

**STUDENT
REGULATIONS
and COLLEGE
POLICIES
2019-20**

Revised September 12, 2019

Table of Contents

I. STUDENT REGULATIONS

| | |
|---|----|
| Off Campus Behavior | 9 |
| Violations of Civil/Criminal, International and Foreign Country Law | 9 |
| On Campus Behavior | 10 |

II. COLLEGE POLICIES

| | |
|--|-------|
| Academic Honesty Policy | 12-14 |
| Alcohol Policy | 15-21 |
| Wisconsin State Law | 15 |
| Regulations | 16 |
| Discipline and Sanctions | 17 |
| Alcohol in Academic Buildings | 17 |
| Licensed Facilities | 19 |
| Wisconsin State Law Alcohol Charts | 20-21 |
| Anti-Discrimination Policy | 22 |
| Anti-Hate Acts and Bias Incident Policy | 23-26 |
| Chalking Policy | 27 |
| Class Attendance Policy | 28 |
| Club Funds Policy | 29 |
| Collaborative Research Policy | 30-31 |
| Commercial Solicitation Policy | 32 |
| Computer Use Policy | 32-34 |
| Contracting Policy | 35 |
| Copyright Law Guidelines Policy | 36 |
| Dating Violence, Domestic Violence, and Stalking | 37-45 |
| Demonstrations Policy | 46 |
| Disability Policy for students | 46-47 |
| Domestic Violence (see Dating Violence, Domestic Violence, and Stalking) | 47 |
| Drug Policy | 48-54 |
| Fundraising Policy | 55 |
| Guest Policy | 56-57 |
| Harassment Policy | 58-61 |
| Hazing Policy | 62-64 |
| Housing Policy | 65-66 |
| ID Policy | 66 |
| Immunization Policy | 67 |
| Mail Center | 68-69 |
| Media Devices Policy | 69 |
| Missing Resident Policy | 70-71 |
| Motor Vehicle Policy | 72-73 |
| Notification Policy | 73 |
| Off-Campus Study-Students on Domestic Study Abroad Programs | 74 |
| Parking Policy | 75-76 |
| Pet Policy | 76 |
| Political Activity Policy | 77-78 |
| Political Campaign Signs Policy | 78-79 |
| Privacy of and Access to Student Educational Records Policy | 80-86 |

| | |
|--|---------|
| Program Presentation Policy | 87 |
| Quarantine Policy | 88 |
| Security Policy | 89 |
| Security Alert | 89 |
| Security Camera Guidelines | 90-91 |
| Service Animal Policy | 92-93 |
| Sexual Assault and Misconduct Policies | 94-103 |
| Policy Summary | 94 |
| Sexual Assault Policy | 95-96 |
| Sexual Misconduct Policy | 97 |
| Confidential Resources | 97-98 |
| Title IX Coordinator | 99 |
| Rights Complainant | 100-101 |
| Rights of the Accused | 101-102 |
| Off Campus Resources | 103 |
| Sign Policy | 104-105 |
| Smoking Policy | 106 |
| Social Host Policy | 107 |
| Stalking Policy (See Dating Violence, Domestic Violence, and Stalking) | 107 |
| Vandalism Policy | 108 |
| III. JUDICIAL SYSTEM | |
| Judicial System | 109-114 |
| Hearing Officer | 109 |
| Conflict of Interest | 109 |
| Timelines and Deviation From Procedures | 109 |
| The Judicial Process | 110 |
| Possible Disciplinary Outcomes | 110-111 |
| Appealing Judicial Decisions | 112 |
| Judicial Appeals Board | 112-113 |
| Rights of Students During Judicial Board Hearing | 113-114 |
| Judicial Process and Appeals When Students are Studying Off Campus | 114 |
| Appeal Process for Summer and Vacation Periods | 114 |
| IV. Living | |
| Residential Life | 115-125 |
| V. Leisure | |
| Getting Involved | 126 |
| Student Clubs | 127 |
| Program, Activity and Event Planning | 127 |
| Making a Difference | 127 |
| Beloit Student Congress (Student Government) | 127 |
| Campus Committees | 127 |
| Sports and Recreation | 128 |
| Movies | 129 |
| Where to Turn | 129 |

VI. Learning

| | |
|--|---------|
| <u>Academic and Personal Support Services</u> | 130-135 |
| <u>Academic Advising</u> | 130 |
| <u>Career and Community Engagement</u> | 130 |
| <u>Community, Equity, and Student Success</u> | 130 |
| <u>Dean of Students</u> | 131 |
| <u>Health Services</u> | 131 |
| <u>Housing</u> | 131-132 |
| <u>Learning Enrichment and Disability Services Office</u> | 132 |
| <u>Minority Services</u> | 132-133 |
| <u>Personal Counseling</u> | 133 |
| <u>Student Excellent & Leadership (SEL) and McNair TRiO Programs</u> | 134 |
| <u>College Offices and Services</u> | 135-140 |
| <u>Accounting</u> | 135 |
| <u>Bookstore</u> | 135 |
| <u>Bulletin Boards</u> | 135 |
| <u>Bus Tickets</u> | 135 |
| <u>Career and Community Engagement Center</u> | 135 |
| <u>Communications and Marketing</u> | 136 |
| <u>Community, Equity, and Student Success</u> | 136 |
| <u>Computer Facilities</u> | 136 |
| <u>Credit Union</u> | 136 |
| <u>DK's</u> | 136 |
| <u>Facilities</u> | 136 |
| <u>Financial Aid</u> | 136 |
| <u>Food Service</u> | 137 |
| <u>Instructional Technology and Multimedia Support</u> | 137 |
| <u>International House/Office of International Education (OIE)</u> | 137-138 |
| <u>Java Joint</u> | 138 |
| <u>Library</u> | 138 |
| <u>Lost and Found</u> | 138 |
| <u>Mail Center</u> | 138-139 |
| <u>Museums</u> | 139 |
| <u>Photocopying and Duplicating</u> | 139 |
| <u>Registrar</u> | 139 |
| <u>Residence Hall Craft and Darkrooms</u> | 139 |
| <u>Security</u> | 139 |
| <u>Student Employment</u> | 139 |
| <u>Writing Center</u> | 140 |
| <u>Academic Life</u> | 141 |
| <u>Academic Advising</u> | 141 |
| <u>Course Selection</u> | 141-142 |
| <u>My Academic Plan (MAP) and Declaring a Major</u> | 142-143 |
| <u>Academic Performance Committee/Academic Standing</u> | 143 |
| <u>Standards of Academic Progress</u> | 143-145 |
| <u>Eligibility to Participate in Extracurricular Activities</u> | 145 |

[Student Records and Transcripts](#)
[Student Life Directory](#)

146
147-151

STATEMENT OF CULTURE

(Revised and unanimously approved by BelCon Student Body - April 2009)

- ☒ We, the students of Beloit College are defined by our respect for this institution, our peers, and the surrounding Beloit Community.
- ☒ We claim our education and adhere to the highest standards of academic honesty. We take pride in the integrity of our ideas and opinions.
- ☒ We fulfill our responsibilities on and off campus by being prepared for and engaged in our learning.
- ☒ We embrace accountability for our actions as adults and hold our peers accountable for theirs, regardless of the resultant praise or criticism.
- ☒ We trust in the integrity of an individual and we refrain from hastily prescribing judgment. We are informed individuals seeking positive change in a global context.
- ☒ We achieve strength in our supportive community and through our personal convictions. We are dedicated to pursuing what we believe is right.
- ☒ We accept and honor these common values and goals by celebrating the richness and diversity present in every person, humbled by the knowledge that this community is as gifted, flawed, and human as we are.

Revised May 2014

The *Student Handbook* is your guide to student life at Beloit. Each year, it brings together information about academic and non-academic policies and services.

The *handbook* is written by the dean of students staff with assistance from students. It is designed as a supplement to other written materials, especially the *Beloit College Catalog*, and is not your only campus reference. It contains current regulations and policies governing student life, housing, and co-curricular activities. Careful reading will help you understand the college's objectives and regulations as well as your own responsibilities as a member of the Beloit College community.

Every student is assumed to be familiar with the materials in the handbook as well as those in the *catalog*. Both should be kept handy as references, and all students, particularly those who are new to Beloit, should read it thoroughly. Since the handbook is updated each year you are encouraged to review this when you return to campus.

While this handbook provides a review of regulations, policies, guidelines, and resources, the college reserves the right to change statements and policies when necessary and appropriate.

INTRODUCTION

Beloit College is an educational community where students are expected to be active and involved learners while embracing such important community values as personal integrity and responsibility, honesty, civility, non-violence, respect for the rights, opinions and beliefs of others, service to the college, college community and beyond. When students accept an invitation to join the Beloit College community it is assumed they are responsible individuals who, through personal freedom and independence, will grow and develop both academically and personally. To safeguard the rights, opportunities, and welfare of students, faculty, staff and guests of the college, all students are held accountable for the regulations and policies established by the college. Although the majority of regulations and policies concerning student life are contained in the Student Handbook, students are also responsible for the policies contained in the Beloit College Catalog. Students with questions about policies and regulations should direct their inquiries to the Dean of Students Office in Pearsons Hall.

Beloit students are expected to treat other members of the community with courtesy, to respect their rights and needs, to maintain the highest standards of honesty and integrity in all aspects of their lives, and to contribute to the college. To carry out its educational mission, and to provide an atmosphere conducive to the building of community and personal growth, the college requires a community free from physical and emotional violence, threats, intimidation; protective of free inquiry and expression; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to the rational and orderly approach to the resolution of human problems. Personal idealism, social responsibility and service to others are among the educational aims of Beloit College. Self-regulation is the norm, and college disciplinary action the exception.

The following student regulations and college policies have been established as a guide to individual conduct and to protect the rights, opportunities, and welfare of students, faculty, staff, and guests of the college. All Beloit College students are expected to be familiar with them. These regulations and policies are not meant to be a criminal code, nor are they designed to replicate state or federal laws, nor do they attempt to include all possible violations. Student enrollment and/or continued attendance at Beloit are a privilege, not a right. Revocation of this privilege is intended to protect the campus community and is not a substitute for the penalties associated with the criminal law. In most cases, sanctions are educational in nature and fulfill the college's role in shaping character and the values of personal integrity and responsibility, honesty, civility, non-violence, respect for the rights, opinions and beliefs of others, service to the college, college community and beyond. Students who have ideological differences with college regulations and policies are encouraged to suggest changes and revisions through the appropriate channels (Director of Residential Life), but are held accountable for those contained herein.

STUDENT REGULATIONS

OFF-CAMPUS BEHAVIOR

A Beloit College student is expected to obey all local, state, federal, international, and foreign country laws while on campus or off. Although a student off campus conduct ordinarily will not affect their college status, there may be occasions in which off-campus conduct is so destructive to the college or of such a nature as to indicate to the community that college disciplinary action must be taken. Even if civil/criminal action is pending, the college may take action if this appears to best serve the interests of the college and the students.

VIOLATIONS OF CIVIL/CRIMINAL, INTERNATIONAL OR FOREIGN COUNTY LAW

The college or the aggrieved party always has recourse to the civil authorities (U.S. or abroad) for violations of civil/criminal law. As a part of the larger community, students accept full responsibility for their own actions under federal, state, and local laws (U.S. or abroad). While affording reasonable advice to its members in difficulties with the law, the college provides no immunity from the consequences of illegal acts. The college does not provide legal counsel for its students.

Offenses of such seriousness that they would normally be considered felony offenses will often be handled in civil courts. Examples of cases in this category include but are not limited to:

1. Forcible interference with the educational processes of the college.
2. Assault, rape/sexual assault, sexual misconduct, sexual abuse, hate crimes as defined under Wisconsin law.
3. Theft and aggravated criminal damage to property.
4. Willful or negligent actions that endanger the health and safety of other persons on, or off campus.
5. Use of explosives or firearms on, or off, campus property.
6. Arson.
7. Misuse of the college telephones, telephone fraud, and computer network misuse.
8. Breaking into and entering college buildings.
9. Drug and alcohol violations.
10. Tampering with fire safety equipment.

Some cases may be violations of both college regulations and civil law (U.S. or abroad). In these instances, including the ten listed above, the college reserves the right to hear the case on campus even though civil authorities may also have jurisdiction.

ON-CAMPUS BEHAVIOR

A Beloit College student is expected to conduct them self with due regard for the rights and sensibilities of other members of the college community. A student may not behave in a manner that denies or interferes with another member's expression of convictions, right to academic freedom, or the performance of the duties or functions of others.

A. Financial Obligations

All students are to meet all financial obligations to the college.

B. Prohibited Behavior

The following acts are strictly prohibited. Their commission will result in immediate investigation by the Director of Residential Life or designated representative and disciplinary action, if warranted. Individuals violating these student regulations and policies may face disciplinary action such as, but not limited to probation, suspension, or expulsion (see [Judicial System](#)):

1. Violence of any type, that is harmful to another member of the college community or any property of an individual, the college or the community.
2. Assault, which includes forced or coerced sexual contact; or the threat thereof against any member or guest of the college. (See also [Sexual Assault/Misconduct Policy](#))
3. Sexual, personal, physical, emotional or psychological harassment, or the threat thereof, including hazing, against any member or guest of the college. (See [Harassment Policy](#))
4. Phone harassment which includes prank calls, threatening, obscene or otherwise harassing use of the phone.
5. Theft of or deliberate damage to college property or the property of any member or guest of the college. Items belonging to others that are found in a student's possession may be confiscated.
6. Disorderly conduct which includes behavior that fails to treat other members of the community with courtesy or respect for their rights and needs, or failure to maintain the highest standards of honesty and integrity in all aspects of their lives.
7. Lewd, indecent or obscene conduct.
8. Possession and/or use of dangerous weapons which include, but are not limited to firearms, pellet and BB guns, ammunition, knives, chemicals, explosives, fireworks, laser pointers, swords, paintball guns (without approval) and other objects or substances used as a weapon or in a dangerous manner. Persons in possession of a concealed carry permit are encouraged to speak with campus security.
9. Illegal possession and/or use and sale of any form of narcotics, barbiturate drugs, hallucinogenic drugs, marijuana, cocaine, date rape drugs such as Rohypnol (Roofies), GHB, or Ketamine and other dangerous drugs classified as illegal by local, state, or federal statutes ([Drug Policy](#))
10. Failure to comply with federal or state law, county or city ordinances, including but not limited to those governing alcoholic beverages and drugs ([Alcohol Policy](#))
11. Intentional misuse of fire alarms or other safety equipment. ([Residence Hall Policies](#))
12. Unauthorized entry or use of campus equipment or facilities and possession of and/or use of unauthorized keys/key cards.
13. Knowingly giving entry to campus buildings or rooms to unauthorized persons.

14. Furnishing false information, or furnishing false academic or co-curricular credentials; intentionally making a false report of an emergency; forging, altering, misusing, or transferring to another person college identification, records, or documents. Acts of personal dishonesty – knowingly lying, cheating, non-academic acts of plagiarism, providing false or misleading information.
15. Violation of housing contract regulations and agreement; failure to abide by the conditions of the Residence Hall application and agreements.
16. Failure to identify oneself properly, or to comply with the directions of a member of the college faculty or staff, particularly Residence Life and Security Staff or support staff requesting an appointment, acting in the performance of their duties ([Security Policy](#))
17. Failure to comply with official academic or disciplinary sanctions.
18. Beloit College does not permit the unauthorized use of the college seal or logos, or official reference to the college, or the use of the college name in a manner that might imply official approval, authorization, or sponsorship of an activity or publication. This prohibition extends to references to Beloit College students or a Beloit College organization, whether officially recognized or not. Exceptions to this policy require written authorization from the Secretary of the Corporation. This policy includes, but is not limited to, public performances or statements, electronically distributed statements, printed matter, Internet Web pages, souvenirs, or merchandise.
19. Willful obstruction of the normal processes essential to the function of the college. ([Demonstrations Policy](#))
20. Intentional misuse and/or abuse of college regulations, policies and judicial system.

Repeated violations of the above regulations and policies will be considered when disciplinary action is taken, and may lead to more serious penalties. Collusion in disobeying any of the college's Regulations and Policies will be treated as the commission of the act.

Note: Potential complainants are reminded that the college's ability to effectively consider complaints can be impaired or negated by the passage of time.

COLLEGE POLICIES

ACADEMIC HONESTY POLICY

1. Statement of Policy

In an academic institution, few offenses against the community are as serious as academic dishonesty. Such behavior is a direct attack upon the concept of learning and inquiry and casts doubts upon all measures of achievement. Beloit insists that only those who are committed to principles of honest scholarship may study at the college.

2. Acts of Academic Dishonesty

Cheating is an act of deception by which a student misrepresents that they have mastered information on an academic exercise that they have not mastered. For example, intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise is considered cheating.

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

Plagiarism is the representation of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. By placing their name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

Unauthorized audio or video recording of classes is prohibited. A student seeking to record any class must receive permission from the instructor before the recording takes place. If permission is granted for recording, all students in the class must be informed that the class is being recorded. Any recording is for the personal academic use of the individual student only, though the faculty member or the college may require the student to share the recording.

Other acts that will not be tolerated include the theft and/or mutilation of any library material; willfully providing college officials with false, misleading or incomplete information; and forgery or unauthorized falsification of grades, college records, or documents. Collusion in any act of academic dishonesty will be treated as a commission of the act.

3. Action Taken by Instructors

- a) When an act of academic dishonesty appears to have occurred within the academic process, the individual instructor in whose class the violation took place shall discuss the apparent violation with the student as soon as possible and shall give the student an opportunity to explain their action.
- b) If the matter is not resolved after the instructor's discussion with the student, the instructor may consult with the dean of students. The instructor may refer the matter to the dean of students for further investigation and review, in which case the instructor shall state in writing the factual basis for their belief that a violation of the academic honesty policy has occurred.

c) In cases where academic dishonesty is determined by the instructor of the course, the instructor may impose one or more of the following sanctions:

- i. an oral reprimand;
- ii. a written reprimand presented only to the student;
- iii. an assignment to repeat the work, to be graded on its merits;
- iv. a lower or failing grade on the test, project, or paper in question;
- v. a lower grade in the course;
- vi. a failing grade in the course.

The instructor shall then report the incident and sanction to the dean of students. The decision of the instructor will be noted and filed in the Dean of Students Office.

d) A student who has been sanctioned by an instructor for an act of academic dishonesty may appeal to an ad hoc appeals committee within one week of receiving the instructor's decision, as outlined in Section 5.

e) Individual instructors always retain the right to evaluate the student's work in the course.

4. Action Taken by the Dean of Students

a) The dean of students shall meet with every student accused of academic dishonesty. The dean may determine whether a sanction should be imposed beyond the sanction(s) imposed by the instructor after an investigation, review of any written or oral evidence, and discussion with the student, the faculty member, and any non-faculty complainant; or, the dean may refer the matter directly to the ad hoc appeals committee for a formal hearing as outlined in Section 5.

b) The dean of students may impose any of the following sanctions:

- i. a written reprimand presented only to the student; a written reprimand with a copy sent to the advisor and the instructor; or a written reprimand with a copy placed in the Dean of Students Office file;
- ii. placement on disciplinary probation;
- iii. removal of the student from the course;
- iv. suspension or dismissal from the college.

c) The dean of students shall notify the complainant and the student of any decision to impose further sanction(s). A decision to impose sanctions made by the dean of students may be appealed by the student to an ad hoc appeals committee under Section 5.

5. Appeals

a) Students wishing to appeal a decision made by dean of students, or by their designee or a sanction imposed by an instructor for a violation of the Academic Honesty Policy must notify the dean of students. Appeals shall be made in writing and within one week of receiving the decision of the dean of students or the instructor.

b) An appeals committee shall be established, consisting of three faculty members of the Academic Performance Committee, a student representative of the Judicial Board, and the Chair of the Faculty Status and Performance Committee, who will serve as chair of the hearings and voting member in case of a tie. If any faculty member has a conflict of interest, the chair of FS&P shall designate an alternate faculty member to serve in the member's stead.

- c) The dean of students shall notify the faculty complainant of the student's intent to appeal.
- d) The appeals committee may proceed independently to secure evidence for the hearing. All parties shall have access to any evidence secured by the committee or by any party at least three (3) days before the hearing.
- e) The student charged with a violation of the Academic Honesty Policy may request, when needed, the aid of the appeals committee in obtaining the information necessary to answer the charges made against them or requesting the attendance of witnesses at the hearing. When a witness is unable to attend a scheduled hearing, the witness may make a written and signed statement that may be submitted to the appeals committee and shared with all parties at least three (3) days before the hearing.
- f) Each party shall have the option of being accompanied by an advisor from the college's faculty, staff, or student body.
- g) The parties, their representatives, and the appeals committee members shall have the right, within reasonable limits set by the chair, to question all witnesses who testify orally.
- h) An audio recording of the proceedings shall be kept by the chairperson of the appeals committee until any appeal has been concluded and by the dean of students following the appeal. Ordinarily, no transcript shall be printed.
- i) The appeals committee shall deliberate in closed session. The committee's decision shall be based solely on the hearing, the evidence, and the papers filed by the parties.
- j) The appeals committee shall issue its decision in writing, which shall contain its findings of facts, conclusions, and actions, within two (2) weeks of the hearing. The decision shall be sent to the student, the complainant, the registrar, and the dean of students office. If the student is dismissed, the final transcript shall reflect the committee's decisions. The decision of the committee is final.

6. Summer and Vacation Disciplinary Process

The Dean of Students Office shall investigate and determine any sanction for all violations of the College's Academic Honesty Policy referred to it by an instructor during the last week of classes, exam periods, or vacation periods. A student may appeal the dean of students' decision to the provost. All appeals must be in writing within one week of being notified of the decision by the dean of students. The provost's decision is final.

7. Transcript Notation and Restriction on Issuance of Transcript

When a student is dismissed for violation of the Academic Honesty Policy, a notation of "dismissal for violation of the college's academic honesty policy" shall be placed on the student's transcript. If a student chooses to pursue an appeal, no transcript shall be issued until the appeals process is completed.

Revised June 2012

ALCOHOL POLICY

ALCOHOL USE ON CAMPUS

Beloit College is committed to maintaining a living, learning, and working environment free from alcohol abuse, or its unlawful use, because these uses are detrimental to students' health, safety, and academic success. As an educational institution, we place a great deal of responsibility and trust in students to make decision about drinking alcohol that are in their best interest academically and socially. Any sort of peer pressure to use alcohol violate the college's expectation, as does irresponsible use of alcohol, whether or not the student is of legal age to drink.

Beloit defines responsible alcohol use as:

- 1) maintaining control and drinking no more than one average size drink per hour;
- 2) not using alcohol as the focus of the event;
- 3) paying careful attention to what you are drinking and being aware of how it is affecting your body and behavior.

In order to ensure a safe and positive environment for all students, irresponsible behavior involving alcohol should be confronted by members of the college community, including students, faculty, and staff. Bystanders are expected to intervene; watching out for each other has been common practice and must continue. Students should seek out help when needs, support others, and challenge behaviors that might lead to unwanted outcomes. Students are encouraged to enlist the aid of security and residence life staff to help in confronting irresponsible use of alcohol.

ALCOHOL POLICY*

The Wisconsin drinking age is 21 years of age. Underage drinking violates college policy, since Beloit College, its students, faculty and staff are subject to all laws of the State of Wisconsin regarding possession, consumption, sale and distribution of alcoholic beverages. All students are required to show proof of age when purchasing, or accepting alcoholic beverages on campus. Students who fail to provide this information or use false information violate the law and/or college policy are liable for disciplinary action.

Beloit College does not promote the use of alcohol nor condone the abuse of alcohol. As adults, students should know and abide by the Wisconsin state law and make an informed, responsible decision regarding alcohol. All community members are expected to respect the rights of those individuals who choose not to use alcoholic beverages.

WISCONSIN STATE LAW

The Wisconsin state law concerning alcoholic beverages is applicable on-and-off the campus. A [complete copy of the state statute](#) can be found on the Wisconsin State Legislature website.

The unlawful possession, use distribution, manufacture of, or dispensing of alcohol and illicit drugs by students or employees on college property or as a part of college activities is prohibited. Individuals who violate local, state or federal laws concerning the unlawful possession, use, distribution, manufacture, or dispensing of alcohol and illicit drugs are

subject to arrest and/or college disciplinary action, which may result in sanctions up to and including required substance abuse treatment and/or suspension from the college.

Regulations

More explicitly, the following behaviors violate college policy, whether or not a student is of legal age to consume alcohol, because they are examples of irresponsible, even dangerous or abusive, alcohol use.

1. Using alcoholic beverages as the primary focus of any activity, such as playing drinking games. Kegs and other common sources of alcohol tend to be the focus of the events at which they can be found and they are not permitted.
2. Pressuring others to drink; pressure means exerting direct or nonverbal pressure to consume alcohol.
3. Drinking hard liquor directly from the bottle (non-single serving size), or multiple shots.
4. Mixing alcohol with energy drinks.
5. Consuming or being under the influence of alcohol in academic buildings.
6. Driving on or off campus while intoxicated.
7. Displaying violent, inappropriate or other kinds of offensive behavior. Intoxication does not absolve the drinker of responsibility for their actions.
8. Repeated instances of alcohol consumption interfering with academic performance or interpersonal/social interactions.
9. Being severely intoxicated, indicated by actions or behaviors such as but not limited to:
 - Stumbling while walking or falling down
 - Difficulty standing up, disoriented
 - Lack of awareness about surroundings
 - Inability to state or recall basic personal information such as name, address, telephone, birthdate, hometown, etc.
 - Slurring of speech, loud speech, rambling train of thought
 - Belligerent/aggressive behavior
 - Vomiting
 - Unconsciousness
 - Difficulty remembering, loss of memory about recent events or actions/behaviors of self and others during or prior to an event
10. Drinks with a high alcohol concentration are not allowed, including alcohol lacking color and odor, pure grain alcohol (i.e. Everclear), any distilled liquor exceeding 100 proof (50% alcohol), or other mixed drinks with a high concentration of alcohol. These drinks can be more potent than expected.
11. Serving alcohol to other students is prohibited.

Discipline and Sanctions

As members of the college community we expect you to make decisions about alcohol use with care and concern for yourself and those around you. As in any community, there may be those whose decisions about alcohol conflict with the college and community standards and violate college policy or Wisconsin state law. We encourage you to talk with those who may be having difficulty with their alcohol use or their alcohol decisions and to confront or seek help for those whose behavior may be damaging to themselves or the community.

The normal judicial processes, described in the Student Handbook, will be used to respond to violations of the alcohol policy. Though the full range of sanctions are possible, including a discussion with parents (for which there is a FERPA exemption), the usual sanctions associated with alcohol policy violations include, but are not limited to:

- Alcohol/Drug Screening
- Drug Testing
- Required counselling
- Community Service with Facilities
- Conversations on responsible drinking, social norming, etc.
- Apology letters
- Brainstorming list of alternative behavior
- Participating in alcohol education class
- Notification of parents
- Notification of faculty adviser
- Restriction on participation in non-class activities
- Probation
- Suspension
- Agreed break from drinking (with penalties if drinking again)
- Review of age requirements and sanction for underage consumption
- Change residence room/disciplinary transfer

Violations of college policy where alcohol is one element of the incident may result in more serious disciplinary action with possible sanctions that may include restitution, probation, suspension, or dismissal. Violation of the alcohol policy, coupled with other policy violations, may be treated as two separate offenses, with appropriate sanctions for each violation.

Good Samaritan Policy

All members of the campus community are encouraged to immediately seek medical or security assistance for students whose health and well-being may be at risk due to the over-consumption of alcohol and/or drugs. Taking responsibility for helping a student in need will always be viewed positively in any post-incident follow-up, including those incidents where the “Good Samaritan” and/or the person needing emergency assistance may have violated the college policy(s).

Alcohol in Academic Buildings

Alcoholic beverages may not be served or consumed in academic areas unless prior approval is received from the Department/Division Chair or Provost. In any other areas, alcohol may not be served to or consumed by anyone under the age of 21.

Parties and Social Gatherings

For any social gathering, there must be at least one person responsible for the gathering, the facility and the guests. In a student room, this is normally the resident of the room. In a planned party, it is often the person planning who is responsible for the event.

Host Responsibilities:

1. Registering your party

- a. Planned parties, private parties, or social gatherings must be registered if they have the potential to impact the community.
- b. The Office of Residential Life must be provided with the names of all hosts (students responsible for the event) at least 48 hours prior to the event.
- c. If the event is a large gathering of students, such as a social in a special interest house, the office of Residential Life must be provided with a security list and IDs must be checked at the door.
- d. If the event takes place in a residential area, the host is obligated to consult the RA, neighbors or other building residents that may be affected, to obtain permission to host a social gathering in their room or lounge.
- e. All large social events must be approved by the Office of Residential Life if any of the following is true about the event:
 - i. It is advertised (the posters, public announcements, written, verbal or Facebook invitations constitute some of the usual forms of advertising);
 - ii. It is funded (entirely or partially) by money obtained from the Student Activity Fee, Student Life programming or departments;
 - iii. It occurs in a public area (residence hall lounge, hallway, campus meeting space, outside area or Greek house when non-members are present).
- f. Large all campus events, such as large parties may not occur during New Student Days and days when there are classes the following day.
- g. Advertising implicitly or explicitly that alcohol will be present at the event is prohibited.

2. Additional regulations regarding parties or social gatherings (registered or not):

- a. Hosts may not serve alcohol as a feature of any party or social gathering. Hosts are obligated to follow all state laws concerning the distribution of alcoholic beverages in their rooms, apartments or personal gathering spaces.
- b. Alcohol cannot be sold and donations cannot be exchanged for alcohol. Selling tickets or cups, charging admission fees, taking up a collection or using any direct or indirect means of collecting money from persons attend the event is prohibited.
- c. Hosts assume responsibility for the behavior and safety of their guests.
- d. Hosts must supply at least one student trained in bystander intervention for the entire duration of the event.

All College sponsored events where alcohol is provided, the College reserves the right to limit the type and/or amount of alcohol (or the amount of alcohol served, if applicable) at the event.

Licensed Facilities

1. Bon Appetit

Bpm Appetit (food vender for Beloit College) maintains a liquor license with the City of Beloit and is subject to the same rules and regulations as any establishment that serves alcohol. By law, absolutely no alcohol can be brought into the building or removed from it, except through the authority of the liquor agent and staff. Violations of this policy risk not only arrest, but also revocation of our license. Groups wishing to sponsor an event with alcohol need to meet with the Bon Appetit director to arrange for the sale, service, and purchase of alcoholic beverages.

2. Coughy Haus Additional Regulations

The Coughy Haus maintains a Class C liquor license with the City of Beloit and is subject to the same rules and regulations as any other bar within the City of Beloit and the State of Wisconsin. The law states that absolutely no alcohol may be brought into the building or removed from it, except by licensed distributors. Individuals who violate age restrictions, use false IDs, provide alcohol to those under 21 years of age, or are intoxicated while on the premises may be ticketed by the Beloit Police. Such violations may also result in the revocation of the C-Haus license to serve alcoholic beverages. The premises are regularly inspected by government agencies such as the Health and Police Departments. Police officers have the authority to enter the Coughy Haus at any time without warning and may, at their discretion, check IDs and open containers on the premises, including the porch.

Coughy Haus is reserved for student use and occasionally the registered guest of a student. It is not a public bar open to the community at large. In order to minimize risks and ensure the focus is on students whose activity fees contribute to the operation, access by nonstudents is limited.

Examples of alcohol-related penalties, excerpted from Wisconsin State Law

| OFFENSE | STATUTE | PENALTY |
|---|------------|---|
| Underage Person Procuring, Possessing or Consuming an Alcoholic Beverage | S125.07(4) | 1 st Violation - \$250 - \$500, 30-90 day suspension of operating privileges 2 nd Violation in 12 months - \$300-\$500, 1 year suspension of operating privileges 3 rd Violation in 12 months - \$500-\$750, 2 year suspension of operating privileges 4 th Violation in 12 months - \$750-\$1000. 2 year suspension of operating privileges |
| Underage Person Knowingly on Bar Premises Without Parent | S125.07(4) | (same as above) |
| Falsely Representing Age for Purpose of Receiving Alcohol | S125.07(4) | (same as above) |
| Causing Injury or Death by Providing Alcohol to a Minor | S125.075 | Up to \$10,000 and up to 5 years in prison |
| Recklessly Endangering the Safety of Another <i>i.e., providing too much alcohol to another with knowledge of the possible risks to that person or others</i> | S941.30(1) | Up to \$10,000 and up to 5 years in prison (up to 10 years in prison if circumstances show utter disregard for human life) |
| Recklessly Causing Great Bodily Harm to Another <i>i.e., providing too much alcohol to another with knowledge of the possible risks causing substantial injury to that person or another</i> | S940.23 | Up to \$10,000 and up to 5 years in prison |

d. Consuming intoxicants and driving (includes boating and snowmobiling)

| OFFENSE | STATUTE | PENALTY |
|---|---------|--|
| Operating a Motor Vehicle While Under The Influence Of An Intoxicant Or With An Illegally High Blood Alcohol Concentration | S343.63 | 1 ST Offense - \$150-\$300, 6-9 month suspension of operating privileges 2 nd Offense in 5 years - \$500 - \$1000, 5 days to 6 months in county jail, 12-18 months suspension of operating privileges 3 rd Offense in 10 years - \$600 - \$2000, 30 days to 1 year in county jail, 24-36 months suspension of operating privileges 4 th Offense in 10 years - \$600 - \$2000, 60 days – 1 year in county jail, 5 year revocation of operative privileges 5 th or greater Offense in 10 years, \$600 - \$2000. 6 months – 1 year in county jail, 5 year revocation of operating privileges |
| Causing Injury While Operating a Motor Vehicle While Under The Influence Of An Intoxicant Or With An Illegally High Blood Alcohol Concentration | S343.63 | \$300-\$2000 and 30 days to 1 year in the county jail |
| Causing Injury (Great Bodily Harm) By The Intoxicated Use Of A Vehicle | S940.25 | Up to \$10000 and up to 5 years in prison |
| Homicide By The Intoxicated Use Of A Motor Vehicle | S940.09 | Up to \$10000 and up to 10 years in prison |

**NOTE: REFUSAL TO TAKE AN EVIDENTIARY TEST OF BLOOD, URINE OR BREATH RESULTS
IN ADDITIONAL REVOCATION OF OPERATING PRIVILEGES.**

e. Consuming intoxicants and performing other dangerous activities

| OFFENSE | STATUTE | PENALTY |
|---|-----------------|--|
| Going Armed Or Operating A Firearm While Intoxicated | S941.20 | Up to \$10000 and up to 9 months in the county jail |
| Carrying a Handgun Where Alcoholic Beverages May Be Sold Or Consumed | S941.237 | Up to \$10000 and up to 9 months in the county jail |

MISCELLANEOUS

| OFFENSE | STATUTE | PENALTY |
|-----------------------------------|-----------------|---|
| Presenting A False ID Card | S125.085 | \$300 - \$1250, or 10 to 30 days in the county jail, or both |

Taken from Wisconsin State Statutes

Updated June 2019

ANTI DISCRIMINATION POLICY

It is the policy of Beloit College, in administration of its educational policies and programs, financial aid program, employment policies, or other college-administered activities, not to discriminate against students, applicants for admission, or employees on the basis of sex, race, color, religion, national origin, ancestry, age, sexual orientation, or physical or mental disabilities unrelated to institutional jobs, programs, or activities. Beloit College is a Title IX institution.

ANTI-HATE ACTS AND BIAS INCIDENT POLICY

Overview

The aim of this policy is to provide a means by which students, faculty, and staff members who experience hate or bias (both defined below) may have their concerns heard and receive support, conflicts may be mediated, and, when called for, effective community responses forged.

This policy recognizes that thought and expression in the context of, and in service to, our learning mission is protected, while offering a mechanism for responding to the hatred and bias that work against it. These freedoms necessarily entail a potential for encountering ideas and speech that one finds controversial and even objectionable, insulting, or offensive. Acts of hate and bias -- whether or not intended -- threaten to undermine individuals' or groups' engagement in the free exchange of ideas. Providing clear means by which suspected hate acts and bias incidents can be reported aligns with Beloit College's commitment to freedom of thought and expression as central to our academic freedom and to our teaching and learning mission.

Beloit College strongly encourages anyone – student, faculty, or staff --, who is subject to, or witnesses, any hate or bias incident occurring on campus, at college-sponsored events, or during activities occurring off campus involving Beloit students, faculty, staff, or their guests to respond immediately, when possible, and to report the incident. After receiving the report, responders will gather information and devise appropriate strategies for communicating with, educating, and mediating between, the involved parties, and when applicable, communicate with the larger campus community. Any acts suspected of violating existing college policies will be referred to the appropriate disciplinary bodies.

Any retaliation against a person who reports an alleged hate act or bias incident or against a person who has been found responsible for such an incident is strictly prohibited and subject to disciplinary action. A knowingly false accusation of a hate act or bias incident may also be subject to disciplinary action. Fact-finding regarding a reported hate act or bias incident does not itself constitute harassment.

Definitions

A. Hate Crimes

Beloit College will report to the police, and cooperate with them in investigating, any act constituting a hate crime, as defined by Wisconsin [statute](#). Those who commit hate crimes will also be subject to discipline by the college in accordance with the anti-hate acts policy outlined below.

B. Hate Acts

At Beloit College a hate act involves (1) violence, threat of violence, actions that are likely to incite violence, or other acts violating college policy that are (2) directed at persons or groups who are marginalized because of their race, color, religion, sexual orientation, ability status, ethnicity/national origin, physical characteristics, sex, gender, gender identity, gender expression, and/or any other legally protected classification, and (3) have the purpose or reasonably foreseeable effect of harassing, dehumanizing, or intimidating those persons or groups.

Examples of hate acts include but are not limited to physical assault, harassment, stalking, cyber stalking, vandalism, or other damage to property.

Investigations of hate acts require due process according to the college's policies, including adherence to AAUP guidelines related to academic freedom. Sanctions will depend on the severity of the action, the impact on the targeted individual/group, intentionality of the action, and on the overall context in which the action occurred. For students, the most likely sanction for violation of this policy will be suspension or expulsion, as determined by the normal disciplinary process. Sanctions for staff may range from reprimands or training to immediate termination of employment, depending on the severity of the incident and taking into account any previous employment concerns. Sanctions for faculty may range from reprimands or training to termination of employment, depending on the severity of the incident and taking into account any previous employment concerns.

C. Bias Incidents

A bias incident is a verbal, written, or physical act of intolerance or prejudice that does not involve violence or other conduct violating college policy, but which threatens, intimidates, or marginalizes individuals or groups because of their actual or perceived race, color, religion, sexual orientation, ability status, ethnicity/national origin, physical characteristics, sex, gender, gender identity, gender expression, and/or any other legally protected classification and lacks a reasonable relationship to an educational, political, and/or artistic end.

Examples of bias incidents include but are not limited to homophobic or sexist jokes, racist epithets, religious slurs, offensive graffiti, or demeaning remarks on social media. Bias incidents may or may not be intended to cause harm. Responses to bias incidents may include educational opportunities for the individuals and groups involved, as well as for members of the campus community as a whole when reporting patterns suggest broader issues that move beyond the immediate incident. This policy therefore seeks to enhance understanding, provide a forum for expression of multiple viewpoints, mediate conflict, and pursue restoration. Reports will only be referred to a disciplinary body if the behavior violates other college policies.

I. Reporting Hate Crimes, Hate Acts, and Bias at Beloit College

Beloit College students, faculty, or staff may report a hate act or bias incident in any or all of the following ways:

1. Calling Beloit College Security or reporting incidents directly to the Beloit Police.
2. Reporting directly to one of the lead hate and bias responders (Associate Dean of Students for Community Equity and Student Success and one faculty representative, both of whom have received training in restorative justice).
3. Reporting via a web form on the college's website, this includes the option to report anonymously.

II. Response to Hate Crimes, Hate Acts, and Bias Incidents

Responders are responsible for reviewing all reports, learning as much as they can about the situation, and for developing an appropriate response. This will involve listening and talking with those involved in the situation and assessing whether a hate crime or act or bias incident has occurred.

In cases of bias, the lead responders will communicate with the involved parties with the aim of developing a shared understanding of what occurred and its impact and restoring a successful learning or working environment.

When they conclude a hate crime or act has occurred, the lead responders will convene a response team that may include the dean of students, the provost, the president's chief of staff, and the director of communications and marketing or their representatives, and others, as deemed appropriate by the rest of the team. This response team will determine the appropriate pathway for addressing the hate crime or act. This may include community emails, outreach and support efforts, town hall meetings, class discussions, or floor meetings. The response team will refer disciplinary matters to the appropriate college authority and share the information they have gathered in their own investigation. When a hate crime has been committed, the response team will work with the police and share information they have gathered. The scale and scope of response to hate and bias incidents, and the timeline in which that response occurs, will depend on the following factors:

1. Severity, scale, and scope of the incident and its impact
2. Pace at which information can be gathered; and whether or not that information can be shared publicly
3. Effects on those targeted

Each semester, the lead responders, dean of students, and provost will assess the handling of reported cases, seeking input from the affected parties, and the lead responders will provide to senior staff and to the campus community a summary report regarding the number of reported hate acts and bias incidents, their nature, and resolution. Members of senior staff shall review and analyze these reports and, in consultation with others, determine possible interventions directed toward prevention.

Neither the hate and bias lead responders nor any response team they convene are disciplinary bodies. Disciplinary action involving any individual or group will be handled by other established bodies of the college, such as Student Life staff and Judicial Board in the case of students, Human Resources in the case of staff, and in the case of faculty, the Provost or Faculty Status and Performance Committee in accordance with guidelines established by the American Association of University Professors (AAUP) related to academic freedom and due process. Outside law enforcement agencies may also become involved as appropriate.

Responsibilities of all responders include:

1. Maintaining appropriate confidentiality
2. Treating all parties with respect and sensitivity
3. Holding Beloit's mission and academic freedom at the center of their work
4. Providing affected parties with information about support services on campus
5. Providing to all involved parties:
 - Clear information regarding the process that will be followed
 - An explanation of the timetable involved
 - An explanation regarding the resolution of the reported incident

***New Policy July 2016
To be reviewed September 2017***

CHALKING POLICY

The use of water-soluble chalk is permitted on horizontal surfaces exposed to weather. Areas where chalking is not permitted include buildings, vertical surfaces, painted surfaces, porches, wooden surfaces, in the MI tunnels, under the walkways of the '64 Halls, and other surfaces not exposed to weather. The use of spray-on chalk is prohibited on the Beloit College campus and sidewalks. "Brought to You By" (BTYB) is required for all chalk use. The BTYB must provide a legitimate primary contact (individual student, Beloit-recognized organization, or campus department) affiliated with the chalking. Those responsible for chalking in inappropriate areas may be charged for the cost to clean or repaint the surface. Other disciplinary action may result.

CLASS ATTENDANCE

Attendance at classes is required and is considered an essential component for each course. Failure to attend classes may affect the final grade, depending on the policy of the instructor of each course. If at any point before the add deadline a student has missed more than half of the scheduled class sessions, an instructor may, in consultation with the student's advisor, drop a student from a course. The instructor shall submit a drop card to the Registrar's Office, signed by both the instructor and the student's advisor. The Registrar's Office shall notify the student about the instructor-initiated drop. (**Note:** The intent of this policy is to enable faculty, during the first week of classes, to enroll a waitlisted student in place of an enrolled student who has absences as described above). If the student does not plan to attend a class they should follow regular drop procedures unless they have received written notice that they have been officially dropped from a class.

Each instructor should report to the Dean of Students Office (deanstu@beloit.edu) any excessive number of absences which, in the opinion of the instructor, affect the student's work. Negligence in attendance indicates that the student is not attempting to fulfill course requirements. Continued indifference to attendance obligations may result in separation of a student from the college. A student who discontinues attendance in a course without officially withdrawing may receive an "F" in the course.

When a student has an emergency (death in the family, severe illness or other compelling circumstance), the student should notify the Dean of Students Office (deanstu@beloit.edu), who shall inform various administrative offices and the student's instructor(s) and advisor(s) about the absence. However, all absences, including emergencies, are evaluated by the instructor. It is the student's responsibility to notify the instructor in advance whenever possible about an absence. In all cases, the student is responsible for course work missed.

Excused absences for religious holidays must be arranged in advance with individual faculty members. Faculty members are encouraged to be sensitive to students' religious preferences, and will, if at all possible, accommodate student requests for an excused absence. Faculty members will also make every effort not to schedule exams or quizzes on religious holidays when a student's desire to observe that holiday has been expressed. However, the final decision to schedule an exam or quiz rests with the faculty member.

CLUB FUNDS POLICY

Each student pays a student activities fee each semester. The money is collected by the college and is dispersed by the student government, Beloit Student Congress (BSC). The money is allocated by BSC and will be placed in the account of each recognized club or organization in August for the fall term and in January for spring semester. It is against college policy to request or spend student activities fee monies through the use of deception, false information, or for purposes other than those stated and agreed upon in the approved proposal.

Students and organizations that violate this policy will be subject to disciplinary action. Individuals who violate this policy are eligible for the full range of sanctions as listed. Sanctions which organizations may receive include probation, freezing of club accounts, being temporarily placed in an inactive or dissolved status as club or organization, community service or other sanctions as determined by the Office of Student Engagement and Leadership Development.

Each organization will be required to furnish names of their club leaders, and one individual who will have club approval to access the club account each semester. Student Engagement and Leadership Development will only authorize club financial transactions for the financial person or for others with this person's approval.

Updated: July 2014

COLLABORATIVE RESEARCH POLICY

At Beloit College, we encourage collaboration in research, other scholarly endeavors, and artistic activity that joins the interests, energy, and talents of two or more faculty (or staff) members or faculty and students. We view such collaboration as an important educational activity for students and a valued part of their scholarly development.

Because of the importance of such activity, and its evaluation by others through publication and public presentation, we expect that certain ground rules will be followed in collaborative research.

1. Collaborative research involving faculty members at Beloit College should involve a full understanding about authorship, order of authorship, and all mutual obligations and responsibilities as the collaboration begins. Responsibility for achieving such understanding is left to the faculty members involved.
2. While collaborative research between faculty and students is to be fully encouraged and supported, it differs from collaboration involving only faculty because of inherent differences in authority and power. Therefore, it requires certain specifications as to what the college expects:
 - a. Understandings about responsibility, authorship, and other elements of collaboration is to be reached by those faculty and students involved in a project as it begins. Such discussions are regarded as part of the professional education of students.
 - b. Whenever a student makes an important contribution to the design of a collaborative research project or to the interpretation of its results, that student should receive a significant acknowledgment including, when appropriate, joint authorship. Whenever their labor is primarily responsible for the success of the project, such credit should be similarly given.
 - c. In those instances, when student contributions are more diffuse, e.g., when each member of a class makes a contribution to a project by interviewing or performing a similar effort, any publication or paper should include an acknowledgment of that contribution, either individually (especially if numbers are small) or collectively.
 - d. In those instances, when a student collaborator feels that they are not receiving the rights specified by this policy, the student should discuss the situation with their faculty collaborator. If that discussion does not resolve the issue, the student should approach the chair of the department or the provost if the department chair is the faculty collaborator in question, to see if the issue can be resolved to everyone's mutual satisfaction. If this is not possible, the matter will be referred to the Faculty Status and Performance Committee for arbitration. The decision of the committee will be final.
3. Authorship should be credited only to those who are directly involved in the research, are familiar with its execution and results, and are accountable for its conclusions.

4. Students from other institutions, collegiate and pre-collegiate, who work in research and other collaborative projects directed by a faculty member from Beloit College are to be included in this policy.

NOTE: A Beloit College student working on research projects elsewhere cannot be so protected, but the student is encouraged to discuss Beloit's expectations with their supervisor at the beginning of the project.

COMMERCIAL SOLICITATION POLICY

As a general rule, the college prohibits the use of campus grounds or buildings by non-college personnel for the purpose of commercial solicitation of students or sales of any type. All individuals or organizations seeking exceptions must apply for the appropriate permit at the Office of the Vice President for Administration or, if residence halls are concerned, the Office of the Director of Residential Life.

COMPUTER USE POLICY: POLICY ON ETHICAL USE OF COMPUTING AND INFORMATION RESOURCES AND PRIVILEGES

Access to computing facilities and associated resources is provided as a privilege to members of the Beloit College community. The college provides these resources to support its educational mission. It is expected that users will obey all rules and regulations pertaining to the appropriate use of these facilities. This involves using the facilities in a manner that is consistent with all college policies, with policies of other networks (e.g., WISCNET, Internet), and state and federal laws. Every user is responsible for helping to ensure that these resources are used appropriately; this includes prompt reporting of instances where it is believed an abuse has occurred. If users are in doubt as to whether a particular proposed use is appropriate, they should check with Information Services and Resources before the proposed use is undertaken. Misuse of computing facilities (whether or not they are directly college owned) will constitute just cause for disciplinary action by Beloit College in addition to any legal enforcement by local, state, or federal authorities.

The following are guidelines for the appropriate use of computing facilities:

1. Use facilities and services only for the purposes for which you are authorized.
Violations include:
 - using another person's account or attempting to capture/guess other users' passwords;
 - circumventing normal resource limits, log on procedures, and security regulations;
 - trying to obscure your true identity as the sender of electronic mail or the user of other networked services that request identification;
 - using college computing resources for unauthorized commercial purposes;
 - using the college's computing resources to harass, intimidate, or threaten other users.
2. Respect the privacy of other users. Files, tapes, disks, email, information, programs, and data owned by individual users should be considered private, whether or not the information is accessible by other users. The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the US Postal

Service. Tampering with email, interfering with or intercepting its delivery, and using email for criminal purposes may be felony offenses. See the second paragraph of Procedures for further information about privacy.

3. Respect the rights of others to make use of these resources.

Violations include:

- placing obscene or harassing material in areas that can be/are publicly accessed;
 - sending/forwarding chain letters or deliberately flooding a user with automatically generated mail;
 - printing or sending excessive copies of documents, files, data, or programs;
 - unauthorized attempts to modify or remove computer equipment;
 - attempting to degrade or disrupt system security or performance;
 - damaging or vandalizing college computing facilities, equipment, software, or computer files.
4. Respect appropriate copyright laws, licenses, confidentiality, and trade secret agreements. Much of the software and data that resides on the college's computer facilities is protected by copyright laws and license agreements and may not be copied from, into, or by using campus computing facilities, except as permitted by law or by license from the owner of the copyright. The number of copies and distribution of the copies may not be done in such a way that the number of simultaneous users exceeds the number allowed.
5. Obey established guidelines for any networks or systems used inside or outside the college. Accessing computers, software, data or information, or networks without proper authorization, regardless of whether any damage is done or whether the computer, software, data, information, or network in question is owned by the college, will be treated as an abuse of your Beloit College computing privileges. Violating guidelines of non-college networks or systems, even if using non-college resources, may be grounds for revocation or suspension of college computing privileges.
6. In addition to the rules outlined above, system administrators must take reasonable and appropriate steps to see that all license agreements are faithfully executed on all systems, networks, and servers for which they have responsibility. They must take reasonable precautions to guard against corruption of data or software, damage to hardware or facilities of the college, and illegal copying of college software. They must implement college policies as related to these computer systems and must treat information about and information stored by the system's users as confidential.
- Anyone authorized to add or delete files from a hard drive of a college computer that is regularly available to more than one individual is acting as a system administrator. System administrators are those who perform functions on college computer equipment including, but not limited to, installing hardware and software, managing a computer or network, and keeping a computer operational.
 - In the normal course of working with the college's networks and computers, the staff responsible for maintaining those systems may come across and see information stored on college-owned equipment, as well as on personal equipment that is connected to the college network. Unless there are suspected

violations of law or college policy, the staff shall respect the privacy of the individual. Should the faculty or staff member overseeing these systems suspect such violations, the procedures of the next section shall apply.

PROCEDURES WHEN ABUSE/MISUSE IS SUSPECTED

When there is an indication that misuse has occurred, the alleged offense is to be reported immediately to the Chief Information Officer and to the appropriate member of senior staff. If there is a reason to believe a person's safety is at risk, Security will also be notified. Information Services and Resources and the appropriate senior staff member shall investigate the incident and may restrict a user's computing privileges.

If an emergency entry is urgently needed to preserve the integrity of facilities or to preserve public health and safety, Information Services and Resources (ISR) staff may access files or computer components on, or attached to, the college network without the consent of the user. The college, through the Chief Information Officer, will log all instances of investigative access without consent. Faculty or staff overseeing the college's network servers will also log any emergency entry within their control for subsequent review as soon as possible by the President or appropriate Vice President.

When an alleged offense is reported, Information Services and Resources may make copies of the alleged offender's files to preserve evidence. In order to preserve privacy staff may access or read any copied files without authorization from the appropriate senior administrator.

Some instances in which computer resources are used inappropriately may lead to disciplinary action in two different venues (e.g., computer-assisted plagiarism, such as copying a computer file and using it as a model or submitting it as your own work without attribution, could result in disciplinary action according to [Academic Honesty](#) guidelines as well as this policy).

Disciplinary action may include loss of computing privileges and other sanctions up to and including non-reappointment, discharge, and/or dismissal. Alleged student misuses will be handled according to the college's judicial system procedures. Alleged faculty misuses will be handled according to the college's procedures for evaluation, termination or non-renewal. If the alleged misuse by a member of the faculty or staff involves harassment, it will be handled according to the procedures in the policy on personal harassment.

Abusers of the college's computing resources may also be liable for civil or criminal prosecution. It should be understood that nothing in this policy can preclude enforcement under federal, state, and local laws and regulations.

For more information on college computing and regulations go the website at www.beloit.edu/isr

Updated June 2019

CONTRACTING POLICY

Any student/student group wishing to hire a performer, entertainer, or non-students to perform a service on campus (hereby referred to as artist), must have a written contract made for the services performed and signed ONLY by the Director of Student Engagement and Leadership Development or the Director of Residential Life. Under no circumstances can students ever sign a contract. (C- Haus contracting is coordinated through the C-Haus Manager and the Director of Student Engagement and Leadership).

Contracts can only be made if money for the entire amount of the service has been passed by a funding board or club's budget. Contracts will never be signed if the money is not appropriated.

Payment: A Beloit College check must pay all services performed by artists. No other forms of payment are permissible. A contract and W-9 form need to be signed by the artist and turned into the Student Engagement and Leadership Development Office by Wednesday at noon for a check to be issued on the following Friday. No exceptions will be made.

Terms of contracting: Any student wishing to make offers to artists must first meet with the Director of Student Engagement and Leadership Development for a formal training session. No contracts will be authorized for students who do not follow through on this mandatory training session.

Verbal Contracts: Verbally committing to any artist, performance dates, or similar items can result in the student personally paying for their commitment to the artist. Beloit College will not tolerate or support verbal contracts. Artists can be contacted for price quotes but under no circumstances, should a student agree to anything until a meeting is made with the Director of Student Engagement and Leadership Development to go over specifics. Failure to abide by the above policies may result in disciplinary action.

All performances and services paid by student activities monies must be contracted. All other performances and events are strongly encouraged to be contracted to protect all parties involved.

COPYRIGHT LAW GUIDELINES POLICY

Downloading and/or sharing copies of music, movies, or other intellectual property that you do not either (1) have permission to download and/or share, or (b) own the copyright to is illegal and violates college policy. Purchasing a song or a CD does NOT entitle the purchaser to redistribute copies.

Beloit College passes along to students any notices received of possible infringing activity. Students are responsible for following up with the notifying organization, if necessary. Students who repeatedly receive violation notices risk a range of penalties, ranging from mandatory software removed to suspension of their campus network account to suspension or expulsion.

Students receiving three or more violation notices must meet with the Dean of Students and work with ISR staff in order to ensure that the offending material is removed from their computer and that music/online content management systems are set to not share files.

Information Services and Resources strongly encourages the Beloit community to respect the copyrights and intellectual property rights of those who create content and use these legal services.

COPYRIGHT LAW

Most music and videos available online today are protected by copyright law. Many internet users are not aware when they are breaking copyright laws. To ensure you are legal, make sure you have legally purchased the file you are downloading or have contracted the copyright holder for permission to share the file.

For more information on copyright and file sharing go to:

https://www.beloit.edu/isr/it/campuscomputing/copyright_filessharing/#moreinfo

Updated July 2017

DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

Students who have experienced dating violence, domestic violence, or stalking, have witnessed or have information about a case of dating violence, domestic violence, or stalking are urged to report the information to the Beloit College Security Office or the Office of Residential Life, and to the Beloit Police Department.

[Dating violence, domestic violence, and stalking policy](#)

[Personal Harassment Policy](#)

[On Campus Resources and Reporting Options](#)

[Off Campus Resources and Reporting Options](#)

[Rights of the Complainant and Accused](#)

POLICY SUMMARY

These policies are grouped together as they represent a collection of issues addressed in the Violence Against Women Act amendments to the Clery Act (2014).

Dating violence, domestic violence, and stalking seriously infringe on the rights of others, violate the standards of acceptable behavior at Beloit College and may be illegal in the State of Wisconsin. Beloit College expects all members of the college community and their guests to conduct themselves in a responsible manner, showing respect for others and for the community at large. Beloit College is subject to, abides by, and supports the Wisconsin State statutes and local ordinances regarding criminal sexual contact.

Students who have experienced dating violence, domestic violence, or stalking, or have witnessed or have information about a case of dating violence, domestic violence, or stalking are urged to report the information to the Beloit College Security Office or the Office of Residential Life and to the Beloit Police Department.

Beloit College will do all that is reasonably possible to offer safety, privacy, sensitivity, and support to persons reporting dating violence, domestic violence, and stalking, as well as offer educational programming to decrease the risk of dating violence, domestic violence, and stalking on campus. The college urges students to learn about the steps that can be taken to prevent domestic violence, and stalking. Should the college believe that a threat exists to the safety or security of a person filing a complaint, or to others, it will take reasonable steps to attempt to mitigate that threat.

DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING POLICY

Beloit College recognizes that dating violence, domestic violence, and stalking occur under a variety of circumstances:

- On- and off-campus
- Between people of any gender or sexual identity
- Between students, faculty, staff, alumni, and visitors to campus
- Between family members or close relatives
- When impaired by drugs and/or alcohol

No matter what the circumstances, dating violence, domestic violence, and stalking violate the standards of acceptable behavior at Beloit College.

This policy applies regardless of

- sex, gender identity or expression or sexual orientation;
- sexual interaction, or lack thereof;
- understandings of (non) monogamy;
- drug or alcohol use.

If you are a victim of dating violence, domestic violence, or stalking, please refer to:

[On Campus Resources and Reporting Options](#)

[Off Campus Resources and Reporting Options](#)

STATE OR FEDERAL LAW

Beloit College students are subject to the Wisconsin State Statutes and federal laws regarding dating violence, domestic violence, and stalking, and violation of state or federal laws may be the laws of student discipline. Wisconsin law makes no reference to the gender of either the victim or assailant. Victims of dating violence, domestic violence, and stalking of any gender are protected by the law, and assailants of any gender can be prosecuted under the law. For more information, review the Wisconsin State Statutes 940.32 (stalking) and 968.075 (domestic abuse) at <http://www.legis.state.wi.us/rsb/stats.html>. and Title IV, Sec. 40002(a)(10) (dating violence) at <http://legcounsel.house.gov/Comps/DOMVIOL.PDF>.

DEFINITIONS OF DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

Dating violence

Dating violence includes violence against a person with whom there has been a romantic or intimate relationship. Relationships are gauged by the length, type, and frequency of interaction.

Dating violence may include the following:

1. Infliction of physical pain, physical injury or illness.
2. Actions that cause impaired physical or mental condition.
3. A violation of the [sexual assault policy](#), or the [sexual harassment policy](#).

Domestic Violence

Domestic violence includes violence committed by a current or former spouse or domestic partner. This can include violence committed by someone who lived as a spouse or domestic partner of the victim; violence between individuals who share a child in common; violence between parents and children; or violence between current or former sexual or intimate partners.

Domestic violence may include the following:

1. Infliction of physical pain, physical injury or illness.
2. Actions that cause impaired physical or mental condition.
3. A violation of the [sexual assault policy](#), or [sexual harassment policy](#).

Stalking

Stalking is defined as engaging in a course of conduct (a series of two or more acts toward another person), carried out over time, however short or long, which are not wanted by the victim, and/or that threaten or would cause a reasonable person to fear for their safety or the safety of others or cause them to suffer substantial emotional distress.

“Course of conduct” broadly captures the wide range of words, behaviors, and means that perpetrators use to stalk victims, and, as a result, cause their victims to fear for their personal safety or the safety of others or suffer substantial emotional distress.

Stalking may include, but is not limited to, the following acts:

- Following the person without proper authority or permission.
- Communicating in repeated, unwelcome ways, which can include communication by any electronic, written, verbal or third party method.
- Leaving unwanted items for the person.
- Vandalizing a person’s property.
- Appearing at a person’s residence, classroom, or workplace without permission.

ON CAMPUS RESOURCES AND REPORTING OPTIONS

If you have experienced dating violence, domestic violence or stalking, the college urges you to report it.

A report is written documentation of dating violence, domestic violence, or stalking. It contains the name(s) of those involved, the date(s), time(s), and location(s) of the alleged event, and a short written summary of what is reported. The individual making the report has the right to give as much or as little information as they wish. When a student reports a violation of the dating violence, domestic violence, and stalking policy, the college will investigate to the extent it can with the information provided. Responders will consult with the complainant about their wishes regarding how the investigation should proceed; the college may investigate even if the complainant decides not to participate.

The College will work with students to facilitate needed changes to living, academic, transportation, and working situations as requested and needed, regardless of whether campus security or local police authorities are involved and whether or not the offense happened on or off campus. The College will provide protective measures for the victim if requested and reasonably available.

There is no statute of limitations for college complaints, but potential complainants are reminded that the college's ability to effectively investigate complaints can be impaired or negated as time passes.

All reports of dating violence, domestic violence, and stalking are kept on file in the Office of Residential Life and/or the Security Office for use in reports required by the Clery Act (<http://www.beloit.edu/security/>). Reported incidents will show up in campus crime statistics without identifying the person filing the report; in this way, a victims identify will be protected. Any accommodations or protective measures provided to the victim will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Beloit College will provide written notification to students and employees about existing services available for victims, both within the institution and in the community. This written notification will include, but is not limited to, the following existing information on services:

- Counseling and mental health services
- Current health services
- Victim advocacy
- Legal assistance
- Visa and immigration services
- Student financial aid
- Other services that may be available at the institution and in the community

This written notification will include information on how to request accommodations and protective measures regarding options for and the availability of changes to academic, living, transportation, and working situations.

Who to call

If the accused is a Beloit College student, the following individuals will ensure a report is filed when they are made aware of an alleged incident of dating violence, domestic violence, or stalking.

- Beloit College security officers 608-363-2355
- Ryan Schamp - Director of Residential Life 608-363- 2350
- Any “on call” student life staff member (Security will contact – call 608-363-2355)
- Any residence life coordinator: [Stacy Cussen](#), [Jewell Morrison](#) – call 608-363-2350
- Title IX Coordinator, [Cecil Youngblood](#) 608-363-2660
- Any employee of the college, including faculty and staff 608-363-2000 (ask to be transferred to the appropriate person)

After hours, these individuals can be reached through campus security (608-363-2355).

Title IX Coordinator as resource

Beloit College’s Title IX Coordinator, Cecil Youngblood, can be used by any community member as a resource for understanding and navigating the investigative and judicial process. Faculty or staff supporters should consult the Coordinator with questions about how to best support students going through the reporting/investigation process. The Title IX Coordinator is not a confidential resource. You may contact Cecil at 608-363-2660 or younglc@beloit.edu, or visit his office on 2nd floor Pearsons.

What happens after you report? This is the general framework for how an investigation is conducted:

- Initial meeting with complainant to review rights and options
- Written notification given to complainant of services available to them.
- No contact orders are issued by the college – additional orders of protection and restraining order may be issued by the court (college can assist students in this process)
- Complainant writes an account of the incident
- Initial meeting with accused party, review of rights and options
- Accused writes an account of the incident
- Meet with witness(es) and those with knowledge of events
- Clarify information from witness statements with complainant and accused
- Follow-up meeting with complainant to review process and outline thoughts about possible outcomes
- Follow-up meeting with accused to discuss the incident and possible outcomes
- Conclude investigation, issue written summary of findings and outcomes

Preponderance of evidence as a standard

Evidence and information collected during the investigation of dating violence, domestic violence, or stalking will be evaluated using the preponderance of evidence standard. In other words, if the evidence and information collected during the investigation suggest it was more likely than not dating violence, domestic violence, or stalking occurred, the hearing officer will conclude the policy was violated and will find the accused student responsible.

Preserving evidence

It is important to preserve any evidence that might be used during an investigation of an alleged case of dating violence, domestic violence, or stalking. Electronic evidence is often helpful, including texts, emails, Facebook posts, chats, pictures, and other electronic communication and should be downloaded and preserved. Any record or log of interaction(s) with the accused will also be helpful in an investigation. Physical evidence on your body or clothing can be documented with photos. Medical staff at the hospital can collect other evidence and provide appropriate follow up care.

RIGHTS OF STUDENTS ACCUSED OF VIOLATING COLLEGE POLICY

- To receive notification of the behavior which has allegedly violated college policy.
- To have an opportunity to respond to the claim that college policy has been violated.
- To supply the investigative team with information or witnesses.
- To receive an impartial decision about the alleged policy violation, and be notified of the outcome.
- To have the option to appeal the decision or outcome.

RIGHTS OF STUDENTS INVOLVED IN DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING INVESTIGATIONS

Rights of the complainant in a dating violence, domestic violence, or stalking investigation

1. To have complaints of dating violence, domestic violence, or stalking investigated by the college.
2. To report the violation directly to the police, with or without assistance from campus personnel.
3. To consult with the Title IX Coordinator, Cecil Youngblood, as a resource for understanding these rights and the investigation process.
4. To be notified in writing of available counseling, mental health or student services for students reporting dating violence, domestic violence, or stalking, both on or off campus.
5. To have a judicial proceeding be conducted by officials who at a minimum receive annual training on the issues related to dating violence, domestic violence, and stalking and on how to consider the results of an investigation in light of a student appeal that protects the rights of all involved and promotes accountability.
6. To be notified that at any point during the complaint/investigation/Judicial Appeals Board process, the complainant has the right to have the support of any willing member of the Beloit College community, friend, faculty or staff of their choice. The support person has the

right to attend any function at which the complainant's presence is required. The support person may be a licensed attorney. Any person attending meetings or hearings in support of the complainant may advise the complainant but may not participate directly in the proceedings. (Note: Beloit College is represented by counsel in most dating and domestic violence, and stalking matters.)*

7. To not have prior sexual, dating, and/or intimate relationship history admitted during any disciplinary hearing. History of prior complaints, investigations, and cases may be admitted in an investigation and/or appeal.
8. To be notified in writing of the outcomes, if any, in the case, of the institution's procedures to appeal the result of the disciplinary proceeding as outlined in the appeals section of the Student Handbook, and of any change to the result when such results become final.**
9. To appeal a disciplinary decision by a hearing officer(s) as outlined in the judicial appeal board section of the Student Handbook.

Rights of the accused in a sexual harassment, dating violence, domestic violence, or stalking investigation

1. To be informed in writing of the accusations/complaints that were filed.
2. To be informed that complaints of dating violence, domestic violence, or stalking will be investigated by the college, and possibly by the police.
3. To consult with the Title IX Coordinator, Cecil Youngblood, as a resource for understanding these rights and the investigation process.
4. To be notified of available counseling, mental health or student services for students accused of dating violence, domestic violence, or stalking, both on or off campus.
5. To have a judicial proceeding be conducted by officials who at a minimum receive annual training on the issues related to dating violence, domestic violence, and stalking and on how to consider the results of an investigation in light of a student appeal that protects the rights of all involved and promotes accountability.
6. To be notified that at any point during the complaint/investigation/Judicial Appeals Board process, the accused has the right to have the support of any willing member of the Beloit College community, friend, faculty or staff of their choice. The support person has the right to attend any function at which the accused's presence is required. The support person may be a licensed attorney. Any person attending meetings or hearings in support of the complainant may advise the complainant but may not participate directly in the proceedings. (Note: Beloit College is represented by counsel in most dating violence, domestic violence, and stalking matters.)*
7. History of prior complaints, investigations, and cases may be admitted in an investigation and/or appeal.
8. To refuse to answer some or all questions. The investigation will proceed with or without the participation of the accused.
9. To be notified in writing of the outcomes, if any, in the case, of the institution's procedures to appeal the result of the disciplinary proceeding as outlined in the appeals section of the Student Handbook, and of any change to the result when such results become final.**

10. To appeal a disciplinary decision by a hearing officer(s) as outlined in the judicial appeals board section of the Student Handbook.

*Typically students seek support from a faculty or staff member who knows them well, such as an advisor or mentor. Faculty or staff who agree to serve in this role may wish to consult with others who have supported students in previous judicial situations. Consult with Title IX Coordinator, Cecil Youngblood, for more information.

**Require simultaneous notification, in writing, to both the accuser and the accused.

Possible sanctions and outcomes

If it is more likely than not dating violence, domestic violence, or stalking has happened (in other words, if the preponderance of the evidence suggests that an offense occurred), a student will be found responsible for violating college policy and the investigating officer will consider a range of sanctions and outcomes.

Disciplinary sanctions possible for a person found responsible of violating the dating violence, domestic violence, and stalking policies include but are not limited to: Suspension, expulsion, probation, counseling, deferred suspension, removal from campus, and/or any combination of the previous.

When determining appropriate disciplinary action, the investigating officers will consider the dating violence, domestic violence, or stalking complaint as a whole, the disciplinary background of the accused individual(s), and the totality of the circumstances, including the nature of the conduct and the context in which it occurred.

Any retaliation against a person who reports alleged dating violence, domestic violence or stalking or against a witness or other participant in an investigation, is strictly prohibited and will be considered a violation of this policy. It is also a violation of this policy to make a false accusation of dating violence, domestic violence, or stalking or knowingly provide false information pertaining to a dating violence, domestic violence, or stalking complaint.

A broader explanation of the college's judicial system can be found on pages 109-114.

If the accused is a faculty or staff member

In cases of personal harassment, sexual assault or sexual misconduct by staff or faculty members towards students, there exists a Personal Harassment Committee. The contact for this committee is Heather McLean, Director of Human Resources. ([See Harassment Policy](#)). To file a complaint off-campus, please contact the Beloit Police Department.

OFF CAMPUS RESOURCES AND REPORTING OPTIONS

LEGAL OPTIONS

Report incident to the Beloit Police Department

Dating violence, domestic violence, and stalking are criminal matters and may be reported to the Beloit Police Department. Beloit College strongly recommends that students filing a complaint have a staff member or a friend with them when a report is made to the police. There are trained counselors on campus and off campus that can assist students with their decision to report an assault to the police.

File a civil suit against the assailant

A civil suit against the accused is another legal option. Consultation with a lawyer is the best way to learn about this option.

SUPPORT RESOURCES

Seek medical treatment

If you have experienced dating violence, domestic violence, or stalking, you may need medical treatment for any injuries occurring in such offenses and may wish to have potential physical evidence collected. The Janesville Mercy Hospital can request an advocate from the Sexual Assault Recovery Program (SARP) to be with you at the hospital.

Transportation to the hospital can be provided by security or by any member of the RA staff.

Contact the Sexual Assault Recovery Program (**SARP**) SARP is a community based program whose trained advocates respond to the emergency room to support the victim. They will assist and guide the victim through the legal system as well as provide free sexual assault crisis counseling. The 24 hour crisis hotline is 1-866-666-4576.

Contact the National Domestic Violence Hotline at 1-800-799-7233, or visit <http://www.thehotline.org/>.

Contact the Stalking Resources Center in the National Center for Victims of Crime at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

For more information on dating violence, visit <https://www.victimsofcrime.org/help-for-crime-victims/get-help-bulletins-for-crime-victims/bulletins-for-teens/dating-violence>.

Updated June 2019

DEMONSTRATIONS POLICY

Students are encouraged to express their opinions and beliefs on wide ranging subjects and issues in an orderly fashion, which does not disrupt the operations and essential functions of the college, endanger the safety of individuals, or destroy property. In any public demonstration, organizers or student speakers may not speak for the college as a whole, only for themselves.

The college will make every attempt to deal with disruptive demonstrations first with reason and persuasion. Civil authorities will be called only after reason and persuasion fail, and the appropriate college officials deem such action is necessary to protect the safety of individuals, campus property, and the legitimate operations of the college. Members of the college community must take responsibility for their expressions, both public and private. No person(s) has the right to disrupt another's speech or presentation.

DISABILITY POLICY FOR STUDENTS

The terms used within the Disability Policy such as "qualified individual with a disability", "undue burden", "direct threat", "responsible accommodation", and "essential functions" are as defined by the Americans with Disabilities Act, as amended, and its regulations.

Beloit College provides a supportive environment for students with disabilities. It is the policy of the college to create and maintain an environment in which all students may learn and work to their fullest potential. Consistent with this policy of nondiscrimination, Beloit College is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973. Beloit College will provide accommodations to students who have provided the college with appropriate documentation of their disability to enable them to equitably participate in and benefit from the college's programs, services, and activities, provided such accommodations would not:

- 1) fundamentally alter the nature of operation of the college's programs, services or activities,
- 2) cause undue burden to the college, or
- 3) pose a threat to the health or safety of others.

Students who warrant accommodations to participate in the college's programs or services should contact the Director of the Learning Enrichment and Disability Service Office (hereby referred to as "Director"). The student is to contact the Director and when requested provide documentation by a qualified, licensed professional appropriate to the nature of the disability and requested accommodation(s). Students have the choice of whether or not they utilize accommodations.

At times students will experience injuries or illnesses which will require temporary adjustments. First the student is to provide documentation of the situation to the Dean of Students office. Most of the time, faculty will be flexible in providing necessary adjustments without additional information. However, at time the learning and use of assistive technology and/or figuring out strategies to compensate for the impairment can be done with the assistance of the Director of Learning Enrichment and Disability Services.

Information regarding a student's disability is private. Consistent with FERPA and the Beloit College's Privacy Policy, Learning Enrichment and Disability Services staff share disability-related information with faculty or staff when there is a need for them to know. Specifically, it is sometimes important to share such information in order for accommodations to be provided. However, information is rarely shared with parents or other students without the student's written consent unless it is an emergency or the student is determined to be a danger to self or others.

If a student or a prospective student with a disability believes they have been discriminated against, or if they are dissatisfied with the determined accommodation or the implementation of an accommodation, that student is encouraged to discuss the situation with the Director. If a satisfactory agreement cannot be reached with the Director, the individual may appeal the decision via the grievance process.

Faculty or staff who believe that an accommodation for a student fundamentally alters the nature or operation of the college's programs, services, or activities are also encouraged to discuss the situation with the Director. If a satisfactory agreement cannot be reached with the Director, the individual with a disability may contact a member of the Accommodates Appeals Committee. For a list of Committee members and information regarding the appeals process, please contact the Dean of the Students Office at (608) 363-2660, the Provost at (608) 363- 2667, or Lori Rhead, the Vice President for Human Resources and Operations who is the ADA/504 Coordinator at (608) 363-2631.

A separate grievance procedure exists for employees of the college (when it is not related to student accommodations). Contact the Human Resources Office for appropriate information.

[DOMESTIC VIOLENCE POLICY \(SEE DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING\)](#)

Revised August 2018

DRUG POLICY

Beloit College is a private, coeducation, residential institution of higher education committed to providing a sound liberal arts education that promotes life-long learning and personal growth. The college is committed to maintaining an environment of learning, living and working which is free of illicit drugs and the unlawful use or abuse of alcohol. The unlawful possession, use, distribution, manufacture of, or dispensing of alcohol or illicit drugs by students or employees on college property or as part of college activities is prohibited. Individuals who violate college policies or local, state or federal laws concerning the unlawful possession, use, distribution, manufacture, or dispensing of alcohol and illicit drugs are subject to arrest and/or disciplinary action which may result in sanctions up to and including required treatment and/or expulsion from the college.

Drug Policy

The illegal possession, use, provision, manufacture, or sale of illicit drugs is not allowed in, or by members of, the Beloit College community. The sale or transfer of prescription and look-a-like drugs is also a violation of college policy. Prescription drugs may not be sold or provided to others.

Violation of the college's Drug Policy may result in the following disciplinary actions: expulsion, suspension and/or the turning of evidence over to local authorities for criminal prosecution. The college's initial and foremost response to reported or observed violations is counseling, in conjunction with other disciplinary actions.

Students who may be having difficulty with alcohol or drugs are encouraged to seek appropriate counseling. The college counselor(s) and Student Life staff members are available resources for counseling on campus. Conferences with these people are privileged, subject to the ethical standards for counselors and the privacy rules established by FERPA (Family Educational Rights and Privacy Act), and HIPPA (The Health Insurance Portability and Accountability Act).

Violations

The college will respond to reported or observed violations with counseling and/or disciplinary action. Violations of the college's Drug Policy is considered a very serious matter which may result in expulsion, suspension and/or the turning of evidence over to local authorities for criminal prosecution.

The college will enforce the following regulations, regardless of the status of court decisions:

Violations Include:

Selling, Providing, or Producing Illegal Substances

- Sharing, selling, producing, or reselling any illicit (including prescription) drugs may result in serious disciplinary actions.
- Possession of ingredients (in sufficient quantity) used to manufacture drugs may result in serious disciplinary actions.

- Engaging with external sources to purchase illicit drugs for personal consumption, distribution, or resale will result in suspension or expulsion.
- Inviting off-campus dealers to campus is a serious threat to our community and will result in suspension or expulsion.

Use or Involvement

- Direct or indirect involvement with illegal possession, use, or sharing of any illicit drug may result in disciplinary penalties ranging from warning/counseling or suspension or expulsion.
- Possession of drug paraphernalia (for example hookahs, non-tobacco pipes) is a violation of city ordinance and College policy. Drug paraphernalia is not allowed on campus and if it comes to the attention of staff or security, it will be confiscated and not returned.
- So called “Date Rape Drugs” or drugs intended for or used to incapacitate others (often for the purpose of sexual assault), e.g. Rohypnol (Roofies), GHB, or Ketamine are strictly prohibited by Beloit College. Possession or use will result in suspension or expulsion and the involvement of appropriate law enforcement authorities.

For student information, the list of prohibited substances includes, but is not limited to: alcohol, amphetamines, barbiturates, cannabis (marijuana, hashish), cocaine, depressants, DMT, ecstasy, GHB, hallucinogens, heroin, inhalants, ketamine, LSD compounds, mescaline, methamphetamine, methaqualone, narcotics, opiates, PCP, prescription tranquilizers, psilocybin mushrooms, Rohypnol (Roofies), steroids, stimulants, and other compounds which are illegal except when under a doctor’s prescription.

Sanctions/Consequences

The college will respond to Drug Policy violations with counseling, education, and the college judicial process. The full range of judicial sanctions is possible for any offense. However, the usual sanctions associated with Drug Policy violations may include (but are not limited to) and (and all) of the following:

Counseling/Education

Responses include requiring or recommending a student to:

- meet with a Judicial Officer to discuss the drug use decisions may be student and review of the campus policy.
- research current laws regarding drugs in the community.
- organize educational programming on substance use and abuse.
- seek counseling from a college counselor or a Student Life staff member.
- receive counseling or substance abuse education from a local agency.
- enter a substance abuse treatment facility.

Judicial Action

Any violation of college policy where drugs are an element of the incident may result in more serious disciplinary actions. Violation of the Drug and Alcohol Policy coupled with other violations may be treated as separate offenses with appropriate sanctions for each violation. In connection with violations of the college's Drug and Alcohol Policy not involving sale or distribution, referral to the J-Board is optional for a second violation and mandatory for a third violation. Hearing officers may (but are not required to) waive referral to J-Board on third violations, if the student is in treatment or seeking treatment.

Disciplinary actions may include an official warning, disciplinary probation, suspension, dismissal, fines, community service work, and/or referral for prosecution. (See pages 109-114)

If a student fails to complete any imposed sanctions, the Dean of Students or designee, or the Judicial Board reserves the right to take further action.

Responsibility to the Community

The Beloit College community aims to share concern for those struggling with substance abuse and supports their decisions to enter counseling or a recovery program. Even so, drug use is not tolerated on campus because individual drug use inevitably affects more than just the individual. Smoke in buildings can impact neighboring residents who have allergies, asthma, and other medical conditions. In addition, dealers brought to campus compromise the safety of the college community. As a member of the community, it is advised to seek help for those you suspect are struggling with drug abuse.

Optional responses for friends and roommates concerned about another individual's substance abuse include, but are not limited to:

- talking to the friend/roommate about their behavior
- talking to a Resident Assistant
- talking to a counselor
- talking to Student Life staff members

See the Resources section for more options.

LAW

Wisconsin state laws concerning drugs and drug information are listed below:

| WISCONSIN LAWS CONTROLLED SUBSTANCES | MANUFACTURE OR DELIVERY S161.41(1), Stats | POSSESSION WITH INTENT TO DELIVER S161.41(1M) | “SIMPLE” POSSESSION S161.41 (3-3r), Stats. |
|---|--|--|--|
| COCAINE OR COCAINE BASE (“CRACK”) | <=5 gr. - up to \$500,000 and up to 10 yrs prison 5-15 gr. – up to \$500,000, and 1-15 yrs prison 15-40 gr. – up to \$500,000, and 3-20 yrs. prison 40-100 gr. – up to \$500,000, and 5-30 yrs. prison >100 gr. – up to \$500,000, and 10-30 yrs. prison | (same as for Delivery) | any amount – up to \$5,000 and up to one year in the county jail |
| HEROIN | <=3 gr. - \$1,000 -\$200,000, and up to 15 yrs prison 3-10 gr. – \$1,000-\$500,000, and 6 mos.-15 yrs prison 10-50 gr. – \$1,000-\$500,000, and 1 - 15 yrs. prison 50-200 gr. - \$1,000-\$500,000, and 5-15 yrs. prison >400 gr. – \$1,000-\$1,000,000, and 10-30 yrs. prison | (same as for Delivery) | any amount – up to \$5,000 and up to one year in the county jail |
| AMPHETAMINES | <=3 gr. - \$1,000 -\$200,000, and up to 5 yrs prison 3-10 gr. – \$1,000-\$250,000, and 6 mos.-5 yrs prison 10-50 gr. – \$1,000-\$500,000, and 1 - 15 yrs. prison 50-200 gr. - \$1,000-\$500,000, and 3-15 yrs. prison 200-400 gr. - \$1,000-\$500,000, and 5-15 yrs. prison >400 gr. – \$1,000-\$1,000,000, and 10-30 yrs. prison | (same as for Delivery) | any amount – up to \$5,000 and up to one year in the county jail |
| LYSERGIC ACID DIETHYLAMIDE (LSD) | <=1 gr. - \$1,000-\$200,000, and up to 5 yrs prison 1-5 gr. - \$1,000-\$250,000, and 6 mos. – 5 yrs. prison >5 gr. - \$1,000-\$500,000, and 1-15 yrs. prison | (same as for Delivery) | any amount – up to \$5,000 and up to one year in the county jail |
| PSILOCIN OR PSILOCYBIN (“MUSHROOMS”) | <=100 gr. - \$1,000-\$200,000, and up to 5 yrs prison 100-500 gr. - \$1,000-\$250,000, and 6 mos. – 5 yrs. prison >500 gr. - \$1,000-\$500,000, and 1-15 yrs. prison | (same as for Delivery) | any amount – up to \$5,000 and up to one year in the county jail |
| SUBSTANCE | MANUFACTURE OR DELIVERY S161.41(1), Stats | POSSESSION WITH INTENT TO DELIVER S161.41(1M) | “SIMPLE” POSSESSION S161.41 (3-3r), Stats. |
| OTHERS | (see Chapter 161, Wis. Stats) | (See Chapter 161, Stats) | (See Chapter 161, Stats) |

- NOTE:** All penalties are increased substantially if done with 1000' of a park or school.
- NOTE:** Any delivery penalty is doubled if delivery is made to someone below the age of 18.
- NOTE:** All minimum and maximum penalties are doubled for second or subsequent drug offenses.

**WISCONSIN LAWS – CONTROLLED SUBSTANCES
OTHER DRUG RELATED OFFENSES**

| | | |
|---|----------|---|
| MAINTAINING A DRUG HOUSE/VEHICLE, ETC. | S161.42 | up to \$25,000 and up to 1 yr. prison |
| FAILURE TO POSSESS DRUG TAX STAMPS ON CONTROLLED SUBSTANCES | S139..89 | up to \$10,000 and up to 5 yrs. prison |
| POSSESSION OF DRUG PARAPHERNALIA | S161.573 | up to \$500 and up to 3 days in the county jail |

The following chart provides basic information about drugs and their effects.

Controlled Substances - Uses and Effects

| Drugs / CSA Schedules | Trade or Other Names | Medical Uses | Physical Dependence | Psychological Dependence | Tolerance | Duration (Hours) | Usual Method of Administration | Possible Effects | Effects of Overdose | Withdrawal Symptoms |
|-------------------------------|--|---|---------------------|--------------------------|-----------|------------------|---------------------------------|--|--|---|
| Narcotics | | | | | | | | | | |
| Opium II III V | Dover's Powder, Paregoric, Parepectoin | Anaesthetic, antidiarrheal | High | High | Yes | 3-6 | Oral, smoked | Euphoria, drowsiness, respiratory depression, constricted pupils, nausea | Slow and shallow breathing, clammy skin, convulsions, coma, possible death | Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating |
| Morphine II II | Morphine, MS-Contin, Roxanol, Roxanol-SR | Anaesthetic, antitussive | High | High | Yes | 3-6 | Injected | | | |
| Codeine II III V | Tylenol w/ Codeine, Emprin w/ Codeine, Robitussin A-C, Fiorinal w/ Codeine | Anaesthetic, antitussive | Moderate | Moderate | Yes | 3-6 | Oral, injected | | | |
| Heroin I | Diacetylmorphine, Horse, Smack | None | High | High | Yes | 3-6 | smoked | | | |
| Hydromorphone II | Dilaudid | Anaesthetic | High | High | Yes | 3-6 | Oral, injected | | | |
| Meperidine (Pethidine) II | Demerol, Mepergan | Anaesthetic | High | High | Yes | 3-6 | Oral, injected | | | |
| Methadone II | Dolophine, Methadone, Methadose | Anaesthetic | High | High-Low | Yes | 12-24 | Oral, injected | | | |
| Other Narcotics I II III IV V | Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomott, Talwin ² | Anaesthetic, antidiarrheal, antitussive | High-Low | High-Low | Yes | Variable | Oral, injected | | | |
| Depressants | | | | | | | | | | |
| Chloral Hydrate IV | Noctec | Hypnotic | Moderate | Moderate | Yes | 5-8 | Oral | Slurred speech, disorientation, drunken behavior without order of alcohol | Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death | Anxiety, insomnia, tremors, delirium, convulsions, possible death |
| Barbiturates II III IV | Amytal, Butisol, Fiorinol, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital | Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent | High-Mod. | High-Mod. | Yes | 1-16 | Oral | | | |
| Benzodiazepines IV | Alivan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Verstran, Versed, Halcion, Paxipam, Restoril | Antianxiety, anticonvulsive, sedative, hypnotic | Low | Low | Yes | 4-8 | Oral | | | |
| Methaqualone I | Quaalude | Sedative, Hypnotic | High | High | Yes | 4-8 | Oral | | | |
| Glutethimide III | Doriden | Sedative, Hypnotic | High | Moderate | Yes | 4-8 | Oral | | | |
| Other Depressants III IV | Equanil, Milltown, Noludar, Placidyl, Valmid | Antianxiety, sedative, hypnotic | Moderate | Moderate | Yes | 4-8 | Oral | | | |
| Stimulants | | | | | | | | | | |
| Cocaine II | Coke, Flake, Snow, Crack | Local Anesthetic | Possible | High | Yes | 1-2 | Injected | Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite | Agitation, increase in body temperature, hallucinations, convulsions, possible death | Apathy, long periods of sleep, irritability, depression, disorientation |
| Amphetamines II | Biphetamine, Delcobese, Desoxyn, Dexadrine, Obertol | ADD, Narcolepsy, Weight Control | Possible | High | Yes | 2-4 | Oral, injected | | | |
| Phenmetrazine II | Preludin | Weight control | Possible | High | Yes | 2-4 | Oral, injected | | | |
| Methylphenidate II | Ritalin | ADD, Narcolepsy | Possible | Moderate | Yes | 2-4 | Oral, injected | | | |
| Other Stimulants III IV | Adipex, Cylert, Dldrex, Ionamin, Melfat, Plegine, Sanorex, Tenate, Tepanil, Prelu-2 | Weight control | Possible | High | Yes | 2-4 | Oral, injected | | | |
| Hallucinogens | | | | | | | | | | |
| LSD I | Acid, Microdot | None | None | Unknown | Yes | 8-12 | Oral | Illusions and hallucinations, poor perception of time and distance | Longer, more intense "trip" episodes, psychosis, possible death | Withdrawal syndrome not reported |
| Mescaline & Peyote I | Mexc, Buttons, Cactus | None | None | Unknown | Yes | 8-12 | Oral | | | |
| Amphetamine Variants I | 2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, Dob | None | Unknown | Unknown | Yes | Variable | Oral, injected | | | |
| Phencyclidine II | PCP, Angel Dust, Hog | None | Unknown | High | Yes | Days | Injected | | | |
| Phencyclidine Analogues I | PCE, PCPy, TCP | None | Unknown | High | Yes | Days | Injected | | | |
| Other Hallucinogens I | Bufotenine, ibogaine, DMT, DET, Psilocybin, Psilocyn | None | None | Unknown | Possible | Variable | Smoked, oral, injected, sniffed | | | |
| Cannabis | | | | | | | | | | |
| Marijuana I | Pot, Acapulco Gold, Grass, Reefer, Sinsamilla, Thai Sticks | None | Unknown | Moderate | Yes | 2-4 | Smoked, Oral | Euphoria, relaxed inhibitions, increased appetite, disoriented behavior | Fatigue, paranoia, possible psychosis | Insomnia, hyperactivity, and decreased appetite (occasionally reported) |
| Tetrahydrocannabinol I | THC, Marinol | cancer chemotherapy | Unknown | Moderate | Yes | 2-4 | Smoked, Oral | | | |
| Hashish I | Hash | None | Unknown | Moderate | Yes | 2-4 | Smoked, Oral | | | |
| Hashish Oil I | Hash Oil | None | Unknown | Moderate | Yes | 2-4 | Smoked, Oral | | | |

¹ Designated a Narcotic under the CSA

² Not designated a Narcotic under the CSA

Resources

We encourage all students to educate themselves about drugs, their effects and the legal issues involved in their possession and/or use. The college library, the health and wellness center, and student life staff members can provide further information and resources. This chart has been created in accordance with the Drug Free Schools Act requirement for information and education.

RESOURCES FOR DRUG AND ALCOHOL CONCERNS

(see college resources, community resources, and national resources)

Campus Area

College counselor(s) Porter Hall

College nurse - Porter Hall

Greater Beloit

AA-Beloit, AA Hot line (608) 364-0520, 412 Pleasant St., Beloit

Beloit Inner City Council Support Groups – (608) 365-6600

Narcotics Anonymous - open and closed meetings – (608) 258-1747, Madison

Beloit Memorial Hospital – (608) 364-5011

Mercy Hospital Janesville – (608) 756-6000, Mercy options-comprehensive mental health and addiction treatment services – (608) 365-2709, 2185 Shopiere Rd., Beloit

Family Services Association, Beloit – (608) 365-1244

Addiction center/ATEP of Rockford Memorial – (815) 971-4200, Loves Park, IL

Alcohab Inc. – (608) 365-6600, 403 Prospect, Beloit

Lutheran Social Services – (608) 362-6629, 737 Bluff St., Beloit

Rosecrance Center – (800) 383-5351, Rockford, IL

National Hot lines

Drug Abuse Information and Referral – (800) 662-4357

Drug Testing - Occupational Health & Wellness - 364-4666; CommuniCorp, (815) 963-8378.

National Alcohol Hotline -1-800-ALCOHOL

BIENNIAL REVIEW

In order to meet the timely needs of the students at Beloit College and evaluate the policies concerning substance abuse, the college's drug and alcohol policy will be reviewed every two years by the policy committee of BSC and/or a biennial review team composed of students, staff and faculty. This revised document is on file in the Dean of Students Office.

Reviewed August 2017

FUNDRAISING POLICY

Student solicitation of any funds in support of a specific individual, club, group, or organization project off of the Beloit Campus is permissible under the guidelines of the Fundraising Policy. The following regulations are fundraising ceiling and trigger points for solicitation of potential patrons whose business of residence is outside the Beloit College campus. If the student, club, group, or organization exceeds these fundraising ceilings, then the trigger points become enforced and are to be followed before solicitation commences.

Solicitation of Alumni:

- Any fundraising solicitations from potential Beloit College alumni must be reviewed and approved by the Director of the Annual Fund in the Office of External Affairs preceding solicitation. This includes potential donations, i.e., artwork, supplies, and/or labor and time.
- Any written or typed solicitation of the potential Beloit College Alumni greater than 50 words and distributed to more than 50 potential patrons is to be reviewed and approved by the Director of the Annual Fund at the Office of Development and Alumni Relations preceding the fundraising initiative.

Solicitation of Business:

- All solicitations exceeding \$50.00 of the potential donor's business is to be reviewed and approved by the Director of the Annual Fund in the Office of External Affairs preceding solicitation. This includes the equivalent monetary value of potential donations i.e. gift certificates, food donations, supplies, and/or labor and time.
- Any written or typed solicitation of the potential donor's business greater than 50 words and distributed to more than 50 potential patrons is to be reviewed and approved by the Director of the Annual Fund at the Office of External Affairs preceding the solicitation process.

Students fundraising on-campus is permissible under the standards of common courtesy and respect for the Beloit College campus, its property and the students attending. So **PICK UP AFTER YOURSELVES, BE RESPONSIBLE**. Students who wish to fundraise on campus can contact the Director of Student Engagement and Leadership Development, the Director of Residential Life, BSC, or the Office of Development and Alumni Relations for further assistance before fundraising commences.

GUEST POLICY

Any guest(s) of a Beloit College student must have a guest pass while on the college campus or attending college events. Guest passes are available from the Campus Security Office on the lower level of Pearsons Hall. College administration and the Security Office reserve the right to refuse or revoke a guest pass without prior notice. Violators of the Guest Pass Policy are subject to prosecution for trespassing. Please be sure to follow the guidelines listed below.

1. Guests are expected to stay with their host.
2. Hosts are responsible for the conduct and behavior of their guest(s).
3. The sponsoring student must personally know their guest(s) and will be responsible for their guest's conduct, including adherence to student regulations and consideration for the rights of others.
4. Guests must have their passes with them at all time and are required to present them on request.
5. Students are limited to two guests at one time.
6. Passes are valid for a period of three days. If further visitation is desired, Security may renew the pass for a maximum of three more days. Any extension beyond those three days must be approved by the Office of Residential Life.
7. Guest passes ARE NOT required for families of enrolled students during a daytime visit. Guest passes ARE required for families of enrolled students if they stay overnight on campus.
8. Graduates of Beloit College may be issued a guest pass upon request without a sponsor.
9. Guest passes will not be issued to anyone under the age of 18, unless they are a younger sibling of an enrolled student.
10. Former students who withdrew in good standing may be issued a guest pass with a sponsor.
11. If there is an admission fee to an event for non-students, the guest will be expected to pay such a fee.
12. Guests must park on city streets, and must observe alternate side parking. Guests may park in campus parking lots with permission from security.

Entertainment passes-Coughy Haus/Bands/Entertainment

Frequently bands and hired professional entertainers will request entertainment passes for family, friends, crew and record label visitors. Students are not allowed to sponsor these "guests of the band." The number of "visitors" each entertainer is allowed will be specified at the time of the contract. All contracts must be reviewed, processed, and approved by staff in the Office of Student Engagement and Leadership Development. The entertainer's visitors will be issued an entertainment pass to the Coughy Haus or place of venue which allows them access only to the location of their performance, not campus parties, etc. Since students do not know these individuals, it is a violation of the campus guest policy to list them as your personal guests. In addition, off-campus attendees, unless known by the student personally, cannot be sponsored by a student. Violation of either of these policies is subject to disciplinary action and the full range of sanctions (see [Judicial Board Policy](#)). Entertainers may not publicize their performance(s) in newspapers, press releases, the Web, etc. to avoid problems with unexpected and uninvited off-campus audiences.

Can townspeople or high school students come in to hear a great band?

No, to both. A student can always invite guests, but any non-student attending an event or party, even outside of the Coughy Haus needs a guest pass issued by the Security Office, signed by the student taking responsibility for hosting that individual. High school students are minors and cannot be in a facility with the sale of alcohol, ever.

HARASSMENT POLICY (PERSONAL)

1. Statement

Beloit College seeks to maintain the campus as a place of work and study for faculty, staff, and students that fosters an atmosphere conducive to the building of community and personal growth. Personal harassment of students or employees subverts this goal of the college and is against college policy.

2. Definition

Personal harassment (“Harassment”) is verbal or physical conduct, including actions motivated by bias, that denigrates or shows hostility or aversion toward an individual. Harassment may include behavior that targets an individual because of race, color, religion, sex, perceived, or actual sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, marital or family status, military or veteran status, citizenship or any other characteristic protected by law. Harassment also includes any kind of nonverbal, verbal, or physical conduct involving either intimidation or promise of reward where:

- a) such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or demeaning education or employment environment; or
- b) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement; or
- c) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting that individual.

While harassment may be indicated by frequent or repetitive acts, it is possible that one severe act could constitute a violation of the harassment policy. Incidents or harassment can occur whether or not the act or actions were intended to harass; the effect of the conduct will determine whether harassment occurred. The effect of the conduct in question will be evaluated from the perspective of a reasonable person in the alleged victim’s position.

Any retaliation against a person who reports alleged harassment, or against a witness or other participant in an investigation, is strictly prohibited and will be considered a violation of this policy. It is also a violation of this policy to make a false accusation of harassment or knowingly provide false information pertaining to a harassment complaint.

An administrative investigation of assault, misconduct, or harassment does not itself constitute harassment.

3. Reporting Options

a. Students

Students who believe they have been the subject of harassment should notify one of the following persons: Dean for Student Life or one of the Residence Life Coordinators.

b. Faculty or Staff

Faculty or staff members who believe they have been the subject of harassment should notify the director of human resources.

Individuals who feel threatened or have concerns about their safety because of harassment should call campus security. If you believe you are in immediate danger, contact the police.

4. Procedures

Individuals who believe they have been harassed by another member of the college community should follow the procedures stated below.

a) Students – please see Student Handbook (available on the college website) for information on the Student Judicial System.

b) Faculty or Staff

Personal Harassment Committee

The Personal Harassment Committee shall consist of two faculty members elected by the faculty, one administrative staff member appointed by the president, and one support staff member appointed by the president; staff appointments will be based on recommendations by the dean of students, vice president for human resources and operations, and provost. These members of the committee will serve two year, staggered terms. The director of human resources will serve as an ex officio member and shall have all of the rights of a member of the committee. A chair will be selected by and from within the committee. The Vice President for Human Resources and Operations will serve in a chair capacity for Title IX student appeals cases. In the event of a conflict of interest, a committee member must withdraw and be replaced by the first runner- up from the election or by a designated alternate. An up to date list of committee members may be obtained from the human resources office, the provost's office, or dean of student's office.

c) Informal Complaints

Current Beloit College faculty, staff or students who believes that they have been a victim of harassment by a current faculty or staff member may speak informally with the director of human resources or the vice president for human resources and operations, who will offer preliminary consultation and may draw upon other support and counseling services to assist the complainant. Once an initial complaint has been filed, the director or vice president will make a determination about whether to continue the investigation. With the consent of both parties, the director or vice president may attempt to mediate the complaint. If the complainant does not agree with the resolution of an informal complaint, the individual has the opportunity to file a formal complaint. The director or vice president will keep records of informal complaints and their dispositions. Such records will remain confidential to the extent possible consistent with adequate investigation and appropriate corrective action.

d) Formal Complaints

Beloit College faculty, staff and students may file a formal complaint if they believe they have been the victim of harassment by a current faculty or staff member. This formal option is initiated when the complainant identifies the person against whom the complaint is made and

lodging a signed, written complaint. Once a formal complaint has been filed, the committee may continue its investigation and resolution even if the complainant wishes to withdraw the complaint.

A formal complaint may be filed with any member of the committee or with the director of human resources, the provost, vice presidents, dean of students, or president. A copy of the complaint will be circulated to each of the committee members as well as the senior supervisor of the accused reports. The college may at any time take action necessary to protect the safety of the complainant or any other persons.

Upon receipt of the complaint, the committee will begin an investigation. The director of human resources will undertake the investigation, and present a report to the committee members. The committee will make its decision by gathering any further information it deems necessary, which may include review of documents and/or meetings with the complainant, the accused or the witnesses. At any time in this process, the complainant and the accused may be accompanied by an advisor from the college's current faculty, staff or students; however, the advisor may not speak on behalf of either party. During the investigation, the committee will provide a copy of the complaint to the accused, and such other information as the committee deems appropriate, and notify him/her of his/her rights. The investigation and determination by the committee typically is conducted within forty-five (45) working days. Depending on the complexity of facts, the number of witnesses, witness availability, and other factors, the committee may extend this period.

Once the investigation is concluded, the committee may:

- i. determine that no case of substance exists and decide to take no further action on the complaint;
- ii. attempt mediation or recommend mediation by an individual who is not a member of the committee;
- iii. develop a written recommendation for further action that will be forwarded to two senior staff members, one being the senior supervisor of the accused. In the case of a complaint by or against a senior staff member, the committee's report will be forwarded to the president. In the case of a complaint by or against the president, the report will be sent to the chair of the board of trustees. Recommended actions may include, but are not limited to an oral or written reprimand, a written warning, dismissal of a non-tenured employees, or a hearing for the termination for cause of a tenured faculty member.

Action on the committee's recommendation will be taken by the individuals to whom the recommendation was forwarded. They will reach a decision and communicate it in writing to the accused, the complainant, and the chair of the committee. The complainant or accused may appeal the decision to the president, or, if the accused is the president, to the board of trustees. Normally, the president or board of trustees will make a determination on any appeal within

thirty (30) working days. Depending on the complexity of the matter and other factors, this time period may be extended. The decision of the president or the board of trustees is final.

During the committee's investigation, the accused has the following rights:

- a) To be informed in writing of the specific charges and a time to appear before the committee.
- b) To be informed of the rights here listed.
- c) To know the name of their accuser(s).
- d) To present and/or request relevant evidence.
- e) To make an oral statement.

At any point during its investigation and any deliberations, the committee, president, and board of trustees may consult with the college's legal counsel. Records of formal complaints will be maintained by the college. All such records shall remain confidential to the extent possible consistent with adequate investigation and appropriate corrective action.

5. Confidentiality

Confidentiality will be maintained to the extent consistent with adequate investigation and appropriate corrective action. All parties will be advised of the need to maintain confidentiality regarding the information discussed.

6. Reporting

At the end of each academic year, the committee shall report the number of informal and formal complaints it received and their disposition to the vice president for human resources and operations. Any complaint which is also a Title IX complaint shall be reported to the Title IX coordinator.

Employees who seek advice or support services are encouraged to contact the college's Employee Assistance Program, Family Service Association Beloit, Beloit, WI at (608) 365-1244. Students may contact the campus student counselor located in the Health and Wellness Center, Porter Hall, ground floor. The College's counselors are employed by Beloit Physicians Hospital Organization, Beloit, Wisconsin. Discussions with individuals from these organizations will be confidential, however, as they are not Beloit College employees, no complaints will be lodged nor action taken as a result of these consultations.

Revised June 2019

HAZING POLICY

Beloit College believes that establishing a strong learning community is critical to fully experiencing a liberal arts education. We highly encourage students to be involved in co-curricular activities, which can enhance both social and academic growth. Traditions, rituals and rites of passage help to develop a sense of community at Beloit and we value these organizational bonding opportunities. Groups who have their members participate in these activities must ensure that they are positive experiences for all involved.

Hazing is any activity (on or off campus) in which an individual(s) is persecuted and harassed with humiliating, meaningless, or difficult tasks either to attain membership status to an in-group or to perform a favor for those of perceived authority. Hazing can occur within any group of students affiliated with Beloit College; participation in hazing can be compulsory or voluntary. Hazing can be that which is accepted as normal behavior but falls under the categories listed below. Beloit College and Wisconsin state law (see below) prohibit hazing in all forms. Acts that cause physical, mental, or emotional harm are against college policy and will not be tolerated. The Beloit College hazing policy, listed below, sets the primary hazing guidelines for the college. **Any group members or organizations** (i.e. within sports teams, clubs, Greek organizations, unofficial groups, etc.) suspected of hazing will have their behavior reviewed by college officials and individuals and/or groups suspected of hazing will follow the normal judicial investigation process.

It is important to note the social pressure can constitute forced or requisite participation, even if the activity is claimed to be voluntary. The following behaviors and activities constitute hazing on this campus:

1. Actions that recklessly or intentionally endanger the physical and mental health or safety of students.
2. Forced or required consumption or purchase of any food, liquor, drug, beverage, water, or any other substance.
3. Forced or required participation in physical activities, such as calisthenics, exercises, or so-called games including but not limited to quests and/or scavenger hunts. Requiring or enticing others to haze or sexually harass others.
4. Forced exposure to the weather.
5. Excessive fatigue resulting from sleep deprivation, physical activities, or exercise.
6. Assignment of activities that would be illegal or unlawful, or might be morally offensive to potential new members.
7. Physical brutality, including paddling, striking with fists, open hands, or objects, and branding.
8. Kidnapping and forced transportation or stranding of individuals, and any activities involving blindfolds of any sort.
9. Verbal abuse, including "line-ups", interrogations, and berating of individuals.

10. Forced or required conduct that could embarrass or adversely affect the dignity of the individual, including the performance of public stunts, activities, and/or buffoonery.
11. The intentional creation of clean-up work or labor for new members by active members or alumni.
12. Denial of sufficient time to study.
13. Forced or required nudity or lewd behavior.

NOTE: It is important to note that an active member participating in any of these activities in addition to the inductees does not mean that the activity is not hazing.

Resources

Campus Resources

- RAs
- Residence Life Coordinator(s)/Director of Residential Life
- Dean of Students
- Counseling Center
- Security

National Resources:

- STOP HAZING ORG: www.stophazing.org
- HAZING PREVENTION ORG: www.hazingprevention.org
- INSIDE HAZING: www.insidehazing.com
- THE GORDIE FOUNDATION: www.gordie.org
- HAZING STUDY.ORG: www.hazingstudy.org
- Toll-Free number (888) NOT-HAZE, or (888) 668-4293

Greek Organizations at Beloit College

The Inter Fraternal Panhellenic Council (IFPC) may not probe into the internal affairs of any member organization such as new member training programs, initiation rites, and all other activities unique to a member house unless a member or potential member of a Greek organization is suspected of hazing. Hazing in any form shall not be permitted. It is against Beloit College policy for any fraternity or sorority to put any new member through hazing activities as described above and in any Greek risk-management documents.

All new members must sign a copy of the hazing form upon reading and understanding this policy. Actives must inform new members that all events are optional and that they can opt-out at any time without suffering any consequences, physical or social. New members should consult with the dean or associate dean if they have questions regarding this policy or any activity. Beloit College officials withhold the right to investigate and impose sanctions in hazing cases.

Wisconsin Hazing Law

Wisconsin State Statute, 948.51 Hazing

1. In this section “forced activity” means any activity which is a condition or initiation or admission into or affiliation with an organization, regardless of a student’s willingness to participate in the activity.
2. No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.
3. Whoever violates sub. (2) is guilty of:
 - a. A Class A misdemeanor if the act results in or is likely to result in bodily harm to another, which is punishable by a fine of up to \$10,000 and up to nine months in prison.
 - b. A Class H felony if the act results in great bodily harm, punishable by up to six years in prison and a \$10,000 fine.
 - c. A Class F felony if hazing causes the death to another, punishable by up to 10 years in prison, along with a fine of \$25,000.

Reviewed & revised July 2017

HOUSING POLICY - USE AND OCCUPANCY OF COLLEGE-OWNED HOUSING

The college's housing operation, including residence halls, fraternity and sorority housing, special interest housing is managed by the Offices of the Dean of Students and Residential Life, with the following policies operative:

1. Full-time students are required to live in college housing and subscribe to a dining plan during their first six credit terms. First-year students must select from one of the top tier meal plans. Other students may opt into any of the available meals plans. See Bon Appétit website for information about the meal plans.
2. Part-time students (under two units of credit) may live in college housing with the approval of the director of residential life or dean of students.
3. Transfer students are required to live in the residence halls and eat in the dining hall in accordance with policies regulating the class or term to which they are assigned by the registrar.
4. Married students, military veterans with two years of active duty, and commuting students who live with their parents are exempt from the residency requirements.
5. Specific regulations related to the use and occupancy of college-owned housing will be determined by the director of residential life. Such regulations are found in the residence hall agreement and the residential life section of this handbook.
6. A second term first-year student may live and/or eat in a fraternity or sorority house if the following three criteria are met:
 - a. The student is an active member in the fraternity/sorority and;
 - b. The student makes the decision for living and/or eating in a fraternity/sorority prior to the beginning of the term and;
 - c. The move is approved by either the dean of students or director of residential life.
7. No first-year student may move from a residence hall to special interest house or a fraternity/sorority or change their meal plan from the dining hall to fraternity after the beginning of the term unless approved by the director of residential life.
8. If practical, the college will not enter a student's room unless accompanied by the student, their authorized representative, or a second authorized college representative. However, the college reserves the right to enter student's rooms for the purpose of inspecting the premises when an authorized agent of the college has reason to believe that:
 - a. an occupant of the room may be physically harmed or endangered;
 - b. damage is being done to the room;
 - c. college policy as stated in the college catalog, the residence hall manual, or student handbook, or subsequent written notices is being violated;
 - d. housekeeping, room inspection, maintenance, and/or repair are necessary.
9. Items belonging to the college which are not part of furnishings (for example, lounge furniture, dining room equipment, library books) or items which are illegal by law or

college policy (e.g., drugs, firearms) may be removed if they are in unobstructed view of the college official. Discovery of such items may constitute the basis for subsequent disciplinary action and/or fines.

Gender Neutral Housing

Beloit's strong tradition of empowering students with alternative gender and sexual identities has been a landmark of the college's acceptance of diversity. In order to advance our proud history of supporting all students, Gender Neutral Housing has been created to create a more comfortable and safe on-campus environment for students with alternative gender and sexual identities by allowing students to room with another individual regardless of sex.

Students who want to live on a gender-neutral floor must sign the Statement of Intent before they may choose a gender-neutral room, but they do not have to identify a specific reason for picking gender-neutral housing. The process for selecting rooms will be the same as any other on campus: students must participate in the lottery and may select a gender-neutral room when their number comes up. All roommates must be chosen ahead of time (no "open-doubles" to be filled by Residence Life). If a roommate leaves the room, the current resident will be given an opportunity to find a replacement. Should none be found, the room will revert to the biological sex of the resident and Residential Life may fill the room.

ID POLICY

All students are required to possess a Beloit College identification card that is validated each semester. ID's are for the student's security and convenience on campus, and are often required for admission to events and for the use of many facilities. They are not transferable. Students are required to show their ID's promptly at the request of any college faculty or staff member or security officer. The ID card is your permit card and should not be altered or tampered with in any fashion. Misuse and/or tampering/altering of an ID card may subject a student to disciplinary action. Again, this procedure is for the protection of each student's safety. Students who lose their ID card should report the loss to the Office of Residential Life, Whitney Hall first floor. You may purchase a new ID card/key card for \$25 in the Library. The ID card is the property of Beloit College.

IMMUNIZATION POLICY

Beloit College supports the same immunization requirements that apply under state law to Wisconsin school students in kindergarten through grade 12. We require all enrolled students to provide dates of two MMR's or equivalent (2 mumps, 2 measles, 1 rubella). We strictly enforce our policy and permit only limited exceptions. Disease can spread quickly at a small residential college and the college has an interest in protecting individuals and the campus community from the devastating consequences that can result when an adult contracts one of these illnesses. New state law requires all students living on campus to review the information concerning meningitis and hepatitis B, acknowledge this information and/or provide dates of vaccinations for meningitis and hepatitis B. This must be done each year. Students will be prevented from registering for classes until this is completed.

If a student waives the immunization requirement due to religion, personal conviction, or medical contraindications, an immunization waiver form must be signed and on file in the Health and Wellness Center prior to enrollment at Beloit College. By signing the waiver, the student accepts the possibility of quarantine in the event of outbreak of any disease. It also may be necessary for a student to leave campus in the event of an outbreak in town or on campus of a disease for which they have signed an immunization waiver. A signed waiver must be submitted prior to registration for courses.

Updated July 2017

MAIL CENTER POLICY

The mail center serves two primary functions: (1) as a central mail distribution center for the U.S./International mail and packages delivered to campus. As such regular postal rules apply to all stamped mail. Any questionable stamped mail will follow the U.S. postal procedures for follow up inquiry. (Past cases have involved the FBI for stamped hate mail delivered to students); (2) as a college service for inter- campus mail and all Beloit College rules and policies apply. Incidents reported to mail center staff or by mail center staff will follow the normal campus investigation/disciplinary process.

The following are procedures for campus stuffing's and handling of questionable or misaddressed mail.

CAMPUS STUFFINGS:

Mailbox stuffing's by student groups to campus boxes must be approved by the Student Engagement and Leadership Development Office. Generally, stuffings will be approved if they are deemed to be campus-life related and are not offensive or solicitous in nature.

Stuffings from political or religious groups, other non-college organizations and/or businesses are typically not permitted in campus mail regardless of whether or not a student or students are members of the group/organization. Exceptions must be approved by both the Dean of Students and the Vice President for Finance and Planning.

HANDLING OF QUESTIONABLE MAIL:

Mail received at the Mail Center which is sealed and properly addressed will be distributed to the appropriate mailbox(es) as long as there is no outward indication of any inappropriateness. Examples of inappropriateness include but are not limited to: obvious food/candy in the envelope, hurtful/hateful message on the envelope or in the address, graphic nudity on the outside of the envelope.

Mail which arrives at the Mail Center which can be readily seen (not sealed in envelope) by Mail Center personnel to contain questionable content will be referred to the Student Engagement and Leadership Development or Residential Life office for approval/disapproval prior to distribution. If a mail patron receives what they consider offensive or solicitous mail and a complaint is made to the department, any similarly appearing pieces will be delayed in processing pending a decision on appropriateness from the Student Engagement and Leadership Development or Residential Life office.

Items which are reviewed and deemed inappropriate will be returned to the sender if the sender is known and the return is approved. Inappropriate items with no known sender will be discarded. Candy and foodstuffs of any type in campus mail are prohibited by health code. Should these items be discovered, either through outward appearance, or through information that similar

envelopes or packages are being sent, the items will be returned to the sender (if known) or discarded (if not known).

MISADDRESSED MAIL HANDLING:

Campus mail which is addressed incorrectly for proper name and/or box number will be returned to sender if there is a return address. If there is no return address on the mail piece(s) the Mail Center Manager will open the mail and attempt to identify the sender. If successful, the mail will be returned along with a note indicating the mail piece(s) had to be opened for that purpose. If the sender cannot be identified the mail will be held for 10 days to give the sender time to claim the mail. If no one has identified and claimed the mail in 10 days, it will be discarded. Should, in the course of this process, questionable content be discovered, the mail will be directed to Student Engagement and Leadership Development/Residential Life for review and a determination of its status.

MEDIA DEVICES POLICY

Common courtesy and respect governs the use of media devices on campus. Media devices must be turned off during classes, lectures, theatre and music performances, and all special events. Any questions or concerns about the use of a media device during instructional time should be directed to your professor(s).

Media devices equipped with a digital camera may not be used to take inappropriate or unauthorized pictures (i.e., in locker rooms). Such usage may result in disciplinary action under the College's Sexual Misconduct Policy ([Sexual Misconduct Policy](#)).

College officials will communicate with students via email. Beloit Link will be the official median of communication for student organizations. The emergency warning system for cell phones will be used if necessary to directly contact students. In order to facilitate campus communication, student-provided cell phone numbers will be available to faculty, staff, and campus offices. These cell phone numbers will not be available to the public through directory information. Campus residence hall rooms have been assigned a phone number that enable residents to make free local and campus calls. Students are encouraged to connect a telephone to the line in their room so that directly assistance may forward their calls if they do not use a cellphone.

Revised July 2017

MISSING RESIDENT POLICY

If a member of the college community has reason to believe that a student is missing, contact Security at (608) 363-2355 immediately.

In compliance with the Higher Education Opportunity Act (2008) Missing Student Notification Policy and Procedures, it is the policy of Beloit College to actively investigate any report made to Security about a missing resident who is enrolled at the College and residing in on-campus housing.* Each student will be notified of the Missing Resident Policy and Procedures via the Student Handbook.

For the purposes of this policy, a student may be considered to be a “missing person” if the person’s absence is contrary to their usual pattern of behavior or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing student is: in a life threatening situation; has been with persons who may endanger the student’s welfare; having trouble with medication, drugs or alcohol; has expressed suicidal thoughts; or may be the victim of foul play.

Each student is required via the emergency notification information form, to identify the name and telephone number of the individual(s), a primary and secondary contact, to be notified in case of emergency or in the event that the student is reported missing. In the event the student is under the age of 18 and is not emancipated, the college is required to have the primary emergency contact be a custodial parent or guardian.

Upon receiving notification, Security, Residence Life, the Dean of Students office and other applicable college personnel will make reasonable efforts to locate the student to determine their state of health and well-being. These efforts may include, but are not limited to, checking the resident’s room, class schedule, and ID card use, talking with friends, locating the resident’s vehicle, and calling the reported cell phone number if one is on file with the college.

At any point during the investigation of a resident believed to be missing, the college may communicate with emergency contacts to help determine the whereabouts of the resident. If the student is under 18 years of age, a college representative may contact the custodial parent or legal guardian.

If upon investigation by Security and staff, the resident student has been determined to be missing for at least 24 hours, the following will occur:

1. A college representative will attempt to notify the resident’s designated emergency contact.
2. If the student is under 18 years of age, a college representative will contact the custodial parent or legal guardian.

3. Security will inform the appropriate law enforcement agency.
Investigation will continue in collaboration with law enforcement officers as appropriate.

***NOTE:** In order to avoid jurisdictional conflicts when an off-campus/commuter student is believed to be missing, the reporting person should notify local law enforcement authorities and campus security. College staff will assist the police with their investigation.

Last review Fall 2013; update Spring 2014

MOTOR VEHICLE POLICY

In order to park in college owned/managed parking spaces all motor vehicles must be registered with Security (see parking policy, pages 75-76. Once registered, security will make every attempt to notify you if your vehicle is involved in an accident, found with its lights on, or any other legitimate need. Security will make a reasonable attempt to notify you before towing for illegal parking, unless the vehicle is parked in a tow-away zone (fire lane, reserved space, disabled stall, etc.).

Vehicles parked illegally will be ticketed by security. The fine for improper parking is \$25 for general violations and \$50 for handicapped space violations. Tickets must be paid within 30 days and may be paid in the security office. After 30 days, the fine will double and the charge will be added to your account.

Motorized vehicles may not be taken into residence halls and may not be operated on sidewalks or grass areas. Motorcycles may be pushed on sidewalks or paths to put them in sheltered or secured areas. Motorcycles are not to be parked under the Blaisdell/Whitney covered walkways.

Students may park only in areas designated by Campus Security as Student Parking if they have purchased a parking permit: in the off-street parking spaces in front of Whitney, Blaisdell, and Bushnell Halls; along College Street from Emerson to Clary Streets; in the parking areas behind 811 College Street; behind Morse Library; and in the paved portion of the Aldrich Field lot.

Any vehicle parked in a fire lane or on the grass will be subject to towing at the owner's expense without notice. Vehicles parked in undesigned or otherwise inappropriate areas may be ticketed by Security. If a significant number of tickets are issued a vehicle may be towed without notice and at student expense. Students should also be aware that city ordinance gives the Beloit Police the authority to ticket and/or tow vehicles illegally parked in handicap parking areas.

Parking on city streets is regulated by the following code of which students should be aware: All Night Parking Alternate Sides of the Street (in effect all year).

1. On all streets within the city between 12 a.m. and 7 a.m., vehicles shall be parked only on the even-numbered sides of the street on those days bearing an even-numbered calendar date, and on the odd side of the street on those days bearing an odd-numbered calendar date. Exceptions to this section shall be:
 - a. Where parking is permitted only on one side of the street, as indicated by official traffic signs to that effect. All vehicles shall obey such traffic signs and only park on the side of the street permitted by such traffic signs;
 - b. In the central business district, where there shall be no parking from 2 a.m. to 6 a.m. on either side of the street.

2. The Beloit Police Department shall tow away any motor vehicle found in violation of this section. The owner or operator of a vehicle removed under this subsection shall be liable for the costs of such removal and the person having removed the vehicle may retain possession of the vehicle until the cost of towing has been paid.

Updated July 2015

NOTIFICATION POLICY

The official method of contacting students is by their Beloit College e-mail account. It is the students' responsibility to regularly check their e-mail for messages and updates from administration as well as faculty and staff. You may have your e-mails forwarded to a separate address and ISR can assist you with the task.

In case of an emergency situation notification and instructions will be sent to students' e-mail as well as a call or text to the cell phone number provided to the school by the student. Students may opt out of the Text-message notification option.

OFF CAMPUS STUDY – STUDENTS ON DOMESTIC AND STUDENT EXCHANGE PROGRAMS

Students registered for Beloit College’s domestic and study abroad programs are expected to comply with all of the college’s policies and procedures and obey all local, state, federal, international and foreign country laws while they are away from campus. Although a student’s off- campus conduct ordinarily will not affect their college status there may be occasions in which off-campus conduct is so destructive to the college or of such a nature as to indicate to the community that college disciplinary action must be taken. Even if civil/criminal action is pending, the college may take action if this appears to best serve the interests of the college and the students.

Students registered for domestic and study abroad programs through Beloit College will notify Beloit’s Director of International Programs (608) 363-2269 or the Director of Residence Life (608) 363-2350 by phone, email, or fax when violations of college policy occur and they wish to file a complaint. If an emergency exists and these individuals are not available Beloit College Security can be notified (608) 363-2355.

While a student is away from campus on a domestic or world outlook program disciplinary action may be taken by the college against an individual(s), accused of violating college policies or civil/criminal laws. Disciplinary procedures are outlined in the Student Handbook under [“Judicial System.”](#)

PARKING POLICY

Students must register their vehicles and purchase a parking permit in order to park in Student Parking, including lots and spaces near student residences, and street spaces along the 800 block of College St. and the 700 block of Clary St. Unpermitted vehicles will be ticketed and towed at the owner's expense.

A parking permit is \$170 annually or \$85 per semester. Motorcycles will share designated spots and each will pay \$50 per semester for this space.

Policy rationale

Campus parking lots require regular maintenance, snow plowing and over the life of the parking lot they require resurfacing, restriping, and seal coating. The parking fee will enable students who use the lots (about 300 students) to directly support the maintenance and upkeep of these areas. Parking permits also enable security to contact students if something is wrong with their car such as the lights are on, gas is leaking, or the alarm is sounding.

Process to secure parking permit

At this time 285 total permits are available and will be distributed as follows: seniors = 90, juniors = 80, sophomores = 70, first years = 45 (permits are distributed during NSD). If permits remain after this process, they will be distributed on a first come, first served basis on the first day of class. This number of permits corresponds to the number of spaces available for student parking. Parking permits do not guarantee students a unique parking space.

Via the Portal, continuing students must request a permit in writing by July 1; first year students must request a permit by August 1. All students requesting a permit will be provided a lottery number by class year (seniors 1st, juniors 2nd etc.). Permits will be distributed by lottery number until they are gone or there are no more requests.

Students who purchase a permit will have the fee added to their student account at the time of purchase and can pick up their parking permit from the security office. Fall permits will roll over into spring term and the corresponding spring fee will be added to the student account. Any available permits at the start of spring term will be distributed on a first come, first served basis on the first day of class. All permits expire after the spring semester of each school year.

Refunds

Students who return their parking permit to the security office may be eligible for a refund of the billed fee.

- a. In the event that a student leaves during the semester the fee will be refunded following the normal refund schedule.
- b. Students who leave at the end of the fall term AND return their permit to security will not be billed for spring term parking.

Enforcement

This policy will be most closely enforced from midnight to 7 a.m.

Guests and special events/times

- Guests must park on the streets around the campus and should pay attention to the alternate side parking ordinances enforced by the city. Guests (non-students) who receive tickets will have 72 hours to contact security to discuss the circumstances that may have generated the parking ticket.
- Students will be notified via email about dates/times where enforcement will not occur, such as move in/move out days.

How violations will be handled

1. Each violation will result in a \$25 fine; unauthorized parking in spots reserved for people with disabilities will result in a \$50 fine.
2. Repeated violations can result in towing at owner's expense.

NOTE: If a permit is purchased at the time a fine is incurred, the fine is waived. This is subject to permit availability.

Updated May 2018

PET POLICY

Pets, other than fish in an aquarium, are not allowed to be on campus with students. At times people will bring pets to campus. Those pets are not allowed in any campus building, nor on the grounds of the Stadium area, and waste must be picked up after them in the outdoor venues. Any charges for damages or cleaning are the responsibility of the pet owner, or the student, if the student is found responsible for the presence of the pet. Service animals and emotional support animals are not pets. For service and emotional support animals to be on campus, students are to contact the [Learning Enrichment and Disability Services](#) office.

Revised July 2014

POLITICAL ACTIVITY POLICY

Academic institutions serve as forums for political debate and encourage participation in the political process. As educational organizations under section 501(c)(3) of the Internal Revenue Code, however, colleges and universities are strictly prohibited from intervening in a political campaign. This prohibition is absolute and impermissible participation jeopardizes an institution's tax-exempt status. Accordingly, it is very important that all political activity at Beloit College occur within the boundaries for permissible political activity. (**Note:** BSC elections are not subject to the Political Activity Policy.)

Candidate Debates and Forums

Beloit College maintains a neutral stance on political campaigns, does not publicly or privately endorse candidates campaigning for political office and does not intervene in any political campaigns. In some instances, the college sponsors forums, debates and information sessions where campus and community members can hear the candidates and their platforms, thus becoming informed and engaged citizens on election day. The college or its constituent groups—students, faculty, and staff—may invite candidates to campus to speak, providing they follow the policies and guidelines outlined under the Program Presentation Policy listed in the Student Handbook and the Administrative Policy Manual.

These events occur in fair and neutral forums with equal time provided to all qualified candidates. Presentations must not be biased, and must permit an individual or the public to form an independent opinion or conclusion. To that end, all such events begin and end with a clear statement that the views presented are those of the candidates and not of the sponsoring organization. The college reserves the right to set the time, manner and place for all political events hosted on campus and may limit such events if there is a potential for violence or harm to the institution or members of the campus community.

Use of Facilities

Individuals or groups may rent facilities from the college for political campaign activities. Facilities are equally available to all candidates and political groups and on the same basis as they are made available to nonpolitical groups or individuals. If rents or fees are charged, they are charged equally with no preferential treatment. In no situation will the college endorse or promote a political party, political candidate, or political event held on campus.

Individual Activities

Although the college maintains a neutral stance on political candidates and issues, students, faculty and staff are encouraged to be knowledgeable about and engaged with the political process by running for office, campaigning for the candidate(s) of their choice and, most importantly, voting during local, state and federal elections. All such participation, however, is individual political activity and not on behalf of the college.

All individual political activity should avoid being attributed to the college itself. That is, no resources of the college should be used in connection with individual political activity.

Moreover, an individual should take steps to ensure that the activity is clearly personal in nature and should not use either a college address (unless a residence), nor college job position when engaging in individual political activity.

There must be a clear separation from a perceived college sponsorship.

Political mailbox stuffings are not allowed.

POLITICAL CAMPAIGN SIGN POLICY

Because Beloit College is primarily a residential college, students living on campus have the right to express their opinions and preferences for political candidates and are encouraged to do so, although that right must be balanced with the college's interests in remaining viewpoint neutral and not intervening on behalf of any political campaign. The college also seeks to maintain a campus environment that promotes non-violence, civility, and personal responsibility. In balancing those interests, the following policies apply to campaign signs on the Beloit College campus:

Placement and removal.

- In residence halls students may place signs on their residence hall room door and window(s) and in their rooms.
- For special interest, language and Greek houses, up to two standard size campaign signs may be displayed on the lawn in front of the house if the group residing in the house has a two-thirds vote to endorse a particular candidate. The vote is to be taken from the residents that reside within the residence, not the entire membership of a club, special interest or Greek house.
- For larger residence halls, one standard size sign per candidate may be displayed outside on the quad side of the building so long as the signs do not interfere with building access, recreational activities, or pathways. To display a sign in front of a residence hall two-thirds of the residents must support the candidate. A student must obtain signatures from two-thirds of the residents in the hall. The signatures and sign must be brought to the Residential Life Office to be approved and stamped.

Campaign signs displayed in locations other than those described above are prohibited and will be removed. Students are responsible for the timely removal of permitted signs and for any damage resulting from displaying campaign materials.

Disclaimer

Like all political participation, the use of political signs must be undertaken in an individual capacity, without any use of the college's resources, and not in a way that it may be attributed

as intervention by the college on behalf of a candidate. To that end, all campaign signs displayed on the lawn in front of a house or outside a residence hall must include a statement on the face of the sign clarifying that the sign is a statement of individual support and is not an endorsement by the college of any candidate or committee.

Individual political activity on campus should always contain the disclaimer on a sign which is at least 4x11 inches, and must read as follows:

This event/brochure, etc. is an individual statement of support by [insert name of individual or group of individuals], without use of any Beloit College resources, and it should not be construed as support or endorsement by Beloit College for any candidate or elected official.

Further clarification can be found in the Office of Student Engagement and Leadership Development. Ask for the flyer on Political Activities for Student Organizations.

PRIVACY OF AND ACCESS TO STUDENT EDUCATIONAL RECORDS POLICY

General Policy

Beloit College recognizes that the protection of the rights of persons requires adherence to clearly formulated institutional policies governing the maintenance of student records. As provided more fully below, the privacy and confidentiality of all student records shall be preserved. Faculty and staff of the college are bound to respect the rights of a student's good reputation and privacy by holding in confidence information they acquire in the course of their work.

Federal Law

Beloit College informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. 1232g and 34 C.F.R., 99.1-99.67), as amended, in registration packets and the student handbook. This Act, with which the institution endeavors to fully comply, was designed to protect the privacy of educational records, and to establish the right of students to inspect and review their educational records. The Act also provides guidelines for the correction of inaccurate or misleading data through informal and formal processes. Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, concerning alleged failures by the institution to comply with the Act.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Requests for disclosure from non-college constituencies and student informal complaints should be directed to the Registrar.

Definitions

- A student is any person who attends or has attended the college.
- Education records are any records (in handwriting, print, tapes, film, computer, or other medium) maintained by Beloit College or an agent of the college which is directly related to a student except:
 1. A personal record kept by a faculty or staff member, if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute for the maker of the record, and is not used for purposes other than a memory or reference tool.
 2. Records created and maintained by the Beloit College Security Office, if the record is maintained solely for law enforcement purposes and is revealed only to law enforcement agencies of the same jurisdiction.
 3. An employment record of an individual whose employment is not contingent on the fact that they are a student provided the record is used only in relation to the individual's employment.
 4. Records made or maintained by the Health and Wellness Center, if the records are used only for treatment of a student and made available only to those persons providing the treatment.

5. Alumni records which contain information about a student after they are no longer in attendance at the college and which do not relate to the person as a student.

Directory Information

The college has designated the following as directory information: name of student, address (both local and permanent), telephone number (both local and permanent), date of birth, dates of registered attendance, major field of study, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent previous educational institution attended, and enrollment status (e.g. full-time/part-time).

The policy that such information may be disclosed by the college without prior written consent will be communicated to presently enrolled students through the publication of these guidelines in registration packets and the student handbook, so that an individual student currently enrolled may file a written request with the Office of the Registrar by the end of the first week of classes in any given semester, if they do not want directory information to be disclosed and/or does not want address information listed in the student directory.

Students who do not want directory information disclosed after they leave the college should make such a request in writing to the Registrar during their final term at the college.

Types, Locations, and Custodians of Education Records

1. Official academic records are maintained in the Office of the Registrar, 2nd floor, Pearsons Hall. They include admission applications and associated documentation; the completed forms of registration for each semester in residence; the records of grades and credits received in courses at this college or accepted here from another institution; and other documents directly relating to academic progress and status. Relevant records in the student folder, such as student's applications, transcripts from another institution, and test score reported, are shared with faculty and staff members serving as a student's academic advisor. Student folders are transferred to the Alumni Office, 613 College Street, three (3) years after graduation or withdrawal; these records include admission applications and associated documentation, as well as other official correspondence.
2. Disciplinary records are maintained under the authority of the Dean of Students and their designee(s), 2nd floor, Pearsons Hall and Residential Life Office, 1st floor Whitney Hall. They include information about the investigation, adjudication and imposition of sanctions by the college against a student for breach of the college's written policies.
3. Financial records are maintained by the Accounting Office, 2nd floor, Pearsons Hall.
4. Financial aid application records, including tax forms, and work-study authorizations are maintained by the Financial Aid Office, 2nd floor, Pearsons Hall.
5. Employment records contingent on student status are maintained by the Office of Human Resources, 726 Church Street.

6. The student records maintained at the student's request by the Career Development section of the Career and Community Engagement Center at 803 College Street, are treated separately below.
7. Housing records are maintained by the Office of Residential Life, 1st floor, Whitney Hall.
8. Occasional records, such as copies of correspondence in offices not listed, may be made available for inspection and review.

Users of the Jenzabar Student Records System are considered custodians of those student records to which they have access. Records should not be accessed by the user unless a legitimate educational interest exists or some other provision of the policy authorizing release applies.

Career Development

The file of a student maintained in the Career Development section of the Career and Community Engagement Center is assembled at the initiative of the student. The extent of disclosure to prospective employers, graduate schools, organizations awarding fellowships and the like shall be made clear to the student when their self-requests that the file be assembled and shall be agreed to by their self on a form specifically provided for that purpose.

The student may make a specific waiver of access to evaluations solicited and/or received under condition of confidentiality, but the waiver must be made by the student without pressure or coercion. Any evaluation received under such condition of confidentiality without the student's waiver of access or without the student's knowledge shall not be incorporated in the file but shall be returned to the sender.

Disclosure of Education Records

Beloit College will disclose non-directory information from a student's education records only with the written consent of the student, except that the records may be disclosed without consent when the disclosure is:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by the college in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.
- A person elected to the Board of Trustees.
- A person employed by or under contract to the college to perform a special task, such as an attorney or auditor.
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in their position description or contract agreement.
- Performing a task related to a student's education.

- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- Maintaining the safety and security of the campus.

The determination as to whether or not a legitimate educational interest exists will be made by the custodian of the records on a case by case basis. When the custodian has any question regarding the request, the custodian should withhold disclosure unless the custodian obtains consent from the student, or the concurrence of a supervisor or other appropriate official that the record may be released.

2. To officials of another school, upon request, in which a student seeks or intends to enroll. The student shall receive notification of the disclosure unless the student initiated the disclosure.
3. To certain officials of the Comptroller General of the United States, the U.S. Department of Education, and state and local educational authorities, in connection with certain state or federally supported education programs, and authorized representatives of the Attorney General for law enforcement purposes.
4. To school officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
6. To organizations conducting studies for, or on behalf of, the college, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
7. To accrediting organizations in order to carry out their accrediting functions.
8. To comply with a judicial order or lawfully issued subpoena, provided the college makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. Notification may be prohibited if the college receives a federal grand jury subpoena or any other subpoena which states that the student should not be notified.
9. To an alleged victim of any crime of violence as that term is defined in Section 16 of Title 18, United States Code, or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense.
10. To Veterans Administration Officials pursuant to 38 USC 3690 (c).
11. To the court those records that are necessary to defend the institution when a student initiates legal action against the institution.
12. To medical, emergency, law enforcement, or other appropriate personnel in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of the student or others under terms described below.
13. To the Attorney General or any other designated federal officer, who has obtained an ex

parte judicial order for access to education records in the investigation of an act of domestic or international terrorism, under the terms defined in the “Patriot Act” of October 2001.

Disclosure of Education Records in an Emergency

The privacy of all records may be broken at a time of emergency defined in terms of the following considerations:

1. The seriousness of the threat to health or safety of the student and others.
2. The need for access to the record in meeting the emergency.
3. Whether the person requesting the records is in a position to deal with the emergency.
4. The extent to which time is of the essence in dealing with the emergency.

Under the provisions of FERPA, if any law enforcement agency requesting student education records states in writing that this information is necessary in order to “protect the health and safety of the student or other individual”; the college will provide the requested information.

Parental Notification

The college will not release educational record information to parents without student consent Except when a student is (1) in a medical emergency; or (2) serious or second offense of the alcohol policy.

Students who wish to release educational record information to parents, may do so by signing a release statement in the Office of the Dean of Students. Students may choose which portions of their educational record information they wish to have released.

Right of the College to Refuse Student Access to Records

Beloit College reserves the right to refuse to permit a student to inspect the following records:

1. Record of parents’ financial status.
2. Any and all documents for which the student has waived their right of access, or which were placed in the file before January 1, 1975.
3. Records connected with an application to attend the college, if that application was denied, or accepted and the applicant never enrolled.
4. Those records which are excluded from the FERPA definition of education records.

Student Access to Records

Students wishing to have access to their educational record information should contact the Registrar.

Except as described above, access to a student’s official academic record, disciplinary record, and financial aid record is guaranteed to their self only to reasonable regulation as to time, place, and supervision.

A student may inspect and review their education records upon written request to the appropriate record custodian within the college. The request should identify as precisely as possible the record or records they wish to inspect.

No documents or files may be altered or removed once a request has been filed.

The record custodian or a designated college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to them.

Refusal to Provide Copies

Beloit College reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in the following situations:

1. The student has an unpaid financial obligation to the college.
2. There is an unresolved disciplinary action against the student.

Fees for Copies of Records

A fee of \$5.00 is charged for official transcripts. The fee for copies of other educational records is \$0.25 per page plus any applicable postage. These fees are subject to change.

Correction of Education Records

If, upon inspection and review of their record, the student believes that the record is inaccurate, misleading or otherwise in violation of their privacy rights, they may ask that the record be changed or may insert a statement in the file. Any disagreement should be resolved informally, if possible, through a meeting between the student and the person (or their designee) responsible for the maintenance of the record segment in question.

Only the Registrar, upon consultation with the Provost of the College, may authorize a correction in a record within the academic file of a student. Similar responsibility is exercised by the Dean of Students, the Director of Admissions, the Director of Financial Aid, and the Vice President of Human Resources and Operations for the records which are maintained under their authority.

Should the request for a change be denied, the student will be notified of the college's decision and advised of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights. Upon the student's written request, the college will arrange for a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing. The hearing committee will be comprised of three members of the Academic Performance Committee who are disinterested parties. The student shall be

afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The college will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and reasons for the decision. The decision of the hearing committee shall be final.

If the college decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended. If the college decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and a statement setting forth reasons for disagreeing with the decision. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

Record Keeping Requirements

The appropriate records custodian will maintain a record of requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request and what records, if any, were received, the legitimate interest in the records, any additional party to whom it may be re-disclosed, and the legitimate interest the additional party had in requesting or obtaining the information. The record may be reviewed by the student. This record keeping is not required if the request was from, or the disclosure was to:

- a. the student;
- b. a school official determined to have a legitimate educational interest;
- c. a party with written consent from the student;
- d. a party seeking directory information or;
- e. a Federal grand jury or law enforcement agency pursuant to a subpoena that by its terms requires nondisclosure.

Information About This Policy

The Office of the Registrar will maintain general information concerning the federal law and the College's policy as contained in these guidelines. It will make available a file containing the Act and the regulations of the Secretary of the Department of Education and will refer students desirous of examining their records to the office of the appropriate administrative official. At the present time the following are the administrative officials concerned:

- Dean of Students: Cecil Youngblood
- Registrar: Mary Boros-Kazai
- Comptroller: Tamika Jones
- Director of Career Development: Jessica Fox-Wilson
- Director of Financial Aid: Deb Dew
- Vice President of Human Resources and Operations: Lorraine Rhead

PROGRAM PRESENTATION POLICY

Free inquiry and free expression are essential attributes of the community of scholars. Therefore, recognized student groups are allowed to invite and to present any speaker, performer, or dramatic or musical group of their own choosing, provided they follow regular procedures for scheduling facilities and placing the event on the calendar. Scheduling of events shall follow the guidelines presented in the "Presenting Successful Events at Beloit College" booklet published by the Office of Communications and Marketing. The appearance of such guests implies neither approval nor objection to the views expressed by either the students or other members of the college. Unless sponsored by a recognized campus group adhering to the above-mentioned booklet, outside speakers, demonstrators, and performers are prohibited from using college property to convey their message.

In addition to the "Presenting Successful Events at Beloit College" sponsors must adhere to the following policies:

1. Even if no financial obligation is incurred for an event, a sponsor is required to schedule the event on the Master Calendar in Office of Communications and Marketing before booking the speaker or performer.
2. Sponsors of events should be prepared to verify availability of necessary funds before an event is booked. A college account number is usually required to cover any expenses.
3. All publicity distributed beyond campus, including news releases, posters, mailers, and flyers must be channeled through the Office of Communications and Marketing.
4. No solicitations for funding from off-campus individuals, businesses, or groups should be undertaken without first receiving the approval of the Office of Development and Alumni Relations.
5. All political activity must be approved by the director of communications and marketing prior to publicity notices.
6. All purchasing of off-campus printing services, including typesetting and printing, should be done with the assistance of the Office of Communications and Marketing.

QUARANTINE POLICY

A student who contracts or is at the risk of contracting MMR (Measles, Mumps or Rubella) and/or other communicable illnesses may be asked to seek treatment, remove themselves from the campus community or return home for the duration of two incubation periods from the time of diagnosis. If immunization against or medical treatment for MMR or other communicable illnesses specified by Beloit College are voluntarily forgone, the student will not be eligible for room, board, and tuition refunds. If immunization against or medical treatment for MMR or other communicable illnesses specified by Beloit College is sought and the student is asked to remove themselves from campus they may be eligible for a refund (per college refund policy). Regardless of the circumstances the student may also be held academically responsible for class/lab absences necessary to meet course requirements, caused by the specific illness at the discretion of the professor.

Updated July 2017

SECURITY POLICY

Student cooperation with campus security is required to establish an environment which allows safe and unencumbered movement of persons on campus while maintaining a high degree of access to college grounds and facilities for townspeople and other guests of the college community. Action clearly intended to violate such security policies as may be instituted will result in judicial action.

The college construes performance of the following acts as constituting violation or attempted violation of the security policy and is grounds for judicial action:

1. Destroying locks on campus buildings.
2. Willful harassment of security officers.
3. Removal, destruction, or defacement of posted signs.
4. Failure to show a college ID card or to obtain one when requested by a member of the college faculty or staff, particularly security staff acting in the performance of their duties.
5. Personal harassment, physical or verbal abuse against any officer during the performance of their duties.

The responsibilities of college security staff are:

1. The protection of persons.
2. The protection of property.
3. The protection of the integrity of the college.

The security staff has the authority to request all persons on college property to show identification cards or passes. In addition, because of their special role at the college, security officers are forbidden from having amorous, romantic, or sexual relationships with Beloit College students.

The grounds of the college, except residence hall areas, generally are open to the public so long as their behavior is not detrimental to the campus environment; however, college buildings shall be closed to non-college personnel other than guests with appropriate guest passes, except for attendance at events officially designated as open to the public. College personnel shall include students, faculty members, the administration, staff employees, and trustees.

SECURITY ALERT

On occasion, we may have an incident on campus that is challenging to our security and safety. The college will publish a "security alert" to inform the campus community about the incident so all community members can take appropriate precautions for their safety. Should you receive a security alert, please take a moment to rethink your approach to personal safety. Should you have concerns about the incident or your safety, please contact any member of the dean of student's staff. (The names of suspects or victims will NOT be included in the alert).

SECURITY CAMERA GUIDELINES

Purpose

Beloit College is committed to enhancing the quality of campus life by integrating the best practices of safety and security with technology. Video camera utilization is a critical component of a comprehensive security program. Camera coverage of public areas is intended to deter crime and violations of campus policy while providing college security and others a valuable resource for investigating crimes and other incidents that have occurred on campus.

These guidelines for camera installation, footage access, and use address the college's safety and security needs while respecting individual privacy of those attending, working or visiting Beloit College. To ensure the protection of individual privacy rights and to ensure compliance with related state and federal laws, this statement will guide the process of installing surveillance equipment on college property. Additionally, these guidelines cover the viewing, retention, dissemination, and destruction of recordings.

Installation Procedures and Locations

Security camera use is limited to those areas that do not violate a person's "reasonable expectation of privacy", as that term is defined by law. (For example, there is no reasonable expectation of privacy outside of a campus building.) In accordance, the college will limit camera positions and views of certain areas where there is a reasonable expectation of privacy. (For example, windows of residential buildings are obscured from camera view.)

Permanent camera locations are available to the campus community via signage and/or an internal access-only web page. All security cameras, including any in temporary locations and for active monitoring, will only be installed with the advance approval of the Director of Security and the appropriate college senior staff member (most often the Dean of Students and the Vice President for Human Resources and Operations), depending on the proposed location. Security cameras must be used in a professional, ethical, and legal manner consistent with all existing college policies.

Security cameras and software are installed and configured to prevent tampering with or duplicating recorded information (e.g. password protection). All new camera installations must connect to the college's camera server and management software.

Viewing

The existence of this policy does not imply or guarantee that cameras will be monitored in real time, however the college reserves the right to do so. Only authorized personnel, as determined by the Director of Security and appropriate college senior staff member (most

often the Dean of Students and/or the Vice President for Human Resources and Operations) have access to camera feeds and/or recordings. Only the Director of Security and the Director of Information Technology will have administrative access to system logs. Typically, footage review and active monitoring will only occur in conjunction with criminal or disciplinary investigations.

Retention and Release of Information

Images obtained through video camera recording normally will be retained for a minimum period of fourteen (14) days. Recordings more than fourteen days old may be overwritten as server space allows unless required for criminal and/or judicial investigation in accordance with this policy. Video recordings will be stored in a secure location with access by authorized personnel only.

All information and/or observations made during the use of security cameras are confidential (in accordance with college policy) and can only be used or disseminated for official college, law enforcement, and/or judicial purposes. All requests from sources external to the college for the release of information and results obtained through surveillance monitoring or recording must be submitted to the Director of Security. All dissemination must be authorized by the Director of Security, the Director of Communications and Marketing (for non-law enforcement release outside of campus), and the Dean of Students and/or the Vice President for Human Resources and Operations, depending on the nature of the request.

Revised July 2016

SERVICE ANIMAL POLICY

Approved February 2013

Beloit College is committed to compliance with state and federal laws regarding individuals with disabilities. Consequently, service animals (service dogs) that accompany persons with disabilities may accompany the individual with a disability (owner) everywhere on campus except in situations where safety may be compromised or where the service dog may interfere with the fundamental nature of the activities being conducted.

Service animals are animals trained to assist people with disabilities in the activities of daily living. The Americans with Disabilities Act (ADA), as amended (Sections 35.104, 35.136, 36.104, 36.302 (c) (2)-(8)), defines a service animal as “an animal that does work or performs tasks for the benefit of an individual with a disability (including psychiatric, cognitive, mental).” Other than dogs, the only type of animals that can be considered a service animal under the ADA is a miniature horse, though miniature horses may be subject to somewhat greater restrictions than service dogs. Consequently, in the rest of this policy, “dogs” and “service dogs” will be used when referring to service animals.

Students with disabilities who will require the presence of a service dog on-campus are encouraged to self-identify to the Director of Learning Enrichment and Disability Services (hereto referred to as “Director”) and provide documentation appropriate to the presence of a service dog to the Director, prior to coming to campus. The Director, as is the usual practice for students with disabilities, will communicate with the student regarding the service dog (and other accommodations, as appropriate) and communicate with faculty, students, and other staff as appropriate.

The College endeavors to balance the needs of the student with a service dog with other students’ situations. Consequently, advance notice of the need for a service dog is beneficial to providing a smooth transition for all students.

Requirements for Service Dogs

Service dogs may not pose a direct threat to the health and safety of persons on the college campus. Local ordinances regarding animals apply to service dogs, including requirements for immunizations, licensing, noise, restraint, at-large animals and dangerous animals.

The student must be in full control of the dog at all times. In areas outside a student’s on-campus room or apartment, service dogs must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In the latter cases, the individual must maintain control of the animal through voice, signal, or other effective controls.

The care and supervision of a service dog is solely the responsibility of the student owner. The dog must be maintained (kept clean) and may not create safety hazards for other people. In addition, owners are urged to have the service animal wear a descriptive vest when in public places.

The student is responsible for immediately cleaning up and properly disposing of the dog's waste and is responsible for having the equipment to do so. People who are physically unable to accomplish this task are responsible for arranging for it to be done and any costs that it incurs. The College retains the right to designate a particular area for the dogs to relieve themselves.

The College also may designate specific areas as off-limits to service animals due to health and safety concerns for the animal, the owner, and/or other community members.

The student, not the College, is responsible for the actions of the service animal including bodily injury or property damage. Students with service dogs are likely to be charged if additional cleaning or damage occurs as a result of having the animal on campus. The student is expected to pay these costs upon repair. In addition, the College retains the right to remove the dog should the dog become a direct threat to the health and safety of others.

***New Policy: January 2014
Revised: July 2017***

SEXUAL ASSAULT AND MISCONDUCT POLICIES

Students who have been sexually assaulted, have witnessed a sexual assault or have information about a sexual assault are urged to report the information to the Beloit College Security Office or the Office of Residential Life, and to the Beloit Police Department.

[Sexual Assault Policy](#) [Sexual](#)

[Misconduct Policy](#) [Personal](#)

[Harassment Policy](#)

[On Campus Resources and Reporting Options](#)

[Off Campus Resources and Reporting Options](#)

[Rights of the Complainant and Accused](#)

POLICY SUMMARY

Sexual assault and sexual misconduct, including non-consensual intercourse and non-consensual sexual contact seriously infringes on the rights of others, violate the standards of acceptable behavior at Beloit College and may be illegal in the State of Wisconsin. Beloit College expects all members of the college community and their guests to conduct themselves in a responsible manner, showing respect for others and for the community at large. Beloit College is subject to, abides by, and supports the Wisconsin State statutes and local ordinances regarding criminal sexual assault and sexual contact.

Beloit College policy requires a non-intoxicated, verbal, mutually understood “Yes” for sexual contact or intercourse to be considered consensual. Non-verbal actions should not be considered invitations for intercourse or sexual contact. Consequently, returning to an individual’s room, being physically aroused, removing clothing, stroking, assenting to dancing or cuddling, obtaining contraception, etc. are not the same as a non-intoxicated, verbal, mutually understood “Yes” and therefore do not constitute consent.

Students who have been sexually assaulted, have witnessed a sexual assault or have information about a sexual assault are urged to report the information to the Beloit College Security Office or the Office of Residential Life and to the Beloit Police Department.

Beloit College will do all that is reasonably possible to offer safety, privacy, sensitivity, and support to persons reporting sexual assault and sexual misconduct, as well as offer educational programming to decrease the risk of sexual assault and sexual misconduct on campus. The college urges students to learn about the steps that can be taken to prevent sexual assault and sexual misconduct. Should the college believe that a threat exists to the safety or security of a person filing a complaint, or to others, it will take reasonable steps to attempt to mitigate that threat.

SEXUAL ASSAULT POLICY

Beloit College policy requires that sexual intercourse and/or sexual contact be consensual. A non-intoxicated, verbal, mutually understood “Yes” defines consent at Beloit College.

Beloit College recognizes that sexual assaults occur under a variety of circumstances:

- On- and off-campus
- Between people of any gender or sexual identity
- Between students, faculty, staff, alumni, and visitors to campus
- Between family members or close relatives
- Where consent existed and was retracted
- When impaired by drugs and/or alcohol
- Regardless of any previous interaction or relationship

No matter what the circumstances, sexual assault violates the standards of acceptable behavior at Beloit College.

If you are a victim of sexual assault or misconduct, please refer to:

[On Campus Resources and Reporting Options](#)

[Off Campus Resources and Reporting Options](#)

STATE OR FEDERAL LAW

Beloit College students are subject to the Wisconsin State Statutes and federal laws regarding sexual assault and other sex related acts, and violation of state or federal laws may be the laws of student discipline. Wisconsin law makes no reference to the gender of either the victim or assailant. Sexual assault victims of any gender are protected by the law, and assailants of any gender can be prosecuted under the law. For more information, review the Wisconsin State Statute 940.225 at <http://www.legis.state.wi.us/rsb/stats.html>. Sex with a person under the age of 18 in Wisconsin is a violation of state law and of the college’s policy. Persons under the age of 18 cannot give consent to sexual interactions.

BELOIT COLLEGE’S DEFINITION OF CONSENT

Beloit College defines consent more strictly than Wisconsin or Federal law. Beloit College requires that consent to sexual activity be informed, freely and actively given through mutually understood words which indicate a willingness to participate in mutually agreed upon sexual activity. **Beloit College policy requires a non-intoxicated, verbal, mutually understood “Yes” for sexual contact or intercourse to be considered consensual.** Consenting to sexual activity requires non-intoxicated, verbal communication that is free of threats, intimidation or other coercion.

Silence or inaction does not constitute consent. Non-verbal actions should not be considered invitations for intercourse or sexual contact. Consequently, returning to an individual’s room, being physically aroused, removing clothing, stroking, assenting to dancing or cuddling, obtaining contraception, etc. are not the same as a non-intoxicated, verbal, mutually understood “Yes” and, therefore, do not constitute consent.

Having sex with someone you know to be, or whom you should know to be, below their normal cognitive function is a violation of the Beloit College Sexual Assault policy; sexual contact with anyone who is inebriated, mentally or physically impaired, or incapacitated is a violation of this policy. People who have a mental illness or deficiency, are unconscious for any reason, or are physically unable to communicate are assumed to be incapable of giving consent.

CONSENT UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

If a person chooses to drink alcohol or use other drugs, they assume the risk of impaired thinking and communication. Sex under the influence is a hazardous activity and a violation of College policy. College policy recognizes that someone who is under the influence of drugs and/or alcohol may be physically unable to communicate and therefore may be unable to give consent.

Consenting to sexual activity requires non-intoxicated, verbal, mutually understood communication, free of threats, intimidation or other coercion. Being drunk or under the influence of another substance is never an excuse for raping or assaulting someone. Having sex with someone you know to be, or whom you should know to be, below their normal cognitive function is a violation of the Beloit College Sexual Assault policy; sexual contact with anyone who is inebriated, mentally or physically impaired, or incapacitated is a violation of this policy.

In the case of each party being impaired by drugs or alcohol, the hearing officer will seek to understand which party initiated sexual contact, and was therefore seeking consent, and which party was most impaired. Both factors will weigh into the hearing officer's decision-making about whether college policy was violated.

DEFINITION OF SEXUAL ASSAULT

1. Non-Consensual Sexual Intercourse (or Rape):

Non-Consensual Intercourse includes vaginal penetration however slight, by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation, mouth to genital contact or genital to mouth contact without a non-intoxicated, verbal, mutually understood "Yes".

2. Non-Consensual Sexual Contact:

Non-Consensual Sexual Contact is any touching however slight, with any object or body part, of the breasts, buttocks, groin, or genitals, or touching either directly or through clothing, or making a person touch another or their self on the breasts, buttocks, groin or genitals, either directly or through clothing without a non-intoxicated, verbal, mutually understood "Yes". Non-Consensual Sexual Contact includes disrobing or exposure of breasts, buttocks, groin or genitals to any individual, without a non-intoxicated, verbal, mutually understood "Yes". This behavior is often referred to as "fondling."

If this is an issue of sexual harassment, please refer to: ([Harassment Policy](#))

SEXUAL MISCONDUCT POLICY

Sexual misconduct is when an individual takes non-consensual, unjust, or abusive advantage of another for their own advantage or benefit or to advantage or benefit anyone other than the one being exploited and that behavior does not otherwise constitute rape, sexual assault, or sexual harassment.

No matter what the circumstances, sexual misconduct violates the standards of acceptable behavior at Beloit College.

If you are a victim of sexual assault or misconduct, please refer to:

[On Campus Resources and Reporting Options](#)

[Off Campus Resources and Reporting Options](#)

EXAMPLES OF SEXUAL MISCONDUCT include but are not limited to:

- Crossing physical or sexual boundaries
- Prostituting another student (e.g., the act or practice of engaging in sex acts for hire)
- Non-consensual photos, text, video and/or audio recordings and/or non-consensual distribution of such materials
- Engaging in unsolicited acts of voyeurism
- Knowingly transmitting a STD to another student(s)
- Coercing someone into sexual activity

ON CAMPUS RESOURCES AND REPORTING OPTIONS

CONFIDENTIAL RESOURCES

Beloit College provides trained sexual assault counselors on campus who can legally keep a sexual assault discussion confidential. This gives the complainant complete control over their decisions to report. The counselors will supply students with information regarding medical care and counseling options.

There is a confidential responder on call at all times during business hours Monday -Friday, 8:00 a.m. – 4:30 p.m.

[Tara Girard](#), Director of the College Health Center: 608-363-2331

[Counselors](#) in the Health and Wellness Center: 608-363-2643

Nights & Weekends

Contact Security who can put you in contact with one of the above individuals:
608- 363-2355

(These people are not required by law to file an official report if told about sexual misconduct/assault unless the individual is under the age of 18).

REPORTING YOUR ASSAULT TO БЕЛОIT COLLEGE

If you have been sexually assaulted, the college urges you to report it.

A report is written documentation of the sexual assault/misconduct. It contains the name(s) of those involved, the date, time, and location of the alleged event, and a short written summary of what is reported. The individual making the report has the right to give as much or as little information as they wish. When a student reports a violation of the sexual assault/misconduct policy, the college will investigate to the extent it can with the information provided. Responders will consult with the complainant about their wishes regarding how the investigation should proceed; the college may investigate even if the complainant decides not to participate.

The College will work with students to facilitate needed changes to living, academic, transportation, and working situations as requested and needed, regardless of whether campus security or local police authorities are involved and whether or not the offense happened on or off campus. The College will provide protective measures for the victim if requested and reasonably available.

There is no statute of limitations for college complaints, but potential complainants are reminded that the college's ability to effectively investigate complaints can be impaired or negated as time passes.

All reports of sexual assault/misconduct are kept on file in the Office of Residential Life and/or the Security Office for use in reports required by the Clery Act (<http://www.beloit.edu/security/>). Reported incidents will show up in campus crime statistics without identifying the person filing the report; in this way, a victim's identity will be protected. Any accommodations or protective measures provided to the victim will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Beloit College will provide written notification to students and employees about existing services available for victims, both within the institution and in the community.

This written notification will include, but is not limited to, the following existing information on services:

- Counseling and mental health services
- Current health services
- Victim advocacy
- Legal assistance
- Visa and immigration services
- Student financial aid
- Other services that may be available at the institution and in the community

This written notification will include information on how to request accommodations and protective measures regarding options for and the availability of changes to academic, living, transportation, and working situations.

Who to call

If the accused is a Beloit College student, the following individuals will ensure a report is filed when they are made aware of an alleged incident of sexual assault/misconduct.

- Beloit College security officers 608-363-2355
- Ryan Schamp - Director of Residential Life 608-363-2350
- Any “on call” student life staff member
- Any residence life coordinator: [Stacy Cussen](#), [Jewell Morrison](#) 608-363-2350
- Title IX Coordinator, [Cecil Youngblood](#) 608-363-2660
- Any employee of the college, including faculty and staff 608-363-2000 (ask to be transferred to the appropriate person)

The above listed people are required to file a report if told about sexual misconduct/assault. After hours, these individuals can be reached through campus security.

Title IX Coordinator as resource

Beloit College’s Title IX Coordinator, Cecil Youngblood, can be used by any community member as a resource for understanding and navigating the investigative and judicial process. Faculty or staff supporters should consult the Coordinator with questions about how to best support students going through the reporting/investigation process. The Title IX Coordinator is not a confidential resource.

You may contact Cecil at 608-363-2660 or youngblc@beloit.edu, or visit his office on 2nd floor Pearsons.

What happens after you report

This is the general framework for how an investigation is conducted:

- Initial meeting with complainant to review rights and options
- Written notification given to complainant of services available to them.
- No contact orders are issued by the college – additional orders of protection and restraining order may be issued by the court (college can assist students in this process)
- Complainant writes an account of the incident
- Initial meeting with accused party, review of rights and options
- Accused writes an account of the incident
- Meet with witness(es) and those with knowledge of events
- Clarify information from witness statements with complainant and accused
- Follow-up meeting with complainant to review process and outline thoughts

- about possible outcomes
- Follow-up meeting with accused to discuss the incident and possible outcomes
- Conclude investigation, issue written summary of findings and outcomes

Preponderance of evidence as a standard

Evidence and information collected during the investigation of sexual assault will be evaluated using the preponderance of evidence standard. In other words, if the evidence and information collected during the investigation suggest it was more likely than not a sexual assault occurred, the hearing officer will conclude the policy was violated and will find the accused student responsible.

Preserving evidence

It is important to preserve any evidence that might be used during an investigation of an alleged sexual assault. Electronic evidence is often helpful, including texts, emails, Facebook posts, chats, pictures, and other electronic communication and should be downloaded and preserved. Physical evidence on your body or clothing can be documented with photos. Medical staff at the hospital can collect other evidence and provide appropriate follow up care.

RIGHTS OF STUDENTS ACCUSED OF VIOLATING COLLEGE POLICY

1. To receive notification of the behavior which has allegedly violated college policy.
2. To have an opportunity to respond to the claim that college policy has been violated.
3. To supply the investigative team with information or witnesses.
4. To receive an impartial decision about the alleged policy violation, and be notified of the outcome.
5. To have the option to appeal the decision or outcome.

RIGHTS OF STUDENTS INVOLVED IN SEXUAL ASSAULT AND SEXUAL MISCONDUCT INVESTIGATIONS

Rights of the complainant in a sexual assault or sexual misconduct investigation

1. To have complaints of sexual misconduct/assault investigated by the college.
2. To report the violation directly to the police, with or without assistance from campus personnel.
3. To consult with the Title IX Coordinator, Cecil Youngblood, as a resource for understanding these rights and the investigation process.
4. To be notified in writing of available counseling, mental health or student services for students reporting sexual assault, both on or off campus.
5. To have a judicial proceeding be conducted by officials who at a minimum receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to consider the results of an investigation in light of a student appeal that protects the rights of all involved and promotes accountability.

6. To be notified that at any point during the complaint/investigation/Judicial Appeals Board process, the complainant has the right to have the support of any willing member of the Beloit College community, friend, faculty or staff of their choice. The support person has the right to attend any function at which the complainant's presence is required. The support person may be a licensed attorney. Any person attending meetings or hearings in support of the complainant may advise the complainant but may not participate directly in the proceedings. (Note: Beloit College is represented by counsel in most sexual assault matters.)*
7. To not have prior sexual history admitted during any disciplinary hearing. History of prior complaints, investigations, and cases may be admitted in an investigation and/or appeal.
8. To be notified in writing of the outcomes, if any, in the case, of the institution's procedures to appeal the result of the disciplinary proceeding as outlined in the appeals section of the Student Handbook, and of any change to the result when such results become final.**
9. To appeal a disciplinary decision by a hearing officer(s) as outlined in the appeals section of the Student Handbook.

Rights of the accused in a sexual assault or sexual misconduct investigation

1. To be informed in writing of the accusations/complaints that were filed.
2. To be informed that complaints of sexual misconduct/assault will be investigated by the college, and possibly by the police.
3. To consult with the Title IX Coordinator, Cecil Youngblood, as a resource for understanding these rights and the investigation process.
4. To be notified of available counseling, mental health or student services for students accused of sexual assault, both on or off campus.
5. To have a judicial proceeding be conducted by officials who at a minimum receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to consider the results of an investigation in light of a student appeal that protects the rights of all involved and promotes accountability.
6. To be notified that at any point during the complaint/investigation/Judicial Appeals Board process, the accused has the right to have the support of any willing member of the Beloit College community, friend, faculty or staff of their choice. The support person has the right to attend any function at which the accused's presence is required. The support person may be a licensed attorney. Any person attending meetings or hearings in support of the complainant may advise the complainant but may not participate directly in the proceedings. (Note: Beloit College is represented by counsel in most sexual assault matters.)*
7. History of prior complaints, investigations, and cases may be admitted in an investigation and/or appeal.
8. To refuse to answer some or all questions. The investigation will proceed with or without the participation of the accused.
9. To be notified in writing of the outcomes, if any, in the case, of the institution's procedures

to appeal the result of the disciplinary proceeding as outlined in the appeals section of the Student Handbook, and of any change to the result when such results become final.**

10. To appeal a disciplinary decision by a hearing officer(s) as outlined in the appeals section of the Student Handbook.

*Typically students seek support from a faculty or staff member who knows them well, such as an advisor or mentor. Faculty or staff who agree to serve in this role may wish to consult with others who have supported students in previous judicial situations. Consult with Title IX Coordinator, Cecil Youngblood, for more information.

**Require simultaneous notification, in writing, to both the accuser and the accused.

Possible sanctions and outcomes

If it is more likely than not sexual assault or misconduct has happened (in other words, if the preponderance of the evidence suggests that misconduct occurred), a student will be found responsible for violating college policy and the investigating officer will consider a range of sanctions and outcomes.

Disciplinary sanctions possible for a person found responsible of violating the sexual assault and sexual misconduct policies include but are not limited to:

Suspension, expulsion, probation, counseling, deferred suspension, removal from campus, and/or any combination of the previous

When determining appropriate disciplinary action, the investigating officers will consider the sexual assault or misconduct complaint as a whole, the disciplinary background of the accused individual(s), and the totality of the circumstances, including the nature of the conduct and the context in which it occurred.

Any retaliation against a person who reports alleged sexual assault or misconduct or against a witness or other participant in an investigation is strictly prohibited and will be considered a violation of this policy. It is also a violation of this policy to make a false accusation of sexual assault or misconduct or knowingly provide false information pertaining to a sexual assault or misconduct complaint.

A broader explanation of the college's judicial system can be found on pages 109-114.

If the accused is a faculty or staff member

In cases of personal harassment, sexual assault or sexual misconduct by staff or faculty members towards students, there exists a Personal Harassment Committee. The contact for this committee is Heather McLean, Director of Human Resources. ([See Harassment Policy](#)). To file a complaint off - campus, please contact the Beloit Police Department.

OFF CAMPUS RESOURCES AND REPORTING OPTIONS

LEGAL OPTIONS

Report incident to the Beloit Police Department

Sexual assault is a criminal matter and may be reported to the Beloit Police Department. Beloit College strongly recommends that students filing a complaint have a staff member or a friend with them when a report is made to the police. There are trained counselors on campus and off campus that can assist students with their decision to report an assault to the police.

File a civil suit against the assailant

A civil suit against the accused is another legal option. Consultation with a lawyer is the best way to learn about this option.

SUPPORT RESOURCES

Seek medical treatment

If you have been assaulted, you may need medical treatment for injuries and may wish to have potential physical evidence collected. The Beloit Memorial Hospital or Janesville Mercy Hospital can request an advocate from the Sexual Assault Recovery Program (SARP) to be with you at the hospital.

Transportation to the hospital can be provided by security or by any member of the RA staff.

Contact the Sexual Assault Recovery Program ([SARP](#))

SARP is a community based program whose trained advocates respond to the emergency room to support the victim. They will assist and guide the victim through the legal system as well as provide free sexual assault crisis counseling. The 24 hour crisis hotline is 1-866-666-4576.

Contact the National Sexual Assault Hotline 800.656.HOPE or 800-656-4673.

Updated June 2019

SIGN POLICY

Campus signs should promote educational engagement or serve as a means to advertise campus events. All signs should respect other individuals and the community as a whole. Note that political signs are also subject to the Political Sign Policy. (This policy is for paper posters, see chalk policy for chalk advertising.)

Sign Placement:

NO: Glass on Academic Side or at Commons Dining Hall (doors and windows), Painted Surfaces, Metal, Sidewalks, Fire Exits or Alarms, Railings, Lamp Posts, Garbage Cans, Duct Tape, masking tape, Packing Tape

YES: Brick Walls, Sign Boards, Commons open posting board, Bathroom Stalls (residential side ONLY), Painter's (blue) Tape, Poster Tack.

Sign Content:

- Signs cannot promote alcohol or drug use.
- Due to copyright laws, no videos/movies designed for private use may be advertised. (This includes movies/videos owned by an individual or rented from local establishments.) ([Copyright Law Guidelines and Policy](#))
- Signs must cite sources.
- "Brought to You By" (BTYB:) is required on all posters. The BTYB must provide a legitimate primary contact (individual student, Beloit-recognized organization, or campus department) affiliated with the sign.
- You are responsible for promptly removing your posters after the event advertised occurs, or if the posters are rendered illegible.
- You are required to put the removal date on the sign.

Beloit College community members are expected to respect signs and the people who put them up, i.e., Don't:

- Tear signs down for current events
- Intentionally cover up posters for current events
- Deface posters with drawings, writings, false statements, etc.

Inquiries should be directed to the Office of Student Engagement and Leadership Development.

Specific Buildings:

Science Center: only on white boards with magnets (every floor)

Library: outside kiosk, inside on wall behind reference librarian desk

WAC: on stairs in back (y-shaped), bulletin board on front stairwell

M-I: the "tunnel". Bulletin boards inside (not department-only boards)

Hendricks: Not on the glass

Campbell Hall: board on first floor

Godfrey: posters can be put on windows of both doors and walls

Other Academic:

Public, outdoor bulletin boards
NOT on building walls in any building
NOT on doors or windows

Pearsons:

On bulletin boards in stairwell, mail center cork strips, table tents
(lower level): mail center bulletin boards and cork strips, Java Joint bulletin board, JAVA Joint table tents
(first floor): DKs bulletin boards, stairway bulletin boards, DKs table tents
(second floor): none
NO WINDOWS, WALLS, OR DOORS

Commons:

General bulletin board in entryway
NOT entry doors and glass
NOT painted surfaces
(see Bon Appetit about table advertising)

Residential:

Available bulletin boards/hallway doors
Approved floor postering areas (TA)
NOT painted walls

Revised July 2017

SMOKING POLICY

Beloit College adheres to the smoking ordinance of the City of Beloit¹. Within these limits, the college seeks to provide a healthy environment and satisfactory level of comfort to non-smokers while minimizing the discomfort of those who smoke. When in doubt, one should accommodate the preferences of non-smokers to a reasonable extent. All members of a civil community should have mutual respect for one another while keeping in mind each individual's ability to negotiate the situation. The following provisions are in support of this general policy:

1. Smoking is prohibited inside all academic buildings, residence halls and museums. This includes, but is not limited to, the Jeffris-Wood Campus Center/Pearsons Hall, Turtle Creek Bookstore, Coughy Haus, and all restrooms.
2. Smoking is not permitted in residence halls. This includes, but is not limited to, the following areas: (1) any living environment, including student rooms; (2) in public areas, including hallways, lounges, bathrooms, and kitchens; (3) in shared or individual rooms.
3. Smoking is not permitted within fifteen feet of doors and windows of all college buildings, with the exception of specifically designated smoking areas. This limit will be marked in high traffic areas.
4. All-campus events should normally be held in areas where smoking is not permitted.
5. In keeping with the Beloit Statement of Culture, smokers should be aware of their surroundings and be respectful of others' rights to clean air, particularly on walking paths during congested times and in front of Commons, Coughy Haus, the library and Pearsons. **No smoking is allowed on sidewalks.**
6. As a courtesy to the community and Facilities, dispose of your smoking debris in the smoking receptacles or the trash.
7. The above policy applies to all users of Beloit College facilities.
8. E-cigarettes and vaporizers are banned from all campus buildings but allowed in C-Haus until further research is conducted and published, but be courteous and do not blow vapor in students' faces and if they ask you to move away please do so. (Section will be reviewed next year to follow current data)
9. With student input we have designated a smoking area in the gazebo outside of Peet.

NOTE: This policy refers to legal substances. Please visit the Drug Policy with regard to illegal substances.

1) Beloit City Ordinance 16.08, section 6 states: "Smoking shall be prohibited near any entrance used by the public, windows that open and ventilation systems of all places of employment and public places where smoking is prohibited by this regulation. Any individual who owns, manages, operates or otherwise controls any premises upon which smoking is regulated hereunder shall establish a no smoking area which extends fifteen (15) feet from any entrances used by the public, windows that open and ventilation systems to any enclosed areas where smoking is prohibited so as to insure that persons entering or leaving the building or facility shall not be subjected to breathing tobacco smoke and to insure that tobacco smoke does not enter the building or facility through entrances, windows that open, ventilation systems or any other means."

Revised August 2017

SOCIAL HOST POLICY

All social functions/gatherings occurring in the living areas of campus must be sponsored by or hosted by students who take full responsibility for the function.

1. The host(s) is responsible for monitoring the behavior of those attending, ensuring college policies are followed and ensuring clean-up activities are completed.
2. The host(s) will work with the RA and residents to determine if a social gathering is acceptable prior to the event.
3. The host(s) will ensure there are students checking ID's at the entrance. Only Beloit College students and their registered guests are to be admitted.
4. The host(s) assumes all costs associated with the function. This includes, but is not limited to, cleaning, damages, repairs, etc.
5. The host(s) will call Security and/or the RA if a gathering is out of control.
6. The host(s) will monitor the area for noise problems and immediately respond to noise complaints.
7. The host(s) is responsible for the behavior of all guests and agrees to be present for the entire event.
8. For gatherings that are planned in advance, or advertised (either in writing or by word of mouth) a list of those responsible must be provided to the residential life office no later than 48 hours prior to the event. This list shall include the person responsible and serving as host and a list of each person who is checking ID's and monitoring the event.

STALKING POLICY (SEE DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING)

Revised July 2017

VANDALISM POLICY

Vandalism is hereby defined as all intentional damage to Beloit College property. This includes residential, academic, and recreational buildings and facilities.

1. Students found responsible for vandalism shall be held completely accountable for the entire cost of the damage they have done. All vandalism costs are billed at a time and one-half rate for labor since the work is above and beyond the normal expected repair work.
2. Students who accidentally break or damage property will be charged regular time labor rates if the damage is reported immediately (within 24 hours) to Security or the Residential Life Office.
3. Failure to report vandalism and to admit guilt to the proper authorities by the end of the next working day shall result in an additional vandalism fine to be charged to the account of the guilty student(s). This fine will consist of 50 percent of the total cost of repair or \$25 if the repair cost comes to less than \$50.
4. The director of residential life or designated representative has the option of imposing a work penalty in place of a financial penalty if they feel this is a more effective means of restitution and education.
5. All money collected as a result of vandalism fines shall be placed in a special account. The Residential Life Committee of BSC will advise the Office of Residential Life how these funds shall be allocated for specific residence hall improvements.
6. If individual responsibility for the vandalism or damages cannot be determined, the dean of students or representative will levy an equal charge to all members residing on the floor or living area involved. The charge levied on the members of the floor or living space will include only the cost of repair for damages. The floor and/or individual have the right to appeal to the judicial board. In cases of appeal, the judicial board has the right to determine what living area is involved.
7. All heavily-traveled public ways, as determined by the dean of students or director of residential life, will be exempt.

JUDICIAL SYSTEM

The purpose of Beloit College's judicial system is twofold: 1) provide educational opportunities for college and student to reflect on and learn from behaviors that challenge community norms; and 2) articulate clearly college policies and the process by which violations of the policies will be addressed.

THE HEARING OFFICER

The Director of Residential Life and/or their authorized representative (designee) is officially authorized to act on behalf of Beloit College when investigating and acting upon alleged student violations of College policies, rules and regulations. The staff person(s) designated by Director of Residential Life to investigate an alleged violation of College policies, rules or regulations is referred to as the "Hearing Officer." The Hearing Officer may enlist Beloit College staff and/or the College's legal counsel to assist in investigating and/or acting on alleged violations as the Hearing Officer deems appropriate.

CONFLICT OF INTEREST

Various students, faculty and staff have certain roles in this procedure as defined below. The Beloit College community is small, and it is inevitable that persons with roles in this procedure will know, and in some cases work with, be friends with, or have other relationships with each other, witnesses, alleged perpetrators and/or alleged victims. There is a presumption that all persons with roles in this procedure will act in a fair manner, notwithstanding such relationships. No person shall be required to recuse themselves absent a showing of actual bias. The Hearing Officer shall determine whether actual bias exists. If the Hearing Officer determines that actual bias exists, the Hearing Officer shall replace the person in question and assign another person to carry out the functions of that person. The Hearing Officer's determination shall be final. Any person alleging bias must bring the issue to the attention of the Hearing Officer in a timely way, or the issue of bias by the Hearing Officer shall be waived. In any case in which the Hearing Officer is alleged to have some bias, the Director of Residential Life will make the final determination regarding bias and any required reassignment. If the Director of Residential Life is alleged to have some bias, the Dean of Students will make the final determination regarding bias and any required reassignment.

TIMELINES AND DEVIATION FROM PROCEDURES

All timeframes indicated in this Policy are general guidelines and may be changed by the Hearing Officer or the Judicial Board. If any participant in any Hearing Officer investigation or Judicial Board procedure believes that any procedural error has occurred, that person shall bring in a timely way the perceived error to the attention of the Hearing Officer or Judicial Board, as appropriate, or the alleged procedural error shall be deemed waived. Even in the case of an actual procedural error, the fact of an error shall not require an outcome in favor of the person allegedly wronged by the error.

THE JUDICIAL PROCESS

If information alleging a violation of college policy is received, the Hearing Officer will advise the accused student of the charge(s) made against them. The student will have the opportunity to explain or answer the charge(s). The accused can enlist the support of any willing member of the Beloit College community, friend, faculty or staff of choice. The support person may attend any function at which the accused's presence is required. The Hearing Officer will have authority to investigate the alleged violation, decide upon the merits of the charge(s) and to impose disciplinary sanctions appropriate to the circumstances. The Hearing Officer may interview witnesses, review documents, or consider such information as the Hearing Officer deems appropriate. If the accused student fails to answer the charges made against them, the Hearing Officer may proceed without the student's participation and make a determination which may include sanctions. The Hearing Officer shall decide whether a violation is more likely than not to have occurred. Students are responsible under this policy, and subject to sanctions, if the Hearing Officer determines that a violation is more likely than not to have occurred. If a student is found responsible and/or disciplinary sanctions are imposed, the Hearing Officer shall advise the student of their right to appeal. Typically, the investigation and decision by the Hearing Officer is concluded within twenty (20) work days. Depending on the complexity of facts, number of witnesses, witness availability, and other factors, the Hearing Officer may extend this period.

In cases where there is an immediate threat to the community, the disciplinary investigation may follow removal from campus. The Hearing Officer shall have the right to impose such interim conditions as the Hearing Officer deems appropriate during any investigation or appeal. Such interim conditions may include, but are not limited to, for instance, a direction to a student to refrain from contact with another student, a direction to refrain from entering a location or participating in an activity, etc.

POSSIBLE DISCIPLINARY OUTCOMES

When imposing disciplinary outcomes for violating any college regulation or policy, the Hearing Officer may select any remedy or corrective action that the Hearing Officer determines is appropriate. The Hearing Officer may choose from, but is not limited to, the following alternatives:

1. **Drop Charges:** Not responsible for violating college policy
2. **Restitution:** Wherever appropriate, the student shall pay damages or effect necessary repairs.
3. **Verbal or Written Warning:** A caution given by the Hearing Officer to the student according to circumstances in the particular case.
4. **Referral:** The Hearing Officer may refer the student(s) to another person or department in the College for counseling, assistance, or a work penalty. In certain cases, the student may be referred to a local or student-selected physician, AODA program, or a mental health professional or other program or professional as part of the disciplinary sanction and/or as a condition of remaining on or returning to campus.

5. **Work Penalty:** The student is required to report to the facilities office to perform satisfactory work under supervision for the number of hours assigned.
6. **Fines:** Where appropriate, a monetary fine will be imposed.
7. **Required Compliance:** The student must carry out a college rule as a condition for being admitted or continued as a member of the college community. This can also include such actions as restriction of privileges, restitution, required room change, cancellation of housing contract, withholding of diploma, or cancellation of registration for a specified period of time.
8. **Confiscation:** Where appropriate, goods used or possessed in violation of regulations will be confiscated.
9. **Community Action:** This action requires that the student demonstrate for a specific period of time that they are willing and able to contribute to their community living environment.
10. **Disciplinary Probation:** Official notice may be placed in a student's permanent file that the student has been found to have violated college rules and regulations, and a warning that further violation of rules and regulations will result in possible suspension or expulsion. Probation may include restriction from participation in college activities for a specified period of time.
11. **Immediate or deferred exclusion from residential living areas and non-academic activity.**
12. **Deferred Suspension:** The Hearing Officer may offer a student the option of deferring a suspension sanction. Deferred suspension may allow the student to remain on campus and continue attending classes. Accepting a deferred suspension requires the student to waive their right to a Judicial Board hearing and further incidents will result in immediate suspension without right of appeal or possible expulsion from the college.
13. **Suspension:** Exclusion from the college for a specified period. It can be imposed for the balance of the term or for time units of term length. A student who is suspended shall be denied all academic and social privileges and is expected to be absent from college events, grounds and buildings during the period of suspension.
14. **Expulsion:** Permanent exclusion from the college. A student who is expelled is no longer a member of the Beloit College community and is expected to be absent from college events, grounds and buildings.
15. **Other sanctions may be imposed if they are appropriate and in the best interest of the College or student, as determined by the Hearing Officer.**

Execution of a suspension or expulsion will be postponed pending appeal, unless the Hearing Officer determines that the student's presence on campus is not appropriate, in which cases the Hearing Officer may order the student to leave the campus or remain outside a specific portion of the campus, immediately. If the student does not vacate college premises immediately, the Hearing Officer or other senior administrative officer may ask security personnel to remove the student. If the student refuses to leave campus the Beloit Police Department may be called to assist. In cases where suspension or expulsion are involved, fees will not be refunded or remitted, in whole or in part, and neither the college nor any of its officers shall be under any liability whatsoever.

APPEALING JUDICIAL DECISIONS

A student who has been found responsible for violating college policy(s) or regulations and received disciplinary sanctions by the Hearing Officer may appeal this decision to the Judicial Appeals Board in the following circumstances:

1. A procedural error occurred that significantly impacted the outcome of the investigation and/or determination by the Hearing Officer (e.g. substantiated bias, material deviation from established procedures, etc.);
2. New information or evidence exists, which was unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. An argument can be made that the sanctions imposed are substantially disproportionate to the severity of the violation.

Students must notify the Dean of Students, in writing, of their desire to appeal within three (3) working days of being notified of the decision. The notification should contain an explanation of the rationale for appeal and this rationale should be based on the above circumstances. In cases of sexual assault or misconduct, the college permits the complainant to appeal as well according to the same criteria and timeline.

JUDICIAL APPEALS BOARD

Purpose

- To represent the campus community—students, faculty and staff—by reviewing cases of student misconduct brought to the committee on appeal from a Hearing Officer decision or directly from College’s designated disciplinary staff member, typically the Director of Residential Life or their designee.
- To espouse the educational purpose of our judicial system as it deliberates and makes decisions.
- To give students accused of violating College policies a fair appeal review.
- The standard to be applied by the Board is whether it is more likely than not that a violation has occurred. The decision of the Judicial Appeals Board is final and may not be appealed.

Membership and Training

Judicial Appeals Board membership will be comprised of five members. The Dean of Students, or designee, serves as Chairperson, two faculty members from the Academic Performance Committee serve to represent faculty, and two students from Student Academic Senate and/or Beloit Student Congress serve to represent students. Judicial Board members receive, at a minimum, annual training on judicial procedures including but not limited to the preponderance standard of evidence, college response and sanctions, multi-partiality, inclusion, and case studies on possible appeals.

Sexual Misconduct and Relationship Violence appeal cases will be heard by the college’s Personal Harassment Committee. Membership will be comprised of five members. The Vice President for Human Resources and Operations serves as chairperson and the Personal Harassment Committee is comprised of two elected faculty members, one administrative staff member appointed by the

president, and one support staff member appointed by the president; both based on recommendations by the dean of students, vice president for human resources and operations, and provost. Sexual Misconduct and Relationship Violence appeal board members receive additional training. Specifically, a minimum of a half day training will be held twice a year that will focus on but will not be limited to: disciplinary procedure, college response and sanctions, college Title IX protocol, victim trauma, substantiated bias, sexual assault statistics and experiences within higher education, as well as case-studies.

Judicial Appeals Board Procedures

An appeal must be submitted in writing to the Dean of Students within three (3) business days of receiving the decision letter and will be reviewed within 30 business days. Depending on board member schedules and time of year, the judicial board may need to extend the timeline.

Sexual Misconduct and Relationship Violence Appeals Board Procedures

An appeal must be submitted in writing to the Vice President for Human Resources and Operations within three (3) business days of receiving the decision letter and will be reviewed within 30 business days. In sexual misconduct and relationship violence cases, either the complainant or accused may appeal.

Judicial Appeal Board members will convene to review written appeal(s), go over the full investigation and decision, and provide all parties involved the option to present their written appeal in-person. If a party chooses to present their written appeal, board members have the opportunity to ask questions to the applicable party, as well as ask for clarifying material from investigators and/or witnesses. An appeal decision is reached by a majority of those adjudicating the appeal.

The appeals committee will render one of three decisions: uphold the original decision, modify the original decision, or overturn the original decision. The latter two options could result in a new finding such as responsible or not responsible, sanction(s) being removed, or sanction(s) being added or increased. Under all circumstances, the appeals committee decision is final.

RIGHTS OF STUDENTS DURING A JUDICIAL APPEALS BOARD REVIEW

Rights of the complainant (if relevant to case) in a Judicial Appeals Board Review

1. To be informed, in writing, of the policy violations and original judicial decision to be reviewed by the Judicial Appeals Board.
2. To be informed, in writing, of the time and date of the Judicial Appeals Board Review, at least five (5) working days before the hearing.
3. To be notified that at any point during the Judicial Appeals Board process, the complainant has the right to have the support of any willing member of the Beloit College community, friend, faculty or staff of their choice. The support person has the right to attend any function at which the complainant's presence is required. The support person may be a licensed attorney who offers counsel, but may not participate verbally in any of the hearings.

4. If appearing before the Judicial Appeals Board, the complainant has the right to make statements to the Judicial Appeals Board.
5. To be notified in writing of the final outcome of the case.

Rights of the accused in a Judicial Appeals Board hearing

1. To be informed, in writing, of the policy violations and original judicial decision to be reviewed by the Judicial Appeals Board.
2. To be informed, in writing, of the time and date of the Judicial Appeals Board Review, at least five (5) working days before the hearing.
3. To be notified that at any point during the Judicial Appeals Board process, the accused has the right to have the support of any willing member of the Beloit College community, friend, faculty or staff of their choice. The support person has the right to attend any function at which the accused's presence is required. The support person may be a licensed attorney who offers counsel, but may not participate verbally in any of the hearings.
4. If appearing before the Judicial Appeals Board, the accused has the right to make statements to the Judicial Appeals Board.
5. To be notified in writing of the final outcome of the case.

JUDICIAL PROCESS AND APPEALS WHEN STUDENTS ARE STUDYING OFF CAMPUS

When the college receives a complaint about a Beloit College student who is participating in a domestic or international off campus program the Director of Residential Life, or their designee, will investigate the complaint. This will proceed in a manner as close to our usual practice as possible, taking into account available communication methods. Similarly, if a student studying off campus wishes to appeal a Hearing Officer's decision, the appeal process will proceed in a manner as close to usual practice as possible. Students who wish to participate in their hearing or Judicial Board cases in person, should return to campus to do so within a 2-week timeframe. If it is determined that a violation of college policies and regulations occurred, sanctions can be applied immediately or upon a student's return to the Beloit College campus. Minor adaptations of the judicial process which result from communicating at a distance will not be viewed as biased against the student.

APPEAL PROCESS FOR SUMMER AND VACATION PERIODS

During the summer and vacation periods, including New Student Orientation, the first week or last week of classes, and finals week each term, the Judicial Appeals Board will not be convened. A student may appeal a Hearing Officer's decision to the Dean of Students for all non-Title IX discipline. Title IX cases will be referred to the Vice President for Human Resources and Operations. All appeals must be in writing and submitted within three (3) working days of being notified of a decision by the Hearing Officer. The appeal will be considered solely by the specified judicial office above and their decision is final. All disciplinary sanctions will apply, as they do when classes are in session.

Revised June 2019

LIVING

RESIDENTIAL LIFE

Beloit College recognizes that learning is not confined to the classroom but also encompasses a broad range of co-curricular activities and experiences. One of the most important of these is the interaction among students, faculty and staff which occur on a residential campus.

The residence halls are largely self-governing and operate on the basic principle of mutual respect and consideration for the rights of all residents. There are no social restrictions imposed by the college on the residents, such as quiet hours or co-educational visitation hours. Rather, students are encouraged to accept individual and collective responsibilities for setting their own guidelines in these areas. The exceptions to this approach are: the “Quiet Floor” in Bushnell Hall, the “Alcohol Free Floors” in Bushnell and 609. When requested by students, quiet hours and other floor/hall/house guidelines will be enforced by the residents and staff.

As a residential liberal arts college, we strongly believe that a significant amount of personal growth and development occurs in the residential environment. For this reason, all students are required to complete at least six terms of full-time enrollment in college-operated residence facilities. College facilities include residence halls, fraternities, sororities, apartments, special interest houses, and townhouses. In addition, all students are expected to purchase a college board plan for at least their first six semesters. First-year students are required to purchase the full meal plan. Exceptions to this policy must be approved by the director of residential life.

In order to ensure smooth functioning of the living areas (residence halls, special interest houses, Greek houses and apartments), and the protection of students’ individual rights, and the protection of personal and college property, a number of operating policies and procedures are in effect in the living areas:

Air Conditioning: Air conditioning units may not be installed in any residence space.

Alcohol: The Office of Residential Life recognizes that a few students while here at Beloit may choose to experiment with the use of alcoholic beverages. Such experimentation needs to be done in an educated, responsible fashion with due regard to the state, local, and college community norms. The focus of the residential life staff shall include alcohol education; support of a responsible use decision; and confrontation of inappropriate behavior by those choosing to use and/or abuse alcoholic beverages. Thus, the following guidelines have been established:

1. The consumption of alcoholic beverages is permitted for residents of legal drinking age in their room.
2. Those individuals (of any age) choosing to use alcohol irresponsibly can expect to be confronted by fellow students, residence hall staff, security staff, or professional hall staff. Those not of legal drinking age can expect disciplinary sanctions appropriate to their behavior and their age.

3. The living areas (residence halls, special interest, Greek, and townhouses) do not have a license for the sale of alcoholic beverages. As a consequence, the serving of alcohol is permitted on a host basis only, and at no time may alcohol be sold or donations accepted in lieu of payment for alcoholic beverages.
4. The use of alcoholic beverages at parties/group events in the residence halls will be permitted only in those halls with a preponderance of students who are of legal drinking age. The host shall assure that no person under the legal drinking age is served alcohol. The host shall register their event per the social host policy.
5. Any person whose behavior indicates irresponsible use of alcoholic beverages and/or violation of college policy or these guidelines shall be liable for disciplinary action under the conduct guidelines listed in this handbook.

As an educational institution, we place a great deal of responsibility on you, the student. You will choose to use or not use alcohol. Only you can make this decision. We expect you will make an informed decision. If you have concerns and would like to discuss your decision, please talk to your advisor, resident assistant (see description later in section), the dean of students, residence life staff, or any member of the student life staff.

It is each student's responsibility to:

1. Make an informed decision about alcohol use.
2. Develop an awareness of the state and college regulations on alcohol use and the regulations on drinking and driving.
3. Talk with a friend who may have a problem, and try to convince them to speak to a counselor.
4. Confront those whose behavior may be damaging to the community or themselves. As a member of the college community, we hope you will exercise your responsibility with care and concern for those with whom you live and learn.

Bicycles: Bicycles may be stored in student rooms as long as they do not prevent easy egress from the room. Additional storage space for bicycles is available in most residential complexes during the academic year. Limited long-term storage space is available in the Porter and Peet Storage areas. Students may not keep bikes in common areas (i.e. - attached to stairwells, furnishings, etc.). Bikes left in these areas will have the locks cut off and the item removed.

Bulletin Boards: Used as a prime method of communication. Each resident is responsible for knowing the contents of all official notices on bulletin boards or posting areas in the residence halls.

Candles: Candles, kerosene lamps, or any other open flame devices are not permitted in any of the living areas under any circumstances for fire safety reasons.

Check-In/Out: Students may move into the residence halls at 9 a.m. on the day preceding registration or on the date students are required to be on campus, and must be completely checked out of their assigned space by 5 p.m. THE DAY AFTER THEIR LAST FINAL EXAMINATION, BUT NO LATER THAN PUBLISHED DATES. Any students seeking an exemption must submit a written request to the director of residential life two weeks prior to the end of the semester.

Doors: Suite, hallway, and room doors that are left propped open create a potential security breach and fire hazard. For the sake of all residents, please leave all doors closed and locked (when appropriate).

Fire Alarms and Extinguishers: Fire safety equipment (fire extinguishers, fire alarms, and smoke detectors) and evacuation/exit plans are installed in every building to protect the residents in case of a fire. Tampering with this equipment endangers the safety of others, is a violation of Wisconsin law, and will be considered a serious offense by the college. All tampering and/or damage to fire equipment will result in a fine of \$100 for the offender if apprehended, or \$10 per person on the floor where the incident occurred if no one person is found to be responsible. Covering a smoke detector in order to render it not operational is a serious violation of policy. In addition, disciplinary action and criminal action may be taken. Should the student have a legitimate need to discharge an extinguisher, this action must be reported immediately to the Security Office, and no fines will be assessed. In all cases, should the individual responsible for the tampering come forward, the fine will be reduced to the cost of replacement or \$30, whichever is greater, as well as possible disciplinary and criminal action. In addition to this, there will be two inspections of smoke detectors per year. If a smoke detector is not in place a replacement detector will be installed and the student charged the cost of the detector and labor at time and one half rates. Minimum charge for basic detector replaced is \$30. Immediately, upon moving into a hall, each resident should become acquainted with the fire exit routes, locations of extinguishers, alarms, and hall evacuation routes and procedures.

Fire Evacuation: When a fire alarm sounds, all residents will begin evacuating the residence halls according to the following procedures:

1. Notify security immediately, (608) 363-2354 and (608) 363-2355.
2. Evacuation shall be by the nearest exit. All evacuations must be accomplished in a calm and orderly fashion. Student fire marshals assist the RA by knocking on doors and directing students out of the building.
3. Resident assistants and their students should move away from the building a minimum of 300 feet. Each person in charge of a group should make a head count to ensure, if possible, that all persons have evacuated the building. All residents of a hall shall meet in the area designated on the hall evacuation plan as the meeting place. If a person is thought to still be in the hall, notify the security officer and they will immediately notify the fire department.
4. No one is permitted to return to the hall until the all-clear is given by the senior fire officer at the scene. Security will have the responsibility of transmitting the all-clear information to college-related individuals.

Food Service: Food Service is provided and managed by Bon Appétit Management Company. Bon Appétit Management Company believes that food service serves a much larger purpose and helps to create a sense of community and comfort. There are three concepts to experience great food and share great company. The Commons Café has been designed with many amenities to make dining enjoyable with an expanded serving area with exhibition cooking offering eight or more entrée options for each meal. DK's Grill and Deli will be open Monday – Friday for short- order breakfast specials, and a full grill menu. At the deli DK's specializes in tossed to order salads and fresh made wraps. There is also an extensive selection of grab and go items and packaged beverages. The Java Joint coffee

shop features locally roasted fair trade coffee and blended beverages, paninis, bakery items and hard pack ice cream with fresh made sugar cones. Please note that when the Powerhouse opens, new venues will be available. See "Dining" on the Beloit College web site for the latest information. For meal plan information, see "Meal Plan Offered" below.

Furniture Moving: College property, including furnishings, screens/storms, must not be removed from assigned areas without authorization from the office of residential life. Students who remove furniture or other items from their designated areas will be billed \$10 per day rental fee and a minimum \$20 per item for having the item returned to its original location. A student whose room is missing the original furnishings upon check out will be assessed a charge for the replacement value of these items.

Halogen Lamps: Due to the increased number of fires from halogen floor lamps, we will join other colleges in banning touchier type halogen lamps from residence halls. New halogen lamps with lamp guards may be acceptable, but should be kept away from window curtains. Contact residential life at (608) 363-2350 for more information.

Keys: At the beginning of the semester, at check-in, each student will be issued key(s)/key card that will open their room, any lounges accessible to students on that floor, and the exterior entrances to the building. All students must return their keys at the end of each term. Failure to do so will result in a \$40 cost for every key not turned in and a \$25 cost for every key card not turned in. Keys may not be duplicated.

Laundry: Clothes washers and dryers are located in the basement of most residence facilities. Problems with the equipment should be reported directly to the company. (1 (800) 242-5453 – Coin Appliance Co.).

Lock-Out Policy: Residents are expected to carry room and building keys with them at all times. Personal and property safety demand locked doors and attention to key safety. In the event a student is locked out of their room prior to midnight, the student should contact the RA to borrow the spare key. After midnight or if the RA is not available, contact security for assistance. The student may use the spare key for a period of 24 hours, while looking for their keys. If keys are not found in 24 hours, the student must order new locks and turn in the spare key. Key replacement will usually happen on the same day the order is placed. All key replacements can be done in the Office of Residential Life.

Lost ID/Meal Cards/Key Card: If you lose your ID/meal card/key card, the replacement charge is \$25, you obtain a duplicate ID from the library. Report a lost card to the Residential Life Office as soon as possible during normal office hours. If you want to eat and you do not have your ID/meal card, you must pay the guest meal price. However, you will be issued a cash receipt and can receive a refund, in full, if you present this receipt and your valid ID at the Food Service Office within 72 hours. ID cards are considered a part of your college record. Falsification or tampering with college records (ID/meal card/key card) is considered a serious offense. Violators are subject to disciplinary action, a cost of \$30, and possible loss of ID/meal card/key card.

Lounges and Public Areas: Lounges are provided for the use of residents and their guests but are not to be used for the accommodation of overnight guests. Students are responsible collectively for the condition of lounges and common areas, such as bathrooms and kitchens, in their part of the building. The costs for repairing any damages to these common areas that

cannot be assigned to a specific individual will be shared by all residents of that area of the building. For safety reasons residents may not sleep overnight in the lounge areas.

Meal Plan Changes: All new students meal plans default to the 14 meal + \$376 Flex plan, but students can switch to another Blue Plan option within their first 10 days on campus. Any student may switch their meal plan in the first 10 days. Flex dollars are used like real dollars. Any unused Flex dollars will roll over from fall to spring semesters, but will not roll over at the end of the spring term. DKs, Java Joint, Sunday night dinner in DKs, and late night snacks only accept Flex dollars. The Smart Market convenience store in the new Powerhouse student union and recreation center will offer vending machines that accept either flex dollars or personal credit and debit cards for snacks and beverages. The Smart Market is accessible 24-hours a day, seven days a week. A “meal” refers only to dining in Commons or sack lunches at Java Joint, while “Flex dollars” can be used in Commons and elsewhere. For more information about meal plans, go to: Beloit.edu/meals

Meal Plan Definitions:

Swipe is the process of paying for a meal through the register, accessing and reducing your meal plan. One swipe equals one meal. Swipes can only be used at, and refer to, meals in the Commons Café.

Flex dollars are designed to allow purchases at all dining locations on campus (The Commons Café, DK’s or Java Joint). Purchases are deducted from your dining fund balance much like a debit card or declining balance account.

Meal Plan Exemptions: Any student wishing an exemption from a board program must first contact the director of food service and then the director of residential life. The food service office is located in the Commons dining area. The residential life office is located on the ground floor of Whitney Hall.

Meal Plans Offered:

Blue (All first-year students must have a meal plan within the college’s “Blue Tier” plan)

14 swipes/week + \$375 in Flex/semester (default)

10 swipes/week + \$435 in Flex/semester

3 swipes/week + \$1300 in Flex/semester

Gold

\$1200 in Flex/semester

7 swipes/week + \$275 in Flex/semester

Meal Plan Withdrawals: If you are leaving the college for a term (vacation) or withdrawing from the college, you must turn in your ID/meal card/key card to Residential Life (for on campus students) or Security for non-residential students. No refunds will be made unless the meal card is returned.

Motorized Vehicles: No motorcycles or other motorized vehicles may be brought into the residence halls. ([Student Regulations and College Policies](#))

Overnight Guests: Residents may have overnight guests for up to three (3) consecutive nights. As host, you need permission from your roommate, and a guest pass from security. You also need to notify your RA. All guests must comply with college regulations. Hosts are responsible for the conduct and behavior of their guests.

Pets: Due to the many problems associated with animals living in a highly populated area, no pets other than fish in an aquarium are allowed in the residence halls. Many students are

allergic to pet fur, and even under the best of conditions, animals can bring unwanted vermin into the building. It is also very difficult for the animal to live in such close quarters. Residents with pets will be charged \$60 cleaning charge for each area visited by the animal and may be billed for the replacement of carpet in areas visited by their pet. Residents having pets may be evicted and charged the full room rate for the remainder of the semester as a result of not meeting their live-in requirement (if applicable).

Privacy: A student has the right to the use of their room for sleep, study, and recreation. While the right to sleep and study takes precedence over the right to recreation, roommates and suitemates are expected to cooperate with each other in the use of their room(s). A student has the right not to be affronted in their room by unreasonable noise originating there or elsewhere, or by behavior which adversely affects the pursuit of their education. Students should not be subjected to conditions which might involve them in a violation of the law. Each resident is responsible for the protection of their own personal rights as well as those of others. This includes responsibility for confronting those who abuse your rights. The RA will assist if needed but should not be expected to be the sole guardian of personal rights. If practical, the college will not enter a student room unless accompanied by the student, their authorized representative, or a second authorized college representative. However, the college reserves the right to enter student rooms for the purpose of inspecting the premises when an authorized agent of the college has reason to believe that:

1. an occupant of the room may be physically harmed or endangered;
2. damage is being done to the room;
3. college policy, as stated in the Beloit College catalog, student handbook, or subsequent written notices is being violated;
4. housekeeping, room inspection, maintenance, and/or repair is necessary.

Due to the limitations of work schedules, and in an effort to utilize Facilities staff most efficiently, workers may enter student rooms without prior notice to make necessary repairs. Workers will first knock on the door, and if the student is present, explain the nature of the visit. If no one is present, the workers will enter the room, make the necessary repairs, and leave when these repairs are completed. Students do not have the right to deny access to their rooms to Facilities staff who are assigned to make necessary repairs.

Refrigerators, Microwaves, and Electrical Appliances: The college rents a limited number of small refrigerators and microwaves to students at the beginning of each semester. For details, contact the Office of Residential Life. No other electrical appliances with open coil heating elements or cooling coils may be used without the authorization of the Office of Residential Life.

Residence Hall Contracts: The residence hall contract is a binding, yearlong agreement. It is a contract, and as such all students are encouraged to read it carefully.

A few key issues to remember:

1. The agreement is for both semesters.
2. To cancel the agreement without penalty, you must notify the Office of Residential Life prior to June 15.
3. To cancel the agreement for spring, if you have completed your residency requirement, you must notify the Office of Residential Life by December 1.
4. Any exceptions must be made with the director of residential life.
5. All guidelines as described in this handbook apply.

6. The college is not liable for theft, loss of, or damage to student personal property housed in college facilities. For clarification of the contract or exception to a policy, please consult with the director of residential life.

Residence Hall Craft Rooms: Residence hall craft rooms and darkrooms are available for student use through the Office of Residential Life.

Resident Assistants: Each residence hall and most houses are staffed with one or more Resident Assistant(s) (RA). An RA is an upper-class student who has been carefully selected by a team of Residential Life staff members to act as a peer counselor, educator, social programmer, advisor, and resource for their residents. As members and leaders within the residential community, RAs have a responsibility to assist floor members in developing and maintaining an active, respectful, and cooperative atmosphere on their floor and throughout their building. In short, they are concerned with the personal, social, academic, and physical well-being of the students in the residence areas.

Roofs/Ledges: Because of the danger involved, students are not permitted on roofs or ledges of the residence halls, special interest houses, or fraternities. The college has a limited warranty for the roof, and any student found on the roof may void this warranty. The cost to any student found on a roof is \$50 per occurrence.

Room Alterations: Alterations of the facilities, including but not limited to, painting, building partitions, and removal of doors, are not permitted without the written permission of the director of residential life. Painting of student rooms is regulated by the paint policy. Students will be required to remove decorations or furnishings which are deemed to be a fire hazard. Construction, decoration or arrangement of furnishings that hinders direct egress from the room is not permitted. You agree to hold harmless the board of trustees, the college, its officers, employees and agents, and to indemnify them from any claims for damages sustained by you or others in your room as a result of your acts or omissions relating to any changes or modifications made by you to your room or furnishings, such as the construction of bunk beds, bookshelves, partitions or other structures. This clause makes you financially responsible to the college and releases the college in the event a person who is injured by a hazard created or constructed by you claims the college is liable for damages. Students are required to return their room to the original condition by the checkout date.

Room Assignments: Fall term room assignments for new students are made by the Office of Residential Life, and are based as closely as possible on students' expressed housing preferences. All other students choose their own rooms using the lottery during the preceding spring term. Spring term room assignments are made as space becomes available. Students are placed in rooms in the following order by class: Students returning from seminar/college run programs, any displaced students, students returning from vacation term or off campus, followed by new students.

Room Cancellations: The residential life agreement is binding unless the student informs the Office of Residential Life in writing of their decision not to return to Beloit College or move off campus, if six-term residency requirement has been completed, before June 15 of the school year. Failure to inform the Office of Residential Life before June 15 will result in a cancellation fee of 20 percent of one term's rate. Students leaving college housing prior to spring semester

for any reason, including graduation, participation in a college structured off-campus program, moving off campus, or if residency requirement has been fulfilled, must notify the Office of Residential Life in writing prior to December 1 of the school year. Failure to inform the Office of Residential Life by December 1 will result in a cancellation fee of 20 percent of one term's rate.

Room Changes: All requests for moving to a new room during the school year must be approved by the Director of Residential Life. If you move to a new room, your old room will be inspected for damages after you vacate it. Normally, no changes will be made until after the second week of the term, and then changes will be made only under unusual circumstances. The college reserves the right to change room assignments and occupancy levels in the interest of health, discipline, housing needs, or the general welfare of the student and/or other students. Hall or room changes may not be made without approval of the Office of Residential Life.

Room Inventory and Damages: At the beginning of a student's occupancy of a room, an inventory of the condition of the room and its furnishings will be made by the student and the resident assistant. Blank inventory forms are available through the RA and/or the Residential Life Office. Within the first week of occupancy, you must inventory the condition of your room in detail, being very specific regarding any damages present when you moved into the room. Upon checkout, the room condition will be compared to the initial inventory. Charges for damage done to the room and/or missing or broken furniture will be assessed. Those who do not submit an initial inventory should know that the room will be expected to be in perfect condition upon check-out, and there is no opportunity to appeal charges without an initial inventory. Failure to complete and return a room inventory when you move into the room will result in a \$30 charge.

Room Painting Policy: Residence hall rooms are painted by facilities painters. Any student who feels their room needs painting should contact the Office of Residential Life. After an inspection of the room, if it is judged that the room needs to be painted, we will schedule a painting time with the staff at facilities. No room may be painted more than once every three years.

Room Personalization: In an effort to promote a more positive environment, students are strongly encouraged to personalize their rooms. This can be accomplished in several ways:

1. Moving and arranging the furniture to fit your style and living needs. (All furniture is kept free standing and moveable for this reason.)
2. Decorate your walls with posters, pictures, etc.
3. Bring plants in to add color and a sense of home to the room.

Safety: Every attempt is made to provide safe, secure buildings. All members of the residence community must share responsibility for security. All residents can help in this process by: reporting suspicious strangers to security, keeping fire doors closed, not propping open outer doors when they are locked for the evening, and keeping room doors locked. The college cannot accept responsibility for damage, theft, or loss of personal property. Students are encouraged to obtain insurance on their possessions.

Security: Every attempt is made to provide safe, secure buildings. All members of the residential community must share responsibility for security. Residents are issued a key or

key card for the exterior doors to their building. Key cards normally allow access from 8:00 a.m. – midnight. After that time only the building assignment card will open the doors.

Note: these hours are subject to change. When someone knocks on your door, ask who it is and check the person, using the door viewer provided before responding. You should keep your room door locked at all times. Each student is encouraged to record the serial numbers of all valuable items. It is also advisable to make special arrangements for the protection of valuables when absent for extended periods. The protection of personal property is the individual's responsibility.

Severe Weather/Tornado Plans: At various times during the year, we may have a severe weather alert and/or a tornado watch/warning (especially in the spring months of March, April, and May). It is important that all students be aware of any severe weather conditions. Most initial notifications will come via T.V. or radio. If there is an imminent threat you will receive a text from Beloit College Emergency. All students will be expected to move to an area of safety only in the event of a tornado warning. In Beloit, the tornado sirens will be sounded for a three-to-five-minute period to alert residents of a tornado warning. At this time you should move to a place of safety. In most halls, this area is the basement, away from doors and windows. The severe weather safety location is written on the fire evacuation plan posted in each hall. You should also take a portable radio turned to local stations (WGEZ-1490/AM, WCLO-1230/AM) for information on the warning and notification of the all-clear. The city of Beloit will not sound an all-clear siren. You should remain in a place of safety until you are notified of the all-clear by the RA, security, or the radio. It is important to remain calm and move quickly when the sirens sound. Please remember, tornadoes are not always associated with severe weather outside. If you have access to a TV tune to a local station for weather updates.

Smoking: Smoking **is not allowed** in any academic building, residence hall, or the museums. Burning incense that mimics the smell of marijuana or other illegal substances **is not allowed**. If there is disagreement about the substance, security is authorized to call the police for help in determining the nature of the substance.

Social Host Policy: All social functions/gatherings occurring in the living areas of campus must be sponsored by or hosted by students who take full responsibility for the function.

1. The host(s) is responsible for monitoring the behavior of those attending, ensuring college policies are followed and ensuring clean-up activities are completed.
2. The host(s) will work with the RA and residents to determine if a social gathering is acceptable prior to the event.
3. The host(s) will ensure there are students checking ID's at the entrance. Only Beloit College students and their registered guests are to be admitted.
4. The host(s) assumes all costs associated with the function. This includes, but is not limited to, cleaning, damages, repairs, etc.
5. The host(s) will call security and/or the RA if a gathering is out of control.
6. The host(s) will monitor the area for noise problems and immediately respond to noise complaints.
7. The host(s) is responsible for the behavior of all guests and agrees to be present for the entire event.

8. For gatherings that are planned in advance, or advertised (either in writing or by word of mouth) a list of those responsible must be provided to the residential life office. This list shall include the person responsible and a list of each person who is checking the ID and monitoring the event.

Solicitation: Salespersons are prohibited from selling in residence halls and from door-to-door solicitation unless they have written authorization from Director of Residential Life, Violators should be immediately reported to security (608) 363-2355 or residential life (608) 363-2350.

Sound Equipment: Residents are always expected to keep sound equipment at a level conducive to group living. Stereo speakers **must be kept out of windows**, and not played in a manner disturbing to the residence hall community. All residents are encouraged to use headphones. Student rooms are not designed for practicing musical instruments.

Space Heaters: Space heaters are not allowed in residence spaces due to the fire danger they present. If your room is too cold please call facilities or contact your RA for assistance.

Storage: Storage areas for student belongings are located in the basements of Porter and Peet Halls. Hours of operation are posted at the beginning and end of each semester. Access to storage outside of these times must be arranged with the storage coordinator. Contact the storage coordinator or residence life for information. In order to best serve and protect all students using the facilities, we ask individuals to store all items in sealed boxes, or in covered containers. All items must be clearly labeled with the owner's name, class year, and box number. Graduating students or individuals not returning to campus are not eligible for storage space. Students storing items do so at their own risk. Students may leave non-valuable personal belongings in their rooms between fall and spring semesters, unless there is a need to use the facility. In such a case, students who are affected will be notified in advance. The college assumes no liability for student belongings stored anywhere on campus. Students may want to purchase insurance if they are concerned about their property. If items are not claimed by your graduation date they will be sold or donated.

Student Food Committee: This very active committee is the primary agent for feedback, evaluation, planning, and communication regarding the dining service. This committee needs your help and input, and, therefore, invites you to share your ideas and thoughts during regularly scheduled meetings. If you would care to apply for membership with this committee, you may either go to any meeting, or talk to the director of the food service. Watch for posters with the meeting times and location early in the term.

TV Cable: Is provided in the TV lounge of each residence hall and Special Interest area. Residents are not permitted to install TV cable in their rooms. Some residence halls are wired for cable TV. Students may contact Charter Communications to arrange for service. All contracts for TV cable service are between the cable provider and the student. The college assumes no liability for any damage nor accepts any costs on student provided service. Tapping into a contracted service is a policy violation.

Telephones: Telephones are provided in most hallways of residence halls. Students are expected to provide their own room phones, and may make long distance phone calls by purchasing a long-distance phone card. Outside phones are provided at Whitney Hall, 609 Emerson (west side), Maurer Hall, Wood (east center), Bushnell (east), Morse Library, Neese Theatre (north side), Women's Center House, Wood (west), 811, corner of Park and Clary,

(west), 819 (south), Chapin Hall, Sports Center North parking lot, east side of WAC, and Career and Community Engagement Center (south). (Inappropriate use of room, hallway, or outside phones may result in disciplinary action). The security staff will respond immediately when called to any area of campus. The number for security is (608) 363-2355 from any campus phone.

Vandalism Policy: Students found guilty of vandalism shall be held completely accountable for the entire cost of the damage that they have done. (See [Student Regulations and College Policies](#))

Vending Machines: Vending machines are conveniently located in several residence halls. Problems with the equipment, including refunds, should be reported to the Office of Residential Life, (608) 363-2350.

Wall Hangings: No nails, tacks, screws, hooks, or pins may be driven into the surfaces of the room or furniture. Pictures and other decorations may be mounted on the walls with artist putty, picture tape or hooks that will not damage the paint on the walls (found in the bookstore).

Water Beds: Due to the stress which they place on the floors, and the potential damage from leaks, waterbeds are not permitted in the residence halls.

Weapons and Explosives: The use and/or storage of any weapons, firearms, ammunition, or explosives of any kind in the residence halls are strictly prohibited. Laboratory chemicals and fireworks also are not permitted in the residence halls. (See also [Student Regulations and College Policies](#).)

LEISURE

Your life as a Beloit College student is not solely concerned with academics; you will have plenty of time for leisure. After classes, homework, campus jobs, eating, laundry, and long distance phone calls, you will have around 80 hours each week to fill! Many hours of the day will be spent talking with friends, lounging in the residence halls, participating in activities outside the classroom, or getting away from campus. In addition to just plain surviving, you will have many choices as to how you can invest your time, energy, and skills at Beloit College. In return, you will find that many of these activities provide the kind of learning experiences which are unique to a small, liberal arts college like Beloit. Campus clubs and organizations and campus facilities for socializing and “hanging out,” are all designed to provide interaction, comfortable spaces to meet people, and challenging experiences. Your involvement will literally change the campus, as well as help you develop leadership skills which future employers will value. This can be a vital part of your “curriculum,” in that the learning through these informal experiences can have a profound effect on who you are becoming, and create some of your most lasting memories. This section of the handbook is devoted to helping you get the most out of these hours. For a more extensive description and explanation of life at Beloit, see the green pages following the handbook section. If you have any questions or ideas, do not hesitate to stop by and see us! The Campus Center and Student Engagement and Leadership Development Office are here for you.

GETTING INVOLVED

Even if you were not involved in high school, you will find it easy to get involved at Beloit. People get involved on many levels at Beloit. It could be as simple as meeting some people you like and forming a close circle of friends, or as advanced as planning a two-day music festival in the fall. “Getting involved” at Beloit is a catch phrase that encompasses all of the learning, planning, and socializing by members and participants in clubs and activities. There are a number of ways for students at Beloit to “get involved.” There are over 80 clubs and organizations on campus, all of which are open to all students. Most are funded through BSC, and are monitored by the Organizational Task Force (OTF). OTF guidelines state that membership and activities be available to all students. Basically, getting involved means getting out there, meeting people, learning to communicate, doing things you love, learning more about YOU, and coming into contact with other ideas, values, and lifestyles similar, or often very different than your own. Learning to cope with and respect differences is an important aspect of being involved.

You can learn many transferable skills through student leadership-delegation, organization, management, communication, conflict resolution, budgeting, etc.

At the college level, the administration serves as advisors to students and organizations and students initiate and lead the effort. At Beloit, students are very motivated and self-directed in their leadership and often are very autonomous in their planning. Workshops, leadership training retreats, and leadership materials are available through the Student Engagement and Leadership Development Office.

STUDENT CLUBS

There are more than 100 student-run clubs and organization on campus from service groups to substance-free programming to science-fiction aficionados to three fraternities and three sororities. If you can't find something in those myriad of options, however, you can start a club of your own – and even get funding from Student Engagement and Leadership.

Campus clubs and groups provide entertainment, education, and all kinds of programming running the gamut from parties to organizing political action. Join one, start one, or govern how the funds are flowing by representing your hall's floor or your club in Beloit Student Congress, the student governing body. The options are endless.

PROGRAM ACTIVITY AND EVENT PLANNING

Any time a person is being paid for professional services (speakers, presenters, performers, etc.), a contract needs to be in place. Students may not enter into contractual agreements on behalf of the college or their club. The Director of Student Engagement and Leadership must approve all contracts before an event can be held or payment can be made. If you are thinking of planning an event, please contact the Office of Student Engagement and Leadership. You can go to their website (<https://www.beloit.edu/seal/resources/>) for guidance on event planning.

MAKING A DIFFERENCE

Governance at Beloit is traditionally done by consensus, and students are included in all phases. The board of trustees is the ultimate authority in all matters at the college. The resolution of day-to-day issues has been delegated to the administrative staff. There are two governing bodies by which many decisions are made, the Academic Senate and BSC, the student government.

BSC (Student Government):

The heart of Beloit Student Congress (BSC) is the General Assembly Meeting which takes place every Monday evening and is open to all students. While BSC often looks like a complicated organization, all powers are fundamentally vested in the General Assembly. The committees serve to expedite processes and to prevent the general meetings from dragging on forever. However, the General Assembly can perform almost any action that a committee can and can overturn any committee decision (within limits). <http://www.beloit.edu/bsc/structure/>

CAMPUS COMMITTEES

The BSC General Assembly does not have the time to address every issue that comes up in a normal functioning student government. Therefore, they have delegated significant responsibility to committees, whose members selflessly dedicate part of their lives to ensure the smooth functioning of the greater BSC structure. <http://www.beloit.edu/bsc/structure/committees/>

SPORTS AND RECREATION

Athletic Department:

The aim of the department is to offer a diversified program in varsity athletics, recreational and intramural sports, and elective physical education opportunities. The department encourages students to attain levels of skill and conditioning commensurate with their potential both as undergraduates and in later life. Information about recreational sports, intramural sports, and physical education courses is available at the Beloit College Sports Center. The Athletic Department also offers the opportunity for professional training in a program leading to coaching certification for students earning elementary or secondary teaching certification. A training room services a total of 19 varsity sports (10 men and 9 women). The full-time N.A.T.A. certified athletic trainer is assisted by students who have completed basic skills in athletic training.

What is available at the Sports Center?

The Sports Center staff coordinates intercollegiate athletics, intramural sports and recreational sports. The Sports Center has a variety of opportunities for those who like to exercise. It houses two racquetball/Wally ball courts, three basketball/volleyball courts, a swimming pool, and a fitness center, which houses elliptical trainers, treadmills, stationary bikes, and free weights. The indoor facilities also include batting cages, a track, and soccer and tennis areas.

Intercollegiate Athletics:

Beloit men and women compete in a full range of sports at the intercollegiate level. The men compete in baseball, basketball, cross-country, football, lacrosse, soccer, swimming and diving, and track and field. Women compete in basketball, cross country, lacrosse, soccer, softball, swimming and diving, track and field, and volleyball. Students can get involved by competing or becoming a loyal fan.

Club Sports:

Athletics on the non-varsity level which encourage participants without extensive experience are considered Club Sports. Clubs are registered student clubs that are governed by BSC. Current sports include fencing, ultimate Frisbee, martial arts, and walking.

Intramurals:

Beloit offers an extensive program of intramurals so that every student has a chance to enjoy and profit from individual and team activities. Intramural sports are a fun and informal option for exercise and relaxation. Groups of friends, residence hall floors, Greeks, and interested individuals field teams in a number of coed sports throughout the year. Such competition normally includes basketball, indoor soccer, flag football, Ultimate Frisbee, disc golf, 3-on-3 and 6-on-6 volleyball, and softball. Teams participate during a season, and compete Round Robin style. The winning team is awarded T-shirts. For more information on the Intramural Program, contact the Sports Center or check out the Sports Center bulletin board.

Recreation Sports:

Recreational opportunities such as canoeing, sailing, cross-country skiing, cycling, aerobics, universal weight lifting, swimming, and others are available at the Sports Center. In addition, the Outing Club sponsors canoe, camping, skiing, and rock-climbing trips, as well as other activities that reflect student interests. The physical education facilities are open for recreational use when not otherwise scheduled.

MOVIES

Beloit Luxury 10 Cinemas:

1899 Cranston Road. Beloit's newest theater, offers 10 theaters. Call 368-1100 for more information.

Northtowne Cinema:

Located at Northtowne Mall, 3600 North Main Street, Rockford, Illinois. (815) 877-4861.

Rockford Theaters:

There are many movie theaters in Rockford: Machesney Cinema, (815) 282-1000; CherryVale Cinema, (815) 332-5555; The Storefront Cinema, (815) 962-3456, an artsy repertory movie theatre that shows films not likely to be found in the malls.

WHERE TO TURN

Finding out what is happening on campus and what opportunities are available to you are crucial for making your time at Beloit active, fun, and stimulating. There are many resources available to make your non-academic hours as productive and rewarding as the academic hours.

The Beloit Daily News, sold in the bookstore, can be useful in finding out about area news and opportunities. Madison, Milwaukee, and Chicago magazines are published monthly and contain extensive information about cultural and educational events, as well as restaurant information. These magazines are available in the Office of Student Engagement and Leadership Development.

Office of Student Engagement and Leadership Development:

The Office of Student Engagement and Leadership Development, second floor Pearsons, (608) 363-2301, is a good place to turn with any questions or ideas. The staff, including students, is ready to help you or your organization in planning, finding resources, handling contracts, fund-raising information or learning campus systems, and will provide training and the skills you'll need to keep your organization creative and alive!

LEARNING

ACADEMIC AND PERSONAL SUPPORT SERVICES

ACADEMIC ADVISING

Joy de Leon will serve as an auxiliary advisor for students in need of extra academic mentoring. Major and minor declaration cards will be processed by the Registrar's Office. That office will also notify faculty about changes in their advising duties when students add or drop majors and minors. The Registrar's Office will ask FYI advisors to pass on advising files to students' new advisors; FYI advisors will still retain access to their advisees' transcripts through the Portal and will continue to serve as a secondary advisor for those students as necessary.

CAREER AND COMMUNITY ENGAGEMENT CENTER

The Career and Community Engagement Center seeks to help students take full advantage of their Beloit education, explore career possibilities, and prepare for life beyond Beloit. It does so by developing, coordinating, and serving as a clearinghouse for, opportunities that help students synthesize knowledge and experience, transfer it to new settings, and through reflection and self-assessment, build on prior experiences to ethically and thoughtfully confront new challenges and take full advantage of new opportunities. The Center administers several grant opportunities that supports the pursuit of these kinds of liberal arts in practice experiences. The office assists students in exploring and developing possible career paths and connects students to alumni and others who have experience in areas that interest students, helping them understand and evaluate possible career options. The Career and Community Engagement Center is located on the corner of Emerson and College Street (608) 363-2673 <http://www.beloit.edu/careerservices/>

COMMUNITY, EQUITY, AND STUDENT SUCCESS

The Office for Community, Equity, and Student Success recognizes the human diversity represented at Beloit College and its surrounding community as the College's greatest education resource. Our bodies, histories, social identities, worldviews and inspirations—our whole lives—make this campus a setting unparalleled for a true liberal art in practice education. Who we are today and who we will become, both individually and collectively, provide the field in which we live, learn and strive to achieve Beloit College's mission.

The Office of Community, Equity, and Student Success is part of the Division of Student Life and also includes two additional programs focused on identity, relationship building, dialogue and student leadership.

The [Spiritual Life Program](#) fosters interactions and promotes relationships in which students, faculty and staff can explore their spiritual journeys and express their religious identifies as they evolve in this age of rapid change and conflict.

The values, skills, and learning that come from our [Sustained Dialogue](#) program are utilized by all college stakeholders, administration, faculty, staff and students to set the norms for how we communicate, build relationships and resolve conflicts.

Staff includes:

[Atiera Coleman](#), Associate Dean for Community, Equity, and Student Success
[Daksha Howard](#), Office for Community, Equity, and Student Success Coordinator

DEAN OF STUDENTS OFFICE

The Dean of Students Office is located on the second floor of Pearsons Hall and is a place where students can go if they are experiencing academic or personal problems, need assistance with college regulations and policies-including academic policies, assistance with insurance questions, exit interviews and assistance with any student life issues or concerns. The Dean of Students Office handles discipline, academic honesty issues, prejudice reduction and diversity, sexual assault, personal harassment, alcohol and drug matters, and general campus life concerns. The Dean of Students, Cecil Youngblood, supervises the Division of Student Life. The Associate Dean of Students, Joy de Leon, meet with students to discuss personal and academic issues. The office assistant who is very knowledgeable about college life, policies, and procedures can help students. They are available to answer your questions and, when necessary, able to refer students to appropriate offices, make appointments and serve as a resource for students in need of assistance. You may contact the office at (608) 363-2660 or email at deanstu@beloit.edu. <http://www.beloit.edu/studentlife/> provides additional information.

HEALTH SERVICES

The Health and Wellness Center, located in Porter Hall, is open Monday through Friday from 8:30 am to noon and from 1 pm to - 4:30 pm. The Director of the Health and Wellness Center is Tara Girard. The Health and Wellness Center arranges for some on- campus medical services through an agreement with Beloit Hospital and Beloit Clinic. Physician services available will include: travel medicine, gynecological services/birth control, STD testing, TB testing, Strep screen, physical exams and care of illness and injuries. Charges for the visit to the on-campus physician will be assigned to the student's insurance or be the responsibility of the student. Students may elect to see the nurse at no charge for care of minor illness or injury, and health-related counseling. Assistance in scheduling appointments will be provided should the student wish to see a physician in the community. These appointments will continue to be billed to student insurance or be the responsibility of the student. There are also area clinics open in the evening and on weekends for urgent care. Emergency care is available at Beloit Memorial Hospital. Free educational resources are available to the students on a variety of health- related issues. Students are encouraged to become members of the Student Health Council, which addresses student health issues. The phone number is (608) 363-2331.

HOUSING

Beloit offers a variety of living options each designed to foster a social and intellectual community. College housing is more than a place for students to eat, sleep, and study. In residential living

spaces, lifelong friendships are formed, issues and ideas discussed, lifestyles questioned and explored, values challenged, and each student encouraged to develop a sense of mature interdependence. All students are expected to develop and participate in a community of respect. We strongly believe that a significant amount of personal growth and development occurs in the residential environment. For this reason, all students are required to complete at least six terms in college housing unless they live with their family. After living on campus for six semesters, students can choose to live off campus. We have a variety of housing options to meet the needs of our diverse student population. We have residence halls with traditional and specialty floors, Special Interest Houses, Fraternities, Sororities, and apartments for juniors and seniors. Residence halls are set up with long corridors and common baths, double rooms sharing a bath, short corridors of 15 students, suite arrangements and “U” shaped clusters of singles in the 64 hall. Each year the Student Residential Life Committee determines which types of specialty floors will be available.

This year there is one alcohol-free building/3 additional alcohol-free floors, one quiet floor and, and one gender-neutral floor. There is one alcohol-free building, and three additional alcohol-free floors. All residence hall-living rooms and commons spaces are designated as smoke free. All common areas, hallways and stairwells are smoke free. We encourage all residents to participate in community decision about floor expectations. Students, who have a documented disability, or have questions or are requesting housing accommodations, should contact the Director of the Learning Enrichment and Disability Services Office at (608) 363-2572.

LEARNING ENRICHMENT AND DISABILITY SERVICES OFFICE

The Learning Enrichment and Disability Services Office provides academic enrichment activities for all Beloit College students at no additional cost. In addition, accommodations for students with disabilities are coordinated through this office.

This office coordinates course-specific peer tutoring and provides assistance to students with study skills/strategies, time management, test preparation, and other academic enrichment areas.

The [Learning Enrichment and Disability Services Office](#) is located on the 2nd floor of Pearsons Hall and is open Monday through Friday from 8:00 a.m. – 4:00 p.m. For additional information see www.beloit.edu/learning or www.beloit.edu/dss/ Please feel free to stop by, call (608) 363-2572 or email learning@beloit.edu

MINORITY SERVICES

Beloit College Help Yourself Programs are funded by the Wisconsin Department of Public Instruction and [Beloit College](#). The programs have also been previously funded by [Great Lakes Higher Education Guaranty Corporation](#). We are a community outreach initiative for low-income, minority, marginalized and under-represented youth in the Greater Beloit area. The Help Yourself Programs (HYP) are comprised of a set of unique, comprehensive academic and cultural enrichment programs and educational support services to supplement the curriculum in public and private schools.

Our services are led by professional staff and by Beloit College students. We provide year-round academic advising, tutoring at area schools and on our college campus, monthly educational workshops, family events, financial aid education, college application and scholarship education, ACT preparation, and summer academic programs (both residential and commuter) for grades 6-12.

Help Yourself Programs are the only comprehensive academic program for low-income youth ages 12-18 supported by a college or university in the local area.

Serving the Beloit area for nearly 30 years, the Help Yourself Programs are dedicated to preparing local youth to be successful in school and preparing students to attend a four-year institution of higher education. We are offering an opportunity for your child to receive early intervention by empowering them with the basic tools they need to enter and succeed in post-secondary education. In recent years, 100 percent of our participants have graduated from high school, with 95 percent of them going on to a four-year college immediately after graduation.

In addition to our services for middle and high school students, the Help Yourself Programs provide Beloit College students with valuable and meaningful work experiences that they are able to apply both in the classroom at Beloit and beyond. Our student staff have the opportunity to work directly with our program participants through their roles as tutors, facilitators, mentors, and RAs. They are able to gain knowledge and skills that can help them succeed in their future careers while sharing their own unique talents and experiences with our program participants.

The Help Yourself Program is staffed by Regina Hendrix, Director Help Yourself and Upward Bound, Alma Zamora, Program Assistant Help Yourself and Upward Bound.

PERSONAL COUNSELING

Beloit College has a unique relationship with the Beloit Health System Counseling Care Center. During the semester, the hospital provides the college with on-campus counselor(s) for approximately 40 hours per week while classes are in session. The campus counselor(s) can provide short-term counseling (approximately 6 sessions) or refer students off campus to agencies in the surrounding area for longer term counseling or to see a psychiatrist.

Appointments for the campus counselor can be made by calling (608) 363-2643 and are free of charge. Students are responsible for costs incurred with off-campus referral services. Please check your health insurance policy to determine whether counseling costs are covered. The Counseling Center is located on the first floor Porter Hall, in the Health and Wellness Center. If you have a personal concern and wish to have assistance, contact the Counseling Center at (608) 363-2643 or the Dean of Students Office at (608) 363-2660. The Beloit Health System Counseling Care Center has three psychiatrists, one psychologist, and seventeen masters level therapists. If you have any questions about the Beloit Health System Counseling Care Center, please contact them at (608) 364-5686. The services provided on-and off-campus are confidential. Your involvement with a counselor/psychiatrist will not be shared unless you provide written consent to inform others.

STUDENT EXCELLENCE AND LEADERSHIP (SEL) AND MCNAIR TRIO PROGRAMS

Academic Affairs houses a number of different program and initiates focused directly on providing equitable access to higher education. [The Student Excellence and Leadership \(SEL\)](#) and the [McNair Scholars Programs](#), both US Department of Education TRIO funded programs, use an asset-based model approach to work with students who are first-generation college, from low-income backgrounds, have a documented disability, and/or are domestic minorities. The [Wisconsin Alliance for Minority Participation \(WiscAMP\)](#) program works with minority students interested in science, technology, engineering and/or math (STEM). [The Mellon Graduate School Exploratory Fellowship \(GSEF\) Program](#) works with first-generation, low-income, underrepresented students in the humanities and social sciences that wish to attend graduate school. Our Inclusive Success Initiative focuses more broadly on retention and coordinating institution-wide work around diversity, inclusion, and equity. The Mellon-funded Inclusive Leadership Project focuses on the creative of inclusive classrooms for students through faculty and staff development around pedagogy and disciplinary histories.

Staff Includes:

TBD, Director of the McNair Scholars Program

Kristin Frey, Operations Coordinator for the McNair Scholars Program

TBD, Director of the Student Excellence and Leadership (SEL) Program

Maria Scarpaci, Interim Director of the SEL Program

Daryl Saladar, Program Coordinator for the SEL Program

COLLEGE OFFICES AND SERVICES

ACCOUNTING

The Accounting Office is responsible for monitoring the charges and payments on student accounts. Statements for fall semester charges are mailed in July and due in early August. Spring semester charges are billed in December and due in early January. Payment for tuition, fee, room and board can be made in full by the announced due date or you can contact Tuition Management System (TMS) as our third party payment plan option. If you wish to make monthly tuition payments, please contact TMS at 800-722-4867 or www.afford.com/beloit. Students with their Beloit College I.D. card can cash checks at the Accounting Office. The Cashier's Window is open Monday-Friday 8 a.m. – 4 p.m.

BOOKSTORE

The college bookstore serving Beloit College is a Barnes and Noble bookseller called the Turtle Creek Bookstore. The Turtle Creek Bookstore is located downtown in the restored historic Beloit Hilton Hotel is located at 444 East Grand Avenue (a short distance from campus) and is for use by all members of Beloit College, city of Beloit and the greater stateline region. All texts (new, used, rental, and digital) and other materials required for courses may be purchased there, as well as office supplies, a large variety of books, magazines, greeting card, art supplies, and Beloit College insignia products. Beloit College gifts and clothing are available online at <http://www.beloit.bncollege.com>, or www.facebook.com/turtlebooks. The Turtle Creek Bookstore is in downtown Beloit on the corner of Pleasant and Grant Avenue. Hours are Monday – Friday 10 a.m. – 5:30 p.m. and Saturday, 10 a.m. – 5 p.m., closed on Sunday. NOTE: The bookstore will have extended hours for special campus and community events such as new term rush, family weekend, homecoming and graduation, etc.

BULLETIN BOARDS

The bulletin boards in Pearsons Hall are maintained by the Student Engagement and Leadership Development Office and are located near the Mail Center. Call (608) 363-2301.

BUS TICKETS

VanGalder Coach USA tickets with daily service to O'Hare and Midway in Chicago, Illinois and to Madison, Wisconsin are available in the Accounting Office, 2nd floor Pearsons Hall. (<http://www.coachusa.com/vangalder/>)

CAREER AND COMMUNITY ENGAGEMENT CENTER

The Career and Community Engagement Center houses the Office for Community-Based Learning, and the Office of Career Services. The community based learning office duties will include coordinating internships and brokering community partnerships that support experiential learning. The office of career services will continue to direct programming and resources that support student success following graduation from Beloit. The Center is located at the corner of College and Emerson streets.

COMMUNICATIONS AND MARKETING

The Office of Communications and Marketing handles Beloit College publications and publicity. The master calendar of college events is also maintained by this office, (608) 363-2625.

COMMUNITY, EQUITY, AND STUDENT SUCCESS

The Office of Community, Equity, and Student Success serves the entire Beloit College community to develop understanding and respect for one another by promoting dialogue and interaction between the many cultures represented within the Beloit College campus and the community of Beloit. This office is committed to creating a campus learning environment that is safe, understanding, nurturing, and committed to inclusive excellence.

COMPUTER FACILITIES

There are several major computer facilities installed around campus for student, staff, and faculty use. The public labs include the Morse Library, the Pearsons 24 hour lab, the Java Joint, and the Chapin 24 hour Lab located on the residential side of campus. Many department-specific labs exist in the new Center for Sciences, Campbell Hall, Smith Building, Morse-Ingersoll Hall, and the World Affairs Center. Each of these labs has equipment specific to its location, and all are connected via Ethernet to the Beloit Campus Network. Software assistance and training is available in Mayer Hall 227a, and at the Tech Help Desk in the Morse Library. Training opportunities, workshops, and brown-bag lunch topics are offered by ISR and will be announced on the Beloit College master calendar.

CREDIT UNION

Beloit College has an affiliation with a local credit union, First Community Credit Union. Should you wish information about becoming a member please contact them directly at (608) 362-9077.

DK's

DK's Grill and Deli will be open Monday – Friday for short-order breakfast specials and a full grill menu and will also have an extensive selection of grab and go items and packaged beverages for those on the go.

FACILITIES

Facilities has responsibility for the maintenance of all college buildings and property. It is directed by Kerry Satterwhite and is located in the Smith Building. Report all requests for residence hall maintenance to your Resident Assistant who will communicate the problem to the proper individual. Reports can also be submitted via the Facilities website.

FINANCIAL AID

The financial aid office works with students and families in making Beloit affordable through federal, state, institutional, and outside sources. New student financial aid for first year and transfer students is coordinated through the Admissions Office and the staff can be reached at 608-363-2500, 800-923-5648, or finaid@beloit.edu. The Office of Student Financial Services works with continuing students and can be reached at 608-363-2663 or faoffice@beloit.edu.

FOOD SERVICE

The dining center, Commons Cafe, is the primary location for campus meals. Bon Appétit Management Company will be providing food service. For more information about meal plans, lost meal cards, etc., please refer to meal plan sections under “Residence Hall Policies.” Students may not allow others to use their meal cards at any time unless they are on the block plan. Appropriate dress, including shoes and shirts, is required.

| Hours are | Monday – Friday | Saturday | Sunday |
|-----------|------------------------|---------------------------------|------------------------|
| Breakfast | 7:15 a.m. – 9:30 a.m. | 8:30 a.m. – 9:45 a.m. | 8:30 a.m. – 9:45 a.m. |
| Lunch | 11:30 a.m. – 1:30 p.m. | 11:00 a.m. – 1:00 p.m. (brunch) | 11:00 a.m. – 1:00 p.m. |
| Dinner | 4:45 p.m. – 8:00 p.m. | 4:00 p.m. – 8:00 p.m. | |

DK’s Café (in Pearsons) is open Monday – Friday for short order breakfast specials, and a full grill menu. At the deli DKs specializes in tossed to order salads and fresh made wraps. There is also an extensive selection of grab and go items and packaged beverages for those on the go. Weekday hours are 7:00 a.m. – 10:00 a.m.; lunch 11:00 a.m. – 2:00 p.m.; and dinner Monday through Thursday 2:00 p.m. – 7:00 p.m. Closed on Saturday. Retail on Sunday from 5:00 – 10:00 p.m.

The Java Joint coffee shop in Pearsons features locally roasted fair trade coffee and blended beverages, paninis, bakery items and hard pack ice cream with fresh made sugar cones. Hours are Monday – Friday from 7:45 a.m. – 3:15 p.m. and 8:00 p.m. – 11:00 p.m.; Saturday hours are 8:00 p.m. – 11:00 p.m.

INSTRUCTIONAL TECHNOLOGY AND MULTIMEDIA SUPPORT

The Instructional Technology and Multimedia Support team (ITMS) provides multimedia equipment, services and training for classrooms and campus events and support for the Faculty Resource Room (FRR). ITMS staff is available to instruct and assist the College community in the proper use and operation of multimedia technology. ITMS provides consultation aimed at matching available spaces and technologies to your teaching needs. Phone 363-2578

INTERNATIONAL HOUSE/OFFICE OF INTERNATIONAL EDUCATION (OIE):

The Office of International Education includes Director - Elizabeth Brewer, Program Coordinator - Kathy Langdon, Assistant Director/International Student and Exchange Advisor - Shannon Jolly, Graduate Intern - Amy Dooly Bello. The International House serves as the hub of international activities at Beloit. It administers Beloit programs and student exchanges in China, Ecuador, Estonia/Morocco, Germany, Hong Kong, Hungary, Japan, Morocco, Russia, Senegal, and Turkey: and can assist you in finding appropriate programs in many other countries through program provides and direct enrollment. In addition, the Office of International Education advises for programs of domestic off-campus study. These include marine biology at Woods Hole, Massachusetts; Arts, Urban Studies, and Urban Education in Chicago, and the Washington Semester in Washington, D.C. Students planning to study on foreign or domestic off-campus

programs must apply through the Office of International Education. Deadlines for application fall well in advance of the program: November for early decision, and February for regular decision in the academic year prior to participation.

The assistant director serves as second advisor to all international students, providing advice on cultural adjustment and related matters, as well as on maintaining proper visa status. The Office of International Education administers a host-family program, matching international students with families from Beloit and surrounding communities. International House is located at 717 Chapin Street, (608) 363-2269.

JAVA JOINT

The Java Joint coffee shop in Pearsons features locally roasted fair trade coffee and blended beverages, paninis, bakery items and hard pack ice cream with fresh made sugar cones.

LIBRARY

The Colonel Robert H. Morse Library and Richard Black Information Center provides a number of information resources and services. Among these are a variety of seating varying from individual study carrels to group study rooms; a large collection of books, periodicals and government documents; an audio\visual media center; computers; interlibrary loan; and instruction in using the library and its resources. Hours will be posted at the beginning of the school year. For more information, call (608) 363-2483.

UW-Madison. Students may obtain a special pass enabling them to use the University of Wisconsin Libraries. To obtain a pass, students should contact the Information Desk at the Beloit College Library.

LOST AND FOUND

Lost and Found is located in the Campus Security Office, on the lower level of Pearsons Hall, (608) 363-2355.

MAIL CENTER

The Mail Center is on the lower level of Pearsons Hall. Each student is assigned a mail box for the length of their college enrollment. Mail is received and dispensed, postage stamps are sold, and Federal Express service is also available. The desk is open from 10:30 a.m. to 3:30 p.m., Monday through Friday. You will need your ID to pick up packages, (608) 363- 2232. The local Beloit Post Office is now utilizing electronic mail sorting machines, and it is necessary that all student mail be addressed as below.

Please notify those sending you mail that this format must be followed if your mail is to arrive in a timely manner:

Name
Beloit College
Box Number
700 College Street
Beloit, WI 53511-5595

In addition, students should be aware that due to health regulations we cannot distribute candy or other food stuffs through the campus mail center. Persons wishing to do so should make arrangements to hand deliver the items.

MUSEUMS

The Logan Museum of Anthropology and [Wright Museum of Art](http://www.beloit.edu/wright/) are unique educational and cultural resources for the college community. Both museums are open 11 am to 4 pm Tuesday through Sunday. Students are always welcome, and the museums employ students as attendants and assistants. Students also have opportunities to work on museum collections, exhibits, and outreach programs. Visit the museum website at: <http://www.beloit.edu/logan/> or <http://www.beloit.edu/wright/>

PHOTOCOPYING AND DUPLICATING

Duplicating and photocopying machines are available in Morse Library. Students may use these for a minimal fee. Student organizations that have printing and photocopying needs are encouraged to contact the Office of Student Engagement and Leadership Development for more specific direction, second floor, Pearsons Hall, (608) 363-2301.

REGISTRAR

Mary Boros-Kazai serves as the keeper of official student records and is available to students who want to check on their academic progress; to review plans for transferring summer school credits to Beloit; and to discuss academic options. The Registrar's office is located on the second floor of Pearsons Hall, (608) 363-2640.

RESIDENCE HALL CRAFT AND DARKROOMS

Residence hall craft rooms and darkrooms are available for student use through the Office of Residential Life, second floor, Pearsons Hall, (608) 363-2350.

SECURITY

The Security Office is located on the lower level of Pearsons Hall and is staffed on a 24-hour basis, (608) 363-2354 or (608) 363-2355 (see also [Student Regulations and College Policies](#)). The director is Jeff Finger.

STUDENT EMPLOYMENT

Most on-campus work/study jobs are available only to financial aid recipients. There are off-campus jobs available for non-aided students through the student labor pool. All on- and off-campus positions are posted on a bulletin board in the Financial Aid Office, located on the second floor of Pearsons Hall, (608) 363-2663 or (608) 363-2664.

WRITING CENTER

The Beloit College Writing Center provides one-on-one or small-group consultations about all kinds of writing tasks, from essays to lab reports, from book reviews to grad school applications. The Center is staffed by Writing Program faculty and trained peer consultants who will listen to your ideas, ask questions and make suggestions about your work at any stage of the writing process, whether you're trying to get started or polishing up a final copy. The center is located on the second floor 635 College Street, (608) 363-2185.

ACADEMIC LIFE

Beloit College is an institution with an academic reputation for excellence. Faculty and staff are more than ready to assist you as you engage in the learning process. For you to make satisfactory academic advancement at Beloit, you need to be informed of basic academic standards and expectations. This section has been written to give you information that you need to make acceptable progress. The topics covered include standards of academic progress and appropriate academic standing; the role of the Academic Performance Committee and how it may help you; student records; and expectations of students. If you have any questions or concerns about the contents of this section, there are several people whom you can contact for clarification. They are: Dean of Students, Cecil Youngblood; Associate Dean of Students, Joy de Leon; Registrar, Mary Boros-Kazai; and Director of Learning Enrichment and Disability Services Office, Angi Olesen, Maria Scarpaci, Student Support Services advisors are available for eligible students.

ACADEMIC ADVISING

Each new student is assigned a faculty advisor to assist with program planning, course selection, career choices, academic progress, and personal development. First-year students will have their first-year seminar leader as their advisor, and will remain with this advisor until they are ready to transfer to an advisor from the major department. The major advisor is a good job/graduate school reference for letters of recommendation. Occasionally, students and their advisors prove incompatible; if so, the student should consult with the associate dean of students and director of advising. The responsibilities of your faculty advisor are to help you plan a program of study; to provide a sympathetic ear, and advice or referral on academic, vocational, and personal issues; to be available to you, offering you the opportunity to know a faculty member well; to take an interest in your welfare; and to encourage you to develop the ability to make responsible decisions.

Your responsibilities as a student are to be prepared and on time for appointments; to consider your personal values and goals, and to be knowledgeable about policies, procedures, and requirements (they are listed in the catalog, academic handbook, department checklists, etc.). You should get to know your faculty advisor; see your advisor before problems arise, seek advice about graduation requirements, and explore academic and co-curricular opportunities. **Note:** Although your advisor will help you plan a course of study, the ultimate responsibility for satisfying Beloit College's graduation requirements lies with you, the student, and your decisions.

COURSE SELECTION

Beloit College expects you and your advisor to work together to develop a program of study liberal in both breadth and depth, and adapted to your special interests and long-range needs. Planning for academic success is a process directed toward informed course selection. In selecting appropriate courses, you confront one of the most important tasks of your college experience. The choices will greatly influence your: (1) satisfaction with college; (2) performance in classes; (3) persistence in college; (4) graduation from college; and (5) entrance into graduate schools and careers.

College courses and professors vary considerably in their expectations and requirements, and thus in demands on your time and energy. Therefore, you must determine what will be expected in each course you plan to take. Moreover, to maintain your motivation, you should assess your level of interest in each course; how it can be used for graduation requirements; and the course's relation to your educational goals and career aspirations. Each semester, you should plan your course load so that you have variety and balance in the types of courses and learning expected of you. Factors to consider when choosing courses/programs:

1. Your interests in the topics and content.
2. Skills you can develop in the courses.
3. Skill requirements vs. your skills:
 - a. reading level and quantity
 - b. problem solving and other assignments
 - c. lab experiments
 - d. library research
 - e. writing level and quantity (term papers and other written assignments)
 - f. studio sessions, observations, etc.
 - g. in-class skills (note-taking, listening, participation, etc.).
4. How the courses relate to your academic goals.
5. Opportunities for exploration.
6. The professors' methods of instruction vs. your learning style.
7. Requirements the courses fulfill.
8. Availability of tutors, teaching assistants, study groups, etc.
9. Your readiness in terms of background experiences, knowledge and/or courses necessary for understanding course content.
10. Testing and grading system:
 - a. skills required on tests (objective, essay, multiple choice, etc.)
 - b. level of competition in the course and your readiness for it.

MY ACADEMIC PLAN (MAP) AND DECLARING A MAJOR

During the sophomore year, students, in conjunction with their advisors, will consider their academic and personal goals and develop a plan for their remaining time at Beloit. This will cover the completion of graduation requirements, including choice of major and minor or teacher certification or second major. It will also consider the many other opportunities available at Beloit, both academic and non-academic, such as overseas and off-campus programs; internships; work experience on and off campus; co-curricular activities and involvement with clubs; college governance; sports; etc. Students will develop their Comprehensive Academic Plan and declare a major during the second semester of the sophomore year. They may also declare a major before this time, although freshmen are encouraged not to declare during their first semester. The MAP is a planning process, and students may change it at any time. Majors and minors can likewise be changed, added or deleted at almost any stage, although students should be aware that additional time and course work might be needed before completion of graduation requirements.

Advisors will encourage students to talk to a variety of different people about their plans. For some students the decisions are comparatively easy; for others it is more agonizing. Students may also meet with the Associate Dean of Students and Director of Advising, Joy de Leon or Dean of Students, Cecil Youngblood.

ACADEMIC PERFORMANCE COMMITTEE/ACADEMIC STANDING

Academic Performance Committee (aPC) Members include the assistant dean of students (chairperson); three faculty members who are elected for two year terms; the registrar; and a TRIO program advisor. aPC Duties include acting on petitions from students, such as seeking an exception to an academic regulation; waiver of an academic requirement, (e.g. late withdrawal from course). It oversees standards of academic progress.

At the end of each term, the members review the academic records of all students. If a student has not met sufficient academic standards they will be placed on academic warning or probation or may be suspended or dismissed. If there were extenuating circumstances, the Academic Performance Committee will accept written appeals to overturn suspensions or dismissals. All letters at the end of the semester are sent to students via their Beloit.edu email. It also acts upon applications for readmission. Student petitions to aPC must be in writing, but need not be typed. They must tell why a regulation works to the student's disadvantage. Petitions must be supported by both the course instructor and student's advisor.

aPC meets every other week during the semester to act upon completed petitions. Each case is decided individually on its merits. aPC will grant exceptions if it believes a request has sufficient merit. If students have questions about the appeal process they should contact the Dean of Students Office on 2nd floor Pearsons or call (608) 363-2660, email deanstu@beloit.edu

STANDARDS OF ACADEMIC PROGRESS

1. Course Load:
 - a. Normal course load at Beloit College is four units.
 - b. Full-time students must be registered for at least three units.
 - c. Exceptions to (b) are approved only by the registrar and the student's academic advisor.
 - d. On or after registration day, students wishing to elect units in excess of 4.75 may do so with the written authorization of both the major advisor and the registrar. Such approval requires that the student have a minimum grade point average of 3.2 and no outstanding incompletes, and shall be made only after evaluating the student's academic progress and the reasonableness of their program. Students seeking an exception to this policy may petition the Academic Performance Committee.
 - e. Students must be accumulating units at a rate consistent with achieving 31 units by the end of eight semesters.
2. How to Maintain Good Academic Standing:
 - a. Maintain at least a 2.000 cumulative grade point average, and accumulate units at a rate consistent with achieving 31 units by the end of eight semesters.

3. Lack of Good Academic Standing and Progress:
 - a. aPC reviews, at the end of each term grades of students below a 2.000 GPA for that semester and/or cumulatively. In rendering a decision, the committee considers extenuating circumstances if such are known. The committee also may consult with the student's advisor(s). Each case is reviewed individually but aPC is guided in its decision by certain minimal standards.
 - b. Academic warning status is given for excessive Incompletes or a term average between 2.000 and 1.850.
 - c. Academic probation status is given for a term average below 1.85; a cumulative GPA less than 2.000; two consecutive semesters between 1.85 and 2.000. Such status may endanger continuation of financial aid.
 - d. Academic dismissal or academic suspension:
 1. Students with extremely low term or cumulative GPA's are subject to actions of academic suspension or dismissal.
 2. A student may be dismissed or placed on academic suspension without having been placed on warning or probation the previous semester.
 3. A student may be subject to the action of academic dismissal if their cumulative GPA at the end of the semester is below:

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| 1.000 after 1st term | 1.500 after 2nd term |
| 1.650 after 3rd term | 1.800 after 4th term |
| 1.850 after 5th term | 1.900 after 6th term |
 4. A student is subject to academic dismissal for a semester of all "Fs".
 5. A student may be placed on academic suspension if both the semester and cumulative GPA are significantly below a 2.000 but not low enough to meet dismissal criteria.
 6. Normally, first-term first-year students are not dismissed for academic deficiency, but are instead warned, put on academic probation, or suspended. However, the Academic Performance Committee may dismiss first-year students if its findings indicate such action is appropriate in the individual case.
 - a. Appeals to actions of academic dismissal or academic suspension must be in writing to aPC within one week of receipt of the letter containing action notification. Decisions of aPC normally will not be changed except in cases of extenuating circumstances. If aPC does not reverse its original decision, the student may then submit their petition to the Chief Academic Office within one week of the initial appeal hearing.
4. Dean's List: A student will be placed on the Dean's List if they attain at least a 3.400 GPA for the semester. The student must have taken a minimum of three units for the term, and may not have received a grade of "F" in any course that semester. The student cannot earn Dean's List recognition if they have Incompletes from previous terms, or has any Incompletes for the current semester. The student cannot be placed on the Dean's List if they are currently on academic probation.
5. Readmission: Students who have been dismissed or who have withdrawn voluntarily may apply to the Academic Performance Committee for readmission to the college. Those who have been dismissed must wait one year before reapplying. Students may be readmitted on the approval of the Committee which will consider each application on an individual basis.

Students wishing to reapply should contact the Dean of Students Office.

- a. A student previously enrolled at Beloit College and readmitted after an absence of one (1) year (two terms) or more and with a deficient academic record may submit a request to the Academic Performance Committee that previous work at Beloit be re-evaluated by the registrar on the same basis as credits offered in transfer. A minimum of 16 units of credit for graduation must be completed at Beloit College after a student is readmitted.
6. **Vacation Term and Withdrawal:** At the start of each term, every student must submit a schedule card to the Registrar's Office, indicating registration status for that term. Students taking a leave should follow vacation term procedures. These include an exit interview with the Dean of Students, Cecil Youngblood or Associate Dean of Students, Joy de Leon. Withdrawals from the college must be approved by the dean of students, or their designee, and the registrar. Having been approved the student must officially withdraw from their classes through the Registrar's Office. Failure to do so may result in the posting of "Fs" for all classes not officially dropped.
7. **Degree Requirements, Degree Programs Enrollment, and Grading Procedures:** For details related to these areas, see the registration instructions (published each term) and the Beloit College catalog (published biennially). Other sources of information are faculty advisors and the Registrar.
8. **Curriculum Oversight and Administration Committee:** The Curriculum Oversight and Administration Committee is composed of elected faculty members, two student members of academic senate, and designated administrators. It initiates academic policy, considers petitions for policy changes, and recommends action to the academic senate.
 - a. **Academic Senate:** The academic senate is composed of all faculty members, 12 elected students (four from each of the three divisions), and designated administrators. The Academic Senate is responsible for determining academic policy, and controls academic standards and curricular changes subject to the final jurisdiction of the board of trustees.

ELIGIBILITY TO PARTICIPATE IN CO-CURRICULAR ACTIVITIES

Students are considered to be in good academic standing and eligible to participate in any extra-curricular activity if they are enrolled at Beloit College, taking at least three units of credit (twelve semester hours), and making satisfactory progress toward a degree. Normally, students are expected to complete degree requirements in eight semesters, but may do so in nine semesters.

Students on academic probation are not restricted from participation except as prohibited by the regulations of specific organizations and/or their degree of probation as specified by the Academic Performance Committee. This definition of eligibility conforms to the Beloit College philosophy, which regards athletics and other extra-curricular activities as opportunities that should be made available to all of our enrolled full-time students.

STUDENT RECORDS AND TRANSCRIPTS

The Beloit College administrative policy manual states: Permanent records are confidential between the student and the college. A student may request transcripts of their permanent academic records at any time; however, transcripts will not be released without the student's authorizing signature. Pursuant to the Family Educational Rights and Privacy Act of 1974, and by appointment with the registrar, students are entitled to review those records, files, documents, and other materials which contain information directly related to the student and maintained by the college. (see Privacy of and Access to Student Educational Records Policy) Students may challenge information considered inaccurate or misleading, and if the custodian of the record refuses a request for modification or removal of the information, the student may file an appeal, or place a written explanation of the challenge in the file.

Parents often have a financial and personal investment in their son/daughter's academic progress. Beloit College encourages students to inform parents about their academic progress. The college will not release academic information to parents without student consent except when a student is in a medical emergency.

College "directory information" may be made available to the public unless a student acts to restrict such a release by written notice to the registrar by the end of the first week of classes during any given semester. "Directory information" includes the student's name, address, telephone listing, date of birth, academic major, participation in officially recognized sports and other activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

Students or parents who have questions about this policy or concerns about academic success may contact the dean of students, associate dean of students and director of advising, faculty dean for academic advising, or their faculty advisor.

STUDENT LIFE DIRECTORY

2019-2020

The following staff members are able to answer questions about a variety of areas of student life at Beloit College. If you are unsure about where to direct a question, the Dean of Students Office is available to assist you and refer you to the specific person or office. (Email deanstu@beloit.edu) Email addresses are in italics. All phone numbers are in the (608) area code.

Dean of Students Office – 2nd floor Pearsons, North Offices

Cecil Youngblood Dean of Students
363-2660 – youngbl Oversees all areas of student life.

Joy de Leon Associate Dean of Students, Co-Director of Initiatives Program, and
363-2661 - deleonj Director of Advising

Michelle Russell Office Manager
363-2660 – russellm1

Athletics -- Sportscenter

Tim Schmiechen Director of Athletics and Recreation
363-2259 - gobucs

Jessica Everson Administrative Assistant/Business Manager
363-2296 – eversonj

Brian Bliese Track and field coach, assistant football coach. Cross country
363-2235 - bliesebr coordinator. Recruiting [responsibilities](#).

Gloria Bradley Women’s basketball coach. Recruiting responsibilities.
363-2398 – bradleyg Director of Intramurals.

Dave DeGeorge Assistant Director of Athletics; Development/Alumni Relations
363-2039 - degeorge Baseball coach.
Recruiting responsibilities.

Ben Coughlin Men’s Lacrosse
363-2756 - coughlinb Recruiting responsibilities.

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| Ted Soenksen 363-2234 – soenksent | Head Football coach. Recruiting responsibilities. |
| Kyle Langhoff 363-2351 – langhoffk | Associate Football Coach. |
| Kevin Canty 363-2473 – cantyk | Assistant Football Coach. |
| Dave Eckburg 363-2235 - eckburgd | Men & Women’s Cross Country Coach. |
| Ellie Waddle 363-2352 - waddleej | Assistant Cross Country Coach and Assistant Track & Field Coach. |
| Courtney Georg 363-2233 - georgc | Assistant Athletic Trainer |
| Duncan Gillis 363-2126 - gillisd | Head Men’s Soccer Coach |
| Josh Hinz 363-2237 – hinzi | Men’s basketball coach. Recruiting responsibilities. |
| Angela Kelm 363-2229 – kelmam | Sports Information Director |
| Connor McKee 363-2386 – mckeec | Women’s soccer coach. Recruiting responsibilities. Senior Women’s Admin. |
| Nate Maresh 363-2233 - mareshn | Head Athletic Trainer |
| Lehua Kadooka 363-2236 - enomotoeo | Head Volleyball coach Recruiting responsibilities. |
| Kelly Routt 363-2233 - routtk | Assistant Athletic Trainer |
| Kevin Schober 363-2477 – schoberk | Men’s and women’s swimming and diving coach. Recruiting responsibilities. Aquatic Director. |
| Sammi Weiser 363-2469 - reiters | Women’s Lacrosse Recruiting responsibilities |

George Williams
363-2238 [williamg](#)

Women's tennis coach

Kim Zarling
363-2251 - [zarlingk](#)

Assistant Director of Athletics; Compliance
Softball coach.
Recruiting responsibilities.

Student Success, Equity and Community – 2nd floor Pearsons, North Offices

Atiera Coleman
363-2125- [colemana](#)

Associate Dean of Students for Student Success, Equity and
Community

Daksha Howard - [howardd](#)

Department Coordinator

Maria Scarpaci
363-2031 - [scarpacim](#)

Interim Director Student Excellence and Leadership Program

Daryl Saladar
363-2695 - [saladard](#)

SEL Program Coordinator

TBD
363-

McNair Program Director

Kristin Frey
363-2620 – [freyk](#)

Operations Coordinator for McNair Program

Vanessa Beckham
363-2757 – [beckhamv](#)

Upward Bound Program

Leah Weaver
363-2725 – [weaverl1](#)

Program Coordinator for Upward Bound Program

Regina Hendrix
363-2190 – [hendrixr](#)

Director of Help Yourself Program

Alma Zamora
363-2637 – [zamoraae](#)

Assistant Director of Help Yourself Program

Counseling Center -- 1st floor Porter Hall – Health and Wellness Center

363-2331 Please check the Health and Wellness Center website for the list of current counseling staff. www.beloit.edu/wellness/staff
The Counseling Center offers free, short term counseling for Beloit College students. Our counselors are skilled in helping students cope with the natural difficulties and transitions of college life.

Food Service -- Bon Appétit

Ken Hnilo General Manager
363-2927 – [hnilok](#) Food service program, catering, DK's, Java Joint, C-Haus

Scott Zoellick Director of Operations
363-2574 – [zoellicks](#)

Phyllis Jensen Retail Manager
363-2539 - [jensenp](#)

Michael Sefton Executive Chef (Chapin Hall)
363-2927 – [seftonm](#)

Health and Wellness Center – 1st Floor Porter Hall

Tara Girard, R.N. Director of the Health and Wellness Center
363-2331 - [girardtm](#)

Jamarr Elliott Office Assistant
363- 2331 - [elliottj](#)

Powerhouse Director – 1st Floor Porter Hall

Steve Robinson Working together to create a vibrant, welcoming and truly inclusive space where all Beloiters collide to interact, build community and have a little fun while we're at it!
363-2961 - [robinsons](#)

Sonya Hoppes Assistant Director of Activity and Recreation
363-2940 - [hoppess](#)

Learning Enrichment and Disability Services Office – 2nd floor Pearsons, North Offices

Angi Olesen Assistant Dean of Students and Director Learning Enrichment and Disability Services Office
363-2572 – [olesena](#)

Tori Wilson Department Coordinator
363-2572 - [wilsonv](#)

Residential Life – Ground floor of Whitney Hall

Ryan Schamp Director of Residential Life
363-2676 – [schampr](#) All matters related to housing & Resident Assistant program,
summer conferences, Greek affairs, discipline, judicial matters.

Myquaila Knight Operations Coordinator
363-2350 - [knightm](#)

Stacy Cussen Residential Life Coordinator
363-2350 – [cussens](#) Collateral: Student Sustained Dialogue

Jason Dorman Residential Life Coordinator
363-2350 - [dormanjn](#) Collateral: Student Engagement and Leadership

Jewel Morrison Residential Life Coordinator
363-2350 – [morrisonj1](#) Collateral: Title IX Investigator and Sexual Assault Prevention

Student Engagement and Leadership Development (SEAL) – 2nd floor Pearsons, South Offices

Mic Brunner Director of Student Engagement and Leadership Development
363-2301 – [bunnerm](#) (SEAL)

Nate Brault Manager - Coughy Haus
363-2806 – [braultn](#)