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Student Rights and Responsibilities

Students enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others as is true for all citizens.

However, by virtue of their enrollment in Coe College, students are obligated to abide by the policies and regulations of the college.

The college is responsible for enforcing its policies fairly and with equitable procedures. **It is the responsibility of each student to know the policies and procedures contained in this Student Handbook.**

Non-Discrimination Policy

Coe College admits students without regard to sex, race, creed, color, disability, age, sexual orientation, national or ethnic origin. All students have equal access to the facilities, financial aid, and programs of the college.

Coe College Code - All students are expected to:

- ◆ support the purposes of the college and to encourage the pursuit of educational objectives
- ◆ respect the rights of other persons regardless of their sex, race, color, creed, handicap, sexual orientation, or national origin
- ◆ observe all civil statutes or ordinances and all Coe College regulations
- ◆ avoid activities which threaten the health or safety of any person who is on campus by invitation of the college
- ◆ respect the property of other persons, organizations, or the college
- ◆ be honest in academic work and in relationships with other members of the college community
- ◆ possess no weapons

CAMPUS CIVILITY STATEMENT

This statement was written by students in order to address standards of civility and respect within the Coe College community. This statement is a living document and is intended to evolve over time.

We, the members of the Coe College community, expect our campus climate to be safe, mutually supportive, academically encouraging, egalitarian, and tolerant of all its members:

- We expect the academic experience to extend beyond the classroom into our living environment.
- We expect a campus free of incidents that create a hostile living environment.
- We expect a healthy and responsible attitude to accompany all social gatherings.
- We expect that intoxication will not be an excuse for incidents that occur while under the influence.
- We expect that diversity of opinion should be cultivated and encouraged as well as respected within our community.
- We expect that everyone will have the right to be respected for his or her individuality.
- We expect all campus community members to respect the rights of other persons regardless of their actual or perceived age, color, creed, disability, gender identity, national origin, race, religion, sex, or sexual orientation.

A community is made up of individuals who model these standards and hold each other accountable. In order for the community to encompass the goals outlined above, each individual must be responsible and accountable for her or his own actions and words.

ACADEMIC POLICIES

It is the responsibility of the student to know the Coe College Catalog and the regulations which pertain to their academic program. Several topics frequently misunderstood are described in this Student Handbook. Complete academic information is available in the Coe Catalog.

In May of 1971 the Coe Student Senate, faculty and Instruction Committee of the Board of Trustees endorsed the "Joint Statement on Rights and Freedoms of Students" of the American Association of University Professors (AAUP) as Coe College policy. The AAUP is a professional organization of college and university professors which is dedicated to promoting academic freedom and due process within colleges and universities so as to insure the integrity of the educational process.

The Joint Statement on Rights and Freedoms of Students provides a context within which Coe College students may creatively take initiatives to become liberally educated through uninhibited study and honest expressions of their own personal views. Copies are on file in the Vice President for Student Affairs office, located in upper Gage Memorial Union, and on reserve in the Library.

Academic Integrity - Plagiarism is a form of cheating. It occurs when a student represents the ideas, statements, or data of others as his/her own, whether as a part of course work, papers, oral presentations, projects, lab reports, experiments, etc. Among the recognized methods of acknowledgment are the use of bibliography, footnotes, quotation marks, or a direct statement.

Faculty members take reasonable precautions to avoid academic dishonesty. When there is reasonable evidence to believe an infraction (cheating of any kind) has occurred, the faculty member will confer with the student(s) involved and: (1) faculty member takes appropriate action, (2) the student requests through the Dean of Faculty to be heard by the appropriate officials. Action taken by a faculty member is reported in writing to the Vice President for Student Affairs and becomes part of the student's disciplinary record.

Academic Standing - The college has minimum retention levels which increase with the number of courses attempted; for example, having attempted more than 5 courses but less than 9.9 a student must have a cumulative GPA of 1.75 to be in good academic standing. By the time a student has attempted 19 courses, and through the remainder of his/her academic work at Coe, the cumulative GPA must be 2.0.

A student who falls below the minimum level will be placed on Academic Probation and will be notified by the Dean of the Faculty. Often the student will be given an academic goal in order to raise his/her cumulative average closer to good standing.

A student who has been on Academic Probation and who fails to meet the minimum retention levels, or who fails to raise the cumulative GPA to good standing after attempting nine courses while on probation, is subject to

academic dismissal.

A student who believes his/her difficulties were due to extenuating circumstances may appeal the academic dismissal. An appeal letter may be written to the Dean of the Faculty and delivered personally (or by registered mail) or the student may appear in person before the Academic Standing Committee. He/she may provide written supportive testimony from faculty or staff.

Class Attendance - Regular class attendance is essential to academic success. Individual faculty members establish their own standards for attendance. Students are encouraged to ask faculty if they are uncertain about their expectations. The college expects class attendance on the first and last day of each term as well as class days proceeding and following college holidays.

Absence from class may be permissible, if unavoidable because of illness, personal emergencies, or when a student is officially representing the college. Absences should be kept to a minimum. If representing the college requires absence from classes, a student should arrange to be excused by a professor or a college staff member in advance. All other excuses for absences must be arranged with the instructors, who may, if they wish, request the opinion of the College Health Service or the Vice President for Student Affairs.

Coe College is a community of many religious faiths, and we strive to create a climate of mutual respect, in which all persons can freely practice their religion. Students who ask to be excused from class in order to observe religious holidays that are an important part of their religious heritage (e.g., Good Friday, Yom Kippur) should have those requests honored by the faculty.

Students are responsible for speaking to their professors before the holiday(s) and for making up the work they miss. This policy shall also apply to the birthday of Martin Luther King, Jr. in January, which is a national holiday, and which has a significance equivalent to that of a religious holiday to some persons at Coe.

Evaluation of Credits in Transfer - While a student is admitted for work toward a degree at Coe, credit for course work transferred from another institution will be accepted if the course was approved in advance by the Coe Registrar. Grades for those credits accepted are not recorded.

Incomplete/Repeated Courses - If a course is not completed due to reasons beyond the student's control the instructor may give an Incomplete. The student must complete course work so it can be evaluated and reported to the Registrar's Office no later than the fourth week of the next Fall or Spring Term in which the student enrolls. A student may choose to repeat a course, but the student must indicate it is being repeated at the time of registration. The grade in the repeated course will be preceded by an R (i.e. RA, RB, etc). Only the grade for the repeated course will be used in computing the GPA.

STUDENT RIGHTS

Student Notification of Rights Under FERPA

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

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

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. FERPA was not intended to provide a process to be used to question substantive judgments which are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the

requirements of FERPA.

Generally, schools must have written permission from the student before releasing any information from a student's educational record. However, the law allows schools to disclose records, without consent of the student, to the following parties:

- College employees who have a legitimate need to know
- Parents who provide evidence of student dependency status as defined by the Internal Revenue Code
- Persons who need to know in cases of health and safety emergencies
- Accrediting organizations to carry out accrediting functions
- Appropriate parties in connection with financial aid to a student
- Federal, State and local governmental officials for purposes authorized by law
- Individuals who have lawfully obtained court orders or subpoenas
- Organizations conducting educational studies for the College
- Courts during litigation between the College and the student or parent
- Victim of crime of violence after final results of a disciplinary hearing
- Public after disciplinary proceedings determine student committed crime of violence

In many situations, complaints relative to FERPA can be resolved with the College on an informal basis. Any student who wishes to discuss a FERPA complaint may contact the Registrar, Lower Level Voorhees Hall.

To file a FERPA complaint with the U.S. Department of Education, contact the Office that administers FERPA at:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

For additional information, refer to the Coe College Catalog.

Disciplinary Records are kept in the Vice President for Student Affairs office separately from all other information on students. These records are maintained for a period of five years after a student graduates or for a period of seven years after a non-graduate leaves the college. Information from disciplinary files is released to outside persons or agencies only under legal compulsion or with written consent from the student. Information regarding financial aid, medical records, and alumni activity is kept within the individual departments. Access is limited to the personnel in each office.

Withdrawal/Leave of Absence - A student wishing to withdraw from Coe is responsible for initiating the procedure with the Dean of Retention

Services/International Student Advisor. Withdrawal during a term may have financial consideration due to the college refund policy and financial aid policies.

If a student is withdrawing with the intent of returning to Coe, he/she may wish to take a Leave of Absence. A Leave of Absence may be granted for a period of up to 36 months. With a Leave of Absence a student does not reapply for admission but must notify the Registrar of the intent to enroll 30 days in advance of that registration. Leaves of Absence are not granted for January Term.

CAMPUS SERVICES & RESOURCES

Bookstore - The Bookstore is operated by Follett Higher Education Group. The bookstore provides textbooks, course materials, supplies, software and Coe gifts to the entire Coe Community. At the beginning of a term, full refunds are given for new-condition textbooks within 7 days of purchase and with a receipt. Shrink-wrapped course packages cannot be accepted if they have been opened. Refunds are given for an additional 21 days on unused textbooks with a valid drop slip from the Registrar.

Business Office - The Business Office sends statements in July for the amount which is due August 15. The bill is for 50% of the annual costs. The bill for the remainder of the annual charges is sent out in December and is due January 15. Coe College offers a monthly payment plan, which divides the charges into ten equal payments due on the first of each month, August through May. There is a \$100.00 service charge. **Check cashing** - The cashier is available Monday - Friday 9:00 a.m. - 3:30 p.m. Payments may be submitted to the cashier; personal checks or checks from parents may be cashed for up to \$100.00. No two-party checks will be cashed. Coe College payroll checks, in any amount, may also be cashed.

Campus Programs and Student Activities - The student activities staff coordinates a broad range of cultural, educational, recreational, and social activities for the campus community, including major campus events. The campus programming staff also advises student organizations and coordinates campus leadership programs. The staff allocates and manages student organization space. The Activities office is located in Gage Union.

Career Services - All students are encouraged to utilize Career Services throughout their college experience. From the very beginning of a student's time at Coe, there are many ways to get involved. Opportunities abound to gather information through workshops, the resource library, computers, and individual appointments with professional staff members. Information and assistance regarding jobs, internships, summer opportunities, volunteer options, off-campus study programs, and graduate/professional schools are also available.

Individual meetings and group workshops assist students with graduate school selection and applications, job search techniques, resume writing, interviewing skills, effective networking, business etiquette and much more. While

ultimately students are responsible for the direction of their career and life, Career Services assists by providing education, support, input and caring listeners. Career Services is located on the upper level of Gage Union, but it also offers a 24-hour information source through its Web site:

<http://www.public.coe.edu/departments/CareerServices>

Internships - The Director of Internships is located in Career Services. All full-time internships are approved by the Honors, Interdisciplinary, and Independent Study Committee. Applications for full-time and part-time internships can be obtained from the Director.

Counseling Services - The College offers counseling services through St. Luke's Family Counseling Center, located at St. Luke's Hospital, across from Greene Hall. Appointments can be made by calling 369-7952 and identifying yourself as a Coe student. Referrals are made when necessary and/or appropriate.

Dean of the Faculty - Coordinates the academic programs of the college and provides leadership for the academic advising system. Students are encouraged to seek advice concerning all aspects of their academic experiences at Coe. The office is located in McCabe Hall.

Vice President for Student Affairs - Coordinates the Student Affairs programs of the college and provides leadership for student services. He advises students and organizations concerning their out-of-class experiences at Coe. The office is in Gage Memorial Union.

Academic Achievement Program - This federally funded program is designed to help students in all phases of their progression through Coe College. The staff offers services in academic, career, personal, and financial areas, including tutoring, study skills assistance, time management, reading skills instruction, course and major selection, and graduate school preparation. The office is located in lower Voorhees.

Financial Aid - Coe College is committed to assisting those families in need of financial assistance. Financial aid will be awarded to students only after all required financial aid forms and requested documentation have been received. The Financial Aid Office is located in the Nassif House.

Sodexo Dining Services - Because Coe is a residential college, all residential students, except Coe apartment and Kohawk Village residents, are required to eat in the college dining hall in Gage Memorial Union. Students who are commuters and other members of the Coe community may also arrange to have meals in the dining hall. The opening and closing of the food service is coordinated with the residence halls. The college will attempt to notify students of the dates and times when meals will not be served.

The cost of board is determined by average participation and is intended to cover only the food eaten in the dining hall. Neither food nor utensils are to be taken from the dining area and violators will be subject to a fine. Students who have dietary restrictions, special dietary needs, health needs, or requests for sack lunches should contact the Director.

Gage Memorial Union - The Union is home to the Student Activities staff,

Mailroom, Bookstore, Dining Hall, Campus Information, Box Office and the Stomping Grounds Coffee Shop. Regularly scheduled classes are generally not held in the Union. This is not intended to exclude special class sessions which may be open to interested students and faculty when a guest lecturer or a special program is available.

Registration of Campus Events - All student social functions and campus events must be registered with the Assistant Dean of Campus Life by completing a Campus Activity Registration Form. This form is to be completed when any event is planned that will take place on the Coe College campus. Space for an event will not be confirmed until this form is completed with all required signatures obtained. Students are encouraged to plan their events well in advance to allow adequate time to make necessary scheduling arrangements, contract with Security or Food Service, and/or advertise the event. A minimum of two weeks is recommended, at least 72 hours is required (four days for Security). Forms can be picked up at the Campus Information Center in Gage Memorial Union.

All campus events must:

- ◆ Obtain approval for any poster, sign, or other informational material that advertises the event from the Coordinator of Gage Student Union or the Campus Information Center. Materials may be displayed at approved posting sites on campus. Students desiring to advertise their event off-campus must meet with the Coordinator of Gage Student Union to discuss proposed strategies.
- ◆ Monitor the entrances to the event to prevent any uninvited guests from entering.
- ◆ Monitor the number of guests at the event to insure occupancy does not exceed the fire code capacities of the particular facility.
- ◆ Prevent alcoholic beverages from entering the event.
- ◆ Help maintain order and ensure responsible behavior.
- ◆ Facilitate orderly closing and clean up after the event.

Fax - A facsimile machine, located in Campus Information, is available for student use during regular Campus Information hours. Students may fax documents by using their RESICOM code or pay \$.25 per page without a code. There is no charge for receiving a fax. The Campus Information fax number is 319-399-8020.

Mail - The Mailroom is located on the first floor of Gage Memorial Union. All students are assigned mailboxes and can obtain their mailbox number and combination at the Mailroom counter. Special Delivery and registered mail are delivered to the mailroom. Mail to a student should be addressed to the college as follows:

Student's Name
Coe College, Gage Memorial Union, # ____
1220 1st Avenue, N.E.
Cedar Rapids, Iowa 52402-5012

Coe Box Office - Tickets for Coe fine arts performances and other events are available for sale. The Box Office is open 11 a.m. - 7 p.m. Monday-Friday.

Campus Information Center - The Information Center (dial "O") provides general and phone information, handles lost and found items and serves as a clearinghouse for many student activities.

Stomping Grounds - Coffee Shop - Located in the P.U.B. across the skywalk of Gage Memorial Union, the Stomping Grounds provides a retail outlet for students, faculty, and staff. This student-managed service provides a variety of gourmet coffees, teas, and desserts in a relaxing environment. Clubs and organizations may reserve the area for meetings, parties, or events.

International Student Advisor - All international students are expected to maintain contact with the Advisor throughout the academic year. The Advisor serves as an advocate for international students on campus and as a liaison with the U.S. Immigration Office. She also works closely with the English as a Second Language (E.S.L.) faculty and advises the International Club. The office is located in lower Voorhees.

Physical Plant - The Director and staff assist students in making repairs and improvements to their residence halls and activity areas (i.e. club meeting rooms and recreational areas). Requests for Physical Plant repairs should be made through the Residence Life staff.

Registrar - Student academic records are maintained at the Registrar's Office which is located in lower Voorhees. Grades are mailed to each student's home. Grades may be disclosed to parents if the student is a dependent. Students may have copies of their transcripts sent to whomever they choose as long as their College account is paid in full. Requests for transcripts must be made in writing.

Religious Life - The college attempts to provide for the religious interests and needs of all students. The College Chaplain is located in lower Voorhees. Visits and/or services by other area clergy are arranged throughout the year.

COMPUTER POLICY - The purpose of this document is to provide a statement of policy concerning the use of Coe College computer resources. The regulations stated here are intended to be interpreted within the framework of existing college regulations as contained in the *College Catalog*, the *Faculty Handbook*, and the *Student Handbook* and to supplement them where such regulations do not adequately cover use of computer resources. These regulations apply to all users of Coe College computer resources.

Responsibilities of Coe Computer Services

- ◆ *Availability of Resources.* Coe Computer Services has the responsibility to ensure, to a reasonable degree, that college computer resources are working and available at appropriate times.
- ◆ *Precautions Against Loss of Data.* Coe Computer Services performs backups of material stored on network devices (except local hard drives of networked computers) in such a way as to provide users a reasonable

measure of protection in case of device failure. However, the college cannot and does not guarantee that no data will be lost, and users are ultimately responsible for the protection of their own data.

- ◆ *Protection of Confidentiality.* Coe Computer Services will attempt to protect the confidentiality of user passwords and files. Under no circumstances will a user's password be compromised intentionally, and user's files will be accessed only as provided in this document for the purpose of enforcing policies governing the use of computer resources.
- ◆ *User Support.* In so far as staff resources permit, Coe Computer Services will offer training in the use of software available on the college network and will assist authorized users in solving problems connected with networked resources. Support for personal computer systems and individually owned software will be provided only as staff time permits.
- ◆ *Enforcement of Regulations.* Coe Computer Services has a responsibility to enforce regulations governing computer use and to investigate, within the limits of the law and college policy, apparent violations of these regulations. Specifics of enforcement policy are described under a separate heading.
- ◆ *Censorship of Network Transmissions.* As an academic institution encouraging the free exchange of ideas, Coe College does not censor, and hence does not accept responsibility for, the content of transmissions over the college network.

Responsibilities of Computer Resource Users

Campus Resources

- ◆ *Access to Computer Resources.* Coe personnel are permitted access to Coe computer resources (computers, peripherals, network drives, software, etc.) for use only in accordance with intended purposes, and only so far as license agreements permit. Coe personnel may use computer resources for personal purposes but will be expected to reimburse the college for expenses incurred (such as those involved in printing or using fee-for-service resources). Access to computer resources is a privilege, not a right, and may be restricted, suspended, or revoked for users who do not follow regulations governing computer use.
- ◆ *Responsibility for User Account Activity.* Users have a responsibility to protect the integrity of their networked accounts, and individuals are responsible for all activity conducted through their accounts.
- ◆ *Access of Other User's Accounts.* Users are permitted to access the accounts of other users only with express permission. People who are found accessing, or attempting to access, accounts on or off campus without proper authorization will have network privileges suspended or revoked.
- ◆ *Installation of Software on College Computers.* Software may be installed on college machines only with the consent of the director of academic computing. Proof of legality will be required, and users may be required to provide Coe Computer Services with original installation media and documentation for any software installed.

- ◆ *Use of Shared Resources.* Users have an obligation to limit their use of shared resources. Engagement in activities - such as forwarding chain mail and setting passwords on computers - that unduly limit availability of resources to other users is an infringement of the rights of other users and may result in restriction, suspension or revocation of computer privileges.
- ◆ *Usage Priority.* Computer use for schoolwork takes precedence over all other use. People using computer resources for purposes other than completion of school assignments must surrender those resources upon request of someone who needs them for the completion of schoolwork. The Director of Academic Computing may impose time or location restrictions on specific types of computer use (such as game-playing or access to off-campus resources) in order to ensure adequate availability of computer resources for the completion of course work.
- ◆ *Compliance with Lab Policies.* Compliance with policies posted in a lab or other computer location is required to retain the privilege of using the facilities to which the policies apply.
- ◆ *Compliance with State and Federal Laws.* Users must comply with all state and federal laws concerning use of computer resources. This includes, but is not limited to, copyright law, laws governing communication via networks, and laws concerning harassment.

Off Campus Resources - Resources accessed from Coe College via college equipment are a part of the resources available at Coe College and are subject to all regulations that apply to local resources. This means that such activities as unauthorized access, and attempted unauthorized access, of remote resources, forwarding chain mail off-campus, and harassment of individuals via network e-mail are expressly prohibited. In addition, users of Coe resources have an obligation to comply with all rules instituted by the owners of the resources assessed, and Internet users must follow the policies promulgated by organizations responsible for regulating network traffic; violation of any of these policies constitutes violation of Coe College policy.

It is the responsibility of individual users to become familiar with, and to remain current concerning, policies governing computer resource use at Coe as these policies are published on the Coe Computer Network, and notification of policies via the computer network constitutes adequate promulgation of regulations governing computer use. Additionally, copies of documents regulating the use of computer resources will be kept on reserve in the library. Policies regulating specific labs will be posted in those labs.

Acknowledgment of Obligations - Use of Coe computer resources constitutes implicit acceptance of policies regulating their use.

Enforcement of Policies

College Responsibilities - The Director of Academic Computing and Coe Computer Services personnel have a responsibility to enforce, within reasonable limits, college policies regulating computer use. Computer Services personnel may, in order to determine whether violations of regulations are

occurring, monitor user activity on the Coe network either randomly or systematically. An account may be systematically monitored only when there is documentable reason (such as the result of random monitoring or the written complaint of a user) to believe activity in the account is in violation of college policy. The content of files stored on networked devices may be inspected only with the express consent of the Director of Academic Computing and only for the purpose of determining whether violations of policy have occurred.

Sanctions for Violation of Regulations - The Director of Academic Computing may limit, suspend or revoke computer privileges of users found to be in violation of Coe computer policies. Decisions to permanently limit computer privileges will be made only with the concurrence of the Vice President for Academic Affairs, the Vice President for Student Affairs, or a staff supervisor, as appropriate to the status of the person whose account is being restricted. Additionally, the Vice President for Academic Affairs, the Vice President for Student Affairs, or the appropriate staff supervisor will be notified of violations of computer policy that may also constitute violations of other college policies, such as those concerning harassment.

Appeals.

- ◆ Right to Appeal - Students to whom sanctions have been applied have the right to appeal the decision of the director to the college Judicial Board. Nonstudents to whom sanctions have been applied have the right to appeal the decision to the Computer Policies Committee. The appellate body has the right to modify sanctions in any manner.
- ◆ Application of Sanctions During Appeal - Since the abuse of computer resources can constitute a serious and immediate threat to the entire networked community, restrictions imposed by the director will remain in effect during an appeal process.
- ◆ Right to a Speedy Hearing - Users to whom sanctions have been applied have the right to a speedy hearing if an appeal is made.

STUDENT AFFAIRS – The mission of the Student Affairs department is to enhance the quality of the liberal arts experience as it occurs through the co-curricular programs and student services of the College. Helping students to make informed decisions that contribute to their own well-being is of particular importance to the staff. Students are encouraged to complement their classroom experience with appropriate participation in campus activities as a means of mastering the skills and values of responsible adults. To this end, the staff promotes student activities in the residence halls, on the playing fields, and at Gage Memorial Union that foster intellectual, social, emotional, cultural and spiritual maturity. Please feel free to contact any member of the Student Affairs staff if they can be of assistance to you.

Student Affairs Committee

Specific Duties:

- Review student life issues and enact, as appropriate, policies presented by the Student Senate, administrative staff, faculty or any member of the Coe community and advise the Vice President for Student Affairs concerning the administration of student life issues.
- Establish standards for student conduct.
- Review and revise the Student Handbook and the Residence Agreements.
- Recommend revisions of campus judicial procedures (exclusive of academic dishonesty) to the Vice President for Student Affairs and the President of the College.
- Recognize and review student organizations annually.
- Perform these and other duties as authorized by the President of the College or the Institutional Planning Committee of the Board of Trustees.

Membership: The committee will consist of the following:

- Two faculty as appointed by the President of the College in consultation with the Executive Committee of the Faculty. It is recommended that these members be appointed on a two-year rotation, with the second year member serving as Chairperson for the Committee.
- The Vice President for Student Affairs will serve as an ex officio member.
- Two members of the Student Affairs staff, as appointed by the Vice President for Student Affairs.
- It is the responsibility of the Student Body President to ensure diversity in the student representation on the Student Affairs Committee. It is his/her duty to appoint six (6) students to the committee, striving to have at least one member from each academic class and no more than two from the same residence hall.
- The Student Body President will be a member of the committee. The Student Body President will report the progress of the Student Affairs Committee to the Student Senate. The Student Body Vice President may be appointed as ex officio or appointed as a member of the Student Affairs Committee by the Student Body President.

Campus Judicial Process - Upon enrollment, students accept the responsibility to observe all college policies and regulations. Violations of any college rule, except academic regulations, will be investigated by a member of the Student Affairs staff and decided through the Coe judicial system. (*Note: other actions not stated within may also be handled through the judicial system.*)

Violations may be reported in writing by any member of the college community to the Vice President for Student Affairs. The Vice President notifies the student, in writing, of the allegations and their option to be heard by a Hearing Officer or the Judicial Board. Failure to make a selection results in the matter being heard by a Hearing Officer. During the last two weeks of any semester cases may be automatically referred to a hearing officer.

Judicial cases involving student groups (e.g. organizations, Greek chapters)

will be heard by the Judicial Board rather than a hearing officer. The Vice President for Student Affairs or his designee reserves the option to forward a case to the Judicial Board if he believes the severity of the case warrants a broader review and/or faculty and student input. The Hearing Officer may refer the student to the Judicial Board if the Hearing Officer believes they cannot provide a fair hearing.

The Vice President appoints professional staff members in Student Affairs to serve as hearing officers. Judicial Board composition is determined by the procedures contained in this policy. *It is the College's expectation that all students required to do so, will participate fully in the judicial process. Failure to participate will result in additional judicial sanctions.*

Rights of the Student

- ◆ The student will be informed, in writing, of the specific college rules and regulations violated.
- ◆ The student may consult with the Accused Student Resource Person.
- ◆ The student may have an advisor who is any willing member of the Coe community. The advisor may attend any session of the hearing in which the student's presence is required. They may not be a witness in the case. The advisor may not reveal anything the student shares with him/her unless it is information which indicates that the student is a threat to him/herself, or to others; then they are obligated to notify the Vice President for Student Affairs.
- ◆ The student may know the name(s) of his/her accuser(s) and, upon request, hear the testimony of both accuser(s) and witness(es) and question them.
- ◆ The accused student will decide if the hearing will be open or closed, but either the accuser or a witness may appeal to the Board for a closed hearing.
- ◆ The student may present and/or request any information on his/her own behalf.
- ◆ The student may call witnesses to testify in his/her support.
- ◆ The student may make any relevant statements or ask any relevant questions during his/her hearing before the hearing officer or the judicial board.
- ◆ The student will receive a written decision from the hearing officer or the judicial board.
- ◆ The student may appeal the decision of the hearing officer or the Judicial Board to the Vice President for Student Affairs.

Role of Accused Student Resource - The Vice President for Student Affairs will appoint one professional Student Affairs staff member per year to serve as an Accused Student Resource Person. The Accused Student Resource Person is required to familiarize themselves with the campus judicial procedures contained in the *Student Handbook*. This person will go through training prior to the start of each academic year. The Accused Student Resource Person will answer any questions about campus judicial procedures. The Accused Student Resource Person may not serve as an advisor to any students and is not eligible to serve as a hearing officer. The Accused Student Resource Person will not discuss the specifics of the case with the student, nor engage in any

conversations regarding the innocence or guilt of the student.

Role of Hearing Officer and Judicial Board

Hearing Officer: To receive a response of "responsible" or "not responsible" and/or determine responsibility and, if necessary, impose disciplinary sanctions. All parties involved in the case will be given the opportunity to be interviewed by the hearing officer. The hearing officer may review any previous violations and disciplinary sanctions before making a decision. When the Hearing Officer informs the student of any disciplinary sanctions, they will also advise the student of their right to appeal to the Vice President for Student Affairs. The Hearing Officer will send to the Judicial Board any issues that require additional interview or investigation beyond the initial set of interviews and incident reports. Further, the Hearing Officer will refer to the Judicial Board instances of reported violations.

Judicial Board: To hear the charges, receive a response of "responsible" or "not responsible", examine the facts presented by the parties involved, including witnesses, determine responsibility, and if necessary impose disciplinary sanctions. The decision shall be reached by a majority of those present hearing the case. The decisions of the Hearing Officer and Judicial Board are based on the premise of "more likely than not".

Composition of the Campus Judicial Board: The Judicial Board will consist of five students appointed by Student Senate, two faculty members appointed by the President of the College and one Student Affairs staff member appointed by the Vice President for Student Affairs.

- ◆ The chairperson and vice-chair will be elected by the Judicial Board.
- ◆ The term of appointment will be for one academic year. New appointments should be made to ensure continuity and rotation. Appointments should be effective in mid-April in order to ensure adequate functioning and preparation for the new academic year.
- ◆ Alternate members: The Student Senate will appoint a panel of five students to serve as an alternate pool. The President or his designee may draw upon past faculty judicial board members as needed. Alternates will be called as needed by the Judicial Board and may be chosen by the Board to fill a vacancy created by a resignation.
- ◆ Recall of student members may be initiated by the same procedure as recall of members of Senate. A member recalled will be replaced by Student Senate.

Campus Judicial Board Procedures

- ◆ All hearings will be heard by the Board during the academic year and whenever possible within one week of the request for a hearing or appeal.
- ◆ A majority of the members will constitute a quorum and will have authority to decide any case or appeal.
- ◆ The Chairperson for the Judicial Board will conduct the hearing and will have a vote only in case of a tie.
- ◆ If any member of the Board is involved in the case (witness, accuser, accused, etc.) he/she will not be eligible to serve while the case is being

heard.

- ◆ The Vice President for Student Affairs will appoint a member of the college staff to present the charges before the Board. Normally the presenter will be the hearing officer.
- ◆ The transaction of the hearing will be tape-recorded.
- ◆ The Board's deliberations will be confidential.
- ◆ A report will be written within 48 hours after the decision is reached; it will include a dissenting opinion if there is one. A copy will be given to the student and a copy will be filed in the Vice President for Student Affairs Office. Disposition of the case will be published in the *Cosmos* and *Crimson Chronicle* with names deleted.
- ◆ Minor deviations in time are acceptable if they are not prejudicial to the college or the student.

Summer Judicial Procedures - During summer sessions, students will be expected to observe all college policies and regulations. In the case of a violation, it will be investigated by a member of the Student Affairs staff. The student may choose to be heard by a member of the Student Affairs staff or by a specially appointed Summer Judicial Board. The Student Affairs staff member will determine the validity of the allegations and, if necessary, the appropriate disciplinary sanction. A summer Judicial Board will consist of four students and three faculty or staff appointed by the Vice President for Student Affairs or designee. The Board will elect a chairperson and follow judicial procedures previously outlined.

Sexual assault judicial procedures – see Health, Safety & Security section.

Sanctions for Misconduct - The violation of campus regulations may result in one or more, but not limited, to the following sanctions:

Oral or written reprimand.

Required compliance: carrying out of a college regulation or administrative directive as a condition for avoiding further disciplinary action and/or remaining in good standing.

Fines or restitution: reimbursement for damage to or misappropriation of property. May also take the form of college service or other compensation and may be combined with other sanctions.

Community service: assignment to work on or off-campus.

Disciplinary warning: written notice that continuation of misconduct in general or repetition of specified conduct has been found unacceptable within the specified period of time stated in the warning. Failure to comply may be cause for further disciplinary action.

Disciplinary probation: the most severe and serious warning a student may receive and still remain enrolled in the college. During the period of probation the student may not hold office in recognized student organizations or may lose other designated privileges (i.e. on campus job). Disciplinary probation will be outlined in a letter which will be kept in the student's file until the term of

probation has expired. Violation of the terms of disciplinary probation or the infraction of any college regulation during the probation period may be grounds for suspension or dismissal.

Suspension: separation from the college for a specified period of time, usually the remainder of the term. Readmission must be applied for and may be contingent upon compliance with specific conditions. Appeal for suspension is to the Vice President for Student Affairs.

Dismissal: termination of enrollment for an indefinite period. The conditions of readmission, if any, shall be stated in the notice of dismissal. Appeal is to the President of the college.

Appeals – All appeals of judicial decisions will be made to the Vice President for Student Affairs. All appeals must be made in writing and within one week of receiving the decision. An appeal may be based on the issues of adherence to procedure or the fairness of the sanctions.

The President has the right of ultimate and final disposition of any case and may, at his own initiative, sustain or overrule any decision by the Hearing Officer, Judicial Board, or the Vice President for Student Affairs.

Interim Suspension - The Vice President for Student Affairs, or a designee, may suspend a student for a 10-day period pending disciplinary proceedings, such suspension to become effective immediately without prior notice, whenever there is evidence that the continued presence of the student on the college campus poses a substantial threat to others or to the stability and continuance of normal college functions.

- a) Formal disciplinary proceedings will be convened within 10 calendar days of the suspension.
- b) Appropriate campus officials and student leaders will be notified of the suspension within 24 hours.

A student suspended on an interim basis shall be given an opportunity to appear personally before the Vice President for Student Affairs within three business days from the effective date of the interim suspension. A hearing shall then be held on the following issues only:

- a) the reliability of the information concerning the student's conduct, including the matter of his/her identity;
- b) whether the conduct and surrounding circumstances indicated that the continued presence of the student on the college campus poses a threat to others or to the stability and continuance of normal college functions.

Summary Suspension by President - Whenever the President determines that a student has been guilty of such flagrant misconduct that their continued presence on the campus would seriously endanger safety, health, or welfare of persons within the campus community or impair the proper functioning of the college, the President may summarily suspend the student without prior notice and/or judicial hearing.

DISCIPLINARY RECORDS - are kept in the Vice President for Student

Affairs office separately from all other information on students. These records are maintained for a period of five years after a student graduates or for a period of seven years after a non-graduate leaves the college. Information from disciplinary files is released to outside persons or agencies only under legal compulsion or with written consent from the student. Information regarding financial aid, medical records, and alumni activity is kept within the individual departments. Access is limited to the personnel in each office.

RESIDENCE LIFE - The residential life program is an integral part of the education program and support services at Coe College. Residence halls and hall staff provide a structure by which the experience of the classroom is joined with the out-of-class learning experience of the student. The hall staff assists students in developing an enriching community in the halls as well as serving to support and enhance self-directed individual development.

The residence halls operate on the basic principle of mutual respect and consideration for the rights of all students. To ensure smooth functioning in a community living/learning arrangement, and for the protection of individual rights and property, conformity to some regulations is expected. With freedom comes responsibility for individual and group behaviors. This section describes the standards of community living for the Coe residence life system.

Residency Requirements - Coe is intentionally a residential college and, as such, requires full-time students to live in residence and take meals in the college dining hall. The only exceptions to the residency requirement are:

- 1) married students
- 2) graduates of a Cedar Rapids metro-area high school (Cedar Rapids Jefferson, Washington, Kennedy; Cedar Valley Christian; Linn-Mar; Marion; Prairie; and Xavier) who continue to reside with their parent(s) at home;
- 3) students who are 25 years or older

Other exceptions to the residence requirements must be applied for in writing to the Dean of Students. Approval or denial will be determined on a case-by-case basis following evaluation of the extenuating circumstances provided for review. Students will be notified in writing of the decision. The granting of permission to live off campus must be renewed each year. Students who violate the residency requirement will be charged full room and board costs for the entire year.

Residence Assistant (RA): a trained paraprofessional student who lives on each floor or wing. They work with the floor as a friend, information and referral source, and college official who mediates adherence to applicable college policies. The RA is available to help with personal concerns, establish an environment conducive to study and personal growth, and to be supportive in helping students take responsibility for their community.

Assistant Residence Directors (ARD): an upper-class student whose primary responsibility is to assist the Area Coordinator with the daily administration of the residence hall. ARDs work with the Board of Directors, help supervise the

RAs and provide leadership and support for all residents.

Area Coordinators (AC): a professional staff member who supervises the student staff, provides personal counseling, administers residence hall procedures and policies, and deals with emergencies and crisis situations.

Residence Halls Board of Directors - The Board of Directors (BOD) is an organization recognized and supported by the Department of Residence Life for the self-governance of student residence halls. Coe College believes that the experience of living in a residence hall is very important to the college experience and feels that it is important for students to have a voice in decisions about policies and activities. Therefore, the Board of Directors is responsible for the planning and implementation of activities, both social and educational, for the entire hall. The Board will also serve as the primary communication between the residents and administration and will be asked to provide the input of students when policy decisions must be made.

General Organization of the BOD (Residents of each hall write their own constitutions.)

- ◆ Each residence hall will set up a governing committee to be called the Board of Directors.
- ◆ The Board of Directors will consist of at least one representative from each floor/wing. A chairperson and a secretary will be elected from among these representatives.
- ◆ Only two unexcused absences will be allowed. The Board of Directors members will determine valid excuses.
- ◆ Procedures for selection of representatives will be determined by individual halls but an attempt will be made for consistency among the halls. Selection should be completed within the first two full weeks of class in the Fall Term.
- ◆ Representatives will begin their terms within the first two weeks of the academic year. RAs may not serve on this committee.
- ◆ The RD and/or ARD will serve as advisor to this group, but will not vote.
- ◆ The Board of Directors will meet at least once every two weeks. Meetings will be open to all residents of the building.
- ◆ All members will have one vote. The chair will vote only in case of a tie.
- ◆ All decisions will be decided by a simple majority vote.
- ◆ A quorum will consist of 50% of the members.
- ◆ The secretary will submit minutes of the meeting to the Area Coordinator and post a copy on each floor of their building.
- ◆ The chairpersons of the Board of Directors, ARDs, RDs and the Dean of Students will meet once per month to exchange ideas and information.
- ◆ Members of the Board of Directors will attend a training session provided by the Department of Residence Life.

Responsibilities of the BOD

- ◆ Plan and implement programming to be undertaken by the residence hall. The Board may sponsor activities as a group or work in cooperation with the residence hall staff.

- ◆ Recommend hall improvements to the Area Coordinator.
- ◆ Solicit input for policy changes when appropriate.
- ◆ Communicate to the Board the wishes of their residents, and similarly communicate those decisions of the Board to the members of the floor.
- ◆ Provide a forum for discussion on issues regarding vandalism, noise complaints, visitation and guest policy violations, etc.
- ◆ Uphold and insure the promotion of community living within each hall.

Room Assignments and Changes - Room assignments for new students are made by the Residence Life staff, taking into account expressed housing preferences. All other students select their own rooms during a lottery drawing each Spring. To be eligible for the Schlarbaum, Morris, Brandt, or Spivey Houses during the room lottery, the following criteria must be met:

- ◆ Each resident must have a cumulative GPA of 2.25.
- ◆ All residents must have a disciplinary record free of patterns of misconduct or any significant conduct violations.
- ◆ All students wishing to live in an apartment together must fill out and sign a form releasing their records to the Department of Residence Life to allow record checks.

The College reserves the right to make room reassignments as needed. During the Summer, if a Fall resident signed up for a Coe apartment decides not to attend Coe, their apartment may be forfeited to the next group on the waiting list. Anyone living in a double room without a roommate may select a new roommate or be given a new roommate at any time. **A room freeze is in effect for the first three and the last two weeks of class during the Fall Semester.**

All room changes must be approved by the appropriate Residence Hall staff. All parties to a room change must be in full agreement and must complete appropriate forms. Room change forms may be obtained from the Residence Life office. Students are responsible for finding someone with whom to make a room change. In the case of illegal room changes (i.e., switching room keys, etc.), a fine of \$50.00 per individual involved will be assessed.

Board Plan - Students may make changes to their board plan in the Department of Residence Life office. Changes may be made during the first week of the Fall term and the first week of the Spring term.

Room Condition - Each room is inventoried before students arrive or when they check in. Students will be assessed the repair or replacement cost for any damages done to the room during their stay. If changes to a room inventory form are not reported and returned to a student's Resident Assistant by the seventh day of occupancy, the resident loses the option of questioning the charge for damages since it would be assumed the condition of the room was as stated on the inventory form upon arrival. Rooms must be thoroughly cleaned upon leaving and the keys turned into the Residence Assistant. Failure to properly check out or sign the key card constitutes forfeiting the right to

question damage assessments and will result in fines.

Room Inspection - The College shall have access to all residential units for the purpose of inspecting for potential health and safety reasons, damage, cleanliness, or maintenance requirements. The college will attempt to provide 24-hour notification prior to entry for inspection. When possible, a room will be inspected by two college officials. The college reserves the right to enter a room without notification if it believes an emergency exists with respect to life or damage to property. A request for repairs constitutes consent for entry.

Rooms will be inspected on a timely basis for the purpose of inspecting the condition of college property, locking windows, and disconnecting electrical appliances. Damage to college property will be repaired following inspections and the cost for such repairs will be assessed to the resident(s) assigned to the room.

Routine apartment walk-throughs may occur over college breaks to assess the conditions of the premises. These will take place in the Schlarbaum, Spivey, Brandt and Morris Houses, as well as any other College owned property.

Room Search - A room search may be made by college authorities in accordance with the terms of the contract each resident student has with the college. The conditions of a search are: A written statement from the Vice President for Student Affairs of the reasons for the search prior to the search. Only those items and/or procedures specified in the statement shall be subject to college action. The student will be given a written receipt for all confiscated items.

- ◆ Whenever possible, there will be two authorized persons present, as well as the student occupant(s) who may be requested to open drawers, luggage, lockers, etc. In the event the occupant chooses not to cooperate, the authorized college personnel will carry out the search. The occupant of a room may request the presence of two students during the search of his/her room.

Keys - Students are issued a room key at the beginning of the academic year. Keys may not be loaned or duplicated. If a key is lost it should be reported to the Area Coordinator. The student will be charged the current replacement cost of the key. The residence hall staff reserves the right to insist on a lock change and assess the student the charges. In the event a student is locked out of their room, the RD, ARD, or Security will unlock the door and a \$5 lock out charge will be assessed.

Check-Out - There are a number of steps to follow to help you check out properly, quickly and efficiently. These steps will also help eliminate or minimize any damage charges.

- ◆ Establish a check out time with your RA (or ARD for the apartments) at

least three days before leaving. Residents may wish to ask the RA for a pre-inspection to determine what the resident must accomplish prior to checking out. Please remember that if your RA is not available, any building RA may check you out.

- ◆ Thoroughly clean your residence. Wash walls, sweep/scrub/vacuum floors, empty and wash wastebaskets, wipe off desks, shelves and window sills, clean the blinds, and wipe out drawers, remove all tape/adhesives from surface areas. Cleaning supplies will be available from the Residence Life staff. Apartment residents must clean the kitchen and bathroom as well.
- ◆ Lofts must be dismantled and removed from the building the week BEFORE final exams begin. This will avoid disruption of study during finals week. Loft lumber may be stored on a limited basis. Contact your Area Coordinator for details.
- ◆ Return all College property and original furniture to its original location. Make sure the windows and screens, smoke detectors, and drapes/blinds are all in working order.
- ◆ All personal belongings must be out of your room before you have a RA inspect it for the last time. Remember to check all drawers and closets.
- ◆ Check over your inventory sheet with a RA, then sign it in the space designated for checking out. Turn in your keys to the RA. If you do not return your keys, it will result in your being billed for a re-core.

Breaks/Vacations - The residence halls are closed during Winter and Spring breaks. Everyone is required to vacate the halls within 24 hours of their last class or final exam. A limited number of spaces in one of the residence halls may be provided for international students and students with essential campus jobs for \$75 a week (or any part of a week). This must be arranged through the Residence Life Office in advance. Students found in the building after closing or before the halls open will be fined \$75 and may be subject to disciplinary action. No overnight guests are allowed during breaks. All students are encouraged to leave campus during breaks. Residence Life, maintenance, and/or housekeeping will be entering rooms during break periods for maintenance, upkeep, etc.

Visitation Policy - The resident serves as host when entertaining a fellow student or guest and thus is responsible for the conduct of the guest(s). Similarly, it is the responsibility of the host to ensure that the rights of others are not infringed upon by the visitor.

Visitation refers to brief visits to the host student's room and/or lounge. Residents of a room decide when it is mutually convenient to have guests. Guests may not stay more than three consecutive nights. It is the responsibility of the resident to inform guests of all college rules. Students will be held financially and legally responsible for any actions of their guests. Any guest who fails to observe college rules or is disturbing to other residents will be asked to leave. The campus-wide hours of visitation are 24 hours every day.

No overnight guests allowed during breaks.

Quiet Hours & Courtesy Hours - Students are responsible for limiting excessive noise or disruptive behavior. Courtesy hours stay in effect 24 hours a day in all College residences. Students are strongly encouraged to talk to their peers who are responsible for bothersome noise or disruption. Residents are expected to respect and comply with the request of other residents to lower noise to a reasonable level (including weekends).

A student's right to sleep, study and relax in an environment with limited noise is an important consideration for the residence hall and apartment communities at Coe College. To that end, the College has established a minimum standard for quiet hours. Quiet hours are set as follows: 12 a.m. to 8 a.m. Sunday thru Thursday and 2 a.m. to 10 a.m. Friday and Saturday. A residence hall B.O.D. may lengthen the duration of their hall's quiet hours if they desire. At certain times of the year more restrictive quiet hours may be established by the B.O.D. or the residence hall staff, taking final examinations into consideration.

Personal Possessions - The college accepts no responsibility for damage or loss of individual property for any reason whatsoever. The college strongly advises each student to keep their room locked and to obtain insurance which covers personal belongings.

Prohibited Items - The following items are prohibited in residence units, but

- not limited to:
- halogen lamps
 - water beds
 - private exterior antennas
 - extension cords (power strips are permitted)
 - hot plates/toaster ovens/pizza ovens
 - laboratory chemicals
 - candles and/or candle warmers/incense
 - air conditioners
 - any vehicles except bicycles
 - fireworks
 - natural Christmas trees

Lofts – Lofts are permitted in designated residence halls. Lofts, however, cannot gain support from the room walls or built-in furniture. For fire safety purposes, it is recommended that lofts be constructed so that the distance between the top of the mattress to the ceiling be maximized. At the end of the year, lofted beds must be dismantled prior to finals week and the room, along with its furnishings, must be restored to its original condition. Please note that the College assumes no responsibility for injury due to loft use and/or construction. Student are responsible for any damage to the room and to personal property cause by the loft. **Lofts are not permitted in rooms with modular furniture. This includes all of Voorhees, as well as the Brandt, Morris, Schlarbaum, and Spivey Houses.**

In addition, students are responsible for any damage to the rooms caused by

their occupancy. Since 3M Command Adhesive Products generally minimize damage to surfaces, students should try using these to decrease damage to the walls, doors, etc. Nails are prohibited anywhere. Painting, stenciling, wall papering and borders are prohibited in **all** Coe College housing facilities.

Candles and Incense - For fire safety reasons, candles, incense, or any other open-flamed devices are not permitted in any college-owned residence. Students with religious observance needs not met by this policy must contact their Area Coordinator.

Storage - The college provides storage, as is available. The college accepts no responsibility for loss or damages to any items in storage for any reason whatsoever. All storage items must comply with fire regulations. Any items stored must be in a sealed box, clearly marked with the name and address of the owner. Any items left unclaimed will become the property of the college. Storage is open during the first and last week of each semester as posted.

Pets - With the exception of fish, pets are not permitted. A fine of \$25.00 will be charged for the first violation. The fine will double for every subsequent violation.

Weapons - Possession of weapons and materials that endanger the campus are prohibited in college owned housing, college buildings, college property or vehicles on campus. These items include, but are not limited to firearms, pellet guns, air guns, knives, bow/arrows, ammunition and explosives. Violation of this policy may result in eviction and/or other disciplinary action.

Telephones - Each residence hall room is equipped with a telephone. Damage to the phone and all charges are the responsibility of each resident. Long distance service will be restricted if bills are not promptly paid. Students may not receive collect calls. A charge will be assessed for each collect call received. No tampering of any kind to the telephones is allowed. Additional jacks have been or may be installed by the college for answering machines and/or computers.

Furniture - Only bed frames and mattresses may be taken apart or moved from a student's room and placed in college storage. The student will be held responsible for any damage done to room furniture. The possession of any college lounge furniture or any other furniture not originally assigned to the room may result in fines. A standard charge list is contained herein.

The college does not assume responsibility for damage or injury as the result of loft construction or use.

Refrigerators - Due to the increased fire hazard and energy use, the college will only permit one compact refrigerator (less than 4 cubic feet) per student in

each residence hall room.

Exterior Displays - Signs, banners, and other displays may be affixed to the exterior of residential units *only* with the permission of the Dean of Students. Window displays visible to the public are limited to seasonal decoration.

Cable TV - Cable television is provided in all residence hall rooms, lobbies and apartments. Tapping into any of these cables is not permitted. To do so will result in disciplinary action being taken and may lead to loss of cable service.

Smoking Policy – On July 1, 2008, the “Smoke Free Air Act” went into effect in the state of Iowa. Per this act, no smoking whatsoever is permitted inside Coe College buildings or on Coe College property (grounds, parking lots, etc.) This Act applies to College employees, students, and visitors. It is legal for people to smoke on public sidewalks.

Moving College Property - All college property, including residence hall furnishings and works of Art may only be moved with authorization from the Director of Physical Plant and/or the Dean of Students.

Noncompliance with College Staff - Providing false information to, harassing, abusing, or failing to be cooperative with a Residence Life staff member, or any other college official, while they are performing their assigned duties is considered noncompliance.

Harassment & Abuse - Each person living in college housing is responsible for basing their relationships with others on mutual respect and encouraging an open, sharing, and supportive atmosphere where individuals have the opportunity to develop positive, rewarding relationships.

Threatening or mistreating another, or infringing upon another's rights constitutes abuse. Abuse may be verbal (maltreatment through words, written or verbal) or physical (maltreatment through physical harm).

Mistreating another or infringing on another's rights on one or more occasions constitutes harassment. Harassment is conduct that has the effect of creating an intimidating, hostile, or offensive environment, interfering with performance both in and/or out of the classroom. Harassment may also be, but is not limited to: racial (based on racial or ethnic background); sexual (based on gender); related to sexual or perceived sexual orientation; conduct that threatens the health or safety of another; conduct that damages or threatens to damage property of another; conduct that substantially interferes or threatens to substantially interfere with a person's right of access to educational programs and/or extracurricular activities. Violation of this policy may result in eviction and/or other disciplinary action.

Tampering with Safety Equipment - Students who tamper with fire

extinguishers, fire alarms, and similar safety equipment are subject to fines, suspension from the residence halls and/or disciplinary procedures. If fire extinguishers are discharged or alarms are activated illegally, residence hall residents will be given the opportunity to identify the offending individual(s). If names of the offending individuals are not provided within 48 hours, a charge may be assessed to the residence unit at the discretion of the Residence Life staff. Persons identified as having tampered with fire safety equipment will be subject to a \$750 fine. A \$250 reward is offered to a person who correctly identifies the offending individual(s).

Dangerous Behavior - Any behavior that potentially endangers an individual or individuals may result in dismissal from the residence halls and dismissal or suspension from the college. Dangerous behavior includes, but is not limited to, hanging out windows, throwing objects out windows, ledge-walking, or being on the roofs of college buildings.

Damages/Vandalism - Members of the Coe community are expected to respect college property. In those instances where Coe property is damaged or destroyed by reckless or willful actions, the responsible person(s) could be immediately evicted from college housing per the terms of the housing agreement and/or will be required to pay for repair or restitution of the property and will be fined. Repeated acts of vandalism will result in additional disciplinary action.

In the event of common area damage (i.e. to the lounge, lobby, hallway, stairwell, restrooms, etc.), residents will be given the opportunity to identify the individual(s) responsible. If, after 48 hours, the individual(s) have not been identified or the charge for the damage has not been paid, an entire wing, floor section, or hall may be charged the replacement/repair costs. Charges for damage will be payable within a designated time period depending upon the specific incident. The appeal of the Area Coordinator's decision must be made in writing to the Dean of Students within one week of notification.

Standard Charge List

Failure to remove chairs, couches, etc. (per item)	\$25.00
Failure to check out	\$25.00
Failure to clean properly (per hour-minimum 1 hour).	\$25.00
Replace lost or non-returned key	\$10.00
Lock/core change	\$50.00
Building/outdoor key replacement.	\$10.00
Furniture not assembled (i.e. bunk beds).	\$30.00
Closet doors not rehung	\$40.00
Telephone Charges	
Replace telephone	\$90.00
Replace handset	\$25.00
Replace cord	\$10.00
Fixtures and Accessories	
Replace screen	\$45.00
Replace window curtains (Coe apartments).	\$116.00
Replace plastic drawer tub.	\$65.00
Replace broken mirror.	\$50.00
Replace broken or missing towel rack.	\$15.00
Replace light fixture covers	\$55.00
Replace complete light fixture	\$70.00
Patch walls and paint (per wall)	\$40.00
Replace trash can	\$18.00
Vertical blind slat	\$7.00
Vertical blind track	\$50.00
Furniture	
Replace desk	\$338.00
Replace desk chair	\$143.00
Replace bookshelf/light	\$113.00
Replace dresser	\$323.00
Replace springs	\$158.00
Replace bed ends	\$188.00
Replace mattress	\$98.00
Mattress cover	\$28.00
Kitchen chairs	\$138.00
Barstools	\$158.00
Kitchen table	\$158.00
Modular Furniture	
Replace bed	\$448.00
Replace dresser	\$363.00
Replace desk	\$258.00
Replace organizer/shelf	\$223.00
Replace desk chair	\$143.00
Replace bookcase	\$163.00
Replace wardrobe	\$703.00

74" ladder	\$88.00
84" ladder	\$103.00

Common Areas

Window (based on size)	\$50.00-\$600.00
Glass in exterior door (based on size).	\$30.00-\$150.00
Ceiling tiles (per piece)	\$15.00
Furniture in study lounges	\$50.00-\$1200.00
Furniture in lobbies	\$50.00-\$1200.00
Locks	\$25.00 - \$200.00
Room doors	\$530.00
Elevator	Depends on amount billed by contractor.
Closet door	\$105.00

Charges for any damages not listed will be determined by the Director of the Physical Plant and/or the Dean of Students.

CAMPUS POLICIES

Student Self-Endangerment - Students who, in the judgment of the Vice President for Student Affairs, have endangered their life or health and/ or the life or health of others are subject to immediate suspension from the college. An evaluation of the student's situation will be made by St. Luke's Counseling Center, the Vice President for Student Affairs, Dean of Students and/or the Health Director, and a determination of the college's ability to provide appropriate service will be conducted. Should the student's situation warrant and adequate campus support services exist, certain probationary conditions may be offered to the student, which would permit them to remain enrolled.

Parental Notification - At the discretion of the Vice President for Student Affairs or his designee, parents, and/or guardians of students whose actions are potentially life threatening to themselves or others may be notified regarding the behavior. This may include alcohol, and/or other drug abuse, self-inflicted harms, etc. The Vice President for Student Affairs will review the notification with St. Luke's Counseling, the Dean of Students, and/or the Student Health Director.

Guidelines for Alcohol on Campus - Coe College is committed to maintaining an environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the college community. Students are expected to make responsible decisions regarding the use of alcohol personally and at organizational events on and off campus. The College cannot support and will not tolerate public intoxication. Students who appear intoxicated on campus are subject to campus judicial proceedings. The following College alcohol guidelines reflect this commitment to personal responsibility.

Iowa State Law - Students are expected to abide by the Iowa Alcoholic Beverage Control Act and all its provisions. This includes but is not limited to:

- ♦ Iowa's minimum age for purchase, possession or consumption of alcohol

is 21 years of age.

- ◆ It is illegal to sell or give alcoholic beverages to underage people.
- ◆ It is illegal to use fake identification or other means of misrepresenting your age to obtain alcohol. It is also illegal to allow someone to use your identification to obtain alcoholic beverages.

Residence Hall Alcohol Policies and Guidelines - Students who are of legal drinking age may consume alcohol within the privacy of their own room, provided that the door remains closed. Alcohol is not permitted in public areas of the residence halls (hallways, study lounges, stairwells, restrooms, and chapter rooms are public areas), nor is it permitted outdoors on the Coe College campus (unless at a registered campus event). It is the expectation of the College that when alcoholic beverages are brought on campus they will be transported in a covered, opaque package. The transportation of unopened alcoholic beverages is likewise expected to be made in opaque packaging. Kegs of beer and party balls (empty or full) are **prohibited in all campus housing facilities**.

Common source mixtures of alcohol and juices, Kool-aid or other mixes are not permitted because of the potential danger of unknown alcohol content or presence of other substances. (*Mixed drink beverages of less than one gallon are permitted in private rooms. i.e. Margarita, Sangria, etc.*)

Hazing, drinking games or other potentially dangerous drinking behaviors are prohibited. Hazardous or disruptive conduct related to the use of alcoholic beverages is also prohibited. Devices designed for the rapid consumption of alcohol, including but not limited to, funnels and beer bongs are not allowed.

College staff members have discretion over the number of people who can reasonably be in a residence hall room at any given time.

Coe Apartment Alcohol Policies and Guidelines - The Coe apartments offer an increased level of freedom and privacy to its residents that are qualitatively different from the residence halls. All campus alcohol policies apply to the Coe apartments with the following special conditions:

- ◆ All alcohol must remain within the confines of the apartment. Alcohol is not permitted on the balconies, patios or the grounds surrounding the apartments.
- ◆ Hosts are responsible for the conduct of their guests and anyone attending an apartment party. Any person on the grounds surrounding the apartments is considered a guest of the apartment party.
- ◆ The residents of the apartment hosting the party are responsible for the clean up of any debris from the party on the apartment grounds. Clean up should take place at the conclusion of the party.
- ◆ All apartment parties must be registered as social functions with the Assistant Dean of Campus Life and hosts will review College risk management guidelines.

Social Function Guidelines - All student social functions have basic expectations and guidelines. Due to the increased liability at social functions where alcohol is present there are additional expectations. Social functions

with alcohol shall meet the following guidelines:

- ◆ Sponsors of the function must verify the age of guests at the function.
- ◆ Students may not sell alcoholic beverages at their on-campus functions.
- ◆ Sponsors must provide alternative non-alcoholic beverages and food, in ample amounts, for the duration of the function.
- ◆ Designated hosts and servers may not consume alcohol before and/or during the function.
- ◆ Sponsors must insure that all persons are capable of safely returning to their place of residence.
- ◆ Servers of alcoholic beverages shall be 21 years of age and they shall not serve anyone who is obviously intoxicated, disorderly or in poor condition to the point of sickness. Nor should servers provide alcohol to an individual in quantities likely to bring about intoxication or sickness.
- ◆ Sponsors must arrange for security through the Assistant Dean of Campus Life.
- ◆ Hosts must verify they have reviewed and will follow risk management guidelines.
- ◆ Submit a written guest list at the time the party is registered.

Advance registration of 48 hours is recommended.

Social Functions Registration - Apartments - In order to reduce the potential liability and risk borne by the social hosts of apartment parties, Coe College requires every apartment party to be registered with the Assistant Dean of Campus Life and the hosts participate in a risk management program.

****Reminder: Kegs, pony kegs and party balls (empty or full) are prohibited in all campus housing facilities.**

Any social function, planned or impromptu, in any of the Coe Apartments which has 10 or more people is considered a party and must be registered/reported. Due to fire code capacities, social function in these apartments may not exceed 15 people.

Any social function, planned or impromptu, in Brandt, Morris, Schlarbaum, & Spivey which has 20 or more people is considered a party and must be registered/reported. Due to fire code capacities, social functions in these buildings may not exceed 30 people.

Impromptu Social Functions - Apartments - Occasionally, a small gathering may develop into an apartment party. In those instances it is the responsibility of the host to immediately notify Security at 8888. Hosts of impromptu parties are still expected to meet all College guidelines and risk management procedures.

Multiple impromptu parties or common source alcohol at impromptu parties will be considered an attempt to circumvent the host's obligation to register a social function and is subject to disciplinary action. *Any violations of the above policy in any part will require the student(s) and/or organizations to be reviewed by the appropriate college authorities: The Vice President for Student Affairs, Student Affairs Committee and/or the Campus Judicial Board.*

Registration of Campus Events - All student campus events and student social functions with alcohol must be registered with the Assistant Dean of Campus Life by completing a Campus Activity Registration Form. Space for an event will not be confirmed until this form is completed with all required signatures obtained. Students are encouraged to plan their events well in advance to allow adequate time to make necessary scheduling arrangements, contract with Security or Food Service, and/or advertise the event. Two weeks is recommended, a minimum of four days if Security is needed. Forms can be picked up at the Campus Information Center in Gage Memorial Union.

All campus events must:

- ◆ Obtain approval for any poster, sign, or other informational material that advertises the event from the Coordinator of Gage Union or the Campus Information Center. Materials may be displayed at approved posting sites on campus. Students desiring to advertise their event off-campus must meet with the Assistant Dean of Campus Life to discuss proposed strategies.
- ◆ Monitor the number of guests at the event to insure occupancy does not exceed the fire code capacities of the particular facility.
- ◆ Prevent any alcoholic beverages from entering the event.
- ◆ Help maintain order and ensure responsible behavior.
- ◆ Facilitate orderly closing and clean up after the event.

All student social functions with alcohol must:

- ◆ follow established student social function guidelines
- ◆ abide by all Federal, state and local laws regarding alcoholic beverages.
- ◆ Monitor the entrances to the event to prevent any uninvited guests from entering.

Hazing Policy – Physical or psychological hazing is against the law in the State of Iowa and violates the policies and regulations of Coe College. Hazing of any sort is not acceptable at Coe or within Coe’s campus clubs, organizations, fraternities, sororities, honor societies, club sports and athletic teams. Hazing is defined as any action taken or situation created to produce mental or physical discomfort, embarrassment, harassment or ridicule as a condition of membership. Any requirement of suggestion that the use of alcohol is necessary for acceptance in an organization is strictly prohibited. Additional prohibited activities include, but are not limited to: paddling in any form; creating excessive fatigue; generating physical or psychological shock; requiring mandatory quests, treasure hunts, scavenger hunts, or road trips; forcing the wearing of apparel that is conspicuous and not normally in good taste; engaging in hazardous or distasteful stunts; participating in morally degrading or humiliating games and activities; and any other activities that are not consistent with the policies and regulations of Coe College.

Coe College Solicitation Policy - Persons or organizations that request permission to solicit on the Coe campus will be required to meet the following conditions.

- ◆ Political candidates will be scheduled through the Office of the President. Representatives of candidates permitted to appear on campus will be allowed to distribute information only in the hall outside the dining hall. Student groups, which form to support a candidate, must be recognized by the Student Affairs Committee in order to schedule meetings or to use college facilities.
- ◆ Off-campus organizations and businesses will be permitted in the Union only if they are authorized by the Assistant Dean of Campus Life and/or Coordinator of Reservations.
- ◆ Religious organizations must secure permission through the Chaplain for scheduling or for posting information.
- ◆ Organizations that are conducting sales or raffles will ordinarily be screened by the Coordinator of Reservations.
- ◆ No solicitation may occur in residence halls except by permission from the Dean of Students.

Posting Policies

- ◆ Any poster, sign or informational material must be approved by the Campus Information staff for posting. Individuals/groups posting materials inappropriately will receive a written warning or a fine at the discretion of the Student Affairs Committee.
- ◆ Posters must be neatly made and legible. Sloppily made posters, or posters made on inappropriate materials such as cardboard, will be removed. This decision will be left up to the discretion of the Dean of Campus Life.
- ◆ Posters, signs, or informational materials may be placed on Residence Hall bulletin boards or entrance doors, subject to residence hall staff approval. In academic buildings, such informational materials must be posted on bulletin boards.
- ◆ Outdated or inappropriately posted materials will be removed by Gage Union staff or Security Officers.
- ◆ Advertisements for campus events may be displayed in the windows in the Union providing:
 - a) The organization receives permission from the Assistant Dean of Campus Life.
 - b) The Student Activities staff supplies the poster paper and markers.
 - c) The organization must remove the display the day following the event. Failure to do this will result in the organization being assessed a fine.

Kiosks - For student regulated postings.

Chalkings - Chalking on campus sidewalks must be pre-approved by the Assistant Dean of Campus Life and/or Coordinator of Gage Student Union except for the patio behind the PUB, which is a designated open chalking zone.

STUDENT GOVERNMENT - Provides opportunities for the exercise of student leadership and responsibility in a working democratic organization. It assumes such powers and performs such duties as may better the general welfare of the student body, acting under the authority delegated by the Board

of Trustees through the agencies of the administration and faculty. Senate helps fund many organizations at Coe.

Preamble - We, the students of Coe College, acting under the authority delegated to us by the Board of Trustees, in order to foster a spirit of unity among all members of the Coe community, hereby establish this Constitution for the accomplishment of these ends. We will be committed to the goals of higher education. We will coordinate, encourage, and guide student activities; provide opportunities for the exercise of student leadership and responsibility in a working democratic organization; and assume such powers and perform such duties as may better the general welfare of the Student Body. We will do so without regard to sex, age, race, creed, color, national or ethnic origin, sexual orientation, or disability.

Constitution of the Student Body of Coe College

Article I. Student Body

Section 1. The Student Body shall consist of those persons who are registered as Coe students and who pay the Student Activity Fee.

Section 2. The constitutional rights and privileges of the Student Body are:

- a) The right to establish a Constitution and a Student Government.
- b) The right to elect a President and Vice-President of the Student Body.
- c) The right to elect Student Senate Representatives.
- d) The right to vote in elections and referenda.
- e) The right to recall members of the Student Government.
- f) The right to petition the Student Government.

Section 3. A President and Vice-President shall be elected to preside over the Student Body and the Executive Functions of the Student Government. The President shall have the right to convene the Student Body.

Article II. Student Government

Section 1. The Coe College Student Government shall consist of the Student Senate and the Executive Committee.

Section 2. The Student Government shall assume the following responsibilities:

- a) To represent the Student Body.
- b) To promote cooperation within the Student Body.
- c) To maintain high standards of academic, social and cultural life.
- d) To promote an atmosphere of open mindedness and acceptance.
- e) To represent the Student Body in its relationship with the faculty, administration, and board of trustees in order to coordinate the objectives of the college with those of the Student Body.
- f) To assist in the coordination of the college's extracurricular programs.

g) To create an awareness of national and international affairs and their significance to the Student Body and the individual.

Article III. Members of Senate

Section 1. The Student Senate shall assume the following responsibilities:

- a) The formulation of the policy of the Student Government, including appropriations for its own operation and the proper accounting of all funds so appropriated.
- b) The recommendation of changes or improvements to the administration and faculty concerning the college's services, curricular programs, and policies.
- c) The formation of good relations with other colleges and universities.
- d) The enactment of all measures necessary and proper to achieve the purposes and responsibilities of the Student Government as stated in this Constitution.

Section 2. Districts are allocated seats based on proportional representation of a 30-member senate

Section 3. The Student Senate shall be composed of the following:

- a) Four representatives from Armstrong Hall.
- b) Three representatives from Douglas Hall.
- c) Five representatives from Greene Hall.
- d) Four representatives from Murray Hall.
- e) Four representatives from Voorhees Hall.
- f) Four representatives from the Coe apartments
- g). One representative from Kohawk Village/BSEO house.
- h) Five representatives from off-campus housing.
- i). At-large seats elected based on Article VI. Section 18 subsection C.

Section 4. Two-thirds of voting members shall constitute a quorum.

Section 5. An elected voting member or an alternate, from the constituency served by said Senator, must be present at the meeting to cast the vote for the Senate seat.

Article IV. Chairperson of Student Senate

Section 1. Election of the Chairperson.

A. The Chairperson shall be elected from and by a plurality vote of those Student Senators present. This election shall occur at the first meeting of the Student Senate in the spring and fall.

B. The Chairperson may be replaced at any time by the election of a new Chairperson.

Section 2. Duties and Responsibilities.

A. The Chairperson shall preside over all meetings of the Student Senate in

accordance with the Coe College Student Government Constitution and the current version of Robert's Rules of Order.

B. The Chairperson shall assist the Recording Secretary in organizing all agendas and meetings of the Student Senate.

Section 3. Absence of Chairperson

A. In the event of the Chairperson's absence the Recording Secretary shall begin the meeting and immediately call for the election of a temporary Chairperson.

B. This temporary office may only be filled by a member of the Student Senate.

C. The temporary Chairperson shall fulfill the responsibilities of the office for the duration of said meeting.

Article V. Executive Office

Section 1. The Executive Office shall have the responsibility for the administration of the Student Government. This responsibility shall be defined by the provisions of the Constitution and legislation of the Student Senate.

Section 2. The Executive Office shall consist of the elected President and Vice-President of the Student Body, the appointed Treasurer of the Student Senate, the appointed Corresponding Secretary of the Student Senate, and the appointed Recording Secretary of the Student Senate.

Section 3. No member of the Executive Office shall be a member of the Student Senate. If a member of the Student Senate accepts a permanent appointment to an Executive Office, he or she must immediately resign as a member of the Student Senate.

Section 4. In the event of the absence of the Recording Secretary, the Corresponding Secretary, or the Treasurer, the Senate, with a two-thirds vote, may vote to suspend the rules and allow a Senator to temporarily take on the responsibilities and duties of said officer. While serving as an interim officer said Senator retains all senatorial duties and privileges.

Section 5. The Student Senate must approve all appointees to the Executive Office. They may be removed by two-thirds vote of the Student Senate.

Article VI. Election To And Removal From Office

Section 1.

A. The President and Vice-President of the Student Body shall be the elected officers of the Coe Student Body.

B. President and Vice-President candidates shall run on the same ticket.

Section 2.

A. The election of the President and the Vice-President shall be held within thirty days of the beginning of the spring academic semester. They shall take

office during the next Student Senate meeting.

B. The electoral debate shall be held during the spring semester seven to ten days before the initial election of the Student Body President and Vice-President.

Section 3. Candidates for President and Vice-President of the Student Body must have at least 12 academic credits, of which 8 must be from Coe, prior to their election. Candidates for President and Vice-President must be in good academic standing.

Section 4. The duties and responsibilities of the President of the Student Body continue throughout the summer.

Section 5. Each Student Senator shall be elected from and be a member of the district from which he or she is elected. Senators are expected to represent in that district for the remainder of their term.

Section 6.

A. All Presidential and Vice-Presidential candidates may not be registered for off-campus programs for their tenure in said office.

B. In the event that the Student Body President is off-campus during any term, the office shall be turned over for the remainder of the term of office to the Vice-President, subject to two-thirds vote of approval of Student Senate.

C. In the event that the Vice-President is not approved, the Chairperson of the Student Senate shall temporarily assume the President's duties until a new election can be held.

D. In the event that the Student Body Vice-President is off-campus during any term, the duties of the Vice-President temporarily become those of the Chairperson of Student Senate until the Executive Board appoints a new Vice-President, pending a favorable vote of two-thirds of the Senate.

Section 7.

A. The Student Senate may recall a member of the Executive Board by a two-thirds vote at two consecutive meetings, or a unanimous vote at one meeting, the Student Senate. The recall procedure may also be initiated by a petition bearing the signatures of 20% of the Student Body. Upon submission of said petition, a referendum shall be held.

B. If the Student Body President or Vice-President are removed from office an interim Student Body President or Vice-President shall be appointed by a two thirds approval of Student Senate until a new election can be held. If any other Executive Board member is recalled then a new officer will be appointed by a two-thirds vote of Student Senate.

C. A two-thirds favorable vote at two consecutive meetings, or a unanimous favorable vote at one meeting, the Student Senate can declare a senator incompetent and remove said senator.

D. Action to recall individual members of the Student Senate may also be initiated by a petition bearing the signatures of 20% of the members living in

the said Senator's district. A two-thirds approval of voting constituents shall be necessary for a Senator to be recalled.

E. If within the first six senate sessions, two or more vacancies occur within the same district (due to senators quitting, being recalled, or being removed), the misrepresented district's Board of Directors will be contacted by the recording secretary and given the option of filling the vacant position(s), via whatever means they see fit. If they do not choose representatives after fourteen days, the vacancies will remain open until the next election.

Section 8. Elections for all Student Senators shall be held within 15 days of the beginning of the Fall academic semester.

Section 9. The newly elected members of the Student Senate shall take office at the Senate meeting succeeding their election.

Section 10. The Elections Committee of Student Senate shall be responsible for the tabulation of all student elections and shall be overseen by the Student Senate Advisor.

Section 11. General Qualifications:

A. Names shall appear on the election ballot only upon certification of petitions by the Elections Committee.

B. All such petitions must be available to potential candidates at least 10 days prior to the date which they are due.

C. All such petitions must be returned to the Election Committee at least two days prior to the date of the election.

D. It shall be the responsibility of the Election Committee to ensure that a minimum of three signs shall be placed in at least Gage Union, the residence halls, and the academic buildings. All of these signs shall be placed at least 10 days before petitions are due. The signs shall include:

1. The number of Senate seats open.
2. The place or places where petitions may be obtained and returned.
3. The date petitions are due.
4. The date, times, and place of the election.

Section 12. The Election Committee of Student Senate shall be responsible for certifying the following for each potential candidate:

A. That the candidate is a resident of the district from which he/she filed.

B. That the petition bears the signatures of ten residents of said Senate district.

C. That the candidate has paid his/her Student Activity Fee.

Section 13. The Elections Committee shall be responsible for certifying the following for each potential candidate for President and Vice-President of the Student Body:

A. That the petition bears the signatures of ten percent of the Student Body.

B. That the candidate has paid his/her Activity Fee.

C. That the candidate meets the credit requirements as outlined in Article 6 Section 3.

Section 14. Preparation of ballot and voting for the President and Vice-President of the Student Body:

- A. Each student may cast one ballot for the President and Vice-President.
- B. Each ballot must provide a space for write-in candidates.
- C. Any ballot which contains more than one designation shall be considered null and void.

Section 15. Counting the ballots for the election of the President and Vice-President of the Student Body:

- A. Each vote shall carry an equal weight.
- B. Majority of the votes cast shall be required for election. In an event that no candidates receive a majority, a run-off election will be held between the two candidates receiving the most votes. The run-off elections must be held the following day.

Section 16. Preparation of ballots and voting for Student Senate Representatives:

- A. A voter may cast one ballot for representatives from his or her district and in the event that an At-large election needs to take place, one ballot for an At-large candidate.
- B. Each ballot must contain space for write-in candidates.
- C. The number of candidates for which the voter marks his/her preference shall not exceed the number of seats assigned to said district. If the ballot does contain more marks than seats available the ballot shall be considered null and void.

Section 17. General Election Procedures

- A. In the event that there is a tie between two candidates for a Senatorial position, a separate election shall be held the following day to determine which of the parties shall be elected Senator(s).
- B. All elections for Student Senate positions shall be tabulated by the Election Committee and any Senators the Committee asks to assist in the tabulation. The Election Committee shall be strictly non-partisan.
- C. Write-in candidates must receive at least ten votes to be elected to Student Senate.
- D. If a Student Senate district does not have full representation, an election to fill the vacancies shall be held.
- E. After Senate elections take place any open seats in the Senate, through a unanimous vote of approval or two consecutive meetings with two-thirds in approval, may be converted into At-large positions for the remainder of the term.
- F. The Elections Committee of Student Senate shall determine what constitutes fair election practices and with the consent of Student Senate shall make such regulations as deemed necessary concerning such practices.

- G. Any candidate may ask for a recount of the ballots within 48 hours subsequent to the closing of the balloting.
- H. Valid bases for contesting the election shall be:
1. Mismanagement of, or false certification of, petitions for election.
 2. Failure to post signs as specified by Article 6 Section 11 Subsection D of this Constitution.
 3. Any other election practices, such as excessive electioneering at the ballot box, which the Student Senate determines to be detrimental and/or unfair to the election process.
- I. Contested elections shall be under the supervision of the Elections Committee, which shall determine the date, time, and place of all rerun elections and with the consent of the Student Senate the candidates in the rerun election.
- J. In the case of contested election the previous holder of said position shall preside until said position is filled.
- K. The Elections Committee shall determine whether elections will be held online or by paper ballot at least 10 days prior to election day.

Section 18. Paper Ballot Elections

- A. A tally sheet will be made from the votes on the ballots. Each vote will carry an equal weight. The candidates with the most votes will be elected Senators.
- B. A place of election and hours of balloting shall be determined by the Election Committee with the consent of the Student Senate. Hours of balloting shall total no less than three hours of election day, and the place of election shall be a place which is open and accessible to all students.
- C. At all times there shall be two persons present at the ballot box who will be officials in charge. No one shall cast a ballot unless these two persons are present.
- D. No person running for election may man the ballot boxes during the election in which they are running.
- E. All votes shall be counted in a public place open to at least one official representative of each candidate in the election.

Section 19. Online Elections

- A. A print out of electronic results will be made from the votes on the ballots. Each vote will carry an equal weight. The candidates with the most votes will be elected Senators.
- B. All elections for Student Senate positions shall be tabulated electronically by computer and reviewed by the Elections Committee and Director of Academic Computing or his/her designee.
- C. The Elections Committee shall certify all results as valid.
- D. Only the Director of Academic Computing or his/her designee shall have access to the electronic voting data during election hours.
- E. Hours of balloting shall total no less than 12 hours.
- F. In the event that there is a computer malfunction, all votes previously cast will become void and a new election will take place the following day.

1. The Elections Committee and Director of Academic Computing (or his/her designee) shall determine if a computer malfunction has occurred.
2. The Elections Committee shall determine the mode of balloting should a new election need to take place.

Article VII. Student Body Referenda

Section 1. A Referendum shall consist of a vote of the Student Body on some measure submitted to them by a two-thirds vote of the Student Senate or a petition bearing the signatures of 20% of the Student Body. It shall be the responsibility of the Election Committee of the Student Senate to administer all Student Body Referenda and the results shall be obligatory on the Student Body and the Student Senate. Referenda shall pass only with a two-thirds affirmative vote of the voting Student Body.

Section 2. The Student Body may repeal Student Senate legislation by a referendum, which can only be initiated by a petition bearing the signatures of 20% of the Student Body.

Article VIII. Meetings

Section 1. The Student Senate shall meet each week during the academic year on Wednesday evening at six-o'clock.

Section 2. Location of Meetings

A. Meetings of the Student Senate are expected to be held in the same location throughout the academic year. In extenuating circumstances, the Corresponding Secretary will notify the Student Body of the change in location.

B. It is the responsibility of the Recording Secretary to make all reservations and arrangements regarding the location of the meeting.

Section 3. Absence Procedure.

A. Absence of a Senator two times during the fall or two times in spring term shall automatically result in removal from Student Senate, except in the case of an excused absence.

B. An absence shall only be excused provided prior approval from the Recording Secretary and a proxy is present.

C. An excused absence shall be any absence where extenuating circumstances exist. Requests for excused absences must be received by the Recording Secretary twenty-four hours prior to the Student Senate meetings.

D. An absence, either excused or unexcused, will be recorded for any Senator that does not stay until adjournment of that meeting.

E. Under extenuating circumstances, Senators may be excused after 50 minutes, only with prior consent from the Recording Secretary.

F. The Recording Secretary shall determine what constitutes valid extenuating circumstances, for either absence or departure, maintain a record of excused and unexcused absences, and be responsible for informing the Student Senate,

the Chairman of Student Senate, and the terminated Senator when he or she is removed. It is the Recording Secretary's duty to enforce the absence procedure. G. In the event that a Senator will be unable to attend a Student Senate meeting he/she will be responsible for finding a proxy, from their district, to represent them in said meeting.

I. Under extreme circumstances the Senate Oversight Committee may review a Senator's absence and/or dismissal from Senate.

Section 4. Secretary's Arrest.

The person taking the minutes of a Student Senate meeting shall have the power to temporarily stop the further conduct of said meeting in order to record the business which has previously occurred.

Section 5. The floor is restricted to current students, administration, and faculty unless prior approval has been given by the Chairperson at least 48 hours in advance.

Article IX. Documents

Section 1. Agendas.

The Recording Secretary of Student Senate, with advice of the Chairperson of the Student Senate and President of the Student Body, shall compile the agenda for each Student Senate meeting. The agenda for each meeting, as well as the minutes of the previous meeting, shall be distributed at least 24 hours in advance of the next regular meeting.

Section 2. Minutes.

Written minutes shall be kept for all meetings of the Student Senate and its subsidiary committees. The minutes shall contain the following:

- A. The date, time and place at which the Student Senate meeting is called to order by the Chairperson.
- B. For the first meeting after each Presidential and/or Student Senate election, a list of the newly elected members of the Student Senate and/or elected or nominated members of the Executive Office, as well as any challenges to such elections.
- C. A list of absent members as determined by Article 8 Section 3 of this Constitution.
- D. Corrections to the minutes of the previous meeting.
- E. The full reports of all Senate Committees and Student Senate Representatives to other bodies.
- F. A copy or other written record of all proposals submitted, either on the agenda or within the meeting, to the Student Senate for consideration.
- G. Notations of all motions made and the persons making such motions.
- H. Such debate and information as the Recording Secretary deems germane, omissions from which may be corrected at the next meeting.
- I. A count of all votes taken by the Student Senate. All votes recorded in the minutes shall be accompanied by a list of each Senator's vote.
- J. Signatures of the Chairperson and Recording Secretary of the Student

Senate.

Section 3. Applications.

All applications made available to the Student Body for positions which the Student Senate is empowered to fill shall contain a full and accurate description, quoting appropriate sources, of the duties and powers of the body to which the applicant seeks election and the term designated for each position.

Section 4. Budget.

A record shall be kept, by the Treasurer, of the Student Activity Fee Funds as passed by the Student Senate, including all amendments which the Student Senate may make to the appropriations recommended by the Committee on Budget and Finance.

Section 5. Signature to the Financial Section of the Constitution.

Before an allocation is sent to any organization receiving budgeted or special funds from the Student Senate for a given term, a copy of all financial sections of the Constitution shall be sent by the Treasurer of Student Senate to that organization at the beginning of that term. Only after the Chief Operating and Financial Officers of the organization have returned a signed copy of the financial sections of the Constitution to the Treasurer of the Student Senate shall an allocation be disbursed to the organization for that term.

Section 6. Filing of Documents.

At the end of the academic year, the agendas and minutes of all Student Senate meetings, the budget passed by the Student Senate in that year, and the signed copies of financial sections of the Constitution shall be filed together in an orderly manner, preferably in bound form and stored in the College Archives.

Section 7. Assignment of Duties.

The duties required by this Article shall normally be those of the Recording Secretary of Student Senate except where otherwise noted. Under ordinary circumstances, however, the Recording Secretary may delegate to the Corresponding Secretary such duties as involve the copying, distribution and/or collection of the above documents, but not the recording or creation of their substance or the transcription of a document from a non-authoritative form to an authoritative form. In extraordinary circumstances the Corresponding Secretary may take on the powers and duties of the Recording Secretary in regard to the above documents.

Article X. Operational Committees of Student Senate

Section 1. Purpose.

The Operational Committees of the Student Senate are the Committee on Budget and Finance, the Committee on Constitutional Review, the Committee on Living Environment, the Committee on Oversight and Auditing, and the Committee on Public Relations. They shall serve as aids to the Student Senate in the research and development of ideas and legislative proposals, as well as

perform other duties as designated by this Constitution and the Student Senate.

Section 2. Membership.

A. Membership on Operational Committees shall be determined by the preferences of the individual Senator, with the consent of the Chairperson of Student Senate.

B. Each Senator shall serve on two Operational Committees such that the committees have the following number of Senators:

1. Committee on Budget and Finance shall consist of no more than fifteen Senators.
2. Committee on Constitutional Review shall consist of no more than ten Senators.
3. Committee on Living Environment shall consist of no more than fifteen Senators.
4. Committee on Oversight and Auditing shall consist of no more than ten Senators.
5. Committee on Public Relations shall consist of no more than ten Senators.

C. The President and the Chairperson of Student Senate shall be non-voting ex-officio members of all Operational Committees.

Section 3. Attendance.

Senators shall be required to attend all regularly scheduled meetings of the Operational Committees. Unexcused absence of a Senator from Operational Committee meetings two times during the fall term or two times during the spring term will result in automatic dismissal from Student Senate. Excused and unexcused absences shall be subject to the discretion of the relevant Chairperson. The Chairperson of the Committees shall be responsible for maintaining a record of excused and unexcused absences and for notifying the Recording Secretary of the Student Senate when a member does not attend a meeting. The Recording Secretary of the Student Senate is responsible for notifying the terminated member when he or she is removed.

Section 4. Quorum.

A simple majority of voting Senators shall constitute a quorum for committee meetings.

Section 5. Chairpersons of Committees.

A. The Treasurer of Student Senate shall be the Chairperson of the Committee on Budget and Finance.

B. The Chairperson of Student Senate shall be the Chairperson of the Committee on Constitutional Review.

C. The Vice-President shall be the Chairperson of the Committee on Living Environment.

D. The Chairperson of the Committee on Oversight and Auditing shall be elected from the members of the committee.

E. The Corresponding Secretary shall be the Chairperson of the Committee on

Public Relations.

F. All Chairpersons of Operational Committees shall be non-voting members with the exception of the Chairperson of the Committee on Oversight and Auditing who will retain his/her right to vote.

Section 6. Committee on Budget and Finance.

The Committee on Budget and Finance shall be responsible for making recommendations to the Student Senate on matters concerning the funding and financial operations of all Student Senate funded organizations and activities. It shall be specifically charged with consideration and review of Student Activity Fee funds, as well as other questions as may be referred to it by the Student Senate or Student Body. Following the fall budget reviews each year, the committee shall be required to submit a recommendation concerning the Student Activity Fee for the academic years following the budget period reviewed.

Section 7. Committee on Constitutional Review.

The Committee on Constitutional Review shall be responsible for making recommendations to the Student Senate on matters concerning the Constitution of the Student Body, parliamentary procedure and other such questions as may be referred to it by the Student Senate or the Student Body.

Section 8. Committee on Living Environment.

The Committee on Living Environment shall be responsible for making recommendations to the Student Senate on matters concerning the living environment at Coe, including such things as social rules, the social atmosphere, the residence hall environment, and other such questions as may be referred to it by the Student Senate or the Student Body.

Section 9. Committee on Oversight and Auditing.

The Committee on Oversight and Auditing shall be responsible for ensuring the proper direction and control of the Student Government and its related committees, ensuring compliance with all procedures outlined within the Constitution, enforcing any disciplinary actions as deemed necessary, reviewing the dismissal of members of the Student Senate or Executive board, auditing the financial records of Student Senate sponsored organizations on a yearly basis, and handling any other issues as may be referred to it by the Student Senate or the Student Body.

Section 10. Committee on Public Relations.

The Committee on Public Relations shall be responsible for maintaining the Student Senate web page, coordinating all fund raising activities, corresponding with the Student Governments of other colleges and universities, advertising for students senate sponsored activities and elections, and other such duties delegated to it by the Student Senate or the Student Body.

Article XI. Standing Committees

Section 1. Guidelines for Standing Committees.

- A. Each Senator is expected to be a Student Representative to at least one standing committee.
- B. The duration of the terms of the student representative shall be concurrent with each Senator's term of office.
- C. All open positions in Standing Committees of Student Senate must be filled.

Section 2. The designated student representative to Standing Committees shall be required to attend all regularly scheduled meetings. Unexcused absence of the representative two times during the fall term or two times during the spring term will result in automatic dismissal from their position and the Student Senate. The Chairperson of the Standing Committee shall be responsible for maintaining a record of excused and unexcused absences and for notifying the Student Senate and the Chairperson of the Student Senate when the representative does not attend a meeting. The Chairperson of the Student Senate is responsible for notifying the terminated Senator or representative when he or she is removed.

Section 3. Faculty, Administration, and Trustee Committees.

A. Senate Representatives.

It shall be the responsibility of the Student Senate to select Senators to serve as student representatives to designated faculty, administration and trustee committees. The particular committees on which there will be student representatives and the number on each shall be determined through negotiation between the Student Senate and the College. All agreements thus reached shall be subject to the consent of the Student Senate. The student representatives on each committee shall be full and voting members of the committee with the same rights and powers accorded other committee members. Such committee membership does not, however, entitle the student representative to vote in meetings of the faculty, administration, or trustees as a whole.

B. Accountability Requirements.

As representatives, Senators on faculty, administration and trustee committees shall be accountable to the Senate and the Student Body. It is therefore the responsibility of all representatives on such committees to report the progress of their respective committees to the Student Senate on a regular and continuing basis. These reports will be given during the time set aside for standing committees reports at the beginning of each meeting. Failure to carry out such responsibility shall effect review and/or possible removal of the Senator from the Student Senate.

Section 4. Elections Committee.

The Elections Committee shall be responsible for conducting and overseeing the Student Senate elections as outlined in Article VI of this Constitution.

Section 5. Board of Operations.

The Boards of Operations shall be responsible for conducting and overseeing

their respective organizations as outlined in Article XII of this Constitution.

Article XII. Board of Operations

Section 1. Literary Boards of Operations.

A. There shall be a Board of Operations for the Coe Review, Mwendo, and Acorn, which shall oversee their operations and name the editors.

B. Its membership shall include:

1. Editor of the Coe Review.
2. Editor of Mwendo.
3. Editor of Acorn.
4. Faculty member of the English Department who shall be named by the Chairperson of that department.
5. Dean of Students or his/her delegate.
6. One appointee by the Coe College Board of Trustees.
7. A representative from the Student Senate.

C. The Board members shall elect a Chairperson from their committee, who may be replaced at any time by the election of a new Chairperson. The Chairperson shall have a vote on all matters.

D. The Board shall annually select the editors and shall meet from time to time as necessary for the stability and quality of its operations.

E. Either the Chairperson of the Board or three of its members may call a meeting of the Board.

F. The Board shall approve the budget requests of Coe Review, Mwendo, and Acorn before final submissions to the Student Senate.

Section 2. Cosmos Board of Operations.

A. There shall be a Board of Operations for the Cosmos, which shall oversee its operation and its editor.

B. Its membership shall include:

1. Editor of the Cosmos.
2. Assistant Editor of the Cosmos.
3. Business Manager of the Cosmos.
4. A representative from the Student Senate.
5. An advisor named by the editor of the Cosmos from either the college administration or faculty.
6. A member of the college administration or faculty named by the President of the College.
7. Dean of Students or his/her delegate.
8. One appointee by the Coe College Board of Trustees.

C. The Board members shall elect a Chairperson from their committee, who may be replaced at any time by the election of a new Chairperson. The Chairperson shall have a vote on all issues.

D. The Board shall meet annually to select the Editor and from time to time as necessary for the stability and quality of its operations. Either the Chairperson or three of the Board members may call a meeting of the Board.

E. The Board shall approve both staff appointments for the Cosmos and approve its budget requests before final submissions to the Student Senate.

Section 3. Student Activities Committee Board of Operations.

A. There shall be a Board of Operations for the Student Activities Committee (SAC) which shall oversee its operation and name the Chairperson and Business Manager of SAC.

B. Its membership shall include:

1. Chairperson of SAC.
2. Business Manager of SAC.
3. A representative from the Student Senate.
4. President of the Student Body or his/her designate.
5. Dean of Students or his/her delegate.
6. An advisor named by the Dean of Students from either the college administration or faculty.
7. The Treasurer of Student Senate
8. Two additional Student Senate appointed representatives, appointed by Student Senate Executive Board and approved by Student Senate.

C. The Board shall meet annually to select the Chairperson and the Business Manager. In addition the board shall meet monthly to insure continued stability and quality of its operations.

D. The Board shall meet two times during the fall term and two times during the spring term to insure continued stability and quality of its operations. In the event that the Board does not meet the required amount of times, the percentage of the Student Activity Fee that is automatically allocated to SAC in Article XVIII Section 1 Subsection K shall be denied for the following semester.

E. The Board shall approve the SAC budget as submitted by the Chairperson and Business Manager.

F. The Board shall periodically review the financial status of SAC and approve its budget requests before final submission to the Student Senate.

Section 4. Coffee Shop Board of Operations.

A. There shall be a Board of Operations for the coffee shop which shall oversee its operation and its Student Manager.

B. Its membership shall include:

1. Student Manager of the coffee shop
2. Assistant Manager of the coffee shop.
3. A representative from the Student Senate.
4. An advisor named by the Dean of Student Affairs from either the college administration or faculty.
5. Dining Services Director or his/her designate.

C. The Board members shall elect a Chairperson from within their committee, who may be replaced at any time by the election of a new Chairperson. The Chairperson shall have a vote on all issues.

D. The Board shall meet annually to select the Student Manager and from time to time as necessary for the stability and quality of its operations. Either the Chairperson or three of the Board members may call a meeting of the Board.

E. The Board shall approve staff appointments for the coffee shop and

periodically review its financial status.

Article XIII. Ad Hoc/Special Committees

Section 1. Purpose.

The ad hoc committee of the Student Senate shall aid the Senate in the research and development of specific ideas and proposals as well as perform other duties as assigned to them by Student Senate.

Section 2. Membership.

A. Membership shall be open to all Senators.

B. The President and Vice-President of Student Senate shall be non-voting, ex-officio members of all ad hoc committees.

C. The Chairperson of Student Senate shall be voting, ex-officio member of all ad hoc committees.

Section 3. Chairperson.

The Chairperson of each ad hoc committee shall be elected by a majority vote of the committee and may be replaced at any time by the election of a new Chairperson.

Section 4. Quorum.

A majority of voting members shall constitute a quorum.

Article XIV. Student Senate Representative to the Faculty of the Whole

Section 1. Student Representative.

It shall be the responsibility of the Vice-President of the Student Body or his/her designate, subject to approval by the Student Senate, to be the student representative to all faculty meetings. In such meetings, the student representative shall have the right to speak, but shall not have the right to vote.

Section 2. Accountability Requirement.

As a representative appointed by the Student Senate, the student representative to faculty meetings shall be accountable to the Student Senate and the Student Body. It is therefore the responsibility of the student representative to faculty meetings to report to the Student Senate on a regular and continuing basis. Failure to carry out said responsibilities shall effect review and/or replacement of the student representative to faculty meetings.

Section 3. The designated student representative to faculty meetings shall be required to attend all regularly scheduled Faculty meetings. Unexcused absence of the representative two times during the fall term or two times during the spring term will result in automatic dismissal from their position in the Student Government. The Chairperson of the faculty will be responsible for maintaining a record of excused and unexcused absences and for notifying the Student Senate and the Chairperson of the Student Senate when the Vice-President or representative does not attend a meeting. The Chairperson of the Student Senate is responsible for notifying the terminated Vice-President or

representative when he or she is removed.

Article XV. Judicial Board

Student members of the college Judicial Board shall be appointed by the Student Senate in accordance with the procedures outlined in the current Coe College Student Handbook.

Article XVI. Committee of Student Affairs

Six of the student members of the college Committee of Student Affairs shall be appointed by the Student Senate Executive Committee in accordance with the procedures outlined in the current Coe College Student Handbook.

Article XVII. Student Activities Committee (SAC)

Section 1. Criteria for membership.

A. Candidates for Chairperson or Business Manager of the Student Activities Committee must be registered as a full-time student, have paid the Student Activity Fee, be in good academic standing and must not be registered for off-campus programs during the expected term of office. All candidates for Chairperson or Business Manager of SAC must be approved by a two-thirds vote of Student Senate.

B. Candidates for membership on the Student Activities Committee must be registered as a full-time student, have paid the Student Activity Fee, and be in good academic standing.

Section 2. Composition and Selection Process.

A. The Student Activities Committee shall be composed of the Chairperson, a Business Manager, an administrative representative and any other officers that the SAC Board of Operations may deem necessary.

B. Candidates for Chairperson and Business Manager on the Student Activities Committee shall be selected annually by the SAC Board of Operations. This selection shall occur during the month of □ December.

C. Candidates for other officer positions on the Student Activities Committee shall be elected annually by a majority vote of the Student Activities Committee members during the month of December.

D. The Administration Representative shall be appointed by the Dean of Students.

Section 3. Period of appointment.

A. The newly selected Student Activities Committee shall be responsible for planning and carrying out activities, during their term in office.

B. The term of office for members of the Student Activities Committee shall begin after their election in December.

C. A member of the Student Activities Committee may remain a member of the committee for the duration of their time at Coe College.

Section 4. Recall.

A. The Student Senate may by a two-thirds vote recall any member, or all members, of the Student Activities Committee before an expiration of his/her

designated term.

B. The Student Activities Committee may by a two-thirds vote recall any member of the committee before an expiration of his/her designated term.

C. Twenty percent of the members of the Student Body may petition to order a recall election for a member of the Student Activities Committee. If a majority of those voting approve, the member shall be removed from office.

Section 5. Duties of SAC officers.

A. The Chairperson and Business Manager shall serve as voting members of the Student Activities Committee. Meetings shall be at the discretion of the Chairperson or the Business Manager.

B. It shall be the Chairperson's responsibility to coordinate the Committee's activities with those of other appropriate college organizations, and report to the SAC Board of Operations on a monthly basis.

C. The Business Manager shall be in charge of all financial operations of SAC. His/her signature must be used on all financial transactions for that transaction to be valid.

D. The Administration's Representative shall serve as a voting member of the Student Activities Committee. It shall be his/her duty to perform such administrative tasks as may require that persons special skills, to act as the committees negotiating agent and to provide continuity of experience from year to year.

Article XVIII. Financial Procedures

Section 1. Organizational Procedure.

All major officers and authorities of organizations receiving funds from the Coe College Student Senate must agree, by signature, to the following governing regulations to be eligible to receive funds from said Student Senate.

A. All organizations, and Chief Operating and Financial Officers of organizations, shall handle their funds in accordance with this Constitution.

B. To be considered for annual Student Senate funding, an organization must first be recognized by the Student Affairs Committee of Coe College.

C. Receipts for any and all expenditures of Student Senate funded organizations must be kept on record for at least two years in accordance with this constitution.

D. Any and all cash and/or checked income received by the aforementioned organizations and/or the organization's Financial Officer, must be deposited in the organization's accounts in the Coe College Business Office.

E. The Chief Operating and Financial Officers of each organization shall be held personally liable for any debts and misappropriation under their jurisdiction and within their responsibilities as officers of these organizations. All decisions of the Budget and Finance Committee are final.

F. No salesman, business manager, or other responsible duly delegated officer of an organization which receives funds from the Student Senate shall take or receive a commission in excess of fifteen percent on the sale of advertisements. No holder of a budgeted, salaried position shall receive commissions of any type or in any amount.

G. All new salaried positions and increases or decreases in existing salaried positions shall not be created without two-thirds approval by Student Senate. During the operating year for which salaries have been already approved, neither the Student Senate nor the organizations shall have the power to alter the salary schedules. No organization which receives funds from the Student Senate shall pay all or any portion of a salary to its officer in advance of their performance of duties.

H. If any funds of an organization which received financial assistance from the Student Senate are used for personal gain or any purpose other than to carry out the proper business of the aforementioned organization, the violator(s) shall be indebted to the Student Senate for the misappropriated amount and shall be barred from ever again holding any elective office directly or indirectly associated with the Student Senate.

I. No Student-Senate-funded organization shall deficit spend without the written approval of the Treasurer of the Student Senate. To deficit spend without this approval will result in the personal financial responsibility of the Chief Operating and Financial Officers for the amount of the deficit.

J. During the fall and spring semesters the itemized budget of each Student-Senate-funded organization and organizations applying for the Student Senate funding shall be submitted to the Treasurer of the Student Senate no later than the date specified by him or her. It is the responsibility of the Financial Officer of each organization to submit an itemized budget by the required date. Failure to do so will result in suspension of Student Funds for the next academic term. The budget process shall consist of a preliminary review of all budgets by the Budget and Finance Committee. Budget and Finance also has the opportunity to ask representatives from the organization to appear in front of them to answer any questions Budget and Finance may have. During this review any appropriate revisions shall be made. The revision discussion shall be open to all members of the Coe College Student Body. This budget shall then be returned to the organization. Each organization shall then have the chance to appeal any budget revision by appearing in front of the Student Senate. Criteria for distribution of senate funds shall be:

1. Appeal and availability of organization's membership to the students of Coe College.
2. Appeal and availability of organization's activities to the students of Coe College.
3. Educational wealth of organizational activities.
4. Past proper management of Student Senate funds.

A failure to meet any of the criteria specified above is sufficient reason to deny the allocation of funds for the organization's intended purpose.

K. Each Semester the Student Activity Committee will be guaranteed 10% of the semester's budget.

L. Students who will be participating in academic programs outside of the Cedar Rapids area may be eligible to receive a refund of the Student Activity Fee for that term. Students can do so by petitioning the Student Senate Treasurer in writing with their signature and identification number within 30 days of the first day of class for that term. Final decisions for a refund will be

made at the discretion of the Executive Board of the Student Senate within one month of receiving the petition.

M. Any Student-Senate-funded organization, which disbands, shall return any unused portion of its allocation to the Student Senate. All organizations receiving funds approved by the Student Senate shall return unused portions of said funds to the Student Senate by September 1, unless otherwise specified by the Student Body Treasurer.

Section 2. Source of Funds.

A. All voting members of the Coe College Student Body shall pay an annual Activity Fee, the amount to be determined by the Student Senate. The fee shall be collected by the college Business Office.

B. Funds received from such Activity Fees shall be distributed for payment in two payments collected at the beginning of fall and spring terms. One half of the fee shall be collected for the fall term and one half shall be collected for the spring term. All revenues from these fees shall be posted in the general treasury of the Student Senate.

C. When possible, a standing balance of no less than \$2000 shall be maintained in the general treasury of the Student Senate.

Section 3. Section of Additional Funds.

A. No organization receiving funds from the Student Senate for any given academic year shall receive any additional funds from the Student Senate's allocated funds after the said appropriation has been recommended by the Student Senate.

B. Exceptions for allocating money from the unallocated balance shall be considered on an individual basis by Student Senate in accordance with the following procedure:

1. The organization seeking special funds shall present its case to the Committee on Budget and Finance.
2. The Committee on Budget and Finance shall make its recommendation concerning the proposed exception to the Student Senate. The Committee's favorable recommendation shall result in automatic consideration unless two-thirds of the Student Senate votes to reconsider the proposal.
3. Final approval of the proposed exception shall require a majority vote of the Student Senate.
4. If an organization's request for additional funds is rejected by the Committee On Budget and Finance it can be brought to the floor by a two-thirds vote of Student Senate.

Section 4. Accounting Procedure.

A. Each organization shall appoint or elect a Chief Financial Officer responsible for keeping accounts, writing checks, receiving and handling the financial matters of the organization.

B. Each organization shall follow the basic accounting procedure below:

- 1a) No items are overspent by more than ten percent up to a

maximum of \$100.00 without the approval of the Student Senate Treasurer.

2a) No organization shall spend appropriated monies on any non-budgeted item without the approval of the Student Senate Treasurer.

2b) An entry for all money deposited and all checks written with a description of the entry in the General Ledger Account.

2c) An entry in a separate line item account. Entries are posted for General Account to line Item account.

3) An invoice of statement for each entry describing in detail the receipt or expenditure. (Where there is no invoice or statement the Chief Financial Office of the organization must prove that the transaction was in good faith.)

4) Each Student-Senate-funded organization shall agree to submit books and records for the current academic year to the person designated by Senate or its President for review by the last full day of classes of the fall term. All student organizations shall submit books and records by the last full day of classes of the academic year to the Business Office for a complete audit.

5) The Student Senate reserves the right, by recommendation from Budget and Finance and two-thirds vote of the Student Senate, to remove all or part of an organization's funds if that organization misuses the funds allocated by Student Senate.

C. Each organization which authorizes a member to make charge account purchases shall receive a detailed receipt of each purchase from the member himself/herself and shall request the member to have a final statement sent to the organization's Chief Financial Officer. An organization should not pay a bill of this nature without the receipt and the statement.

D. Each organization will agree to submit books and records for an audit upon request of the Student Senate Treasurer.

E. The college's Business Office shall perform the function of banker and shall send monthly statements according to the organization's account activity.

F. Failure to submit books and records by the assigned date as detailed by the Senate Treasurer will result in immediate suspension of Student Senate funds until said records have been received and approved by the Senate Treasurer.

G. Any organization whose accounting procedures are not in keeping with procedures outlined in this constitution shall have its funds immediately suspended until said records have been approved.

H. The Student Senate Treasurer shall have a mandatory general meeting with all Senate funded organizations Chief Financial Officers at the beginning of the fall term to answer questions and insure complete knowledge of the financial section of this Constitution and what the responsibilities of the Treasurer are.

Section 5. Reserved Fund Account.

A. At the end of each fiscal year, the remaining balance of Student Senate's unallocated funds shall be transferred into a Reserved Funds Account.

1. The Reserved Funds Account shall be an interest bearing money market account to be maintained by the Treasurer of Student Senate with assistance

from the Assistant Controller.

2. Money in the Reserve Funds Account shall not be allocated during the fall and spring semester budget review.

3. Student Senate funded organizations bringing proposals which seek "additional funds" (as defined in Section 3 Subsection A) exceeding \$3500 are eligible for, but not required to receive funding from the Reserved Fund Account. Upon the proposals initial approval, Budget and Finance shall determine, by 2/3 vote, if funding will be provided from the Reserved Funds Account.

B. Proposals drawing funds from the Reserved Funds Account must pass Student Senate by a two-thirds vote.

C. Supplementary allocation proposals under the \$3500 cap will not be considered to receive funds from the Reserved Funds Account.

D. Funds from the Student Senate's Reserved Funds Account may not be transferred into the Student Senate's unallocated balance unless the Student Senate's unallocated balance falls below \$3500.

Article XIX. Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the Society may adopt.

Article XX. Amendments to the Constitution

Section 1.

A. A motion to amend the Constitution may be presented at any meeting of the Student Senate providing it has been placed on the agenda prior to its presentation.

B. Should two-thirds of those members present and voting agree to the proposed amendment, it shall be presented to the Student Body for consideration. A favorable vote of two-thirds of the vote cast by the Student Body shall be necessary for adoption of the amendment.

Section 2. Members of the Student Body may propose an amendment to the Constitution by submitting a petition bearing the signatures of 20% of the Student Body to the Recording Secretary. Two-thirds of those voting must approve the adoption of the amendment. Such a vote must be held within two weeks after petitions are received by the Recording Secretary.

Article XXI. Ratification of the Constitution

Section 1. The approval of two-thirds of the members of the Student Senate or a petition bearing the signatures of 20% of the Student Body shall be sufficient for presentation of this Constitution to the Student Body.

Section 2. Upon a favorable vote of two-thirds of the voting Student Body, this Constitution shall be considered ratified.

Section 3. Upon ratification this Constitution will supersede the provisions and authority of any previous Constitution.

Section 4. The Constitution as amended will be presented annually to the Board of Trustees for continuing approval.

Article XXII. Recognition of the Constitution and Amendments

Section 1. Upon review by the Student Body President and/or the Committee on Constitutional Review, the Student Senate will only recognize the Constitution printed in the most recent student handbook, amendments present in the minutes of the Student Senate's previous term, and amendments passed during the current Student Senate's term.

Section 2. If amendments present in the minutes of the Student Senate's previous term are not printed in the current student handbook, due to errors outside of the Student Senate's control, they shall be recognized by the current Student Senate as well.

Article XXIII. Information Disclosure and Executive Session

Section 1. In order to maintain a sense of openness between the Student Body and the Student Government all meetings of the Student Senate and its subsidiary committees shall be open to any student presently enrolled at Coe College.

Section 2. In cases where a sensitive topic or information is to be discussed during the course of a meeting the committee, by an affirmative majority vote, may move the meeting into executive session thereby removing all persons present who are not current members of the Student Senate and/or said committee.

Section 3. Any persons present at a meeting of an assembly in executive session shall be required to keep private all proceedings and information presented during the course of said meeting, including those persons who may not be members of said assembly.

Section 4.

A. The movement of the Student Senate or any of its subsidiary committees into executive session does not exempt the assembly from taking minutes.

B. However, minutes taken while operating in executive session, shall be read and acted upon only while in executive session unless that which would be reported on in the minutes--that is the action taken, as distinct from that which was said in debate--was not secret or secrecy has been lifted by the assembly.

Section 5. Due to the nature of issues dealt with by the Committee on Oversight and Auditing its meetings shall operate exclusively in executive session.

STUDENT ORGANIZATIONS & CLUBS

Student organizations at Coe College must be recognized by the Student Affairs Committee. Recognition of a student organization requires that (1) a constitution and by-laws be accepted by the Committee, (2) a faculty or staff advisor be assigned, and (3) that the organization conduct an annual review of its activities to ensure that they are in compliance with its stated purposes. Recognition is reaffirmed annually by the Student Affairs Committee based on submission of an annual review by the organization.

Recognized organizations may apply to Student Senate for funds to conduct programs that benefit the student body. Organizations funded by Student Senate are required to follow college administrative procedures which include: (1) submit justified budget requests to the Senate treasurer in the semester prior to when funding is needed, (2) submit financial records to the Business Office for periodic review, and (3) the president and treasurer must attend two student organization workshops. Student organizations may not carry forward college budget allocations from one fiscal year to the next.

A list of officers and advisors must be submitted to the Assistant Dean of Campus Life at the beginning of each academic term, and should be updated whenever they change. Organizations will be deemed inactive and subject to loss of recognition if a current list is not on record.

Student organizations may not use the Coe College logo or name unless the college has given written permission or is co-sponsoring an event with the student organization.

Acorn	Coe Theater Arts Group
American Choral Directors Association	Coe Walahroo Drum Line
Amnesty International	College Republicans
Artists Anonymous	Cosmos
Black Self Education Organization	Cricket Club
C-Club	ECO
CESAW	Fellowship of Christian Athletes
Climbing Club	Gospel Choir
CODA	Habitat for Humanity
Coe Alliance	International Club
Coe Christian Fellowship	Intramural Sports
Coe Friends	KCOE Radio
Coe Greens	Kohawk Student Wellness
Coe Review	Outdoor Recreation Club
Coe College Ski Team	P.A.I.R.S.
Criminal Justice Club	Religious Life Planning Team
CVC – Coe’s Volunteer Corps	Residence Hall/Apartment Boards of Directors
College Democrats	Returning Student Organization
Colere	Rugby Football Club
	Student Activities Committee

Student Alumni Association

Ultimate Frisbee Club

ACADEMIC CLUBS & ORGANIZATIONS

Accounting Club - The local affiliate of the Institute of Management Accountants. On campus the group is designed to promote education about the Association among accounting students at Coe.

Chemistry Club - Student affiliate of the American Chemical Society, the Coe Chapter familiarizes students with the chemical industry and discusses individual research problems.

Coe Student Education Association (CSEA) - An affiliate of the Iowa Student Education Association. Its purpose is to foster development of Coe students for future roles as educators.

English Club - A group of students who share an interest in fine literature, films, poetry and writing. Annual events and projects include the celebration of William Shakespeare's birthday and production of *The Pearl*.

French Club - The purpose of this club is to pursue knowledge of and stimulate interest in the French language and culture of francophone countries.

German Club - This club brings together members of the Coe community interested in German language and the culture of German-speaking countries through a variety of activities and programs.

Math Club - Affiliated with the Mathematics Department, the math club provides majors and non-majors opportunities to explore the exciting world of mathematics.

Physics Club - Open to all students and faculty with an interest in the physical sciences. The club sponsors guest speakers, demonstrations, films and social events, all in an attempt to inform the Coe community about physics.

Political Science Club - This club provides a chance for students and faculty to discuss political issues and interact in debates on various topics.

Pre-Med Club - The purpose of this organization is to expose all potential medical and/or health students to many opportunities and difficulties related to the medical field.

Psychology Club - This club is open to all students, faculty, and staff interested in the scientific study of psychology and its application. Through social and academic interactions, opportunities are provided to learn about current research, preparation for advanced study, and careers in psychology.

Religion Club - Provides an opportunity for students of all faiths to share experiences and explore their spirituality.

Student Nurses Association - The local chapter of the National Student Nurses Association that contributes to nursing education, provides programs of professional interest, and conducts health education and screening.

HONORARY ORGANIZATIONS

Alpha Lambda Delta - A national society that honors academic excellence during a student's first year in college. Freshmen who have at least a 3.5 GPA during the fall semester will be invited to join the following spring.

Alpha Sigma Lambda - This honorary society recognizes the special achievements of highly motivated students in continuing higher education whom accomplish academic excellence while facing competing interests of home and work.

Mortar Board - An honorary society for college seniors. Candidates are selected for membership in the Coe College Crescent Chapter during their junior year based on outstanding leadership, scholarship and service.

Mu Phi Epsilon - A professional co-ed music honorary fraternity which recognizes and promotes scholarship and musicianship. It provides services to the college such as stage manager of Daehler-Kitchin Auditorium and by assisting with receptions for recitals.

Omicron Delta Epsilon - An international economics honor society.

Order of Omega - The purpose of this organization is to recognize those fraternity men and women who have attained a high standard of leadership in Interfraternity activities, to encourage them to continue along this line, and to inspire others to strive for similar conspicuous attainment.

Phi Beta Kappa - The first society to have a Greek letter name, this organization has been a recognition of intellectual capacities for senior students across the country for over 200 years. Coe is one of only four colleges in Iowa with a Phi Beta Kappa chapter.

Phi Kappa Phi - Recognizes and encourages superior scholarship in all academic disciplines.

Pi Kappa Lambda - Senior music honor society that encourages the highest level of musical achievement and academic scholarship.

Sachem - A senior men's honorary society whose members are in the top ten percent of their class and are involved in a variety of campus activities.

Sigma Beta Delta - This honorary society recognizes scholarship and accomplishment of students majoring in business, management and administration. Its purpose is to encourage and promote aspirations toward personal and professional improvement.

Sigma Theta Tau - The international honor society of nursing. The purpose is to recognize superior achievement and the development of leadership qualities, among other things.

Strata - A senior women's honorary society whose members are selected for distinguished ability and achievement in scholarship, leadership and service.

SOCIAL FRATERNITIES - There are eight nationally affiliated fraternities active at Coe College. For women they are Alpha Omicron Pi, Delta Delta Delta, and Alpha Sigma Alpha. For men they are Lambda Chi Alpha, Phi Kappa Tau, Phi Mu Alpha, Sigma Nu, and Tau Kappa Epsilon. Membership in one of these organizations provides opportunities for sisterhood and brotherhood, leadership development, service to campus and community, academic excellence and social activities.

The Panhellenic Council and Interfraternity Council are the governing bodies for these groups. Each group coordinates activities for the member

chapters, including Rush. They work together to promote Greek life on campus and to govern themselves through policy development and the Greek Judicial Board.

Standard for Greek Organizations - Exemplary Greek life at Coe College is defined by standards that describe the distinctive qualities of fraternal relationships among members and justify the college's recognition of their organizations. These standards establish criteria by which Greek-affiliated students can measure their contributions to their own organizations and to the college. Through regular reviews of their activities, organizations can affirm their accomplishments and pursue areas of needed improvement. Such reviews permit the campus community to appreciate how Greek organizations are a positive, responsible, and contributing force within the student body.

Greek life permits participating students an opportunity to enjoy the benefits of a fraternal relationship in a way that maximizes the educational experience. Thus, Greek affiliates have the support of brothers or sisters to reach their academic potential, mature socially, gain leadership skills, and appreciate the importance of contributing to one's community. The following criteria define exemplary Greek life at Coe College.

Scholarship - Members, individually and collectively, strive to achieve their fullest potential in the classroom, recognizing that is the primary reason for attending Coe. It is assumed that fellowship promotes a high value for academic achievement and that the group actively supports the efforts of individual members to improve their academic status. Activities to support academic achievement are reflected through tutoring, study halls, and similar programs for pledges and actives not performing near their potential.

Citizenship - Members, individually and collectively, strive to represent themselves and the college in a manner that reflects self-respect and pride in Coe.

Misconduct by individuals that grows out of the activities of the organization is, in part, the responsibility of the organization. Every organization has the duty to take all reasonable steps necessary to prevent infractions of college rules and public laws related to the activities of the organization. Additionally, each organization engages in forms of volunteerism and service to the community on a regular basis.

Faculty and Alumni Relations - Communication with members of the Coe community is an essential part of Greek life. It is the duty of every member to help faculty and staff to appreciate the positive qualities of fraternal relationships. To this end, each organization maintains an active relationship with the faculty advisor(s) and alumni advisor(s). Each organization will regularly schedule appropriate activities to involve the faculty and administration in the life of the organization.

Social Development - Each organization strives to develop a diverse, healthy, and balanced social program that meets the needs of its members and those of the student body. To that end, each organization is expected to

collaborate with other campus organizations in offering quality extracurricular programs that will benefit the student body. Each organization is expected to coordinate its social calendar during the academic year to reduce the adverse effects on other organizations.

Facilities Management - Members, individually and collectively, strive to maintain their blocked housing area in an attractive appearance that is a compliment to the organization and the college. Damages to the facilities within the blocked housing area are the collective responsibility of the members. Members are expected to assist and collaborate with college staff in undertaking improvements to the facilities within the blocked housing area.

Implementation of the Standards - Following chapter elections and after new officers assume their responsibilities, each organization will prepare a set of chapter goals and specific implementation strategies to reach those goals. Annual goals will be set in each standard to help the organization grow in a balanced way. Such goals will be presented to the members, faculty advisor and alumni advisor(s) for their respective review. Typed copies of the final goals and strategies are to be submitted to the Greek Affairs Coordinator no later than the end of the third week after the new officers are installed. The Greek Affairs Coordinator will prepare a summary of each organization's goals and present it to the Student Affairs Committee within two weeks after they are received.

Organizations will conduct an internal review of their progress toward achieving their respective goals midway through the officers' term. The results will be communicated to the faculty/alumni advisors and the Greek Affairs Coordinator. It is assumed that some readjustment in goals and/or strategies may be needed for the remainder of the term of office.

A formal evaluation of each organization's accomplishments will be conducted three weeks prior to the end of the officer's term. A report will be prepared by the chapter that reviews the progress made across the five standards and submitted to the Greek Affairs Coordinator. A committee consisting of two officers of the organization, one member of the Student Affairs Committee, the faculty or alumni advisor, and the Greek Affairs Coordinator will review the findings regarding the group's accomplishments. A typed review of the committee's findings commending the group for positive gains and making recommendations for improvements is to be submitted to the Student Affairs Committee for its consideration in renewing recognition by the college for the next academic year.

By the end of the third week of classes during the fall term, each chapter must submit a calendar to the Greek Affairs Coordinator concerning the approximate date of officer elections; when the new officers actually take office; when goals and strategies will be submitted at the beginning of the new officers' term; when the internal midyear review of progress will occur; and when formal evaluations will be conducted at the end of the officers' term. This information will be submitted to the Student Affairs Committee so they can develop a comprehensive schedule of all organizations for the year.

HEALTH, SAFETY & SECURITY

Health Services provides health care for acute illnesses or injuries and referrals, if necessary, for further evaluation and treatments. Health Services promotes wellness and healthy lifestyles on campus by individual health counseling, offering a variety of health programs and health education materials.

Health Services is available to all students (residential and commuter) during the academic year, and is located in Douglas Hall.

The director will provide immediate treatment or will make an appointment with the college's contracted physician. Students are not billed a physician's fee for many acute problems, but there may be charges for some procedures (i.e. stitches), and chronic health problems, laboratory tests, x-rays, and prescription medications. A student must obtain an appointment through the Coe Health Service.

Unscheduled visits and emergency treatment will be billed to students on the usual outpatient fee schedule.

If a student requires hospitalization, these costs are the responsibility of the student. Parents are notified of the hospitalization by the hospital if the student is under 18 years of age, is unconscious, or gives consent. The hospital does not notify if the student is over 18 or if the student wishes to notify their parents personally.

Special Health Needs

Allergy shots can be administered by the director of Health Service at no charge. The student must provide the medication and his/her physician's instructions.

Eating disorders are frequently experienced by college students. Students may receive confidential referrals to problem-solving and support groups from the Director of Health Service.

Prescription medications: Students should either bring an adequate supply or have their physician provide a statement describing the need and the prescription in order to secure the prescription from a physician.

Private physicians and specialists: Students who prefer a private physician or who need a dentist will receive a list of doctors available in Cedar Rapids from the Director. The Health Director can assist in making appointments, but the costs are the responsibility of the student.

Students who need treatment by a specialist may contact Health Service for help in choosing a doctor and securing an appointment.

Insurance: Many students are covered by family health insurance as long as they are in school. Students should check to be certain they have insurance coverage and know the procedures for filing a claim.

Information on student health insurance programs is available from Health Services or the Vice President for Student Affairs Office.

Immunizations - All full-time students must have a completed immunizations record on file in the Health Service Office. All students must certify that they have been immunized against measles and rubella. This

requirement may be waived for students born prior to 1957, for pregnancy, and for religious prohibitions. International students are required to have a tuberculin skin test (Mantoux). The skin test must be conducted within three months of beginning classes. If the skin test is positive, a chest x-ray must be taken and the results submitted with the findings of a physical examination to the Student Health Services prior to attending classes.

HIV, ARC, and AIDS - Students diagnosed as having AIDS, ARC, or a positive HIV serology and who are under appropriate medical supervision should be allowed to attend classes and to use college services. The infected student will be expected to act in a responsible manner in his/her relationships with other students and the college. Any student wishing to withdraw from the college because of AIDS shall be allowed to do so. The medical status of a student with AIDS, ARC, or HIV serology will be considered confidential information.

Student Accident/Death - In the event that a student suffers a serious accident, the Security Office (x8888) should be contacted immediately. A Residence Life staff member or Security Officer will assist the injured student and ensure that prompt medical care is received.

In the event of the death of a student, the Vice President for Student Affairs will notify appropriate family members. Residence Life staff will notify friends in the residence halls.

Missing Persons - If a student has not been seen on campus for three or more days and acquaintances do not know where the student may be, the Vice President for Student Affairs should be notified. If a student has been seen in the company of an individual(s) indicating that they may be in danger, the Security Office (x8888) should be notified. Students absent from campus for seven days with their whereabouts unknown may cause the Vice President for Student Affairs to notify appropriate family members, faculty, and other administrative officers.

Sexual Harassment Policy and Procedures - It is the policy of Coe College that no member of the academic community may sexually harass another. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

- Any such proposals are made under circumstances implying that one's response might affect such academic and personnel decisions as are subject to the influence of the person making such proposals; or
- Such conduct is abusive of others and implies, in an abusive manner, a discriminatory hostility toward their personal or professional interests because of their sex.

Bringing a complaint:

- Any member of the Coe College community who believes that he or she has been the victim of sexual harassment, as above defined, may bring the matter

to the attention of the college's Affirmative Action Officer, Tom Moye.

- The complainant should present the complaint as promptly as possible after the alleged harassment occurs.
- The initial discussion between the complainant and the Affirmative Action Officer will be kept confidential, with no written record.
- If the complainant after the initial meeting with the Affirmative Action Officer decides to proceed, the complainant should submit a written statement detailing the offense to the Affirmative Action Officer. Cases involving sexual harassment are particularly sensitive and demand special attention to confidentiality. Dissemination of information relating to the case will be limited in order that the privacy of all individuals involved is safeguarded.
- The Affirmative Action Officer will inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint will be given to the alleged offender.

Resolution of a Complaint:

- Promptly after a complaint is submitted, the Affirmative Action Officer will initiate steps to effect an informal resolution to the complaint acceptable to both parties.
- The complainant, if not satisfied with the resolution proposed by the Affirmative Action Officer, has access to the college's grievance procedures upon the prompt submission of a written request to the Affirmative Action Officer.
- Members of the grievance committee will meet to review the complaint. Unless the committee concludes the complaint is without merit, the parties to the dispute will be invited to appear before the committee. The committee may conduct its own informal inquiry and gather whatever information it deems necessary to assist it in reaching a determination as to the merits of the allegation. Once such a determination has been reached it will be communicated in writing to both parties and to the Affirmative Action Officer. A summary of the basis for the determination will be provided to the parties upon request.
- If the grievance committee's findings do not lead to a mutually acceptable resolution, and if the committee believes probable cause exists for disciplinary action, the Affirmative Action Officer, Tom Moye, will forward the grievance committee's recommendation promptly to the President of the College. In the case of faculty, the President will proceed in the manner set forth in Regulation 7 of the American Association of University Professors' Recommended Institutional Regulations on Academic Freedom and Tenure.

SEXUAL MISCONDUCT POLICY

It is the policy of Coe College that sexual misconduct constitutes unacceptable behavior within the academic community. Coe defines sexual misconduct as threats or deliberate physical contact of a sexual nature, which is against another person's will, or without effective consent. Effective consent is

informed, mutually understandable words or actions, freely and actively given, which indicate a willingness to participate in a sexual activity.*

Examples of sexual misconduct include, but are not limited to, the following:

- a. Taking non-consensual sexual advantage of another person for one's own or another's benefit. Examples include but are not limited to:
 - secret video or audio taping of sexual activity;
 - going beyond the boundaries of consent such as letting your friends secretly watch you have consensual sex;
 - engaging in voyeurism;
 - knowingly transmitting an STD or HIV to another;
 - inducing physical incapacitation with intent of engaging in sexual activity with another person.

Physically incapacitated persons include those who are unconscious, unaware or otherwise physically helpless and incapable of giving effective consent. Incapacitation may result from the voluntary or involuntary consumption of alcohol or other drugs, including date-rape drugs. *

- b. Non-consensual physical contact of an indecent and/or unwelcomed type, including brushing, touching, grabbing, pinching, patting, hugging, and kissing.
- c. Actual or implied threats of contact of a sexual nature that result in another person's reasonable apprehension of a sexual assault and/or harm.
- d. Sexual behavior that takes place as a result of pressure, threats, and/or intimidation, and/or that occurs without another person's effective consent. In the most severe instances, this involves any form of sexual penetration.

There are varying levels of sexual misconduct. The College reserves the right to impose differing sanctions ranging from an oral or written reprimand to expulsion from the College. In all cases the Review Board considers the concerns and rights of both the complainant and the accused. Both the complainant and the accused have the right to have an on-campus advisor of their choice at the hearing.

Should an incident of sexual misconduct occur on campus, or at a college sponsored event off-campus, the complainant or a friend should immediately call Coe Security at 399-8888 and/or the local authorities. The complainant will be encouraged and assisted in seeking prompt medical attention. The Coe Security Office and members of the Coe Student Affairs staff will provide any necessary counsel and assistance to a complainant in reporting such incidents to the local authorities.

In the event that the accused is another student who resides in the same residence hall as the complainant, the complainant has the right to request a change in living arrangements. If the incident occurred in the complainant's

room she/he may request a change in rooms. The complainant also has the right to request changes in her/his academic scheduling if the accused is in the same academic situation. All changes must be reasonably available. The Vice President for Student Affairs may choose to relocate the accused and/or remove him/her from the campus pending the outcome of the administrative review process. All information concerning such acts will be confidential.

** Parts of this policy were adapted from Model Policies of the National Center for Higher Education Risk Management.*

Reporting Cases of Sexual Misconduct - Cases of sexual misconduct should be reported to campus and/or local police officials. By doing so you help protect yourself and others from future victimization. Reporting the incident is a separate step from choosing to go through the college judicial process and/or the legal system. It is totally up to the complainant as to whether and what they will pursue.

College officials are available to assist you in reporting such incidences to local police authorities. They stand ready to help you with the process.

Violations of sexual misconduct that are reported to the following individuals will result in them notifying the Vice President for Student Affairs of the incident.

- | | |
|--------------------------------|-------------------------------------|
| -Area Coordinators | -Resident Assistants |
| -Assistant Residence Directors | -College Adjustment Peers |
| -Academic Achievement Staff | -Assistant Dean of Campus Life |
| -Dean of Students | -Dean of Student Retention Services |
| -Coe Security | |

The Vice President and/or his designate will notify the alleged perpetrator(s) that an alleged incident of sexual misconduct has been reported against them. The alleged victim's identity will not be divulged to the alleged perpetrator(s).

Staff members who are not required to notify the Vice President for Student Affairs are:

- | | |
|-----------------------------|------------------|
| Director of Health Services | College Chaplain |
| St. Luke's Counseling Staff | |

Statistical Reports - Federal and state laws require the college maintain and publish statistics regarding crimes and arrests which occur on campus. In compliance with these laws, incidents of sexual misconduct which meet definitions for reporting will be included in this data. No personal information (names, etc.) will be disclosed.

Counseling and Emotional Support for victims of Sexual Misconduct on campus - Coe's counseling center is St. Luke's Family Counseling Center. They may be reached at 369-7952. As a Coe student you may go for confidential sessions free of charge. All Area Coordinators, the Dean of

Students, Dean of Student Retention Services and the Director of Health Services are familiar with counseling options, policies, and procedures. These people can provide support for you during this difficult period as well. They can inform you of common reactions to crisis and discuss coping methods that may assist you immediately following the sexual misconduct and later. Talking about your concerns with one of the staff may help you sort through feelings and decide what to do. You do not need to disclose your name if you call for information.

Off Campus Resources for Dealing with Sexual Misconduct:

St. Luke's Family Counseling Center	369-7952
Waypoint Sexual Assault Intervention Program	363-5490
Mercy Medical Emergency Center	398-6041
St. Luke's Emergency Center	369-7105
RAINN – Rape, Abuse, Incest National Network	1-800-656-HOPE

Administrative Review Process (no written complaint required)

- Report the incident to the Vice President for Student Affairs Office.
- The Vice President for Student Affairs will notify, in person and in writing, the accused student that a complaint has been filed against him/her and that a hearing will be held. The Vice President will also review with the student the judicial procedures. The complainant will be notified that this meeting will take place. The Vice President for Student Affairs will include in these verbal and written notifications that an Accused Student Resource Person is available to answer questions regarding the administrative review process of sexual misconduct complaints.
- The Vice President for Student Affairs will then convene a review board consisting of four members: A Student Affairs professional staff member, two faculty/staff members, and one student who is currently serving on the Campus Judicial Board. The faculty/staff members of the Board shall be the two faculty/staff representatives to the Campus Judicial Board. In the event that faculty/staff member(s) need to be eliminated for personal or bias reasons, alternative faculty/staff members will be selected by the Vice President for Student Affairs. The Student Affairs professional staff member will be selected by the Vice President for Student Affairs from the pool of Hearing Officers for the current academic year.
- The administrative review process will be conducted in the following manner:
 - An interview will be conducted with the complainant to acquire thorough understanding of the complaint.
 - A determination will be made as to whether the complaint, as reported, alleges sufficient evidence of sexual misconduct. If so, interviews will be conducted with the person(s) accused of the sexual misconduct to outline the content of the complaint and to give the person(s) accused an opportunity to respond.

- A determination will be made, after gathering and reviewing all evidence, as to whether a violation of the sexual misconduct policy has occurred. The decisions of the Board are based on the premise of “more likely than not”.
- If the Board is unable to determine that a violation of policy has occurred, both the complainant and the person(s) accused of the sexual misconduct will receive letters stating the steps that have been taken in the review process and the determination from those involved in the review.
- If it is determined that sexual misconduct has occurred, the following measures will be taken:
 1. Sanctions will be imposed in accordance with the seriousness of the behavior. Sanctions may range from oral or written reprimand to expulsion.
 2. Both the complainant and the person(s) accused of sexual misconduct will receive letters from the board involved in the review outlining the steps taken in the review process, the determination made, and the sanctions to be imposed.
- Throughout the review, both the complainant and the person(s) against whom the complaint is brought will be fully informed and have a full opportunity to be heard.

Confidentiality - It is the obligation of administrators/faculty and students who serve on the review panel to maintain confidentiality to the greatest extent possible consistent with:

- preventing future acts of sexual misconduct
- providing a remedy to persons injured by sexual misconduct
- allowing persons accused of sexual misconduct to reply to a complaint if any action is anticipated.

Appeal of the Administrative Review Process Decision - Appeals will be heard by the President of the College. He may ask another faculty/administrative person to sit with him as part of the appeal. Either party has the right to file an appeal. Appeals will be granted on the basis of

- demonstrated lies
- new evidence that could materially affect the outcome of the hearing
- procedural errors
- fairness of sanctions.

Drug-Free Schools and Communities Act - On December 12, 1989, President George H. W. Bush signed the Drug-Free Schools and Communities Act Amendments of 1989 which require that institutions of higher education implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees on school premises or as part of any of its activities.

This law, in addition to the Drug-Free Workplace Act-Pub. L. No.

100690, 5151-5160 (which requires applicants for federally funded grants and contracts to certify that they will institute affirmative steps to prohibit the unlawful manufacture, distribution, possession and use of controlled substances in the workplace), established the legal requirements of Coe College's policy.

Philosophy - An academic community is harmed in many ways by the abuse of alcohol and/or drugs. This high-risk behavior, not associated with a singular socioeconomic group or age level, is exemplified by decreased productivity, serious health problems, strained social interactions as well as forms of vandalism.

Abuse of Substances - Coe College recognizes that the abuse of mood-altering substances can develop into a dependency, and recognizes that dependency is detrimental to an individual's health. The college has a commitment to assist members of the Coe community with the treatment of chemical dependency in terms of referrals to appropriate treatment agencies. Students seeking confidential assistance should consult the College counseling service, St. Luke's Family Counseling Center or Director of Health Services.

Illegal drugs are not permitted on the Coe College campus or on college property. Institutional knowledge of possession or use of illegal drugs will subject the involved student to investigation. Evidence will be submitted for identification. The college may take action or may refer the student to civil authorities.

Standards of Conduct

Students - Coe College is committed to maintaining an environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the college community. Students are expected to make responsible decisions regarding the use of alcohol personally and at organizational events on and off campus. This includes encouraging responsible drinking habits by those individuals who choose to drink and respecting the rights of those individuals who choose not to use alcohol.

Unacceptable behavior resulting from drinking alcohol will be subject to college discipline and/or civil action. Students on Coe College's premises and/or in connection with any Coe College activity are to observe and honor the following requirements and expectations:

- Alcohol is not to be used in ways that harm or degrade individuals or the community.
- Students are obligated to obey the State of Iowa Code regarding alcoholic beverages. The following laws are especially important:
 - It is illegal to consume or possess alcohol if you are not 21 years of age.
 - It is illegal to serve alcohol to an individual who is not 21 years of age.
 - It is illegal to serve alcohol to a person who is intoxicated.

- It is illegal to sell alcohol without a vendor's license.
- Alcohol is not to be used as an incentive or award at social events, raffles, or college activities.
- Advertising which specifies or emphasizes the quantity of alcohol to be served is prohibited. Alternative beverages are to be advertised whenever alcohol is advertised.
- Drinking activities which are potentially dangerous, such as "chugging" of alcoholic beverages, competitive drinking activities, and activities which employ peer pressure to force alcohol consumption are prohibited.
- The quantity of alcohol available at an activity is determined by the number of persons expected to attend and the duration of the event. Non-alcoholic beverages and food shall be served at every activity where alcohol is available.
- College funds may not be used to purchase alcohol.
- Student hosts are encouraged to provide safe transportation or temporary accommodations for those persons who are unable to drive safely.
- The serving of alcohol at functions attended by students and hosted by administrators and/or faculty is permissible with the understanding that the following guidelines are observed:
 - The host shall serve alcohol in a manner which is safe and in compliance with state law.
 - A non-alcoholic beverage must be available.
 - Legal-aged servers must be provided to serve alcoholic beverages.
- Coe College recognizes that the abuse of mood-altering substances can develop into a dependency and recognizes that dependency is detrimental to an individual's health. Services are available to assist members of the Coe community with the treatment of chemical dependency in terms of referrals to appropriate treatment agencies. Students seeking confidential assistance should consult the Director of Health Services. Staff and faculty should consult the section included on the Drug-Free Workplace for information on assistance.
- Illegal drugs are not permitted on the Coe College campus or on other college property. Institutional knowledge of possession or use of illegal drugs may subject the involved person(s) or organization to investigation. The college may take disciplinary action or may refer the person to civil authorities.
- To assist students in broadening their knowledge of the harmful effects of controlled substances and the treatment of alcoholism or addiction to these substances, Coe College will use residence hall meetings, programs offered by health and counseling services, and campus-wide publications (e.g., the *Student Handbook* and the *Cosmos*) to make students aware of the following:
 - ◆ The dangers of drug and alcohol abuse.
 - ◆ Coe's policy of maintaining a drug-free campus.
 - ◆ The services available through Health Services and campus

counseling, as well as off-campus agency services.

- ◆ Student meetings, health fairs, forums, printed materials, R.A. training and student leadership training sessions to create an awareness of substance abuse dangers.

The penalties that may be imposed for policy violations related to state and local laws related to the Drug-Free Schools and Communities Act of 1989 (public law 101-226).

Sanctions for Misconduct

Students - Violation of the above regulations may result in one or more of the following sanctions:

- Required compliance: carrying out of a college regulation or administrative directive (e.g., required participation in an approved substance abuse rehabilitation program) as a condition for avoiding further disciplinary action and/or remaining in good standing.
- Oral or written reprimand.
- Fines or restitution: reimbursement for damage to or misappropriation of property. May also take the form of college service or other compensation and may be combined with other sanctions.
- Disciplinary warning: written notice that continuation or repetition of specified conduct has been found unacceptable for the specified period of time. Failure to comply may be cause for further disciplinary action. A copy of this warning remains in the student's file until the specified period has passed.
- Disciplinary Probation: the most severe and serious warning a student may receive and still remain enrolled in the college. During the probation period the student may not hold office in recognized student organizations or may lose other designated privileges (e.g., on campus job). Infraction of any college regulation during the probation period may be grounds for suspension or dismissal.
- Suspension: separation from the college for a specified period of time, usually the remainder of the term. Readmission must be applied for and may be contingent upon compliance with specific conditions. Appeal for suspension is to the Vice President for Student Affairs.
- Dismissal: termination of enrollment for an indefinite period. The conditions of readmission, if any, shall be stated in the notice of dismissal. Appeal is to the President of the college.

Employees - Coe College will promote a work environment free of drugs and alcohol, and employees have the right to perform their duties with unimpaired co-workers. To this end the college has developed a policy to address and to comply with the Drug-Free Workplace Act of 1988.

In addition to a written policy the college will provide comprehensive counseling and support services to employees in need. Employees are encouraged to seek assistance for alcohol and/or drug dependencies. The college assures that all information and participation in a rehabilitative program

will be treated in a confidential manner.

The Drug-Free Workplace Program Administrator is the Vice President for Student Affairs.

The Drug-Free Workplace Referral Agent is the Director of Health Services.

The Contractor for Counseling Services is Mercy Hospital's Employee Assistance Program.

In compliance with the Drug-Free Workplace Act of 1988, all Coe College faculty and staff are notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. The workplace is defined as the site(s) where the performance of work is done in connection with one's specific employment.

To assist employees in broadening their knowledge of the harmful effects of controlled substances, and in the treatment of alcoholism or addiction to controlled substances, Coe College will use faculty and staff meetings, the *Crimson Chronicle*, and other avenues to make employees aware of the following:

- a. The dangers of drug abuse in the workplace;
- b. Coe's policy of maintaining a drug-free workplace;
- c. The services of the Mercy Employee Assistance Program;
- d. Faculty and staff development training in substance abuse;
- e. The penalties that may be imposed for Drug-free Workplace policy violations.

Employee Sanctions for Misconduct

- In situations where there is reasonable cause to suspect that an employee is in violation of the alcohol and drug policy, an appropriate investigation may be made by the program administrator. If upon completion of the investigation the employee is found to have violated the policy, that employee can be subject to any one or a combination of the following educational and/or disciplinary sanctions:
 - ◆ Required participation in the Mercy Employee Assistance Program.
 - ◆ Required participation in an inpatient substance abuse rehabilitation program as determined by the appropriate EAP agent.
 - ◆ Required attendance at designated staff development or other substance abuse education program.
 - ◆ Disciplinary action, including reprimand, suspension, or termination.
- All employees have the right to appeal the sanctions to the President of the college. Appeals must be made within five (5) working days of notice of sanctions.
- In situations where the college does not suspect a problem but one exists, the employee may contact the EAP directly and expect confidential treatment (without college involvement or knowledge).
- All employees will notify the head of their department of any criminal drug

statute conviction occurring in buildings, facilities, grounds, or property controlled by the college within five (5) working days after such a conviction. The appropriate college official will, in turn, notify the applicable federal agency of the conviction. Appropriate action will be taken within thirty (30) days of the college's notice of conviction or violation of the college's policy on a drug-free workplace.

- As a condition of employment, the faculty and staff members agree to abide by the terms outlined in this policy.

Health Risks Associated With Alcohol and Drug Use & Abuse

Alcohol causes a number of marked changes in behavior. Low doses significantly impair a person's judgment and coordination required to drive a car safely, ability to learn and remember information. It irritates the throat, slows circulation, inflames and destroys cells, the liver, and may destroy the pancreas. May cause inflammation of the heart muscle and sexual dysfunction.

Pregnant mothers who drink alcohol may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. Repeated use of alcohol can lead to dependence. Alcohol withdrawal can be life threatening.

Marijuana has negative physical and mental effects. Increases heart rate, blood shot eyes, dry mouth and throat. May impair or reduce short-term memory and comprehension and reduce ability to perform tasks requiring concentration and coordination such as driving a car. Research shows that students do not retain information when they are high. Marijuana can produce paranoia and psychosis and lung and pulmonary damage. Marijuana smokers may have inflamed watery eyes and develop wrinkled skin due to irritants present in smoke (using 3-5 marijuana joints a week equals smoking 16 cigarettes daily). THC (tetrahydrocannabinol) - chemical in marijuana, causes the greatest mood-altering effect and users may experience impotency and infertility.

Cocaine users have increased sensitivity to light, have double vision or image distortion. Cocaine increases heart rate and causes arteries to constrict which may cause a heart attack. Cocaine use causes inflammation and breakdown of small and medium arteries in the kidneys and gastrointestinal tract. Use of crack/cocaine may cause the respiratory system to fail. It stimulates the central nervous system and elevates blood pressure. Long-term users may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

Crack or free base crack is extremely addictive. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

Hallucinogens - PCP interrupts the functions of the brain that control intellect and keep instincts in check. Because the drug blocks pain receptors, Aolent PCP episodes may result in self-inflicted injuries, memory problems, speech difficulties. Mood disorders - depression, anxiety, and violent behavior also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions

and coma as well as heart and lung failure.

LSD, mescaline, psilocybin can cause illusions and hallucinations. Physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Bad psychological reactions to LSD, mescaline, and psilocybin include panic, confusion, suspicion anxiety and loss of control.

Narcotics - Heroin, methadone, codeine, morphine, meperidine, opium initially produce a feeling of euphoria that is often followed by drowsiness, nausea, and vomiting, constricted pupils, watery eyes, and itching.

An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Dependence is likely. Use of contaminated syringes may result in AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, still born, or addicted infants.

Anabolic Steroids - Steroid users subject themselves to more than 70 side effects ranging in severity from acne to liver cancer and including psychological as well as physical reactions. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use can cause withered testicles, sterility, and impotence. In females, use can cause irreversible masculine traits, along with breast reduction and sterility. Psychological effects include very aggressive behavior or depression. Signs of steroid use include quick weight and muscle gain if used in conjunction with weight training. Behavioral changes include aggressiveness and combativeness.

These examples are not intended to be all-inclusive. It is recommended that you consult your physician for a more extensive description of health risks associated with the use of substances such as nicotine, caffeine, depressants, and stimulants. Related pamphlets on health risks are available in the Health Services Office in Douglas Hall.

Federal, State, and Local Legal Sanctions - The Federal Controlled Substance Act provides penalties of up to 15 years imprisonment and fines of up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one-year imprisonment and fines up to \$5,000.

An important part of the Controlled Substances Act makes it a federal crime to sell drugs in or near a public or private elementary, secondary, vocational, or post-secondary school. Under this "schoolhouse" law, sales within 1,000 feet of a school are punishable by up to double the sentence that would apply if the sale occurred elsewhere. Even more serious punishments are available for repeat offenders.

Distribution or sale to minors of controlled substances is also a federal crime. When anyone age 18 or over sells drugs to anyone under 18, the seller runs the risk that he/she will receive up to double the sentence that would apply to a sale to an adult. More serious penalties may be imposed on repeat offenders.

Code 204 of the Iowa law states that it is unlawful for any person to possess, manufacture, distribute or dispense any controlled substance except under certain restrictions. The penalties range from a serious misdemeanor with a penalty of up to six (6) months incarceration and/or \$1,000 fine to a felony with a penalty of up to fifty (50) years incarceration and/or a one-million dollar fine.

Further information on these federal and state laws will be maintained in the Office of Student Affairs, Health Services, Security Office, and the Office of the President and will be available to students and employees. Students and employees are encouraged to obtain copies of this information.

Resources for Alcohol / Drug Concerns

<i>Health Services</i>	399-8617
Provides referrals to local hospitals and medical specialists. Offers health education materials and conducts campus wellness programs.	
<i>Counseling Services / St. Luke's Family Counseling Center</i>	369-7952
Provides counseling and brief psychotherapy to students experiencing personal adjustment problems. Provides crisis intervention for students in distress (e.g., depressed, grief reactions) and referrals to appropriate agencies.	
<i>Area Coordinators</i>	399-8741
Conducts educational programs in residence halls in coordination with the faculty and the Student Affairs staff.	
<i>Student Activities / Gage Union</i>	399-8609
Coordinates a broad range of cultural, recreational educational and entertaining activities for the campus community.	

Off - Campus Community Resources

Alcoholics Anonymous	365-5955
The Fellowship Club (Alcohol)	364-9897
Area Substance Abuse Council	390-4611
Sedlacek Treatment Center	398-6226
Crisis, Suicide information	362-2174
Abbe Center (Mental Health)	398-3562
Domestic Violence	363-2093
YWCA - Sexual Assault	363-5490
Foundation II Crisis Center	362-2174
St. Luke's Hospital Emergency	369-7122

National Resources

Cocaine Helpline	1-800-COCAINE
National Council on Alcoholism Information Line	1-800-NCA-CALL
National Institute on Drug Abuse	1-800-622-HELP
Pride Drug Information Hotline	1-800-241-9746

Biennial Review Procedures - Pursuant to the Drug-Free School and Communities Amendments of 1989, these policies and related programs will be reviewed every two years for compliance. The materials developed pursuant to these policies and the results of the biennial review will be made available to the Secretary of Education if the college is selected in a random selection by the Secretary for determination of compliance. In addition to circulating these policies to all students and employees, policies relevant to the Drug-Free Workplace Act will be posted in public areas of the college.

Safety & Security - On November 8, 1990, President George H.W. Bush signed into law federal legislation known as the Student Right-To-Know and Campus Security Act. The "Crime Awareness and Campus Security Act of 1990", mandates a description of policies related to campus security and statistics concerning specific crimes reported to campus authorities or local police agencies, be disclosed. This section is intended to inform all current and prospective students and employees of Coe College's safety and security program. It serves as a reminder that everyone can help ensure their own safety and others' by taking reasonable precautions and using a common sense approach to personal safety.

Security Personnel - Coe College shares a professional security staff with the adjacent St. Luke's Hospital campus to provide seven-day-a-week, 24-hour-per-day coverage. All officers are trained in basic first aid, emergency procedures, and C.P.R. The security personnel work closely with the Cedar Rapids Police Department to insure a safe campus environment.

Some of the services performed by campus security include:

- ▶ Campus escorts
- ▶ Locking/unlocking buildings/rooms
- ▶ Campus patrols
- ▶ Enforcement of parking regulations
- ▶ Medical emergency response
- ▶ Emergency message delivery

The Coe College campus is equipped with "blue light" security phones which are located by the campus-side doors of most buildings and in some parking lots. These phones ring directly to the security dispatch center and the blue lights flash when the phones are in use. Security personnel will respond and initiate whatever action is necessary to resolve a situation, including the notification of Cedar Rapids Police, fire or medical agencies when appropriate.

Campus Security can be contacted by calling x8888 on any campus phone (399-8888 from off-campus). This number is posted across campus and in residence halls.

The residence halls are staffed by a professional Area Coordinator, an Assistant Area Coordinator, and Resident Assistants who undergo thorough training in

safety and security issues and policies. A Area Coordinator is always on-call and a Resident Assistant is on duty in each hall from 7 p.m. to 8 a.m. The residence life staff make regular rounds of the building.

Doors to each hall are secured weeknights at 10 p.m. and midnight on weekends. All doors facing the exterior of campus remain locked 24-hours-per-day.

Campus Emergency Procedures - In the event of a power outage, fire, failure of physical facilities, or weather conditions that potentially could endanger students' safety, the following steps are to be taken by the person who observes the potential hazard:

- 1) Contact the Security Office at extension 8888 and warn any persons in the immediate vicinity who may be unaware of the hazards.
- 2) Do not leave the scene until a college official arrives to take charge of the situation. If your personal safety is threatened, move to the nearest safe location.

Severe storm or Tornado - The National Weather Service or the Civil Defense Sirens will sound an alarm. When a warning is issued, persons close to the storm should take cover immediately. **Residence halls:** Occupants should go to the lowest floors of buildings, away from windows. Staff will monitor weather bulletins and give directions. **Apartments:** Residents should go to the basement of Voorhees or Peterson Halls. **Campus buildings:** Occupants should go to an interior hallway, away from windows on the lowest floor.

Instructions in Case of Fire

If you spot a fire:

- 1) Activate the fire alarm to notify other residents.
- 2) Call Security, x8888. They will notify the Fire Department.
- 3) Close all doors leading to the fire area.
- 4) Residents and their guests should vacate the building. Before leaving your room, put on shoes and take a towel. Leave the building by the nearest exit.

If you hear the building alarm:

- 1) Feel your doorknob; if it's hot, don't open it. If it's cool, with your foot and hip bracing the door, open it enough to look into the hall. If it's safe, proceed to the nearest exit (wearing shoes and taking a towel).
- 2) If smoke or flames force you to stay in your room, put towels or sheets around cracks in the door.
- 3) Call Security, x8888. Then go to the window and wave a towel or sheet.

Access to College Facilities - The College buildings and facilities are generally intended for the uses and benefit of the students and employees. Visitors and guests seeking to utilize college facilities are expected to make prior arrangements with the appropriate college offices. The general public may attend cultural and recreational events on campus, with their access limited to the facilities in which these events are held.

Residence Hall Security - The Coe community houses approximately 900 students. Each hall is staffed by a professional Area Coordinator, an Assistant Residence Director, and Resident Assistants. All staff members undergo thorough training in safety and security issues and policies. A Resident Assistant is available in each hall from 7 p.m. to 8 a.m. and makes regular rounds of the building. In addition, an Area Coordinator, the Dean of Students or the Vice President for Student Affairs is on call 24-hours per-day through a paging system. Students can also call the Security Office.

Entrances to each building are secured each night at 10 p.m. and reopened at 7 a.m. All exits facing the exterior of campus remain locked 24-hours-per-day. Each hall enforces an escort policy as decided by the residents of that building.

When classes are not in session, the residence halls are closed. The buildings are secured and locks are changed. Students receiving permission to stay in any hall are issued new keys for the break period. Security and Residence Life staff make routine rounds through the buildings.

Maintenance of Campus Facilities - Coe College physical plant personnel and Security work together to ensure that the campus is as safe as possible. Lighting, landscaping and other safety-related aspects are continually monitored, maintained and repaired.

Identification Cards - All students must obtain a Coe identification card. All identification cards are free of charge the first time. If your card is lost or damaged, replacements are \$30.00. Students must carry their ID card with them to gain access to residence halls and present it to the host at each meal in the U.

Upon turning 21 years of age, a student will be issued a new ID card in the Office of the Vice President for Student Affairs. The student must bring his/her old card to exchange for the new card. Without an old card, there will be a \$30.00 charge.

Parking Regulations: All student, faculty/staff vehicles, including motorcycles, are required to be registered and display a parking permit within seven days after classes begin in any term. Permits are valid for the academic year. If replacing a vehicle already registered, there will be no charge for a replacement permit. A permit does not guarantee a parking spot in a college-owned lot; however, vehicles parked in college-owned lots without a permit are subject to a parking violation. Violations on vehicles are the responsibility of the operator and/or owner. Parking regulations are in effect 24 hours a day. All signs and markings must be obeyed **at all times**; this includes “reserved” parking (i.e. nurse, handicapped, security, physical plant, etc.). **Parking in a Area Coordinator spot and/or the Dows parking lot could result in your vehicle being immobilized and \$100 fine.** Vehicles parked in handicapped spaces must display a special state issued permit. No vehicle shall impede, in any way, the normal flow of traffic on any street, sidewalk, or driveway. Students are not permitted to drive on campus walks or lawns. Repetition in

parking violations may result in revocation of parking permit and/or violators may be sent through campus judicial proceedings. Note: Any lots may or may not be eliminated or re-located at any time.

Parking Appeals—A written appeal for a parking violation must be filed with Tammy Clymer in campus information within five business days of receiving the violation. A three-member student committee will hear appeals.

Visitor Parking—It is the responsibility of the student to inform guests/visitors of all college parking regulations. Visitors/guests should obtain a temporary parking permit from campus information. Temporary permits are free. The host student will be held financially and legally responsible for the actions and violations of their guests.

Valuables should not be stored or left in vehicles. The college assumes no responsibility or liability for loss or damage to any vehicle or its contents operated or parked on college property. Keep your vehicle locked at all times.

Security awareness and crime prevention programs - Coe College's philosophy is to prevent rather than react to crime. A primary vehicle for accomplishing this is through informative, educational programs concerning personal safety.

Pamphlets, posters, and articles in the Cosmos (college newspaper) are some of the mechanisms used to disseminate information to the college community. Other ways include programs on crime prevention, self defense, etc. sponsored by Student Affairs.

Numerous efforts are made to advise members of the Coe community on a timely basis about campus crime and crime-related incidents. The Vice President for Student Affairs keeps the campus informed of any crimes considered to threaten or be of immediate interest to the campus community. This information will be posted throughout the campus, distributed to all Resident Assistants for their floors and sent through electronic mail.

Crime Statistics - Coe College believes that an informed public is a safety-conscious public. The following statistics, provided in compliance with the "Crime Awareness and Campus Security Act of 1990", are the number of occurrences on campus of criminal offenses reported to campus authorities and/or local police agencies.

January 1, 2003 to May 31, 2003

Arson	0	Robbery	1
Murder	0	Forcible sexual assault	2
Aggravated assault	0	Non-forcible sexual assault	0
Burglary	5	Motor vehicle theft	0
Liquor law violations	12	Drug abuse violations	0
Weapons possessions	0		

January 1, 2004 to December 31, 2004

Arson	0	Robbery	0
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Murder	0	Forcible sexual assault	0
Aggravated assault	0	Non-forcible sexual assault	0
Burglary	19	Motor vehicle theft	1
Liquor law violations	60	Drug abuse violations	1
Weapons possessions	0		

January 1, 2005 to December 31, 2005

Arson	0	Robbery	0
Murder	0	Forcible sexual assault	0
Aggravated assault	0	Non-forcible sexual assault	0
Burglary	16	Motor vehicle theft	1
Liquor law violations	49	Drug abuse violations	0
Weapons possessions	0		

The Coe Plan is a Student Affairs led initiative that guides a student through a series of workshops and experiences in preparation for his/her practicum. It consists of five required pre-practicum preparation activities completed in a logical sequence starting in the first year. It provides many of the tools needed when competing for and working at the practicum assignment.

The First Year Student

- ✓ Complete Community Service Hours
- ✓ Attend One First Year Issue Dinner

The Sophomore Student

- ✓ Introduction to Resume Writing
- ✓ Introduction to Interview Skills

The Junior / Senior Student

- ✓ The Pre-Practicum Workshop

(Options include: Internship, Introduction to Academic Research, and Study Abroad Preparation)

Student Affairs and the faculty have endorsed the academic practicum as an integral part of a liberal arts education. A practical experience offers a glimpse into potential career pursuits or graduate school, increases marketability, and assists students in preparing for life after college. The Coe Plan workshops and experiences serve as preparation to successfully complete your practical experience.

Receiving Credit - It is the responsibility of the student to complete an evaluation form. Forms are available in Career Services and online at www.coe.edu/CoePlan. To insure credit for Coe Plan workshops, events and community service hours, they should be returned within 30 days to Career Services (upper Gage Union).