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## **Introduction**

The Pathfinder is written and issued by the Dean of Students Office and is designed to provide students with information about the policies, procedures, and services of Juniata College. Faculty and staff are available to provide clarification and/or further information when necessary.

All Juniata students are expected to be thoroughly familiar with the information presented in the Pathfinder. If you wait until a particular situation arises before reading the Pathfinder, you will have greatly reduced its potential. Continued enrollment at the College is considered as acceptance and expressed consent to adhere to the rules and regulations outlined in this and other Juniata publications.

Although we believe the information provided in this document to be accurate and current, changes may occur. The College reserves the right to make changes in regulations, policies, procedures, and other matters as necessary. Students will receive information on any such changes from the appropriate college office. Students enrolled at the College agree to comply with the College's rules and regulations and to accommodate to any changes necessary.

Juniata students wishing additional information concerning matters addressed in the Pathfinder are encouraged to contact the Dean of Students Office in Founders Hall. Please do not hesitate to contact us if we can be of assistance.

## **General policies and procedures**

### **Alcohol**

Pennsylvania state law prohibits the purchase, possession, consumption, and/or transportation of alcoholic beverages by persons under the age of 21. In addition, state law prohibits the furnishing of alcoholic beverages to those under the age of 21. Juniata College policy complies with state law and permits only those students who are 21 years of age and older to possess or consume alcoholic beverages on campus. Students in violation of Pennsylvania law and/or Juniata College policies are subject to disciplinary action, including campus disciplinary proceedings, civil liability and criminal prosecution. The College will not impede enforcement efforts by federal, state, or local law enforcement agents and holds each individual responsible for his or her own conduct in this area.

### **Pennsylvania Liquor Control Board**

[http://www.portal.state.pa.us/portal/server.pt/community/alcohol\\_the\\_law/17511](http://www.portal.state.pa.us/portal/server.pt/community/alcohol_the_law/17511)

### **Other Controlled Substances**

Juniata considers as serious the possession and misuse of illegal or dangerous drugs. If there is involvement, disciplinary action will be taken which could lead to separation from the college. The college is not a sanctuary from the law and will not impede the efforts of law enforcement officials who are investigating the involvement of persons with illegal or dangerous drugs.

Since the use of drugs (including alcohol) may be associated with medical and psychological problems, students may be referred, or refer themselves, to the counseling and medical resources of the College.

## **Policies and Guidelines for Student Use of Alcohol on Campus**

The purchase, possession, consumption, and/or transportation of alcoholic beverages by those under the age of 21 are prohibited.

### **General**

Furnishing alcoholic beverages to those who are under the age of 21 is prohibited. The legal definition of furnishing is "to supply, give, provide to, or allow a minor to possess on premises or property owned or controlled by the person charged".

In light of the Pennsylvania legislature's definition of furnishing and the potential health risk of over-consumption, kegs, beer balls, and similar products are not permitted by students of any age.

- The policy applies to full and empty containers.
- Draining kegs, beer balls, and similar products into other containers for the purpose of possessing, consuming, and/or furnishing alcohol on campus is not permitted.
- Being in a room or area where a keg, beer ball, or similar product is present will be viewed as a violation of the campus alcohol policy.

Because of the potential dangers to health, the possession of excessively potent forms of ethyl alcohol (i.e., grain) for drinking purposes is prohibited.

Each student must carry proper identification and proof of age and produce such identification when requested by a College official.

Non-student guests are subject to all College policies related to the use of alcoholic beverages when on campus. Student hosts are responsible for the behavior of their guest(s).

### **Student Rooms in College-Owned Residential Facilities**

Activities in residence hall rooms or apartments should not infringe upon the rights of others. The College has an obligation to preserve an atmosphere conducive to academic and social wellness. Any student who behaves in a fashion that disrupts the residence hall or infringes upon the rights of another student will be subject to disciplinary action.

Activities in student rooms or apartments must be self-contained. Hallways, lounges, and bathrooms are not to be used for parties or to accommodate the overflow of social gatherings

Alcoholic beverages are not permitted in rooms where all residents are under the age of 21.

### **Public Areas**

Open containers of alcoholic beverages are prohibited in public areas of the College. Exceptions to this policy may be granted by the Director or Assistant Director of Student Activities for registered social functions.

All social functions in public areas involving the use of alcoholic beverages must be approved in advance by the Director or Assistant Director of Student Activities and must comply with the procedures on the Social Function Form.

Event sponsors may not furnish alcoholic beverages for the function in any way. College funds may not be used for the purchase of alcoholic beverages and the sponsors may not participate in the purchase and/or delivery of alcoholic beverages for attendees. The only format is "bring your own beverage" for those persons 21 years of age and older.

When alcoholic beverages are permitted, non-alcoholic beverages and food must also be provided.

All guests must provide proof of age before entering the function. All guests who are 21 years or over, must be visibly identified by a wristband.

All social functions in public areas involving the use of alcoholic beverages must have an Event Management team present. The Event Managers will oversee the checking of identification and the distribution of alcoholic beverages to guests at the event. Event Managers must be arranged by the Office of Student Activities; volunteers are not permitted to assume the responsibilities of the Event Management Team.

Social functions in residence hall lounges must comply with residence hall policies.

Only registered student organizations may charge admission for social functions. Individual students hosting private functions may not charge an admission fee.

Event sponsors are not to interfere with college officials in their attempts to monitor the function and enforce College policy.

If a scheduled social function is canceled, the event sponsor is responsible for notifying the Office of Student Activities in a timely fashion.

## Policy on Student Accommodations

The College makes reasonable accommodations for students with respect to disabilities which do not impose an undue hardship on the College. If a student believes he or she requires a reasonable accommodation or has a question regarding educational services, activities, programs, or facilities that are accessible to or usable by students with disabilities, please contact an academic counselor in Academic Support Services who will serve as the point person and advocate for students with learning challenges.

### Documentation

Students requesting reasonable accommodations with respect to disabilities must obtain and provide to the College current (within three years prior to enrollment) documentation of their disability before the start of the session in which they are enrolling and requesting an academic adjustment or services. This documentation must support both that a student has a disability as well as the necessity of the requested academic adjustment or services. The primary purpose of this documentation is to determine a student's eligibility for accommodation and, if eligible, to help the College work interactively with a student to provide appropriate services. The College is not required, however, to provide accommodations that would result in a fundamental alteration to the nature of the program in which the student is enrolled or seeks to be enrolled, would create an undue financial burden on the College, or which would pose a threat to safety and security. General documentation requirements include, but are not limited to:

- Documentation provided by a licensed or otherwise properly credentialed professional/medical specialist who has no personal relationship (i.e. family member, former school teacher, or school counselor) with the individual but who is knowledgeable about the individual's disability and/or condition.
- Documentation must be typed or printed, dated, signed, and legible with the name, title, and professional credentials of the evaluator on an official letterhead and define/explain:
  - The clear description of the disability
  - The description, name, and scores of the tests and assessments used, as appropriate
  - How the condition was diagnosed
  - The current existence of the disability and current need for an accommodation
  - Functionality of the individual in an educational setting
  - Expected progression or stability of the disability
  - Rule-out statement that describes which academic and other functions the disability does not affect
  - Recommended accommodations related to functional limitations and a rationale for how the requested accommodation remedies the functional limitation
  - Date of observation

The above criteria are general guidelines only; the type of documentation will vary according to the disability. For students with learning differences, it is preferable that the student provide a full and recent psycho-educational evaluation. In some instances, a student may be requested to provide updated or augmented documentation in order to be reviewed more fully before being considered for services. It is possible that in reviewing a student's specific accommodation request or the recommendations of an evaluator, the College may find that while the recommendation is clinically supported, it is not the most appropriate accommodation given the requirements of a particular student's academic program. In addition, the College may also propose accommodations that would be appropriate and useful to the student, but which neither the student nor the



evaluator have requested. The College appreciates that student disability records contain personal and confidential information. Such documentation is maintained in a confidential file in the office of Academic Support Services and is considered part of a student's education record and will only be disclosed with a student's permission or as permitted by law (e.g., in the event of a health or safety risk). However, at times, in order to evaluate and/or provide requested or recommended services and accommodations, it may be necessary for the College to disclose disability information provided by a student or a student's healthcare provider to appropriate college personnel participating in the accommodation process and have a legitimate need to know more and review the file.

If documentation provided by a student does not support the existence of a disability or the need for an accommodation, the student will be advised and provided an opportunity to supplement the initial documentation with further information from a physician, psychologist, or other appropriate specialist. In the event a student's accommodation request is denied, a student may appeal that decision by utilizing the appeal/grievance process found below.

### **Supporting Students with Disabilities**

In its commitment to ensuring that no otherwise qualified student with a disability is subjected to unlawful discrimination in the context of his/her educational experience, the College makes certain that students with disabilities are provided equal access to educational and career development programs and/or student activities. Consequently, as noted above, the College will make, on behalf of qualified students with learning and physical disabilities of which the College is aware, reasonable accommodations that do not impose undue hardships on the College. Students and their families are strongly encouraged to disclose and discuss possible accommodations during the enrollment process.

If a student believes he/she requires a reasonable accommodation or has a question regarding educational services, activities, programs, or facilities that are accessible to or usable by students with disabilities, please contact an academic counselor in Academic Support Services who has responsibility for students with learning challenges. All information associated with a disclosure of this nature is confidential, and the College will communicate this information to others only on a need-to-know basis.

### **Appeal/Grievance Process**

**Scope and Application:** This appeal/grievance process applies to any student allegedly aggrieved by a denial (in whole or in part) of his/her request for an accommodation/academic adjustment under the College's Policy Regarding Students with Disabilities or who otherwise has an unresolved complaint regarding his/her disability. The College commits that no retaliation will occur at any stage of this process.

**Initial Time Period for Filing an Appeal/Grievance:** A student, alleging a disability and wishing to file an appeal/grievance hereunder, must initiate the procedure described below within thirty (30) calendar days of when the student knew or should have known of the action of which the student complains or is otherwise aggrieved by, including a denial (in whole or in part) of a request for accommodation/academic adjustment.

(A) The student or, any person(s) acting on behalf of the student, may file an appeal/grievance with the Office of Academic Support Services. An academic counselor (or his/her designee from Academic Support Services) will discuss the student's complaint and attempt to resolve or adjust the dispute on an informal basis. The student may present any facts or circumstances he/she deems relevant to the complaint/dispute. The academic

counselor may investigate the matter and gather any relevant facts and circumstances, including conducting interviews. The academic counselor shall render a determination within twenty (20) calendar days after being assigned to handle the student's appeal/grievance. Within seven (7) calendar days from the date of the determination by the academic counselor that the complaint/dispute could not be resolved, the student (or the person acting on his/her behalf) must submit a written request for a further review by the Dean of Students to the Office of Academic Support Services and must document the student's attempt to first resolve the appeal/grievance with the academic counselor. The written request must explain the nature of the student's complaint/dispute and/or the accommodation/adjustment sought.

(B) The Dean of Students shall review all matters relating to the complaint/dispute as presented to the Office of Academic Support Services and may solicit additional facts and evidence as the Dean may deem necessary. The student may present any further facts or evidence he/she deems relevant. The Dean of Students shall complete the review and render a decision within twenty (20) calendar days after the appeal/grievance is submitted to the Dean of Students. If, after the Dean of Students has had an opportunity to render his/her decision, the student remains unsatisfied with the resolution of the appeal/grievance, the student, or person(s) acting on behalf of the student, may submit an appeal/grievance in writing, within seven (7) calendar days from the date of the decision by the Dean of Students, to the Provost. If no written request is submitted within the seven-day period, the decision of the Dean of Students shall be final.

(C) Upon the submission of the student's written request for a review of his or her appeal/grievance, the Provost will consider all facts and circumstances, including the investigatory file as developed by Academic Support Services and any medical evidence presented. The Provost may also interview the student or such other witnesses as may be necessary. If, upon such inquiry, the Provost determines that a proper review of the matter was conducted, the decision of the Dean of Students shall be confirmed. The Provost may also amend, alter or revise the decision and, therefore, the Provost is responsible for the final decision. The Provost will render a decision within thirty (30) calendar days after the appeal/grievance has been submitted to the Provost as described above.

### **Change of Address**

Students who change home addresses during the academic year need to complete a change of status card, which may be secured in the Registrar's Office.

## **Withdrawal Policy**

### **Medical Withdrawal:**

A student may make a request for a medical withdrawal from a course, or withdrawal for other extraordinary circumstances, through the Dean of Students Office or the Student Academic Development Committee. A request for a medical withdrawal must be accompanied by supporting documentation from the student's medical/health care provider.

Upon receiving notification of an approved medical withdrawal, the Registrar will enter a grade of "W" which will not be calculated in the student's cumulative GPA. Medical withdrawals may impact College progress-towards-the-degree standards. Students are encouraged to discuss these implications with family, faculty advisors and counselors from Financial Planning or the Dean of Students Office.

### **Withdrawal from College:**

If a student is considering withdrawing from the College, an appointment should be arranged through the Dean of Students Office. A decision to withdraw from the College may have implications including financial aid eligibility and payment schedules. A student should meet with the Dean of Students to discuss withdrawal procedures and to complete the appropriate clearance forms.

If a student withdraws from the College during a semester, the Registrar will enter a grade of "W" for all registered but not completed courses. "W" grades are not calculated in the student's cumulative GPA, but may have other ramifications. Students who withdraw during a semester may still have financial obligations to the College. Students are encouraged to discuss these matters with family, faculty advisors and counselors from Financial Planning and the Dean of Students Office.

### **Leave of Absence:**

Students who want to pursue a program of study at another institution, engage in other off-campus educational experiences, and/or address personal issues without severing their connection with Juniata may request a leave of absence. A leave of absence is granted only with written approval from the Dean of Students Office in consultation with the Registrar. A student requesting a leave of absence must be in good academic standing. Absent extraordinary circumstances, a leave of absence will not exceed one-year.

Any student who plans to take a leave of absence should consult the Registrar, Student Financial Planning, Student Affairs Staff or Dean of Students Staff.

### **Voluntary Medical Leave of Absence:**

When a student's health impedes normal academic progress and/or a situation requires a student to leave the College for one or more weeks, the student may seek a voluntary medical leave of absence. A medical leave of absence is granted through the Dean of Students Office in consultation with the Registrar. The student will be required to submit supporting documentation from his or her medical/health care provider to substantiate the need for the leave. A student on a medical leave of absence will be required to submit documentation from his or her medical/health care provider attesting to the student's ability to return from the leave of absence (and outlining any reasonable accommodations, if applicable) prior to expiration of the leave of absence.

Upon receiving notification of an approved medical leave of absence, the Registrar will enter a "W" grade for all registered but not completed courses in the current semester. "W" grades are not calculated into the student's cumulative GPA, but may impact progress towards the degree standards. A student who is granted a medical leave of absence may still have financial obligations to the college. The student should consult with Accounting Services and Student Financial Planning to clarify any outstanding financial obligations.

#### Involuntary Medical Leave of Absence:

A student may be required to take an involuntary medical leave of absence in situations where the student is a threat to his or her own health and safety or the health and safety of others, or where the student's illness or behavior interferes with the academic pursuits of the student or others or interferes with the regular activities of the College community. The student will be notified by the Dean of Students of the reasons for the involuntary leave and any conditions for the student's return. The student will be required to submit documentation from the student's medical/health care provider attesting to the student's ability to return from such a leave (and outlining any reasonable accommodations, if applicable). Supporting documentation, along with the student's written request to return to the College, must be received by the Dean of Students at least 30 days prior to the first day of the semester in which the student wishes to return. This is designed to provide the College with sufficient time to evaluate the documentation and the student's request to return as well as to ensure that the student no longer presents any potential threat.

A student on an Involuntary Medical Leave of Absence will receive a "W" grade for all registered but not completed courses in the current semester. "W" grades are not calculated into the student's cumulative GPA and will not be reviewed for academic progress. Financial obligations to the College will be pro-rated based upon the date of involuntary medical leave.

#### Military Leave of Absence:

A student who receives orders to report for active military duty should contact the Dean of Students Office. The student should be prepared to present a copy of military orders (if timing does not permit an initial presentation of military orders, the student may begin the leave process by submitting, in writing, a personally signed request indicating times and dates of intended call-up). However, when available, a copy of the military orders must be provided in order for the leave process to be completed and any financial reimbursements made.

The Dean of Student Office will notify the Registrar's Office, Accounting Services, Student Financial Planning Office and if appropriate the Office of Residential Life to expedite the military leave of absence process. The Registrar will enter a grade of "W" for all registered but not completed courses in the current semester. If the leave occurs late in the semester, the student may arrange for a final graded evaluation of his/her course work or take Incompletes for all remaining coursework. The Registrar will add the notation of "Military Leave of Absence" to the student's transcript.

#### College Procedures

##### *I. Dean of Students Office:*

Initiates the formal "Military Leave of Absence" which would include, if possible, an exit interview. Notifies the Registrar's Office, Accounting Office, Office of Financial Planning, and Office of Residential Life and elicits their assistance in expediting the exit process.

*II. Registrar's Office:*

- Processes a complete withdrawal, entering a grade of "W" for all registered but not completed courses in the current semester. (If the leave occurs late in the semester, the student may arrange through the Registrar for a final graded evaluation of his/her course work or take an Incomplete. This option would have to apply to all currently registered courses).
- Adds the notation of "Military Leave of Absence" to the student's transcript.

*III. Office of Financial Planning:*

- Schedules a meeting with the student, upon the student's request, to review the particulars of his/her funding.
- Reviews and evaluates funds already received and gives advice on status of financial aid based on date of the leave.
- Advises on action required to defer loan payments based on active military duty.

*IV. Office of Residential Life:*

- If the student resides on campus, assists the student to check-out; his/her key is to be left with the Office of Residential Life.

*V. Accounting Office:*

- Refunds complete tuition to student who processes a complete course withdrawal for the current semester.
- Refunds room and board; charges will be prorated based on the date of military leave of absence. (No refunds can be made until the college has received a copy of the military orders calling the student to active duty.)

The College will refund complete tuition payments to a student who processes a military leave of absence for the current semester. Room and board charges will be prorated based upon the date of the military leave of absence (No refunds can be made until the College has received a copy of the military orders calling the student to active duty).

Upon completion of active military duty, the student will be automatically readmitted to the College by notifying the Registrar's Office in writing of his/her intent to resume academic study at Juniata. All rights, privileges, academic status and rank are resumed at the same level as prior to the Military Leave of Absence.

**Campus Technology Services**

[Help.juniata.edu](http://help.juniata.edu)

**Social Media Policy and Guidelines**

<http://www.juniata.edu/services/marketing/socialmedia/>

## **Smoking**

In all cases, the rights of the non-smokers supersede those of the smokers. Smoking is expressly prohibited in all college-own buildings. The general purpose of the policy on smoking is to protect the health of all students, staff, faculty, and visitors, to avoid conflicts between smoking and non-smoking students, staff, faculty, and visitors, to project a positive image of the college and to take into consideration the appearance and maintenance of college facilities.

The enforcement of the policy will ultimately be the responsibility of all members of the Juniata College community. It is the responsibility of appropriate administrative offices to determine appropriate disciplinary sanctions for violations consistent with current personnel policies and practices.

Visitors to the Juniata campus are expected to comply with this Smoking Policy and all employees are asked to assist in making visitors aware of the policy in their area.

Designated smoking areas will be located at least 20 feet from the main entrances or at containers provided for the disposal of tobacco by-products.

All materials used for smoking, including cigarette butts and matches should be extinguished and disposed of in appropriate containers. If the designated smoking areas are not properly maintained (for example, if cigarette butts are found on the ground), the designation will be eliminated.



## **Bicycles**

All student bicycles should be registered, at no cost, with the office of Public Safety. For safety reasons, bicycles may not be left in rooms, stairwells or hallways of the college buildings, especially residence halls.

In order to discourage thieves, you are advised to have a secure and sturdy bike lock for your two-wheeler and use the bike rack closest to your residence hall. You should also make note of your bike's serial number and register the information with the Office of Public Safety. There is no registration charge and it may be quite helpful in reclaiming the bike in case of loss or theft. In addition, there is an engraver available in the Public Safety Office to inscribe identification numbers on property such as bicycles.

Huntingdon Borough Ordinance 185 states that, "It shall be unlawful for any person to ride or operate a bicycle upon a public highway unless said bicycles have been properly registered and tagged [...] bicycle shall be operated only on the roadway as near to the right-hand side as possible. The operator of the bicycle shall obey all traffic signals, signs, and the control devices applicable to vehicles. Any person violating or assisting in the violation of any provision of this ordinance shall be sentenced to pay a fine."

## **Firearms and Related Items**

Illegal and/or dangerous weapons, including but not limited to BB / pellet guns, sling shots, and pneumatic weapons that resemble a real firearm, are not permitted on campus. Violators will be subject to disciplinary action and arrested if appropriate. Legal and approved firearms used for sport, target shooting, or hunting, ammunition, archery equipment, knives and other edged - weapons with blades exceeding three inches, and/or devices that can be considered a danger to the campus community must be registered and stored in the Public Safety Office. Firearms that are being stored at the Raystown Field Station must be registered with college staff designee and kept in the gun safe on site.

- Handguns and assault weapon platforms are prohibited.
- Students must complete an application/registration for each firearm.
- All firearms being transported to or from campus must be secured and placed within an approved firearms carrying case.
- Registered firearms and/or dangerous weapons are not permitted in administrative/ academic buildings or college residence halls. Failure to comply with this regulation may result in expulsion from the college and/ or arrest
- Public Safety or college staff designee will not sign out a firearm to a student who appears to be in an altered mental state, under the influence, or if the request is inconsistent with traditional hunting times.

With proper identification and registration card, students may sign-out registered items by contacting the Public Safety Office or college staff designee.

## **Title IX Policy and Grievance**

**\*\*\*Please Refer to Pages 28-33 for Information Regarding Sexual Misconduct\*\*\***

### **Title IX**

Juniata College is committed to a policy of equal opportunity for all persons, without regard to race, sex, age, religion, national or ethnic origin, color, disability, veteran status or family status.

*"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 financial assistance."*

*Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).*

### **Reporting an Incident**

Schools receiving Federal financial assistance must designate at least one professional employee as the Title IX Coordinator to oversee compliance efforts and investigate any complaint of sex discrimination. The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX policies for the College and coordinating compliance with Title IX regulations. Administering procedures to provide prompt and equitable resolution of complaints is a critical function of the Title IX Coordinator. The Coordinator can assist those alleging sexual harassment or discrimination in filing a report. The Title IX Coordinator at Juniata is Gail Ulrich, Director of Human Resources, 1923 Moore Street, Huntingdon, PA 16652, 814-641-3194, [ulrichg@juniata.edu](mailto:ulrichg@juniata.edu)

Any student who believes he or she has been the victim of unlawful sex discrimination is urged to submit a report to the Title IX coordinator, Gail Ulrich, Director of Human Resources.

Students may also report instances of sexual harassment and discrimination cases to Dean of Students or Director of Public Safety. In all cases, the Title IX Coordinator will oversee the investigation of the report up to and including the resolution of the case. No retaliation will be tolerated and every effort will be made to maintain confidentiality regarding the report.

### **Report/Appeal Processes**

The student, or any person(s) acting on behalf of the student, may file a report with the Title IX Coordinator. The Title IX Coordinator will discuss the student's complaint and attempt to resolve or adjust the dispute on an informal basis. The student may present any facts or circumstances he/she deems relevant to the complaint/dispute. The Title IX Coordinator may investigate the matter and gather any relevant facts and circumstances, including conducting interviews or may assign the investigation to a trained investigator. The Title IX Coordinator shall complete an investigation within sixty (60) calendar days after the report.

Within seven (7) calendar days from the date of the determination by the Title IX Coordinator, the student may appeal by submitting a written request for a further review by the Dean of Students Office.

The Dean of Students or designee shall review all matters relating to the complaint/dispute as presented to the Title IX Coordinator and may solicit additional facts and evidence as deemed necessary. The student may present any further facts or evidence he/she feels is relevant. The Dean of Students or designee shall complete

**\*\*\*Please Refer to Pages 28-33 for Information Regarding Sexual Misconduct\*\*\***

the review and render a decision within twenty (20) calendar days after the appeal has been submitted to the Dean of Students.

**Intercollegiate Athletics**

Title IX governs the overall equity of treatment and opportunity in athletics while giving schools the flexibility to choose sports based on student body interest, geographic influence, budget restraints, and gender ratio. [In other words, it is not a matter of women being able to participate in football or that exactly the same amount of money is spent per women's and men's basketball player. Instead, the focus is on the necessity for women to have equal opportunities as men on a whole, not on an individual basis.]

In regard to intercollegiate athletics, there are three primary areas that determine if an institution is in compliance:

**Substantial Proportionality** – satisfied when participation opportunities for men and women are “substantially proportionate” to the institution’s undergraduate enrollment.

**History and Continuing Practice** – satisfied when an institution has a history and continuing practice of program expansion that is responsive to the developing interests and abilities of the underrepresented sex.

**Effectively Accommodating Interests and Abilities** – satisfied when an institution is meeting the interest and abilities of its underrepresented sex.

Appraisal of compliance is on a program-wide basis, not a sport-by-sport basis.

**DISSEMINATION OF POLICY AND EVALUATION**

This policy shall be made available to all students, parents/guardians of dependent students, staff members, and organizations. This policy and the institution’s compliance with Title IX objectives will be reviewed on an on-going basis. It is the primary responsibility of the Title IX Coordinator to ensure the effective installation, maintenance, processing, record keeping, and notifications required by the grievance procedures. The Title IX Coordinator shall keep all reports and findings on file for a minimum of five years.

\*\*\* No person shall be subjected to retaliation for having utilized or having assisted others in the utilization of the reporting or appeals process.

### **Identification Cards**

The college ID card is necessary to gain access to college residence halls and to be admitted to Baker Refectory (also required for many of the activities at the college, including home athletic events and various college-sponsored programs). The ID card is required for checking-out materials at the library.

The card should be carried at all times. Identification cards are non-transferable. If lost or stolen, the ID card can be replaced by request in the Office of Public Safety. A fee is charged for replacement. Failure to show an ID card in response to a request by a college official may result in disciplinary actions and a fine.

## **Motor Vehicles**

All students who bring motor vehicles to the college area, whether to the campus itself or not, must register their cars, motorcycles, motor scooters, or motor bikes with the Office of Public Safety. Upon approval of the registration form, a display sticker is issued and should be placed on the left side of the rear bumper. Failure to register a vehicle by a student results in a fine.

### **Eligibility**

Any registered student may apply for a motor vehicle permit.

### **Fees**

A registration fee is assessed at the time the display sticker is issued.

### **Parking**

A current vehicle registration sticker properly displayed (left side, rear bumper) entitles a student to park in designated areas authorized for student parking. Parking spaces cannot be guaranteed to sticker holders. Parking in an unauthorized area subjects students to a fine for the first offense, a larger fine for the second offense, and disciplinary action (including loss of on-campus driving privileges) for subsequent offenses.

### **Traffic Regulations**

In addition to the rules and regulations for operating a motor vehicle in the Commonwealth of Pennsylvania, there are several regulations unique to the Juniata campus:

- All vehicles must be operated at a reasonable speed on campus streets with particular consideration for pedestrian traffic.
- All vehicles must yield to pedestrians in cross-walk areas.
- Improper operation of any motor vehicle may result in loss of motor vehicle privileges on campus.
- All vehicles must comply with all traffic devices and signs.
- No unauthorized/ unlicensed vehicles, including two-wheel motor vehicles, shall travel over, or park on, any grass area, macadam, or concrete walkways. Failure to comply with this regulation may result in a fine.
- Careful compliance should be given to the "no parking" restrictions which are posted —particularly on Moore Street, on the roadway behind Tussey-Terrace Hall, and in the Sherwood and Tussey-Terrace lots.

### **Borough Parking and Traffic**

Areas painted yellow and/or where curbs are painted yellow are non-parking areas.

The Borough of Huntingdon, in an effort to keep the community clean, has designated streets as NO PARKING areas on days when the street sweeper (or snow plow) will be cleaning the streets. Check the signs posted on individual streets regarding parking restrictions.

### **Unauthorized / Unlicensed Motor Vehicles**

Unauthorized/unlicensed motor vehicles (mopeds, motorized scooters, dirt bikes, ATVs etc.) are not permitted to operate on college property, including college-owned streets, walkways, and hiking trails. This restriction does not apply to authorized mobility assistance for individuals with special needs nor to college-owned golf carts and utility vehicles assisting with college operations.

## Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly referred to as the Buckley Amendment, provides college students with certain rights relative to access and release of records that are personally identifiable. Juniata College's policy and procedures relating to the amendment are outlined below:

### Student Records

- Records that can be reviewed by students are maintained by the Registrar, the Director of Career Services, the Dean of Students, the Director of Student Financial Planning, and the Controller.
- Students have the right to inspect records listed above by asking for an appointment with the appropriate administrator. Records will be produced within a 45 day period and students have the right to seek the correction of information they consider inaccurate.
- Students have the right to copies of their records.
- Personally identifiable information from these records will not be disclosed to a third party without written consent of the student with the exceptions listed below:
  - To other Juniata College administrators and faculty with a legitimate educational need (including faculty advisors and coaches of intercollegiate athletes).
  - To accrediting agencies, certain governmental agencies involved in educational research, legal officers presenting a subpoena, and in emergencies to protect the health and safety of the student or others.
  - Records of request and disclosure of student records will be maintained by the appropriate administrators. These records will indicate the name of the party making the request, any additional party to whom information may be re-disclosed, and the legitimate interest the party had in obtaining the information. These records are available to students.
- According to the Buckley amendment, students do not have the right to review the following documents which may be in their files:
  - Confidential letters and statements of recommendation which were placed in a file before January 1, 1975.
  - Letters of recommendation that students have waived their right to review.
  - Personal notes of faculty members, counselors, and administrators which are written only for the use of the writer.
  - Financial records and statements of parents.

## Parental Notification

In the interest of promoting better communication regarding students' academic and personal development, parents of dependent students may receive copies of correspondences involving violations, charges, actions, awards and citations that are sent from the Dean of Students Office to respective students unless we are asked not to send copies (hard waiver). Revealing such information is permissible under section 4.1 Disclosure of Educational Record Information - 3i, which permits colleges to share educational records or components thereof without the written consent of the student to "parents of a student who have established that student's status as a dependent" (chapter 5.3).



The Registrar's Office will release grades and send copies of academic actions including academic probation, suspension and dismissal, to parents of dependent students provided there is a signed consent on file from the respective student.

The Bursar's Office will communicate with parents of dependent students about billing for course registration, room and board, and any incidental fees which are the responsibility of a registered Juniata College student. NOTE: By registering, students are obligated to pay tuition, fees and other charges associated with the registration. Failure to meet these obligations by scheduled due dates, may result in additional costs associated with collection efforts including late fees, collection agency commissions, court costs, and other collection costs that might be incurred.

## **Field Trips**

Before the end of the drop/add period it is a student's responsibility to:

- Check all course syllabi for mandatory field trips
- Discuss impact of the field trip with professors from conflicting classes
- Adjust schedule if necessary to ensure that penalties for missing required classes will not occur

### **Student Marriages**

Students who marry after their initial enrollment at Juniata must file a change of status card with the Registrar's Office. Married students are expected to establish residency off-campus.

## **Standards of Conduct**

### **Principle of Community**

The basic principle of community at Juniata holds that any behavior, **whether on or off-campus**, which infringes upon the rights, safety, privileges or property of any individual, or impedes the educational process, is unacceptable. To that end, Juniata students are expected to exhibit a high degree of personal integrity and honesty. Dishonesty in any phase of college work, disregard for the safety of others, and theft of property or service are considered serious offenses in a community dedicated to the development of responsible individuals.

Instances of student misconduct will be considered according to procedures described in the Pathfinder under "Disciplinary Structure."

### **Student Code of Conduct**

Local, state, and federal laws which serve to preserve individual rights and to maintain the community are considered to be included in the college policy. The following, while not intended to define misconduct in every circumstance, constitutes unacceptable behavior. Students are subject to disciplinary action for participation in any of the following violations **whether on or off-campus**:

1. Threatening, harassing, assaulting, or endangering the health or safety of any individual(s).
2. Possession or use of firearms, explosives, dangerous chemicals or other weapons -- including any slingshot, catapult, or any device to hurl a missile.
3. Use, possession, or distribution of narcotics, alcohol, or other dangerous drugs, except as permitted by law. (See "alcohol" and "other controlled substances" policies for more information.)
4. Willful destruction of, or damage to, college property.
5. Furnishing misleading or false information to the college and/or college officials.
6. Willfully causing any false report, warning, or threat of fire, explosion, or other emergency.
7. Failure to comply with the direction of college officials, including campus safety and security personnel and residence hall staff in performance of their duties.
8. Unauthorized alteration, forgery, or unauthorized use of any college document or signature.
9. Unauthorized presence in or use of college facilities, property, or premises.
10. Theft of property or services.
11. Intentional violation of the terms of any disciplinary action imposed in accordance with judicial policy.

### **Felony Charges**

Any student formally charged with a felony level offense is required to take a leave of absence from the College until the legal charges are dropped, dismissed, or otherwise resolved.

## Prohibited Conduct and Definitions

This Policy prohibits “Sexual Misconduct” and “Relationship Violence,” broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone and can occur between people of the same or of different sex and/or gender. For purposes of this Policy, the various forms of prohibited Sexual Harassment are referred to as “Sexual Misconduct.”

Prohibited conduct includes:

### Sexual Misconduct:

- Sexual Harassment
- Sexual Assault
- Sexual Exploitation
- Stalking
- Retaliation
- Complicity
- Harassment, Harm to Others, and Harassing Conduct

### Relationship Violence:

- Domestic Violence
- Stalking
- Intimate Partner Violence
- Dating Violence

### **Sexual Harassment**

Sexual Harassment can be a single, serious incident or a series of related, repeated incidents. Sexual harassment is defined as unwelcome conduct of a sexual nature (verbal or physical conduct) when the conduct:

- is reasonably perceived as creating an intimidating or hostile work, learning or living environment,
- unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from any educational program and/or activities, and
- is based on power differentials, or the creation of a hostile environment.

In addition to the above, specific types of sexual harassment constituting violations of this Policy include:

- **Sexual Assault:** Having or attempting to have sexual intercourse or oral sex, without Consent. Sexual intercourse means anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
- **Non-Consensual Sexual Contact:** Any intentional sexual touching or attempted sexual touching, without Consent.
- **Sexual Exploitation:** An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person’s sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or video recording or streaming of sexual activity, prostituting another person, and allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties.
- **Coercion:** The use or attempted use of pressure and/or oppressive behavior, including express or implied threats, intimidation, or physical force such that the application of pressure or oppression causes the recipient of the behavior to engage in unwanted sexual activity. Coercion includes

administering or pressuring another to consume a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.

- **Complicity:** Assisting, facilitating, or encouraging the commission of a violation of the Sexual Misconduct and Relationship Violence Policy.
- **Harm to Others:** Physical violence including (but not limited to) physical abuse, assault, threats of violence, striking, shoving or subjecting another person to unwanted physical contact.
- **Harassing Conduct:** Intentionally or recklessly endangering, threatening, or causing emotional harm to any person. This may also include causing physical damage to their property.
- **Harassment:** Harassment includes any written, verbal or physical acts (including electronically transmitted acts) that is reasonably perceived as creating an intimidating or hostile work, learning or living environment, particularly if questionable behavior is repeated and/or if it continues after the offending party is informed of the objectionable and/or inappropriate nature of the behavior. Harassment can be a single incident, or a series of repeated incidents.
- **Sexually Inappropriate Behavior:** Conduct that is rude, obscene or sexually suggestive gestures or communication. Public masturbation, disrobing or exposure of one's self to another person without that person's consent is one example. This may be an isolated occurrence.

### Relationship Violence

Relationship Violence is a violation of this policy and is defined as:

- **Domestic Violence:** Knowingly, intentionally, or recklessly causing or attempting to cause bodily injury, physical or sexual assault, abuse, placing another in reasonable fear of serious bodily injury, engaging in repetitive conduct toward a certain person that puts them in fear of bodily injury, restraining another's liberty or freedom of movement, or stalking where such conduct is directed against the Complainant by an individual's current or former spouse, household member, intimate partner or any other person from whom the Complainant is protected under federal or Pennsylvania law.
- Pennsylvania law defines domestic abuse as knowingly, intentionally or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a certain person that puts them in fear of bodily injury. These acts can take place between family or household members, sexual partners or those who share biological parenthood in order to qualify as domestic abuse.
- **Stalking:** Repeated acts or communications directed toward another person, including following the other person without proper justification, which places the other person in reasonable fear of bodily injury or causes substantial emotional distress.

For the purpose of this definition; course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, through third parties, or by any action causes substantial emotional stress. Stress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

- **Intimate Partner Violence and Dating Violence:** Causing or attempting to cause physical or emotional harm, sexual assault or abuse, placing another in reasonable fear of serious bodily injury, restraining another's liberty or freedom of movement, or stalking, where such conduct is directed against the Complainant by someone with whom they have been in a romantic or intimate relationship. Whether

there was such a relationship will be gauged by its length, type, and frequency of interaction. Dating violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse.

#### **Other Definitions**

- **Reporting Individual:** Any individual who has allegedly experienced an act or acts of Sexual Misconduct or Relationship Violence.
- **Responding Individual:** Any individual or authorized student organization that is alleged to have committed an act or acts of Sexual Misconduct or Relationship Violence.
- **Adjudicator:** The College administrative official who will be responsible for disposition and resolution of a Sexual Misconduct or Relationship Violence complaint. Typically, this will be the Assistant Dean of Students/Title IX Investigator or other Title IX Deputy Investigator.
- **Mandatory Reporters:** Mandatory Reporters are persons who, as a result of their profession, may be aware of cases of abuse or violence. At Juniata, all professional and student staff (with the exception of professional health, counselors and pastoral counselors) are designated as mandatory reporters with regard to cases of suspected sexual assault/violence, sexual misconduct, and relationship violence. Suspected incidents need to be immediately reported to the Title IX Coordinator or Dean of Students office. If requested by the reporting party, a “John or Jane Doe” report may be made. This type of report will protect the privacy of the reporting individual, but may still require the mandatory reporter to communicate other details of the alleged violation.

#### **Sexual Misconduct/Assault**

Sexual misconduct can be generally defined as non-consensual sexual activity that occurs as a result of intimidation, threat of force, force, coercive behavior, or taking advantage of one who is unable to give consent due to mental or physical incapacitation. Non-consensual and/or inappropriate sexual behaviors include but are not limited to: non-consensual sexual contact or sexual intercourse, non-consensual touching or fondling, harassment by communication or social media, stalking, and threats of physical harm. Juniata recognizes that sexual misconduct may affect anyone, regardless of gender or sexual identity.

Students who are survivors of sexual misconduct are urged to report the incident to a staff member of Public Safety, Residential Life, the Dean of Students Office, Counseling Services, Campus Ministry, or any other appropriate member of the college community with whom they feel comfortable. The other aforementioned members of the campus community (with the exception of professional health, counselors, and campus ministry staff) may be required to file an incident report with the college’s Title IX Coordinator, Public Safety and/or the Dean of Students Office. All efforts will be made to maintain the confidentiality of both the survivor and the accused. The survivor may decide whether or not to file an official complaint; however, under the requirements of Title IX and the Clery Act, an investigation will be pursued if the College deems it advisable to conduct a full investigation to protect the safety and interests of the greater campus community. Survivors of sexual misconduct are urged to seek a medical examination within 48 hours of the incident whether or not the survivor chooses to report the incident or press criminal charges. The survivor is also encouraged to undergo an examination for DNA evidence, and therefore is advised not to change clothes or shower prior to examination (rainn.org). Please note that medical facilities have the obligation to inform law enforcement of any reports of rape or sexual assault. However, it is the survivor’s choice on whether to speak with an officer or file a report.

If the survivor chooses to file an official complaint of the incident of sexual misconduct, the case will be investigated by a trained Title IX investigator, assisted by Juniata Public Safety and/or local law enforcement as appropriate. After an incident has been formally reported to the Title IX Coordinator and/or the Dean of Student's office, an investigation will be launched by a Title IX investigator and deposition will take place within 60 days. As outlined in the Department of Education's "Dear Colleague" Letter, the preponderance of evidence standard of proof will be used by the College throughout this investigation. This is a different standard of proof (is it more likely to have happened than not) than the clear and convincing standard used in all other student Judicial Board cases. Both the reporting individual and the responding individual will be offered periodic updates of the status of the investigation. After receiving official notification of the recommended resolution or judicial disposition, both parties will have 48 hours in which to submit an appeal to the Dean of Students.

Student affairs staff and other members of the college community are available for support and advocacy for both parties throughout the process.

Retaliation by the reporting individual, the responding individual, or anyone on their behalf is prohibited by college policy and will not be tolerated. If necessary, action will be taken by the college to protect the reporting or responding individual and the campus community at large. Depending on the findings of the investigation, the college may choose to act to protect members of the community and separate an offender under the "Emergency and Extraordinary Situations" section of the Pathfinder.

Survivors may choose to press criminal charges independent from any investigation and enforcement carried out by the college.

### **Sexual Harassment**

It is policy of Juniata College to promote and maintain a campus environment free of all forms of discrimination, intimidation, and exploitation—including sexual harassment. The use of one's institutional position or authority to seek or solicit unwanted sexual relations with a member of the Juniata College community is incompatible with the mutual trust and respect among members of the college community fundamental to the mission of Juniata College. If a student has a supervisor or teacher who has used his or her position to seek or solicit unwanted sexual relations, that student should report the matter to the Director of Human Resources /Title IX Coordinator, Gail Leiby Ulrich, 814-641-3194 or [ulrichg@juniata](mailto:ulrichg@juniata).



## **On Campus Contacts**

### **Public Safety**

814-641-3636-Emergency Line

814-641-3162- Jesse Leonard, Director of Public Safety

814-641-3163- Carla Panosetti, Public Safety Officer & Office Assistant

### **Title IX Compliance Officer**

814-641-3194- Gail Leiby Ulrich, Director of Human Resources

### **Dean of Students Office**

814-641-3150- Kris Clarkson, Dean of Students

814-641-3151- Dan Cook-Huffman, Assistant Dean and Title IX Investigator

### **Health & Wellness Center, counseling**

814-641-3353- Office phone

### **Campus Ministry**

814-641-3360- Office phone

## **Additional Resources**

### **Huntingdon Boro Police**

911 or 814-643-3960

### **Abuse Network (Sexual Assault & Rape)**

814-506-8237

### **Huntingdon House (Domestic Violence & Abuse)**

814-643-1190

### **Victim Services Hotline- Family Services Inc. (Domestic Abuse, Relationship & Sexual Violence)**

814-944-3585 (Altoona)

### **JC Blair Hospital**

814-643-2290 or 911

## **Hazing**

Hazing is prohibited under Pennsylvania State law. Any person who causes or participates in hazing commits a misdemeanor of the third degree (P.L. 1595, No. 175 subsection 3). Hazing is also a violation of college policy, and infractions may result in a direct referral to the Judicial Board or a summary suspension from the College. "Hazing" is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by Juniata College (Antihazing Law).

## **Bias-Related Confrontations/Incidents**

### **Guidelines for Reporting and Addressing Bias-Related Confrontations/Incidents**

Juniata College promotes a community that celebrates respect and inclusion. Attitudes and actions that create a hostile environment are unwelcomed. When bias-related incidents occur, the cooperation and due diligence of all members of the college community is expected to ensure that appropriate steps are taken to assist and support victims and witnesses and to affirm the values of the College and its mission.

Juniata College makes clear distinction between bias-related incidents that violate Juniata College policies and illegal intolerance/discrimination based on sex, gender, race, ethnicity, national origin, religion, disability, sexual preference and orientation, marital status and veteran status. Both types of violations are handled by either the Dean of Students Office (student related) or the Office of Human Resources (employee related). Incidents that rise to the level of illegality will also be reported to local law enforcement and/or the appropriate state and federal offices, which may result in criminal and/or civil action.

Student Affairs staff and the College's Bias Response Team coordinate the College's response to reports of bias-related incidents.

If you believe you are the victim of bias or believe you may have witnessed a bias-related incident, you are urged to report the incident immediately to a campus official:

- If the incident has been physical and/or if anyone is injured, please contact Juniata College Public Safety at 814-641-3636 or local law enforcement at 911.
- All other bias-related incidents should be reported to the Dean of Students Office 814-641-3150, the Office of Diversity and Inclusion 814-641-3125, or by submitting a Notice of Bias: [www.juniata.edu/bias](http://www.juniata.edu/bias)

Once an incident is reported to the Dean of Students Office or the Office of Diversity and Inclusion, the following process will be initiated:

- The Dean of Students Office (or Office of Diversity and Inclusion in consultation with the Dean of Students Office) will assume responsibility for ensuring that an incident report is filed.
- The Bias Response Team will be notified of incident reports and will convene meetings to review incidents and hear from any victims and witnesses. The bias response team will also develop

educational responses (training needs, support for victims, educational initiatives, social norms campaigns, etc.) and will make those recommendations to the appropriate administrators for action.

- It is very important that persons who have been harmed by incidents of bias-related harassment and/or assault should meet with staff of the Dean of Students Office and the Office of Diversity and Inclusion.
- The Dean of Students Office and Office of Diversity and Inclusion will work collaboratively to specifically develop a plan of safety and support that may include:
  - Counseling support
  - Temporary or permanent residential relocation
  - No contact orders
  - Judicial action
  - Other appropriate actions that will enhance the safety and security of all members of the campus community

In the case of bias-related graffiti:

- The initial witness or witnesses should take photographic evidence and/or screen capture and contact Public Safety to collect such evidence before it is removed.
- Student Affairs staff will contact Public Safety to file an incident report and to develop photographic evidence.
- Public Safety will then notify Facilities Services to arrange for any necessary cleaning/painting of the affected area.

## **Sanctions for Violations**

The following disciplinary sanctions may be imposed for violations of college policy. Depending on the circumstances, more than one sanction may be imposed.

### *Expulsion*

A student's permanent dismissal from the college.

### *Summary Suspension*

Summary suspension requires that a student leave the campus or vacate college property for a specified time. The Dean of Students, or a designated individual, may invoke this suspension if there is cause to believe that the continued presence of that student on campus constitutes a substantial threat to the safety of himself or herself, to other persons or property, or to the continuance of normal college operations. Suspensions may also be invoked if the student charged fails to appear at a scheduled hearing. A student who returns to campus during the period of a summary suspension may be subject to disciplinary expulsion and/or prosecution for unlawful trespassing.

### *Disciplinary Suspension*

Disciplinary suspension excludes the student from registration, class attendance, and use of college facilities for a specific period of time. During the period in effect, disciplinary suspension is recorded on the student's academic record. Upon the student's reinstatement, this notation is permanently removed from the academic records, and that student will be considered for registration in compliance with academic policy. Any further incidents of misconduct after the student is readmitted may result in expulsion.

### *Dismissal from Residence*

The student may be required to move out of college housing for willfully causing damage or destruction in college residences or for repeat minor misconduct in college residences. The student may also be barred from entering any college residence or building for any purpose unless a specific waiver is granted by the Dean of Students or a designee. A summary process may be used when this sanction is invoked.

### *Disciplinary Probation*

Disciplinary probation may be imposed with or without restrictions for a period up to the duration of a student's undergraduate career at Juniata. The penalty is given for major misconduct or repeated minor misconduct. Restrictions generally associated with disciplinary probation include qualifications for prizes and participation in and/or attendance of college extracurricular activities—including intercollegiate athletics. Another incident of misconduct or violation of the terms of probation will likely result in disciplinary suspension. Disciplinary Probation carries with it a \$100 fine.

### *Loss of Privileges*

Loss of privileges denies a privilege or use of a service for a specified period of time commencing when the offense was committed. This sanction may be imposed separately or in addition to other sanctions.

*Disciplinary Warning*

A disciplinary warning informs a student that his or her conduct was unacceptable and that any further incidents of misconduct will be handled more stringently.

*Fines*

Fines may be levied for minor and major offenses. Failure to pay the fine or fulfill other obligations may prevent registration and graduation and may be referred to the Judicial Board.

*Restitution*

Restitution requires a student to pay for damages.

*College/Community Work Assignments*

When appropriate, a specified number of work hours may be assigned. The student will meet with the assignment supervisor to develop a specific work schedule and must notify the supervisor in advance of any legitimate circumstances arising which will prevent him or her from keeping this schedule. Failure to do so will result in suspension from the college. This sanction may be added to other sanctions.

## **Emergency Situations**

The college recognizes the possibility that compelling circumstances, such as posing a threat (to oneself or others), may require that certain procedures normally afforded students be suspended. To facilitate the prompt processing for a matter under such circumstances, the Dean of Students or delegate shall determine appropriate sanctions and/or termination of student status.

## Procedures for Judicial Board Hearings

- Major misconduct and/or repeat minor misconduct which violates the Student Code of Conduct or the Academic Integrity Policy, may result in referral to the Judicial Board.
- If a student has been referred to the Judicial Board for a hearing, the accused student shall be informed in writing of the charges at least 48 hours in advance of any hearing. The notice shall include a copy of the hearing procedures. Students appearing before the Judicial Board may have an advisor from the college community and/or parents/guardian(s) attend the hearing.
- The hearing is private (closed).
- The student may call a reasonable number of witnesses on his or her behalf. Witnesses are subject to questioning by members of the Judicial Board.
- The student must inform the chairperson 24 hours in advance of the hearing if he or she intends to have witnesses appear. The notification must include the names of any proposed witnesses and their relevance to the situation.
- If the student does not appear, the hearing will be held in absentia and the student may be additionally charged with failure to comply.
- When a student appears before the Judicial Board, the Chair reminds the student that he or she is expected to tell the truth. If it is later discovered that a student has been dishonest and/or misrepresented himself or herself to the Board, that student is eligible for suspension from the college.
- On behalf of the college, the Chairperson of the Judicial Board presents the charge(s) against the student.
- The student shall have an opportunity to make an opening statement.
- In the specific case of a charge of academic integrity, the faculty member presents the evidence of the violation to the Board. The student is responsible for presenting any evidence in defense of himself or herself. The burden of proof is on the faculty member. The student and the faculty member may question any witness and inspect any document offered as evidence and make whatever statement or argument appears to be appropriate.
- After the student's opening statement (and presentation of evidence from the faculty member for academic integrity charges), the Board may address questions to any party or witness summoned, but shall limit the scope of the testimony to matters relevant to the charges. (The Board may request the presence of any witness deemed necessary for the hearing.)
- The student and/or advisor may not directly question any witnesses. However, the student and/or advisor may suggest questions to the Judicial Board to ask of witnesses.
- At the end of the question and answer period, the student and/or advisor(s) and parent(s)/guardian(s) have the opportunity to make closing statements.
- Following the conclusion of the hearing, the Board shall deliberate in private.
- The Board shall, by majority vote, make a determination as to whether there has been a violation of Juniata policy and recommend sanctions. The Board provides its recommendation to the hearing chairperson. The hearing chairperson will inform the student of the recommendation(s). The chairperson of the hearing prepares a final report documenting the hearing and the final decision.
- The Hearing chairperson of the Judicial Board will officially notify the student charged of the final decision and any sanction imposed.

## **Rights of Students Charged**

Certain procedural rights are normally afforded a student charged with a disciplinary violation of college policy.

- The right to have one's case processed without undue delay.
- Written notice (including email) of the charges and the regulation upon which the charges are based no less than 48 hours before the scheduled hearing.
- Written notice of the time, place and date of the hearing. (Students are responsible for checking their electronic inbox and mailboxes daily.)
- The right, but not the obligation, to be present at an Administrative Hearing.
- The right to testify on one's own behalf or to remain silent.
- The right to be assisted in one's defense by any member of the college community of one's own choosing.
- The right of appeal.

Following an alleged act of student misconduct, and until final disposition of the charges, the status of a student shall not be altered or his or her right to be present on campus and to attend classes suspended, except for reasons relating to his or her physical or emotional safety and the well-being of other students, faculty, or college property, or for reasons relating to the protection of the normal functions of the college.



## **Judicial Board Membership**

The Judicial Board conducts hearings in which students have been charged with violating Juniata College policy. The Board is comprised of three faculty members, two students (appointed by the Student Government), one administrator from Student Affairs, and one administrator from Academic Affairs. The Judicial Board is chaired by either the Assistant Provost or the Assistant Dean of Students (or other appropriate appointee). A recording secretary appointed by the Judicial Board Chairperson is also present.

Each Judicial Board is selected from a pool of eight faculty members, five students designated by the Student Government and all members of the Academic Affairs and Student Affairs staff.

Duties of Chairperson — The Chairperson of the Judicial Board shall call and preside over meetings of the Board when necessary.

Duties of Secretary — The Secretary of the Judicial Board shall record and transmit to the Dean of Students Office the proceedings and resulting recommendations of each hearing.

Duties of Members— It is the duty of all members to keep all proceedings confidential. It is the responsibility of members to disqualify themselves whenever they feel that they cannot, in good faith and with an open mind, hear the dispute impartially and without prejudgment of the specific case before the Board. If a member refuses to disqualify himself or herself and a party objects, the Chairperson of the Judicial Board shall determine whether or not the member must withdraw. If the Judicial Board Chairperson does not disqualify himself or herself and a party objects, non-challenged members of the Board shall determine if the chairperson should be disqualified.

## **Voting**

Although the Judicial Board strives for consensus, the Board may enact by vote. Each member shall have one vote in every decision and the voting shall be done by secret ballot. For a recommendation to be conclusive, at least five members the Judicial Board must concur in the decision.

## Appeals

- A student has 48 hours from the hearing conclusion to submit an appeal in writing to the hearing chairperson. Failure to submit an appeal within the time allotted renders the decision final.
- The Chairperson refers the appeal to the Dean of Students or Provost in cases of academic integrity. A decision on the appeal will be made within 48 hours and is based on the letter of appeal and the case file. The Dean of Students may remand the case to the Judicial Board only if he/she specifies procedural errors that denied the student a fair hearing, or if additional significant evidence becomes available.
- The Dean of Students shall send a copy of the written decision on the appeal to the student, the faculty member, and the hearing chairperson.
- The decision of the Dean of Students shall be final.

The appeal letter must state the grounds upon which the appeal is based and the justification for such an appeal. Grounds for appeal include:

1. Evidence not available at the time of the decision, but now available, which would affect the decision itself.
2. The case was initiated or conducted with improper procedure.

## **Residential Life**

### **Required Campus Housing**

**Students who meet any one of the following criteria are not required to live on campus:**

- Students who commute from the primary residence of a parent or guardian, within 50 miles of the Juniata College campus.
- Students who have part-time student status (enrolled for 11 credit hours or less per semester).
- Students, who are married, have children, or other circumstances requiring accommodations not available in college-owned housing. Appropriate documentation must be provided in order to receive special consideration. Such documentation must be submitted to the Office of Residential Life no later than thirty (30) days prior to the beginning of the semester. The student will be informed in writing regarding appeals for special considerations.

### **Terms for Residential Status:**

- **Resident** – lives in college-owned housing
- **Non-Resident** – dependent student who has been granted approval by the Office of Residential Life to live off-campus.
- **Commuter** – student who lives at home with parent or guardian, within 50 miles of the Juniata College campus.
- **Independent Commuter** – financially independent student who meets the criteria to live off-campus.

## **Residence Hall Programs**

The residence halls offer a wide variety of activities in which students can participate. These programs are planned and organized by students, Resident Assistants and Resident Directors. Students are encouraged to become actively involved in planning these events and to participate in as many programs as possible. The staff assists to develop programs that enhance a sense of community. These programs generally have a social or educational focus.

## **Residence Hall Staff**

Juniata seeks to provide the best possible living experience in the residence halls and that begins with qualified, caring, and well-trained staff. Staff members in each building are carefully selected, specifically trained, and strive to help students have a successful campus living experience. Upon arriving the first person students will meet on check-in day is the Resident Assistant, better known as the RA.

Resident Assistants are assigned to each residence hall floor to assist with students' adjustment to community life. The Residence Hall staff is instrumental in planning activities to help students become acquainted with their living environment. In addition, RAs will be available throughout the year to assist with academic, personal and community living concerns and to establish an atmosphere conducive to learning. RAs are responsible for maintaining college rules and regulations and are expected to refer violations for disciplinary action. Resident Assistants are specially trained upper-class students who are able to answer many questions about Juniata and the residence halls. Resident Assistants report to a live-in Residence Director (RD).

Residence Directors are professional staff members who manage the residence halls. They supervise hall staff, coordinate programs and activities, and work with the student judicial process. Residence Directors are also available to answer questions about policies and procedures and the campus in general.

## Fire Safety

Fire alarm systems and fire extinguishers are required for the protection of all residents and are to be used only in case of fire. Tampering with fire equipment or setting off a false alarm is a misdemeanor under state law. Deliberately causing a fire is a felony. Disciplinary action (and/or arrest) will be taken against any student found tampering with fire equipment, falsely setting off the alarm system, or causing fire. In addition, persons discharging a fire extinguisher unnecessarily will be directly referred to the Judicial Board.

For fire safety reasons, the following are expressly prohibited in residence halls:

1. Cut Christmas trees
2. Propane tanks
3. Candles and/or any open flame, including incense
4. Fireworks
5. Potpourri
6. Flame heated stoves, hotplates, and appliances with exposed heating coils
7. Halogen lamps/sun lamps
8. Portable heaters
9. Hookahs
10. Fog and Smoke machines
11. Flammable liquids

Decoration lights (Christmas lights, novelty lights) should not be used as an on-going light source, and should not be attached to room fixtures or ceilings using metal fasteners and should not be used in any manner contrary to manufacturers' recommendations.

Fires are not permitted in small house fireplaces i.e. 1731, 1631, and 2111.

Coffee makers, George Forman grills, hotpots and coffee pots are allowed but must have a metal plate under them at all times. Metal plates can be obtained from your Residence Director.

Hanging fabric (tapestries) from the ceiling or in front of doors or windows is prohibited.

Extension cords must be heavy-duty cords with a minimum of 12-gauge wire. Extension cords are not permitted under rugs, carpet, or run through the ceiling or beds (frames).

Surge protectors must be heavy duty with a self-tripping breaker.

The storage or use of flammable liquids, such as gasoline, kerosene, lighter fluid, etc., is strictly prohibited. Only self-starting charcoal is permitted when using a grill. All grilling must be conducted at a safe distance (10 feet) from any structure.

## **Hallways**

Hallways/Stairwells must remain clear in case of emergency. Items such as: drying racks, shoes, rugs, furniture, bicycles and other items which obstruct access and egress are prohibited from being in hallways or stairwells. Garbage containers and recycling bins should remain in designated areas.

## **In Case of Fire or Fire Alarm**

All residents are expected to participate in fire drill evacuations. Students are expected to leave residence halls when an alarm sounds. Failure to comply will result in disciplinary action.

In case of fire:

- Sound the building fire alarm system.
- Notify a residence hall staff member or Public Safety (814-641-3636).
- In case of smoke, carry a towel to cover your nose and mouth to minimize the danger of asphyxiation.
- Evacuate the building immediately per instructions given by the Residential Life Staff and Public Safety.
- Go to the nearest exit.
- Assemble outside the residence hall at least 200 feet from the building to allow emergency vehicle access.
- DO NOT RETURN to the residence hall until an "all clear" signal is given.



### **Courtesy and Quiet Hours**

It is expected that each resident will extend courtesy and consideration and be sensitive to the needs of other residents at all times. **Courtesy Hours** are in effect at all times in the residence halls. Each resident and his/her visitors have the responsibility to act with consideration for others. **Quiet Hours** are designated times when noise will be kept to a minimum to allow study and sleep. Radios, stereos, and televisions must be played at lower volume levels that will not disturb other residents. Quiet Hours are voted on by the Residential Life staff of each residence hall at the beginning of the fall semester.

**Quiet Hours are enforced 24 hours/day throughout final exams week.**

### **Roommate Conflicts**

Although new students are carefully assigned and returning students often select roommates, conflicts occasionally arise. Resident Assistants are trained to handle such difficulties when they occur. Roommates are encouraged to reconcile their differences and seek the assistance of the RA or RD if needed.

No roommate changes will be permitted during the first three weeks of each semester.

The process for seeking a room/roommate change is as follows:

1. The roommates make a concerted effort to reconcile differences.
2. The RA or the RD meets with the roommates to mediate the conflict.
3. One or both roommates meet with the Director of Residential Life to seek a room change, if space is available.
4. If neither roommate is willing to move to a new assignment, students will meet with the Director of Residential Life to determine which student will be reassigned.

### **Room and Hall Changes**

Residents must obtain approval from the Office of Residential Life prior to changing rooms. Residents should contact the Office of Residential Life to learn of available spaces. Students moving without proper permission are subject to a fine and/or other disciplinary action.

No room changes will be approved during the first three weeks or the last week of each semester.

### **Room Decorating / Painting / Lofts**

Painting walls and constructing lofts in residence halls is prohibited. Students are permitted and encouraged to hang posters and pictures on walls, but only with non-marking masking tape, white hanging putty, pushpins, or thumbtacks.

Students are encouraged to personalize their rooms, but may not make structural changes to the rooms. Students are expected to keep their rooms in a clean and orderly condition at all times.

The following items are prohibited for use in college owned rooms:

1. Marking walls with chalk, crayon, or other materials.
2. Double-sided tape
3. Duct tape on walls and ceilings
4. Self-adhesive decals/stickers
5. Nails/bolts
6. Dartboards with metal-tipped darts
7. Hanging fabric (tapestries) from the ceiling or in front of doors or windows is prohibited

If students provide their own window coverings, such coverings must be made of non-flammable materials and the college-provided window shades or pull blinds must remain in the window and should be shut during breaks.

Room furnishing (i.e. beds, mattresses, springs, chairs, desks, etc) may not be moved from one room to another or placed in hallways/lounges. All room furnishings must remain in the room throughout the academic year. Moving lounge furniture into student rooms is prohibited. Furniture should not be dismantled or altered in any way.

Placement of beds on desks, dressers, windowsills, radiators, etc. beyond the design of the furniture is prohibited. Placement of beds, desks and/or dressers should not block easy exit from the room.

Furniture should not be placed any closer than 6" from heating units.

## **Pets**

Pets are not allowed in residence halls, apartments, and houses. College personnel will remove pets from college owned residential properties. The only exception to this policy is harmless fish in a reasonably-sized aquarium (10 gallon maximum). "Visiting" pets are also prohibited.

## **Additional Services Provided**

### **Laundry Facilities**

Each residence hall has a laundry room in which washers and dryers are provided for student use, free of charge. Please immediately report any machine malfunction to the residential hall staff.

### **Vending Machines**

Each residence hall is equipped with vending machines providing a selection of beverages and snacks. Machines which fail to function properly should be reported to the residence hall staff.

### **Recycling**

The Office of Residential Life is committed to the campus recycling effort and asks students to follow these guidelines in recycling. Please join our efforts to become more sustainable.

### **Trash Removal**

All residents should take trash directly to the designated trash area. Garbage/recyclables are to be placed in the appropriate receptacles. Trash cans are located to provide convenience and to assist in trash removal. We ask for your assistance in helping the housekeeping staff maintain a clean and sanitary living environment. Students found discarding trash improperly may be billed for trash removal. Students are strongly encouraged to use the recycling bins.

### **East Houses Trash/Recycling Removal**

Residents in East Houses are responsible for trash disposal. Each suite will be issued a trash can, recycling bin and trash can liners. Students are expected to keep trashcans and recycling bins in their apartment lounges and to empty them on a regular basis. Disposal of trash and sorting of recyclables will be the responsibility of the students. Facilities Services will provide dumpsters for trash and recyclables located behind East Houses. Also, facilities will provide trash liners when needed. Students can pick up liners at the facilities' building on campus. Remember, this is your community. PLEASE HELP KEEP IT CLEAN!

### **Recyclable Materials:**

- Aluminum (soda cans, soup cans, foil)  
Treatment: rinse first  
Recycling Location: All residence halls, central areas, Good Hall (2nd floor), Brumbaugh (Bio Wing), Eagles Landing
- Glass (green, brown, clear)  
Treatment: trash the caps and rinse  
Recycling Location: All residence halls, central areas, Good Hall (2nd floor), Brumbaugh (Bio Wing), Eagles Landing
- Paper (newspaper, loose-leaf, colored, envelopes)  
Treatment: neatly piled

Recycling Location: All residence halls, central areas, high traffic paper areas (copiers, mail, office, computer areas), Good Hall (3rd floor)

- Cardboard (both thin and corrugated)

Treatment: crush or fold boxes first

Recycling Location: place cardboard near paper receptacles

- Plastic (only clear #1 and milk jugs)

Treatment: trash the caps and rinse

Recycling Location: All residence halls, central areas, Eagles Landing

- Mixed Paper (blue container)
- Cans, Glass, Plastic (green container)
- Trash (brown container)

## **Visitation Policy**

Students are permitted to have visitors in their rooms only if there are no objections from their roommate(s). Roommates are expected to resolve problems created by visitations. The rights of a student to privacy, quiet, etc. are paramount and take precedence over the desire of a roommate to have visitors or guests in the room. If roommates cannot agree, the Resident Assistant, Resident Director or Director of Residential Life should be consulted.

Guests are welcome to visit their hosts as long as all roommates agree upon the length of the visit. Overnight guests may not stay more than two consecutive nights or four nights in a thirty day period. All guests are expected to comply with Juniata College regulations. Misconduct of a guest including any violations of college policies and/or any damage to college property is ultimately the responsibility of the host. All visitors must have an escort while visiting residence halls. Unescorted guests will be asked to leave the campus.

Roommates should be consulted prior to inviting guests to stay overnight in the residence halls. If a roommate does not want visitors to stay in the room, other arrangements should be made.

## **Personal Air Conditioners**

Students who need the use of an air conditioner are required to submit a Certification of Health Care Provider form by August 1st of each year. The form is available from the Office of Residential Life. Units may not exceed 6000 BTUs and must be Energy Star rated and in good, safe operating condition and must operate on 125 voltage. All units are subject to inspection, to ensure safe operating condition. College maintenance personnel will install personal air conditioning units. A comprehensive fee is charged to students who have personal air conditioners installed in their residence hall rooms. This fee includes installation and removal by a representative of the maintenance department and inspection of the air conditioner.

Air conditioners will be removed by college maintenance staff prior to Fall break and students are expected to take air conditioners home at this time. The Office of Residential Life will determine the appropriateness of reinstalling air conditioners for the spring semester. Students are NOT permitted to install air conditioners.



### **Microwaves and Refrigerators**

Microwaves and Refrigerators must be energy-star rated and in good condition. Microwaves and refrigerators must be under 750 watts. Refrigerators can be no larger than 4.0 cubic feet. Effective fall 2012: All REFRIGERATORS MUST HAVE "ENERGY STAR" RATING.

## **Philosophy and Principles of Responsible Hosting**

**(Established Spring 2002 by the Residents of East Houses)**

As a community, Juniata College is dedicated to providing an academically challenging and socially rewarding environment for all students. The residents of EAST Houses have taken the initiative to develop guidelines for hosting safe social functions in residence hall rooms. The principles and suggestions listed below are not intended to condone the use of alcoholic beverages, but rather to address issues of concern.

A responsible host should:

- Prepare for social gatherings by: Cleaning the room(s), locking all room doors and appropriately securing valuables.
- Have at least one resident of the room present at all times with guests.
- Residents of the room should monitor all arrivals and departures of guests.
- Residential hosts should keep their apartment door shut and keep the landings clear of people and trash.
- Hosts are reminded that they are responsible for the behavior of their guests.
- Collect all car keys from those who have driven.
- Provide snacks and non-alcoholic beverages.
- Designate one or more residential hosts in attendance to abstain from alcohol.
- Be aware of who is in attendance and what is occurring at the party and in the surrounding area.
- Hosts are strongly advised to only invite/allow people you know to attend the party/social gathering.
- Encourage recycling by asking residential life staff members for bins.
- Follow all college policies and procedures as outlined in the Pathfinder and mandated by Pennsylvania State Law with regards to alcohol and other controlled substances.
- Be aware of who (RA/RD) is on-duty and inform them of the social gathering. Also inform neighbors of the social gathering.
- Keep volume of music and people in attendance to 'reasonable' levels.
- Respect Residential Life Staff and Public Safety.
- Always end social gatherings by 2:00 AM.
- Hosts are responsible for cleaning their room(s) and the landing/steps.

## **Windows**

Standing or placing any object or container on outside windowsills is prohibited. For safety reasons, students are not permitted to throw or hand items out of residence windows. Students are not permitted to enter or exit through windows. Any screens in college-owned buildings that have been installed by facilities or screens that are part of a window (e.g. windows in stairwells in East) are to remain in the window at all times. Missing/damaged screens will be replaced at the residents' expense.

Alcohol-related items may not be displayed on windows or window sills. Empty alcohol bottles or cans are not allowed in rooms where residents are under the age of 21.

For emergency reasons, furniture and/or other objects that impede egress should not block windows in students' rooms.

For safety reasons, students are not permitted on roofs of any campus building.

## Bedbug Policy

The following policy outlines reporting and response procedures and provides basic information regarding bedbugs.

**Policy Statement:** In our mobile society, it is common for people to regularly travel throughout the country and the world. As such, it is not unlikely that someone who has traveled could pick up bedbugs and bring them back to Juniata College.

**Purpose:** The information included here is meant to give you some of the basics on bedbugs.

**What to do if you suspect bedbugs in your room:** Contact the Residential Life Office/Resident Director so the situation can be investigated and assessed. It is imperative that any instance of bedbugs be treated as soon as possible.

- Following notification, the College's pest control contractor will be dispatched to the location to perform a thorough inspection.
- If the presence of bedbugs is confirmed, personal items must be removed so the room can be treated. The Residential Life Office will provide the affected student(s) with a detailed list of instructions for cleaning, removing, and laundering of personal items.
- Treatment generally involves application of a pesticide. Glue boards may be placed in the room to determine the effectiveness of the treatment.
- All items in the room must be thoroughly cleaned.

### What NOT to do if you suspect bedbugs:

- Don't panic! Although bedbugs can be annoying, they can be controlled safely and successfully by following the appropriate guidelines.
- Do not apply pesticides on your own. The College employs a licensed pest control contractor to confirm an infestation and maintain an integrated pest management plan.
- Do not go sleep in a friend's room or in places off-campus.
- Do not move your mattress or other furniture; doing so could help spread bedbugs to other areas.

### More information

- [Bedbugs FAQ](#)
- [Instruction for the Removal and Laundering of Personal Items](#)
- [Download the official Residential Life Office Bedbug Policy](#)

## **Room Entry / Inspection**

Juniata College respects a student's right to privacy, but the college reserves the right to enter any college room when necessary and appropriate.

The college conducts periodic health and safety inspections and maintenance visits to all college residence hall rooms, including at least one health, safety and maintenance inspection during each semester. Room inspections also may occur during fall break, Thanksgiving break, semester break and spring break. These inspections do not involve a search of the room. Inspections include only what is visible in the room, no searches are conducted.

The only time Juniata College Public Safety would search a student's room is if there is reasonable cause to believe that a student is using his or her room for a purpose in violations of federal, state, local laws or College regulations. Unless conducted via search warrant, any search or seizure needs to be authorized by the Dean Of Students or designee. The student(s) will be informed of the purpose of the search and notified of any findings that violate laws or college policy.

The College reserves the right to enter any room in event of an emergency, including a threat to personal or college property and/or the health and well-being of any individual.

## **Room Damage**

Residents are held responsible for the condition of their rooms and furnishings. By signing your housing contract, you accept responsibility for damage in your room beyond normal wear and aging and will be charged accordingly. In the common areas, charges resulting from damage, loss resulting from theft, or destructive behavior are the joint responsibility of the residents of the building, apartment or floor.

Residents are collectively responsible for public areas. Residents are also responsible for the behavior of their guests. Room damages and charges will be assessed during check-out. Cleanup and damage charges may be assessed and charged if applicable. Excessive damages may be addressed through the student judicial system.

If a student wishes to appeal a damage charge, the following procedure should be followed:

1. Appeal the charge(s) within two weeks of the billing date to the Director of Residential Life. Appeals will not be heard after this time.
2. If you are not satisfied with the response from the Director of Residential Life, you may appeal to the Dean of Students. The appeal must be received within 48 hours after receiving the decision of the Director of Residential Life.
3. The Dean of Students will notify the student in writing of the final decision.

## **Summer Storage**

Storage space in residence halls during the summer is restricted. Personal items or furniture left in rooms or apartments at the end of the academic year will be discarded.

## Hall Closings

The residence halls close several times during the year. The RA's will inform residents of the dates and times. Students who have legitimate reasons for early return must request permission from the Office of Residential Life two weeks prior to scheduled breaks. There is a charge/day for housing during designated breaks. Last minute requests will not be granted. Failure to leave by the designated time or returning before the halls reopen may result in administrative charges and/or judicial action.

When the halls are closed for Thanksgiving break, residents are required to:

1. Close and lock windows; close curtains/blinds.
2. Turn off all lights.
3. Dispose of all trash or recycling.
4. Unplug all appliances except refrigerators and fish tanks.
5. Remove all valuables, including cash and checkbooks.
6. Lock door.

During semester and spring breaks, residents must:

1. Do all of the above.
2. Clean and unplug refrigerators.
3. Dispose of all perishable food items.

We recommend removing plants to protect them from lowered room temperatures. Please note that the College assumes no responsibility for plants, fish, or personal property in your room. All rooms are checked by the RA or RD to ensure closing procedures have been carried-out. Compliance with closing procedures assures safety and security. Failure to comply may result in judicial action and/or an administrative charge.

## Break Housing

Residence halls are closed during Thanksgiving break, semester break, and spring break. The halls will close on the day after final exams end. Baker Refectory will close at 8:30 a.m. and the residence halls at 12:00 p.m. Residence halls will reopen at 9:00 a.m. on the day before classes resume. Students are expected to vacate college housing during these breaks. A limited amount of break housing is available for students in need during Thanksgiving and spring break. Students who have legitimate needs to remain on campus during breaks should petition the Office of Residential Life two weeks prior to the break. The Office of Residential Life will review the petition and grant permission when appropriate. There is a charge/day for break housing. All college rules and regulations apply during breaks.

The college residence halls are closed during the semester break. All residence halls will be secured and will not reopen until 9:00 a.m. on the day before the start of the spring semester. **There will be NO break housing available during the semester break.**

## **Check in and out Procedures**

At the beginning of the year, RAs will complete a Room Condition Report (RCR). You should assess the condition of your room as carefully as possible. Be certain that the RCR is accurate and complete regarding the status of furnishings, walls, etc., in your room. At the end of the year, or as you prepare to leave campus, your RA will use this form to check you out of your room.

Residents are responsible for the care and condition of their rooms. Costs associated with damages to rooms may be assessed. Failure to follow check-out procedures will result in an administrative fine and ineligibility to appeal damage charges.

To check-out of your room:

1. Make an appointment with your RA at least 24 hours before you intend to check-out.
2. Pack your belongings and place them in a corner of the room.
3. Clean your room and arrange the furniture the way it was when you moved in.
4. Survey the room with your RA at your scheduled meeting time with your roommate, if possible.
5. Sign your RCR to indicate that you have checked-out and return your room key to your RA.
6. If you are leaving the college, complete a mail forwarding card at the mailroom.

Please note that the RDs check each room in detail after you have completed check-out procedures and may assess additional charges if necessary.



### **Insurance of Personal Property**

Personal belongings are not insured by the college against theft or damage. Students are encouraged to check their homeowner's policy to determine whether or not such coverage is provided. If not, students are encouraged to consider securing "renter's insurance."

## **Meal Plan Petition**

There are a variety of reasons why we (Juniata College) require residential students to carry a meal plan. Our residence halls are not well-equipped for meal preparation. If many residential students were involved with meal preparation on a regular on-going basis we would be at greater risk of fire safety violations and health code concerns (insect infestation, mold, food-related illnesses, etc.).

All first-year students are required to carry meal plan #1 (all inclusive) during the first semester. The #1 meal plan encourages first-year students to focus on their studies and affords better acclimation to college without the distraction of meal preparation. The #1 meal plan also assures first-year students access to a well-balanced nutritious diet. First-year students returning for the spring semester are required to carry a meal plan #1 or meal plan #1A. Meal plan #1 and #1A have DCB. Returning students are required to carry a meal plan and may choose from different meal plan options (plans 1-3). Returning students who live in small house areas (apartment style residences equipped with kitchens) and off-campus students and commuter students may opt for any meal plan (Meal Plans 1-3, 4 & 5). Meal plans 2-5 include a block number of meals and declining balance dollars.

## **Procedures for Requesting a Meal Exception**

There are extenuating circumstances that may warrant an exception to the meal plan requirement. Students who wish to petition for special consideration should follow the procedures outlined in the Pathfinder (Juniata webpage, click on co-curricular information, and click on Dining Services). If the request is based upon medical conditions which require dietary restrictions, a doctor's note simply requesting release does not suffice. The student should submit a specific dietary plan for review.

In all cases, students should check with the Student Financial Planning Office regarding any potential impact on aid. Sometimes reducing costs also reduces need and may result in the reduction of aid eligibility. **ALL MEAL PLAN PETITIONS SHOULD CONFIRM THAT THE STUDENT HAS CONSULTED WITH THE STUDENT FINANCIAL PLANNING OFFICE REGARDING ANY IMPACT ON FINANCIAL AID.**

Petitions for meal plan waivers/exceptions must be received prior to the beginning of the semester to which the appeal pertains. Petitions for meal plan waivers/exceptions are reviewed during Student Affairs staff meetings (staff meetings are typically held every Wednesday morning at 9:00 a.m.). Meal Plan waivers/exceptions are granted on a semester-by-semester basis.

If you have any questions regarding the appeal process please contact the Dean of Students Office (phone: 814-641-3150 or stop by the Dean of Students Office).

## **Student Affairs**

### **Athletic Department**

The Juniata College Athletic Department offers students an opportunity to compete in 19 intercollegiate athletic programs that span the academic year. Juniata College is a member of the National Collegiate Athletic Association (NCAA), the Eastern Collegiate Athletic Conference (ECAC), Landmark Conference, Centennial Conference (football only), and Continental Conference (Men's Volleyball only) and complies with the eligibility requirements of those organizations. The following is a list of sport programs offered by season:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Women's Cross Country	Women's Basketball	Baseball
Men's Cross Country	Men's Basketball	Softball
Field Hockey	Women's Swimming	Men's Track & Field
Football	Men's Volleyball	Women's Track & Field
Women's Soccer	Men's Indoor Track & Field	Men's Tennis
Men's Soccer	Women's Indoor Track & Field	Women's Tennis
Women's Volleyball		

## **Campus Ministry Office**

The College Chaplain and Campus Ministers are trained, religious professionals (lay and ordained) who are here to serve students, faculty, and staff — especially when issues of faith and spirituality arise in their lives. Campus Ministry provides resources for faith development, spiritual practices, community service, leadership development, community building, and pastoral care. The Campus Ministry Office provides an atmosphere of support and guidance where the questions that trouble and intrigue us can be freely discussed and examined from a variety of spiritual perspectives and traditions.

The Campus Ministry Office is located within the Unity House at 1905 Moore St. The Unity House is the home to the offices of Campus Ministry and Diversity & Inclusion, and is a space available for students of all faiths and backgrounds to meet, pray, meditate, or study in a quiet setting.

## **Career Services**

The Career Services office can be effectively utilized as a resource center for career planning and decision making throughout the undergraduate years. Students utilizing the office can explore and identify career goals while developing the appropriate credentials to successfully enter the employment market or continue their education following graduation.

The Career Services resource area and website contains publications related to career development and occupational fields including FOCUS – a computerized system assisting one in reaching career and educational planning solutions, the Juniata Career Term (JCT) database, a listing of alumni, parents and friends interested and willing to serve as career advisors and contacts, and JuniataJobs.com, a comprehensive career management tool connecting students with employers. Support is offered in career decision making, planning for graduate or professional school, and identifying business, industry, or governmental organizations for potential employment. There are workshops on job-seeking strategies, résumé writing, networking, interview techniques, and graduate school selection and planning and Juniata Career day: A job, internship, and networking fair attended annually by nearly 100 employers and 500 students.

The Career Services office also administers the student credit and transcript notation Internship Programs that over 225 students participate annually. A description of the college internship programs can be found in the academic section of the catalog. Additional information is available at the Career Services office in Ellis Hall or online at the [Career Services Website](#).

## **Student Activities**

Ellis Hall provides many services and conveniences for members of the Juniata College community. The following are located in Ellis:

Second Floor — Office of Student Activities, Ballroom, Eagles Landing (snack bar), Student Government, WKVR-FM, The Juniatian (campus newspaper).

First Floor — Bursar & Information Desk, Baker Refectory (dining hall), 24/7 Ellis Hall Meeting Space (student lounge and conference room)

Ground Floor — College Bookstore, Post Office, Career Services Office, Community Service Office, Public Safety and Emergency Services Office, Catering / Sodexo offices, Transportation Office.

## **Bursar & Information Desk**

The Bursar & Information Desk provides the following services:

- Serves as the college switchboard
- Provides telephone numbers and other campus information.
- Sells tickets to campus events.
- Makes change for vending services.
- Gives refunds for money lost in campus vending machines.
- Sign out keys for student organization offices.
- Sign out bikes for bike-share program.
- Sign up for Shuttle bus trips to State College and Altoona.
- Accepts student payments for tuition and other fees.
- Processes cash advances, clears, deposits, and reimbursements (<\$100).

## **Solicitation (Fund-Raising) Policy**

Any individual or group (affiliated with the college or not) must obtain permission to conduct moneymaking activities on the Juniata College campus. Solicitation forms can be obtained from the Office of Student Activities located on the top floor of Ellis. Note the following policies which apply to on-campus solicitations:

- Door-to-door solicitations in the residence halls or campus offices are permitted only by registered campus organizations; under no circumstances are door-to-door solicitations permitted by groups not affiliated with the college.
- To use space the lobby of Ellis Hall or any other location on campus for solicitation purposes, it must be reserved in advance with the Conferences & Events Office.
- Students are not permitted to use residence hall rooms for commercial purposes.

- Fundraising form will need to be filled out for any fundraising activities on campus. Please see the OSA website under 'forms' for a link to the fundraising form

### **Sign-Posting Policy**

All signs, flyers or advertisements posted on campus are to be placed on bulletin boards. Registered Student Organizations should consult the Handbook on the Office of Student Activities webpage: (<http://www.juniata.edu/services/osa/documents/RSOHandbook2014-2015.pdf>)

Any organization or business not affiliated with the college must complete the Fund-raising/Solicitation application ([http://www.juniata.edu/services/osa/webforms/fundraising\\_solicitation.html](http://www.juniata.edu/services/osa/webforms/fundraising_solicitation.html)) and submit \$15.00 to post materials on campus. (See Solicitation Policy for more information)

### **Scheduling Events on Campus**

Any student organization or student needing to schedule an event on campus must make the necessary arrangements with the Office of Student Activities. The space must be reserved using the online Event Scheduler system in order to provide information on room setup, audio-visual needs, food service needs, etc. Event Scheduler requests must be submitted at least one week in advance of the event.

In addition, for student social functions at which alcoholic beverages will be permitted, a representative from the sponsoring organization must meet with the Director or Assistant Director of Student Activities at least two weeks prior to the event. During this meeting, applicable policies and procedures will be reviewed with the sponsor.

### **Student Organizations**

In order to be officially recognized by the college, student organizations must register with the Office of Student Activities and Student Government. Any group of students interested in registering a student organization must fill out an application and submit it to the Office of Student Activities. Registered Student Organizations (RSO's) must have a currently employed faculty or staff member as an advisor. Once registered, organizations can apply to Student Government for budget allocations. Any organization that does not re-register each spring, will lose its charter and any funds in that organization's account will be returned to the Student Government Contingency Fund.

Lists of all registered student organizations and their contact persons are available on the Campus Life Webpage at : <http://www.juniata.edu/life/clubs.html>

### **Student Government**

<http://www.juniata.edu/life/studgov/>

## **Community Service**

The Community Service Office offers individuals and student organizations the resources necessary to make meaningful connections with members of the local community and beyond. Throughout the year, this office sponsors a diverse set of programs that meet the varying needs and interests of Juniata students. Programs include: Make a Difference Day, Martin Luther King Jr. Day of Service, Relay for Life, American Red Cross blood drives, Special Olympics, Daffodil Days, monthly service days, Americorps, Bonner Leaders and domestic/international service learning trips.

More and more students at Juniata are involved in service activities each year. Some volunteer individually at local agencies, while others get involved through a class or student club. Still others choose to attend one of the many short-term service learning trips offered each year to learn about important issues impacting local and global communities. These experiences are designed to foster an awareness of social justice and encourage civic engagement. Past destinations for service learning trips include Philadelphia; Morgantown, WV; and the Dominican Republic.

Community service at Juniata also includes an opportunity for students to participate in service activities while earning work study wages through the Community Federal Work Study Program. This program is a federally-funded initiative designed to connect colleges with their surrounding communities. It helps students offset higher education costs while also lessening the financial burdens many non-profits experience. In so doing, the program enables students to gain valuable practical experience.

The Community Service Office is staffed by the Director of Community Service & Service Learning and two Juniata Associates and is located on the lower level of Ellis Hall, down the hall from the bookstore.

For more information visit us at <http://www.juniata.edu/services/community>.



## **Health and Wellness Center**

Juniata strives to promote good health and wellness among its students and to prevent illness and injury. The center provides the following for full-time students:

- Treatment for minor injuries and ailments.
- Routine care of illnesses.
- Nurse and Administrative Assistant, Monday through Friday during regular clinic hours. Visiting Physicians, Monday evenings, all day Wednesdays and Fridays.
- Referral to other medical services, when necessary or appropriate, for more comprehensive or specialized care.

A health fee is assessed each semester and is not a supplemental form of insurance. Students are required to provide proof of insurance. Not all private insurance companies cover everything; e.g. self-inflicted injury. Check your own coverage to be aware of what is provided.

## **Counseling Services**

The Counseling Center encourages emotional wellness through the following free services to students:

- Personal counseling (up to ten sessions per student per year).
- Master's level therapists and the center's consulting psychiatrist.
- Mental health assessments.
- Health-related educational workshops.
- Referral services for care off-campus if needed.
- Support groups.
- Drug and alcohol education programs.

## **Public Safety**

The Office of Public Safety is staffed by full-time and part-time officers, and supervised by the Director of Public Safety.

The Office of Public Safety is a service-oriented operation. Public Safety officers have a variety of training and experiences ranging from criminal investigation procedures to self-defense techniques. Public Safety personnel are on the job 24 hours a day, 7 days a week. The department has an excellent working relationship with the local and state police.

<http://www.juniata.edu/services/security/>

**Diversity & Inclusion**

<http://www.juniata.edu/services/diversity/>

## Campus Services

### Dining Services

Baker Refectory, located on the main floor of Ellis Hall, is the dining hall for students. It offers an all you care to eat facility where all students residing in college residence halls are required to select from meal plan options 1 through 3. All first semester freshman students are automatically assigned meal plan 1. Meal exchanges are offered for lunch at Simply to Go, Jitters, and Eagle's Landing. Eagle's Landing also offers meal exchange at dinner.

The options are as follows:

Plan 1	All inclusive (19 meals/week)	\$50 DCB
Plan 1A	16 meals per week	\$125 DCB
Plan 2	185 meals per semester	\$200 DCB
Plan 3	120 meals per semester	\$300 DCB
Plan 4	60 meals per semester	\$100 DCB
Plan 5	20 meals per semester	\$100 DCB
Plan FS	Field Station Only	

No meal plan changes will be permitted after the drop/add period.

Non-campus students, commuters and students residing in college-owned houses may choose any plan. Any other exceptions to meal plan options must have the prior approval of the Dean of Students. The Dining Service Office should be notified of any special dietary needs as prescribed by a physician and efforts will be made to accommodate requests.

The procedures for obtaining a food service waiver are: submit the diet prescribed by a physician to the Dean of Students Office (a doctor's note simply requesting release will not suffice). The diet will be reviewed. The student will be notified of the decision in writing.

A "missed meal" factor is taken into account in determining the charges for the various board plans and helps reduce the price. No refund is made for meals missed.

The declining balance dollars (DCB dollars) allow purchases in The Eagle's Landing, Mocha Run, Jitters, Simply - To-Go, Brewed Awakenings, Nathan Hall, Baker Refectory and Sodexo catering. Moneys from the DCB account may also be used by the students to pay for any guests they bring to the dining hall. All declining cash balances (DCBs) associated with meal plans that are not used by the end of each academic year will be forfeited

Participants in internships and student teachers may be permitted to select an appropriate "Block Plan" if the Dean of Students determines that the student cannot take full advantage full meal plans. Appeals for such consideration must be submitted in writing to the Dean of Students Office within the first two weeks of the semester. Additionally, bag lunches are available to student teachers. Please contact the Food Service Office.

The dining room is open for breakfast, lunch, and dinner in accordance with the college calendar. Students may select from assorted entrees (including vegetarian selections at each meal). We also feature a grill line, an exhibition cooking format, a deli, Smoothie Bar and more. We also feature a Simple Servings Station where

foods served are prepared exclusively with ingredients which do not include the following food allergens; Milk, Eggs, Wheat, Soy, Peanuts, Tree Nuts, & Gluten.

A catering staff is available for special functions and arrangements can be made through the Catering Office (x3334) or [catering@juniata.edu](mailto:catering@juniata.edu).

Additional DCB dollars may be added to your account through the Accounting Office at any time during the semester. These DCBs can be refunded or carried over each year.

## Mail Services

### College Post Office Policy for Students

- After matriculating at Juniata College, each student is assigned a box number at the College Post Office. Two students share a box and the same box number will remain with the students during their four years at Juniata.
- College Post Office hours are:
  - a. Academic Year: Monday-Friday, 10:00 a.m.- 4:00 p.m.
  - b. Summer: Monday-Friday, 10:00 a.m. – 3:30 p.m.
- A key is issued to each student. If lost, the student will be charged \$5.00 for a replacement key.
- The address a student should use while at Juniata College must include their **assigned box number**. Placement of the box number, as shown in the examples below, is extremely important in processing the mail expeditiously. Also, if there is an A with your mailbox # you must include it to speed up the processing of your mail.

#### Regular Mail Example:

John Doe  
Juniata College  
**Box Number**  
1700 Moore Street  
Huntingdon, PA 16652

#### UPS and Fedx Example:

John Doe / **Box Number**  
Juniata College  
1700 Moore Street  
Huntingdon, PA 16652

- The College Post Office accepts checks and cash for payment. Debit cards and credit cards **are not** accepted.
- Mail is held in student post office boxes over the break periods. Newspapers are not held unless a request is presented at the post office window before each break period.
- During summer recess, mail is forwarded to the student's home address, unless the student requests differently. (Students remaining on campus for summer employment must notify the College Post Office to ensure their mail is not forwarded.)
- If a student receives a package, a white slip is placed in the student's mailbox. To retrieve the package, the student must present the red slip to the window clerk during normal business hours. **Packages will not be retrieved after normal business hours.**
- Window clerks are **NOT PERMITTED** to pull mail from student's mailboxes. Students must use their issued keys to get into mailboxes.
- Express mail, certified mail, and insured mail are delivered to the College Post Office. If a student receives this type of mail, a pink slip is placed in the student's mailbox. To retrieve this type of mail, the student presents the pink slip to the window clerk during normal business hours. **No mail will be retrieved after normal business hours.**
- Students may buy postage and mailing items from the College Post Office.
- Outgoing mail is picked up Monday-Friday at 2:45 p.m. and on Saturdays at 11:00 a.m.
- Students studying abroad must submit their new mailing address to the College Post Office prior to their departure.

### **Print Shop**

The Print Shop (located at 1931 Moore Street) offers copying and binding services to students for a small fee.

## **Transportation**

The college provides transportation, for a nominal fee, to-and-from the airport, and train and bus stations at the beginning and end of semester break. Information can be obtained by contacting the Dean of Students Office at 814-641-3150.

Please visit:

[http://www.juniata.edu/services/dean/van\\_services/index.html](http://www.juniata.edu/services/dean/van_services/index.html)



## **Academic Information**

### **Philosophies and Principles of a Liberal Arts Lifestyle**

As a community, Juniata is dedicated to providing an academically rigorous and personally enriching liberal arts education. Students have a responsibility to expand and fulfill their lifestyles to embrace the opportunities that lead to well-rounded citizenship. The Student Government of Juniata College, as servant of the students, approves the following principles of a liberal arts lifestyle, and believes that these principles serve as the vehicle to successful life experiences.

A Juniata student who fully engages in a liberal arts lifestyle:

- Recognizes the value of being a citizen of the world in an increasingly global and diverse community.
- Seeks opportunities to serve in activities that enrich communities and give back to humanity.
- Builds meaningful and lasting relationships with academic peers, faculty, staff, and future colleagues.
- Regards healthy lifestyle choices as the keystone to success.
- Embodies a spirit of sustainability through awareness of finite resources.
- Realizes that learning is a lifelong process encompassing many disciplines.
- Questions the assumptions and truths presented in life, as embodied in Juniata's maxim "Veritas Liberat."
- Understands that integrity and honesty in all of life's pursuits are virtues unto themselves.
- Assumes responsibility for choices made.

*Approved by Juniata College Student Government, April 14, 2006*

## **Registrar's Office**

The Registrar's Office provides service to students, faculty, and administration. The office maintains academic records, publishes course schedules, manages student course registration, assigns classrooms, approves transfer evaluations, publishes student schedules, issues official transcripts, and publishes the college catalog. It is the office where Program of Emphases (POEs) are turned in and graduation requirements are checked. The Registrar manages the college summer school program. Additionally, forms to change advisors, change addresses, do independent studies, and credit-by-exam are available in the Registrar's Office.

Additional information can be found at <http://www.juniata.edu/services/registrar/>

## **Standards of Academic Integrity**

All members of the Juniata College community share responsibility for establishing and maintaining appropriate standards of academic honesty and integrity. Students oblige themselves to follow these standards and to encourage others to do so. Faculty members also have an obligation to comply with the principles and procedures of academic honesty and integrity as listed here through personal example and the learning environment they create.

One of the strongest traditions in higher education is the value the community places upon academic honesty. Academic integrity is an assumption that learning is taken seriously by students and that the academic work that students do to be evaluated is a direct result of the commitment of the student toward learning as well as the personal knowledge gained.

Academic dishonesty, therefore, is an attempt by a student to present knowledge in any aspect as personal when in fact it is knowledge gained by others.

Examples of academic dishonesty are the following:

1. During an examination, using notes, examination copies, or other material not specifically authorized by the instructor. This includes having unauthorized materials on the desk or accessing information electronically (e.g., phones, computers, etc.)
2. In writing assignments, presenting as one's own work the ideas, representations, or words of others without citing the proper sources.
3. Knowingly doing another person's academic work such as writing papers or taking examinations.
4. Failing to cooperate in the investigation of any student being accused of academic dishonesty.

The penalty for academic dishonesty may lead to dismissal from the college, particularly if it is a repeat offense.

### **Academic Dishonesty Policy**

1. Faculty members who have sufficient evidence of academic dishonesty must first contact the Assistant Provost, who determines whether the student has previously admitted to or been found guilty of an academic integrity violation.
2. If the faculty member believes that the suspected violation would be remedied by an F in the course or a lesser penalty, he or she proceeds to settle the matter with the student. After meeting with the student, if the faculty member determines that a violation has in fact occurred, he or she records the charge on a form obtained from the Assistant Provost and assigns a penalty.
3. The faculty member assigns one of the following penalties: a warning; a reduced or failing grade for the assignment; a reduced or failing grade for the course; another penalty the faculty member deems appropriate for the violation. Determinations of penalty must be based on the nature and seriousness of the offense.
4. The form then is given to the student, who may (1) admit guilt and accept the assigned penalty; or (2) admit guilt but request an appeal of the assigned penalty; or (3) deny the allegation and request an appeal. The student has three school days to consider the charge and penalty and seek advice and then chooses one of the three options by signing in the presence of the Assistant Provost and the faculty member, who then implements the penalty. If the student chooses the first option, the form remains with the Assistant Provost and the matter is ended. If the student chooses the second or third option, the Assistant Provost refers the matter to the Judicial Board. The student or faculty member may at this time name relevant witnesses for the hearing.
5. Once a student has received notice that he or she is charged with an academic integrity violation, the student is not permitted to withdraw from the course unless the procedures for handling such violations result in no grade penalty. After the academic integrity charges are settled, the student may withdraw from the course with instructor permission.
6. If the suspected violation is not a first offense, or if the suspected violation constitutes a first offense for which the faculty member considers the appropriate penalty to be more severe than an F in the course, then the Dean of Students office is contacted and the case may proceed to the Judicial Board.

## **Forms of Academic Dishonesty**

Acts of academic dishonesty may be categorized in one of the following ways:

1. **Cheating:** using or attempting to use unauthorized material in any academic exercise. This can include going against explicit instructor directions for the completion of an assignment or exam (e.g., use of unauthorized materials or unauthorized collaboration with peers).
2. **Fabrication and Falsification:** altering or inventing any information or citation in any academic exercise.
3. **Multiple Submissions:** submitting substantial portions of the same academic work for credit more than once without authorization.
4. **Plagiarism:** presenting the work of another as one's own (i.e. without proper acknowledgment of the source). Citation is unnecessary when ideas or information are considered common knowledge.
5. **Abuse of Materials:** damaging, destroying, stealing, or in any way obstructing access to library or other academic resource material or academic records.
6. **Complicity in Academic Dishonesty:** intentionally helping or attempting to help another commit an act of academic dishonesty; unauthorized collaboration on any academic work. (Collaboration is not permissible unless a faculty member specifically indicates the extent to which students may collaborate on a given assignment.)

## Academic Appeals

1. A student has 48 hours from the hearing conclusion to submit an appeal in writing to the hearing chairperson. Failure to submit an appeal within the time allotted renders the decision final.
2. The Chairperson refers the appeal to the Provost. A decision on the appeal will be made within 48 hours and is based on the letter of appeal and the case file. The Provost may remand the case to the Judicial Board only if he/she specifies procedural errors that denied the student a fair hearing, or if additional significant evidence becomes available.
3. The Provost shall send a copy of the written decision on the appeal to the student, the faculty member, and the hearing chairperson.
4. The decision of the Provost shall be final.

The appeal letter must state the grounds upon which the appeal is based and the justification for such an appeal. Grounds for appeal include:

1. Evidence not available at the time of the decision, but now available, which would affect the decision itself.
2. The case was initiated or conducted with improper procedure.
3. In cases involving a suspension from the College, the student is not permitted on campus during the appeal process.

Students have the right to appeal academic matters relating to graduation requirements, academic probation, academic dismissal, and other issues to the Student Academic Development Committee. The appeal must be made in writing and submitted to the Registrar. It is important that the student who wishes an appeal to be heard by the committee prepare the appeal as quickly as possible. The decision of the Student Academic Development Committee is final.

If a student wishes to appeal a grade, the student needs to first make the appeal to the faculty who assigned the grade at issue within two weeks of receipt of the grade. If the student is not satisfied, he or she may appeal to the appropriate department chair or course director. Further appeal must be made to the Provost. It is expected that a final decision on all grade appeals will be made within four weeks of the time the grade was received.

## Academic Computing

Juniata College provides computing facilities for use in support of the academic program and for student personal development. A description of the facilities may be found in the College Catalog. The Juniata College Information Access Guide, available in the College Bookstore, provides a fuller description and a guide to the use of the facilities.

**Students are expected to be aware of the proper ethical and etiquette considerations for use of the system as found in the Juniata College Information Access Guide. Particularly important conditions for the use of the system are given below. Misuse may result in loss of access to the facilities or other disciplinary action.**

1. Users shall not access other user's files or any other computer resources without specific authorization.
2. Users shall not copy licensed software for use on any personally owned computer.
3. Users shall not install any software on any college-owned computers without explicit authorization.
4. Users shall not use college computer resources for personal profit or for non-college constituencies.
5. Mass e-mail for personal announcements, requests, and opinions is not permitted.

For information about the public computer labs [click here](#).

See: [Ethical and Responsible Use of EagleNet](#)

### **Academic Credit Transfer Policy**

Transfer credit is granted only for academically-valid courses in which the student earns a grade of C- or higher. Transfer credit is granted in the form of a comparable course, distribution credit, or elective credit. Credit is only awarded for courses taken at a similarly accredited institution. (See Catalog for more information)



## Academic Standing

Any student whose semester or cumulative grade point average at any time falls below 1.00 may be academically dismissed.

Any student whose semester grade point average falls below 1.66 at any time will be placed automatically on academic probation. In addition, any student whose cumulative average falls below those in the following table will be placed on academic probation.

Semester Credits Attempted	Cumulative Grade Point Average
0 - 35.99	1.66
36 - 61.99	1.80
62 - 89.99	1.95
90 and over	2.00

Any student on probation must achieve good standing in the next semester or face suspension and/or dismissal. Any student whose semester GPA is 1.00 or below faces suspension or dismissal. In addition, any student who accumulates three semesters of probation will be suspended. Also, any student on academic probation will be counseled regarding possible limitation or curtailment of his or her participation in co-curricular and/or employment activities.

## **Advising**

Faculty advisors are an invaluable source of support for students. At the time of enrollment, first-year students are assigned a Freshman Advisor who assists in orienting new students to college academic policies and procedures. By the end of the first semester, students choose two faculty advisors: a program advisor to assist specifically with POE and career issues, and a liberal arts or general advisor to assist with general academic issues such as fulfilling graduation requirements. For exploratory students, advisors can help identify potential areas of interest. Students may change advisors at any time, subject to the approval of the Registrar, as long as one advisor is from the department most prominently represented in the POE. Students pursuing dual fields of study should select one advisor from each area.

Advising is a crucial form of guidance for all students, especially for those individuals pursuing highly structured academic programs.

During Summer Orientation, new students work individually with academic advisors to select and register for fall semester courses. On the first day of classes, new students meet with their faculty advisors to review course registration and make adjustments as needed.

## Course Withdrawal Policy

A withdrawal grade of **WF** or **WP** is recorded when a student drops a course after the official drop/add period at the beginning of the semester and before the withdrawal deadline. **WP** signifies that at the time of the withdrawal the student was passing the course. A **WF** signifies that at the time of the withdrawal the student was failing the course. **WP** and **WF** grades are not calculated into the GPA.

A student may withdraw from a course up to the scheduled mid-point of the term with the permission of the student's faculty instructor and the advisors. Withdrawal after the "Mid-Term" date is not usually permitted except in an unusual circumstance requiring the written approval from the instructor, advisors, and the Registrar. Refer to the current academic calendar on the college website for the mid-term date. *The deadline is 12:00 noon on the last day of class each semester.* Unofficial withdrawals from all courses are recorded as F. Withdrawals from class are considered unofficial if the student fails to make satisfactory arrangements at the Office of the Registrar.

A student is permitted a maximum of **four** withdrawals from courses taken at Juniata College during the undergraduate career. Allowances for medical withdrawals and other unusual circumstances may be made via appeal to the Student Academic Development Committee.

## **Graduation Requirements**

See the catalog corresponding to your class year.

### **Initial Program of Emphasis (IN-POE) / Program of Emphasis (POE)**

During the spring semester, freshmen meet individually with both their advisors to plan the IN-POE. In the absence of traditional majors, the IN-POE and later, the POE, serve to guide students in planning their academic programs of focus. The process of drafting the IN-POE is intended to provide a student with the opportunity to consider his or her academic and career goals and to carefully identify those courses that will provide the background, skills, and perspective needed to achieve those goals.

The IN-POE is valid only through the end of the spring semester of the sophomore year. At this time students are asked to complete a more detailed academic plan, the regular POE, using the IN-POE as a guide. (See Catalog for more information)

### **Mid-Term Notices**

At mid-term, faculty will send a notice to each individual student who is failing or in danger of failing a particular course. This notification is intended to make students aware of unsatisfactory performance in a course at a time when a student will have an opportunity to address problems which may prevent the student from achieving a passing grade.

### **Overload Charges**

Full tuition is charged to any student who is carrying 12-18 credits in a semester. A tuition overload is charged to anyone who registers for more than 18 credits in a semester.