substances or

- possess such substances with the intent to distribute may be subject to more severe sanctions including suspension and/or expulsion.
- c. Local, State and Federal Laws – In addition to sanctions imposed by the College, drug violations may be referred to the appropriate external authorities. Under local, state and federal laws, such as the Commonwealth of Pennsylvania, violations as specified above may result in penalties ranging from fines through imprisonment. A list of penalties for federal drug offenses can be found on the U.S. Drug Enforcement Administration’s website at <http://www.dea.gov/agency/penalties.html>. There are circumstances when controlled substance convictions will interfere with federal financial aid eligibility. If you find yourself in a situation on-campus or off-campus where you believe your eligibility for federal financial aid could be in jeopardy, please contact the Director of Financial Aid for guidance and support.
 - d. Health Risks –The health risks caused by drug use vary depending on the drug involved. Studies have shown that marijuana contributes to sterility in men, destroys brain cells and leads to diseases associated with cigarette smoking. The use of cocaine or any cocaine-based substance may cause heart failure, erratic behavior, personality changes, birth defects, loss of appetite, paranoia and mood swings. The use of drugs without a doctor’s supervision may also cause serious health difficulties. In addition, the abuse of any substance can adversely affect relationships, employment, academic and athletic performance and self-esteem.
 - e. Treatment –The College provides confidential counseling services to students through its partnership with Caron Counseling.

This information is provided in compliance with section 1213 of the Higher Education Act of 1965, as amended by the Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 1145g] and again amended in the Higher Education Opportunity Act (HEOA) [Public Law 110-315] was enacted on August 13, 2008.

C. Campus SaVE Act

On March 7, 2013, President Obama signed a bill that reauthorized the Violence Against Women Reauthorization Act (VAWA). Included in the bill is the Campus Sexual Violence Elimination Act (Campus SaVE). Albright College fully supports the Campus SaVE Act by educating our community members regarding the prevention of and by supporting our community members in issues surrounding domestic violence, dating violence, sexual assault, stalking, consent, options for bystander intervention, recognizing warning signs of abusive behavior, and how to avoid potential attacks. Assistance for victims is available on-campus or through referrals off-campus should the need arise. For more information contact the Title IX Coordinator, the Dean of Students, the Associate Vice President for Campus Life, the Human Resources Director, Public Safety, or Gable Health Center.

D. Discrimination

Diversity is one of the strengths of a society as well as one of the hallmarks of a college campus. Albright College recognizes and values the perspectives molded by different cultures and backgrounds. Albright College recognizes and supports the idea that colleges protect the academic environment and encourage freedom of expression, and the responsibility that it entails. While members of the Albright community reserve the right of freedom of expression, the members of the community must also recognize they have a duty to be responsible. Members of our community have the right not to be discriminated against by any agent, organization or member of the Albright College community.

1. **Hate/Bias:** The Pennsylvania Crimes Code states that a person commits the offense of ethnic intimidation if, with malicious intention toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals, he commits an offense under any other provision of this article or under Chapter 33 (relating to arson, criminal mischief and other property destruction) exclusive of section 3307 (relating to institutional vandalism) or under section 3503 (relating to criminal trespass) with respect to such individual or his or her property or with respect to one or more members of such group or to their property.
 1. **Definition:** As used in this section, “malicious intention” means the intention to commit any act, the commission of which is a necessary element of any offense referred to in subsection (a) motivated by hatred toward the actual or perceived race, color, religion or national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals (PA Crimes Code 2710). Albright College holds the members of its community to a higher standard than the Pennsylvania Crimes Code. Albright College is committed to protecting individual freedoms, as long as they are not inflammatory or harmful toward others, whether it is intentional or not. Violation of the norms of civility and other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary action.
 2. **Disciplinary Action:** A violation of College policy such as harassment, vandalism, assault, etc. that is motivated by hate or intolerance will be considered a **harsher violation**. Any member of the Albright community who participates in promoting hatred and intolerance will be brought before the appropriate office or the Office of Community Standards. Those found guilty of hate/bias infractions of the Student Code of Conduct may find the sanctions imposed more severe than sanctions for non-hate related infractions.
 3. **Notification of Hate/bias:** Any person who becomes aware of an incident of hate/bias should call (ext. 7670) or come into the Department of Public Safety immediately. Any member of the Albright College community (student, faculty or administration) may initiate the College’s complaint

process. Complaints must be submitted in writing to the Public Safety Office as soon as possible after the complainant (person submitting the complaint) becomes aware of the alleged violation. Individuals may also contact the Dean of Students office with concerns and /or the Title IX Coordinator.

4. **Filing a Complaint:** Complaints alleging hate/bias incidents should be addressed to the Department of Public Safety or any of the above entities. The written complaint will be forwarded to the appropriate office: for a student it will be sent to community standards; for an employee to human resources; and for faculty to the provost.
5. **Reporting of Incidents to the Albright Community:** This policy requires that these incidents be reported to the Albright College community by the appropriate disciplinary office.

E. Missing Student Notification Policy

The Higher Education Opportunity Act of 2008 (HEOA) requires institutions participating in a Title IV federal student financial aid program, and maintaining on-campus housing facilities, to establish an effective missing student notification policy and related procedures. All students are strongly encouraged to provide the College with a confidential contact whom the College will notify in the event that the student is determined to be missing. This information will be accessible only to authorized campus officials and law enforcement authorities and will be used in connection with responding to a report that a student is missing. This is the individual who will be contacted by police in the event the student is reported missing. This individual will be updated as to the progress of the investigation into the missing person. In the event a student is under 18 years of age and has not been legally emancipated, the student's parents will also be contacted. Suzanne's Law is section 204 of PL 108-21, the Protect Act, signed by President Bush in 2003. Suzanne's Law amends Section 3701 (a) of the Crime Control Act of 1990 so there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of twenty-one and that law enforcement agency is required to report the missing person to the National Crime Information Center (NCIC) of the Department of Justice, as part of the national "Amber Alert" bill. Any person under the age of 21 is considered a missing child.

Albright College takes student safety very seriously. Any member of the Albright Community, including parents or guardians, who believes that a student is missing, whether or not the student resides on campus, may be deemed missing if it is reported to appropriate college officials (public safety, housing and residential life, resident assistant, lead RA, Associate Vice President of Campus Life, Gable Health Center personnel or the Dean of Students office) that the student has been unreachable via personal contact, telephone, email or other means of electronic communication. Any member of the Student and Campus Life team that receives the call will immediately refer the information directly to the leadership of public. All investigative procedures will be governed by Student and Campus Life policy and procedures and federal, state and local laws. When information is received by the Department of Public Safety, there will be no waiting period before an investigation is initiated. The director or designee will

immediately notify the Dean of Students and together will coordinate efforts to begin immediate attempts to locate the student. Initial investigations, prior to any formal police investigation, will include a thorough review of the student's recent activity on campus which may include, but not be limited to:

1. Interviewing the person making the complaint in order to determine the reason the complainant is reporting the missing person.
2. Gathering all essential information about the person including clothing description, where/when subject was last seen, who he/she may be with, vehicle description, etc.
3. Questioning the student's roommate(s) and friends.
4. Visiting the student's room.
5. Speaking with professors to determine the last time he/she attended class.
6. Reviewing of the student's recent use of his/her ID card.
7. Reviewing surveillance video, based upon the student's class schedule and usage of his/her ID card.
8. Speaking to his/her supervisor, if student is employed, to find out the last time he/she reported to work.
9. Seek answers to the following questions:
 - a. What are some of the places the student most frequents? Have we contacted anyone at those locations?
 - b. What is the student's academic status? Has the student been experiencing any academic or financial problems?
 - c. Is the student taking any medications that would pose a life-threatening risk to him/her if any dosages were missed?
 - d. Has the student been despondent or struggling with mental health issues? Has the student been receiving any personal counseling?
 - e. Does the student have a known substance abuse problem?
 - f. Do we know if the student has received any threats?
 - g. Does the student have a conduct record? If so, does this record suggest any pattern of behavior that may be helpful to the investigation?
 - h. If the student has a cell phone, do we know the name of the provider? Have we considered an open tracking application on the phone, or the assistance of police-requested court ordered tracking of the phone?

An updated photo may also be obtained to aid in the search. A quick, but thorough, search will be conducted in all campus buildings, grounds and parking lots.

Staff should document the situation and create a factual written report from all investigative parties involved. In creating the written report, only record pertinent facts and not speculative information.

If the student is not located as the result of an active investigation by College officials, the Dean of Students will contact the person(s) listed on the student's Emergency Contact form to inquire about his/her whereabouts and/or alert that person his/her child is missing. Once this occurs, a College official will make an official missing report to the appropriate law enforcement agency within the jurisdiction of the College. The local police then become the authority in

charge. The Department of Public Safety and the Dean of Students will assist them in any way necessary.

F. Responsible Albrightian Policy

Albright College's primary concern is the health and safety of its students. The College is aware that students are sometimes reluctant to seek medical attention in alcohol- and other drug-related emergencies out of fear that they may face sanctions related to possessing or consuming alcohol or other drugs. Because these emergencies are potentially life-threatening, Albright College seeks to create a culture of trust and care paired with safety and responsibility while reducing any barriers that would prevent students from seeking assistance by implementing the Responsible Albrightian Policy.

The Responsible Albrightian Policy provides consideration for **alternative consequences** for a student who, while under the influence of alcohol or other drugs, responsibly reports alcohol and/or other drug-related emergencies to the proper authorities for the intention of seeking medical or safety assistance for anyone in need of emergency care. Alternative consequences should not be confused with amnesty.

Description of and requirements during emergency situations: Students who find themselves in a situation that requires emergency care of another should contact the Department of Public Safety at 610-921-7670 or use the call button on the Everbridge app. Call 911 if off campus, and/or immediately seek assistance from a residence life staff member to report the details needed by emergency response personnel while in residence halls.

Scope of Protection: The College will consider the positive impact of reporting an incident when determining the appropriate sanctions for policy violations. In such cases, any possible negative consequences for the reporter of the situation will be evaluated against the possible negative consequences for the student who needed assistance.

Students needing medical assistance during an alcohol- or other drug-related emergency may not face disciplinary/conduct action for the mere possession/use of alcohol or drugs. However, the Office of Community Standards will seek a mutually agreeable resolution to the matter, when possible, while meeting with the same student to discuss the incident. This student may be required to participate in an appropriate educational program. Even if there is not a disciplinary action, the Office of Community Standards will maintain a file of each case that may be used to establish a pattern of history should subsequent alcohol or other drug violations occur. Conduct violations do not appear on the student's academic transcript.

Institutional Discretion Statement: Based on the totality of the incident, the College hearing officer will make the final determination as to the applicability of the Responsible Albrightian Policy and reserves the right to reduce any sanctions or outcomes, including dismissing any and all charges against a student.

Important Policy Limitations: Students should be aware that the Responsible Albrightian Policy does not prevent action by local and state authorities when the situation warrants outside involvement.

G. Title IX Statement

Albright College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in an environment free of sex discrimination and sexual misconduct. Title IX of the Educational Amendment Act of 1972 states that: No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance. Sex discrimination violates an individual's fundamental rights and personal dignity. Albright College considers sex discrimination in all its forms to be a serious offense. This policy includes all forms of sex discrimination, including: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. This policy has been developed to reaffirm individual rights and responsibilities and to provide recourse for those individuals whose rights have been violated. It should serve as a guide for you on the expectations we have for sexual communication, sexual responsibility and sexual respect.

All College employees, including student employees in certain roles, are mandated reporters of sexual misconduct and discrimination. Athletic Trainers and Resident Assistants are mandated reporters. The only exceptions are *medical providers, counselors, and clergy*. Mandated reporters must ensure that any sexual misconduct or discrimination that they become aware of is reported to the College's Title IX Coordinator or deputy coordinators. Reports may also be made to the College's Department of Public Safety at 610-921-7670. This policy applies to all sexual misconduct, discrimination, or harassment regardless of the gender, gender identity or sexual orientation of the reporting party (or victim) or responding party.

H. Sexual Harassment Policy

Sexual Harassment: Albright College believes that its students, faculty and staff living and working in the College community should be free from sexual harassment. Sexual harassment is unlawful and contrary to the best interests of the College, its students and its employees.

- a. **Scope:** It is the policy of Albright College to provide a learning community and workplace or campus community free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute sexual harassment. Sexual harassment is considered to be a very serious matter and is prohibited in the workplace by any person and in any form. It is the responsibility of all students,

faculty and staff to ensure compliance with this policy. Any student, faculty, staff or person who has a workplace or campus/community sexual harassment complaint shall report the matter to a student personnel official, supervisor or vice president, or directly to the director of human resources.

- b. **Policy:** Sexual harassment of any Albright College employee or student in the workplace or campus/community by any employee or other person, either directly or indirectly, is not tolerated and is prohibited. No student, faculty or staff member shall be threatened or made to feel threatened, either explicitly or implicitly, neither by sexual harassment nor by the reporting of sexual harassment. A student, faculty or staff member's refusal to submit to unwelcome sexual advances or conduct or the reporting of such advances will not adversely affect the employee's or the student's performance, evaluation, wages, advancements, academic standing or retention, career development or any other condition of employment. Sexual harassment in the workplace or campus/community is strictly prohibited. This includes, but it is not limited to, unwelcome and offensive sexual flirtations, unwelcome advances or propositions, verbal abuse of a sexual nature, offensive displays in the workplace or campus/community of sexually suggested objects or materials, and any other activity that could be interpreted as creating a sexually hostile work or campus/community environment. Any student, faculty or staff member who believes that he or she has been sexually harassed should report the act immediately to the employee's supervisor or student personnel official or to the director of human resources, who serves as the affirmative action officer. The complaint will be investigated, and the student, faculty or staff member will be advised of the findings and conclusions. While there are no express time limits for initiating complaints, every effort should be made to file a complaint as soon as possible. Once a complaint is made, the College will conduct an investigation and take appropriate actions as indicated by the findings of the investigation. The complaining individual may file an informal complaint, which involves a meeting to discuss the alleged incidents, or a formal complaint, which includes a written statement by the complaining individual. All complaints will be promptly investigated. To the extent possible, confidentiality and privacy will be respected in handling such harassment complaints. The Title IX Coordinator or Deputy Coordinator officer will be responsible for overseeing the investigation and maintaining the documents of the investigation and ensuring that the appropriate action is taken. There will be no discrimination or retaliation against any student, faculty or staff member for making a sexual harassment complaint. Any student, faculty, staff member or person who is found to have engaged in sexual harassment will be subject to appropriate corrective or disciplinary action up to and including immediate termination, suspension or expulsion. This policy applies to students, faculty, staff and non-employees who come into contact with College students and employees. Any sexual harassment by a non-employee, such as a vendor or contractor, shall be reported immediately to the employee's immediate supervisor or to the affirmative action officer.
- c. **Process for Addressing Complaint of Sexual Harassment:** The Sexual Harassment Policy requires action and confidential record keeping as a means of protecting the entire Albright College community of faculty, administrators, staff and students. Immediate and, if necessary, corrective action shall be taken on all complaints of sexual harassment. Members of the Albright College community should encourage individuals who experience sexual harassment to come forward. In addressing complaints of sexual

harassment, the individual should speak directly to the harasser, identifying the incident and what was objectionable and stating the remedy sought. Or, the individual can write to the harasser, identifying the incident and what was objectionable and stating the remedy sought. On the assumption that the remedy sought is to have the action cease, this could end the matter. Failing that, or alternatively, the individual should report the incident directly to one of the following individuals, who are responsible for helping resolve the problem either informally or formally: 1) If the individual is a student, he/she should report the incident to the Department of Public Safety; 2) If the individual is faculty, administrator or support staff, he/she should report the incident to his/her immediate supervisor; 3) If the individual is not comfortable reporting the incident to his/her supervisor or wants to take it further, then he/she should report the incident to the affirmative action officer, who also serves as the director of human resources. The individual should keep records documenting all incidents and conversations that involve sexual harassment, including the date, time, place and witnesses, if available. After informal or formal intervention is complete and there is evidence of inappropriate actions that violate the College Sexual Harassment Policy, disciplinary action against the harasser may follow. Disciplinary action should be commensurate with the scope and severity of the occurrence. Effort will be made to provide appropriate relief in the form of sanctions that may include reprimand, warning, probation, suspension, demotion, expulsion or termination. All employees and students should be aware that the College is prepared to take action to prevent and remedy such behavior, and individuals who engage in such behavior are subject to disciplinary action. Appeals with regard to this process should be made to the president.

I. Sexual Assault/Rape Policy

Sexual assault and rape are crimes that will not be tolerated at Albright College. The nature of these types of incidents causes immense difficulty to the individuals directly involved and offends the educational mission of the institution. Those identified as being responsible for such acts may expect to be criminally prosecuted and held accountable under the college's procedures for handling claims involving sexual harassment.

Rape/Sexual Misconduct

Rape defined – A person commits a Felony of the 1st degree when he or she engages in sexual intercourse with a person by:

- Force
- threat of force
- if victim is unconscious
- unaware that intercourse is occurring
- suffers from mental disability
- if victim is impaired by drugs, intoxicants, or other means, restricting ability to resist.

Sexual misconduct defined –A person who has indecent contact with the victim or causes victim to have indecent contact with the person if:

- person does so without victim's consent
- person does so by forcible compulsion
- by threat of forcible compulsion
- victim is unconscious or unaware that indecent contact is occurring

Those identified as being responsible for such acts may expect to be criminally prosecuted and held accountable under the College's Sexual Assault/Rape and Harassment Policy procedure.

What to Do if You Have Been Sexually Assaulted or Raped

- Get to a safe place as soon as you can (i.e., Public Safety, hospital, RA)
- Get help immediately by contacting a Community Coordinator, Resident Assistant, Health Services, Dean of Students, and/or Public Safety. Between the hours of 9 a.m. and 1 p.m., Monday through Friday, call the Gable Health Center at Albright College (ext. 7532). Call the Department of Public Safety at Albright College (ext. 7670) even if you do not want further action taken. You may also alert the Title IX Coordinator.
- Seek medical care. Save all of the clothing you were wearing at the time of the assault. Place each item of clothing in a separate bag. Do not use plastic bags.
- Go to either St. Joseph's Hospital or the Reading Hospital and Medical Center emergency department for medical care. Even if you think that you do not have any physical injuries, you should still have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted infections and the possibility of pregnancy resulting from the sexual assault. A medical examination is extremely important even if you are unsure if you are interested in pursuing a police report. You may call the Department of Public Safety at Albright College (ext. 7670) if you need transportation to the emergency room.
- Do not disturb anything in the area where the incident occurred.
- Preserve physical evidence and refrain from changing clothes, bathing, showering, brushing your teeth, douching or urinating.
- If you suspect that you may have been given a date-rape drug, ask the hospital emergency department where you receive medical care to test for date-rape drugs.
- Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
- Get emotional support by scheduling an appointment with the Timely Care or by contacting [SAFE Berks](#), a local provider.
Safe Berks Hotline: 844-789-SAFE or Text SAFE BERKS to 20121255
Chestnut Street
Reading, PA 19602
Phone: 610-373-1206
Fax: 610-372-4188
For on campus appointments, contact Victoria Simmons, Campus Response Specialist, 484-651-9745, victorias@afeberks.org.
- It is your choice whether you would like to speak with a counselor on or off campus.
- Every effort will be made to maintain your privacy and confidentiality.

1. If you need information regarding sexual assault or rape, please visit the Gable Health Center website at <http://www.albright.edu/resources/healthcenter/stepstotake.html>

Campus Resources:

- Title IX Coordinator
James Gaddy
jgaddy@albright.edu
- Associate Vice President of Campus Life
Dr. Brian Joyce
bjoyce@albright.edu
- Human Resources Director
Erin Laudenslager
elaudenslager@albright.edu
610-929-6679
- Gable Health Center
gablehealthcenter@albright.edu
610-921-7532
- Public Safety
publicsafety@albright.edu
610-921-7670
- Vice President of Student Affairs and Campus Life
Dr. Brenda Ingram-Wallace
bingramwallace@albright.edu
610-921-7588

Off Campus Resources:

- SAFE Berks Hotline
1-844-789-SAFE
Text Safe Berks to 20121255
- Penn State St. Joseph Medical Center
Erica Stewart
Sexual Assault Nurse Examiner
610-462-5516/610-378-2000

Jurisdiction Off Campus

For Title IX purposes, Albright does not have jurisdiction over individuals outside of the United States. For individuals inside the United States, Albright has jurisdiction over individuals off campus if any one of the following conditions are met: 1) the off campus incident occurs as part of Albright's operations; 2) Albright exercises substantial control over both the Respondent and the context of the alleged sexual harassment that occurred off campus; or 3) if a sexual harassment incident occurs at an off campus building Albrights owns or that is controlled by a student organization Albright officially recognizes.

J. Albright Mandated Reporter Information

If you are employed by the College in any capacity, you are considered a mandated reporter.

Do you know what that means?

YOUR DUTY: Under the College's Title IX Mandated Reporting Policy, ALL EMPLOYEES, are mandated reporters, with the exception of:

- medical providers,
- counselors,
- and clergy.

Athletic Trainers and Resident Assistants are mandated reporters. The primary purpose for sharing this information with the Title IX Coordinator or a Deputy Coordinator is to insure the impacted party receives information about rights and resources, and that the College is able to respond appropriately to such incidents.

HOW TO REPORT: You may report by email, by phone, or in person. Please refer to the Title IX Notification site for Title IX Coordinator and Deputy Coordinator contact information, located here [Title IX Notification](#). As a mandated reporter, you must identify yourself when reporting an incident. If you are abroad, please provide information about best means of reaching you (e.g. to reach you by email or provide timeframe, in EST, to reach you at specified number).

WHAT TO REPORT: When reporting behavior that includes bias incidents or possible discrimination/harassment, responsible employees must provide full details of the incident, if known, including name(s)

of the impacted individual(s), alleged perpetrator(s), witnesses and any other relevant facts, including the date, time and specific location of the incident. It is also important to include information about resources offered and/or actions taken. If an individual requests confidentiality or requests that no further action be taken (by the College or declines to pursue reporting to other authorities), please include that information. If you have questions about options for follow-up, refer to the Support and Reporting Options flowchart, located here [Title IX Notification](#), and you may also include a note.

SPEAKING WITH VICTIMS/WITNESSES: In speaking with a victim or witness, you cannot promise confidentiality.

confidentiality, but it is important to emphasize desire to protect privacy (must share with those who need to know, only what they need to know). It can be helpful to advise that they may hear from the Title IX Coordinator or Deputy Coordinator. You can also remind individuals they can make a report directly to the Title IX Coordinator or Deputy Coordinator.

In the moment, you might say: I appreciate your willingness to share information with me, please know that I am here to help insure you get appropriate assistance. As you know, I may need to share information with appropriate offices, and we also respect the importance of your privacy. If you are comfortable speaking with me, let's be sure we are in a private space, or we can connect you with a confidential resource (e.g. campus counseling; campus Chaplain, SAFE Berks).

Albright College Title IX Statement:

Albright College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in an environment free of sex discrimination and sexual misconduct. Title IX of the Educational Amendment Act of 1972 states that: No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance. Sex discrimination violates an individual's fundamental rights and personal dignity. Albright College considers sex discrimination in all its forms to be a serious offense. This policy includes all forms of sex discrimination, including: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. This policy has been developed to reaffirm individual rights and responsibilities and to provide recourse for those individuals whose rights have been violated. It should serve as a guide for you on the expectations we have for sexual communication, sexual responsibility and sexual respect.

All College employees, including student employees in certain roles, are mandated reporters of sexual misconduct and discrimination. Athletic trainers and Resident Assistants are mandated reporters. The only exceptions are medical providers, counselors, and clergy. Mandated reporters must ensure that any sexual misconduct or discrimination that they become aware of is reported to the College's Title IX Coordinator ([James Gaddy](#), VP of Administration at 610-921-7600) or deputy coordinators. Reports may also be made to the College's Department of Public Safety at 610-921-7670. This policy applies to all sexual misconduct, discrimination, or harassment regardless of the gender, gender identity or sexual orientation of the reporting party (or victim) or responding party.

As Responsible Employees, it is your duty to report to the Title IX Coordinator or a Deputy Coordinator when you have information about possible discrimination or harassment, including (but not limited to) incidents of sexual assault/gender based harassment. This allows us to insure those adversely impacted receive information about rights and resources, and may aid in identifying patterns of concern to inform prevention efforts and/or accountability. Not all reported incidents lead to a further action or disciplinary process. In some instances, the reported information includes details of sufficient follow-up (e.g. resources offered or utilized, or conflict resolution conversation completed).

Recognizing Behaviors

Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be

physically threatening, harmful, or humiliating. Such harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment and non-sexual harassment based on stereotypical notions of what is female/feminine vs. male/masculine, or a failure to conform to those gender stereotypes. Bias incidents can include discrimination or expressions of disrespect motivated by bias or hate against actual or perceived protected identity (e.g. race, ethnicity, religion, national origin, gender, gender identity, sexual orientation, age, disability).

Sex or gender based misconduct may include sexual comments, jokes, gestures, unwanted touching, domestic/dating violence, rape, sexual assault/battery, stalking, or other gender-based discrimination. If you become aware of sex/gender based misconduct, including sexual harassment or sexual violence, you must notify the Title IX Coordinator or Deputy Coordinator.

Disclosure of Sexual Violence: If an individual discloses recent experience of sexual violence (e.g. assault of any type), insure the individual is aware of a right to medical or mental health support, assistance from the College (procedures, remedy), and/or option to report to law enforcement (and option to decline to do so). Validate the courage it takes to share such experience, avoid asking for details that are not necessary for immediate response.

Title IX Coordinator:

[James Gaddy](#), VP of Administration

Administrative Suite, Roessner Hall

Phone: 610-921-7600

[Title IX Notification](#)

While off-campus or traveling on a College-related experience, College policies are applicable. Information specific to international incidents can be found online at [SASHAA.org](#). General information and a help line are available at [RAINN.org](#). **Local FREE and CONFIDENTIAL services are located at SAFE Berks by calling 844-789-SAFE or Text SAFE BERKS to 20121.**

K. Public Health Emergency Policy

When there is a public health emergency caused by incidents including, but not limited to, bioterrorism, a biological toxin, an epidemic or a pandemic disease, a highly infectious disease, or a plague, students will, both on and off campus, monitor and follow all relevant federal, state, and local health requirements, especially as they relate to public events and social gatherings. Students will also monitor and follow all rules, regulations, policies, and other guidance that Albright College puts in place in response to such an emergency. In the event Albright, or its designee, asks a student for information for the purpose of contact tracing, for the safety of both the student and the Albright College community as a whole, the student will provide such information.

L. Revocation Policy

At any point, the College reserves the right to revoke admission to admitted or deposited students for any situations that occur prior to enrollment that in any way involve fraud, misrepresentation, or violations of College standards; for other serious violations committed by a student; for a significant lack of judgment, integrity, or moral character; for a failure to maintain good social standing; or for a failure to maintain one's current level of academic performance prior to enrollment at Albright College.

In the event that, at any point, the College acquires any information that suggests it may be appropriate to revoke a student's admission under this policy for situations that occurred prior to enrollment, the College may, but is not required to, suspend a student on an interim basis while it conducts a fuller investigation, as well as take any other reasonable measures that the College deems appropriate.

<https://www.albright.edu/student-life/compass/student-behavior-code-conduct-policies/>

Student Organizations and Programming

A. Student Organization – Administration of Organization

1. Student Organization Registration
 - a. Organizations may be established within the College for any legitimate purpose.
 - b. A group shall become an official College organization when formally recommended and recognized by the Office of Campus Life and the President of Student Government Association.
 1. The group seeking recognition shall complete the New Organization Registration form on aLink for review by SGA. SGA is responsible for managing all student organizations on campus under the supervision of the Office of Campus Life.
 2. After submitting the New Organization Registration form you may be asked to meet with a staff member in the Office of Campus Life to review your application.
 3. New organizations are first considered “working groups” until they complete all the necessary actions and requirements laid out in the SGA Constitution and SGA New Organization Formation Policy.
 - a. The SGA will only consider two new organizations for recognition each semester. Priority will be given on a first-come first-served basis.
 - b. Prior to becoming an official organization eligible for SGA Allocations, the group in question must complete the following:

- i. Complete the New Organization Registration form and receive approval on this form.
 - ii. The purpose and goals of the organization must compile with the mission of Albright College.
 - iii. The organization then moves to SGA for approval to enter into “working group” status. To be approved, SGA must pass the proposal by a 3/4 vote. The group will, at this point in the process, be referred to as a “working group.”
 - c. The “Working Group” period will last for at least one full semester during which the group must fulfill the following requirements:
 - i. Hold regular meetings whose attendance must be recorded and submitted to the SGA Recording Secretary at the end of the working group period;
 - ii. Conduct a fundraiser or host an event to advertise their presence on campus. Workings groups are allowed to pair with another organization for these events;
 - iii. Working groups are entitled to allocate up to \$200 per semester for funding. Refer to the Student Government Association manual for details.
 - iv. Requests will be considered by the SGA Counsel.
 - d. At the end of the working group period, to gain officially SGA recognized Priority 2 status:
 - i. The working group must submit a constitution, executive board and an updated roster;
 - ii. The working group must hold free and fair elections based on its constitution;
 - iii. Everything must be turned into SGA by the last day of classes for the given semester;
 - iv. The SGA will vote to recognize the group as a priority two organization, which requires 3/4 of the SGA Counsel;
 - v. If the “Working Group” is not granted full organization status they may reapply to be a working group the following semester.
- 4. If the organization wishes to become a fraternal organization, affiliation with a national/international social fraternity or sorority is required. Please see the Associate Vice President for Campus Life for the process of becoming a recognized fraternal organization at Albright College.
 - a. Social fraternities and sororities do not have the privilege of petitioning SGA for a general operating budget. They may petition to receive allocation for events that they wish to sponsor that will benefit the entire Albright community.
- 5. Albright College and the Office of Campus Life prohibits any student from participating in any local fraternities, sororities or secret societies while on campus.
- c. All changes and amendments to the organization’s bylaws, constitution or name shall be submitted to the Student Government Association for approval.

1. All changes in officers and advisors are required to be submitted to SGA via aLink throughout the year.
 - d. All recognized organizations are required to have a member of the faculty or administrative staff serve as a collegiate advisor. The advisor commits themselves for a period of one year.
 - e. Organizations that are officially recognized through SGA are registered annually, and when in good standing with the institution, have the following privileges:
 - Within limits, to use the College name in connection with their programs
 - To petition the Student Government Association for funding. (See Student Government Association)
 - To petition the College for funding
 - To utilize College-owned space
 - To participate in the Activities Fair
 - f. To maintain official recognition, each student organization shall submit a new registration form and membership list to the Student Government Association twice a year, by the fall allocations deadline and the spring allocations deadline (dates determined by SGA). Student organizations must comply with data requests to be submitted to Collegiate Link as administered by the Office of Campus Life and/or SGA.
 - g. The names of all officers of an organization must be submitted to the Student Government Association immediately following their election or ascension into office due to a vacancy.
 - h. The opportunity for membership in all recognized organizations shall be open to any current eligible undergraduate Albright College student.
 - i. Under ordinary circumstances, the SGA approves the recognition of a student organization for funding after consultation with the Office of Campus Life. Before any organization requests SGA funding, the organization must be fully registered with SGA.
 - j. Recognition of an organization infers neither approval nor disapproval of the aims, objectives and policies of the organization by the College or Office of Campus Life.
 - k. The Dean of Students will handle all violations by student organizations.
 - l. The Office of Campus Life and SGA may recommend withdrawing recognition of any student organization. This right shall be exercised when it has been determined that a student organization is not exhibiting sound financial management and/or is not acting in the best interests of the student body.
2. Responsibilities of Recognized Organizations
- a. To maintain good standing with the Office of Campus Life and Albright College, recognized organizations are responsible for:
 1. Submitting a new registration form and list of all members on aLink by the second Friday of both the fall and spring semester.
 - Failure to submit this form on the date required may result in loss of funding for the semester by SGA.
 2. Reporting names of all newly elected officers on aLink within 72 hours of elections to SGA.

3. Notifying the Office of Campus Life of any change of advisor.
 - a. Failure to comply with these expectations may result in the organization's loss of recognition by Albright College or funding from the College or SGA
 4. Executive board members must maintain at least a 2.5 GPA, or a higher GPA if required by any affiliated international, national, or regional organization. General membership must maintain at least a 2.0 GPA
 5. All Executive Board members are required to attend all SGA allocations and leadership workshops each semester. Refer to GA manual for details.
3. The Role of the Adviser
- a. All recognized organizations are required to have a member of the faculty or administrative staff as a collegiate adviser. The adviser commits him/herself for one year. At the completion of one year, the student organization may retain the adviser for the following year, or they can select someone else as their adviser.
 - b. The organization adviser must get to know members of the group and assist the group to become acquainted with each other and their responsibilities in order to work effectively. He/she should attempt to assess, with each member, the contribution they can make to the group.
 - c. Workshops for advisers will be offered by the Office of Campus Life

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B. Fraternity and Sorority Life (FSL)

FSL organizations have a long and rich tradition at Albright College. The campus' first fraternal organization formed for men was Kappa Upsilon Phi in 1900. Since 1986, all FSL organizations at Albright are required to have a national affiliation. Currently, there are three fraternities, three Panhellenic sororities, one co-ed service fraternity, and one a National Latin Sorority. The Albright College Interfraternity Council (IFC) is the governing body for all fraternities, and the Albright College Panhellenic Council (Panhel) governs the sororities.

Fraternities	Sororities
Alpha Sigma Phi	Alpha Delta Pi
Pi Kappa Phi	Phi Mu
Sigma Alpha Epsilon	Sigma Kappa
Alpha Phi Omega	Chi Upsilon Sigma

The goals of the FSL community are to instill in its individual members the qualities of citizenship, scholarship, service, and respect for oneself and others. Students interested in joining a Fraternity or Sorority are required to have completed at least three academic courses at Albright with a minimum cumulative GPA of 2.5 without rounding. In the case of a transfer student wanting to join a Fraternity or Sorority, they must have completed at least three academic courses at previous institution and provide proof of minimum cumulative GPA of 2.5 from said institution. Interim and Summer courses and their respective GPAs will be used in evaluating eligibility. The Office of Campus Life works with these organizations to provide guidance, continuity, and program support.

Albright students who are currently registered at Albright College (during the regular academic year) and have met the above-named guidelines are eligible for affiliation. All students interested in affiliating with an FSL organization must register with the Office of Campus Life for FSL before beginning the intake/education process. The registration process is to ensure that potential new members meet the minimum GPA requirement before beginning intake/education.

FSL organizations at Albright College typically take two new member classes each year; one in the fall semester and one in the spring semester. No organization will be allowed to issue bids, hold any intake, new member, or recruitment program during interim sessions. New member education programs may last a maximum of eight weeks, with start dates set by IFC and Panhel at the beginning of each semester. These programs must conclude no later than a week before the last class of the respective semester. All new member programs must be approved by the Office of Campus Life via the New Member Education Packet. These packets must be turned in and approved by the Office of Campus Life at least 24 hours prior to the start of the education program. Incomplete packets will NOT be approved. Programs and activities will NOT have any elements of hazing as defined by Pennsylvania state law and Albright College Policy and must meet the approval of the organization's national headquarters and the Office of Campus Life.

Albright College prohibits students from belonging to secret societies or local fraternities and sororities (those without national affiliation). Displaying local organization's letters by any student is prohibited, including t-shirts, mugs, posters, etc. Violations of these policies or other policies relating to FSL organizations will be adjudicated through the office of Campus Life and/or the Dean of Students. Any violation that involved harassment or other misconduct that may be related to gender will be reported to the Title IX Coordinator.

Additional information regarding Fraternity and Sorority Life can be found on the website or by contacting the Office of Campus Life.

C. Student Event Planning

To serve students better, Albright has streamlined the process of scheduling space, acquiring work done by facilities, and obtaining security for events by having the entire process completed online at the Office of Campus Life's website. All organizational program requests must be submitted and approved through your organization's aLink page.

This registration process must be used for utilization of ALL college spaces (i.e. fields, parking lots). Please remember that room reservations, facility needs (audio visual equipment, chairs,

tables, etc.) and security requirements cannot be automatically approved by the respective departments. It is important that students submit requests at least 10 days in advance of the program to avoid any delays in hosting the event. The 10 days will be taken from the date the program registration was submitted via the Office of Campus Life website.

D. Travel Guidelines for Albright College Student Organizations

Travel Guidelines for Albright College Student Organizations

Trips sponsored by a student organization are considered part of Albright's "official business" and, therefore, must be planned in consultation with the organization's faculty/staff adviser and the Office of Campus Life. After discussing the trip with your adviser, please come to the Office of Campus Life to discuss the planning of your trip. All trips, transportation and travel arrangements must be made in conjunction with the Office of Campus Life. This planning meeting is an essential part of ensuring a safe and successful experience for all students who plan to participate in the trip. Failure to have this meeting or violations of the travel guidelines may result in disciplinary procedures.

Additionally, all Albright College student regulations apply to all students who go on trips sponsored by student organizations. It is important to note that students are responsible for their guests and will be held accountable for their guests' behavior on the trip.

1. College Representatives

It may or may not be necessary for an organization's adviser or another College representative to go on a trip. This depends on the nature, destination and duration of the trip. A College representative going on a trip must be employed by Albright College. The organization's leader will consult with the Office of Campus Life in order to determine the need for a College representative to accompany the organization on their trip.

For all trips not requiring a College representative, a member of the student organization's executive board will assume responsibility for the travel program. They must be in attendance during all phases of the trip. This student will be responsible for keeping all necessary travel documents secure on their person and will take the initiative if any emergency situation arises.

2. Transportation and Lodging Planning

All transportation contracts and arrangements (airline, train, bus, van, car rental and hotel arrangements) will be made through the Office of Campus Life. In cases where travel by air is necessary, the organization should meet with the Office of Campus Life no less than a month from the expected travel date. This should ensure the most economical fare for the organization.

3. Financing the Trip

Under no circumstances should money be sent directly by the student participants to an off-campus contractor (bus company, travel agent, hotel, etc.). A copy of the contract or agreement must be submitted to the Office of Campus Life for the proper College representative's signature. In instances where money is collected from each person going on the trip, ticket sales should not commence until all contracts have been signed. All monies for the trip should be deposited into the student organization's account with the Albright College Controller's Office. (Please keep in mind that this process and any process dealing with contract signatures or transactions within the Controller's Office may take considerable time, depending on the complexity of the trip or event.)

4. **Automobile Transportation**

Most students going on off-campus trips will use cars. The use of personal automobiles exposes the owner(s) and driver(s) to considerable liability. It may be possible for a group no larger than 13 to use the SGA van. A faculty or staff member from the College must be present. To minimize liability to the organization and to avoid possible injury to anyone in the group, the Office of Campus Life and the Department of Public Safety suggest that student organizations follow these recommendations:

- Check the proper licensing and eligibility of all drivers.
- Observe all traffic laws, including speed limits.
- Abstain from alcohol, drugs or medicine that would impair the safe operation of the vehicle.
- Carry proof of current automobile insurance for all drivers.
- Maintain all vehicles being used (current state inspection sticker).
- Keep basic safety and repair equipment on hand.

The College cannot assume responsibility for the driver or the safety of the vehicle being used. It is highly recommended that all drivers have at least two years' experience. We highly recommend that student organizations obtain a van with a professional driver. The Office of Campus Life, through its travel agent, can arrange this for you.

5. **Emergency Procedures**

The designated person in charge of the trip (adviser/executive board officer) will assume responsibility for dealing with emergencies that may arise. This person should keep a copy of the trip registration form on them at all times during the trip. This person will also have a list of contact persons from the College to call in the event of an emergency.

An emergency folder will be made available to the adviser/executive board officer travelling on college-sponsored trips. The folder will include:

- A copy of the trip registration form listing everybody attending the trip as indicated by the student organization.
- A list of emergency phone numbers for the Albright campus (Public Safety Office and community coordinator on duty)

E. SGA Policies and Allocations

The rules of the allocation process are established by the Student Government Association (SGA) to provide guidelines for the allocation, disbursement and administration of the student activity fee. The Allocations process shall begin at the start of each semester and shall conclude by its second Sunday, which marks the day of Allocations Announcements. There will also be a time period for reallocations of funds that organizations can submit requests for.

1. **Eligibility for Funding**

- a. Each organization officially recognized by the SGA is eligible for Allocations. If the organization is not officially recognized by the SGA, then it shall not be allocated as a typical SGA-recognized organization. Only organizations that are open to the entire student body, with the exception of the classes, club sports, and academic honor societies are able to be officially recognized by the SGA and apply for allocations.

1. Student organizations must submit an Organization Registration form on aLink and attend the Leadership Workshop before receiving funding.
2. Each SGA-recognized organization must submit the following to the SGA every semester to be considered eligible for funding:
 - a. An updated, and ratified version of the organization's constitution:
 1. In the event that an organization updates its constitution in such a way that the changes significantly alter the organization's stated purpose and/or executive board structure, said organization shall submit the proposed document to the SGA for approval even if said changes are made prior to the current constitution's update/ratification deadline.
 2. The updated document must be approved by a majority vote of the SGA Cabinet.
 - b. An updated Executive Board Registration and an updated Organization Roster.
 - c. Meeting minutes throughout the semester submitted to the Executive Vice President of SGA.
3. An executive officer of each organization must meet with their SGA liaison prior to the allocations deadline.
4. Each SGA-recognized organization must follow the SGA email policy for student organizations which require organizations to respond to bi-weekly check in emails sent from their respective SGA liaison.
5. Because of the nature of the student activity fee, SGA reserves the right not to allocate/fund any event that is not made open to any registered student within the Albright College community.

2. Procedures for Requesting Funds

- a. SGA Allocations Information Meeting
 1. All Executive Board members of an organization are required to attend one of SGA's Allocations Workshops per semester.
 2. Allocations Request Forms must be submitted by 4:00 pm to the SGA Office on the Friday prior to Allocations Announcements, the second Friday of the semester.
 3. To be considered for SGA funding, the form must be filled out in its entirety. Also, the organization must provide documentation/proof of costs cited in the Request Form. Otherwise, the Allocations Request Form will be considered incomplete.
 4. The organization must provide an updated inventory of all items they currently possess from previous SGA allocations.
- b. Reviewing Requests
 1. Requests will be reviewed by the SGA in no particular order (with the exception of organizations that have been deemed Priority One, which will be considered first).

2. Organizations that submit late or incomplete request forms or do not meet the eligibility requirements will be removed from the regular pool of requests and be considered for funding with penalties at a later date.
- c. Allocations Decisions and Announcements
 1. Allocations decisions will be emailed to the organization's President and Treasurer by the day after the decisions are made.
- d. Funding Timeline
 1. Funding is requested by each organization during each semester.
 2. Funding only be granted to an organization for an upcoming semester with prior approval from the SGA President and Vice President of Finance
 3. Funds for activities during the Interim semester should be requested during the fall semester allocation process.
3. **Administration and Disbursement of the Student Activity Fee**
 1. Funding for student organizations is based on the organization's membership, number of events per semester, history (determining good standing or lack thereof) and account status (determining overages and/or misuse of funds).
 2. The SGA reserves the right to deny funding to an organization for any activity based on the limited funds available for the allocation process.
 3. Co-sponsorship of activities, which combines funds and energies, is highly encouraged.
 4. The SGA will not allocate funds toward the following:
 1. Any items which are susceptible to being owned by an individual, not the organization, at the end of an event
 2. Fundraisers
 3. Awards or prizes
 4. Gifts
 5. Personal loans
 6. Drugs/Alcohol
 7. Payment for tips
 8. Charity donations or contributions
 9. Any events that have happened prior to the allocation process (unless given special written approval by the SGA's President and Vice-President of Finance)
 10. Any event that takes place outside of the academic year
 5. Club Sports Allocations Policy
 1. The Director of the Schumo Center will only allocate for the following items for club sports:
 - a. Standardized Personal Property, which entails any articles that must be the same for all club sports team members (ex. uniforms and jerseys) with the following stipulations: (i) New jerseys for the entire team every four academic years; (ii) New jerseys for each new member of the club sport, after the club sport submits its roster, every semester.

- b. Equipment, noting the following:
 - A mandatory equipment inventory must be submitted each year.
 - The Club Sports Coordinator holds the right to deny any equipment deemed excessive based on the club's history, membership, and inventory records.
- c. Referees
- d. Athletic Trainers used for team practices, home games, and sport's injuries.
- e. Reasonable transportation
- 2. The Albright College Student Government Association will devote at maximum 10% of its budget every semester to the management and support of the SGA-recognized club sports; This budget will be managed and distributed by the club sport advisor in the Schumo Center of Fitness and Well-being.
- 3. The SGA shall only allocate for the following items for club sports:
 - 6. Standardized Personal Property, which entails any articles that must be the same for all club sports team members (ex. uniforms and jerseys) with the following stipulations: (i) The SGA will provide new jerseys for the entire team every four academic years; (ii) The SGA will provide new jerseys for each new member of the club sport, after the club sport submits its roster, every semester.
 - 7. Equipment, noting the following:
 - A mandatory equipment inventory must be submitted each year.
 - The SGA withholds the right to deny any equipment deemed excessive based on the club's history, membership, and inventory records.
 - 8. Referees
 - 9. Trainers used for sports injuries in a limited capacity.
 - 10. Reasonable transportation based on the consideration by the Student Government Association.
- f. Class Year Allocations Policy
 - 1. The Albright College Student Government Association allocates funds to each of the four academic classes for events designed to promote unity among the class members and aid in fundraising efforts to support the financial needs associated with senior year;
 - 2. As the primary purpose and function of the classes differs from that of other allocated organizations a fundraising allowance has been made;
 - 3. For each allocated fundraising event the class may earn 20% of the total allocated amount, in the event the SGA is unable to fund the total amount requested the class is eligible to earn the differences in addition to the 20% profit;

4. Example: A bus trip cost \$2000, SGA is only able to cover \$1500 of the total cost. In this case the class may earn a total of \$800 (\$500 to cover the remaining costs, and \$300 of raw profit)
 5. An exception to Section 1, Subsection 3, will be made for transportation costs associated with senior class trips allowing funds to be allocated for events that are not open to the entire student body.
- g. Conferences and Trips
1. Only an organization's Executive Board will be considered to attend conferences (maximum of five members) unless prior permission is received through the Office of Campus Life.
 2. An advisor is strongly encouraged for both trips and conferences and can be included in the requests for funding.
 3. Trips will be reviewed on a first-come, first-serve basis. The skills and lessons learned and how they may contribute to the college's advancement shall also be taken into consideration.
 4. Transportation funds can be requested, but the cost of transportation and the distance to the destination will be taken into consideration by the SGA when determining that which defines a reasonable request;
 5. Hotel funds can be requested; however, will only cover the flat fee; organizations must cover any tips or extra expenditures on their own (i.e. damages, late fees, etc.).
4. **Appeal Process, Late Requests for Funding**
- a. Appeal Process
 1. An organization holds the right to appeal an unapproved funding request by writing a letter of appeal to the SGA Executive Board.
 2. Once the letter is received, the SGA Executive Board will vote and come to a decision; the SGA Vice-President of Finance will contact the organization regarding the ruling, which is the final word and authority in the matter.
 3. An appeal must be made within a week after the allocation process and is under the scrutiny of the SGA Executive Board.
 - a. Late Requests
 0. Any late requests not accounted for during the original request process may be submitted by any organization in the form of a letter stating the reasons funds are needed to either the SGA president or Vice-President of Finance
 1. All late requests are under the scrutiny of the SGA Executive Board, and the decision to follow is the final word and authority of the board.
5. **Freezing Accounts**
- a. The SGA reserves the right to freeze an organization's SGA account based on the following:
 1. Attendance of mandatory SGA events including, but not limited to, SGA Town Hall Meetings

2. Any misuse of funds
3. Violation of College policy
- b. While an account is frozen, the organization will be unable to submit check request forms or receive reimbursements.
- c. If an organization's account has been frozen, the SGA Vice-President of Finance shall submit a written notification to both the organization's President and Treasurer via email.
- d. The SGA determines the length and time an account will remain frozen based on each individual case.
 1. The SGA is open to hearing appeals of frozen accounts.
- e. Repeat Offenses
 1. In the event that the organization fails to attend another SGA event, misuses its funds again, or violates college policy within the same semester, the SGA may re-freeze its account;
 2. For an organization to regain the privilege to make use of its SGA account, the President and Treasurer must, again, meet with the SGA President and Vice President of Finance and submit a written appeal to the SGA who may approve or not approve the appeal;
 3. The SGA will discuss and decide the account status based on the outcome of a majority vote;
 4. If an organization repeats an offense, as outlined in Article V, Section A, Subsection 1, Clauses 'a' and 'b,' for a third time within the same semester, the SGA reserves the right to freeze said organization's SGA account for the duration of the semester and reabsorb the remainder of its SGA-allocated funds intended for the organization's use during that semester; Repeat Offenses shall be recorded in the organization's account and attendance history, which may influence the SGA's decision to allocate funds to that organization in the future and may result in the organization's placement as a "Priority Three," which is dependent upon a majority vote by the Student Government Association Cabinet.

6. Amending the Allocation Rules and Procedures

- a. Amendments may be proposed by any member of the SGA.
- b. Proposals must receive a 2/3 vote of the SGA in order to be passed. All changes and amendments to the organization's bylaws, constitution or name shall be submitted to the Director of Student Involvement and Leadership and the Student Government for approval.
 1. All changes in officers and advisors are required to be submitted to the Office of Campus Life throughout the year.
- c. The opportunity for membership in all recognized organizations shall be open to any current eligible undergraduate Albright College student.
- d. Under ordinary circumstances, the SGA approves the recognition of a student organization for funding after consultation with the SGA President and the Office of Campus Life. Before any organization requests SGA

- funding, the organization must be fully registered with the Office of Campus Life.
- e. Recognition of an organization infers neither approval nor disapproval of the aims, objectives and policies of the organization by the College or Office of Campus Life.
 - f. The Dean of Students will handle all violations by student organizations.
 1. The Office of Campus Life may recommend withdrawing recognition of any student organization. This right shall be exercised when it has been determined that a student organization is not exhibiting sound financial management and/or is not acting in the best interests of the student body.
 - g. The opportunity for membership in all recognized organizations shall be open to any current Albright College student.
 - h. Under ordinary circumstances, the SGA approves the recognition of a student organization for funding after consultation with the SGA President and the Office of Campus Life. Before any organization requests SGA funding, the organization must be fully registered with the Office of Campus Life.
 - i. Recognition of an organization infers neither approval nor disapproval of the aims, objectives and policies of the organization by the College or Office of Campus Life.
 - j. The Dean of Students will handle all violations by student organizations.
 1. The Office of Campus Life may recommend withdrawing recognition of any student organization. This right shall be exercised when it has been determined that a student organization is not exhibiting sound financial management and/or is not acting in the best interests of the student body.
 2. Responsibilities of Recognized Organizations
 - a. To maintain good standing with the Office of Campus Life and Albright College, recognized organizations are responsible for:
 1. Submitting a new registration form and list of all members to the Office of Campus Life by September 11th for the fall semester and February 5th for the spring semester.
 - Failure to return this form on the date required may result in loss of funding for the fall semester by SGA.
 2. Respond to all liaison emails from SGA and communicate frequently to SGA throughout each semester.
 3. Reporting names of all newly elected officers within 72 hours of elections to the Office of Campus Life.
 4. Notifying the Office of Campus Life of any change of advisor.

5. Updating membership lists before December 1st for the fall term and May 1st for the spring term.
 - Failure to comply with these expectations may result in the organization's loss of recognition by Albright College or funding from the College or Student Government Association.

<https://www.albright.edu/student-life/compass/student-organizations-programming/>

General College Policies

A. Bicycle Policy

1. The College is not responsible for lost, stolen or damaged bicycles. Bicycle owners are responsible for removing their bicycles from campus at the end of every semester. Bicycles left after the end of the academic semester will be considered abandoned, confiscated by Public Safety, and held by the College until the bicycle is claimed. Bicycles left with Public Safety for more than one full semester will be deemed a gift to the College, to be disposed of through appropriate College channels.
2. Bicycles, when not in use, must be securely locked to approved bicycle racks. Bicycle racks are placed in appropriate locations around campus.
3. Bicycles that are locked to any device, railing, or structure other than an approved bicycle rack will be issued a warning. A subsequent violation will result in removal by Public Safety and may result in disciplinary action.
4. Bicycle owners should use discretion when riding bicycles. At all times, pedestrians have the right of way. All bicycles must be operated according to the provisions of the Commonwealth of Pennsylvania Vehicle Code as it pertains to bicycles, as well as the rules and regulations contained in this policy.
5. Bicycles may not be ridden in residence halls or any other building.
6. Bicycle owners are encouraged to have bikes insured in case of damage, loss or theft.
7. Bicycle owners are strongly encouraged to register their bicycles with the Department of Public Safety.

B. Disability Access Statement

Albright College is dedicated to extending all available services, programs, and activities to our students including those with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008. To facilitate equal educational and learning opportunities for students with documented disabilities including but not limited to learning, sensory, physical, medical, and mental health conditions, the College has designated the Student Accessibility and Advocacy (SAA) office as the central office on campus that supervises disability services. Students must self-disclose their disability to the

Director of SAA and provide appropriate and current documentation of their disability in a timely manner. The Director meets with students to discuss their specific requests and reasonable accommodations are made on a case-by-case basis. The office's goal is to foster self-advocacy skills and personal growth in each individual while providing appropriate support. Students are also encouraged to utilize additional campus resources such as, the Student Success Center (tutoring and academic coaching), Counseling Services, Writing Center, and the Gable Health Center. Students can contact the office via phone at 610-921-7503 or via email at SAA@albright.edu. Visit the [SAA website](#) for documentation standards and more information.

C. Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

The right to inspect and review the student's education records within 45 days of the day the college receives a written request. Students should submit written requests to the Registrar that identify the records they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, he or she shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students should write the official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research or support staff position (including law enforcement unit, personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his other tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the college discloses education records without consent, to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint. Complaints should be addressed in writing to the Registrar's Office so that a resolution may be found. Complaints may also be made directly to the U.S. Department of Education concerning alleged failures by the College 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, D.C. 20202-5920

For additional information on these rights, please contact the Registrar or the Dean of Student Affairs.

Albright College, in accordance with the FERPA, has designated the following items as public information: Name, Addresses, Telephone Numbers, E-mail Addresses, Date of Birth, Major and Degree, Participation in Sports and Officially Recognized Activities, Dates of Attendance, Academic Level (Class Year), Enrollment Status (Full-time/Part-time), and Degrees, Honors and Awards. Public Information may be released to the general public.

You may request that public information not be released by contacting the Registrar's Office in writing. Requests to withhold public information will be honored for the current academic year only. To remain in effect, a request must be re-authorized each academic year.

Parent Notification Amendment

The Higher Education Amendments of the Family Educational Rights and Privacy Act (FERPA), permits postsecondary institutions to disclose to parents and legal guardians of students under the age of 21, without the student's consent, information regarding the student's violation of any Federal, State, or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance.

D. Financial Aid Refunds

In accordance with federal regulations, Albright College maintains a refund policy for students who are recipients of Federal Title IV financial assistance (Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Direct Student Loans, Federal Direct Parent Loan (PLUS), and Federal Student Work Study). This policy applies to each recipient of Title IV assistance who withdraws or is dismissed from Albright College during the first 60% of any semester in which the student enrolls. For students exiting the College prior to the 60% point, federal aid is adjusted based on the percent of the semester completed prior to the withdrawal; students are entitled to the percentage of federal financial aid equitable to the percentage of the semester they completed. This percentage is calculated by dividing the number of days in the semester (excluding breaks of five days or longer) into the number of days completed prior to the withdrawal. The official date of withdrawal is noted on the Albright College Student Withdraw Form. There is no adjustment to federal financial aid if an official withdrawal occurs on or after the 60% point of any given semester.

After the federal refund amount is calculated, federal funds are returned in the following order:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Direct PLUS Loan
- Pell Grant
- Supplemental Educational Opportunity Grant

State grant funds originating either in Pennsylvania or any other state are adjusted in accordance with the granting agency’s stated guidelines. If a return of aid takes place before the 60% mark of the semester and a PA Grant was awarded, the funds will be returned in full to PHEAA.

Albright College grant and scholarship funds are adjusted based on the percentage of tuition charged to the student when he or she withdraws from the College; a student withdrawing with a 25% tuition charge would receive 25% of his/her total Albright College grant and scholarship. Students who are either academically dismissed from the College or are suspended (or expelled) for disciplinary reasons, are not eligible for refunds of previously made payments to the College.

How do I contact the Ombudsman Group?

If you’ve completed the preparation steps above, and you have done everything you can to resolve your dispute, contact the Ombudsman Group through one of these methods:

Postal Mail:

U.S. Department of Education
 FSA Ombudsman Group
 P.O. Box 1843
 Monticello, KY 42633
 Phone: 1-877-557-2575

E. Financial Policies

1. Enrollment Deposit:

All entering students pay a \$300 enrollment deposit. This deposit holds their position in the class. This deposit is held in escrow and credited to the student’s account upon graduation or withdrawal from the College after completing at least one semester. Students withdrawing from the College without meeting this requirement forfeit their enrollment deposit.

2. Billing and Payment:

Tuition, fees, room and board are billed by semester. Typically, the fall semester eBill is available online at LionPay late June or early July. This initial statement reflects charges and anticipated financial aid credits for the Fall term and any balance reflected as “Total Payment Due” is payable by early August. Spring semester eBills are issued early December with a due date in early January. A financial plan should be established to settle any balance due by the initial due date of each semester.

After the semester has begun, subsequent monthly eBills are issued electronically via LionPay and will include any transactions from the prior statement date. Other charges that may appear include purchases from the bookstore, Gable Health Center, field trip fees, and fines and penalties. Credit balances incurred are reflected as negative Payment Due (\$-xxx.xx).

The balance on the billing statements is required to be fully paid by the indicated “Payment Due Date.” Late fees at a rate of 1.5% (18% annually) will be assessed to the student account on any unpaid balance. Late fees will also be assessed when required financial aid documentation is not received by the Financial Aid Office to complete their verification review and for incomplete Direct Stafford Loan Master Promissory Notes and Entrance Counseling. These fees will continue to accrue each month on all past due balances.

All student account transactions can be viewed online at LionPay. This secure website allows you to receive eBill statements electronically, view current account activity including your account balance information and process payments via electronic check or credit card. It also allows you to designate a parent or other family member as a Payer so they can view your eBills and process payments on your behalf.

As an option to settle your balance each semester, we offer a six, five, or four-month payment plans that allows you to spread your owed balance over a period of time. Payment plans can be viewed by clicking on “View payment plan options” at LionPay.

Students are granted auxiliary credit privileges to charge purchases at the college bookstore. These charges are posted weekly to the student account and are payable when reflected on the next eBill. Students are urged to use these privileges appropriately.

Questions relating to any charge appearing on the eBill should be brought to the attention of the Student Accounts Office within seven days of receipt.

Outstanding account balances are subject to late payment fees, as well as the suspension of auxiliary charging privileges. Additionally, any student with an outstanding account balance will be ineligible to register for classes for an upcoming semester and select a room during housing lottery.

3. Institutional Refund Policy:

Due to unforeseen circumstances (including medical reasons), it may become necessary for a student to leave the College during the academic year. In the event this does occur, tuition and other institutional charges will be refunded in accordance with the following schedule:

- **100% prior to the start of the semester**
- **90%** during **1st** week of semester
- **75%** during **2nd** week of semester
- **50%** during **3rd** week of semester
- **25%** during **4th** week of semester
- **No Refund** during or after the **5th** week of the semester

Please note that any refund is subject to a \$200 administrative fee and cancellation fees as delineated in the Residential and Food Service Contract, if applicable. A student's enrollment deposit will be credited to the student account as long as the student completed one semester at the College.

Financial Aid Refunds

In accordance with federal regulations, **Federal aid* will be adjusted based on the percentage of the semester completed prior to the withdrawal** for any student who withdraws, or is dismissed, during the first 60 percent of a semester in which that student began attendance.

* Federal Title IV Financial Assistance includes Pell Grants, Supplemental Educational Opportunity Grants, National Smart Grants, Stafford Loans, PLUS Loans and Federal Work Study.

Albright College grant and scholarship funds will be adjusted based on the percentage of tuition charged according to the withdrawal date. For further details, please reference the College Catalog.

F. Hoverboards, Drones, Skateboards, and other Devices Policy

Hoverboards are not permitted on the Albright College Campus due to fire safety and operator safety concerns. Hoverboards include but are not limited to self-balancing scooters, battery-operated scooters, hands-free segways and electronic-powered skateboards. In-line skates, skateboards and roller blades are also not permitted to be used in any College-owned facility. Drones are also strictly prohibited on campus. Devices found on campus grounds will be confiscated and the user/owner will be referred to Community Standards for violation of college policy.

G. Organization Policy

1. Any student or student organization that aids, abets, encourages, requests, initiates, or assists any other student, non-student or student organization in acts that violate a policy constitutes an organizational offense.
2. Societies, clubs, Fraternity and Sorority organizations, athletic teams or similar organized groups in or recognized by the College are subject to the same standards as individuals in the community. The committing of any offenses by such groups or the failure of any organized group to exercise preventative measures relative to violations of the code by their members shall constitute an organizational offense. To be classified as an organizational offense, one (or more) of the following circumstances must have occurred: the offense was conducted with the knowledge, authorization or approval of an executive officer and or member(s) of the organization; organizational or group funds were utilized to support the offense; a significant number of organization members participated, supported or were aware of the misconduct; the

misconduct occurred in any reserved space on or off campus that serves as a College function. The misconduct occurred as a result of or during an organization-sponsored function or activity; or the misconduct was, by its nature, deemed to be an organizational offense. Both the individual and organization will be held accountable for misconduct originating from one event or activity.

3. The organization as a whole as well as students individually shall be subject to disciplinary action as if the student or student organization had actually committed the violation. Any violation of the Student Code of Conduct by members of a student organization may result in both the organization and the members involved in the behavior being subject to disciplinary action up to and including dissolution of the organization.

H. Parental Notification

1. The Dean of Students has the authority to notify parents or guardians about possible violations of the Student Code of Conduct under the following circumstances: when students have authorized the College to release educational records to parents or guardians, when students under the age of 21 are found to have committed any violation of the College's policies on alcohol or drug violation, when students are involved in a disciplinary violation that could result in suspension or expulsion from the College, or when students are facing a medical or psychological emergency.

2. The Higher Education Amendments of the Family Educational Rights and Privacy Act (FERPA), permit post-secondary institutions to disclose to parents and legal guardians of students under the age of 21, without the student's consent, information regarding the student's violation of any federal, state or local law, or any policy of the institution governing the use or possession of alcohol or controlled substances.

I. Poster Policy

The Albright College Poster Policy is designed to ensure that all media posted across campus is properly approved, factually accurate, and contains all necessary information. Students must print and bring all posters they wish to display, including personal advertisements for student-run businesses, to the Office of Campus Life for approval and stamping prior to posting. Posters will not be permitted without an official stamp anywhere on campus. All posters must be removed by the date stamped on them.

To be approved, each poster must include the name of the sponsoring organization or body, the name of the event or promotion, a brief description, the date, time, and location of the event, as well as the contact person and their contact information. Posters must not contain any references to drugs or alcohol. Any content that violates this guideline will be denied approval. The Office

of Campus Life also reserves the right to veto any poster or promotional material that does not align with college policies or community standards.

For posting across all designated campus locations, students will need a specific number of posters (to be determined). To post in residence halls, 45 posters are required.

External promotions from outside organizations may be approved only if they provide a service or benefit to Albright students. These posters must also be submitted to the Office of Campus Life for review and stamping. Flyers will be posted on the designated community board in the Student Center as well as Rossner Hall and will be removed on the date stamped on the poster. The goal of this policy is to promote a safe, inclusive, and supportive environment for all students, and all campus promotions must align with this mission.

All posters must be removed **by the organization that posts it** by the date stamped on the poster by the Office of Student Involvement and Leadership. All posters that violate this policy will be removed immediately.

J. Preferred Name Policy

Albright College recognizes that students might opt to use a preferred first name rather than their legal name. Albright's Preferred Name Policy provides this option and supports the community's belief in inclusion. Examples of where a preferred name might be used include international students wishing to use an alternate name, or transgender students wishing to use a name that represents their gender identity. The goal of the Albright College Preferred Name Policy is to provide students with a consistent preferred name across all College systems wherever a legal name is not required by law.

Unlike a nickname, a preferred first name should be usable in social circles and with professors and staff members on campus. We encourage students considering use of a preferred name to use good judgement in their selection. Please note that all campus preferred name requests are subject to review and approval.

The Albright policy allows for a preferred first name only; therefore, your legal last name will appear with your preferred first name. Your legal first name will not appear on internal documents, or in areas modified to accommodate the preferred name.

The *Albright College Preferred Name Policy* is used in all cases where a legal name is not required. Examples of where your primary/legal name is required include but are not limited to:

- Financial Aid & Student Account Records
- Student Employment, Payroll, and Tax Documents
- Official and Unofficial College Transcripts
- Federal Immigration Documents
- Enrollment Documents used in certificate programs or state licensure

International students are encouraged to indicate a preferred first name if they wish; however, this policy does not apply in situations where a legal name is required. For F-1 or J-1 student visa purposes, for example, the legal name must be used.

If you wish to declare a preferred name, do so by completing the [Albright College Preferred Name Request Form](#) available in Self-Service under My Profile > Personal Information > Preferred Name Information. If you have questions regarding the Albright College Preferred Name Policy, or the process for updating your records with a preferred name, please contact the Albright College Student Services Center at 610-921-7515.

K. Self-Care

The ability to maintain good self-care is an essential responsibility for all community members. Students are responsible for good personal hygiene and activities of daily living, such as eating, dressing, bathing, toileting, and transferring (moving out of beds or chairs unassisted). Extreme uncleanliness and poor hygiene can jeopardize the safety and health of all members of the community. In addition, students who reside in the residence halls are expected to maintain clean, sanitary, and safe conditions. Students are encouraged to access resources such as the Gable Health and Counseling Center, Student Accessibility and Advocacy office, and Residential Life department to assist with self-care challenges. Students who are unable to perform activities of daily living should hire a personal attendant/aide to assist them. For further information regarding personal attendants/aides on campus, please contact the Student Accessibility and Advocacy office.

L. Smoking Policy

Smoking, the use of electronic cigarettes, oral tobacco, and other smoking material is prohibited in ALL college owned property (classrooms, residence halls/houses, etc.) on campus. The college views the use of electronic cigarettes, oral tobacco, and other smoking material to be synonymous with smoking. Smoking is not permitted within 25 feet of all college owned buildings, apartments and houses. Refrain from smoking near windows and overhangs. All debris must be disposed of properly. Failure to adhere to these rules may result in a fine and/or disciplinary action.

M. Solicitation and Sales

Solicitation and sales are strictly prohibited on College premises. This applies to all members of the Albright community, as well as outside constituents. Such acts should be reported to Public Safety.

<https://www.albright.edu/student-life/compass/general-college-policies/>

N. Student Demonstration Policy

1. The trustees, administration and faculty of Albright College are pledged to the growth and development of the institution as a place where men and women can search for truth and justice and develop into responsible, law-abiding citizens. Albright College is dedicated to intellectual development through the process of rational decision-making and to freedom of thought and opinion. It welcomes responsible dissent and dialogue with respect to the issues of our times. Freedom for members of the Albright community to protest by lawful means must be, and will be, protected. Appropriate expressions of dissent are welcome so long as these expressions do not interfere with the rights of other students, faculty, administrators and staff to conduct their normal duties in the regular operation of the College. The procedure for demonstrations by members of the Albright community is outlined on the Public Safety Web page. Albright College is open to the discussion of any issue with the College community. Individuals have recourse both through campus organizations and appropriate College administrators. Most campus demonstrations, marches, picketing and rallies are peaceful and non-disruptive. Therefore, those requesting permission to demonstrate will be provided a suitable location, and every attempt will be made to ensure that those participating do so in a safe manner.

Unlawful disruption includes activities that: (i) deny rights of students, faculty, staff or guests of the College; (ii) disrupt or obstruct College activities; (iii) deny rights of those engaged in peaceful discussion or dissent; (iv) deny free movement of anyone, on any part of the campus or College-owned or -leased property; (v) deny the use of offices or other College facilities to students, faculty, staff, trustees or guests; (vi) endanger the safety of any person on College property; (vii) threaten the destruction of, or cause destruction to, College-owned or -leased property.

2. Peaceful, Non-Obstructive Demonstrations

Generally, demonstrations of this kind will not be interrupted. Those desiring to demonstrate must first obtain permission from the provost, senior vice president of student and campus life, or vice president of administration and finance. Upon written request, permission will be granted and will include any stipulations, if necessary. This request may be made in the form of an email to any of the aforementioned. The written request will include date and time of demonstration, location requested, number of participants expected, and reason for demonstration. Request must be presented 24 hours prior to time of scheduled demonstration. Demonstrations shall be restricted to Science Field, Kelchner Field, or the Commuter Parking Lot, and will be assigned according to availability. Members of the Albright College community will be permitted to distribute leaflets, circulate petitions, and picket, if it is done consistent with this established procedure and not in violation of the aforementioned items letters a-g. In an effort to provide a safe environment for demonstrators, a demonstration shall only be conducted during daylight hours, unless express permission has been received by the provost, dean of students, or vice president of administration and finance. Members of Public Safety will monitor all demonstrations to ensure that those participating are doing so in a safe environment and that the requirements of this policy are being met. When the aforementioned requirements for a peaceful demonstration are not being followed, the provost, dean of students,

vice president for administration and finance, or director of public safety will advise demonstrators to disperse. In the event of violent demonstration – with potential for injury, or actual injury to persons, or damage to property – the director of public safety will immediately contact the police department having jurisdiction. Upon the arrival of the responding police department – they will assume control. Public Safety officers will provide assistance as requested.

If a campus building is obstructed or the normal activities of the College are interrupted, the provost, dean of students, vice president for administrative and financial services, or director of public safety will advise demonstrators to cease such activity.

Failure to discontinue unacceptable behavior will result in immediate contact with the police department having jurisdiction. Public Safety will provide assistance as requested.

<https://www.albright.edu/student-life/compass/general-college-policies/>

O. Student Records

Student records for student and campus life are maintained in each office reporting to the Senior Vice President of Student and Campus Life. The Dean of Students Office holds conduct records resulting from citations to the Student Code of Conduct for seven years after the student graduates. The files for students who do not graduate are held intact indefinitely. Students may not return to Albright College until the hearing has been held and a decision has been reached regarding the outstanding incident.

P. Vehicle Registration and Parking Regulations

1. Registration

All Albright College employees and undergraduate students who desire to use Albright parking facilities must register their vehicles with the Department of Public Safety.

A **\$40** parking registration fee is required from all full-time undergraduate students. These monies are earmarked for safety improvements in the parking lots such as the College's Video Surveillance System. Students must place their parking hang tags on the rearview mirror. Employees will be issued parking stickers which must also be placed on their rearview mirror, facing out. Proper placement allows for easy identification of a vehicle in situations where the Department of Public Safety must contact the owner.

Students who use Albright parking lots are required to register their vehicles each year with the Department of Public Safety. When students register their vehicles, the \$40 fee per vehicle, will be attached to the Student Account records. Students who change vehicles during the academic year must register the new vehicle with the Department of Public Safety, at which time the parking hang tag may be transferred to the new vehicle.

Employees are only required to register one time; however, if a change of vehicle occurs, a new permit sticker is required. If employees have additional vehicles they may wish to park on campus lots from time to time, they must register them and obtain parking stickers for them.

Registration can be completed online at the website of the Department of Public Safety (hang tags will be delivered via campus mail) or in person at the Public Safety Office, located at 1311 College Avenue, which is open 24/7.

All undergraduate resident students will be issued Red & White color hang tags with Black & White letters. These permits allow resident students to park on the lots at Mohn Hall, North Hall, Rockland Hall, Albright Woods and the new residence hall located in the 1700 block of 12th St. and on a first come basis. Overflow resident parking may be along city streets as city restrictions or signage may allow. Its vital students are aware of resident permit parking only signage in the blocks of 1600 block of Palm St., 1400 block of Union St.

The Department of Public Safety encourages members of the Albright community who plan to park off campus to register their vehicles and obtain parking hang tags and parking stickers in the event of a problem (e.g., lights left on); registration enables the Department of Public Safety to identify and contact the owner.

2. Student Guest Temporary Parking Permits

It is necessary to obtain a temporary parking permit from the Department of Public Safety and to have it displayed on the dashboard when students have guests or when a vehicle will be parked on campus for a period of time not to exceed the three-day on-campus housing rule, which is more fully described in the most recent *Community Guide* (Guest/Escort Policy).

3. Long-Term Leased Vehicles

Whenever a College department leases a vehicle for long term usage, it is necessary to register the car to obtain a parking sticker to be displayed on the rear-view mirror on the driver’s side of the vehicle, whether parked on the street or on campus. This is needed in the event the vehicle must be moved from its stationary status for an emergency.

4. Parking/Parking Locations

“Students” refers to all students, including SPS and graduate students, with valid parking permits. “Employees” refers to faculty members, staff and administrators with valid parking permits.

Lot	Saturday–Sunday	Monday–Friday
Main Lot	Employees, guests and students	7 a.m. –5 p.m. Employees and guests 5 p.m. – 7 a.m. Employees, guests & students

Computer Science/Chapel	Employees, guests and students	7 a.m. – 10 p.m. Faculty 10 p.m.–7 a.m. Employees, guests and students
Bollman/Schumo	Employees, guests and students	6 a.m. – 10 p.m. Employees and guests 10 p.m. – 6 a.m. Employees, guests and students
Athletic (Turtle Dome)	Employees, guests and students	7 a.m. – 10 p.m. Employees and guests 10 p.m. – 7 a.m. Employees, guests and students
Gene Shirk Stadium	Students with valid parking hang tags, employees and guests	COMMUTER students with valid hang tags, employees and guests
Camp Building	Employees and registered tenants only	Employees and registered tenants only
Selwyn	No parking without authorization	No parking without authorization
Albright Woods	Students and guests Employees	Students and guests Employees
Mohn	Students and guests Employees	Students and guests Employees
North (large volume of vacant spaces in this lot)	Students Employees	Students Employees
Albright Court	Court Resident Assistant and students	Court Resident Assistant and students
Roessner Hall Northwest (Rockland St. access)	Employees, guests and students	7 a.m. – 5 p.m. Faculty and guests 5 p.m. – 7 a.m. Employees, guests and students

Roessner Hall Southwest (Richmond St. access)	Employees, guests and students	7 a.m. – 5 p.m. Faculty, guests and students 5 p.m. – 7 a.m. Employees, guests and students
Roessner Hall Southeast (13th St. access) (Community Media Bldg.)	BDTF & WXAC employees ONLY	BCTF & WXAC employees ONLY
Roessner Hall East (13th St. - Wells Fargo Bank)	Employees, guests and students: Saturday 12 noon – Monday 7 a.m.	Bank employees and patrons ONLY BCTF & WXAC employees ONLY

5. Visitor/Guest Parking

All members of the Albright community should make every effort to make our guests feel welcome upon their arrival on campus. When offices or departments are expecting guests, the host should obtain guest parking permits from the Department of Public Safety. If possible, the host should distribute the parking permit to the guest prior to arrival and instruct the guest to place the parking permit on the dashboard. Visitors may park in any available space in the Main Parking Lot on the corner of 13th and Bern Streets, except the ones designated for College officials, persons with valid permits, guests of the Admission Office and the 15-minute restricted spaces. Should these designated spaces not be accessible, guests may park in any available space in the Gene Shirk Stadium/Commuter Parking Lot on the corner of 13th and Exeter Streets. Unexpected guests should be assisted by the host office/department in obtaining a special parking permit and parking location from the Department of Public Safety.

6. Handicapped Parking

The College provides designated handicap accessible spaces throughout campus. Campus handicapped access signs comply with applicable state and/or federal laws. Cars parked illegally in these spaces are subject to ticketing or towing at the owner's expense. **Students with handicap placards are also required to have proper Resident or Commuter parking permits.** Anyone requiring a permanent handicapped parking space should contact the Department of Public Safety to make proper arrangements.

7. Special Temporary Parking Needs

In the event that employees, students or guests have extenuating needs for a temporary parking pass, either long-term or short term, arrangements should be made through the Department of Public Safety, which will assist in any way possible. Long-term parking will be limited to an issue time of four weeks and short-term parking arrangements will be issued for a period not to exceed two weeks. If either request for special parking privileges needs to be extended, the individual must contact an officer in the Public Safety office for further review.

8. City and Township Street Parking

Although city and township regulations allow parking on public streets, members of the Albright community should be sensitive to the need to maintain good community relations and

avoid, whenever possible, parking in front of private residences when there are alternative locations. The City of Reading has granted parking permits to the residents along the west sides of Palm and Amity Streets and, therefore, non-residents are prohibited from parking at these locations. Under no circumstances should a member of the Albright community block a private driveway.

Failure to abide by public parking ordinances and regulations may result in traffic citations issued by the appropriate city or township police departments.

9. Parking Restrictions

a. Parking is prohibited in any fire lane, loading dock, reserved space or area marked “No Parking”, including but not limited to:

- 1) Masters Hall Circle (designated fire lane)
- 2) East fire lane in front of Mohn Hall
- 3) Campus Center loading dock
- 4) Center for the Arts loading dock
- 5) Science Hall loading dock
- 6) Entire driveway entering the parking lot of North Hall
- 7) Either side of the main driveway to Albright Woods
- 8) Entrance to any delivery, service or trash removal area
- 9) Unpaved landscaped areas, unless authorized by the Department of Public Safety or Facilities Services and Operations.

b. Penalties

Unregistered vehicle/no current permit displayed \$50

Unauthorized parking in handicapped space \$50

Parking in a loading zone \$25

Parking in a fire lane \$25

Parking in a no parking/driving zone \$25

Parking on sidewalk/grass \$25

Parking in reserved/restricted spaces \$20

Exceeding 15-minute parking limit \$20

Improperly displayed hanging permit, sticker \$20

Violators are responsible for payment of towing charges in addition to the above-stated penalty.

Commonwealth statutes hold private institutions harmless from any liability associated with towing of vehicles from private parking lots.

10. Towing of Vehicle

The Department of Public Safety reserves the right to arrange to tow any vehicle when the location of the vehicle presents a hazardous or emergency situation.

11. Responsibility for Violations

The owner/operator of a vehicle registered with the Department of Public Safety is responsible for any and all violations and related penalties. It is incumbent upon the owner/operator to ensure that all operators of the vehicle are made aware of the College’s parking rules and regulations, which can be found in the student handbook, in the rules and regulations distributed electronically to all full-time undergraduate students and on the College’s website.

12. Appeal Hearings

If you believe that a parking citation you have received is unwarranted, you have the right to request a hearing by completing an appeal form, which can be obtained from the Department of Public Safety and submitted to that office within five calendar days of the date of issuance. An appeal hearing will be conducted by the Assistant Director of Public Safety who has been designated as the Hearing Examiner. At the time of submission of an appeal form, each appellant will be assigned a date and time for a hearing, which is mutually agreed upon. You may, before the date of the hearing, request a new date in the event of an unanticipated conflict. Only one new hearing may be requested. Failure to appear for a scheduled hearing will result in an additional \$5 fine to your citation and the forfeit of any right to appeal. Failure to request a hearing within five days of the parking citation or failure to appear at your hearing will result in your forfeiting any appeal rights. A plea of ignorance of the Albright College parking policy will not be accepted as an excuse for violation. The appellant will be contacted either by correspondence or email within three days after the hearing, by the Hearing Examiner, who will advise of the verdict of said hearing. Should the appellant feel the verdict and conclusion of the Hearing Examiner to be unjustified and unfair, the appellant may, within three days of receiving notice from the Hearing Examiner, may contact the Assistant Director of Public Safety, by phone or email, to request an additional hearing of the appeal. A date and time will be scheduled for said hearing, which will be conducted and administered by the Director of Public Safety. The decision by the director will be final and absolute. This regulation, dated July 20, 2023, supersedes any and all previous Albright College parking regulations.

Q. Withdrawal Policy

Students are expected to be enrolled, and attending classes, continuously from their initial enrollment through graduation. Understanding that unexpected events may occur, the College allows for a student to request a full withdrawal. Albright College reserves the right to initiate or mandate withdrawal and reserves the right to defer or refuse readmission. References in this policy to “withdrawal” refer to full withdrawal from all courses. To assist you in your decision to withdraw, please refer to the [Withdrawal FAQs](#), or contact the Assistant Provost at 610-929-6653 with any questions.

The following types of withdrawal are addressed in this policy: voluntary, voluntary medical and mandated medical. Issues of Community Standards violations or academic dismissals will be handled by the appropriate department.

1. Voluntary Withdrawal Policy

A student who wishes to leave the College for personal or medical reasons may request a withdrawal. A withdrawn student is no longer considered a degree candidate; he/she may not remain living in residence on campus and may not participate in College activities as an enrolled student. If a student indicates a medical or mental health reason for withdrawal, they will be required to submit documentation of follow up treatment to the Gable Health and Counseling Center prior to readmission.

a) Procedure

1. If the student is unsure about their decision to withdraw, or has questions, the student should contact the Assistant Provost at 610-929-6653 to schedule an appointment.
2. To initiate a withdrawal, a student must access Student Withdrawal Information and Form by logging into [Student eDocs](#).
3. The student's withdrawal is effective immediately once the form is submitted, or on the last date of the semester if the student is completing the semester's coursework. Resident students are expected to remove all personal belongings from their assigned space and return keys and student ID cards to Residential Life or Public Safety when they leave.

Academic Note: Withdrawal without penalty is allowed up to one week after mid-term grades are issued. The designation in this case is W (Withdrawn) and is so noted on the student's record. Withdrawal from a course in the period after the above date and three weeks prior to the beginning of final examinations will result in the student's receiving a W or a WF (Withdrawn Failing) at the discretion of the instructor.

Any student withdrawing from a course in the last three weeks of a semester automatically receives a WF, except for reasons of illness or other dire circumstances as determined by the provost. The grade of WF is counted as an F in computing the student's cumulative average. Grades of F are recorded for courses from which there has been no official withdrawal. Official withdrawal requires that a withdrawal form be submitted to the Registrar's Office.

Financial Note: A student who withdraws during the first five weeks of the semester is eligible for a partial refund of tuition, room and board charges on a pro-rated basis. There is no refund of tuition, room and board charges for a student who withdraws after the fifth week of the semester. Students should consult the Financial Aid Office to determine how withdrawal will affect their individual aid packages.

Non-attendance in class does not constitute withdrawal. Unless a student has filed an official withdrawal, instructors must assign final grades that reflect the student's academic performance and work completed.

b) Readmission

1. If less than a year has lapsed since a student's withdrawal from Albright and he/she has not attended classes at another institution, he/she should contact the Admission Office for readmission. Readmission will be granted after review and approval by College administration.
2. If more than a year has lapsed since a student's withdrawal and/or a student has attended classes at another institution, he/she must contact the Admission Office and reapply for admission.
3. The College reserves the right to refuse readmission.

2. Voluntary Medical Withdrawal

All requests for medical withdrawals require the recommendation of the College's health or counseling care providers. Recommendations are typically but not exclusively based on the following:

- Evaluation by staff at the Gable Health and Counseling Center
- Letter from a physician or mental health professional submitted to Gable Health and Counseling Center for review

- Evaluation from a hospital Emergency Room department submitted to Gable Health and Counseling Center for review

a) Procedure

1. Students must be evaluated by the Gable Health and Counseling Center. A letter from the physician or clinical psychologist must be provided to the Gable Health and Counseling Center.
2. Students seeking a medical withdrawal must access Student Withdrawal Information and Form by logging into [Student eDocs](#) and note medical or mental health as reason for withdrawal.
3. The student will be allowed to register for classes again only after the health center and/or counseling center has authorized a return to classes. Documentation should be provided to the college at least 45 days prior to anticipated return.
4. If a student has taken coursework at another institution after withdrawal, he/she may need to reapply as a transfer student through the Admission office.

b) Readmission

1. Students are expected to address the medical/psychiatric issues that initiated the withdrawal prior to seeking readmission. Students are expected to remain in treatment until the presenting issues are resolved which is typically during the time that they are out of school.
2. A student seeking readmission after a voluntary medical withdrawal should contact the office of the Senior Vice President of Student and Campus Life and Chief Health Officer, or the Dean of Students Office.
3. Readmission will require providing relevant medical information to the Gable Health and Counseling Center such as certification by the student's health care provider, or psychologist that the student participated in a course of treatment to resolve issues that precipitated the medical leave, is able to attend classes and is able to conform to the standards of residential living. Return to the College may be contingent upon signing a behavioral contract. Such contracts may require the student to acknowledge that certain behaviors are proscribed.

3. Mandated Withdrawal Policy

A key component of Albright College's mission is to provide a safe residential learning community where students are able to pursue their academic and social goals. The College may require a student to withdraw from the college if reason exists for the College to believe the student's continued presence on campus poses a significant threat to self or to others or to the stability and continuance of normal college operations.

A. Mandated Medical or Psychological Withdrawal: Typically, a mandated medical or psychological withdrawal will arise from a student exhibiting acute or persistent health or behavioral problems, despite having been offered or provided with reasonable accommodations, such as those made in accordance with the Americans with Disabilities Act. The College may initiate the mandated medical or psychological withdrawal process if, in the judgment of the Senior Vice President of Student and Campus Life and Chief Health Officer, or the Behavioral Intervention Team, a student:

1. Engages or threatens to engage in behavior that poses a danger of harm to self or others, causes significant property damage, or substantially affects the health or safety of others.
2. Is not able to adequately address daily living skills to the extent that they cannot function

independently and/or safely in the residential milieu.

3. Interferes with or disrupts the operations, activities, or functions of the College or fails to comply with the behavioral requirements of a College official in the performance of his/her duty with regard to the College's commitments to both the individual and the community.

4. In rare cases, a mandated withdrawal may co-occur with hospitalization or visit to the hospital. Occasionally, a student is released within hours or within a day or two of entering a hospital. If the student lives on campus, he/she must find alternative accommodations off campus.

B. Procedure

1. Any individual who believes that a student meets the criteria described above should contact the Senior Vice President of Student and Campus Life and Chief Health Officer, or the Behavioral Intervention Team.

2. The Office of the Senior Vice President of Student and Campus Life will alert the Behavioral Intervention Team to conduct a preliminary investigation and, if necessary, consult with Academic Affairs, Counseling Services, or other appropriate offices. The student may be required to undergo assessment by a medical/psychological provider identified by the Senior Vice President of Student and Campus Life and Chief Health Officer, in consultation with the Director of Gable Counseling Center. If the student fails to complete this assessment, the Senior Vice President of Student and Campus Life and Chief Health Officer, or designee, may implement a mandated medical or psychological withdrawal immediately.

3. If a mandated medical or psychological withdrawal is implemented, the terms of the leave will be communicated to the student in writing. Students are expected to address the medical/psychiatric issues that initiated the withdrawal prior to seeking readmission.

4. The decision of the Senior Vice President of Student and Campus Life and Chief Health Officer concerning a mandated medical or psychological withdrawal is final.

C. Readmission

1. A student seeking readmission after a mandated medical or psychological withdrawal should contact the office of the Senior Vice President of Student and Campus Life and Chief Health Officer, or the Dean of Students Office.

2. Readmission will require providing relevant medical information to the Gable Health and Counseling Center, including certification by the student's health care provider or psychologist that the student participated in a course of treatment to resolve issues that precipitated the medical leave, is able to attend classes and is able to conform to the standards of residential living. Documentation should be provided to the college at least 45 days prior to anticipated return.

3. The Senior Vice President of Student and Campus Life and Chief Health Officer, or designee, has the authority to make the final decision regarding return to the College, including return to activities and residential life, and may determine additional criteria for a student to return.

4. Return to the College may be contingent upon signing a behavioral contract. Such contracts may require the student to acknowledge that certain behaviors are proscribed and that if they reoccur, withdrawal from the College will be mandated.

5. In no case will the student be permitted to attend classes or dining hall meals or participate in extracurricular activities until the review assessment has been completed.

Albright College Mission

The mission of Albright College is to provide students with an education that enables them to live their best lives, now and in the future. We immerse students in impactful experiences that foster social mobility and ensure exceptional outcomes through real-world engagement, a supportive community, and a distinctive co-major program rooted in the liberal arts and sciences.