Welcome from the Vice President of Student Affairs/Dean of Students

This is an exciting time for all of us. Some of you are new students and others are returning from a myriad of experiences to name a few: summer camp jobs, internships, volunteer opportunities, international programs or time away of your choosing. Whatever the situation, I welcome your return and anxiously await the various opportunities afforded me of getting to know all of you.

One of the great joys of a profession in academia is that the onset of fall signals a new beginning. As I enter my seventh year as Dean of Students at Muhlenberg, it also marks my 34th year in the profession. A time of transition can be viewed as a challenge or a chance for a new beginning. My perspective always sees the cup as half full, so I seek new beginnings. I still find wonder and excitement about each new academic year and this year will be no different.

This Student Policy and Resource Guide is just one of the many tools we offer to assist you in your life as a member of the Muhlenberg Family. This guide in concert with the College Catalog provides you with a broad spectrum of information to aid you as you pursue the many avenues for achieving success throughout your Muhlenberg experience.

Muhlenberg College is where you have chosen to live and learn for the next few years. The administration, faculty and staff are committed to being partners with you in this endeavor, but you are solely responsible for your educational experience -- it will be what you make it.

Therefore, I encourage you to be thoughtful, resourceful, responsible and accountable for your life as a member of the College community. New beginnings are exciting times and I look forward to the fresh start we will all experience as the new year unfolds.

All students are expected to be familiar with the contents of the Muhlenberg College Student Policy and Resource Guide, College Catalog, College Housing Lease, and official notices of the College. All students and student organizations must abide by the policies, rules, and regulations set forth by the College. Failure to be aware of policies and procedures outlined does not relieve a student or organization from responsibility for such information and does not constitute an excuse in the event a violation of policy or procedure occurs.

*The policies and information included in this Student Policy and Resource Guide does not constitute a contract. While the Guide provides a review of general policies, guidelines, and resources, the College reserves the right to add, change or modify its programs, regulations, fees and policies as warranted. Maintenance of the electronic Student Policy and Resource Guide makes possible regular updates throughout the academic year.

Karen R. Green
The Muhlenberg Experience

The Muhlenberg experience embraces diversity, variation, individuality and uniqueness, yet also offers a common ground, a joining, and a coming together because we are a community. This balance is difficult to achieve. New members, students, faculty and staff join our community every year and because of this we must renew as well as reinvent ourselves each year. What a wonderful opportunity!

The foundation on which that opportunity is built is already in place: it is our history, both distant and recent; it is the buildings, both old and new; but most importantly, it is our interaction with one another around a core of ideas. Some of these ideas are presented in this publication, but many are hidden beneath the surface of what goes on here. Others have yet to be realized. This is our opportunity together, and it is your opportunity as an individual, to create the Muhlenberg experience anew.

Principles of the Muhlenberg Community

Muhlenberg College, as a church-related, liberal arts college, is guided by certain fundamental principles. Three principles of particular importance are:

Intellectual and Academic Honesty

As an academic community devoted to the discovery and dissemination of truth, Muhlenberg College assumes that its students will conduct themselves honestly in all academic activities. Students will not engage in any unauthorized activity which profits themselves or which helps or hinders others in any work which is submitted for a grade or which leads to a grade (i.e. exams, quizzes, reports and laboratory exercises).

Personal Freedom and Responsibility

Muhlenberg College students are both citizens and members of an academic community. As citizens, they enjoy the same constitutional freedoms as other citizens and are subject to a civil law. As members of the College community, they also have a responsibility to preserve a collegiate environment for the benefit of other students.

Non-Discrimination

Muhlenberg College does not discriminate against any person based on age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other basis protected by applicable federal, state or local laws. This policy applies to employment, personnel decisions and all other activities and programs of the College. All inquiries regarding this policy and complaints of discrimination in violation of this policy may be directed to:

Vice President, Human Resources
Third Floor, Haas College Center
(484) 664-3166

Complaints will be handled in accordance with the appropriate procedures established for resolving such complaints as set forth here, as well as in faculty and staff handbooks. In addition, inquiries concerning the application of Title IX of the Education Amendments of 1972 (prohibiting discrimination on the basis of sex) may be directed to the Assistant Secretary for Civil Rights, U.S. Department of Education.
Symbols, Codes and Other Mysteries

Muhlenberg, or "Berg", has its own unique set of codes, acronyms, and symbols which serve as community shorthand. Although they may seem a bit awkward at first, as time passes you will become more accustomed to the 'Berg vernacular.

Particular symbols have a rich history. The Muhlenberg College Seal is one of them. The meaning and symbolism of the Seal at the time when it was designed in 1867 is unknown. However, the late Dr. Robert C. Horn, Emeritus Professor of Greek, analyzed the Seal in the following manner.

"Trinitati Sanctissimae" means: To the Most Holy Trinity. At the bottom of the circle the words: "Instit 1848 - Reconstit 1867," mean founded 1848, refounded 1867. The year 1848 marks the founding of the Allentown Seminary. The institution retained this title until 1864, when, by an act of the legislature of Pennsylvania, it was incorporated with full collegiate powers as the Allentown Collegiate Institute and Military Academy. By reorganization of the institution in 1867, it became Muhlenberg College, named after Henry Melchior Muhlenberg, the well-known patriarch of the Lutheran Church in this country.

The ribbon or band at the top of the circle contains the words: "Crux et Patria et Calamus." The interpretation is: Cross and Country and Pen, that is Christianity, Patriotism and Literary Culture. Christianity is further emphasized by the cross and the book titled "Biblia" (the Bible). On the cross are the letters "HIS," the first letters of the Greek word for Jesus. The eagle, representing strength, stands on the Bible with olive twigs in its claw, a symbol of peace.

Part of the symbolism and design of the Muhlenberg College Seal must have been suggested by the great seal of the United States. On the United States' Seal the eagle holds in its beak a band on which are the words: "E Pluribus Unum," and in its claw an olive branch and a bunch of arrows. It is fitting that the arrows should be replaced by a pen on the Seal of an educational institution.

Another symbol worth noting is our Alma Mater.

I love to sit and think and dream - and oft conspire;
And yet amid the swelling stream - of fond desire,
My Heart still ever turns to thee.
Alma Mater, Alma Mater, thee will I ever sing,
To thee my heart shall cling,
Of thee my praises ring.
O Muhlenberg! Alma Mater! O my Muhlenberg.
College Regulations

Muhlenberg College has established, via its governance system with the involvement of students, faculty and administrators, and the approval of the Board of Trustees of the College, the following policies and regulations to which all students are to be held accountable.

Every academic year, changes are made in policies, procedures and guidelines which may affect the information included in these rules and regulations. It is wise to check with the appropriate office or College official to make sure you have accurate and up-to-date information.

Academic Integrity Code

The Academic Integrity Code, developed through the College’s governance system and approved by the Board of Trustees in the spring of 1980 as the Academic Behavior Code, provides a clear definition of the College’s expectations regarding academic honesty and integrity, and a system of enforcement of the Code. First implemented in the fall of 1980, the Code underwent revision in the spring of 1983 and again in the spring of 1987. The 1983 revisions provided for improvements in the definition of faculty responsibility for enforcement of the Code. Revisions were approved by the faculty in 1987, 2001, 2004 and 2009. The entire Code is outlined below.

I. Standards of Academic Conduct

As an academic community devoted to the discovery and dissemination of truth, Muhlenberg College insists that its students will conduct themselves honestly in all academic activities. Students are expected to refuse to engage in any activity unauthorized by College policy and the faculty member(s) which profits themselves of which helps or hinders others in any work which is submitted for a grade or in any work which leads ultimately to a grade including but not limited to exams, quizzes, tests, essays, reports, recitation, laboratory exercises, and any work utilizing library, computer and laboratory facilities.

A. Academic Pledge

Muhlenberg College has established these standards of academic conduct because of its belief that academic honesty is a matter of individual and College responsibility and that, when standards of honesty are violated, each member of the community is harmed. At Muhlenberg, therefore, each student, as a prerequisite for matriculation and registration each semester, must pledge to adhere to the provisions of this Academic Integrity Code thereby accepting a share of the responsibility for maintaining the College’s standards of academic integrity. Furthermore, on all forms of work submitted for a grade (e.g. paper, oral, digital, and electronic), students shall write and sign the following pledge: “I pledge that I have complied with the Academic Integrity Code in this work.” Some professors accept “I pledge the A.I.C.”

B. Violations of the Academic Integrity Code – Definitions

1. CHEATING (Includes but is not limited to examinations, quizzes, assignments, projects, and labs) - Any attempt to (1) look at another student’s work, (2) communicate with another student verbally, by signal, or in any other manner any information concerning the content of the work, (3) use any unauthorized materials, such as notes, books, laptop computers, cellular phones, or other programmable electronic devices or sources, not specifically designated by the professor of the course for student use during the examination period, or (4) engage in any other activity for the purpose of seeking aid not authorized by the faculty member(s).

2. PLAGIARISM – Intentional or unintentional copying from a book, article, notebook, or other paper or electronic source material whether published or unpublished, without giving proper credit through the standard use of quotation marks, footnotes, and other customary means of identifying sources, or passing off as one's own the ideas, words, writings, and
experiments of another. Plagiarism shall also include submitting without the consent of the professor an assignment already tendered for academic credit in another course.

3. COLLUSION – Working together in preparing separate assignments in ways not authorized by the faculty member(s). Academic work produced through a cooperative effort of two or more students is permissible only upon the explicit consent of the instructor. The collaboration must also be acknowledged in stating the authorship of the report.

4. FALSE INFORMATION – Furnishing false or misleading information to the College (including advisors, registrar, faculty or any other College official) (i) for the purpose of obtaining special consideration or privilege, e.g. postponement of an examination or a deadline for written work; (ii) in connection with any actual, alleged or suspected violation of the Academic Integrity Code; and/or (iii) in connection with any hearing before the Academic Judicial Board.

5. HELPING OR HINDERING OTHERS – Engaging in any activity not authorized by the faculty member(s) which helps or hinders another in any work being submitted for a grade. In the event that a student is found guilty of helping or hindering others in a course in which the first student is not enrolled, the penalty shall be a notation of the offense placed in the student's Permanent Record File.

6. OTHER instances of academic dishonesty.

II. Student Responsibilities for the Effective Operation of the Academic Integrity Code

Students are expected to be familiar with and to adhere to the Code and will be held accountable for their adherence by faculty, administration and fellow students.

Students will foster such compliance by urging any student suspected of violating the Code to discuss the matter with the faculty member(s) teaching the course in which the alleged violation occurred. Should the suspected student, so advised, fail to heed this advice, the suspecting student shall direct his or her concerns to the faculty member(s) teaching the course in which the alleged violation occurred.

III. Faculty Responsibilities for the Effective Operation of the Academic Integrity Code

A. Faculty members are expected to be familiar with the Academic Integrity Code. At the beginning of each semester, each faculty member shall identify the procedures to be used for classroom exams and other assignments in his/her courses.

B. Ordinarily class tests and final exams should be proctored. Proctoring is defined as having a faculty member present in the room. Proctoring is the responsibility of the faculty member teaching the course but in special situations that responsibility may be delegated to colleagues.

C. Faculty Resolution of the Academic Integrity Code Violations.

1. If the faculty member has sufficient reason to suspect that a violation may have occurred on any work submitted for a grade, he/she must discuss this matter with the student in question. Written communication to the student may initiate the discussion. Faculty members may not raise the issue of an alleged Academic Integrity Code violation after the last day of the semester following the semester during which the alleged violation occurred.

2. If, after discussing the matter with the student, the faculty member is convinced that a violation did occur, he/she should assess an appropriate penalty. Depending on circumstances as assessed by the faculty member, the penalty imposed could be: re-submission of the assignment; failure on the assignment; reduction of a course grade; failure in the course; or forced withdrawal from the course with no credit received. The specific penalty imposed should be one which the faculty member deems appropriate. Should the penalty be forced withdrawal, the course would then count at the value of an F grade in the total hours attempted and cumulative average of the student. In that case "VF" shall be recorded on the transcript and a full explanation of the reasons for no credit and the forced withdrawal shall be placed in the student's Permanent Record File.
notation "VF" shall be listed in the College catalog as part of the grading system and shall
be explained as meaning "no credit: Academic Integrity Code."

3. The faculty member must notify the Dean of Academic Life in writing of any penalty more
severe than resubmission of the assignment within five days of the imposition of the
penalty.

4. Upon receiving notification of the penalty imposed from the faculty member, the Dean of
Academic Life has the responsibility to notify the student by conveying to that individual a
written statement setting forth the decision of the faculty member. After the student
reviews this notice, s/he should discuss the matter with the Dean of Academic Life and
review his/her rights and responsibilities.

5. If the student does not contest the faculty member's decision within ten days of the date of
the Dean's written notification, the penalty shall be officially recorded. No further recourse
is available to the student.

D. Faculty members are expected to carry out their role in the implementation of the Academic
Integrity Code. Should they not, the student may direct his/her concern to the appropriate
department head. Such concerns may be reflected in the evaluation process. If the
department head is the person in question, the student may direct his/her concern to the Dean
of Academic Life.

IV. Student's Right to Appeal

A. If the student believes the decision of the faculty member to be unjust, he/she has the right to
bring the matter to the Academic Judicial Board (AJB).

B. In seeking a hearing, the student has the following procedural rights:
   1. The right to a hearing in which the accused may present evidence on his/her own behalf,
      provide witnesses and bring to the hearing a Judicial Advisor chosen by the Dean from a
      list of Judicial Advisors in the Office of the Dean of Academic Life.
   2. The right to a hearing within a reasonable amount of time.
   3. The right to question those presenting information against him/her.

C. The student must notify the Dean of Academic Life in writing of his/her intention to bring the
matter to the AJB within ten days of the date of the Dean's written notification to the student.

D. Failure of Accused to Appear – If a student fails to appear for a scheduled hearing, the
Academic Judicial Board will hear the case in absentia and impose additional sanctions if
deemed appropriate.

E. As the case is presented to the AJB, there shall be no presumption of guilt based on the earlier
decision of the faculty member.

F. During the deliberations of the AJB, the student shall continue to attend the course in question
and fulfill all normal obligations and responsibilities.

G. The student's failure to comply with the procedures set forth in Section IV shall result in a
forfeiture of appeal rights.

V. Composition and Function of the Academic Judicial Board

A. There shall be established an Academic Judicial Board consisting of twelve persons: six
faculty members and a pool of students from which six students shall be selected. If additional
faculty are needed, they will be chosen from faculty who have previously served on AJB.

B. The faculty participants shall be selected by the Faculty. Selection of faculty shall be for a
three-year term.

C. Student participants shall be selected by the Dean of Academic Life in consultation with the
Student Conduct Officer, Dean of Students Office, and shall serve a one-year term.

D. The faculty participants of the AJB shall meet early in the fall semester of each academic year
and shall select from its members a chairperson for that year.

E. For any case brought to AJB three student members and three faculty members shall actually
participate in the deliberations.

F. The AJB shall have the right to subpoena any persons or materials which it considers relevant
to its deliberations.
G. A verdict of guilty shall require a simple majority of those hearing the case. All votes will be by secret ballot. If the AJB finds the student guilty, the penalty imposed by the Faculty member will stand or be increased. The AJB will make recommendations about the penalty to the Dean of Academic Life.

H. If the student is found innocent of the charge, he/she shall maintain his/her full status as a registered member of the course in question without prejudice and no record or other mention of the allegation or the hearing will be kept in his/her Permanent Record File.

I. The AJB shall notify the Dean of Academic Life of its findings and recommendations in writing within five academic days.

J. The Dean of Academic Life shall notify the student, faculty member, advisor and the Dean of Students of a decision in writing.

K. All documents pertaining to a decision made by the AJB are on file with the Dean of Academic Life and are open for the accused student's review.

VI. Other Participants in the Hearing

A. Witnesses may be called by the student or faculty member, who must, if requested, present a brief written explanation of the likely content of the witnesses’ testimony. Testimony should be germane to the case. Ultimately, the Chair of the Academic Judicial Board shall determine the admissibility of any testimony. Normally, character witnesses will be allowed to present a written document rather than appear in person.

B. The student will be assigned a Judicial Advisor who can help prepare for, attend, and consult during his/her hearing. During a hearing, the Judicial Advisor does not speak directly to the Board. The Judicial Advisor will be a faculty or staff member selected from a list of trained Judicial Advisors as determined by the Dean of Academic Life.

C. No attorney as legal counsel shall be present.

D. No parents shall be present at the hearing.

VII. Additional Offenses

A. A case of a second violation of the Academic Integrity Code will mandate a hearing to the Academic Judicial Board. Upon a finding of guilt, the Academic Judicial Board will recommend a penalty, which may be as severe as expulsion, to the Dean of Academic Life who will act upon that recommendation.

B. An allegation of a third violation will mandate a hearing before a Board of three faculty and three students. A finding of guilt for a third offense mandates a recommendation of the expulsion of the guilty student.

VIII. Miscellaneous

A. If a student withdraws from a course after the inception of an Academic Integrity Code violation investigation by the faculty member teaching that class, a VW (Violation Withdrawal) will appear on the transcript for that course.

B. False Testimony – Any student who lies or gives false testimony during any hearing held pursuant to these Rules and Procedures shall be deemed to have violated the Social Code.

C. Failure to Cooperate – Any student who refuses to cooperate with these Regulations shall be deemed to have violated the Social Code.

D. Failure to Fulfill Sanctions – Any student who fails to comply with the parameters of a sanction shall be deemed to have violated the Social Code.

E. Failure of Accused to Appear – The AJB will hear the case of any accused student who fails to appear for a scheduled hearing in absentia and may impose additional sanctions if deemed appropriate.

F. Notice – Notices shall be addressed to the student’s post office box or to the student’s home address listed in the official college records if the College is not in session.

G. Days – A day, as defined in this document, shall refer to academic days, Monday through Friday, when the College is in session. Where matters are unresolved as of the last day of
finals, "days" shall mean calendar days immediately following the last day of finals. In some instances, hearings may be postponed over a break until the next semester begins.

H. Vacation Periods – Any hearing that is based on an allegation of a violation of the Academic Integrity Code occurring or reported after the last day of classes of the fall or spring semester may be deferred until the first month of classes of the following semester.

I. An outline of the procedures for a hearing are available for review in the Office of the Dean of Academic Life.

Contact: Michael Huber, Ph.D., Dean of Academic Life, College Center, 484-664-3130
IX. Statement on Plagiarism

Writing Across the Curriculum
Jill Stephen & David Rosenwasser, Co-Directors

As in most of the country, there has been a significant rise in the number of plagiarism cases at Muhlenberg. What are we going to do about it? The College is determined not to look the other way, but rather to use this rise as an occasion for rededicating ourselves to the values that support an environment of open and honest communication. This document is part of that conversation.

Many commentators blame the Internet, with its easily accessible, cut-and-pasted information, for increasing the likelihood of plagiarism. Others cite a lack of clarity about what plagiarism is and why it is a serious problem. So let’s start by clarifying.

Most people have some idea of what plagiarism is. You already know that it’s against the rules to buy a paper from an Internet paper mill or to download others’ words verbatim and hand them in as your own thinking. And you probably know that even if you change a few words and rearrange the sentence structure, you still need to acknowledge the source. The Academic Integrity Code at Muhlenberg defines plagiarism as follows:

Copying from a book, article, notebook, or other source material, whether published or unpublished, without giving proper credit through the use of quotation marks, footnotes, and other customary means of identifying sources, or passing off as one’s own the ideas, words, writings, and experiments of another (Muhlenberg College Student Handbook, 2001-2002, 45).

In short, plagiarism (as one handbook puts it) gives “the impression that you have written or thought something that you have in fact borrowed from someone else” (Gibaldi 30). It is a form of theft and fraud. Borrowing from someone else, by the way, also includes taking and not acknowledging words and ideas from your friends or your parents. Put another way: any assignment with your name on it signifies that you are the author—that the words and ideas are yours, with any exceptions indicated by source citations, and if you’re quoting, quotation marks.

Knowing what plagiarism is, however, doesn’t guarantee that you’ll know how to avoid it. Is it okay, for example, to cobble together a series of summaries and paraphrases in a paragraph, provided you include the authors in a bibliography at the end of the paper? Or how about if you insert a single footnote at the end of the paragraph? Answer: both are still plagiarism, because your reader can’t tell where your thinking starts and others’ thinking stops. As a basic rule of thumb, “Readers must be able to tell as they are reading your paper exactly what information came from which source and what information is your contribution to the paper” (Hult 203). More on this later.

Why Does Plagiarism Matter?

A recent survey indicated that 53% of Who’s Who High Schoolers thought that plagiarism was no big deal (Cole 6). So why should the College care about it? Here are two great reasons:

* It poisons the environment – students who don’t cheat get alienated by students who do and get away with it; faculty can become distrustful of students and even disillusioned about teaching when constantly driven to track down students’ sources. It’s a lot easier, by the way, than most students think for faculty to recognize language and ideas that are not the student’s own. And now there are all those search engines provided by firms like Turnitin.com that have been generated in response to the Internet paper mill boom. Who wants another Cold War?

* Plagiarism defeats the purpose of going to college, which is learning how to think. You can’t learn to think by just copying others’ ideas; you need to learn to trust your own intelligence. Students’ panic about deadlines and their misunderstandings about assignments sometimes spur plagiarism. It’s a good bet that your professors would much rather take requests for help and extra time on assignments than have to go through the anguish of confronting students about plagiarized work.
So, plagiarism gets in the way of trust, fairness, intellectual development, and ultimately, the attitude toward learning that sets the tone for the college community.

Frequently Asked Questions

The following FAQs are not exhaustive. Consult a writing handbook for more information on such matters as paraphrasing, summarizing, and using various systems of citation. Some professors will hand out sheets with citation guidelines; as always, when in doubt, ask.

Q: Is it still plagiarism if I didn’t intentionally copy someone else’s work and present it as my own, that is, if I plagiarized it by accident?
A: Yes, it is still plagiarism. The College puts the burden of responsibility on students for knowing what plagiarism is, and then making the effort necessary to avoid it. Leaving out the quotation marks around someone else’s words or omitting the attribution after a summary of someone else’s theory may be just a mistake—a matter of inadequate documentation—but faculty can only judge what you turn in to them, not what you intended. Any good writing handbook will tell you how to cite sources and how to take notes in ways that guarantee that you will not accidentally plagiarize.

Q: If I include a list of works consulted at the end of my paper, doesn’t that cover it?
A: No. A works cited list (bibliography) tells your readers what you read but leaves them in the dark about how and where this material has been used in your paper. Putting one or more references at the end of a paragraph containing source material is a version of the same problem. The solution is to cite the source at the point that you quote or paraphrase or summarize it. To be even clearer about what comes from where, also use what are called in-text attributions. See the next FAQ on these.

Q: What is the best way to help my readers distinguish between what my sources are saying and what I’m saying?
A: Be overt. Tell your readers in the text of your paper, not just in citations, when you are drawing on someone else’s words, ideas, or information. Do this with phrases like “According to X . . .” or “as noted in X . . .”—so-called in-text attributions.

Q: Are there some kinds of information that I do not need to document?
A: Yes—common knowledge and facts you can find in almost any encyclopedia or basic reference text generally don’t need to be documented (e.g., John F. Kennedy became President of the U.S. in 1960). This distinction can get a little tricky because it isn’t always obvious what you discover what others take to be known to all. When in doubt, cite the source.

Q: If I put the information from my sources into my own words, do I still need to include citations?
A: Yes. Sorry, but rewording someone else’s idea doesn’t make it your idea. Paraphrasing is a useful activity because it helps you to better understand what you are reading, but paraphrases and summaries have to be documented and carefully distinguished from ideas and information you are representing as your own.

Q: If I don’t actually know anything about the subject, is it okay to hand in a paper that is taken entirely from various sources?
A: It’s okay if (1) you document the borrowings, and (2) the assignment called for summary. Properly documented summarizing is better than plagiarizing, but most assignments call for something more. Often comparing and contrasting your sources will begin to give you ideas, so that you can have something to contribute. If you’re really stumped, go see the professor. You will also reduce the risk of plagiarism if you consult sources after—not before—you have done some preliminary thinking on the subject. If you have become somewhat invested in your own thoughts on the matter, you will be
able to use the sources in a more active way, in effect, making them part of a dialogue (Rosenwasser and Stephen 220-221).

Q: Is it plagiarism if I include things in my paper that I thought of with another student or a member of my family?
A: The Academic Integrity Code, under the category called “collusion,” allows for students’ cooperative efforts only with the explicit consent of the instructor. The same general rule goes for plagiarizing yourself—that is, for submitting the same paper in more than one class. If you have questions about what constitutes collusion in a particular class, be sure to ask your professor.

Q: What about looking at secondary sources when my professor hasn’t asked me to? Is this a form of cheating?
A: It can be a form of cheating if the intent of the assignment was to get you to develop a particular kind of thinking skill. In this case, looking at others’ ideas may actually retard your learning process, and leave you feeling that you couldn’t possibly learn to arrive at ideas on your own. Professors usually look favorably on students who are willing to take the time to do extra reading on a subject, but it is essential that, even in class discussion, you make it clear that you have consulted outside sources. To conceal that fact is to present others’ ideas as your own. Even in class discussion, if you bring up an idea you picked up on the Internet, be sure to say so explicitly.

Works Cited
SOCIAL CODE

1.0 Purpose of the Student Conduct System
The policies and procedures specified in this Social Code ("Code") are designed to affirm, protect, and model the following educational purposes:

Muhlenberg College seeks to educate creative and responsible individuals equipped for lifelong learning and grounded in ethical and civic values that prepare them for lives of leadership and service. The challenges of leadership and service in the 21st Century are local, national, and international. Our students must be capable of learning from diverse cultures and synthesizing that learning into worthy aspirations pursued with disciplined intelligence, self-insight, honesty, diligence, courage, empathy, and reciprocity.

2.0 Community of Responsibility
To be responsible is to be morally and legally accountable. Muhlenberg College students are members of a community of responsibility. They have a duty to foster and preserve a collegiate environment that encourages the maximum development of themselves, their fellow students, and the larger society. They adhere to the highest standards of good citizenship. They conduct themselves with honesty, integrity, and due regard for the rights and property of others.

Punishable violations of Muhlenberg’s community of responsibility standards include, but are not limited to, the following:

2.1 Offenses Against Persons
a. Theft, damage, destruction or unauthorized use of the property of another.
b. Unauthorized use of another’s signature.
c. Harassment, defined as any behavior that causes undue worry or torment, including, but not limited to, sexual harassment.
d. Physical abuse, assault or any act of violence.
e. Sex offense as defined in the Sexual Misconduct Policy.

2.2 Offenses Against Property
The theft, damage, destruction or unauthorized use of another's property and/or the facilities through which Muhlenberg conducts its educational enterprise, including, but not limited to, academic buildings, laboratories and equipment, the library and its contents, the bookstore and its contents, the computing facilities, the Student Union, the Food Service, the residence halls, athletic equipment and all other property of the College and its student organizations.

2.3 Offenses Against the Community
a. Any action that infringes on the rights guaranteed to individuals under federal and state constitutions and statutes, including, but not limited to, privacy, free speech, freedom of the press, freedom of religion, freedom of petition, freedom of assembly and protection against discrimination on the basis of age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other basis protected by applicable federal, state or local laws.
b. Disorderly Conduct – Conduct which causes public inconvenience, annoyance or alarm, or recklessly creates a risk by:
   i. engaging in fighting or threatening, or in violent or tumultuous behavior;
   ii. making unreasonable noise;
   iii. using obscene language, or making an obscene gesture; or
   iv. creating a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

2.4 Offenses Against the Judicial System
Offenses against the Student Conduct System include, but are not limited to:
a. Refusing to comply with the procedures which the College has established to enforce academic and social regulations, including, but not limited to, Campus Safety investigation procedures and the Code,
b. Providing false or willfully misleading testimony, or falsification or misrepresentation of evidence, to the Student Conduct Officer, a Disciplinary Conference Committee or a Hearing Board.
c. Interference with the orderly conduct of disciplinary proceedings.
d. Institution of proceedings under the Code knowingly without cause.
e. Harassment and/or intimidation of a witness or member of a judicial body prior to, during, and/or after a proceeding conducted under the Code.
f. Failing to fulfill or comply with any sanctions imposed under the Code.

2.5 Other Offenses
Failure to comply with all other College policies and regulations governing social conduct including, but not limited to, the following: Alcohol Policy (A), Anti-Hazing Policy (AH), Campus Safety and Security Policy (CSS), Dining Service Policy (DS), Disruptive Conduct Policy (DC), Drug Use and Controlled Substance Policy (D), Electronic Communications and Information Access Policy (ECIA), Fire Safety Rules and Regulations Policy (FS), Firearms and Other Weapons Policy (FA), Visitor Policy (V), Parking Rules and Regulations Policy (P), Policy on Partisan Expression (PPE), Policy on Partisan Political Activity (PPA), Residence Hall Policies and Regulations (RH), Smoking Policy (SM), and the Policy on Unauthorized Student Organizations (USO).
2.6 Offenses Against the Commonwealth of Pennsylvania and its agencies, and the ordinances and regulations of local governments, including but not limited to, the Commonwealth of Pennsylvania's Controlled Substances Act.

3.0 Scope of Disciplinary Authority Under the Code

3.1 Students are accountable for any violation of Muhlenberg’s community of responsibility standards as set forth in Section 2.0 of this Code. The Code applies to conduct occurring on College owned or managed property, at College sponsored activities on or off-campus, including off-campus study programs. The College also reserves the right to hold students accountable for any violations of the Code or of local, state, or federal law that occur off-campus.

3.2 The Code applies to students from the time they matriculate until they have completed the required units, applied for candidacy, and received their diplomas, unless their enrollment at the College is terminated for other reasons.

3.3 The Code applies to both individuals and groups and student groups and organizations may be charged with violations of this Code. In the event that an incident occurs which clearly implicates a group of students or a student organization, the matter may be considered corporate and each member of the group and/or the group itself may be held responsible.

   a. A student group or organization and its officers may be held collectively and individually responsible when violations of this Code by those associated with the group or organization (i) have received the consent or encouragement of the group or organization or of the group's or organization's leaders or officers; or (ii) have occurred with the knowledge of the group or organization or of the group's or organization's leaders or officers.

   b. The officers or leaders of a student group or organization may be directed by the Dean of Students to take appropriate action designed to prevent or end violations of this Code by the group or organization. Failure to make reasonable efforts to comply with the Dean’s directions shall be considered a violation of this Code, both by the officers or leaders of the group or organization and by the group or organization itself.

   c. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition, as well as other appropriate sanctions.

4.0 Disciplinary Action while Criminal Charges are Pending

Activities of students may, upon occasion, result in violation of law, and in such cases students are responsible for their actions and any consequences incurred with authorities outside the College. When student behavior is in violation of law and of this Code, the College reserves the right to administer disciplinary action independent of any action by civil or governmental agencies. Disciplinary action at the College will normally proceed while criminal charges are pending and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. However, the College may elect, considering the circumstances of the case, to delay on-campus disciplinary action pending the resolution of criminal charges.

5.0 Interpretation of Regulations

The purpose of publishing student conduct regulations is to give students general notice of prohibited behavior. This Code is not written with the specificity of a criminal statute.

6.0 Inherent Authority

The College reserves the right to take all necessary and appropriate action to protect the safety and well-being of the College community.

7.0 The College Disciplinary Process

Student conduct standards at the College should not be equated to state or federal criminal codes. Even in cases involving suspension or expulsion, the aims of the College include education and student development as well as a just punishment. Consequently, College disciplinary policies and procedures—grounded in fundamental fairness—are focused on truth-seeking, and are not adversarial procedures. The College conducts investigatory proceedings and conferences, not trials.

8.0 Freedoms and Protections

Students subject to disciplinary charges under this Code are entitled to the following freedoms and protections:

   8.1 The right to be informed of any accusation and the alleged misconduct upon which the accusation is based.

   8.2 The right to be considered innocent of any accusation until proven responsible by a preponderance of the evidence.

   8.3 An opportunity to offer a relevant response.

   8.4 An opportunity to submit written testimony from character witnesses.

   8.5 Confidentiality, as defined by and in accordance with the terms of the federal Family Educational Rights and Privacy Act.

   8.6 The right to request that any person serving as a Hearing Board member be disqualified on the ground of personal bias. See Section 20.9 of this Code.

   8.7 The right to an Advisor as described in Section 30.0 of this Code.
8.8 The right to remain silent. However, any statement made by the student may be considered by a Hearing Board or by a Disciplinary Conference Committee. In addition, Hearings and Disciplinary Conferences will be held notwithstanding the fact that a student subject to disciplinary charges has elected to remain silent.

9.0 Authority for Student Discipline
Ultimate authority for the administration of student conduct policies is vested in the Board of Trustees of the College. Disciplinary authority may be delegated to College administrators, faculty members, committees, and organizations, as set forth in this Code, or in other policies, rules, or regulations adopted by the Board of Trustees.

10.0 Student Participation
Students are asked to assume positions of responsibility in the College’s student conduct system in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the Board of Trustees and in the College administration.

11.0 Interim Suspension
The Dean of Students, or his or her designee, may immediately suspend, without prior notice, a student from the College for an interim period whenever the Dean of Students, or his or her designee, determines that the continued presence of the student at the College poses a substantial and immediate threat to him/herself or to others, or to the stability and continuance of College functions.

A student suspended on an interim basis shall be given a prompt opportunity to discuss with the Dean of Students, or his or her designee, the following issues: [i] the reliability of the information concerning the student's conduct, including the matter of his or her identity; and [ii] whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on College premises poses a substantial and immediate threat to him/herself or to others, or to the stability and continuance of College functions. In addition, a student suspended on an interim basis shall be entitled to a Hearing promptly after the suspension takes effect.

12.0 Standards of Classroom Behavior
The primary authority for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member or other representative of the College to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be proceeded by a Disciplinary Conference or Hearing, as set forth in this Code.

13.0 Sanctions
Sanctions that may be imposed in accordance with this Code include one or more of the following:

13.1 Warning: Notice, orally or in writing, reprimanding the student for violating this Code and warning the student that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

13.2 Disciplinary Probation: Exclusion from participation in privileged or extra-curricular institutional activities, including on-campus housing, for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation, or any other violation of this Code during the period of disciplinary probation, may result in suspension or expulsion from the College.

13.3 Loss of Housing Lottery: Student will not be provided a number to participate with his/her class during the housing lottery processes and such student may not be pulled into a space with another student’s number.

13.4 Restitution: Repayment to the College for damages to the College resulting from a violation of this Code.

13.5 Suspension: Exclusion from College premises, and other privileges or activities, including on-campus housing, as set forth in the suspension notice.

13.6 Expulsion: Permanent termination of student status and exclusion from all College premises, privileges and activities.

13.7 Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified in Sections 13.1 through 13.6 of this Section 13.0 including, but not limited to, work assignments, ethical development programming, additional restitution and/or fire safety fines.

13.8 Mitigating Factors: The imposition of any of the above sanctions shall be subject to mitigating factors such as the present demeanor and past disciplinary record of the offender, as well as the nature of the offense and the severity of any damage, injury, or harm resulting from the offense.

13.9 Repeated or Aggravated Violations: Repeated or aggravated violations of any Section of this Code may result in expulsion or suspension or in the imposition of such lesser sanctions as may be appropriate.

14.0 Student Conduct Officer
A Student Conduct Officer serves as a facilitator for the process of handling alleged violations of the Code. The Student Conduct Officer does not participate in any determinations as to culpability or sanctions. The Student Conduct Officer’s duties include:
14.1 The receipt and review of alleged violations of the Code with the assistance of Campus Security to determine whether actions sufficient to allege a violation of the Code have occurred.

14.2 The determination of the proper forum to consider the alleged violation.

14.3 The issuance of a written Notice of Charge as set forth in Section 16.0 of the Code.

14.4 The presentation of a matter in the selected forum.

14.5 The calling of witnesses.

14.6 The performance of other duties as set forth in this Code.

15.0 Forum Determination

Based on the nature of the alleged violation, the Student Conduct Officer will make a determination in consultation with the Dean of Students as to the proper forum for consideration of the alleged violations of the Code. Alleged violations which, if established, would most likely result in the imposition of sanctions described in Sections 13.1 through 13.4 above will normally be referred to a pre-hearing meeting as set forth in Section 17.0 of the Code. All other alleged violations will be referred directly to the Hearing Board for adjudication as set forth in Sections 19.0 and 21.0 of the Code. The Student Conduct Officer may, in his or her discretion, defer proceedings for alleged minor violations of this Code for a period not to exceed ninety days. Pending charges may thereafter be withdrawn in the discretion of the Student Conduct Officer.

16.0 Notice of Charges

Within a reasonably prompt time after receiving a complaint, the Student Conduct Officer shall inform the accused student or student group in writing of the alleged violation(s). (Hereinafter, any reference to the “accused” shall refer to both a student or student groups). The Notice of Charges shall include:

16.1 the specific rule or regulation that the accused is alleged to have violated, indicating the date and place of occurrence and the alleged acts which constitute the violation;

16.2 notice regarding whether the matter has been assigned for a pre-hearing meeting or directly to a Hearing Board;

16.3 the accused’s rights, including a description of the procedures to be used at the selected forum for adjudication; and

16.4 if applicable, a statement that the accused must meet for a pre-hearing meeting with the Student Conduct Officer or a Residence Coordinator at the date and time indicated in the Notice of Charge. Failure to attend this pre-hearing meeting will not keep the process from proceeding and may result in the student being found responsible for violating the policies listed based only on input from the complainant.

17.0 Procedures for Pre-Hearing Meeting

During the pre-hearing meeting, the accused will be invited to review and discuss information in his or her disciplinary case file and will be encouraged to ask questions about the complaint and the options available within the College’s Student Conduct System. The disciplinary case file consists of materials which would be considered “educational records” pursuant to the Family Educational Rights and Privacy Act. Personal notes of College staff members or complainants are not included in the disciplinary case file. The accused will then be presented with the following options:

17.1 To accept responsibility for violating the Code and accept the sanction(s) presented in the pre-hearing meeting. If the accused accepts responsibility and accepts the proposed sanction(s), he or she waives the right to a Disciplinary Conference.

17.2 To accept responsibility for violating the Code but reject the sanction(s) presented in the pre-hearing meeting as inappropriate or unreasonable. In such a case, the accused will receive notice that he or she has accepted responsibility for violating the Code as well as a complete list of the sanction(s) that he or she rejected. In addition, the matter will be referred for a Disciplinary Conference which will be limited solely to the issue of determining the sanction(s) for the accused's violation of the Code.

17.3 To deny responsibility for violating the Code and request a Disciplinary Conference.

18.0 Disciplinary Conferences

18.1 There shall be a Disciplinary Conference Committee(s), appointed in accordance with Section 31.0 of this Code and procedures established by the Dean of Students. Each Disciplinary Conference Committee shall consist of three members: two students and one College administrator. Students referred for a Disciplinary Conference are entitled to the following procedural protections in addition to those set forth in Section 8.0 of this Code:

a. Reasonable access to the disciplinary case file (which shall be retained in the Office of the Student Conduct Officer) during the Disciplinary Conference.

b. An opportunity to respond to all evidence.
18.2 The following procedural guidelines shall be applicable in Disciplinary Conferences:

a. The Student Conduct Officer or a designee shall (i) deliver the Notice of Charge to the accused, and (ii) advise the accused of the time and date of his/her scheduled Disciplinary Conference (considering his/her academic schedule).

b. The Disciplinary Conference shall be conducted by the Disciplinary Conference Committee which shall hear all statements and review all documents they believe are relevant to the matter. The Disciplinary Conference shall be confidential and no minutes of the proceeding shall be kept by anyone.

c. Promptly after the conclusion of the Disciplinary Conference, the Disciplinary Conference Committee will inform the Student Conduct Officer of the Committee’s findings, determination and sanction(s), if applicable. The Student Conduct Officer shall thereafter provide the accused with prompt notice of the findings, determinations and sanction(s), if applicable, by personal delivery, electronic mail with confirmed receipt, or by certified mail to the last address provided by the accused to the College.

d. Matters resolved at a Disciplinary Conference are final and conclusive and are not subject to appeal.

19.0 College Hearing Board

There shall be a College Hearing Board(s) appointed in accordance with Section 32.0 of this Code and procedures established by the Dean of Students. Each Hearing Board shall consist of five members: three students, one faculty member (who shall serve as the Hearing Board Chair) and one staff member. A quorum shall consist of four members. Students referred to a Hearing Board are entitled to procedural protections set forth in Sections 8.0 and 20.0 of this Code.

19.1 An ad hoc Hearing Board may be established by the Dean of Students whenever a regular Hearing Board is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. An ad hoc Hearing Board shall be composed of three members, including at least one student.

19.2 The findings of fact, determination of responsibility and sanctions determined by a Hearing Board shall be regarded solely as recommendations to the Dean of Students. The Dean of Students shall be responsible for rendering decisions regarding alleged violations of the Social Code referred to a College Hearing Board.

20.0 Hearing Board Procedures

The following procedural guidelines shall be applicable in Hearings conducted by a College Hearing Board:

20.1 The Dean of Students will appoint a Hearing Officer. The Hearing Officer, who may be the Student Conduct Officer or chosen from outside the College, shall conduct the Hearing.

20.2 The Student Conduct Officer or a designee shall give each accused student (also called the “accused”) written notice of the Hearing date and the specific charges against the respondent at least five days in advance of the Hearing date. Notice to the accused shall be by personal delivery, electronic mail with confirmed receipt, or by certified mail to the last address provided by the accused to the College.

20.3 The accused shall be accorded reasonable access to the disciplinary case file, which will be retained in the Office of the Student Conduct Officer.

20.4 The Student Conduct Officer or a designee may request relevant witnesses to appear at a Hearing. Such requests must be in writing and shall be personally delivered or sent to the witness by certified mail or, in the case of a College student or employee, by personal delivery or by electronic mail with confirmed receipt. College students and employees shall comply with all such requests unless compliance would result in significant and unavoidable personal hardship, or substantial interference with normal College activities, as determined by the President of the College.

20.5 An accused who fails to appear after proper notice will be deemed to have pled “innocent” to the charges pending against him or her and the Hearing Board may, at its discretion, elect to conduct the Hearing in the accused’s absence.

20.6 Hearings will be closed to the public, except for up to two immediate members of the accused’s family, or one non-related support person, as requested by the accused and approved by the Hearing Officer. Support persons and family members may not address the Hearing Board, confer with the accused during the Hearing or otherwise take part in the Hearing. An open Hearing may be held, in the discretion of the Dean of Students, if requested by the accused in writing at least 48 hours in advance.

20.7 The Hearing Board Chair shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the Hearing. Any person, including the accused, who disrupts a Hearing, may be excluded by the Hearing Board Chair.
20.8 The Hearing Board shall make tape recordings, written transcripts and/or video tapes of all Hearings, unless the accused requests in writing a more technical procedure such as a professional videotaping, and deposits with the Student Conduct Officer an amount sufficient to pay all costs for same.

20.9 The accused or the complainant may challenge a Hearing Board member on the ground of personal bias. Hearing Board members who do not elect to voluntarily recuse themselves from hearing a particular matter may be disqualified upon majority vote of the other members of the Hearing Board, conducted by secret ballot.

20.10 Witnesses shall be asked to affirm that their testimony is truthful, and may be subject to charges of violating this Code by intentionally providing false information to the College or to a Hearing Board.

20.11 Witnesses and the complainant shall be excluded from the Hearing during the testimony of other witnesses and the accused unless expressly permitted to remain by the Hearing Board Chair. The complainant, accused, witnesses and the public shall be excluded during Hearing Board deliberations, which shall not be recorded or transcribed.

20.12 The charges against the accused must be established by a preponderance of the evidence.

20.13 Hearings are not subject to formal rules of evidence and the Hearing Board Chair shall admit all non-privileged matters into evidence which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.

20.14 The accused (but not his or her advisor) will be accorded an opportunity to ask relevant questions of the complainant and those witnesses who testify at the Hearing.

20.15 Hearing Board members may ask questions of the complainant, the accused and all witnesses. The Hearing Board may also take judicial notice of matters which would be within the general experience of College students, staff and faculty members.

20.16 The past disciplinary record of the accused will only be supplied to the Hearing Board if and after the Hearing Board has made a determination of responsibility during deliberations.

20.17 Any determination of responsibility and recommendation for sanctions by the Hearing Board shall be provided to the Dean of Students within three days after the conclusion of the Hearing and shall be supported by written findings of fact that will be provided to the Dean of Students solely as a recommendation before a final decision is rendered by the Dean of Students.

20.18 The Student Conduct Officer or a designee may schedule two matters to be heard by one Hearing Board when such matters arise from or relate to the same incident or circumstances.

20.19 If the Hearing Board determines that a supplemental Hearing is required to obtain additional evidence, such supplemental Hearing shall be held by the Hearing Board within a reasonably prompt period of time.

20.20 In the event that a Hearing or a supplemental Hearing is not concluded prior to the last examination before a vacation period, the Student Conduct Officer or a designee shall schedule such Hearing or supplemental Hearing in a manner determined by the Student Conduct Officer to be fundamentally fair to the parties.

21.0 Decision of the Dean of Students

The findings of fact, determination of responsibility and sanctions proposed by the College Hearing Board are solely recommendations to the Dean of Students. The Dean of Students shall be responsible for rendering decisions regarding alleged violations of the Social Code referred to a College Hearing Board. Within five days after the Dean of Students’ receipt of the Hearing Board’s recommendations, the accused student will be provided a copy of the Dean of Students’ decision by personal delivery, or by electronic mail with confirmed receipt. The imposition of sanctions will be deferred during the pendency of the Dean of Student's review, unless, in the discretion of the Dean, the continued presence of the accused student at the College poses a substantial and immediate threat to him/herself or to others, or to the stability and continuance of College functions.

22.0 Appeals

22.1 Except in matters involving alleged violations of the Sexual Misconduct Policy, the Dean of Student's decision shall be final and non-appealable unless a sanction of suspension or expulsion is imposed by the Dean of Students. As set forth more fully in the Sexual Misconduct Policy, in matters involving alleged violations of the Sexual Misconduct Policy, both the complainant and a student found to have violated the Sexual Misconduct Policy have the right to appeal the decision of the Dean of Students notwithstanding the severity of the sanction imposed by the Dean of Students. In addition, in all cases the only permissible grounds for appeal are (i) that a material procedural error occurred that had the potential of affecting the decision; (ii) that material new evidence exists that was not available prior to or at the time of the Hearing; and/or (iii) that the sanction(s) imposed are disproportionate to the violation.
22.2 The appeal must be submitted to the office of the Dean of Students in writing within three days after the student receives written notification of the Dean's decision. The written appeal must contain the specific ground(s) upon which the appeal is based and set forth the student's argument why the appeal should be granted.

22.3 The imposition of sanctions will be deferred during the pendency of any appeal, unless, in the discretion of the Dean of Students, the continued presence of the accused student at the College poses a substantial and immediate threat to him/herself or to others, or to the stability and continuance of College functions.

22.4 All appeals permitted under this Section 22.0 shall be submitted to a College Appeals Board(s) appointed in accordance with Section 32.0 of this Code and procedures established by the Dean of Students. Each Appeals Board shall consist of four members: two students, one faculty member (who shall serve as the Appeals Board Chair) and one staff member. The conclusions of the Appeals Board shall be regarded solely as recommendations to the President of the College. The President shall be responsible for rendering final decisions regarding appeals involving alleged violations of the Social Code.

22.5 Promptly after receipt of the appeal, the Appeals Board will meet to review the appeal. Such review will be limited to the grounds for appeal asserted by the student and the Appeal's Board may review the evidence and testimony presented at the Hearing, the appealing student's written appeal (and in the case of an alleged violation of the Sexual Misconduct Policy, the non-appealing student's written response thereto), the Hearing Board's recommendation(s) to the Dean of Students, the Dean of Student's decision, and relevant correspondence from the Dean of Students to the student. In addition, the Appeals Board may consult with the Dean of Students, the Hearing Board Chair and the Student Conduct Officer regarding the matter. The Appeals Board shall not hear testimony or otherwise hear the matter de novo. The Appeals Board shall deliberate the merits of the appeal and shall make one or more of the following recommendations to the President: (i) confirm, modify or reverse the decision of the Dean of Students, in whole or in part, regarding findings of fact, determination of responsibility and/or sanctions; or (ii) remand the matter back to the original or a new Hearing Board for further action including, but not limited to, the taking of additional testimony, reviewing evidence previously excluded and correcting procedural errors; or (iii) take such additional action as may be determined appropriate by the Appeals Board. The recommendations of the Appeals Board shall be determined by a majority vote of the Appeals Board. The Chair of the Appeals Board shall prepare and submit to the President the written recommendations of the Appeals Board setting forth the Appeals Board's findings of fact, determination of responsibility and recommended actions within three days after the conclusion of the Appeals Board's deliberations regarding the matter.

22.6 The findings of fact, determination of responsibility and recommended actions proposed by the Appeals Board are solely recommendations to the President. In addition to the recommendations of the Appeals Board, the President may, in his or her discretion, review the evidence and testimony presented at the Hearing, the appealing student's written appeal (and in the case of an alleged violation of the Sexual Misconduct Policy, the non-appealing student's written response thereto), the Hearing Board's recommendation(s) to the Dean of Students, the Dean of Student's decision, and/or relevant correspondence from the Dean of Students to the student. In addition, the President may, in his or her discretion, consult with the Student Conduct Officer, the Dean of Students, the Hearing Board Chair, the Appeals Board Chair and the students involved in the appeal regarding the matter. The President shall be responsible for rendering final decisions regarding appeals. In this regard, the President may (i) confirm, modify or reverse the decision of the Dean of Students, in whole or in part, regarding findings of fact, determination of responsibility and/or sanctions; or (ii) remand the matter back to the original or a new Hearing Board for further action including, but not limited to, the taking of additional testimony, reviewing evidence previously excluded and correcting procedural errors. Within ten days after the President's receipt of the Appeals Board's recommendations, the accused student will be provided a copy of the President's decision by personal delivery, or by electronic mail with confirmed receipt. The President's decision shall be final and non-appealable.

23.0 Transcript Notations and Encumbrances
The College may place a temporary hold on the release of student transcripts in pending disciplinary cases. Students found to have violated the Social Code and who are expelled from the College in connection with a crime of violence or non-forcible sex offense shall have the notice of “Expulsion” and the effective date of the expulsion placed upon their academic transcript. In addition, to the extent permitted by the Family Educational Rights and Privacy Act and other applicable law, the College reserves the right to have the notice of “Expulsion” and the effective date of the expulsion placed upon a student’s academic transcript in connection with other disciplinary matters that result in a student being expelled from the College.

24.0 Disciplinary Files and Records
24.1 Sanctions imposed for all violations of the Code shall be noted in a student’s Personnel File. Personnel Files are maintained in the Dean of Students Office. These records are destroyed seven years after graduation. Cases involving suspension, expulsion or significant legal implications may be kept on file indefinitely.

24.2 If a student officially withdraws or is granted a leave of absence, disciplinary notations are not removed from the Personnel File. Personnel files of suspended students who officially withdraw from the College are retained for five years after the date of withdrawal.
24.3 In specific instances, sanction notations may be released to College personnel in accordance with the Student Records Policy.

24.4 All recorded transcripts, tapes, and other evidence relating to matters heard in accordance with these rules and procedures shall be maintained in the Dean of Students office for two years after all internal appeal procedures have been exhausted and the decision is final, after which period they may be destroyed by the College.

24.5 Disciplinary records (but not transcript notations of expulsion) may be voided by the Dean of Students for good cause, upon written petition. Factors to be considered in review of such petitions shall include: (i) the present demeanor of the student; (ii) the conduct of the student subsequent to the violation; and (iii) the nature of the violation and the severity of any damage, injury, or harm resulting from it.

25.0 Parental and Victim Notification

25.1 At the discretion of the Dean of Students and in compliance with the Family Educational Rights and Privacy Act, parent(s) may be notified when a student has gone through a Hearing Board or Disciplinary Conference proceeding and is found in violation of this Code, the College’s Alcohol Policy or any other regulations or policies of the College. In addition, according to Pennsylvania State Law, the parents of an individual who is under the age of 18 will be notified immediately in the event a student breaks any State law. A student is expected to notify his/her parent(s) if he/she receives a sanction of suspension or expulsion. If the student chooses not to make this notification, the College, at the discretion of the Dean of Students and in compliance with the Family Educational Rights and Privacy Act, may do so.

25.2 At the discretion of the Dean of Students and in compliance with the Family Educational Rights and Privacy Act, the alleged victim(s) of any violation of this Code that is the subject of a disciplinary proceeding may be notified of the results of those proceedings and any subsequent appeal. Recipients of such notifications shall be advised of their obligation to keep the information confidential.

26.0 Days and Vacation Periods

A “day,” as defined in this Code, shall refer to academic days, Monday through Friday, when the College is in session provided that when matters are unresolved as of the last day of finals, for the purpose of concluding such matters expeditiously, “days” shall mean calendar days immediately following the last day of finals. Alleged violations of this Code which occur or are reported after the last day of classes or during summer and winter vacation periods, may, notwithstanding any provision in this Code to the contrary, be referred directly to the Dean of Students who shall render a decision regarding the alleged violation, and, if appropriate, impose sanctions. Any such decision by the Dean of Students resulting in the suspension or expulsion of the accused may be appealed pursuant to Section 22.0 of this Code.

27.0 Revocation of Degrees

The College reserves the right to revoke an awarded degree for fraud in receipt of the degree, or for serious disciplinary violations committed by a student prior to the student’s graduation.

28.0 Financial Aid Implications

A student who has a negative impact on the campus community through his or her behavior may jeopardize his or her institutional grant awards. Renewal of all institutional grant aid (need-based or merit) is based upon, among other things, a student’s positive contributions to the College and the surrounding community, and the student’s compliance with this Code.

29.0 Additional Procedures

The Dean of Students, with the concurrence of the President, shall have the authority to promulgate, from time to time, such additional or revised procedures as may be necessary for the efficient functioning of this Code and all disciplinary proceedings hereunder.

30.0 Mediation

In cases that do not involve possible suspension or expulsion from the College, the Student Conduct Officer may decline to process a complaint until the parties make a reasonable attempt to achieve a mediated resolution of the dispute. To be binding in a disciplinary case, any mediated resolution must be approved by the Student Conduct Officer.

31.0 Advisors

31.1 The accused shall have the right to select as an Advisor an approved member of the College faculty, management staff or student body to assist the accused in matters involving alleged violations of the Code.

31.2 Upon being referred to a Disciplinary Conference, the accused will receive a list of trained student Advisors who can help the accused prepare for his/her Disciplinary Conference.

31.3 Each year the Vice President of Human Resources will appoint members of the College Administration to serve as Advisors for matters referred to a Hearing Board. They are trained to be familiar with the Code. The accused may also select another (non-trained) member of the College community to serve as an Advisor. Accused students will be asked to acknowledge that he/she did receive the name of a trained Advisor and the importance of utilizing a trained Advisor. No accused, however, will be required to select or consult such advisors.
The following list of College professionals are excluded from acting as an Advisor: President’s Staff, Provost, and Deans and Vice Presidents of the College.

The accused (and in the case of alleged violations of the Sexual Misconduct Policy, the alleged victim), may be accompanied by an attorney; however, the attorney may not address the Hearing Board, or take part in the hearing process. The student must provide written notification to the Student Conduct Officer of the intent to have an attorney present at least 24 hours prior to the Hearing. Except when criminal charges are pending against the accused, the College reserves the right to refuse to grant permission for the appearance of an attorney on behalf of the accused (or in the case of alleged violations of the Sexual Misconduct Policy, the alleged victim) at the hearing.

An Advisor may accompany and consult with the accused; however, the Advisor may not address the Disciplinary Conference Committee or Hearing Board, or take part in the hearing process.

### 32.0 Selection of Disciplinary Conference Committee and Hearing Board Members

The College shall establish a Judicial Panel consisting of 26 students nominated by the Judicial Panel Selection Committee, 19 administrators selected by the College’s Vice President of Human Resources and 8 faculty members selected by the faculty. The Dean of Students shall accept or decline student nominations. The student and management members of the Judicial Panel shall serve for renewable one-year terms. Faculty members of the Judicial Panel shall serve for renewable three-year terms.

At the beginning of each academic year, the Dean of Students shall accept or reject the recommendation of the Judicial Panel Selection Committee regarding the assignment of panel members as follows:

a. 2 Residence Coordinators to assist the Student Conduct Officer with pre-hearing meetings.

b. 4 students and 1 administrator to serve on the Disciplinary Conference Committee, each composed of two students and one administrator.

c. 16 students, 8 administrators, and 6 faculty members to serve on Hearing Boards each composed of three students, one administrator, and one faculty member.

d. 6 students, 2 administrators, and 2 faculty members to serve on Appeal Boards each composed of two students, one administrator, and one faculty member.

e. 8 administrators to serve as Judicial Advisors for Hearing Boards and two students to serve as Judicial Advisors for Disciplinary Conferences.

No member of the Judicial Panel may serve on more than one of the following: Disciplinary Conference, Hearing Board, Appeal Board, or Judicial Advisor. Members of the Judicial Panel not selected to serve on a Disciplinary Conference, Hearing Board, Appeals Board, or Judicial Advisor shall be available to serve as alternates. Members serving on Disciplinary Conference Committees, Hearing Boards or Appeals Boards may not serve as Judicial Advisors.

### 33.0 Supplemental Procedures for Sexual Misconduct Policy

The procedures set forth in this Code are, under certain circumstances, amended or supplemented by procedures set forth in the College’s Sexual Misconduct Policy. In the event of any conflict between the procedures set forth in the Sexual Misconduct Policy and the procedures set forth in this Code, the procedures contained in the Sexual Misconduct Policy shall control.

### 34.0 Amendments to the Social Code

The College may amend the provisions of this Code from time to time and students shall be bound by any such amended provisions upon adoption by the College.

Contact: Ms. Jane Schubert, Associate Dean of Students/Student Conduct Officer, 484-664-3182
MUHLENBERG COLLEGE
STUDENT ALCOHOL POLICY

The following policy has been established in an effort to promote a balance between the interests of the student and those of the Muhlenberg College community, and to encourage responsible decisions about alcohol. We are committed to the ongoing development of a community based on respect for the individual and compliance with the policies of the College and the laws of the city, commonwealth and nation. One's presence at Muhlenberg College requires compliance with the laws and standards of behavior of the community.

The goal of the alcohol policy is to foster alcohol awareness and responsible drinking practices and promote the health and safety of Muhlenberg College students. Muhlenberg College seeks to encourage a campus social life that does not emphasize the role of alcoholic beverages in either private or group activities. Within this community, the College will attempt to take reasonable steps to insure that no illegal or excessive consumption of alcohol occurs on its property or at its institutionally sponsored activities. Only the Dean of Students may grant exceptions to this policy.

Regulations Regarding Personal Alcohol Use
The regulations contained in this policy apply to all students. Muhlenberg's Student Alcohol Policy is in effect throughout the calendar year.

1. Alcohol may not be consumed and alcohol containers may not be possessed anywhere on campus or at any College function by anyone who is under the legal drinking age.

2. It is a violation of the Student Alcohol Policy for anyone to possess or use any item (beer bong, tap device, Beirut table, funnel, etc.) that could lead to the excessive consumption of alcohol.

3. Individual consumption of alcoholic beverages by persons of legal age is permitted only in private sleeping rooms and suites in residence halls and properties leased or owned by the College. Those who do consume alcoholic beverages in their residence are expected to do so in a manner that is not excessive and that recognizes the rights of others to utilize these locations for other activities such as studying.

4. In MILE properties and suite-styled residences where all residents are 21 years of age or older, those residents may consume alcohol in the common area of their residence.

5. Campus advertising of a social event may not mention alcoholic beverages, including drink specials, happy hours, etc. If an event has been designated BYOB, the advertising may identify this fact.

6. Public intoxication, including alcohol-induced disorderly conduct, property destruction, intimidation, or other infringement upon the rights or privacy of others will not be tolerated. Furnishing alcohol (on campus or at any College function off-campus) to persons, who appear to be intoxicated, is prohibited.

7. In accordance with the laws of the City of Allentown, no open containers of alcohol are allowed in public places. Further, the College prohibits open containers outside of closed areas designated for a social event.

8. The possession or use of alcohol at College sports events or in athletic or recreation areas is prohibited.

9. No student shall operate a motor vehicle while under the influence of alcohol.

10. No student shall possess an identification card falsely identifying that student as being 21 years of age or older or provide another student with an identification card falsely identifying that student as being 21 years of age or older.

11. No one shall be permitted to sell alcoholic beverages or alcoholic beverage tickets, to raffle the sale of beverages as prizes or to engage in any activity including but not limited to the sale of admission tickets, which may reasonably be construed as a sale or indirect sale of such beverages.

12. The purchase, storage, or use of a bulk quantity or a common source of alcoholic beverages, such as kegs, party balls, or cases is prohibited.
13. Except as otherwise provided in these regulations, no person shall furnish alcoholic beverages to others on campus or at any College function.
14. In accordance with state laws, religious uses of wine are exempt from age limitations.
15. The sale, purchase, possession, and use of an alcohol vaporizing device are prohibited. An "alcohol vaporizing device" means any device, machine, or process which mixes spirits, liquors or other alcohol products with oxygen or any other gas to produce a vaporized product for consumption by inhalation.

**State and Local Laws Concerning Alcohol**

The following summary is provided to promote increased awareness of the Pennsylvania laws concerning alcoholic beverages. This summary is not intended to be a restatement of the law nor a summary of all of the laws relating to alcoholic beverages. All Muhlenberg College students are responsible for compliance with the state laws governing the use of alcohol.

According to Pennsylvania law, the following actions involving alcohol are illegal and bring with them the penalty listed:

- **Action:** Purchase, consumption, possession or transportation of liquor by a person under twenty-one years old.
  - **Penalty:** First Offense: $300 fine and suspension of driving privileges for 90 days. Subsequent Offenses: $500 fine and suspension of driving privileges for one year (2nd violation) or two years (three or more violations). Parents are notified of all arrests of minors.

- **Action:** Misrepresentation of age to secure liquor.
  - **Penalty:** First Offense: $300 fine and suspension of driving privileges for 90 days. Subsequent Offenses: $500 fine and suspension of driving privileges for one year (2nd violation) or two years (three or more violations). Courts are **not** permitted to suspend sentences.

- **Action:** Possession of a false identification card.
  - **Penalty:** First Offense: $300 fine and suspension of driving privileges for 90 days. Subsequent Offenses: $500 fine and suspension of driving privileges for one year (2nd violation) or two years (three or more violations). Courts are not permitted to suspend sentences. Parents are notified of all arrests.

- **Action:** Selling or furnishing liquor to minors. (Furnish means to supply, give, or provide to, or to allow a minor to possess on premises or property owned or controlled by the person charged.)
  - **Penalty:** First Offense: $1000 fine. Subsequent Offenses: $2500 fine. Courts are not permitted to reduce sentencing.

- **Action:** Manufacture and/or sale of a false identification card.
  - **Penalty:** First Offense: $1000 fine and suspension of driving privileges for 90 days. Subsequent Offenses: $2500. Courts are **not** permitted to suspend sentences.

- **Action:** Representing that a minor is of age.
  - **Penalty:** Fine of no less than $300 and no greater than $2500.

- **Action:** Inducing a minor to purchase liquor.
  - **Penalty:** Fine of no less than $300 and no greater than $2500. Courts are **not** permitted to suspend or reduce sentences.

Regarding alcohol and driving a motor vehicle, according to Pennsylvania law, it is illegal to operate a motor vehicle:

1. while under the influence of alcohol and/or any controlled substance rendering a person incapable of safe driving;
2. while the amount of alcohol by weight in blood of .08 for adults or .02 for minors (under 18 years of age).

**Partial summary of punishments for offenses related to alcohol and motor vehicles:**

- **First Offense:** 48 hours mandatory minimum incarceration to a maximum of 23 months, minimum $300 in court costs to a maximum of $5,000, up to one year in jail, mandatory driving school attendance.
Second Offense (within 7 years): 30 days mandatory minimum incarceration to a maximum of 23 months, minimum $300 in court costs to a maximum of $5,000, up to one year in jail, mandatory driving school attendance.

Third and Subsequent Offenses (within 7 years): incarceration to a maximum of 47 months, minimum $300 in court costs to a maximum of $10,000, up to one year in jail, mandatory driving school attendance.

Habitual offender status: Three major offenses within 5 years is an additional 5 years loss of license.

In addition, certain counties and municipalities may impose other sanctions including community service, Accelerated Rehabilitative Disposition (ARD), and the Guardian Interlock Device.

Enforcement

Violations of the Student Alcohol Policy

Students found in violation of the Muhlenberg College Student Alcohol Policy, Pennsylvania Laws and/or city ordinances will be subject to disciplinary action at the discretion of the Dean of Students. Each case will be handled individually and considered on its own merits, with consideration given to the severity of misconduct as well as prior violations.

The Dean of Students reserves the authority to exercise discretion in all disciplinary matters, giving consideration to the particular circumstances. In general, the College reserves the authority to require the withdrawal from the College of any student whose continuing presence constitutes a risk to the health, safety, or general well-being of the College community or himself/herself. These procedures do not take the place of criminal prosecution.

Alcohol Awareness

Muhlenberg College is committed to providing students, faculty, and staff with factual information about alcohol as well as confidential referrals for professional assistance in the event that they are needed. An awareness of the negative effects of alcohol consumption may assist you in your efforts to make safe and responsible choices about alcohol. Educational programs will be organized and conducted annually to promote continued awareness and encourage an attitude of genuine concern and care for others. Information concerning responsible use, effective party planning, indications of abuse or addiction, and resources for assistance are available for you or someone you care about in the Counseling and Student Health Center.

Our program at Muhlenberg College includes five areas:

1. **Education.** We have programs beginning with the orientation of first year students and continuing throughout each academic year. This education includes the Healthy Lifestyle course and other educational programs throughout the year, and focused educational programs such as “Choices” and “Decisions” programs for students who violate Student Alcohol Policy.

2. **Counseling.** We offer counseling programs for students that have alcohol or other substance abuse problems. These include both on-campus counseling services and referral to off-campus experts.

3. **Discipline.** There are consequences for individuals who violate the College or Commonwealth alcohol policies.

4. **Process.** The College has well-established procedures to be used at student organization events where alcohol is served.

5. **Alternative Lifestyle.** We encourage a lifestyle that does not include alcohol abuse by providing and encouraging alcohol-free organizations and social activities.

Requirements for Student Club and Organization Events that Include Alcohol

*Student clubs and organizations desiring to host an organization-sponsored event at which alcohol will be available must attend a two-hour event management workshop prior to the scheduling of the event.* The workshop will review with club members the requirements for
providing alcohol, the obligations of the host organization and other requirements to manage the risk associated with such an event.

**General requirements for hosting events that include alcohol**
1. All events at which alcohol will be made available must utilize a College approved third party vendor for the distribution of beverages.
2. Social events at which alcohol is being served may only occur between 3:30 p.m. Friday and 2:00 a.m. Sunday. There will be no alcohol served or present at events during the first two (2) weeks of the fall semester.
3. The availability of alcohol at an event location may last a maximum of four (4) hours. The service of alcohol must cease one half-hour (30 minutes) before the end of the four-hour service period. Sponsoring groups are permitted to register only one event with alcohol on a given date.
4. The sponsoring organization is responsible for providing appealing and adequate food and non-alcoholic beverages for the duration of the event. Breads, meats, cheeses, vegetables, brownies, pizzas, subs, etc. are considered appropriate foods; chips and pretzels are not! The Muhlenberg College Dining Services (x3488) provides a variety of social event snack menus for purchase by sponsoring organizations.
5. The event sponsor is required to provide adequate College approved third party security for an event.
6. Alcoholic drinks must be limited to beer, wine, or wine coolers in quantities appropriate for personal consumption. Hard liquor and mixed drinks are prohibited.

**Violations by Student Clubs or Organizations**
Student organizations found by the campus judicial process to have violated the student alcohol policy shall, at a minimum, be subject to the following sanctions. Other, more serious disciplinary measures may also be taken, at the discretion of the Dean of Students, where warranted.

- **Social Probation**: A status between “good standing” and social suspension during which subsequent violations of the alcohol policy will lead to more severe sanctions.
- **Social Suspension**: A period during which an organization may not sponsor any social events, on or off campus, where alcohol is present.
- **Recognition Probation**: A period of review during which an organization will be notified of specific concerns and must comply with requests for remediation by a specific date.
- **Recognition Suspension**: A period during which an organization is no longer recognized by or registered with Muhlenberg College; is not entitled to the benefits, services and programs afforded recognized student organizations; and may not use Muhlenberg College's name.

**MEDICAL AMNESTY POLICY**

**GUIDING PRINCIPLES**
1. The health and safety of students are of primary importance to Muhlenberg College.
2. Students are encouraged not only to look out for their own health and safety, but also for the health and safety of their peers.
3. It is imperative that someone calls for medical assistance when an individual experiences severe intoxication or serious injury after consuming alcohol and/or other drugs (AOD).
4. When a student's health and safety are threatened or appear to be in jeopardy, immediate action should be taken to prevent injury/illness/danger.
5. Students may be reluctant to seek help in AOD-related emergencies because of anticipated consequences for themselves and for the person in need of assistance.
6. Muhlenberg College seeks to reduce any barriers that may jeopardize a student’s health and safety. The “Muhlenberg College Medical Amnesty Policy” represents the College's commitment to increasing the likelihood that students will call for medical assistance when faced with an AOD-related medical emergency.
POLICY
1. A student who seeks emergency medical assistance related to his or her consumption of AOD shall not be charged with violations of the College’s Alcohol or Drug Policies. In lieu of judicial sanctions, the student must complete a counseling evaluation and, if indicated, treatment. Failure to complete the prescribed course of action may result in the imposition of sanctions under the College’s Social Code.
2. Students who assist in obtaining emergency medical assistance on behalf of a fellow student experiencing an AOD-related medical emergency and are themselves under the influence of AOD, shall not be charged with violations of the College’s Student Alcohol Policy and Drug Use and Controlled Substance Policy.
3. In circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization (depending upon the circumstances) may be held responsible for violations of the Student Alcohol Policy and Drug Use and Controlled Substance Policy. However, the organization’s willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction.
4. The Medical Amnesty Policy does not preclude judicial sanctions due to any other violations of the Social Code (not related to the alcohol and other drugs).
5. The Medical Amnesty Policy does not prevent action by police or other law enforcement personnel. The College cannot guarantee that criminal charges will not be brought against the student if Allentown Police and/or MCEMS are required for assistance during the incident.
6. In cases in which a student is transported to the hospital for an AOD-related medical emergency and is unconscious or otherwise in serious physical jeopardy, parental notification by College officials may occur as a precautionary measure.
7. This policy applies only to students who seek emergency medical assistance for themselves or a fellow student in connection with an AOD-related medical emergency. It does not apply to individuals experiencing an AOD-related medical emergency who are found by College employees (e.g., Campus Police, College Administrators).
8. This policy does not excuse or protect those individuals who repeatedly violate the College’s Student Alcohol Policy and Drug Use and Controlled Substance Policy. In cases where repetitive violations occur, appropriate action under the College’s Social Code will be taken on a case-by-case basis.

PROCEDURE
Information about the time and location of the AOD-related medical emergency will be recorded to enable any necessary follow-up in order to address issues of health and safety, vandalism, or chronic abuse of the Student Alcohol Policy and Drug Use and Controlled Substance Policy.

MUHLENBERG COLLEGE ANTI-HAZING POLICY

Muhlenberg College and the Commonwealth of Pennsylvania define hazing as:
Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or
continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Violations described below shall therefore be understood to be incidents of hazing.

Meeting and Time Restrictions (General Program Restrictions)

All students at Muhlenberg College are recognized to have academic and collegiate obligations that must not be unduly restricted or constrained. Examples of improperly restrictive time requirements include but are not limited to the following:

- Any activity or requirement that is so time consuming as to significantly interfere with class work or study time. This includes but is not limited to pre-initiation and initiation periods.
- Conducting a new member-related activity between the hours of twelve midnight and 6:00 a.m. Monday through Friday.
- Permitting less than six continuous hours of sleep for new members each night between 12 a.m. and 9:00 a.m.
- Conducting any non-academic new member activity within one week of final examinations.

Physical Abuse

Physical abuse is understood to be any action taken or situation created which may knowingly cause pain, injury, or undue physical stress, fatigue, or discomfort. Examples of physical abuse include but are not limited to the following:

- Forced or required consumption of alcoholic or non-alcoholic beverages or substances
- Forced or required consumption of spoiled foods, raw onions, goldfish, or any unpalatable foods that an individual refuses to eat
- Dropping food, such as eggs, grapes, liver, etc., in mouths of new members
- Forced calisthenics, such as push-ups, sit-ups, or runs
- Tying individuals to chairs, poles, or other objects
- Simulated or actual branding
- Causing excessive fatigue through physical or psychological shocks, such as forced participation in extreme exercise beyond one’s normal ability
- Paddle swats of any nature, including the trading of swats with members
- Pushing, shoving, tackling, or any other kind of physical abuse
- Throwing anything, such as whipped cream, garbage, water, paint, etc. at an individual

Psychological Abuse

Psychological abuse is understood to be any action taken or situation created which may knowingly produce embarrassment, ridicule, harassment, mental or emotional discomfort, or be threatening or frightening in nature. Examples of psychological abuse include but are not limited to the following:

- Line-ups, any form of verbal abuse, or any other activity that serves no constructive purpose
- Deception of new members before a membership ritual which is designed to convince a new member that s/he will not be initiated or that s/he will be hurt during the ritual ceremony
- Yelling or screaming at new members
- Calling new members demeaning names (scum, etc.)
- Playing extremely loud music, music repeated continuously, or any other audible harassment
- Any individual or group interrogations of a negative or demeaning nature
- Creating rooms or areas that are uncomfortable due to temperature, noise, size or air quality

Improper Requirements or Obligations

All membership requirements or obligations must in some way enhance the individual’s emotional, spiritual, or intellectual development. Examples of improper requirements or obligations include but are not limited to the following:

- Assigning or endorsing pranks such as panty raids, harassing another organization, etc.
- Assigning or endorsing an activity that is illegal or unlawful, that would constitute theft, burglary, or trespassing, or that would be morally objectionable to an individual
- Defacing trees, grounds, buildings, or objects
- Conducting quests, treasure hunts, scavenger hunts, paddle hunts, big sister hunts, or little sister hunts that include illegal activity, physical abuse, or psychological abuse.
- Requiring new members to march in formation
- Carrying items such as coconuts, helmets, swords, burlap bags, shields, paddles, rocks, dog collars, bricks, etc.
- Assigning or endorsing the wearing or apparel that is conspicuous and not normally in good taste
- Requiring or endorsing new members to yell or chant when entering or leaving buildings
- Requiring memorization or non-organization related materials
- Not permitting new members to talk for extended amounts of time
- Assigning or endorsing public stunts or buffoonery
• Requiring or encouraging new members to act like animals or other objects
• Intentionally messing up the house or a room for new members to clean
• Requiring or encouraging total or partial nudity at any time
• Requiring or encouraging new members to run personal errands or any other form of personal servitude
• Requiring or encouraging new members to participate in the act of flouring and/or showering other members

RESPONSIBILITIES
1. Any person (new member, active member, guest, alumni/ae, Muhlenberg College staff/faculty member) suffering or witnessing a hazing abuse must report the incident(s) to appropriate College officials.
2. The appropriate organization officer (president, new member educator, team captain, etc.) must approve all new member-related activities before they occur.
3. Membership-related activities should be kept within the properly reserved space. The activity must not interfere with the rights and activities of others, and should always reflect the best interest of the members of the chapter it represents and the college community as a whole.
4. Student organizations shall be held responsible for any action or situation in violation of this policy, whether incurred by new member, active member, alumni/ae, or guests.
5. Any reprisal or threat of reprisal taken against a person for reporting a violation of this policy shall be considered a violation of this policy, even if the organization is found innocent of the initial alleged charge.
6. All allegations of hazing reported to the College will be investigated. If the investigation yields evidence of hazing, the College will then take appropriate disciplinary action against the individuals and/or organizations deemed responsible for the hazing. Charges against College organizations and individuals would be heard through the campus judicial process. Disciplinary action may include both punitive sanctions (e.g. fines, loss of privileges, suspension or expulsion of the organization) and educational sanctions (e.g. programs, workshops, etc.).
7. The College will support any victim of hazing if they choose to speak to the local police about the possibility of pressing criminal charges.
8. This policy applies to all Muhlenberg College organizations, groups and individuals and is equally applicable on and off campus.

Contact: Ms. Karen R. Green, Vice President for Student Affairs/Dean of Students, College Center, 484-664-3182
MUHLENBERG COLLEGE
CAMPUS SAFETY AND SECURITY POLICY

I. Daily Log
Any complaint which comes to the attention of The Department of Campus Safety and which requires an incident report (i.e. violation of College rules and regulations, criminal activity, non-criminal activity) will be reported in the DAILY LOG. Names and addresses of the victim and complainant will not appear. However, the location of the complaint and brief description of the case will appear. The disposition of the case will appear as soon as that information is received. Names and addresses of juveniles will not appear in the DAILY LOG.

II. Right of Entry
Authorized representatives of the College shall have the right to enter any room at any time for maintenance, repairs and inspection for health, security and safety hazards. In all non-emergency situations, campus personnel will knock and identify themselves prior to entering a student’s room. Furthermore, the College may enter student rooms for the purpose of obtaining evidence of an alleged violation of a College regulation. In all cases, the College will make every effort to notify students in advance of entry and will attempt to conduct a search in the presence of the student(s) in question. If a search is being made in order to obtain evidence for a College judicial proceeding, a third party shall be present.

III. Investigation Policy
Students are expected to fully cooperate with all Campus Safety investigations. Non-compliance with Campus Safety investigations may be considered a violation of Muhlenberg College’s Social Code and result in disciplinary action.
A. Students contacted by Campus Safety by telephone regarding an investigation should promptly return calls.
B. While being interviewed or giving a written statement, students are asked to be truthful and disclose all pertinent and relevant information.
C. Intimidation of any witnesses will not be tolerated.

IV. Found Property
All found property that is brought to Campus Safety is placed in a secure location. For security reasons only designated property officers have access to the property area. Students must first contact Campus Safety to determine availability of a property officer before their property can be returned.

Contact: Robert Gerken, Director of Campus Safety, 484-664-3112

MUHLENBERG COLLEGE
DINING SERVICE POLICY

It is the philosophy of Muhlenberg College Dining Service that our facilities are more than a place to eat. Food is a necessity of life, but at Muhlenberg College we aim to transform a physical requirement into a sensory invention, turning the indispensable into an affordable amenity. We satisfy hunger, but we aim also to soothe the soul, please the palate, provide sound nutritional choices, and offer an "over the top" dining experience. We hope you will be happy with our offerings and will be respectful of the dining service guidelines.

A comprehensive list of regulations and policies can be found by visiting http://www.muhlenberg.edu/main/aboutus/union/policy.html

Contact: Mr. John Pasquarello, General Manager, Muhlenberg Dining Services, pasquarello@muhlenberg.edu
DISRUPTIVE CONDUCT POLICY (DCP)  
(Revised August 2010)

Muhlenberg College reserves the right to hold students accountable for violations of the Social Code both on and off campus. Students residing in the surrounding neighborhood both in landlord-owned and MILE properties are still responsible for adhering to the College’s Social Code. Muhlenberg College strives to maintain positive relationships with our neighborhood and community partners.

Disruptive behavior in the surrounding neighborhood works against these efforts. Students who demonstrate disruptive conduct and are addressed by Campus Safety and/or local police will be subject to sanctions and/or fines. These sanctions and/or fines will be outlined in a letter sent from Campus Safety to the student receiving the sanction(s). Students also may be accountable for any fines or citations issued by the City.

A record of a group of students and/or property’s disruptive conduct history through Muhlenberg College’s processes will be maintained until a student graduates.

Disruptive Conduct is defined as follows:

“Disruptive Conduct means any form of conduct, action, incident or behavior perpetrated, caused or permitted by any occupant or visitor of a residential unit that is so loud, untimely (as to hour of the day), offensive, riotous, or that otherwise disturbs other persons of reasonable sensibility in their peaceful enjoyment of their premises, or causes damage to said premises such that a report is made to or by a Campus Safety Officer, Police Officer and/or a Public Officer complaining of such conduct, action, incident, or behavior.”

Administration of the policy is as follows:

• The Office of Residential Services, as the office responsible for working with MILE and off campus students, will distribute orientation materials to students who are approved to live in MILE and off campus housing as it pertains to appropriate conduct. This information will be included in either MILE house leases or off campus approval letters. The Office of Residential Services will also work cooperatively with Campus Safety to maintain a record and history of DCP reports and any resultant sanctions and/or fines to assist with determining how many offenses a property has received during an academic year.
• Reports and sanctions and/or fines will be issued within 7 business days of the incident. These will be sent to the student’s campus email address.
• The Dean of Students will hear any appeals requested by students once a report and sanctions and/or fines have been issued. Incident reports will be reviewed for legitimacy and to ensure that procedure has been followed.
• Appeals need to be in writing to the Dean of Students within 7 business days of the receipt of the report and sanctions and/or fine notice. The Dean of Students has 7 business days to review and respond to the appeal via email.

Sanctions and/or Fines:

1. Students who violate the DCP as a “first offense” will:
   • receive a warning;
   • meet with the Director of Residential Services; and
   • receive 5 mandatory work service hours, per resident, assigned as neighborhood cleanup.
2. Students who violate the DCP as a “second offense” will:
   - receive a fine of $100 per person residing at the residence;
   - receive 10 mandatory work service hours, per resident, assigned as neighborhood cleanup;
   - have a registered letter sent to their parent(s); and
   - meet with the Director of Residential Services and Vice President for Student Affairs to include a conference call with parent(s).

3. Students who violate the DCP as a “third offense” will:
   - receive a fine of $300 per person; and
   - lose senior week privileges that will not be appealable.

4. Students who violate the DCP as a “fourth offense” will:
   - be referred to the College’s Hearing Board with the possible sanction of Suspension.

Contact: Robert Gerken, Director of Campus Safety, 484-664-3112
MUHLENBERG COLLEGE
DRUG USE AND CONTROLLED SUBSTANCE POLICY

Muhlenberg College recognizes that the use of drugs is a serious problem in American society today. (Drug use includes an array of activities ranging from the casual consumption of alcohol at a cocktail party to the addictive use of hard drugs). As a church-related, liberal arts College which is concerned for the welfare of the individual student, Muhlenberg has the obligation to educate its students to the dangers of drugs. When a student uses drugs, the College makes every effort through counseling and referrals to assist that person to gain the help that he or she might need to live a life free of drug dependencies. Consistent with its concern for the welfare of its students, moreover, the College will not tolerate the illegal distribution of drugs on campus. When it becomes aware that students are using or distributing illegal drugs, the College reserves the right to contact those local, state and federal officials charged with enforcing state and federal drug laws.

The College's response to drug use on campus may, therefore, take one or more of the following forms: referral to counseling or psychiatric services, internal disciplinary action or referral to law enforcement officials. First, Muhlenberg recognizes that the use of drugs can seriously affect an individual's health, personal relationships and his or her ability to function in a competitive academic environment. In many cases the sustained use and abuse of controlled substances are symptoms of emotional problems which require referral to medical and psychological professionals. When the College becomes aware that an individual is using drugs, it reserves the right, following consultation with the student, to make referrals and to consult the student's family regarding the problem.

Second, since behavioral problems may arise as a result of drug use, as per Title 35 of the Pennsylvania Crimes Code, the essential provisions of which are printed below, (Students who possess, use, or distribute drugs or drug paraphernalia are, therefore, subject to College disciplinary action including possible suspension or expulsion). The College cannot tolerate behavior which is harmful to the individual; infringes upon the rights of others; or which the College deems detrimental to the welfare of an academic community. In general, the College reserves the authority to require the withdrawal from the College of any students whose activities or continuing presence constitutes a risk to the health, safety, or the general well-being of the College community or to himself/herself.

Third, students who violate Pennsylvania or federal laws are also subject to prosecution in the local, state, and federal courts. If the College becomes aware of the distribution on campus of illegal drugs, it reserves the right to contact authorities and to cooperate with them in bringing to justice the person or persons involved. The College will not serve as a haven for illegal activity of any sort. As citizens of the United States and as adults in the Commonwealth of Pennsylvania, Muhlenberg students are legally responsible for their acts.

The Dean of Students reserves the authority to exercise discretion in all disciplinary matters, giving consideration to the particular circumstances. These procedures do not take the place of criminal prosecution.

If any device (i.e. hookah, pipe, bong, etc.) is suspected of being used for drug use, the device will be confiscated and tested. If a hookah is clear of any drug substance, it will be released to the owner.

In order to inform students of the terms of Pennsylvania law, relevant sections of the Pennsylvania Crimes Code, Title 35 follow:

1. Schedules of Controlled Substance (Section 4)
The law recognizes five categories of controlled substances ranging from the most dangerous listed in Schedule I to the least dangerous listed in Schedule V.

Schedule I - selected opiates and opium derivatives such as heroin; hallucinogens such as LSD; and marijuana. Note: Although the law no longer classifies marijuana as a narcotic, it still lists it as a controlled substance under Schedule I.

Schedule II - opioid; amphetamine; coca leaves; and methadone.

Schedule III - selected substances which have a depressant effect on the central nervous system such as barbituric acid.
Schedule IV - selected substances which have a depressant effect on the central nervous system but which have a lower potential for abuse relative to substances in Schedule III, e.g., Phenobarbital.

Schedule V - substances such as cough syrup which may contain limited quantities of a narcotic but which also include one or more non-narcotic medicinal ingredients which confer upon the substance valuable medicinal qualities other than those possessed by the narcotic alone.

2. Prohibited Acts; Penalties (Section 13)
   a. Clause 1 - the manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance, other drug, device or cosmetic that is adulterated or misbranded. (Punishable by imprisonment not exceeding one year or by payment of a fine not exceeding $5,000 or both.)
   b. Clause 12 - The acquisition or obtaining or possession of a controlled substance by misrepresentation, fraud, forgery, deception or subterfuge. (Punishable by imprisonment not exceeding one year or by payment of a fine not exceeding $5,000 or both.)
   c. Clause 16 - Knowingly or intentionally possessing a controlled substance by a person not registered under the act except through valid prescription order. (Punishable by imprisonment not exceeding one year or by payment of a fine not exceeding $5,000 or both.) Note: A second conviction for acts described in Clauses 1, 12 and 16 carries a maximum prison sentence of three years, or a maximum fine of $25,000 or both.
   d. Clause 30 - The manufacture, delivery, or possession with intent to manufacture or deliver, a controlled substance by a person not registered under the act. (The severity of the penalty varies according to the substance involved. The maximum penalty is for narcotics and consists of imprisonment not exceeding fifteen years or of a fine not exceeding $250,000 or both.)
   e. Clause 31 - The possession of a small amount of marijuana only for personal use; the possession of a small amount of marijuana with the intent to distribute it but not to sell it; the distribution of a small amount of marijuana but not for sale. The act defines a "small amount of marijuana" as 30 grams of marijuana and eight grams of hashish. (Punishable by imprisonment not exceeding 30 days or by fine not exceeding $500 or both)
   f. Clause 32 - The use of, or possession with intent to use, drug paraphernalia for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packing, repacking, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act.
   g. Clause 33 - The delivery of, possession with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing, or under circumstances where one reasonably should know, that it would be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of this act.
   h. Clause 34 - The placing in any newspaper, magazine, handbill or other publication any advertisement, knowing or under circumstances where one reasonably should know that the purpose of the advertisement, in whole or in part is to promote the sale of objects designed or intended for use as drug paraphernalia.

Contact: Robert Gerken, Director of Campus Safety, 484-664-3112

MULENBERG COLLEGE
ELECTRONIC COMMUNICATIONS AND
INFORMATION TECHNOLOGY ACCESS POLICY
(Approved July 2000 - Last Updated March 2008)

The electronic communication System at Muhlenberg College is to be used primarily for purposes consistent with carrying out the College's educational mission. Examples of this System include, but are not limited to, the central computing facilities, the campus-wide network, local-area networks, attached computers and printers, stored programs and data, electronic mail, newsgroups, access to the Internet, the College telephone facilities including voice mail, departmental networks, campus cctv, and the public computing facilities and related services, including Trexler Library computers.

(Note: Above defines System, for subsequent use in the policy).
This policy applies to all Users of this System (including resources owned, leased by, subscribed to, or managed by Muhlenberg College), including but not limited to faculty and visiting faculty, staff, managers, students, guests of the management team, and external organizations and individuals accessing external services, such as the Internet and Library systems, via Muhlenberg's electronic communication system.

(Note: Above defines User, for subsequent use in the policy).

By using this System, Users agree to the policy contained herein.

Electronic mail and Internet may be used for personal communication, but this may not take priority over intended business and academic uses. Priority for using this System will always be given to members of the College community. Because the College cannot guarantee the privacy of messages or documents stored on the System or transmitted through the System or through the Internet, use of the System for sending confidential or private personal information is discouraged. Users should be aware that electronic mail communications and voice mail communications can be a potential source of evidence in the process of attorney discovery in discrimination lawsuits or other litigation.

(Note: Voice Mail should be treated same as e-mail).

Users of the College's System should not disclose their passwords to others. Documents or information stored in the System should not be accessed by anyone other than the author or recipient, or by the College, as stated below.

General policy requirements applicable to the use of the System are as follows:

1. Offensive, harassing, defamatory, or otherwise inappropriate communication via the System is prohibited. (Note: Above would address use of Instant Messenger and other non-e-mail transmissions).
2. Use of the System is subject to all legal and College prohibitions against discrimination and harassment based on age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other basis protected by applicable federal, state or local laws.
3. Obscene, objectionable or other offensive material, including material that may be interpreted as harassment by others, may not be viewed, downloaded, printed or transmitted via the System in public spaces.
4. System users are liable for any action or negligence that directly or indirectly results in adverse effects upon the System or its Users. The execution of computer programs intended to gain unauthorized access to, or make unauthorized use of, the System is prohibited. Users must abide by the terms of all software licensing agreements and copyright laws.
5. Users of the System are obligated to respect the rights of others, the intellectual rights and the intellectual property rights of others when using these resources. Duplicating and/or distributing information, recordings, or images in violation of applicable copyright laws is not permitted.
6. Unless granted proper authority, Users are forbidden to access, transmit or release any information or data of a confidential nature, secured through their position with the College, to a person not authorized to receive such information. Further, the Family Educational Rights and Privacy Act (FERPA) mandates that certain types of student information may not be disclosed and/or distributed to unauthorized persons. This includes information transmitted and stored on the electronic mail system. Additional information relative to the provisions of FERPA is available from the Dean of Students or the Registrar.
7. College policy prohibits acts that are wasteful of System resources. Examples include, but are not limited to: sending or forwarding chain letters; sending mass electronic mailings not directly pertinent to College business; creating unnecessary multiple jobs or processes; excessive uploading or downloading of large files, or, creating unnecessary output or printed material.
8. The College System may not be used for personal financial gain, inappropriate or illegal activity of any kind. Users may not download to, install upon, create links to, or otherwise place on the System any data or program, which consists of any advertisements for commercial enterprises, without prior approval.
9. The campus electronic mail system exists primarily to facilitate business communications between individuals and specific groups. To the extent that there is excessive use of "Everyone Group" messages (or similar mass mailings) to numbers of individuals who, given a choice, would choose not to receive them, the effectiveness of the System is compromised. Such messages must be restricted to campus emergencies and urgent operational messages, notification of campus meetings and events, and notification of College-sponsored events or other events off-campus, which relate to the College’s educational goals. Messages such as notice of lost and found articles, promotion of political causes, and listing of personal sale items should not be sent via the campus e-mail system. The Berg Bulletin and the campus MESSAGE BOARD are appropriate vehicles for lost and found and for sale items.

10. As is common in business and other organizations, it is the College’s current practice that all information stored on this System, including the content of the electronic mail system and the content of the voice mail system, is normally copied daily to digital tape to provide a back-up copy in the event original records are damaged. These tapes are stored in a secure area where they are considered confidential and are retained for a period of four weeks. This means that electronic mail messages and voice mail messages deleted by an individual user subsequent to the College’s daily backups may be retained for this period of time. After the four-week period the tapes are normally re-used. The College may change these and other operational practices from time to time. 

The College is the owner and administrator of this System. The College may exercise the right to access information stored on the System for business purposes such as retrieving College business-related information, troubleshooting problems, responding to complaints of misuse, and in order to comply with legal and regulatory interests. Where practical, efforts will be made to obtain express consent from the individual employee or student whose information is to be accessed. It is for these and other reasons that the College cannot guarantee the privacy of messages or documents stored on, or transmitted through the System.

Violations of these policies should be reported either to the Provost, the Dean of Students, the Vice President of Human Resources, or the Director of Campus Safety and Security. Violations could result in penalties imposed upon the User of the System. These penalties could include disabling of the User’s account(s), student suspension, student expulsion, employee suspension or termination, termination of access to the System, or liability for expenses incurred by wasteful usage (see point 4 under policy requirements).

The College maintains the right to monitor network use and discipline users, including faculty, staff members, managers and students, in accordance with established College policies.

The College follows all laws regarding music and other downloading issues. Any organization that is officially recognized by the Dean of Students’ Office is eligible for its own GroupWise distribution list, effective spring 2002. Mass emails can only be sent with prior approval of the appropriate Dean or Vice President. OIT is available for problems and issues arising with the technology, and is available to train officers to start up and maintain the list serve, but the sole responsibility for maintenance and updating information rests with the individual organizations and its officers.

Contact: Office of Information Technology, 484-664-3440

(See Addendum to Policy on Electronic Communication and Information Access.)
(See also Ancillary Student Contact Data Collection & Usage Policy.)
ADDENDUM TO POLICY ON ELECTRONIC COMMUNICATION AND INFORMATION ACCESS

Copyright Infringement Policy and Procedure
July 1, 2009

College Policy

Muhlenberg College’s Policy on Electronic Communication and Information Access (above) states that

“System users are liable for any action or negligence that directly or indirectly results in adverse effects upon the System or its Users… Users must abide by the terms of all software licensing agreements and copyright laws.”

Federal Law

The U.S. Copyright law contained in Title 17 of the United States Code http://www.copyright.gov/title17/92chap1.html#106 grants the owner of copyright under this title the exclusive rights to do and to authorize any of the following:

(1) to reproduce the copyrighted work in copies or phonorecords;
(2) to prepare derivative works based upon the copyrighted work;
(3) to distribute copies or phonorecords of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
(4) in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works, to perform the copyrighted work publicly;
(5) in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work, to display the copyrighted work publicly; and
(6) in the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission.

Anyone distributing copyrighted materials in their entirety (outside the exercise of fair use rights) without the permission of the owner of those materials is said to be infringing upon the copyright of those materials. This is a violation of federal law and could result in a significant fine (up to $150,000 per infringement!)

You and Your Computer

Campus System users are responsible for any content placed by them in an area of public access on the campus network, or published to a public area of the campus website. If this content is material protected by copyright, YOU are committing copyright infringement by illegal distribution!

Peer-to-peer programs such as Gnutella, BitTorrent and other similar programs are designed to facilitate the sharing of music and video files. While these programs are not illegal, they are most often used to acquire and distribute material in violation of copyright law. These peer-to-peer programs allow information to flow in both directions - not only can YOU download copyrighted material such as songs or movies using these programs (where someone else is committing copyright infringement by illegal distribution), but once you have illegally obtained these songs and
movies, others can download them through these same programs **directly from YOUR computer via the campus network** (where **YOU** are committing copyright infringement by illegal distribution!). This also applies to sharing legally obtained copyright material without permission.

If **YOU** have any of these peer-to-peer programs installed on **YOUR** computer, **YOU** may be violating copyright law.

Further, the College acts as Service Provider for campus users connecting to the Internet – thus, when **YOU** commit copyright infringement by illegal distribution, you make the College complicit in that act, and jeopardize campus network resources for all users.

**Notification of Infringement**

The College does not employ tools to detect copyright violations. However, agents and representatives of copyright holders (such as the Recording Industry Association of America) routinely monitor file-sharing activities to detect infringement involving copyrights held by those they represent.

Once detected, infringing activity can be reported by agents of copyright holders to the Service Provider of the infringing user. In the case of **YOU** being detected as having infringed upon a copyright, the notice is served upon the College.

Such notices of infringing activity must by law include:

- A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.
- Identification of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site.
- Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit Muhlenberg College to locate the material.
- Information reasonably sufficient to permit Muhlenberg College to contact the complaining party, such as an address, telephone number, and, if available, an electronic mail address at which the complaining party may be contacted.
- A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law.
- A statement that the information in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

**College Procedure**

The Digital Millennium Copyright Act [http://www.copyright.gov/legislation/dmca.pdf](http://www.copyright.gov/legislation/dmca.pdf) requires that the Service Provider, in order to avoid liability for the copyright infringement, act expeditiously to remove or disable access to the offending material.

The College’s procedure upon receipt of a valid notice of infringement (first offense), is to:

1) Use the (internal IP) information contained in the infringement notice to identify the involved campus user.
2) Draft a Letter of Notice to the user – student is notified to report to the Dean of Students Office to pick up their Letter of Notice - including a copy of the infringement notice specifying the copyrighted material infringed.

3) Require, as stated in the Letter of Notice, that the user remove access to the infringing material, and any other copyrighted material for which they do not have rights of distribution, within 48 hours of receipt of the Letter of Notice.

4) Require written confirmation to the Chief Business Officer of the College within 48 hours of receipt of the Letter of Notice confirming that access to such material has been removed.

5) After 48 hours, if the user has not complied with the Letter of Notice, the user’s network access will be revoked until compliance is effected and reported per the Letter of Notice.

The College’s procedure upon receipt of repeat infringement notices for a user (second offense):

1) Use the (internal IP) information contained in the infringement notice to identify the involved campus user.

2) Draft a Letter of Notice – Second Offense to the user – student is notified to report to the Dean of Students Office to pick up their Letter of Notice - including a Notice of Fine [$50] and a copy of the infringement notice specifying the copyrighted material infringed.

3) Suspend user’s network access for a period of one week, commencing upon the date of the Letter of Notice.

4) Require, as stated in the Letter of Notice, that the user remove access to the infringing material, and any other copyrighted material for which they do not have rights of distribution, within 48 hours of receipt of the Letter of Notice.

5) Require written confirmation to the Chief Business Officer of the College within 48 hours of receipt of the Letter of Notice confirming that access to such material has been removed.

6) After one week, if the user has complied with the Letter of Notice and paid the fine, the user’s network access will be restored; if all conditions have not been met, network access remains suspended until compliance is effected.

The College’s procedure upon receipt of repeat infringement notices for a user (third or greater offense):

1) Use the (internal IP) information contained in the infringement notice to identify the involved campus user.

2) Draft a Letter of Notice – Third Offense to the user – student is notified to report to the Dean of Students Office to pick up their Letter of Notice - including a copy of the infringement notice specifying the copyrighted material infringed.

3) Suspend user’s network access pending judicial review, commencing upon the date of the Letter of Notice.

4) Require, as stated in the Letter of Notice, that the user remove access to the infringing material, and any other copyrighted material for which they do not have rights of distribution, within 48 hours of receipt of the Letter of Notice.
5) Require written confirmation to the Chief Business Officer of the College within 48 hours of receipt of the Letter of Notice confirming that access to such material has been removed.

6) Refer all material for Judicial Review.

7) Network access remains suspended pending recommendations from Judicial Review.

Contact: Office of Information Technology, 484-664-3440

MUHLENBERG COLLEGE ANCILLARY STUDENT CONTACT DATA COLLECTION & USAGE POLICY
(Approved July 2012)

Purpose of Policy:
Define guidelines for the collection and use of Ancillary Student Contact Data.

Scope:
This policy applies to all Muhlenberg College employees, consultants, and contractors who may be involved in processing, transmitting, or handling student contact information, whether that information is in a physical or electronic format, and to students providing the data and updates thereto. This includes emergency communication.

Ancillary Student Contact Data covered by this policy includes:
- Phone Numbers:
  - Mobile Phone
  - Emergency Contact Phone

Policy:
Ancillary Student Contact Data is a complement to Directory Information, is for official College business and is to be used in a manner consistent with the College Electronic Communication Policy. Ancillary Student Contact Data is accessible only to College employees and agents having a legitimate requirement to use such data in meeting the academic and administrative needs of the College. The College strives to use the most effective and efficient communication methods when communicating with students.

All Ancillary Student Contact Data is collected for the purpose of managing College interaction with the student throughout his/her relationship with Muhlenberg College. The data is made accessible to appropriate College staff to facilitate this interaction. The student is required to provide this data to the College, and to contact the College in a timely fashion to advise changes thereto.

The primary source of the Ancillary Student Contact Data covered under this policy is the student, collected as part of the application process using the Common Application, as well as through the College’s Enrollment Management Application and associated processes. This data is stored in the College’s Student Information System when the student is admitted. Related records are created and added to the Alumni/Development system. These records are used to chronicle the activities and interests of students and alumni, and to facilitate interaction with them as alumni.
Student Responsibility:
The student is required to provide this data to the College, and to contact the College in a timely fashion regarding any changes to the data.

The student is required to respond in a timely fashion to College requests to review and confirm Ancillary Student Contact Data.

Release of Data:
Every College department that has access to/uses Ancillary Student Contact Data, whether it be electronic or manual, must adhere to this policy. Release/transmission of Ancillary Student Contact Data, except for the purposes outlined above, is prohibited without prior approval by the Office of the Registrar.

This policy can also be found online at http://www.muhlenberg.edu/pdf/main/aboutus/policies/AncillaryStudentContactDataPolicy.pdf

Contact: Office of Information Technology, 484-664-3440

MUHLENBERG COLLEGE
FIRE SAFETY RULES AND REGULATIONS

Safety of students at Muhlenberg College is of great importance. The College assumes the primary role of providing a safe atmosphere in which to work and study. Students must contribute to the safe atmosphere by assuming their own responsibility for safety. Any student not complying with the Fire Safety Rules and Regulations set forth will be subject to disciplinary action and/or fines up to $300.

A. FIRE ALARMS AND EQUIPMENT:
1. Fire equipment is to be used only as necessary in the case of fire. Its use and misuse must be reported to the Office of Residential Services and/or Campus Safety immediately so that it may be restored to useful condition with no unnecessary delay.
2. Fire equipment includes (but is not necessarily limited to) fire bells, pull stations, alarms, extinguishers, hoses, exit signs, smoke detectors, sprinkler systems, instruction signs, equipment cases, and electrical panels.
3. Students face fines and disciplinary action for needlessly discharging, stealing, or improper use of fire alarms and/or equipment.
4. When the person responsible for tampering with fire alarms and/or equipment cannot be identified, individuals residing within the section will be billed the cost of the entire fine plus maintenance charges in accordance with the College damage assessment procedures.
5. Students who tamper with fire alarms and/or equipment are subject to arrest and prosecution by the City of Allentown in addition to College disciplinary action, fines, and/or reassignment.
6. The College reserves the right to issue other sanctions ranging from fines to expulsion.
7. Failure to evacuate a building during a fire alarm may result in disciplinary action and/or fines.

B. FIRE PREVENTION:
1. Students are expected to be alert at all times to the hazards and dangers of fire in their area and to exercise all proper precautions to prevent fire, notify proper authorities of any potential fire and safety hazards, and promptly report a fire.
2. Students are expected to help prevent false alarms and should report any tampering with the alarm system to Campus Safety.
3. Flammable substances and solids, such as gasoline, paint, benzine, naphtha, cleaning fluids, explosives, charcoal lighter fluid, chemicals and fireworks may not be used or stored in residence halls. Lighted candles, incense, kerosene lamps and/or heaters, halogen lamps, multi-bulb lamps, homemade TV and radio antennas and student installed electric heaters may not be used in the residence halls.

4. **ALL COOKING MUST BE CONFINED TO DESIGNATED COOKING AREAS.** Use of electrical appliances such as hot plates, heating coils, coffee pots, popcorn poppers, electric frying pans, toaster ovens, irons, and electric heaters are prohibited in student rooms and common lounges without kitchens. All appliances must be UL approved with UL approved cords. Low wattage electrical equipment and attached cords must also be UL approved. The College reserves the right to determine the danger of electrical appliances and remove them. If the College determines a cooking item is being used in areas other than designated cooking areas the item may be confiscated.

5. Storage or placement of any items (including trash, bicycles, boxes, furniture, etc.) in public areas such as corridors, stairwells, or balconies is prohibited. Items placed or stored in public areas will be removed by the College with a charge for their release. Items may not be left outside residence buildings at any time (i.e. trash cans).

6. All decorations used in corridors or public areas shall be flameproof or fire resistant materials. The College reserves the right to remove any and all decorations that do not comply. Spray painting or use of flammable paint products in residence halls is prohibited.

7. Hanging of cloth material along walls is discouraged for safety reasons. No material or paper may be draped or affixed overhead or from ceiling pipes.

8. Section and fire doors are to remain closed at all times. Residents of the section will be held responsible when the doors are blocked or propped open. A door will be considered propped if there is any physical obstruction (such as tape, stones, cardboard, trash cans, etc.) which prevent it from closing or locking.

9. Any additional lighting (i.e. Christmas lights) must be UL approved with proper installation and approved by Plant Operations, Campus Safety and/or Residential Services. No lights may be strung from any pipes or fire/safety equipment.

10. No storage of any type of gas powered vehicles inside residence halls or enclosed areas.

11. Use of charcoal or propane grills is permitted, however the grill must be at least 15 feet from any structure.

12. Ashes must be properly disposed of in designated RED CANS marked “Charcoal Disposal and Ashes Only” found in Prosser Quad, East Quad, Robertson/South Quad, and the area between the Center for the Arts and Trexler Library. If ashes are found in any College owned and/or leased properties, the person will be subject to disciplinary action and/or fines.

13. Use of fireworks is strictly prohibited on any college property.

14. All college facilities are smoke free. Smoking is permitted outside but must be at least 20 feet from the building and entrances. Smoking devices should be properly extinguished and discarded in ashtrays.

15. Any violation of the above fire prevention regulations may be subject to disciplinary action and/or fines.

**C. FIRE DRILLS AND SAFETY INSPECTIONS:**

1. All persons must evacuate the building when a fire alarm is sounded.

2. The Office of Campus Safety shall be responsible for establishing procedures for supervised fire drills in residence halls in compliance with local and state fire safety regulations. Fire drills are conducted once per academic semester.

3. Alarm systems shall not be tampered with or tested by unauthorized persons.

4. Fire drill procedures include the requirement for all resident students to become familiar with fire evacuation plans for each building, to include recognition of fire alarms, procedures for notifying authorities of fire, and evacuation from the building. Evacuation procedures are posted on the back of each resident's room door. If these rules are not on
the back of the door, it is the students’ responsibility to obtain a new copy from Campus Safety.

5. Each resident and any guests will leave the residence hall according to instructions for the area where they are when the alarm is sounded.

6. Lack of cooperation during fire drills and active alarms will be considered a serious breach of discipline and students may be subject to disciplinary action and/or fines.

7. Authorized representatives of the College shall have the right to enter any room at any time for maintenance, repairs, and inspection for health, security, and safety hazards. After inspection, failure to amend hazards or violations may result in termination of the resident's housing contract. During any activation of the fire alarm system, officers or other response personnel may enter a room unannounced in an attempt to locate and resolve the cause of the alarm or to ensure compliance with evacuation procedures.

Contact: Robert Gerken, Director of Campus Safety, 484-664-3112

MUHLENBERG COLLEGE FIREARMS AND OTHER WEAPONS POLICY

The possession or use of any potentially dangerous item or material is strictly forbidden in College housing (i.e. residence halls, MILE houses, properties leased by the College, fraternity and sorority houses) and/or on campus. Such items are subject to confiscation and the bearer to disciplinary action. Prohibited items include firearms, ammunition, air-guns (BB/pellet), spring type weapons, sling shots, martial arts weaponry, knives, swords, paintball guns, simulated weapons altered to appear as an actual firearm, switchblades, water balloons, dartboards, and whips. Weapons used for theatrical productions must be disarmed and remain in the theatre and safeguarded according to the security provisions of the Department of Theatre & Dance.

Contact: Robert Gerken, Director of Campus Safety, 484-664-3112

MUHLENBERG COLLEGE PARKING RULES AND REGULATIONS

The following approved regulations are applicable to the Muhlenberg College campus and apply to all members of the College community. These regulations have been established and are enforced to provide faculty, staff, students and visitors with a safe campus environment with reasonable access to buildings and other campus locations. Muhlenberg College reserves the right to remove or deny parking privileges to individuals who fail to comply with these stated regulations. Effective August 1, 2010, the regulations contained herein replace and supersede all previous regulations with respect to vehicular traffic and parking on campus. Depending on the circumstances, they may be subject to change without formal notice. Questions relating to parking and operation of motor vehicles should be directed to the Office of Campus Safety, located in the front lobby of Prosser Hall at 484-664-3112.

I. OPERATOR AND COLLEGE RESPONSIBILITIES

A. It is the responsibility of all individuals who operate or maintain vehicles on campus to be aware of these regulations and to abide by them. The action of any individual operating a vehicle on campus is regarded as conclusive evidence of his/her acceptance of and willingness to abide by these regulations.

B. The driver assumes full responsibility for the operation and parking of a motor vehicle on College property.

C. The failure of the College to insist upon strict compliance with any regulation contained herein shall not be interpreted as a waiver for future enforcement of such regulation. Inclement weather conditions do not alter the provision made in these regulations.
D. All members of the Muhlenberg College community MUST register each vehicle they operate on campus. The fact that a vehicle has been registered with the College does not permit other members of the registrant’s family or friends to operate the registered vehicle in a like manner. The fact that a vehicle has not been registered does not permit a member of the Muhlenberg community to park that vehicle in areas designated as visitor parking.

E. Muhlenberg College is responsible for establishing and maintaining the signs, signals and markings necessary to implement these regulations.

F. These rules and regulations are enforced by the Campus Safety Department of Muhlenberg College to the extent permitted by the law. All applicable state, county, and municipal laws also will be enforced.

G. The Office of Campus Safety may issue violation notices to alleged violators of any provision of these regulations.

II. REGISTRATION REQUIREMENTS

A. Prerequisites
1. The applicant and the vehicle to be registered must meet all legal requirements for the operation within the Commonwealth of Pennsylvania.
2. The motor vehicle to be registered must be owned, leased or operated by the applicant or a member of his/her immediate family.
3. Applicants with outstanding violation charges will be denied registration.
4. Proof of vehicle registration and a valid Muhlenberg College ID card are required when registering the vehicle.

B. Proper Display of Parking Permits
1. Parking permits are issued to the individual registering the vehicle and are not transferable to any other person or vehicle.
2. Permanent stickers have a pressure-sensitive adhesive coating on one side. They must be permanently applied to the vehicle, in the appropriate place, by use of this adhesive coating. Application by means of scotch tape or other non-permanent method is not permitted.
3. All permanently affixed vehicle permits must be placed on the rear window (driver side lower left corner).
4. Registration is not complete until a current decal is properly displayed on the vehicle.
5. Outdated Muhlenberg College parking decals should be removed if possible. Failure to do so is considered to be "Improper Display of Decal" and may result in a charge.
6. The registrant of any vehicle is responsible for any decal registered for his/her vehicle. If a vehicle is sold or removed from campus, the decal must be removed or the original registrant will be held responsible for any citations received by the vehicle.
7. All motorcycle, moped, and motor scooter permits must be permanently affixed to the left front shock in a clearly visible manner.
8. All student temporary vehicle registration forms must be clearly displayed in the rear window or on the front dashboard of the assigned vehicle.

C. Student Registration
1. All students who are permitted to own or operate a motor vehicle on campus must register their vehicles at the Office of Campus Safety. Registration is valid for a full academic year or whatever portion of the year the student is officially enrolled. Students shall be responsible for compliance with all College traffic regulations. Any change of auto or auto registration number must be reported to the Office of Campus Safety. All questions regarding registration should be directed to the Office of Campus Safety 484-664-3112.
2. Every student who owns or operates a motor vehicle in Allentown during the year shall pay a vehicle registration fee of $50. This fee covers any vehicle per individual student that may require a parking registration throughout the year. Any vehicle that requires a state license must display a valid parking permit for the current academic year. NOTE: Failure to register a vehicle within 48 hours of it being brought to campus will result in a $50.00 fine. Failure to display the registration decal as directed will result in a $15.00 fine.
3. Any student, including first year students with permission from the Dean of Students Office, may temporarily register a vehicle for a one week period with the permission of the Office of Campus Safety. Two of these permits are allowed each semester. Temporary registrants must park in the lot on the designated permit. There is a $50 vehicle registration fee for temporary registration as described above. First year students must follow the procedure outlined in section VII of this policy.
4. LVAIC students may register their vehicle with us if the following is met:
   a. Students must be registered in a Muhlenberg College course.
   b. Students must fill out registration form.
   Once these requirements are met, they will be issued a commuter lot parking decal at a cost of $10.00.

D. Faculty and Staff Registration
1. Faculty and staff are entitled to a parking permit for the appropriate employee lot to which they are assigned.
2. The permit must be displayed on the rear window (driver side lower left corner) area while the vehicle is parked on Muhlenberg College property.
3. All hanging permits are to be turned into the Office of Campus Safety after each spring graduation for re-distribution the following fall semester.
4. The permit is the property of the College and must be returned upon separation from the institution.
5. All Faculty and Staff are required to keep vehicle information current with the Department of Campus Safety.

III. PARKING PERMITS AND LOT ASSIGNMENTS
Parking permits, numbered and identified by specific color codes, correspond to specific parking areas and are valid only for those locations. Purchase and display of a parking permit is not a guarantee of a specific parking place at any one time.

While campus officer’s patrol regularly, the College cannot assume any responsibility for vehicle damage, theft or theft from a vehicle while parked on College property or on a city street. In consideration of the College’s neighbors, student, faculty and staff street parking should be confined to the campus side of the street. Parking regulations on the city streets are strictly enforced by Allentown Parking Authority.

Parking on city streets on the east side of campus are restricted for street sweeping year round. It is suggested that you read the specific parking signs in those areas. Also Chew Street is a “SNOW EMERGENCY STREET;” if a snow emergency is declared ALL vehicles parked on the street must be moved.

The following parking regulations will be enforced during the entire year.

A. Student Parking Permits
The current academic student permit allows those vehicles displaying the parking permit to park in student designated parking lots. The student designated parking lots are as follows:
1. 26th and Chew Street Parking lot (by Robertson Hall)
2. Parking lot in front of Benfer Hall
3. South side of lot to the rear of the Center for the Arts building
4. Village Upper Parking lot Village lower parking lot
5. Sorority parking lot
6. 23rd and Gordon Street Parking lot
7. Martin Luther Parking lot
8. All lots and driveways connected to or associated with College MILE residential facilities not designated as “No Parking”, with the exception of the lot at Berks and Liberty Streets which is designated as “Faculty/Staff Parking” (See restrictions below)

There are specific lots designated for Faculty, Staff and visitor parking. Vehicles displaying student decals are permitted to park in these lots between 5 PM and 7 AM, Monday through Friday, and at all times on Saturday and Sunday unless otherwise designated. The Faculty/Staff designated parking lots are as follows:
1. Trexler parking lot
2. Prosser Hall lot
3. CFA rear lot - north side facing the Center for the Arts
4. Back Drive Parking Lot – rear of academic row
5. Back Drive Entrance Parking Lot – north side of Brown and Walz Halls
Visitors (non-students) to the College are permitted to park on the Front Drive in front of the Academic and Administrative buildings.

B. Commuting Students and Evening College Permits

Commuting students and Evening College students are required to register their vehicles and display a parking decal. They will be assigned a student parking permit and are eligible to park in the areas as listed in Section III.A - Student Parking Permits.

C. Faculty and Staff Parking Permits

Faculty and staff parking lot assignments are allocated in relation to the building where the employee's major function occurs. The fact that an individual is assigned a space in a certain lot one year does not necessarily guarantee a space in the same lot for the following year. When registered with the Department of Campus Safety, each vehicle will be assigned a colored window decal that corresponds with the parking lot assigned. Faculty and staff assigned locations are as follows:

1. Rear North lot – behind Academic Building – (#s 0001-0500)
2. CA Rear and Library lot – (#s 0501-1000)
3. Berks & Liberty Street lot – (#s 1001-1500)
5. 23rd & Gordon Street lot (#s 2001-2500)
6. Prosser Hall lot (#s 2501-3000)

D. Handicapped Spaces and Permits

Designated with the national handicapped parking sign, these spaces are reserved for use by students, faculty, staff and visitors who qualify for state issued license plate/placards which are displayed on the vehicle, and the vehicle is registered with the Office of Campus Safety.

E. Temporary Visitor Parking Permits

Any visitor of the College may obtain a temporary vehicle registration. This temporary permit is issued through the Office of Campus Safety and valid for the length of the visit.

IV. HOURS OF REGULATIONS

A. General

These regulations are in effect continuously throughout the calendar year, including recesses and vacations. The use of other permit lots is restricted to valid permits designating such lots. Specific restrictions regarding parking and vehicular access to campus are as follows:

1. The use of student parking areas is restricted at ALL times to holders of valid student permits designating such lots.
2. Students required to enter restricted areas of the campus to make pick-ups or deliveries must secure prior authorization from the Office of Campus Safety. Violation notices received because the student did not obtain such authorization are not subject to appeal.
3. The use of Faculty and Staff lots is restricted to holders of valid permits naming such lots from 7:00 a.m. to 5:00 p.m. Monday through Friday. During hours not specified, these lots are available for use by any vehicle displaying a Muhlenberg College permit.
4. All "No Parking Zones" are in effect twenty-four hours a day and seven days a week, including holidays.
5. All parking lots or parking areas are restricted to whatever manner signs specify.
6. All student parking spaces are painted with white paint, while faculty and staff are painted with yellow.
7. Student, faculty, and staff parking is not permitted on the front circle during the hours of 7:00 a.m. to 5:00 p.m. Monday through Friday.

B. Emergencies and Special Situations

During emergencies and special situations, it may become necessary for the Office of Campus Safety to temporarily suspend or otherwise modify specific regulations found in this document or otherwise posted throughout campus. In such cases those actions will be communicated by signs or other markings, public announcement, or on-site supervision. Temporary regulations and restrictions will be enforced accordingly.
V. OPERATION OF MOTOR VEHICLES ON CAMPUS

A. Parking Rules

1. Operation and/or parking of a motor vehicle on College property is restricted to those individuals who have properly registered their vehicles with the Office of Campus Safety and who display valid permits for a designated area. All other vehicles will be considered illegally operated and/or parked and will be subject to an imposition of a charge and/or being towed away.

2. Vehicles may be parked and/or operated on College property only in appropriate areas as marked by signs, street markings, the College map and other designations indicating that parking and/or operating of vehicles is permitted.

3. Students required to enter restricted areas of the campus to make pickups or deliveries must secure prior authorization and approval from the Office of Campus Safety. Restricted areas are defined as fire lanes and faculty/staff/visitor parking areas. When authorized the parking in the restricted area shall be for no more then five (5) minutes and the vehicle hazard lights must be operating during the time authorized.

4. The following practices are specifically prohibited:
   a. Double parking.
   b. Parking on the left side of the street facing traffic.
   c. Parking over a white line or yellow line or across a line indicating a parking space.
   d. Parking on lawns, landscaped areas, sidewalks, or other areas not designated for parking.
   e. Parking in front of a driveway, doorway, or steps, or in any manner such as to block traffic, parked vehicles or roadways or hinder the passage of pedestrians or vehicles.
   f. Parking in an area which does not correspond to the displayed decal.
   g. Parking in a handicapped space without having the right to do so.
   h. Parking an unregistered vehicle on the Muhlenberg College campus.
   i. First year students possessing or operating a vehicle on Muhlenberg College property or in the city of Allentown without permission of the Director of Campus Safety.
   j. Parking a two wheeled vehicle other than a motorcycle, moped, or motor scooter in a parking space designated for motorcycle parking only.
   k. Parking in fire lanes, loading zones, emergency areas, or areas marked as "no parking" zones. Fire lanes include the following: Back drive – behind Taylor Hall (from 26th Street to Commons Building), Martin Luther – north drive (from Life Sports Center to 23rd Street), East Hall – south drive (from Moyer Hall to 23rd Street), drive between Brown and Walz Halls, the walkway through the Village, the entire drive to Benfer Hall including the east side, both drives leading to the Center for the Arts, the entire roadway between Robertson and South Halls, Fraternity drive and all driveways in the sorority areas.
   l. Parking in areas not designated as a parking space with white or yellow lines.

5. It is the responsibility of the motor vehicle operator to find a legal parking space. Lack of space is not considered a valid excuse for violation of a parking regulation. Individuals attempting to park late at night are encouraged to find a legal space, as established by the parking rules and regulations, and contact the Department of Campus Safety for escorts from their car to their residence.

6. Tardiness for classes, appointments, etc., is not a valid excuse for violation of parking regulations and therefore not a valid reason for appeal.

7. Students are responsible for informing their visitors of approved parking areas. Students are accountable for parking violations and fines of visiting friends or relatives. If a vehicle is illegally parked, it may be towed at the owner's expense.
8. Disabled vehicles must be reported to the Office of Campus Safety immediately. Such vehicles must be attended to within 24 hours of disablement unless circumstances result in a time extension granted by Campus Safety personnel.

9. No person shall operate a motor vehicle upon any street, roadway or parking lot on College property at a speed that is greater than the posted speed limit or without due regard to pedestrian traffic, weather conditions or the condition of the street, roadway, or parking lot. The posted speed limit is 15 MPH.

10. Pedestrians have the right of way on the Muhlenberg Campus. Any vehicle failing to yield the right of way to STOP for pedestrians crossing a street at a properly marked and posted crosswalk, may receive a citation for failure to yield to pedestrians. A pedestrian has the right of way once they have stepped onto the street from a sidewalk, curb, or side of the road and until they reach the opposite sidewalk.

11. All accidents involving a motor vehicle on campus or college owned, leased, or rented vehicle must be reported to the Office of Campus Safety at the time of the accident.

12. Motorcycles, mopeds, and motor scooters may not be operated on or around the lawn areas of the main campus or on walkways.

13. Failure to find a legally marked parking space in your assigned parking lot(s) is not a valid excuse for parking in a lot other than those designated by the parking rules and regulations in conjunction with the colored permit/pass issued. If the vehicle operator is unable to find a space in the lot to which they were assigned, they must find a legal space to park along the city streets and are encouraged to notify the Department of Campus Safety of any observed violations of these parking rules and regulations.

VI. FINES

A. General

<table>
<thead>
<tr>
<th>Offense</th>
<th>Fine Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>No permit</td>
<td>$60.00</td>
</tr>
<tr>
<td>No permit/Illegally parked</td>
<td>$75.00</td>
</tr>
<tr>
<td>Illegal Parking/No Parking Zone</td>
<td>$20.00</td>
</tr>
<tr>
<td>Parked in Fire Lane</td>
<td>$75.00</td>
</tr>
<tr>
<td>Handicap Space</td>
<td>$75.00</td>
</tr>
<tr>
<td>Fraudulent Use of Permit</td>
<td>$60.00</td>
</tr>
<tr>
<td>Disregarding Instructions</td>
<td>$20.00</td>
</tr>
<tr>
<td>Improper Display of Permit</td>
<td>$15.00</td>
</tr>
<tr>
<td>Theft of Services</td>
<td>$75.00</td>
</tr>
<tr>
<td>Any Moving Violation</td>
<td>$15.00</td>
</tr>
<tr>
<td>License Plate Check</td>
<td>$50.00</td>
</tr>
<tr>
<td>Boot Installation/Removal (2 or more accumulated tickets)</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

Vehicles Will Be Towed At Owners Expense – Cost Determined by Towing Service

1. Tickets are payable at the cashier window in the basement of the Haas College Center during window hours of operation.
2. Fees of all violations, regardless of how many tickets have been issued to the same vehicle, are in accordance with the above fine accrual schedule.
3. A citation notice may include all offenses that are in violation at the time of issuance. In the event of multiple violations, the cost of each violation indicated on the violation notice, as
established above, will apply to the ticket. Failure to pay fines within the first 30 days of issue will result in the accumulation of the fines based on the above mentioned accrual schedule.

B. Further Disciplinary Action
In addition to the assessed fines, certain parking violations may be forwarded to the Dean of Students Office for appropriate disciplinary action.

C. Removal of Vehicles or Immobilization of Vehicles at Owners’ & Operators’ Expense

1. The vehicle appears to be abandoned.
2. The vehicle is parked in such a manner as to create a hazard to other traffic or obstructing a road, service drive, loading zone, hydrant, fire lane or parking area.
3. The vehicle is illegally parked in an area designated as a towing zone.
4. The operator had his/her driving privileges suspended and suspension remains in effect.
5. The operator or visitor operator has had repeated traffic violations (2 or more) and ignores warnings not to operate a vehicle on College property.
6. The vehicle is double-parked.
7. The vehicle is parked in a lawn, landscaped area, sidewalk, or other area not set aside for parking.
8. The vehicle is parked in violation of lot signs which limit the parking to specific decals and indicates that violators will be towed.
9. The operator has removed a decal from another vehicle or is using a decal on the vehicle, which has been removed from another vehicle.
10. The vehicle has repeatedly parked in violation of parking rules and regulations, and accumulates $500 or more in citations.
11. A vehicle not displaying a handicapped parking permit is parked in an area designated "for handicapped only".
12. Muhlenberg College is not responsible for theft or damage to vehicle when removed (towed) from College property. The towing company sets all fees (towing and storage) associated with towing. A towed vehicle will only be released to the registered owner and only after the matter resulting in the vehicle being towed is resolved (i.e., payment of all outstanding fine/fees).

D. Fees for Related Damages
The College reserves the right to charge the operator additional fees based on the cost of repair to any lawn, landscaped area or sidewalk damage caused by operation of or parking of any motor vehicle in violation of the parking rules and regulations.

E. Payment of Charges
1. All violation charges shall become effective on the day issued and are payable within five days of the date of issuance. Payment may be made in person by cash or check at the Controller’s Office in the College Center. Checks should be made payable to Muhlenberg College.
2. Any violation charges and/or expenses incurred by the College for towing a vehicle in violation of V-A will be charged against the registrant without regard to the operator of the vehicle. In the case of non-registration, the charge shall be assessed against the operator who should have registered the vehicle.
3. Students and employees may be held responsible for any vehicle operated on campus by any member of his/her family or by any other relative, by any guest, as well as any other vehicle operated on the campus with his/her consent. It is the responsibility of all employees and students to inform the members of their families, other relatives, guests and others of existing rules and regulations.
4. All student violation charges (and/or expenses incurred by the College for towing) will be charged against the respective student’s College account at the Controller’s Office. An invoice will be sent to the student’s billing address. Failure to pay will constitute grounds for the withholding of transcripts, diplomas, and/or denial of registration.
5. All administrative costs will be added to the original fine.

F. Appeals
1. Any person receiving a notice of a violation has the right to appeal within a 48-hour period from the day of issuance. After the 48-hour period, the right to appeal expires and all violation charges and/or expenses incurred become payable. Appeals should be made in writing to the Department of Campus Safety.
2. The decision of the appeal review is final and is binding upon both the appellant and the College.

VII. FIRST-YEAR STUDENTS SPECIAL PERMISSION FOR VEHICLE
First-year students may not have a vehicle on campus unless they have requested and received (in writing) permission from the Dean of Students Office after providing just cause. This permission may be revoked if the student receives four or more tickets (whether paid or unpaid). The vehicle must be removed from Muhlenberg College property and removed from the City of
Allentown. If the vehicle is found on campus it will be towed. A written report will be sent to the Dean of Students Office.

1. First-year students bringing a vehicle to the City of Allentown or to campus without special permission will be fined $150.00 for first offense, $225.00 and loss of housing lottery privileges for second offense, and $300.00 for third and subsequent offenses. These fines are in addition to any other fine that may have been accumulated as indicated above.

2. There will be an additional administrative fee of $50.00 for any vehicle that requires a license plate check.

Contact: Robert Gerken, Director of Campus Safety, 484-664-3112

MUHLENBERG COLLEGE

PET POLICY

Students are not permitted to have pets, except harmless fish, on the Muhlenberg campus. Students are not permitted to have pets visit College housing for any reason. Students bringing pets into the residence halls may be subject to disciplinary action as follows:

• First Offense – Administrative warning and removal of pet by student within 24 hours
• Second Offense – 10 work service hours, behavioral assessment paper and removal of pet by the College
• Third Offense – Removal from College housing

MUHLENBERG COLLEGE POLICY

ON PARTISAN EXPRESSION

Students and recognized student organizations may post partisan signs in student residence hall rooms and student organization offices. Recognized student organizations may also post partisan signs on campus kiosks and bulletin boards, subject to normal rules about such postings (i.e. groups must identify themselves on the poster, etc.). Faculty and staff may post partisan signs in their campus offices if these offices cannot reasonably be considered community spaces. Classrooms, meeting rooms, and offices which students, parents, or the general public may be required to visit on a regular basis (e.g. Admissions, the Registrar’s Office, etc.) should be considered community spaces and are not appropriate locations for partisan messages. Partisan materials may not be posted in windows of campus offices that would result in exposure of partisan messages that might reasonably be construed as institutional endorsements. Partisan signs may not be placed in public campus areas, except for signs posted in approved locations by recognized student organizations.

Contact: Robert Gerken, Director of Campus Safety, 484-664-3112

POLICY ON PARTISAN POLITICAL ACTIVITY

Muhlenberg College is committed to developing independent critical thinkers and providing an intellectually rigorous undergraduate education. As part of these commitments, Muhlenberg College values the free exchange of ideas in an atmosphere of open and free academic inquiry. Participation in the political process by students, faculty, and staff can, and should, be an educational experience in keeping with the Muhlenberg College mission and values.

At the same time, the College must comply with the provisions governing its tax exempt status under Section 501(c)(3) of the Internal Revenue Code. Federal statutes stipulate that non-profit, tax exempt institutions of higher education are prohibited from participating in, or intervening in, any political campaign on behalf of or in opposition to any candidate for public office. The College must
ensure that the activities of members of the Muhlenberg community are in compliance with these statutes.

The guidelines in this policy are intended to provide examples of permissible activities. Because there are many gray areas, and because it is sometimes difficult to determine when an individual associated with the College is acting on behalf of the College, we encourage everyone to seek further guidance in uncertain situations.

Early in the planning process, organizers of partisan events should consult with the Vice President for Public Relations. This consultation must take place at least two weeks prior to the event, if possible. All questions about interpreting this policy should also be directed the Vice President for Public Relations.

A. Activities of Faculty and Staff outside the classroom

Muhlenberg College faculty and staff are free to engage with the political process, both on campus, by providing educational experiences; and off-campus, by exercising their rights to be politically active as citizens. To safeguard the College’s tax-exempt status, on-campus activities of faculty and staff should be directed toward the fair and equitable presentation of multiple political perspectives for the purpose of educating students and community members. Off-campus partisan activities of faculty and staff do not jeopardize the College’s tax-exempt status, as long as those activities are not presented as expressing the position of Muhlenberg College. Violations of this part of the policy should be reported to the Vice President for Human Relations.

1. Faculty and staff may engage in a variety of on-campus non-partisan voter education and registration programs consistent with the College’s education mission. Examples of such programs include:
   a. conducting civic training programs designed to increase public understanding of the electoral process or to encourage citizens to become involved in the process, provided that such training is non-partisan in the recruitment of instructors, the selection of students, and the curriculum;
   b. preparing and distributing annual compilations of voting records on major legislative issues that involve a wide range of topics, without political skew and without editorial opinion, provided that the information is not widely distributed and is not geared to coincide with the election period;
   c. circulating unbiased questionnaires to all candidates for an office, and tabulating and disseminating the results, provided that the questionnaires cover a broad range of subjects and neither reflect political skew nor contain editorial opinion;
   d. conducting public opinion polls with respect to issues and candidates provided that the questions are framed to be fair and neutral, and accepted polling techniques are used; and
   e. organizing and participating in non-partisan voter registration activities, even when aimed at groups (such as urban voters, young people or minorities) likely to favor a particular political candidate or party, provided that the activities are not intended to target voters of a particular party or to help particular candidates, and provided further that particular geographic areas are not selected to favor any party or candidates.

2. Departments and programs may organize and promote on-campus candidate appearances that fairly include all qualified candidates. Examples of such programs include:
   a. providing access to air time on a university-owned radio station on an equal basis to all qualified candidates for a public office, in a manner consistent with the limits imposed by Federal Communications Commission standards;
   b. providing opportunities to speak at College events on an equal basis to all qualified candidates for a public office; and
   c. conducting institution-sponsored public forums to which all qualified candidates for a public office are invited and given equal access and opportunity to speak, if the format of the forum is balanced and presented in a neutral manner.
3. Lobbying activities on behalf of the College must be approved by and coordinated with the Assistant Vice President of Development for Corporate, Foundation, and Government Relations.

4. Faculty and staff may provide hyperlinks to the web pages, or other spaces of all qualified candidates for a public office on appropriate pages of the College’s website, in order to promote voter education.

5. Members of the College community are entitled to participate or not, off-hours, as they see fit, in the election process, provided that they make clear that they are speaking or acting only for themselves and not for the College. If their affiliation with the College is publicized, they must be especially careful to state that the opinions expressed are personal and do not represent the views of Muhlenberg College.

6. The prohibition against political campaign intervention is not intended to restrict free expression on political matters by the leaders of 501(c)(3) organizations (such as the president and deans) who are free to speak for themselves, as individuals. However, to protect their organization’s exempt status, such leaders should not make partisan political comments in official organization publications or at official functions. Leaders should always exercise great caution when expressing personal opinions on political matters by clearly indicating that his or her comments are personal and not intended to represent the views of the institution. Given the ambiguity of the law in this area, institutional officials are advised to be especially prudent when making such public statements.

B. Activities of Instructors (faculty and staff in the classroom)

The special status of a classroom-leader as a learned authority with the power to influence and to evaluate students imposes special obligations. The subordinate position of students may compromise their ability to distinguish an instructor’s opinionated commentary from the presentation of fact. As a result, instructors who, in the course of teaching, express perspectives which may be construed as politically partisan, should: identify the expression as such; strive at all times to be accurate; exercise appropriate restraint; show respect for the opinions of others; and make every effort to indicate that they are expressing themselves as citizens and not voicing views held by Muhlenberg College. Violations of this part of the policy should be reported to the Provost.

1. Instructors are free to establish genuine curricular activities aimed at educating students with respect to the political process. Examples include:
   a. making in-class reference to contemporary political controversies;
   b. assigning or otherwise incorporating politically controversial course material;
   c. establishing course activities that explore partisan ideologies.

2. Instructors are entitled to freedom of expression in the classroom and are not restricted from offering partisan commentary as it relates to the subject of instruction. In these instances, instructors are advised to take special care to avoid the persistent intrusion of matter that has no rational bearing on the subject of instruction, and to make clear that:
   • they are speaking only for themselves and not for Muhlenberg College;
   • the perspective expressed may be construed as partisan, and that contrary perspectives exist;
   • students will not be assessed negatively, in either discussion or in subsequent assignments, for taking critical positions in opposition to the partisan commentary; and
   • students will not be preferentially rewarded, in either discussion or in subsequent assignments, for taking critical positions in support of the partisan commentary.

3. Instructors are entitled to display on their persons messages of political identification (such as campaign t-shirts or buttons) while in the classroom. If they choose to do so, they are advised to verbally acknowledge the display, and to take special care to make clear to students that:
   • the display expresses a personal affiliation, and not one held by Muhlenberg College;
   • the display is neither tied to course inquiry into the subject of instruction nor to the appraisal of student work;
   • students who hold other identifications will not be assessed negatively, in either discussion or in subsequent assignments, for acknowledging those affiliations;
• students who share in the identification will not be preferentially rewarded, in either discussion or in subsequent assignments, for claiming the affiliation.

C. Activities of Individual Students

Partisan activities by individual students in no way jeopardize the College’s tax-exempt status, as long as those activities do not unfairly appropriate College resources or public facilities. Violations of this part of the policy should be reported to the Dean of Students.

1. Individual students are granted free speech and expression at Muhlenberg College; for that reason it is permissible for any student to show individual support for a partisan political campaign or issue. Examples include:
   a. wearing or placing of campaign materials on one’s body or belongings;
   b. posting of campaign literature or signs, either within their residence hall room, on their door, or on their window;
   c. the use of lawn signs outside of MILE houses; and
   d. the use of partisan signature statements within student emails from their Muhlenberg email account are permissible.

2. Individual students are permitted to run for public office where the law permits. Students running for public office are permitted to identify themselves as students of Muhlenberg College, but should not present themselves as representing the College. Students running for public office must follow the same policies for all partisan campaigns in terms of their own campaigning on campus.

3. Individual students are permitted to distribute literature for political candidates within residence halls as well as in public spaces on campus. Examples include:
   a. distributing candidate literature and voter reminders;
   b. partisan or non-partisan voter registration; and
   c. collecting money for individual campaigns.

4. Campus policies limit certain kinds of publicity to registered student organizations and campus departments. This means that individual students are not permitted to place partisan campaign material in public places owned by the College, including, but not limited to, within common areas of residence halls, bathrooms, academic buildings, bulletin boards, and the Student Union.

5. Campus policies limit certain kinds of space use to registered student organizations and campus departments. This means that individual students are not permitted to reserve facilities including space for candidate events, tables in the Student Union, or elsewhere for partisan political campaigning. Similarly, partisan chalkings by individual students is not permissible and individual students are not permitted to host a political fundraiser on campus.

D. Activities of Student Groups

Partisan activities by recognized student organizations in no way jeopardize the College’s tax-exempt status, as long as those activities are not construed to express the position of Muhlenberg College, and do not appropriate College resources or public facilities for either the purpose of partisan fundraising or as donations to partisan organizations or individual candidates for public office. Violations of this part of the policy should be reported to the Dean of Students.

1. Student publications supported by Muhlenberg College are permitted to print or publish partisan editorials. Partisan campaigns and candidates for public office may purchase advertisement space in student publications at the same rate charged for other non-campus ads. Any candidate for public office that is affiliated with Muhlenberg College shall pay the same rate as all other candidates for public office when purchasing advertising space in student publications. In addition, access by candidates to air time on WMUH is permitted, at the discretion of the station manager, provided such access is available to all qualified candidates for a public office on an equal basis and is consistent with the limits imposed by the Federal Communications Commission standards.

2. Recognized student organizations may organize partisan or non-partisan political events on campus, including, but not limited to: partisan or non-partisan voter education, voter registration drives, candidate forums, student or candidate debates on a given issue or issues, or issue-
based events; provided the event is not a fundraiser for a candidate running for public office and that the student organizers for partisan events consult with their advisor and with the Vice President of the College for Public Relations before the event takes place. Student organizations hosting a candidate or a candidate forum are not required to invite all candidates seeking that office.

3. Recognized student organizations are prohibited from hosting partisan fundraisers on campus pursuant to Muhlenberg College’s 501(c)(3) status as a non-profit educational institution. Additionally, funds for transportation, meals, or lodging of candidates are permitted only when paid for by the individual students. Muhlenberg College funds, including funds raised by the organization or allocated by Student Council, may not be used to subsidize travel, housing, or meals for candidates.

4. Recognized student organizations are free to express their views about and publicly support political parties and candidates, by hosting partisan voter activities including events with specific candidates. Recognized student organizations are permitted to make public endorsements of local, state, or federal candidates for public office and support pieces of legislation, even those seen as supported by one political party.

5. Recognized student organizations are permitted to use College facilities to support or oppose a specific political party, provided the name of their student organization is on all materials printed or chalked and advance permission has been granted for the use of the facilities when applicable, and that the use of the facilities would not be seen as a donation to a candidate for public office.

E. Guidelines for College Facilities and Resources

To safeguard its tax-exempt status, the College’s use of campus facilities and resources, when employed by the administration, faculty or staff, should be directed toward the fair, equitable presentation of multiple political perspectives for the purpose of educating students and community members. The College may rent facilities to external partisan organizations; however, campus resources may not be used under any circumstances for the purposes of partisan fundraising. Violations of this part of the policy should be reported to the Dean of Students.

1. College-sponsored activities and forums aimed at educating students about the political process are encouraged. Every effort should be made to ensure that appearances on campus of candidates for public office or their political representatives have a substantive educational purpose, and that such visits not be conducted solely as partisan rallies or events.

   a. Unless a candidate for public office is of sufficient stature as to warrant an invitation from the Office of the President, hosting of political candidates for educational purposes should generally be left to faculty within academic departments or the appropriate recognized student organization.

   b. If an academic department, or the College itself, chooses to invite an individual candidate to speak, equal opportunities should be provided to all qualified candidates and none of the candidates are favored in relation to the activity.

   c. Recognized student organizations may use College facilities for meetings, speeches, and events involving candidates for office and political parties provided that such groups pay the usual and normal charge, if any, for use of institutional facilities or equipment by student groups.

   d. Use of space is subject to scheduling policy, availability, and approval by the Office of Seegers Union and Campus Events. Please follow the usual campus procedures for scheduling a facility and resources.

2. External Organizations renting College facilities and resources shall use the following guidelines:

   a. Facilities will be rented or made available on a space available basis and all political candidates and parties will receive equal treatment in terms of facility usage and fees. Use of space is subject to scheduling policy, availability and approval by the Office of Seegers Union and Campus Events. Please complete the online facility request application to start the process for consideration.

   b. Use of College facilities for campaign or party fund-raising activities is prohibited.
3. The use of College resources for soliciting votes or campaign fund raising is prohibited. Prohibited resources include, but are not limited to:
   a. Use of the campus mail service (other than U.S. mail), college mailing lists, college-provided office supplies, computers, telephones, facsimile machines, or copiers.
   b. Campaign workers, including students, faculty, and staff, are not permitted to engage in person-to-person solicitation of funds through the campus mail service. Any mail solicitation must be through the U.S. Postal Service only.

4. All College Policies, including the Protest and Demonstration Policy (see page 64), are to be followed.

Contact: Robert Gerken, Director of Campus Safety, 484-664-3112

PROTEST AND DEMONSTRATION POLICY

Muhlenberg College, as an educational institution, strongly supports the tenets of free speech by all members of the College community. Lecture and other public events that promote the free and open exchange of diverse ideas are supported and encouraged. Additionally, the College recognizes that various forms of demonstration may either accompany such events or, in other cases, be organized to promote ideas and/or thoughts regarding other issues. Dissent and/or demonstrations are viable expressions of thought and shall be viewed as such. Methods of peaceful dissent such as picketing, dissemination of literature, etc., can perform an educational function on campus. However, they should not be disruptive, result in damage or destruction, or represent a physical or emotional threat to any individual or group. The use of force or violence is not viewed as an acceptable form of dissent.

1. The following examples describe the limits of acceptable dissent. They are not intended to be comprehensive.
   a. Picketing and the Peaceful Distribution of Literature. Picketing in an orderly way or distributing literature outside a meeting is acceptable as long as these activities do not interfere with gaining access to the meeting or event. Blocking entrances or exits or creating other physical hazards is specifically prohibited. Picketing is not permitted indoors, and signs and pickets must be left outside of the meeting or event.
   b. Silent and/or Symbolic Protest. The wearing of symbolic clothing or the engaging in noiseless protests that involve gesturing, standing, or displaying signs are acceptable expressions of dissent, but these activities should not obscure the speaker from the audience’s view or prevent the audience from hearing the speaker.
   c. Vocal Dissent. Dissenting vocally from a speaker’s views, especially if the vocal protests are similar in kind and degree to the reaction of those supporting the speaker, is acceptable. Disrupting a meeting or event with prolonged chants or other noise in a manner that interferes with the speaker’s communication is not permitted, whether inside or outside the meeting.
   d. Force or Violence. Using force or violence is never an acceptable form of protest. Freedom of movement may not be interfered with. All persons at an event must respect the right to dissent, as defined above. Any person who interferes with acceptable forms of dissent is considered in violation of this policy in the same way as is a dissenter who violates the rights of the speaker or the audience.

2. Organizers of events and protests must put writing the following: (1) location of event, (2) approximate crowd size, (3) time and length of event, and (4) purpose of the event. Upon review by the Director of Student Union and Campus Events and the Office of Campus Safety, determination then will be made to determine whether or not the event has been approved to take place. If approved, adequate facilities and security measures will be made.

3. All public speeches, demonstrations, or protests shall be coordinated, as stated below, to ensure respect for all members of the College community. Access, egress, and full view or audibility
may not be disturbed by any such protest. The following are the College's policies regarding public speaking or demonstration:

a. Members of the College community and all groups or individuals coming on campus for the specific purpose of speaking or demonstrating must be sponsored by a College-recognized organization, group or department.

b. The organization should meet with the Office of the Director of the Student Union and Campus Events to arrange for necessary support services, including safety and security measures. Student organizations should meet initially with the director of student activities or his/her designee. If the College organization is coordinating the demonstration on behalf of a non-college sponsor, an authorized representative of that organization must also be present at this meeting.

c. The recognized organization sponsoring the activity should conform to the established procedures for securing adequate facilities (See Page 107 and Procedures) and must adhere to the guidelines that follow.

d. The College, of course, recognizes the rights of all individuals, whether or not members of the College community, to demonstrate and express their ideas peacefully on public property bordering the campus.

4. Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

a. Interference with the normal operation of the College.

b. Prevention of access to offices, buildings or other College facilities.

c. Threat of physical harm or damage to College facilities.

If any of the conditions exist, the Department of Campus Safety should be notified.

Contact: Robert Gerken, Director of Campus Safety, 484-664-3112
I. GENERAL INFORMATION
   A. INTRODUCTION: Residence Hall Regulations are intended to safeguard the rights of all residents and to prevent any abridgment of those rights by the careless acts of others. In applying for room and board, the lessee understands he/she is leasing a space in Muhlenberg College Housing for the full Academic Year. The lessee agrees to all regulations, rules and orders established now and later by Muhlenberg College, including those in the current catalog, Student Policy and Resource Guide, and residence hall regulations.

   B. INFORMATION: Residents are responsible for all materials published or distributed by the Office of Residential Services.

   C. CHANGES: Room and Board Regulations are subject to changes as necessary.

   D. REGULATIONS: In signing the Room and Board Contract Card, the student agrees to abide by the Regulations of Muhlenberg College and particularly those listed in the College Housing Lease and Student Policy and Resource Guide.

II. PERTAINING PRIMARILY TO OCCUPANCY
   A. TERMS OF LEASE:
      1. All student leases (summer session excluded) run during the academic year. The dates of your lease are from August 23, 2013 (for first year students) or August 24, 2013 (for upper-class students) to December 14, 2013 and from January 12, 2014 to May 10, 2014 (for first year, sophomore and junior students) or to May 18, 2014 (for seniors). The college housing lease does not apply for the period between semesters, Fall Break, Thanksgiving Break, Spring Break, and Easter Break. The College reserves the right to have students vacate their rooms during all break periods. REGISTERED STUDENTS CONTRACTING FOR RESIDENCE HALL ROOMS FOR THE FIRST SEMESTER ARE AUTOMATICALLY OBLIGATED FOR THE SECOND SEMESTER CHARGE. (Students who are studying abroad or in Washington, DC are not obligated to pay this charge.)
      2. Rooms must be vacated by students within the 24 hour period following his/her last scheduled examination, or by 10 A.M. on the day following the last scheduled final examination of the semester, whichever comes first. The College reserves the right to retain rooms on campus between the end of finals and until 6:00 P.M. on Commencement day. Seniors remaining on campus through Commencement may be relocated at the discretion of the Office of Residential Services.

   B. OCCUPANCY: The College reserves all rights in regard to the assignment of rooms and the termination of their occupancy. These rights include the authority to terminate the room contract of any student who violates college housing rules. No residents having been assigned to a room may transfer their assignment or permit other persons to occupy the room without submitting the necessary paperwork and obtaining permission from the Office of Residential Services. If a student is reassigned to a room other than the one originally assigned, all regulations will remain in effect. Muhlenberg College reserves the right to increase the capacity of any room by the assignment of additional students. Muhlenberg College reserves the right to consolidate students when there is a need for additional space.

   C. RESIDENCE REQUIREMENTS AND ELIGIBILITY:
      1. First-and second- year students are required to live on-campus or commute from the home of a parent or guardian. Requests to commute should be filed in accordance with the Commuter Policy found in the Student Policy and Resource Guide. First-year students will be assigned housing based on their date of deposit with the College. Placement will be based on each student’s hall, room type and roommate preferences.
stated on their housing application. The Office of Residential Services cannot guarantee that all preferences will be addressed.

2. Junior and Senior students can choose their assignment through the housing lottery, which occurs in the Spring semester prior to this contract. Upper-class students may also commute from the home of a parent or guardian in accordance with the Student Policy and Resource Guide. Upper-class students should send a letter of request to commute to the Dean of Student’s Office. In its room selection procedures, Muhlenberg affirms its policy of equal opportunity housing. The student with the best lottery number must select the room and may not change rooms with another student until after the third week of the semester. Any upper-class students who do not select a room during the housing lottery will be placed into a housing assignment based on availability.

3. Students wishing to live outside of college housing must submit an Application to Live Off-Campus. Muhlenberg College reserves the right to limit the number of students who live off-campus. Filing an application does not guarantee approval. Please refer to the Application to Live Off-Campus for more information. All students are required to submit their official off-campus address to the Office of Residential Services. Once a student has signed their College Housing Lease, they will not be permitted to move off-campus during the year of the signed lease unless they obtain special permission through the Office of Residential Services.

4. Students who are day college degree candidates, but not full-time students will be assigned space only with permission from the Office of Residential Services. Students who drop below full-time status during the academic year must request permission to remain in College owned or leased housing in writing to the Dean of Students.

5. The withdrawal of a student during the term of the lease does not entitle the student to claim a refund of room rent or remove liability for payment of the full amount due for the semester.

6. Selection of a space in College Housing by a student who lives off-campus is contingent upon available space. Off-campus students are not guaranteed that there will be space available in College Housing. These regulations are valid for all lottery processes, including the MILE Property lottery. (Note: This does not include students who are abroad or in Washington, DC).

7. No refund is allowable when termination of a lease results from disciplinary action.

8. Failure to follow all established lottery and room selection policies and procedures will result in placement of the student on a waiting list with no guarantee of a room.

9. Misuse or excessive damage to assigned room or college property may result in loss of eligibility in future housing lotteries (MILE and General Lottery).

D. BREAK OCCUPANCY:

1. The College Housing Lease does not cover scheduled break periods. Students may occupy rooms during breaks only if such an option is announced or if permission has been secured from the Office of Residential Services. The residence halls will normally close for vacation at 6:00 p.m. on the day classes end and reopen at 10:00 a.m. the day before classes resume.

2. Rooms may be utilized by the Office of Residential Services during break periods in order to house students other than those normally assigned to that particular space. Students approved to occupy the residence halls during break periods will be charged on a per diem basis.

E. SUB-LEASING: Sub-leasing of rooms is prohibited.

F. WITHDRAWAL: Students who withdraw, take a personal or medical leave of absence, are suspended, expelled, or are otherwise dismissed from the College are required to remove their belongings from their residence hall and return key(s) and student ID to the Office of Residential Services or the Campus Safety Office within seventy-two hours from the time the withdrawal, leave, suspension, expulsion, or dismissal goes into effect.
G. **INTERIM SUSPENSION**: Students on interim suspension from College Housing pending a judicial hearing must vacate their room according to the information provided by the Dean of Students Office. The student must turn in their keys and student ID to the Office of Residential Services or the Campus Safety Office at the time the interim suspension goes into effect.

H. **STUDENTS AT-RISK**: The College reserves the right to remove an individual from College Housing if college officials have reason to believe they are a risk to him/herself or others. The student will be allowed to return to their assignment only when cleared by the Counseling Center.

I. **VISITORS**: Students are responsible to comply with the Visitor Policy as stated in the Student Policy and Resource Guide. All visitors must be registered regardless of the length of their visit.

J. **SMOKE FREE POLICY**: All College owned residence facilities are smoke-free facilities. Smoking is only permitted outside of the facilities.

K. **OFF CAMPUS POLICY**: Students are responsible to comply with the Off-Campus Policy as stated in the Application to Live Off-Campus.

III. **CONDITIONS OF OCCUPANCY**

A. **SECURITY**: Security is everyone’s responsibility. Actions, which compromise the security of residents or living areas, may subject the individuals responsible to fines and/or disciplinary action.

B. **STUDENT PROPERTY**: The College assumes no responsibility or liability for damage or loss, for any cause, of personal belongings or other property of students or other persons and the signing of the lease by the student hereby releases the College for any such losses from any cause whatsoever including negligence. The safekeeping of student property is the responsibility of each individual student and no reimbursement from the College can be expected for the loss of such property. Rooms should be locked at all times and valuable property secured. Property remaining in student rooms upon termination of lease becomes the immediate property of the College. Students are urged to confirm that they are covered under their Parent’s homeowner’s insurance policy and to make arrangements for additional insurance coverage if necessary.

C. **LOSS OR THEFT**: Losses or thefts should be reported immediately to Campus Safety and then to a residential services staff member.

D. **HALL SPORTS**: Recreational activities may not be played in areas that are potentially hazardous to a residence hall or its occupants. Games utilizing balls, Frisbees, water guns or other potentially destructive objects may not be played in the residence halls or in individual rooms.

E. **RESTRICTED ITEMS**: To prevent personal injury and/or damage to property, the possession or use of any potentially dangerous item or material is strictly forbidden in the residence halls or on campus. Such items are subject to confiscation and the bearer to disciplinary action. Any firearms, ammunition, air-guns, compressed air canisters, spring type weapons, sling shots, martial arts weaponry, explosives, fire-crackers, chemicals, portable heating units of any kind, halogen lamps, multibulb lamps, homemade TV and radio antennas, candles, incense, water balloons, dart-boards, knives, swords, whips, switchblades, and water beds are among those items prohibited (see also: Fire Prevention). Spray painting in residence halls is prohibited.

F. **REFRIGERATORS AND MICROWAVES**: Students must comply with the Refrigerator and Microwave Policy as stated online at: [www.muhlenberg.edu/mgt/resserv/microfridges.html](http://www.muhlenberg.edu/mgt/resserv/microfridges.html)

G. **SOLICITATION**: For the protection and privacy of residents, solicitors or others are not permitted in residence halls. Solicitation is defined as door-to-door selling and advertising or displays accompanied by persons selling or taking orders. Student groups soliciting for College related business or causes must obtain written permission from the Office of Residential Services. Please refer to the Sales and Solicitation Policy in the Student Policy and Resource Guide.
H. **STORAGE:** There is no storage available to students on campus during the academic year, during break periods or between sessions. Bikes may not be stored in common areas. Students are permitted to store their bikes in their rooms.

I. **RIGHT OF ENTRY:** Authorized representatives of the College shall have the right to enter any room at any time for the purpose of inspection, repair, maintenance, possible social code violations, or inspection for health, security and safety hazards. Furthermore, the College may enter student rooms for the purpose of obtaining evidence of an alleged violation of a College regulation. In all cases, the College will make every effort to notify students in advance of entry. If a search is necessary, the College will attempt to conduct a search in the presence of the student(s) in question. If a search is being made in order to obtain evidence for a College judicial proceeding, a third party, preferably a student, shall be present. Authorized personnel are defined as people of or reporting to the Dean of Students Office, Office of Residential Services, Plant Operations and Campus Safety.

J. **MOVING FURNITURE:** Furniture is not to be removed from lounges or other public areas. Students found with such furniture in their rooms are subject to fines and/or disciplinary action. College furniture must remain in the room to which it was originally assigned. College furniture secured to walls may not be detached.

K. **INVENTORY:** Students will be held responsible for the condition and cleanliness of their room and its furnishings and for any loss or damage other than normal wear that may occur during their occupancy. Upon occupying a room, all students must complete an inventory form and are subject to being billed for damage not accounted for on this form. Damage and loss will be determined through comparative inspections conducted by the Office of Residential Services (prior to arrival and after departure). If a student changes rooms, it is their responsibility to contact their current RA for damage assessment. It is also their responsibility to complete a new inventory form for their new location with their new RA. Students who do not appeal a damage bill within the specified time frame (as noted on their damage bill) will lose their right to appeal the charges.

L. **ROOM DECORATIONS:** Decorations must be removable without damage to paint or finished surfaces of the room. Nails, tacks, scotch tape, plastic hooks, adhesive stickers, contact paper, decals and paneling are considered damaging and are prohibited. **No object may be hung from the ceilings, pipes, or fire safety equipment.**

M. **COMMON AREA DAMAGES:** Students are responsible for public areas in their residence halls. A charge for damage done in a given residence area (including furnishings, vending equipment, and so forth) will be distributed among the residents in that area when it cannot be determined which individuals are responsible for the damage or theft in accordance with the damage procedures established by the Office of Residential Services. Payment for damage to College property must be made to the Controller’s Office with checks payable to Muhlenberg College. The College may refuse any and all privileges, including grade reports, official transcripts, room selection, graduation, and honorable dismissal or withdrawal unless all financial obligations including hall damage fees, library fines, and parking fines have been fully paid. Common area damage billing will be assessed after damage occurs.

N. **EXCESSIVE CLEAN-UP:** Any excessive clean-up, which goes beyond the normal custodial service, will be charged to the student responsible. If it cannot be determined who is responsible, the charge will be distributed among the residents in that particular living unit. The minimum charge will be a three-hour overtime charge for each custodial staff performing the clean-up.

O. **REPORTING OF DAMAGE:** All students are expected to report promptly any damage, malfunction, destruction, or loss of College property to the Office of Residential Services and/or Campus Safety.

P. **LOFTS:** Hand made lofts are not permitted in College owned or leased housing. Students may only loft their beds when additional bed end pieces are available and must request these pieces through the Office of Residential Services if the pieces are not already in their assigned room. There is no guarantee the bed ends will be available at all times.
Q. **PAINTING OF ROOMS:** Rooms, room furnishings, windows, and doors (either side) may not be painted by students.

R. **TERMINATION OF OCCUPANCY:** Each room must be emptied of all belongings at the end of the period of occupancy. Any student owned furniture (including student carpeting) or refrigerators left behind will be discarded by the College at a minimum charge of three-hour overtime for each item removed shared with each occupant of the room. No student belongings will be allowed to remain in a room over the summer. Each room must be swept clean when the student terminates his/her occupancy. Trash left in any room will be discarded by the College at a minimum charge of three-hour overtime shared with each occupant. All original college furniture must remain in the room at all times and may not be stored or removed. Failure to check out properly will result in a fine and a waiver in your right to appeal damage billing.

S. **TRASH:** Students are responsible for removing personal trash directly to the dumpsters. Removal of recyclable materials to the appropriate containers also remains the responsibility of each student. Individuals, sections, halls, and entire buildings will be held responsible where trash is deliberately left in and around public areas of a residence hall. Failure to follow this policy is a violation of the residence hall contract and may result in disciplinary action and/or fines.

T. **ADJACENT GROUNDS:** Residents who misuse lawns, trees, shrubs, bushes, hedges, and driveways adjacent to College Housing may be subject to replacement costs, disciplinary action, and/or fines.

U. **RESTRICTED AREAS:** Residents should be aware that the College specifically prohibits entrance into restricted areas such as roofs, mechanical equipment rooms, attics, buildings closed for vacation, etc. These offenses are punishable by disciplinary action.

V. **CUSTODIAL SERVICE:** Custodial service is provided for all common areas only. Student interference with service may result in disciplinary action and fines. Cleaning of student rooms is the responsibility of the individual residents.

W. **RESERVATIONS OF PUBLIC AREAS:** Use of facilities forms may be obtained in the Seegers Union to reserve any public room in any residence hall as well as other public rooms and outside spaces on campus. All forms must be completed and approved in advance of the date of the event.

X. **NOISE:** Stereo music and other loud sounds and noises interfere with the normal functions of the campus and are disruptive to the community. Such loud music or noise infringes upon the rights of others to study, to conduct classes, or to carry on necessary duties and functions at the College. The Office of Residential Services establishes standard quiet hours. Stereo speakers or amplification devices shall not be placed in windows with sound directed outside. Further, any loud noises or music which unduly disturbs the peace of the College community when reported to Campus Safety, Residential Services staff, Dean of Students Office, or any other representative of Muhlenberg College may result in disciplinary action. If loud noises or music leaves an individual's room and a complaint is made to either Campus Safety or the Office of Residential Services, the student in that particular room may be subject to disciplinary action. Quiet hours are from 11 p.m. through 8 a.m. on Sunday through Thursday and 1 a.m. through 8 a.m. on Friday and Saturday. The 24-hour consideration policy is always in effect. 24-hour quiet hours are in effect from the end of the last day of regular classes through the end of the final exam period.

Y. **PET POLICY:** Students are not permitted to have pets, except harmless fish, on the Muhlenberg campus. Students are not permitted to have pets visit College housing for any reason. Students bringing pets into the residence halls may be subject to disciplinary action.

Z. **SMOKING:** Smoking is not permitted in College Housing common areas or student rooms.

AA. **AIR CONDITIONERS:** Students are not permitted to install air conditioners. Students with verified medical conditions and approval from the Health Center are permitted to have an air conditioner in their room as long as the residence hall in which he/she resides meets the necessary electrical requirements and has a large enough window for an air conditioner to be installed. All air conditioners must be 14 inches or less in height, 7500 BTUs or less and...
draw a maximum of 110-115 volts. All air conditioners must be installed by the Plant Operations staff. Students are required to follow the Air Conditioner Policy, including all fees associated with it.

BB. ALCOHOL POLICY: Students and visitors must comply with the Student Alcohol Policy as stated in the Student Policy and Resource Guide.

CC. DRUG USE POLICY: Students and visitors must comply with the Drug Use Policy as stated in the Student Policy and Resource Guide. Controlled substances and paraphernalia, including incense, are prohibited.

DD. COMPUTER LABS IN RESIDENCE HALLS: All residence halls are equipped with PC labs. Each lab is designed for use by the residents of the building.

IV. PERTAINING PRIMARILY TO SECURITY

A. KEYS: The unauthorized possession, alteration, or defacement of any key and the illegal entry of any room or College Housing unit by any means, is strictly prohibited and may result in disciplinary action up to and including expulsion from the College.

B. UNAUTHORIZED ENTRY: Unauthorized entry or permitting unauthorized entry into residence halls is a violation of the residence hall contract and may result in disciplinary action.

C. MASTER KEYS: Head Residents, Resident Advisors and Residential Services Student Employees are the only students authorized to hold and use master keys. Unauthorized possession or use of master keys may subject students to disciplinary action.

D. EXTerior DOORS:
   1. All residence halls are locked 24 hours a day.
   2. Campus Safety must be called if the doors are broken and will not lock. In addition, report maintenance problems relative to building security to the Campus Safety Office.
   3. All locks and simplex readers to exterior doors are to be changed and secured during break periods when College Housing is closed (i.e. Thanksgiving, Fall Break, Semester Break, Spring Recess, Easter Recess). All lock changes are at the discretion of the Office of Residential Services, Campus Safety and/or Plant Operations.
   4. Propping exterior doors and/or allowing unauthorized individuals into residence halls is prohibited. A student found violating the above may be subject to disciplinary action.

E. LOST KEYS:
   1. Lost keys must be promptly reported to the Office of Residential Services.
   2. Upon notification of a lost room key, the lock will be changed and the student responsible will be charged for the cost of the lock core(s) and issuance of keys to all residents. All lock and key charges will be invoiced on student accounts. Lock change charges vary depending on location. The standard charge for a double room is $75.00.
   3. For security of the affected residents, loss of keys to houses may result in re-keying of the entire building at the expense of the responsible student.
   4. Loss of keys in Benfer suites, Village apartments or MILE Houses will result in changing all the affected cores on the unit system at the expense of the responsible student.
   5. Students will normally be charged for all replacement keys and lock changes unless it is determined by the College locksmith that the breakage was due to malfunction of the lock.
   6. Students are not permitted to allow another individual to use their key(s). A student who allows another individual to use their key(s) may be subject to disciplinary action.

F. BROKEN OR BENT KEYS:
   1. Broken or bent keys must be returned to the Office of Residential Services to obtain a new key at no charge.
   2. Students not returning broken or bent keys will be charged for a lock change as noted above in Section E. LOST KEYS.

G. LOCK-OUTS: During office hours students locked out of their rooms may go to the Office of Residential Services to obtain a duplicate key (proof of identification will be required). Duplicate keys must be returned in 24 hours or a lock change will be issued and the student
will be issued the standard lock change charges. Head Residents and Resident Advisors are also available to assist students with lock-outs and may also charge for this service. The money collected for this service will go towards programming and staff development in their residence hall.

H. KEY COLLECTION: Check out: All keys must be returned to the Office of Residential Services within the 24 hour period after the termination of lease or permanent withdrawal from room. Keys not returned after that period of time will result in billing for a lock change.

V. FIRE SAFETY RULES AND REGULATIONS
A. FIRE ALARMS AND EQUIPMENT:
1. Fire equipment is to be used only as necessary in the case of fire. Its use and misuse must be reported to the Office of Residential Services and/or Campus Safety immediately so that it may be restored to useful condition with no unnecessary delay.
2. Fire equipment includes (but is not necessarily limited to) fire bells, pull stations, alarms, extinguishers, hoses, exit signs, smoke detectors, sprinkler systems, instruction signs, equipment cases, and electrical panels.
3. Students face fines and disciplinary action for needlessly tampering with, discharging, stealing, or improper use of fire alarms and/or equipment.
4. When the person responsible for tampering with fire alarms and/or equipment cannot be identified, individuals residing within the section will be billed the cost of the entire fine plus maintenance charges in accordance with the College damage assessment procedures.
5. Students who tamper with fire alarms and/or equipment are subject to arrest and prosecution by the City of Allentown in addition to College disciplinary action, fines, and/or reassignment.
6. The College reserves the right to issue other sanctions ranging from fines to expulsion.
7. Failure to evacuate a building during a fire alarm may result in disciplinary action and/or fines.
B. FIRE PREVENTION:
1. Students are expected to be alert at all times to the hazards and dangers of fire in their area and to exercise all proper precautions to prevent fire, notify proper authorities of any potential fire and safety hazards, and promptly report a fire.
2. Students are expected to help prevent false alarms and should report any tampering with the alarm system to Campus Safety.
3. Flammable substances and solids, such as gasoline, benzene, naphtha, cleaning fluids, explosives, and fireworks may not be used or stored in residence halls. Lighted candles, incense, kerosene lamps, halogen lamps and student installed electric heaters may not be used in the residence halls.
4. ALL COOKING MUST BE CONFINED TO DESIGNATED COOKING AREAS. Use of electrical appliances such as hot plates, heating coils, coffeepots, popcorn poppers, electric frying pans, toaster ovens, irons, and electric heaters are prohibited in student rooms and social lounge areas. All appliances must be UL approved with UL approved cords. Low wattage electrical equipment and attached cords must also be UL approved. The College reserves the right to determine the danger of electrical appliances and remove them.
5. Storage or placement of any items (including trash, bicycles, boxes, furniture, etc.) in public areas such as corridors, stairwells, or balconies is prohibited. The College will remove items placed or stored in public areas with a charge for their release. Items may not be left outside residence buildings at any time (i.e. trash cans).
6. All decorations used in corridors or public areas shall be flameproof or fire resistant materials. The College reserves the right to remove any and all decorations that do not comply.
7. Hanging of cloth material along walls is discouraged for safety reasons. No material or paper may be draped or affixed overhead or from ceiling pipes.
8. Section and fire doors are to remain closed at all times. Residents of the section will be held responsible when the doors are blocked or propped open. A door will be considered propped if there is any physical obstruction (such as tape, stones, cardboard, trash cans, etc.) which prevent it from closing or locking.

9. Any additional lighting (i.e. Christmas lights) must be UL approved with proper installation and approved by Plant Operations, Campus Safety and/or Residential Services. No lights may be strung from any pipes or fire/safety equipment.

10. Any violation of the above fire prevention regulations may be subject to disciplinary action and/or fines.

C. FIRE DRILLS AND SAFETY INSPECTIONS:

1. All persons must evacuate the building when a fire alarm is sounded.

2. The Office of Campus Safety shall be responsible for establishing procedures for supervised fire drills in residence halls in compliance with local and state fire safety regulations.

3. Alarm systems shall not be tampered with or tested by unauthorized persons.

4. Fire drill procedures include the requirement for all resident students to become familiar with fire evacuation plans for each building, to include recognition of fire alarms, procedures for notifying authorities of fire, and evacuation from the building. Evacuation procedures are posted on the back of each resident’s room door and found in the Crime Prevention brochure. If these rules are not on the back of the door, it is the students’ responsibility to obtain a new copy from Campus Safety.

5. Each resident and any guests will leave the residence hall according to instructions for the area where they are when the alarm is sounded.

6. Lack of cooperation during fire drills and active alarms will be considered a serious breach of discipline and students may be subject to disciplinary action and/or fines.

7. Authorized representatives of the College shall have the right to enter any room at any time for maintenance, repairs, and inspection for health, security, and safety hazards. After inspection, failure to amend hazards or violations may result in termination of the resident’s housing contract.

Rates for the 2012-2013 Academic Year:
Benfer, Brown, East, Hillcrest House, Martin Luther, Prosser, Walz $5,525.00 per year
Kathryn P. Taylor Hall, MILE property Doubles $6,260.00 per year
Single Room in traditional buildings $6,415.00 per year
Robertson and South Halls, MILE Property singles $7,355.00 per year

*All room rates include campus network and cable T.V. charges

Contact: Ms. Jan Schumacher, Director of Residential Services, Prosser, 484-664-3180
I. Introduction
Members of the Muhlenberg College community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero tolerance policy for sexual misconduct. When an allegation of sexual misconduct is brought to an appropriate administrator’s attention, and a respondent is found to have violated this Policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This Policy identifies prohibited behavior for two important reasons: first, so that victims of prohibited behavior can easily recognize what happened to them as sexual misconduct and comfortably seek assistance; and second, so that all students are aware of these expectations and can make appropriate decisions, knowing there will be consequences for violating this Policy.

Muhlenberg College complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Sexual misconduct, as defined in this document, constitutes a form of sex discrimination prohibited by Title IX.

This Sexual Misconduct Policy applies regardless of the complainant’s or respondent’s sexual orientation, sex, gender identity, gender expression, age, race, nationality, class status, ability, or religion.

II. Overview of Policy Expectations With Respect to Sexual Misconduct
The expectations of our community regarding sexual misconduct can be summarized as follows: in order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want and don’t want sexually. Consent to one form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence—without actions demonstrating permission—cannot be assumed to show consent.

Moreover, under the law, consent is not legally effective, and cannot be raised as a defense by anyone accused of sexual misconduct, if the victim by reason of youth, mental disease or defect, or intoxication is manifestly unable or known to the accused to be unable to make a reasonable judgment as to the nature or harmfulness of the accused’s conduct. Therefore, because alcohol or other drug use can place the capacity to consent to sexual activity in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “No.”

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this Policy in the same way as physically forcing someone into sex.

Please see Section 9 of this Policy for the definitions of certain words and more discussion regarding consent and alcohol and drug use.

III. Sexual Misconduct Offenses
Sexual misconduct offenses include, but are not limited to, the following:

A. Sexual Harassment
B. Non-Consensual Sexual Contact (or attempts to commit same)
C. Non-Consensual Sexual Intercourse (or attempts to commit same)
D. Sexual Exploitation

A. Sexual Harassment

“Sexual Harassment” is:
- an unwelcome sexual advance, request for sexual favor, verbal, non-verbal or physical conduct of a sexual nature that is,
  - sufficiently severe, persistent or pervasive that it,
    - unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the College’s educational programs and/or activities, and is
    - based on power differentials (quid pro quo), the creation of a hostile environment\(^1\), or retaliation\(^2\).
- Sexually-based stalking and/or bullying.

B. Non-Consensual Sexual Contact

“Non-Consensual Sexual Contact” is:
- any intentional sexual contact or any intentional attempt to commit sexual contact,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force.

“Sexual contact” includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

C. Non-Consensual Sexual Intercourse

“Non-Consensual Sexual Intercourse” is:
- any sexual intercourse or any attempt to engage in sexual intercourse,
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- that is without consent and/or by force.

“Intercourse” includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

D. Sexual Exploitation

\(^1\) Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint.

\(^2\) Retaliatory harassment is any adverse action taken against a person because of the person’s participation in a complaint or investigation of sexual misconduct.
“Sexual exploitation” occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy,
- prostituting another student,
- non-consensual video or audio-taping of sexual activity,
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex),
- engaging in voyeurism,
- knowingly exposing another student to an STI or HIV, and
- exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals.

IV. Sanction Statement

Any student that is alleged to have violated this Policy will be subject to disciplinary action as set forth in the College’s Social Code and this Policy. Any student that is subsequently found to have violated this Policy will be subject to sanctions as set forth in the Social Code and this Policy. In that regard:

- Any student found responsible for violating this Policy by committing Sexual Exploitation or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus Social Code violations.

- Any student found responsible for violating this Policy by committing Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from disciplinary probation to expulsion, depending on the severity of the incident, and taking into account any previous Social Code violations.

- Any student found responsible for violating this Policy by committing Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.

Notwithstanding the above, the College reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior.

In College judicial proceedings under the Social Code, legal terms like “guilt” and “innocence” are not generally applicable, and the College never assumes a student is in violation of College policy. College judicial proceedings under the Social Code are conducted to take into account the totality of all evidence available, from all relevant sources, and charges against someone accused of violating this Policy must be established by a preponderance of the evidence.

The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety. Such measures may include, but are not limited to, modification of living arrangements and interim suspension from campus pending a hearing. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions, ranging from a verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.
V. Confidentiality, Privacy and Reporting

Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the College and College policy. Therefore, when consulting College personnel, all parties should be aware of confidentiality, privacy and mandatory reporting requirements in order to make informed choices. On campus, some individuals can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other individuals are expressly there for you to report crimes and policy violations and they will take action when you report your victimization to them. Most individuals on campus fall in the middle of these two extremes. Neither the College nor the law requires them to divulge private information that is shared with them except in certain circumstances, some of which are described below. A victim may seek assistance from these individuals without starting a formal process that is beyond the victim’s control or violates his or her privacy.

A. To Report Confidentially

If one desires that details of the incident be kept confidential, they should speak with campus Counseling Services, campus Health Services, members of the Sexual Assault Resource Team (SART) or off-campus rape crisis resources who can maintain confidentiality. Campus counselors are available to help you free of charge, and can be contacted on an emergency basis. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential. You should note that these individuals, under certain limited circumstances, may be required under applicable law to report the incident to authorities. For example, under the Pennsylvania Child Protective Services Law, certain professionals are required to report suspected incidents of child abuse (including sexual abuse of an individual under the age of 18) to the authorities.

Counseling Services (484-664-3178)
Health Services (484-664-3199)
Crime Victims Council (610-437-6611)
Lehigh Valley Hospital (610-402-8000)
Sacred Heart Hospital (610-776-4500)
St. Luke’s Hospital (Allentown) (610-770-8300)

Sexual Assault Resource Team (SART)
Ms. Cynthia Amaya Santiago, Admission Office (484-664-3245)
Dr. Francesca Coppa, English Department (484-664-3275)
Dr. A. Lanethea Mathews, Political Science Department (484-664-3737)
Dr. Jeremy Teissere, Biology Department (484-664-3617)
Ms. Kimberly Stolarik, Admission Office (484-664-3202)
Ms. Lindsay Weiss Porembo, Athletics Department (484-664-3063)

If one desires to file an anonymous “Jane/John Doe Report,” they should contact the Department of Campus Safety at (484) 664-3110. These anonymous reports are designed to provide the victim with the opportunity to document the sex offense without necessarily leading to discipline of the offender. The information from this report will be treated as confidential provided that, if in the College’s judgment an informally reported sex offense may present a threat to members of the campus community, it may take appropriate steps to investigate and/or report the offense without revealing the identity of the victim. The College may take other steps as deemed appropriate. A Security Alert will may be sent out to the Campus Community, with an attempt to protect the identity of the victim. See Section 5(e) below.

In addition, individuals can choose to file a confidential Report of Sexual Assault/Harassment with the College’s Counseling Services.

73
B. Reporting to Those Who Can Maintain the Privacy of What You Share

In addition to the above, you can seek advice from certain campus personnel who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the College has not specifically designated as “responsible employees” under Title IX for purposes of putting the College on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. These individuals include those without supervisory responsibility or remedial authority to address sexual misconduct, such as RAs, faculty members other than department heads, advisors to student organizations, non-supervisory career services staff, non-supervisory admissions officers, non-supervisory student activities personnel, and many others. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

Some of these individuals, such as RAs, have been instructed to share incident reports with their supervisors, but they will not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

C. Non-Confidential Reporting Options

You are encouraged to speak to officials of the College to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). The College considers these people to be “responsible employees” under Title IX and notice to them is official notice to the College. You have the right and can expect to have incidents of sexual misconduct taken seriously by the College when formally reported, and to have those incidents investigated and resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

Formal College Judicial Complaint: Reported to the Dean of Students Office, Title IX Coordinator and/or the Department of Campus Safety. These reports will lead to a formal investigation and possible disciplinary action under the Social Code.

Formal Criminal Complaint: If a victim desires to bring criminal charges against the alleged perpetrator, Campus Safety and Counseling Services will provide support and the means whereby this can be accomplished through the Allentown Police Department or the local law enforcement agency where the misconduct occurred.

Campus Safety (484-664-3110) Counseling Services (484-664-3178) Allentown Police Department (610-437-7751)

NOTE: The College system and police/legal system work independently from one another. Students can file reports with the College, with law enforcement, or with both systems. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this Policy and under the College’s Social Code, criminal investigations or reports are not determinative of whether or not sexual misconduct, under this Policy, has occurred.

D. Federal Statistical Reporting Obligations
Certain campus officials have a duty to report crimes involving sexual misconduct for federal statistical reporting purposes under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”). All personally identifiable information is kept confidential, but statistical information must be passed along to Campus Safety regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the College’s annual Campus Security Report. This Report helps to provide the community with a clear picture of the extent and nature of campus crime and to ensure greater community safety. Under the Clery Act, mandated federal reporters include: Advisors to Student Organizations, Greek Life/Leadership Staff, Campus Safety Personnel, Life Sports Center Building Monitors, Coaches/Athletic Directors, Office of Civic Engagement, Dean of Students Office, Multicultural Center, Residence Life Staff, Student Advisors, Faculty with responsibilities for student and campus activities outside the classroom (i.e. advising and mentoring responsibilities), Student Activities Staff, and Student Union Office. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

E. Federal Timely Warning Reporting Obligations
Victims of sexual misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as the mandated federal reporters under the Clery Act detailed at the end of the above paragraph.

F. The Pennsylvania Child Protective Services Law (“CPSL”)
The CPSL imposes mandatory reporting obligations on any person who in the course of performing his/her job or profession comes into contact with one or more children and where the person has reasonable cause to suspect that a child under his/her care, supervision, guidance or training is a victim of child abuse. A child is defined as any person less than 18 years of age. Child abuse is defined as serious physical injury, imminent risk of serious physical injury, sexual abuse or sexual exploitation or serious physical neglect.

VI. Investigations and Procedures
The following procedures will be followed in connection with any alleged violations of this Policy. These procedures are in addition to the procedures set forth in the College’s Social Code. In the event of any conflict between the below procedures and the procedures set forth in the Social Code, the procedures contained in this Policy will control.

Students who believe they have been subjected to violations of this Policy should follow the procedure outlined below to report these concerns. This process involves an immediate initial investigation to determine if there is reasonable cause to believe this Policy has been violated. If so, the College will initiate a prompt, thorough and impartial investigation. This investigation is designed to provide fair and reliable evidence so that a determination can be made under the Social Code whether this Policy has been violated. If a violation is found, the College will implement a prompt and effective remedy designed to end the violation, prevent its recurrence and address its effects.

In addition, students who wish to report a concern or complaint relating to discrimination or harassment may do so by reporting the concern to the College Title IX Coordinator:
Lee Kolbe  
Title IX Coordinator  
Muhlenberg College  
2400 Chew Street  
Allentown, PA 18104  
(484)664-3562

Individuals with complaints of this nature also always have the right to file a formal complaint with the United States Department Education:

Office for Civil Rights (OCR)  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline #: (800) 421-3481  
Facsimile: (202) 453-6012  
TDD#: (877) 521-2172  
Email: OCR@ed.gov  
Web: http://www.ed.gov/ocr

**Formal Complaint Process:**
The College Title IX Coordinator is designated to formally investigate alleged violations of this Policy by students. Notice of a formal complaint can be made in person or orally to Campus Safety, the Title IX Coordinator, the Office of the Dean of Students or another appropriate College official, but the College strongly encourages submission of complaints in writing to the Title IX Coordinator.

The complaint should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The complaint should be signed by the initiator and should contain the name and all contact information for the complainant. Any supporting documentation and evidence should be referenced within the body of the formal complaint. Additionally, the initiator of a formal complaint should submit any supporting materials in writing as quickly as is practicable.

Upon receipt of a complaint, the Title IX Coordinator will open a formal case file and assign a case officer who will direct the investigation and confer with the Title IX Coordinator on interim action, accommodations for the alleged victim, or other necessary remedial short-term actions.

The case officer will then take the following steps:

- In coordination with the Title IX Coordinator and the Office of the Dean of Students, initiate any initial necessary remedial actions.
- Determine the identity and contact information of the complainant (whether that be the initiator, the alleged victim, or a College proxy or representative).
- Identify the correct policies allegedly violated.
- Conduct an immediate initial investigation to determine if there is reasonable cause to charge the accused individual, and what policy violations should be alleged as part of the complaint.
  - If there is insufficient evidence to support reasonable cause, the Title IX Coordinator will recommend to the Student Conduct Officer that the complaint should be closed with no further action.
  - If there is sufficient evidence to support reasonable cause, the Title IX Coordinator will thereafter commence a thorough, reliable and impartial investigation by developing a
Upon completion of the investigation, the Title IX Coordinator shall consult with the Student Conduct Officer about the matter and if the Title IX Coordinator and the Student Conduct Officer agree that charges are warranted, the Student Conduct Officer, pursuant to the College’s Social Code, shall make a determination in consultation with the Dean of Students as to the proper forum for consideration of the alleged violations of this Policy. If a hearing before a College Hearing Board is warranted, the Student Conduct Officer shall provide the student accused of violating this Policy with a copy of the Hearing Board Packet that includes the following: Notice of Charge(s), Notice of Hearing, list of intended witnesses, judicial advisor information, and a copy of the Investigation Report, including exhibit information. The Notice of Charge(s) shall include proposed sanctions for the alleged violations.

If the accused student accepts responsibility for the violations set forth in the Notice of Charge(s) and accepts the proposed sanctions, the Dean of Students will impose the proposed sanctions. In addition, the College will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the College community.

In the event that the accused student does not accept responsibility for the violations set forth in the Notice of Charge(s) and/or does not accept the proposed sanctions, in whole or in part, the Student Conduct Officer will convene a Hearing Board under the College’s Social Code to determine whether the accused student is in violation of this Policy. At the hearing, the findings of the investigation will be admitted, but are not binding on the Hearing Board, and the case officer may give evidence.

If the accused student is found in violation of this Policy, in addition to the sanctions imposed upon the accused student by the Dean of Students under the Social Code, the College will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the College community.

**Time Frame and Grounds for Filing an Appeal Request**

In the event that an accused student accepts responsibility for the violations set forth in the Notice of Charge(s) and accepts the proposed sanctions, the accused student shall have no right of appeal. However, the complainant shall have the right to appeal if the complainant believes that the sanctions imposed are substantially disproportionate to the severity of the violations. If the complainant desires to file such an appeal, the appeal must be submitted to the office of the Dean of Students in writing within three academic days after the complainant receives written notification that the accused student accepted responsibility for the violations set forth in the Notice of Charge(s) and accepted the proposed sanctions. Thereafter, the appeal shall proceed as set forth in Section 22.0 of the College’s Social Code.

In the event that an accused student does not accept responsibility and a hearing takes place under the Social Code, both the accused student and the complainant may appeal the decision of the Dean of Students pursuant to Section 22.0 of the Social Code.

If an appeal is filed, the Student Conduct Officer will share the appeal with the other party (e.g., if the accused student appeals, the appeal is shared with the complainant) and the non-appealing party shall have the opportunity to submit a written response to the Student Conduct Officer within five academic days after receiving the appeal. All appeals and responses are then forwarded by the Student Conduct Officer to the College Appeal Board(s) for review. The appeal will then proceed as set forth in Section 22.0 of the
College's Social Code. All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

All sanctions agreed to by the accused student or imposed by the Dean of Students will be in effect during any appeal provided that the accused student may request special consideration from the Office of the Dean of Students in exigent circumstances. Graduation, study abroad, internships/externships, etc. do not in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the College or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irrevocable in the short term.

Special Complaint Process Provisions

A. College as Complainant - As necessary, the College reserves the right to initiate a complaint, to serve as complainant, and to initiate proceedings without a formal complaint by the victim of misconduct.

B. False Reports - College will not tolerate intentional false reporting of incidents. It is a violation of the College's Social Code to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

C. Immunity for Victims and Witnesses - The College community encourages the reporting of Social Code violations, especially sexual misconduct. Sometimes, victims or witnesses are hesitant to report to College officials or participate in grievance processes because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many victims as possible choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, College pursues a policy of offering victims of sexual misconduct and witnesses limited immunity from being charged for policy violations related to the sexual misconduct incident. While violations cannot be completely overlooked, the College will provide educational rather than punitive responses, in such cases.

D. Bystander Engagement - The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance. The College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Police). The College pursues a policy of limited immunity for students who offer help to others in need. Please see the College’s Medical Amnesty Policy.

E. Notification of Outcomes - The outcome of a campus hearing is part of the educational record of the accused individual, and is protected from release under a federal law, FERPA. However, College observes the legal exceptions as follows:

- Complainants in non-consensual sexual contact/intercourse incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation. Complainants in sexual exploitation, sexual harassment, stalking, relationship violence and any other sexual misconduct offense have an absolute right to be informed of the outcome, in writing, and to be informed of any sanctions that directly relate to them, and to essential findings supporting the outcome when the outcome is one of violation (and the underlying offense is a crime of violence as defined 34 C.F.R. § 99.39) and/or it is equitable to share the essential findings with all parties.
F. **Alternative Testimony Options** - For sexual misconduct complaints, whether the alleged victim is serving as the complainant or as a witness, alternative testimony options will be given, such as placing a privacy screen in the hearing room, or allowing the alleged victim to testify outside the physical presence of the accused individual, such as by Skype. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the accused individual.

G. **Past Sexual History/Character** - The past sexual history or sexual character of a party will not be admissible by the other party in the hearing unless such information is determined to be highly relevant by the Chair of the Hearing Board. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the hearing by the Student Conduct Officer.

**Statement of the Rights of the Alleged Victim**

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to College administrators.

- The right to be treated with respect by College officials.

- The right of both accuser and accused to have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing.

- The right not to be discouraged by College officials from reporting an assault to both on-campus and off-campus authorities.

- The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct.

- The right to be informed by College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim’s desire.

- The right to be notified of available counseling, mental health or student services for victims of sexual misconduct, both on campus and in the community.

- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged incidents of sexual misconduct, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). If reasonably available, accommodations may include:
  --Change of an on-campus student’s housing to a different on-campus location;
  --Assistance from College support staff in completing the relocation;
  --Arranging to dissolve a college housing contract and pro-rating a refund;
  --Exam (paper, assignment) rescheduling;
  --Taking an incomplete in a class;
  --Transferring class sections;
  --Temporary withdrawal; and
  --Alternative course completion options.

- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
• The right not to have any complaint of sexual misconduct mediated (as opposed to adjudicated).

• The right to make a victim-impact statement at the campus conduct proceeding and to have that statement considered by the Dean of Students in determining sanctions.

• The right to a campus no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others.

• The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus law enforcement.

• The right to appeal the findings and sanctions of the Dean of Students, in accordance with the standards for appeal established by the College.

• The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing.

• The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness’ identity will not be revealed to the accused individual for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed).

• The right to preservation of privacy, to the extent possible and allowed by law.

• The right to a hearing closed to the public.

• The right to petition that any member of the Hearing Board be removed on the basis of demonstrated bias.

• The right to bring an advisor to all phases of the investigation and campus conduct proceeding.

• The right to give testimony in a campus hearing by means other than being in the same room with the accused individual.

• The right to ask the investigators to identify and question relevant witnesses, including expert witnesses.

• The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint.

• The right to have the College arrange the presence of student, faculty and staff witnesses, and the opportunity (if desired) to ask questions, directly or indirectly, of witnesses present (including the accused individual), and the right to challenge documentary evidence.

• The right to be present for all testimony given and evidence presented before the Hearing Board.
• The right to have complaints heard by Hearing Board members who have received annual sexual misconduct training.

• The right to a Hearing Board comprised of representatives of both genders.

• The right to have College policies and procedures followed without material deviation.

• The right to be informed in advance of any public release of information regarding the complaint.

• The right not to have released to the public any personally identifiable information about the complainant, without his or her consent, except as required by applicable law.

**Statement of the Rights of the Accused Student**

• The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to College administrators against the accused individual.

• The right to be treated with respect by College officials.

• The right to be informed of and have access to campus resources for medical, counseling, and advisory services.

• The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions.

• The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation.

• The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.

• The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the Dean of Students in determining sanction.

• The right to appeal the findings and sanctions of the Dean of Students, in accordance with the standards for appeal established by the College.

• The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing.

• The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused individual for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed).

• The right to a hearing closed to the public.

• The right to petition that any member of the Hearing Board be removed on the basis of bias.
• The right to have the College arrange the presence of student, faculty and staff witnesses, and the opportunity to ask questions, directly or indirectly, of witnesses present (including the complainant), and the right to challenge documentary evidence.

• The right to have complaints heard by Hearing Board members who have received annual sexual misconduct adjudication training.

• The right to have College policies and procedures followed without material deviation.

• The right to have an advisor to accompany and assist in the campus hearing process.

• The right to a fundamentally fair hearing, as defined in these procedures and the College’s Social Code.

• The right to a campus conduct outcome based solely on evidence presented during the hearing. Such evidence shall be credible, relevant, based in fact, and without prejudice.

• The right to written notice of the outcome and sanction of the hearing.

• The right to a Hearing Board comprised of representatives of both genders.

• The right to be informed in advance, when possible, of any public release of information regarding the complaint.

VII. Questions and Answers
Here are some of the most commonly asked questions regarding College’s Sexual Misconduct Policy and Procedures.

• Does information about a complaint remain private?

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the College’s obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused individual is a violation of the College’s Social Code and may lead to disciplinary action by the College.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain College administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the College, Dean of Students, Director of Campus Security). The College also must statistically report the occurrence on campus of certain crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

• Will my parents be told?

No, it’s your decision whether or not to inform your parents. Whether you are the complainant or the accused individual, the College’s primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. College officials will directly inform parents when requested to do so by a student, or in a life-threatening situation.
• **Will the accused individual know my identity?**

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused individual has the right to know the identity of the complainant/alleged victim. If there is a hearing, the College does provide the option for questioning without confrontation.

• **Do I have to name the perpetrator?**

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the College’s legal obligations depending on what information you share with different College officials). Victims should be aware that not identifying the perpetrator may limit the College’s ability to respond comprehensively.

• **What do I do if I am accused of sexual misconduct?**

DO NOT contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Title IX Coordinator, who can explain the College’s procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor at the College’s Counseling Center or seek other community assistance.

• **Will I (as a victim) have to pay for counseling/or medical care?**

Counseling and Health Services provided by the College are typically free of charge to students. Women's Health Services are available in the Health Center through St. Luke’s Center for Advanced Gynecologic Care. All gynecology services will be billed by St. Luke’s Center for Advanced Gynecologic Care through the student's health insurance. Students are responsible for being aware of their health insurance coverage and any limitations. If a victim is accessing other community based services (agency/professional outside of Muhlenberg College), payment for these will be subject to state/local law, insurance requirements, etc. Victims may be eligible to receive financial help from the Victims Compensation Assistance Program through Pennsylvania Crime Victims; eligibility requirements are available on [www.pacrimevictims.com](http://www.pacrimevictims.com).

• **What about legal advice?**

Victims of criminal sexual assault need not retain a private attorney to pursue criminal prosecution because representation will be handled by the District Attorney’s office. You may want to retain an attorney if you are the accused individual or are a victim considering filing a civil action. The accused individual may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the College’s proceedings under this Policy and the Social Code.

• **What about changing residence hall rooms?**

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically College policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused individual to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal College complaint. No contact orders can be imposed and room changes for the accused individual can usually be arranged quickly. Other accommodations, if reasonably available, might include:

-- Assistance from College support staff in completing the relocation;
--Arranging to dissolve a college housing contract and pro-rating a refund;
--Arranging for on campus housing at a pro-rated charge;
--Assistance with or rescheduling an academic assignment (paper, exams, etc.);
--Taking an incomplete in a class;
--Assistance with transferring class sections;
--Temporary withdrawal;
--Assistance with alternative course completion options; and
--Other accommodations for safety as necessary.

• What should I do about preserving evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim’s person within 72 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to one of the following: St. Luke’s Hospital (Allentown) Emergency Room, Lehigh Valley Hospital Center Emergency Room, or Student Health Services before washing yourself or your clothing. The Sexual Assault Forensic Examiner (a specially trained medical professional) at the hospital is on call 24 hours a day, 7 days a week. If you first want to speak to a medical professional call the Emergency Room at St. Luke’s Hospital at (610) 770-8300, Lehigh Valley Hospital Center at (610) 402-8000 or Health Services at (484) 664-3199. A victim advocate from the College can also accompany you to the hospital and law enforcement or Campus Safety can provide transportation. If a victim goes to the hospital, local police may be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not oblige him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

NOTE: The hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

• Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?

No. The severity of the infraction will determine the nature of the College’s response, but whenever possible the College will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the College does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

• Will either party’s prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.
• **What should I do if I am uncertain about what happened?**

If you believe that you have been the victim of sexual misconduct, but are unsure of whether it was a violation of this Policy, you should contact one of the following individuals. For a confidential discussion contact Counseling Services at (484) 664-3178; otherwise you may contact Campus Safety at (484) 664-3110.

VIII. **Sexual Violence – Risk Reduction Tips**

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act. Below, suggestions to avoid being accused of committing a non-consensual sexual act are also offered:

1. If you have limits, make them known as early as possible.
2. Tell a sexual aggressor “NO” clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity. Intoxication makes one more likely to be the victim of a sexual assault and limiting or eliminating alcohol or drug use can reduce your risk.
5. Take care of your friends and ask that they take care of you. Help your friends make positive decisions and listen to them as well. When going out, stay in groups, inform your friends of your whereabouts and get each other home safely.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. DON’T MAKE ASSUMPTIONS about consent; about someone’s sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
5. Don’t take advantage of someone’s drunkenness or drugged state, even if they did it to themselves. An individual who is intoxicated or otherwise impaired may not be able to give effective consent to sexual behavior.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don’t abuse that power.
7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.
IX. Definitions

**Alcohol and Drug Use:** Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this Policy. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This Policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of “date rape” drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this Policy. Notably, alcohol, due to its accessibility, lack of stigma and the fact that it is deemed socially acceptable to provide it to others, is the most common “date rape” drug. More information on these drugs can be found at http://www.911rape.org/. Use of alcohol or other drugs will never function as a defense for any behavior that violates this Policy.

**Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. In order to give effective consent, one must be of legal age.

**FERPA:** Family Educational Rights and Privacy Act of 1974, as amended.

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”). NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

**Intimate partner violence:** The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards a partner in an intimate relationship constitute intimate partner violence. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Intimate partner violence can be a single act or a pattern of behavior in relationships. Intimate partner relationships are defined as short or long-term relationships (current or former) between persons intended to provide some emotional/romantic and/or physical intimacy.

Contact: Ms. Lee Kolbe, Title IX Coordinator, 484-664-3562
MUHLENBERG COLLEGE
SMOKING POLICY

Medical evidence clearly suggests that smoking is harmful to the health of smokers. Smoke from cigarettes, cigars and pipes is also an irritant to many non-smokers and can worsen allergic reactions. In sufficient concentrations, second-hand smoke may be harmful to those with chronic heart and lung disease. New research indicated that long-term exposure to second-hand smoke may seriously threaten the health of non-smokers. It is the intent of the College to provide all employees and students with an environment free of the hazards of tobacco smoke.

1. Smoking is prohibited in offices of all College owned and leased academic and administrative buildings.
2. Smoking is prohibited in all areas including individual rooms in all residence halls, MILE properties, and properties leased by the College.
3. All college facilities are smoke free. Smoking is permitted outside but must be at least 20 feet from the building and entrances. Smoking devices should be properly extinguished and discarded in ashtrays.
4. Smoking is not permitted in any area of Seegers Union or within 20 feet of any entrance.
5. Smoking is prohibited in all College-owned vehicles including maintenance vehicles, automobiles and buses/vans.
6. Hookah ashes must be properly disposed of in designated RED CANS marked “Charcoal Disposal and Ashes Only” found in Prosser Quad, East Quad, Robertson/South Quad, and the area between the Center for the Arts and Trexler Library.

Contact: Dean of Students Office, 484-664-3182

MUHLENBERG COLLEGE
POLICY ON UNAUTHORIZED
STUDENT ORGANIZATIONS

Muhlenberg College endorses the rights of its students to freedom of association and freedom of expression. At the same time, like most private colleges and universities, Muhlenberg has established policies governing student organizations and student behavior on and off campus. The intent of this policy is to clarify and confirm the applicability of the College’s rules and regulations to students participating in organizations not recognized by the College. Muhlenberg recognizes that students, as members of the Allentown and Lehigh Valley communities, have a right to belong to a wide range of community organizations. Student behavior as members of such community organizations is, however, still subject to College standards, rules, and regulations whether or not such behavior takes place on or off campus. Furthermore, student organizations that have lost College recognition through judicial sanctions or that withdraw from the College or terminate their existence while disciplinary proceedings are pending against the organization, but continue to function, even under a different name will be deemed “unauthorized student organizations” and are not, and will not be, considered “community organizations.” Any student who is an actual or prospective member of, or otherwise participates in, an “unauthorized student organization” will be subject to disciplinary action through the College’s judicial system and may be subject to sanctions which include probation, suspension, or expulsion. Recognized College organizations that partner with any “unauthorized student organizations” may also be subject to sanctions which include probation, suspension, or permanent withdrawal of recognition. All current and future “community organizations” and not “unauthorized student organizations” are subject to College review to assure that they are truly community organizations and not unauthorized student organizations. Criteria used in making such judgments will include, but not be limited to, an evaluation of the membership of any such organization, the nature and focus of its activities (including recruiting activities), and the facilities utilized by the organization.

Contact: Dean of Students Office, 484-664-3182
MUHLENBERG COLLEGE
VISITOR POLICY

All visitors of Muhlenberg College students must be registered in order to be on campus property, and in Residence Halls, MILE properties or leased properties whether they are coming to visit for a day or to visit over night.

I. Visitor Defined
A visitor is defined as ANY non-Muhlenberg College day student.

II. Campus Buildings Defined
Residents of all College owned or leased properties must register their visitors.

III. Registration Process
Host students must register visitors using the on line form found on the Residential Services web site as soon as the student arrives on campus. http://www.muhlenberg.edu/main/campuslife/resserv/housing_guest.html Visitors must stay in the room of their host student with the permission of any roommates. A visitor should carry valid ID and have it available if a member of the Office of Residential Services staff, a Campus Safety Officer, or any College official requests to see it.

IV. Number of Visitors
Each student is allowed to have up to 2 visitors per night. The number of visitors should not exceed double the occupancy of the room, apartment or house.

V. Length of Stay
Registration is limited to two (2) overnight registrations per week, per visitor, unless prior arrangements are made with all of the following: the Office of Residential Services; Office of Campus Safety; the host student’s RA; and the host student’s roommate(s). A week is defined as Monday through Sunday.

VI. Visitors During Breaks
There will be no visitors during the scheduled vacation/break periods.

VII. Host Student Responsibility
The host student will be held responsible, at all times, for the conduct and behavior of his or her visitors (registered or unregistered). In the event of violations of the Muhlenberg College Social Code, the host will bear responsibility. This responsibility might include financial restitution and disciplinary action. If the responsible visitor is identified, the host and the visitor will both bear responsibility for any violations. The College may report involvement in social code violations to the visitor’s school.

Contact: Ms. Jan Schumacher, Director of Residential Services, 484-664-3180
I. Preamble

We are conscious that any policy in the area of student programming should affirm both academic freedom and institutional and personal responsibility. The Board of Trustees has responsibility, through the administration, for the total program of the College. It must be aware of the impact which the College and its program make in the community and it must avoid giving a platform for that which is vulgar or opposed to its principles and aims. The Board, however, must also be concerned to defend academic freedom. It must encourage firsthand knowledge of current problems and developments and provide opportunities for growth and maturity. By so doing students can be encouraged to make judgments which are consonant with the principles for which the College stands.

We believe that true education thus seeks to develop an understanding and evaluation of life in all its aspects - material, spiritual, social and political. To encounter life is to confront people in relationship with each other and the world around them. In its educational philosophy Muhlenberg, as a church-related college, has adopted a realistic stance, for it recognizes the basic sinfulness of humankind and describes it forthrightly. The College, however, does not remain neutral but instead focuses attention upon humankind as it ought to be. Education is incomplete which stops with mere analysis.

Because of the swirling and confusing changes in our times, when traditional values are suffering attack and when old standards are challenged or fall, textbooks about humankind often become obsolete. For this reason an educational institution must provide its students with opportunities to encounter contemporary developments. When the college is not located where such changes are taking place, it must make particular efforts to do so.

We also believe that encounters with even the most extreme changes in the contemporary world are especially incumbent on the church-related college which seeks not only academic excellence but also relevant contact for faith with the worlds of science, culture, politics, and all other aspects of life in God's world. But the Christian purpose in education is only fully served when each such presentation is followed by an opportunity to test in responsible ways its basic assumptions in the light of Christian faith and values. In today's world we shall not find a solution to threatening problems by a vain attempt to isolate students from raw reality but rather by helping them to analyze and then reshape it.

Since the church today is challenged more and more to a dialogue with voices of all sorts in this world, often in accents and tones which are not familiar to the vocabulary of faith; and, since the church seeks to bear its witness to all situations which face humankind today, it is imperative that a church college involve faculty and students in those matters which rightly concern the church and challenge the conscience of believers. Indeed, the church college must lead the way in the kind of dialogue which the church itself ought constantly pursue with respect to the world. On its part, the church must have confidence in its educational enterprise - the boards, administrators, faculties, and students of its colleges - so as to allow them to function as educational institutions of quality and as leaders in the exploration of society, culture, and truth.

With regard to student programming we recognize that:

1. The practice of affording students the privilege of sponsoring programs is a sound one and should be continued.
2. This policy involves, as elsewhere in the academic process, risks of errors in judgment as a result of which attention will be called to the sensational and the fleeting, rather than to issues of substantial importance. From our examination of student programming in recent years, however, it would seem that reasonably good judgment has been exercised by student leaders. It remains true that the occasional, striking case attracts attention while the great number of solid, cultural, scientific, and less controversial presentations attract little notice off the campus.
3. We emphasize again that it is one thing to move purposefully and intelligently in areas where violence and vulgarity call for corrective and reconciling love, and quite another to let constructive Christian action go by default. We remind the student leaders that they should keep this fact in mind and that their purposes will not be served if programming merely emphasizes the sensational rather than concentrating on substantial issues. While thus reminding them, we voice the confidence that they will continue to act responsibly in this important area of the educational process.

We observe, therefore, that programs always occur within the context of the total educational program of the College and that they, hopefully contribute to the development of mature, thinking persons who are aware of the Christian dimension applicable to each situation.

We wish accordingly, through the policy statement below, to affirm that students through their recognized organizations may sponsor programs of their choice. Programming, however, should be planned only after effective consultation with the proper College personnel. We add there is need for overall balance in the variety of programs sponsored and that those who attend

BOARD OF TRUSTEES PROGRAM POLICY

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have a right to expect a responsible presentation, including the possibility of "equal-time" for the presentation of alternative points of view.

II. Policy Statement

Since free inquiry and free discussion are essential to a student's educational development, a recognized student organization may schedule programs on campus. Before arrangements are made, the advisor(s) of the respective organization must be consulted. The advisor(s) shall have no power of veto over the program. However, the advisor(s) or the Dean of Students may request the College Committee on Student Affairs to review the program. Any member of the College community may bring objections to the College Committee on Student Affairs. The College Committee on Student Affairs shall make a decision on the appropriateness of the program subject to the concurrence of the College President.

Contact: Ms. Karen R. Green, Vice President of Student Affairs/Dean of Students, College Center, 484-664-3182

COMMUTING POLICY

Policy Statement:
Muhlenberg College is a residential college. All first year students must live on campus or commute from home. Students who live with their parents or guardians within the Lehigh Valley may request to commute.

Procedures:
1. Students should write a letter to the Office of Residential Services requesting to become a commuter.
2. Students who are commuters may request in writing to the Office of Residential Services to re-enter the housing lottery and be housed with their class for the next academic year.

Contact: Ms. Jan Schumacher, Director of Residential Services, 484-664-3180
DISCRIMINATORY HARASSMENT
POLICY STATEMENT

I. Prohibition of Sexual and Discriminatory Harassment

It is the policy of Muhlenberg College to provide an environment free from any form of sexual or discriminatory harassment. This policy applies to all College full and part-time employees, including management, staff, faculty, and support personnel and to all College students, contractors and consultants. All who work at the College are responsible for ensuring that the work and academic environment is free from discriminatory practices, including sexual harassment.

Specifically, the College prohibits any form of unlawful harassment of its employees or students based on age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other basis protected by applicable federal, state or local laws. Sexual and other forms of discriminatory harassment are unacceptable conduct, whether on the College’s premises or in other College related activities and settings, and will not be tolerated by the College. Discriminatory harassment in the workplace is also prohibited by law.

II. Definition and Examples of Sexual and Discriminatory Harassment

For the purpose of this policy, the term “sexual harassment” includes any unwelcome or unwanted sexual attention, sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature or other offensive behavior directed toward an employee or student because of or on account of his or her gender, whether by a person of the opposite or same gender, when:

1. submission to or rejection of such conduct by an individual is used as a basis or factor in decisions affecting the terms or conditions of employment or education of any individual; or
2. submission to or rejection of such conduct by an individual is used either explicitly or implicitly as a basis for academic or employment decisions affecting that individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or professional performance; or
4. such conduct creates an intimidating, hostile or offensive academic, employment, and educational or living environment.

Examples of the types of conduct that constitute sexual harassment include, but are not limited to: threatening adverse employment or academic actions if sexual favors are not granted; unwanted and unnecessary physical contact; demands for sexual favors in exchange for favorable treatment or continued employment; display of pornographic material; excessively offensive remarks, including unwelcome graphic or suggestive comments about an individual’s body, appearance or dress, obscene jokes or other inappropriate use of sexually explicit or offensive language; the display in the workplace of sexually suggestive objects or pictures which create an intimidating or hostile work environment; and other unwelcome and unwanted conduct of a sexual nature, such as leering, name calling and sexual innuendoes.

Examples of the types of conduct, when done in isolation, that generally will not constitute sexual harassment include, but are not limited to: simple teasing, offhand comments, and joking which does not include sexual innuendo.

For purposes of this policy, “discriminatory harassment” includes any unwelcome or unwanted attention, and other verbal, visual, or physical conduct or other form of offensive behavior directed toward an employee because of or on account of his or her age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other basis protected by applicable federal, state or local laws, (or such conduct or behavior that may be offensive on the basis of age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other basis protected by applicable federal, state or local laws and to which an employee may be exposed, directly or indirectly) when:

1. submission to or rejection of such conduct by an individual is used as a basis or factor in decisions affecting the terms or conditions of employment of any individual; or
2. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance; or
4. such conduct creates an intimidating, hostile or offensive work environment.
Examples of the types of conduct that constitute discriminatory harassment include, but are not limited to: any form of discriminatory treatment based on race, color, religion, national origin, age, disability, sexual orientation, marital status or veteran status; communication or display of offensive material capable of a stereotypical or discriminatory meaning; offensive remarks containing stereotypical or discriminatory references, including unwelcome comments about an individual’s body, appearance, manner, speech or dress capable of a stereotypical or discriminatory meaning; racial, religious, ethnic or other stereotypical or discriminatory jokes or other inappropriate use of racial, religious, ethnic or other discriminatory language capable of a stereotypical or discriminatory meaning; the display in the workplace of objects, drawings or pictures which create an intimidating or hostile work environment; and other unwelcome and unwanted conduct of a stereotypical or discriminatory nature, such as name calling and racial, religious or ethnic innuendoes.

III. Coverage

This policy covers all College students and employees without exception. The College will not tolerate, condone or allow discriminatory harassment, whether engaged in by faculty, students, fellow employees, supervisors, managers, customers, vendors or other non-employees who conduct business with the College. The College encourages the reporting of all incidents of harassment, regardless of who the offender may be.

IV. Open-Door Complaint Procedure

The College encourages individuals who are being unlawfully harassed to firmly and promptly notify the offender that his or her behavior is unwelcome. In the event that such informal, direct communication between individuals is either ineffective or too difficult, the following steps should be followed in reporting a discriminatory harassment complaint.

Anyone who feels that he or she has been subjected to harassment in violation of this policy, or has been retaliated against for making a report of discriminatory harassment or for providing information concerning an act of discriminatory harassment shall promptly report the incident, either verbally or in writing. A faculty or staff member should report matters of alleged discriminatory harassment directly to the Vice President of Human Resources, or the Provost. In addition, a student may report matters of alleged discriminatory harassment directly to the Dean of Students.

All reports of discriminatory harassment will be documented in writing by the person receiving the complaint and signed by the complainant. The full and complete cooperation of the complainant is vitally necessary for the prompt and effective investigation and remediation of all harassment, discrimination or retaliation complaints.

Whenever a student is alleged to have engaged in discriminatory harassment, complaints will be handled through the Rules and Procedures Governing Alleged Violations of Muhlenberg College’s Social Code. Allegations of sexual harassment by a faculty or staff member are handled in accordance with this policy.

The Vice President of Human Resources, the Provost, and the Dean of Students or other senior management official, will investigate all allegations of discriminatory harassment in as thorough, prompt, and confidential a manner as is reasonably possible. The College will undertake all investigations with due regard to the privacy of all parties involved consistent with a thorough and appropriate investigation. Where necessary, the College will engage a lawyer or consultant to investigate the complaint and provide guidance in handling the matter.

V. Resolving the Complaint

Upon completing the investigation of a discriminatory harassment complaint, the College will communicate its findings and intended action to the complainant and to the alleged harasser.

If the College determines after an investigation that there is no substantial basis to conclude that there has been discriminatory harassment in violation of this policy, the College will inform the complainant and the accused.

If the College determines after an investigation that there is a substantial basis to conclude that there has been discriminatory harassment in violation of this policy, appropriate disciplinary action will be taken, commensurate with the College’s judgment as to the seriousness of the particular offense, up to and including termination of employment or expulsion from the College. Although penalties may differ for students and employees, disciplinary action may include one or more of the following: a verbal and written reprimand; referral to counseling; withholding of a promotion; reassignment; temporary suspension without pay; suspension from classes and student activities; financial penalties; and termination or expulsion.

The College’s ability to discipline a non-employee harasser is limited by the degree of control, if any, that the College has over the alleged harasser. Any employee or student who has been subjected to employment or academic related discriminatory harassment by a non-employee should file a complaint.
VI. Retaliation Prohibited

The College will not retaliate against an individual who makes a report of discriminatory harassment or provides information concerning an act of discriminatory harassment, nor permit any other employee or student to do so. Retaliation is a serious violation of this policy. Any acts of retaliation or threatened retaliation should be reported immediately. Any person found to have retaliated against another individual for reporting discriminatory harassment will be subject to appropriate sanctions, including all of the same disciplinary actions noted above for discriminatory harassment offenders.

Contact:  Ms. Anne Speck, Vice President, Human Resources, 484-664-3166
          Ms. Lee Kolbe, Title IX Coordinator, 484-664-3562
OFFICIAL STUDENT EMAIL POLICY  
(Use of Email for Official Correspondence  with Students)

1. College official use of email  
Email is an instrument for official communication within Muhlenberg College. The College has the right to expect that such communication will be accessed and read in a timely fashion. Official email communication is intended only to meet the academic and administrative needs of the campus community. The Dean of Students Office is responsible for directing the appropriate use of official student email. (See Appropriate Use Guidelines on Page 88.)

2. Creation and dissemination of student email accounts  
Official College email accounts are available for all enrolled students. Students receive their email address and password in a summer mailing from the Office of Information Technology in July. The official email addresses are maintained in Capstone (the student information system). Official email addresses will be included in directory information unless the students request otherwise, under FERPA, through the Office of the Registrar.

3. Redirecting of email  
Redirecting email does not absolve a student from the responsibilities associated with official communication sent to their @muhlenberg.edu account. If a student wishes to redirect email from their official @muhlenberg.edu address to another email address (e.g., @aol.com), they may do so by following directions provided on the College website. Such forwarding is done by the student, and at the student’s own risk. The College does not accept responsibility for services performed by outside providers.

4. Student responsibilities regarding use of email  
Students are expected to access and read their email daily to remain current with College-related communication. Further, routine maintenance of the account content is expected, to avoid exceeding maximum storage allocation.

Students have the responsibility to recognize that certain communication may be time-critical. “I didn't check my email”, error in forwarding mail, or email returned to the College with “Mailbox Full” or “User Unknown” are not acceptable excuses for missing official College communication via email.

5. Confidentiality  
Where practical, users should avoid using email to communicate confidential or sensitive information. Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private or confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

6. Academic uses of email  
Capstone (the student information system) and Blackboard (course management system) provide facilities for electronic communication between faculty and students. Faculty will determine how electronic communication (e.g., email) will be used in conjunction with their classes. This "Official Student Email Policy" will ensure that all students will be able to comply with any email-based course requirements specified by faculty. Faculty can therefore make the assumption that students’ official @muhlenberg.edu accounts are being accessed, and faculty can use email for their classes accordingly. Further, this policy affords other College officials a reasonable expectation that utilizing email for expedient correspondence with students would be effective.
Faculty/Staff Email to Students
Appropriate Use Guidelines

When sending official email to a student, clearly indicate the College office from which the message originates. Include the "From:" or "Reply-to:" name and email address of the sender.
Use plain text in messages—do not include HTML or formatted content.
Send email messages only to the student or specific group of students for whom the message is pertinent.

When a message is to be sent to multiple recipients, use an email program in such a manner that the message will not contain a list of all the recipients.
Avoid inclusion of confidential, sensitive, or non-directory information.

Examples of appropriate uses
- Communicating emergency information regarding safety and security.
- Communicating commencement and convocation information.
- Degree check information.
- Notification concerning students’ change of course schedules (drop/adds), general petitions, and withdrawals.
- Notification concerning housing.
- Notification concerning registration.
- Student aid processing issues and deadlines.
- Academic departmental information such as class changes, registration issues, or new courses.
- Information about academic services or academic policies.
- Information about the Career Center deadlines and program schedules.
- Advising appointments.
- Payment deadlines and other Bursar information.

Examples of inappropriate uses
- Information unrelated to College business.
- Solicitation.
- Promoting political viewpoints.
- Personal information.
- Surveys unrelated to College business.
- Messages containing confidential information such as course grades, financial aid award amounts, or tuition/fee payment amounts.
- Emails that violate the College Electronic Communication and Information Policy.

Contact: Ms. Karen R. Green, Vice President for Student Affairs/Dean of Students,
College Center, 484-664-3182
GRIEVANCE AND APPEAL PROCEDURES FOR STUDENTS WITH DISABILITIES

I. Policy Statement

Muhlenberg College is fully committed to complying with all requirements of the Americans with Disabilities Act Amendments Act of 2008 (ADA AA) and Section "504" of the Rehabilitation Act of 1973 (amended in 2008) and to a policy of ensuring that all qualified students with disabilities have full access to programs, activities, and services and are provided opportunities and reasonable accommodations, auxiliary aids, and services to ensure this access.

II. General Information Regarding the Grievance Procedure

Any Muhlenberg College student who believes that s/he has been subjected to discrimination on the basis of disability or has been denied access or accommodations required by law, shall have the right to invoke this Grievance Procedure. The Grievance Procedure addresses the following types of concerns:

- Denial of a requested accommodations, auxiliary aids, and/or service
- Claims of inaccessibility of a College program, activity, or facility
- Alleged harassment or discrimination on the basis of a disability

The Grievance Process is not intended to supersede other College policies and procedures which may exist for addressing alleged violations of the ADA AA and/or Section 504 or other issues for which separate policies and procedures exist. Students are encouraged to consult with the Director of the Office of Disability Services regarding the most appropriate College policy or procedure to address a particular concern. During the grievance process, all procedures, meetings, names, and related information will be confidential unless otherwise mutually agreed upon by all the parties involved.

The word “days” as used in this procedure means “calendar days”. For good cause, such as illness, closings, or other circumstances, the College may extend the timeframes for resolving the student’s complaint.

III. Grievance Procedures

Experience shows us that most issues can be resolved informally, therefore, prior to filing a formal grievance “complaint”, students are encouraged to resolve the matter informally by meeting with the appropriate campus administrator or designee. If the grievance is not resolved informally, then the student shall have the right to invoke the appropriate formal grievance procedure detailed below.

Regardless of the specific level of the grievance procedure elected by the student, all grievances must be filed within thirty (30) days of the event or action giving rise to the student’s complaint(s). The Grievance must contain critical information including a clear statement of the grounds for the grievance, the individuals involved, any attempts at prior remedies, etc. To facilitate a clear and prompt resolution, once initiated, a grievance cannot be expanded beyond the issues presented in the student’s initial complaint.

Informal Grievance Procedure

- The student should first discuss the problem with the appropriate professional. This may be a faculty member, Director/Coordinator of services, or a staff professional. If the student chooses to discuss the matter with a faculty member but remains dissatisfied with the resolution of the concern, the student may bring the matter to the Director of the Office of Disability who will work to resolve the issue.
● If the student remains dissatisfied with the resolution by the Director of the Office of Disability Services; s/he may file a formal grievance in accordance with steps listed below.

**Formal Grievance Procedures**

● If the student is dissatisfied with the informal resolution of a grievance or chooses to initiate a formal grievance at the outset; s/he must do so by filing the grievance in writing within sixty (60) days of the alleged incident.

● The student will present relevant information in writing on the Grievance Form to the Director of the Office of Disability Services, who will review the information and related materials, and forward them to the appropriate Muhlenberg College Administrator:
  - The Dean of Students, if the issue is related to student life, or
  - The Dean of Academic Life, if the issue is related to academic life.

● The student’s formal grievance must clearly state:
  (a) The basis and rationale for the grievance
  (b) The specific facts and/or policies supporting the student’s position
  (c) The remedy and resolution desired by the student

● The appropriate Muhlenberg College Administrator will review the information, meet with the student, interview witnesses as appropriate, and issue a written decision within thirty (30) days after receiving the student’s complaint.

● If the student’s grievance pertains to a decision made regarding a determination of disability under ADA AA and the standards and guidelines of Muhlenberg College, the student must file a grievance in writing on the Grievance Form with the Director of the Office of Disability Services who will review the charge and the evidence presented by the complainant. After consultation with a committee comprised of Directors with expertise in the identified disability, a review of the decision will be made regarding the student’s determination of disability.

**IV. Appeal Procedures**

In the event the student is dissatisfied with a resolution made by the Director of the Office of Disability Services, the Dean of Students, or the Dean of Academic Life, the student may file a written appeal to the Vice President of Human Resources within fourteen (14) days of the decision. The student must set forth with particularity in what way the decision was issued in error. The Vice President of Human Resources or his/her designee will review the decision and issue a written determination within thirty (30) days of receipt of the appeal.

If the student is dissatisfied with a resolution made by the Dean’s Ad Hoc Committee regarding *Exceptions to Academic Policies*, s/he should follow the appeal procedure indicated above.

**Contact:** Pamela Moschini, Director, Muhlenberg College Office of Disability Services, 484-664-3825
HIV/AIDS POLICY

I. Introduction
Muhlenberg College regards Human Immunodeficiency Virus (HIV) infection as an important public health issue for the College community. It does not discriminate on the basis of HIV infection. The College recognizes the responsibility of every individual to prevent transmission of the disease. Fundamental to the College’s response to HIV infection and other chronic illnesses is the commitment to respect the rights and reasonable concerns of everyone, including those individuals living with this condition. Muhlenberg College expects people, who are aware that they have HIV infection, to take precautions against knowingly infecting others. Education, understanding, compassion, and confidentiality are crucial in dealing effectively and responsibly with the profound issues surrounding this public health problem.

II. Education
Muhlenberg College makes available timely, current and scientifically sound HIV prevention education to every member of the community. Muhlenberg College Health Services in concert with the Allentown Health Bureau provides educational materials and programs designed to educate the Muhlenberg College Community on the disease process, with emphasis on prevention. In addition, the College provides for voluntary on-site HIV testing. The College encourages each member of the community to take advantage of all HIV prevention programs.

The College adheres to Occupational Safety and Health Administration (OSHA) standards to decrease and prevent transmission of infectious diseases, including HIV infection and Hepatitis B virus through occupational exposure. Individuals whose occupations place them at risk of exposure to contaminated blood and other body fluids must practice standard precautions at the worksite.

Muhlenberg College does not mandate testing for any individual or group(s). The College encourages voluntary testing, which may be obtained through confidential or anonymous testing facilities. The Health Services Department will assist the student in acquiring these services as appropriate.

Research has deemed a definite connection between HIV transmission and the sharing of intravenous needles. It is the policy of the College that there should be total abstention from the use of all illegal drugs.

III. Legal and Ethical Issues
A. Employees
No applicant for employment shall be required to submit to the AIDS antibody test as a condition for employment. Employees will be encouraged to inform the Director of Student Health if they have AIDS, or a positive HIV antibody test. All medical information relating to an employee's condition will be maintained in confidence by the Director of Health Services in a special record locked in his or her office. The purpose of informing the Director of Health Services is to enable the Health Center to provide proper medical care, education and counseling.

Employees who are afflicted with the early stages of AIDS generally will be able to continue to perform the responsibilities of their position. At later stages, however, it may become apparent that the condition is interfering with an employee's ability to work. In those circumstances, the Human Resources Department will consult with the employee, in strictest confidence, as to the necessity for a medical examination and possible testing to determine the employee's current medical condition. The employee will then be placed on disability leave until he or she has obtained a certification from their physician and if appropriate, an expert physician selected by the College, that he/she is able to return to the job duties previously assigned to them. Alternatively, the employee may return to work if the College-selected physician certifies that the employee is capable of performing other duties or other positions as available.

The College is subject to Sections 503 and 504 of the Federal Rehabilitation Act which prohibits discrimination against handicapped individuals. Based on interpretation of the Arline vs. School Board of Nassau County (1985) decision, this definition includes persons with AIDS, or with HIV-positive test results. Education and counseling will be used to address all such concerns.

B. Students
No applicant for admission shall be required to submit to the AIDS antibody test as a condition for admission to Muhlenberg College. Students identified as AIDS/ARC/HIV positive will not be denied admission for that reason.

Students will be encouraged to inform the Director of Student Health if they have AIDS, or a positive HIV antibody test. All medical information relating to a student’s condition will be maintained in confidence in a locked filing cabinet within Health Services. The purpose of informing the Director of Student Health is to enable the Health Center to provide proper medical care, education, and counseling.
Students concerned about the possibility of having contracted AIDS will be referred for confidential testing at community clinics or a private physician. Abiding by the laws regarding the confidentiality of medical records and FERPA, Health Services will maintain information about a student’s medical condition in strictest confidence. Any disclosure will only be made with the student’s consent. The American College Health Association does not believe that the best current medical information about AIDS justifies or requires warning others of the presence of someone with AIDS, ARC or a positive HIV antibody test in the institution. Decisions regarding any student living in a residence hall/fraternity/sorority who is known to the College as an HIV carrier will be made on a case-by-case determination based on the medical facts of each case and with concern for confidentiality and the best interests of all parties involved. The College will provide education and counseling for the identified student, roommates and parents. If after counseling, other conflicts still exist which cannot be resolved constructively by the parties involved, the College will consider a room reassignment in accordance with established residence hall policies. Again, it should be stressed that casual contact, such as normally occurs with a roommate, does not transmit the virus or cause AIDS, and the College policy is to address these concerns through greater education and counseling as appropriate on a case-by-case basis. Special rooming needs will be met whenever possible and appropriate including provision for those students ill with AIDS for their physical protection from contagious disease.

Counseling records shall not indicate the presence of positive tests except in private notes of the counselor which shall be kept in private locked files. The counselor will follow the ethics and laws applied to such counseling records.

The College Health Center shall strictly observe public health reporting requirements for AIDS. Individuals who meet criteria for the revised surveillance definition of AIDS must be reported to the local public health authorities. The detailed surveillance definition is included in the Centers for Disease Control: Revision of Case Definition of AIDS for National Reporting—United States: Morbidity and Mortality Weekly Reports; 34:373-375.

IV. Facilities Use
Muhlenberg College shall adhere to the recognized public health authorities’ (Centers for Disease Control, Pennsylvania Department of Health and the Allentown Health Bureau) statements and their guidelines as they relate to the use of College facilities. Persons with AIDS, or a positive HIV antibody test shall be able to participate in the normal activities of every facility on campus.

V. Implementation and Review
In arriving at decisions regarding problems arising from the implementation of this policy, the President shall appoint an Advisory Committee. The Advisory Committee shall review all relevant information and consult any other administrative personnel as well as appropriate non-College experts in making a recommendation to the Dean of the College for Academic Life or the Vice President of Administration and Planning. The appropriate administrative officer shall render a decision on the issue(s) in question. The Advisory Committee shall remain current on issues regarding AIDS.

Contact: Brynnmarie Dorsey, Director, College Health Services, 484-664-3199

LIBRARY REGULATIONS

Circulation:
All library materials are checked out at the Circulation Desk on Level A. Some library materials, such as reference materials and special collections items, are restricted to use in the Library only. In order to check out materials, you will need to present your valid picture ID for Muhlenberg College, which also serves as your library card. Students, faculty and staff must contact the Student Union Office to get a new or replacement card. Borrowers are responsible for all materials charged to their cards. Report the loss of a card both to the Student Union Office and the Circulation Desk of the Library.

Anyone borrowing materials from Trexler Library assumes the responsibility for the care and return of those materials, the payment of overdue fines, and the replacement charges for lost or damaged materials. Loan periods and fines vary according to the category of the material and the category of the borrower. General books circulate to students for 3 weeks, with an overdue fine of $.25 per day, per item. Other fines vary by item type; loan period information is available on the library website.
Removal of library materials without checking them out constitutes theft and the offender is subject to campus disciplinary action. All materials should be returned to the Circulation Desk on Level A. After hours they may be left in the outside book drop. Materials left on library tables or on the reshelving carts are not considered returned.

**Reserve Materials:**
Materials are placed on reserve by faculty members to ensure availability to a large number of users in a limited time frame and are available at the Circulation desk. Loan periods are usually for a fixed number of hours and overdue fines are charged for a portion of an hour the item is overdue. Many items are now available via electronic reserves and can be accessed 24 hours a day.

**Audio-Visual Materials:**
DVDs, videocassettes and compact disks circulate for a limited time period to members of the Muhlenberg community. They are checked out and returned at the main circulation desk on Level A.

**Interlibrary Loan:**
Items not available from Trexler Library may be borrowed from libraries worldwide through interlibrary loan. Online request forms are available from the library homepage. This is a free service, though occasionally fees will be charged. Fees, loan periods, and overdue fines are subject to the policies of the lending libraries.

**Other policies to note:**
1. Students are encouraged to suggest items for library purchases. Student suggestions will be honored when they are consistent with our collection aims and when funds allow such purchases.
2. The library has no intercom system. Patrons cannot be paged and messages cannot be delivered.
3. No tobacco products of any kind are permitted in the Library.
4. Level C is considered a "silent" floor designed for individual study. Study groups needing to engage in conversation will be asked to move to Levels A or B. Cell phone use is permitted on Levels A and the Terraces.

**Contact:** Tina Hertel, Director, Trexler Library, ext. 3551

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**MEAL PLAN POLICY**

**Policy Statement**

The purpose of the meal plan and meal service program at Muhlenberg College is to provide healthy and nutritious food to all students. By providing a variety of healthy foods and various dining options, Muhlenberg College Dining Services is able to accommodate a wide array of student dietary needs and lifestyles.

**I. Meal Plan Eligibility**

**A. Students in Residence Halls**

1. Upper Class Students in Residence Halls shall be required to select Platinum, Gold, Silver or Traditional meal plans.

2. First Year students living in residence halls shall be required to select from the Platinum, Gold or Traditional meal plans.
B. Commuting and Off-Campus Students

1. Commuting and off-campus students may select any of the meal plans or choose no meal plan.

C. Students in College-owned or leased houses, apartments, or suites

1. Students living in groups of four (4) or fewer with a galley kitchen shall be entitled to select the Platinum, Gold, Silver, Bronze or Traditional meal plans. For the purposes of this policy, a galley kitchen is required to have a full size refrigerator, a sink with running hot and cold water, a microwave, and at least four (4) feet of hygienic countertop space.

2. Students living in college owned or leased apartments, suites, and or house with a total occupancy rating of eight (8) or fewer and a full kitchen are automatically defaulted to no meal plan. However, these students shall be entitled to select any of the meal plans offered. For the purposes of this policy, a full kitchen is required to have a full size refrigerator, a sink with running hot and cold water, an oven and range top with adequate exhaust, and at least four (4) feet of hygienic countertop space.

D. Students in privately owned fraternity chapter houses (ATO, PKT & SigEp)

1. Members of recognized fraternities living in privately owned chapter houses shall be entitled to select from the Platinum, Gold, Silver, Bronze or Traditional meal plans.

E. Student teaching and Internship Experiences

1. Students engaged in student teaching must select from any of the meal plans. Students engaged in an internship experience, that is a college-approved course equal to one full credit, must select from the Platinum, Gold, Silver, Bronze or Traditional meal plans. This program is available only during the semester in which an individual is student teaching or participating in an internship which takes them off campus more than 3 days per week.

F. Students with Medical Needs

Muhlenberg College acknowledges that it has an obligation to make reasonable modifications in policies, practices, and procedures when necessary. These modifications may be necessary to afford students and prospective students (collectively “students”) with disabilities the College’s goods and/or services. Should a student feel they have a medical concern that causes them to have difficulty eating on campus, the students’ first step is to meet with the Dining Services General Manager and complete a Dining Service Medical Needs Pre-Screen Questionnaire. Upon completion of the questionnaire, the General Manager will forward the information onto the Director of Disability Services who will then proceed with the assessment to determine what, if any, accommodations need to be considered.
II. Meal Plan Options

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* a galley kitchen is required to have a full size refrigerator, a sink with running hot and cold water, a microwave, and at least four (4) feet of hygienic countertop space.

** a full kitchen is required to have a full size refrigerator, a sink with running hot and cold water, an oven and range top with adequate exhaust, and at least four (4) feet of hygienic countertop space.

*** College approved course equal to one full credit.

III. Additional Resources

To ensure consistent, superior service, Muhlenberg College and Dining Services have developed the following policies:

Please reference the "Muhlenberg Dining Policy" for general issues relating to: Meal Plans, Medical and Dietary Needs, Your Student ID Card and Communication.
Please reference the "Muhlenberg Dining Venues Policy" for venue specific issues relating to: Menus, Hours of Operations, Door Rates, Customer Responsibilities, Student Organization Events and Fundraising Guidelines, Unauthorized Access, Theft and Unruly Behavior.

Contacts:
Medical Related Issues – Ms. Brynnmarie Dorsey, Director, Health Services, 484-664-3199
Nutritional Issues and Meal Plan Issues – Mr. John Pasquarello, General Manager, Dining Services, 484-664-3490
General Issues – Mr. Glenn Gerchman, Director, Seegers Union, 484-664-3494

MISSING STUDENT POLICY

If a member of the campus community has reason to believe that a student is missing, he or she should immediately notify the Office of Campus Safety (OCS) at (484) 664-3110. There is no waiting period for reporting a missing person. OCS will generate a missing person report and initiate an investigation. All students may register a confidential contact person to be notified by Muhlenberg College within 24 hours if the Department of Campus Safety makes a determination of the student being missing or in the event the College is notified by another law enforcement agency of the missing student. A student who wishes to identify a confidential contact can do so by obtaining a form on the Dean of Students Website (http://www.muhlenberg.edu/pdf/main/aboutus/deanst/missing-student%20.pdf) and delivering the completed form, in person, to the Dean of Students Office during normal business hours. A student's confidential contact information will be accessible only by authorized campus officials and disclosed to law enforcement in furtherance of a missing person investigation.

For student in on-campus housing:

After investigating the missing person report, should OCS determine that the student is missing and has been missing for more than 24-hours, OCS will notify the Allentown Police Department. The Dean of Students or their designee will notify the student's emergency contact no later than 24-hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Muhlenberg College will notify the student's parent or legal guardian immediately after OCS has determined that the student has been missing for more than 24-hours in addition to notifying, no later than 24 hours after the determination that the individual is missing, any additional contact person designated by the student. Notification to the contact person(s) and/or parents will be made by the Dean of Students or their designee. Students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Muhlenberg College in the event the student is determined to be missing for more than 24-hours. If a student has identified such an individual, Muhlenberg College will notify that individual no later than 24-hours after the student is determined to be missing.

For students in off-campus housing:

Reports of students missing from off-campus residences will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined. OCS will assist the agency of jurisdiction as requested by that agency.
NON-DISCRIMINATION POLICY

Muhlenberg College does not discriminate on the basis of age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other basis protected by applicable federal, state or local laws in any administration of any of its programs or activities, including admissions, financial aid, and employment. All inquiries regarding this policy, and complaints of discrimination in violation of this policy, may be directed to:

Vice President of Human Resources, 484-664-3166
Third Floor, Haas College Center

Complaints will be handled in accordance with the appropriate procedures established for resolving such complaints as set forth in student, faculty and staff handbooks. In addition, inquiries concerning the application of Title IX of the Education Amendments of 1972 (prohibiting discrimination on the basis of sex) may be directed to the Assistant Secretary for Civil Rights, US Department of Education.

Contact: Ms. Anne Speck, Vice President, Human Resources, 484-664-3166
Ms. Lee Kolbe, Title IX Coordinator, 484-664-3562

OFF CAMPUS POLICY

Policy Statement:

Muhlenberg College is a residential college and students are expected to reside in College housing. Students must apply and go through an approval process to live off campus. All first year and sophomore students must live on campus or commute from home according to guidelines of the Commuting Policy.

Procedures:

Students should not sign a lease until you have been officially approved.

Submitting an application to live off Campus does not guarantee a student will be allowed to move off campus. The College reserves the right to limit the number of students who live off campus.

1. In order to qualify to live off campus, students must be in good academic (with a minimum 2.5 GPA) and disciplinary standing with the College and file an Application to Live Off-Campus.
2. Each applicant is chosen individually, and cannot “pull-in” other applicants.
3. Preference will be given in order of date received and class status, beginning with rising seniors. In the event that there are more qualified applicants than available slots, a lottery based on the date received and class year will occur.
4. Students approved to live off campus will be notified by letter from the Office of Residential Services.
5. Students approved to live off campus must provide their off campus address and telephone number to the Office of Residential Services. Failure to comply with this request may result in disciplinary action.
6. Students approved to live off campus must continue to adhere to the Social Code of Muhlenberg College and city, state and federal laws. Failure to do so may result in the loss of off campus privileges.
7. In choosing to live off campus, students will lose their eligibility in future housing lotteries, including the M.I.L.E. Area lottery.
8. Students will not be permitted to move off campus once they have been assigned to a residence hall or M.I.L.E. Area Property unless an exception has been granted by the Offices of Residential Services and Dean of Students.

Contact: Jan Schumacher, Director of Residential Services, 484-664-3180
POSTING OF SIGNS AND NOTICES POLICY

Signs, notices and banners may be posted or hung in authorized areas only. College regulations prohibit the posting or hanging of notices on trees, building exteriors, light posts, etc., except where specifically authorized (such as Parents’ Plaza). Notices posted in residence halls and academic buildings must be affixed to designated bulletin boards only, and are not permitted on any painted surfaces, entrance or fire doors, or windows.

Contact: Ms. Karen R. Green, Vice President for Student Affairs/Dean of Students,
College Center, 484-664-3182

PROBLEM RESOLUTION AND COMPLAINT PROCEDURES

This policy applies specifically to incidents where a student wishes to resolve a complaint against a member of the College’s faculty or staff. A complaint is defined as the claim of a student that their rights have been violated under Muhlenberg College rules, regulations and policies approved by the President and/or the Board of Trustees. Should a perceived problem remain unresolved following the use of informal processes, procedures as described herein allow for the filing of a formal complaint.

These procedures may be followed by any student who believes they have been discriminated against without just cause in connection with their status as a student on the basis of age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other basis protected by applicable federal, state or local laws. Further information relative to definitions of sexual harassment may be found in the “Policy Statement on Sexual Harassment” available from the Personnel Office.

The policy of Muhlenberg College is to encourage students to report promptly such alleged violations. The College will provide equitable and prompt consideration and resolution. Under ordinary circumstances it is expected that a formal complaint will be lodged within one month of an alleged violation. Any claim not presented within this time period shall be deemed to have been waived. All documentation and evidence which is gathered pursuant to the filing of a formal complaint will be kept in a confidential file and released to appropriate persons only on an “as needed” basis.

I. Informal Complaint Procedures

A. In most instances all parties will benefit if the complaint can be resolved within one month and without resorting to formal procedures. For this reason students are urged to identify problems and to seek resolution in an informal manner whenever possible.

B. Depending on specific circumstances, the following approaches may be appropriate:

1. Interchange that expresses personal concerns as early as possible in an effort to lead to a resolution before problems become enlarged.

2. Carefully considered personal counsel and support from others is appropriate. The Dean of Students, for example, is available for consultation, as are other members of the Dean of Students staff, College faculty and management staff.

3. The invitation of a third person, whom both parties trust and agree to consult.

C. The student may seek, within the one-month period, to resolve the matter with the individual(s) who caused the complaint. This person or persons shall, within seven days, respond to the student in an effort to clarify, interpret, and offer change that will gain mutual resolution of the matter. Depending upon the circumstances, a written response may be appropriate.

D. It is the student’s right to share the complaint with the next highest College supervisor in the Dean of Students office or the office of the Academic Deans, without step C or subsequent to step C. This individual shall, within seven (7) days investigate the matter and respond to the student in an effort to clarify, interpret and suggest change that will gain mutual resolution of the matter.
E. Should the case be resolved by informal procedures, the complainant or other interested parties may ask that the Dean of Students record the experience. If one of the parties is a member of the faculty, it is appropriate to direct such a request to the Dean of the College for Faculty.

II. Formal Complaint Procedures

Muhlenberg College has established formal complaint procedures that may be followed if complaints remain unresolved following the use of the informal complaint procedures. The formal procedure begins when a student presents the complaint in writing to the Dean of Students. The President will review the complaint if the Dean of Students is personally involved in the alleged violation.

A. Content of the Formal Complaint

Although no particular format is required, the student shall provide the following information to the Dean of Students:

1. Descriptive statement of acts and circumstances which provide the basis of the complaint.
2. Date(s) of the incidents and time period of the complaint.
3. Description of attempts, if any were made, to resolve the problem on an informal basis and the results of these attempts.
4. Signature of the student and the date of the complaint. "Complaint" for purposes of this procedure is the statement of the facts which form the basis of the request for formal resolution and the information as described in (1) (2) (3) above. To minimize any risk of confusion and/or misunderstandings and to stabilize the complaint, a formal complaint should be presented in writing and should contain the specific time, place, manner, and identity(s) of the persons involved.

B. The Review Board

The Dean of Students will convene a review board to review the complaint or matter within 14 days after receipt of a written complaint. The Review Board shall consist of four members: two impartial persons chosen from among a selected group of students who have been previously trained; one faculty member; and one member of College management.

One member shall be recommended by the student and one member by the individual whose action gave rise to the problem, both to be approved by the Dean of Students. The remaining two will be selected by the Dean of Students. During the selection process, both the complainant and the individual whose action gave rise to the problem have the right to disapprove the selection of one of the persons chosen and request that another person be recommended by the individual who completed the initial selection.

No members shall be selected as advocates but rather as individuals capable of making mature judgments on the kinds of issues the complainant and the Dean of Students believe to be important in the case. Either the faculty member or the member of the College management shall be named chair by the Dean of Students.

Should the complaint be directed toward a member of the faculty two additional persons shall be selected as members of the review board; one to be a member of the faculty selected by the Dean of the College for Faculty and the other to be a student to be selected by the Dean of Students. Should the case involve sexual harassment, the Dean of Students should provide equal membership of males and females on the review board.

All meetings of the Review Board are private; only those persons authorized by the Board may attend, although it is to be expected that individuals requested to appear on behalf of an affected party will be heard. Decisions and recommendations of the Review Board will normally be made by consensus rather than by majority vote.

C. The Role of the Review Board

Within 21 days of having reviewed the facts of the case, the Review Board shall provide to the Dean of Students its written recommendations on the issues raised. It will state the rationale
for its recommendations and list recommended actions. The entire process of involving the Board, reviewing the facts, and arriving at recommendations shall not exceed 35 days.

Individuals requested to appear on behalf of any affected party who are able to offer relevant evidence on the issues raised will be heard. Although the need for expediency is demonstrated through stated timetables, it is understood that additional time may become necessary to investigate exceptionally complicated matters and come to the Review Board for resolution. The Review Board will be guided by the following procedures:

1. Ten (10) days prior to the date set for the review board hearing, written notice of the time, place, and purpose of the review board hearing should be given to the respondent and to the person who has filed the formal complaint.

2. At the same time, the respondent should also be given notice of the formal complaint filed against them, their right to be represented by a person of their choosing, and their rights at the hearing. The respondent may, at their expense, bring an attorney to the hearing, but only as an observer.

3. The parties involved in the formal complaint procedure have the right to call and examine witnesses, introduce written evidence, cross examine any witness regarding any relevant matter, and make opening statements and summations either orally or in writing.

4. The person filing the formal complaint may be required by the review board to be present at the hearing. Failure to do so upon request of the review board may waive all rights under the grievance procedure.

5. The record kept of the hearing shall include all exhibits offered and at least a summary of the testimony taken. A tape recording shall be an acceptable means of keeping a record.

6. The review board may obtain expert advice as it deems necessary.

7. The review board's hearing need not be conducted strictly according to rules of evidence or procedures applicable in courts of law; the chair of the review board shall make a determination as to the actual procedures to be used at the hearing and the relevance of certain matters. A relevant matter upon which responsible persons customarily rely in the conduct of serious matters may be considered.

8. The burden of proof shall be on the person filing the complaint.

D. Review Board Recommendations

Within 14 days of receipt of the Review Board recommendation, the Dean of Students will respond to the complainant and to other affected parties with a written determination of the issues, the rationale and resulting actions. Should such a determination affect a member of the faculty, the Dean of the College for Faculty will share in the determination and formulation of resulting actions.

E. Final Resolution and Appeals

1. A formal complaint will be considered resolved if none of the affected parties request further consideration and review within a period of (7) seven days.

2. Appeals may be requested in writing through the Dean of Students, who will respond within seven days. In the case of a member of the faculty, appeals will be requested in writing through the Dean of the College for Faculty. Such appeals shall be transmitted immediately to the President for review and determination.

F. The Authority and Role of the President

The President shall review the case, if appropriate and within (7) seven days will provide to the complainant and other affected parties a written determination of the issues, including the rationale and any resulting actions. Written determinations of the President of the College shall be regarded as final, including any regulations.

G. No Penalty for Complaint

There will be no discrimination or penalty against any student for their part in the presentation of a complaint.

H. Records

Appropriate arrangements shall be made in the Office of the Dean of Students for the retention of actions which are the result of formal complaint procedures involving students. Tape
recordings of Review Board proceedings will be made, but a written transcript will not be made unless the grievance secures the services of a court reporter and pays the costs thereof.

I. Amendments

These procedures may be amended by the President subject to the Board of Trustees.

Contact: Ms. Karen R. Green, Vice President for Student Affairs/Dean of Students, College Center, 484-664-3182

POLICY ON PARTISAN EXPRESSION

See page 57 in the Student Policies Section of this guide.

POLICY ON PARTISAN POLITICAL ACTIVITY

See page 58 in the Student Policies Section of this guide.

STUDENT RECORDS POLICY

Muhlenberg College complies strictly with all provisions of the Family Educational Rights and Privacy Act (FERPA), a federal statute passed into law in 1974 that provides the basis for dealing with student information at post-secondary educational institutions. FERPA regulations ensure a minimum standard for access to and the use and release of information from education records. All students have:

A. The right to inspect and review their education records within a reasonable time frame.

   Students should submit to the Registrar, Dean, chair of academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official 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 College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

B. The right to request the amendment of their education records that the student believes are inaccurate or misleading.

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

C. The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in a managerial, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as 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.
D. 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. Complaints can be directed to:

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

E. The right to withhold the release of directory information. Directory information may be released by the College to third parties as it sees fit without authorization. Directory information consists of the student's name, College mailbox, College telephone number, College electronic mail address, permanent home address, permanent home telephone number, class year, student status, major field of study, dates of attendance, degree(s) and/or award(s) received, College (day or evening student), participation in officially recognized College activities (including but not limited to intercollegiate athletics), and the height and weight of student athletes. Though this information is public in nature, students may request that it be withheld and released only upon written authorization. Such requests should be made to the Office of the Registrar.

Contact: Ms. Deborah Tamte-Horan, Registrar, 484-664-3190

RELIGIOUS HOLIDAY POLICY

Muhlenberg College recognizes the importance of religious expression in the lives of many of our students. Indeed, the quality and strength of religious life is one of the distinctive characteristics of the College attracting many students to Muhlenberg.

May a student miss class for a religious holiday?

Muhlenberg College has a long standing policy that students may make arrangements to make up course work missed due to a holiday when their religion prohibits them from work. This policy means that a student will not have the absence counted against the course grade and will be allowed to complete required assignments after returning from the absence.

Please note that there are many religious observances (for example Ramadan in Islam and Hanukkah in Judaism) that do not require that a student miss class — since work is not prohibited. However, many of these holidays impact a student’s life in important ways of which you might simply want to be aware.

What does this policy require of the professor and the student?

Responsibilities of the instructor include:

- Instructors will make sure that work missed for a religious holiday can be made up by the student.
- Instructors will articulate clear guidelines for how a student may make up this missed work.
- Instructors will make students aware of the way in which an attendance policy allows for making up work missed for a religious holiday.
- Instructors may give an exam on a religious holiday provided that there is an appropriate way for a student to make up the exam if it is missed due to the observance of a religious holiday.

Responsibilities of the student include:

- Students are required to identify to the instructor, in advance, that their absence will be for excused religious reasons.
- Students must make these arrangements with their instructors in a timely fashion and in a way that allows for the instructor to plan how missed work will be made up.
• Students are required to make up any work that is missed.
• Students must take responsibility for honestly representing their religious commitments when missing a class.
• Students must be aware of the attendance policies in their courses and should make sure that if a limited number of absences are allowed they do not needlessly use up absences that they may need for religious observances.

What should I do if I have questions about missed course work and religious holidays?

We have an outstanding chaplaincy staff on campus. They are available at any time to help us understand the role of religious holidays in the lives of our students. Please call Callista Isabelle, Jeremy Brochin, or Father John Krivak with any questions. If they cannot answer your questions, they will be able to refer you to a reliable source of information.

Below are religious holidays that our students may be observing over the course of this year. Only those marked with an asterisk are days on which work would be prohibited and hence would require that an observant student miss class.

2013-2014 Calendar of Major Religious Observances

**Bahai**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Naw Ruz (New Year)</td>
<td>March 21, 2014 (Friday)</td>
</tr>
</tbody>
</table>

**Buddhist**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Asalha Puja Day (Dharma Day)</td>
<td>July 30, 2013 (Tuesday)</td>
</tr>
<tr>
<td>Bodhi Day</td>
<td>December 8, 2013 (Sunday)</td>
</tr>
<tr>
<td>Chinese New Year</td>
<td>January 31, 2014 (Friday)</td>
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<tr>
<td>Buddha Day</td>
<td>May 14, 2014 (Wednesday)</td>
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**Christian**

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<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Christmas</td>
<td>December 25, 2013 (Wednesday)</td>
</tr>
<tr>
<td>Good Friday</td>
<td>April 18, 2014 (Friday)</td>
</tr>
<tr>
<td>Easter</td>
<td>April 20, 2014 (Sunday)</td>
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**Hindu**

<table>
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<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Krishna Janmashtami</td>
<td>August 28, 2013 (Wednesday)</td>
</tr>
<tr>
<td>Dasera</td>
<td>October 14, 2013 (Monday)</td>
</tr>
<tr>
<td>Diwali</td>
<td>November 3, 2013 (Sunday)</td>
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<tr>
<td>Religion</td>
<td>Holiday</td>
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<td>----------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Islam</td>
<td>Ramadan begins</td>
</tr>
<tr>
<td></td>
<td>*Eid-Ul-Fitr (Ramadan ends)</td>
</tr>
<tr>
<td></td>
<td>*Eid-Ul-Adha</td>
</tr>
<tr>
<td></td>
<td>Note: These days are based on a lunar calendar and are subject to the appearance of the moon and announced by the mosque. (The most observant Muslims will observe all days; others may observe first two of Eid-Ul-Fitr and Eid-Ul-Adha.)</td>
</tr>
<tr>
<td>Jain</td>
<td>Paryushana</td>
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<tr>
<td></td>
<td>Diwali</td>
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<tr>
<td>Judaism</td>
<td>*Rosh Hashanah</td>
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<td></td>
<td>*Yom Kippur</td>
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<td></td>
<td>* Sukkot</td>
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<td></td>
<td>*SheminiAtzeret / Simchat Torah</td>
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<tr>
<td></td>
<td>Hanukkah</td>
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<tr>
<td></td>
<td>Purim</td>
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<tr>
<td></td>
<td>*Passover</td>
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<tr>
<td></td>
<td>Note: All Jewish holidays begin at sundown the day before.</td>
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<tr>
<td>Orthodox Christian</td>
<td>Nativity of Christ</td>
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<tr>
<td></td>
<td>Easter/Pascha</td>
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<tr>
<td>Sikh</td>
<td>Diwali</td>
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<tr>
<td></td>
<td>Birthday of Guru Nanak Dev Sahib</td>
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<tr>
<td>Wicca</td>
<td>Autumnal Equinox</td>
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<tr>
<td></td>
<td>Winter Solstice</td>
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<tr>
<td></td>
<td>(*Only those marked with an asterisk are days on which work would be prohibited and hence would require that an observant student miss class.)</td>
</tr>
<tr>
<td>Contact: Dr. John Ramsay, Provost, 484-664-3134</td>
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</tbody>
</table>
REVIEW OF ACADEMIC PROGRESS IN A COURSE

Any student may initiate a request to review academic progress with a faculty member in whose classes s/he is currently enrolled or has been recently enrolled. Sometimes that progress is linked to a grade; sometimes not. Muhlenberg recognizes the centrality of the faculty member in determining course content and criteria for evaluation of student performance in a course.

Muhlenberg College has a protocol by which students have ample opportunity to have conversations about academic work and grades; it is not a formal appeals procedure. The student speaks with the professor of the class. Most conversations end at this point since there is a mutual understanding of the academic work and standards for evaluation. In some instances, the student may wish to consult with the department chair after a conversation with the faculty member in order to seek further clarification.

Contact: Michael Huber, Ph.D., Dean of Academic Life, College Center, 484-664-3130

J. CONRAD & HAZEL J. SEEgers UNION POLICIES AND REGULATIONS

The J. Conrad & Hazel J. Seegers Union provides a hub for integration of the tools for teaching and learning and a venue for educating the whole student. Seegers Union supports the campus in the development of individuals and community through education, socialization, advocacy, and the delivery of services.

For additional information about the J Conrad and Hazel J. Seegers Union, please visit us at http://www.muhlenberg.edu/main/aboutus/union/

The following policies and regulations should not be interpreted as arbitrary restrictions upon those who may use Seegers Union, but as practices necessitated by safety, preservation of the facility and common courtesy.

General Policies
1. All students and College employees are responsible for their guests.
2. Advertising in the building shall be subject to the approval of the Director of Seegers Union and Campus Events.
3. No animals are permitted in the Union except for active service animals aiding disabled individuals.
4. Proper clothing including shirts and shoes are required at all times.
5. Smoking is not permitted in any area of Seegers Union or within 20 feet of any entrance.
6. Skates, skateboards and bicycles are not permitted in Seegers Union.
7. Students are not permitted in the building after closing hours without the express written permission of the Office of Seegers Union and Campus Events.

Building Hours while the College is in academic session:
Sunday-Thursday 6am-2am
Friday 6am-3am
Saturday 7am - 3am

8. Soliciting is not permitted at any time.
9. Sales must be sponsored by a College organization or department. The sales must be registered in advance with the Office of Seegers Union and Campus Events. A fee will be charged for table space as well as a commission for the sponsoring organization or department.

Posting and Decorating Policies
1. Decorating of any kind must have the prior approval of the Office of Seegers Union and Campus Events. Any unauthorized decorations or items will be removed and discarded.
2. In general, posting is prohibited on doors, painted walls and surfaces, windows and/or handrails.
3. Designated bulletin boards, identified as “General Use,” are available on the Lower Level of the building. The main staircase bulletin board wall is also considered General Use.
4. All expired postings must be promptly removed by the event sponsor.
5. Chalking of the sidewalks must be approved by the Office of Seegers Union and Campus Events. Normally chalking is not done more than 48 hours before the event. After completion of the event, chalking must be removed within 24 hours by the sponsoring department or organization. No chalking is permitted within 20 feet of an entrance to any building.
6. With the exception of the main staircase, items for posting may not be larger than 11"x 17". In the main staircase, posting must not be larger than 30" x 40", and may not extend over the hand rail or above the balcony railing.

**Event Registration/Room Reservations**
1. Facilities and resources may be requested by departments and registered clubs and organizations in good standing.
2. All non-academic room reservation requests must be processed with the Office of Seegers Union and Campus Events using a Facility Reservation Request Form (FRRF). Confirmation copies of the FRRF will be sent to you and all service departments involved in the event. All changes, additions and cancellations must be processed through the Office of Seegers Union and Campus Events.
3. Requests for rooms should be submitted at least two weeks prior to the date of the event. Late requests may impact the ability to provide additional services.
4. FRRFs should be completely filled out. Failure to provide all information may result in processing delays and possible loss of requested space.
5. Student organizations and clubs require approval by an advisor.
6. Services which require additional labor and equipment beyond a typical set-up or support a tight turn-around may require a cost charge-back. Services which must be provided outside of regular operational hours (evenings and weekends) may require a cost charge-back for overtime. It is important that a budget account number for these charge-backs be included on the FRRF. An estimate of the charge-back costs will be provided upon request. Failure to include a budget account number may result in a processing delay and possible loss of the requested space.
7. Because of special arrangements for preceding and/or succeeding events, rooms may not always be available in a specific arrangement, but may be used “as is”. Check with the Office of Seegers Union and Campus Events about possible set-ups prior to making a specific request.

**Sales and Solicitations**
The College feels that recognized student organizations in good standing should be provided with opportunities to raise their own program funds through fund raising activities. In order to provide a means of protecting the College, the student organization, and each member of the College Community from undue intrusion and provide fair access for legitimate activities, the following guidelines and restrictions have been approved.
1. All on-campus or off-campus sales and solicitations must be registered with the Office of Seegers Union and Campus Events. All requests must be submitted at least two weeks prior to the date of the proposed sale/solicitation. Blank contract forms for off-campus vendors are available in the Office of Seegers Union and Campus Events.
2. All sales/solicitations involving non-campus vendors must be sponsored by a College office, department, or College recognized organization in good standing. Vendors will be charged a $20/table/day administrative fee to the College as well as a 20% gross sales commission to the sponsoring organization. These fees and commissions are to be paid prior to the vendor leaving campus on the day of the sale. Campus organizations providing their own sale items will not be charged these fees.
3. The sale of items which directly compete with the 'Berg Bookstore will not be permitted within or directly around Seegers Union.
4. Sales/solicitations on campus may take place only in specified, approved locations. Door-to-door sales/solicitations in the residence halls require the pre-approval of the Office of Residential Services using the request form available in the Office of Seegers Union and Campus Events. There will be no sales/solicitations in the residence halls after 11:00 p.m.
5. Sales/solicitation to off-campus constituencies (parents) require pre-approval of the organization's Faculty Advisor with pre-submission and approval of the solicitation letter/form before mailing. Address labels may only be requested through the Registrar's Office by the organization's Faculty Advisor after approval has been granted.
6. Sales/solicitation of "games of chance," (i.e., raffles, etc.) must be approved by the Office of Seegers Union and Campus Events, and must be registered in the College Finance Office. This is a requirement under the laws of the Commonwealth of Pennsylvania.
7. Door-to-door sales/solicitations are not permitted within the classroom/office buildings.
8. The sales/solicitation of drugs and/or alcoholic beverages is not permitted.
9. The sales/solicitation of items identified with or containing the name or logo of Muhlenberg College must be approved prior to manufacture and sale/solicitation of such items.

10. Items containing federally copyrighted material may not be sold or distributed without written approval of the holder of the copyright.

Contact: Mr. Glenn A. Gerchman, Director of the Office of Seegers Union and Campus Events, or Mrs. Christine Lake, Office Manager, Seegers Union and Campus Events, 484-664-3494
TRIP POLICY
(Revised Fall 2013)

I. Applicability
1. This policy is applicable to all students and staff participating in College sponsored extra-curricular trips that are outside the local Allentown area (15-mile radius from Campus).
2. The policy addresses student, staff, or organization sponsored trips using commercial transportation or College owned vehicles.
3. Other organizations may also have supplemental policies. These policies must be reviewed by the Dean of Students and Treasurer Offices.
4. Trips for credit programs outside the continental United States must consult with the Dean of Global Education.
5. Non-credit trips outside the United States must be reviewed by the Treasurer's Office prior to booking any arrangements.
6. The College Vehicle Transportation Policy establishes criteria for use of vehicles, allowable destinations, qualifications of drivers, and other responsibilities.

II. Definitions
All extra-curricular trips outside the local Allentown area must have a designated Advisor and Trip Coordinator.

A. Advisor - The faculty or member of the organization sponsoring the trip. The Advisor is responsible for designating a Trip Coordinator and instructing that person of their responsibilities and for preparing and distributing trip related materials.

B. Trip Coordinator – The Advisor or individual appointed by the Advisor, responsible for handling all the administrative duties of the trip, emergencies, or missing persons. The Trip Coordinator travels with the trip participants.

III. Arranging Transportation
1. The Advisor or Trip Coordinator contacts commercial transportation or reserves a College vehicle.
2. College vehicles are reserved through the College's Shuttle Services Coordinator. The College fleet currently includes 48-passenger bus, 22-passenger bus, 12-passenger minibus with 2 wheelchair positions and lift, 15-passenger van, 12-passenger vans, 7-passenger vans and sedan. Usage of the vehicles is heavy, so advanced scheduling and inquiry will aid in your planning and preparation. Only certified drivers (Muhlenberg students or employees) may drive College vehicles (some restrictions apply). The College Vehicle Transportation Policy provides further details on reserving and using College vehicles.

IV. Procedures
A. The Advisor or Trip Coordinator sponsoring any trip off-campus (either using a College vehicle or a van or commercial bus) will be responsible for providing the following information to the Department of Campus Safety prior to departure from campus by completing the “Van or Bus Trip Registration Form.”
   1. The name and telephone number of the Advisor and the Trip Coordinator.
   2. The bus/van company's name and phone number. Driver's name and bus/van number.
   3. Departure time and departure location from campus.
   4. Location of destination and estimated arrival time.
   5. An attendance roster taken immediately before the bus/van leaves the College must be dropped off at the Campus Safety Office. The Trip Coordinator also takes attendance prior to the return trip, and notifies Campus Safety of any students not yet in attendance (see Emergencies, IV.D.)
   6. Full list of individuals that do not plan to return to campus with the group.
   7. Full list of individuals that plan on meeting your group at the destination.
   8. Place, time of departure, and estimated time of arrival back to campus.

B. The Advisor or Trip Coordinator is responsible for preparing and distributing the materials listed below to the trip participants prior to departure from campus:
   1. A statement of the participant's responsibility during the trip, for recording on the sign up sheet plans not to return with the group, or for notifying the Department of Campus Safety immediately if they miss the bus/van for the return trip.
   2. A travel schedule and notification that the bus/van will leave promptly for the return trip.
   3. A commercial bus schedule for the tardy, city maps, the College Campus Safety telephone number, and other materials designed to facilitate the individual's travel.
   4. Tickets, if necessary.

C. Participants must travel with the group unless they notify the Advisor in writing in advance of the trip of their plans to travel independently and that arrangement is acceptable. All participants, without exception, must check in with the Trip Coordinator at the point of departure for the trip and at the time of the return trip.
   1. Independent travel is not allowed without a written release from the Advisor. Students who travel independently must check in with the Trip Coordinator at the point of arrival, and meet other conditions specified by the Trip Coordinator.
   2. Under all circumstances, if a student is driving his/her own vehicle, their personal auto insurance will provide primary liability coverage for the student, even if they are driving to or from a College-related trip. The College’s liability insurance will respond on behalf of Muhlenberg College, should the college be named in a suit. The student has no coverage under Muhlenberg’s policy while operating their own vehicle. Physical damage to the student's vehicle will be covered exclusively by their personal auto
insurance. If the College is named in a lawsuit involving one or more students, College insurance coverage will protect the College. In short, the College is protected when a student uses their private vehicle to transport others on College sponsored activities. Every student is required to complete "Student Driver Responsibility Acknowledgment Form" before using their own vehicle. Passengers in private vehicles need to complete "Passenger Independent Travel Informed Consent Form".

D. Emergencies
1. If the bus/van breaks down in route to the trip destination, the Advisor or Trip Coordinator should:
   (a) Contact Campus Safety at (484) 664-3112
   (b) Give Campus Safety the approximate location and what steps the bus company is taking to remedy the situation.
   (c) Update Campus Safety at 1 hour intervals regarding the status, if possible.
2. If the bus/van has an accident the Advisor or Trip Coordinator should:
   (a) Contact Campus Safety immediately.
   (b) Provide the approximate location of the accident as well as the seriousness of the accident.
   (c) Update Campus Safety at 1/2 hour intervals regarding the accident if possible.
3. Medical Emergencies
   (a) Call 911 for emergency health services should a student become ill or injured on the bus/van or at the destination.
   (b) The Trip Coordinator will appoint a designee to accompany the ill/injured person to the health care facility.
   (c) Upon arrival at the health care facility, the designee will contact the Department of Campus Safety at (484) 664-3112. They will advise the dispatcher of what happened and give the dispatcher a phone number at which they can be reached.
   (d) The designee will stay at the health care facility until the student is released or they are advised by the Dean of Students, or designee, regarding other actions to take.
4. Missing Persons
   (a) Participants must understand that they need to report to the assigned location for departure. Failing to report or contact the Advisor or Trip Coordinator will delay the departure no longer than 15 minutes; beyond the 15 minutes, the trip will depart.
   (b) Whether or not the rider arrives during the wait, prior to leaving, the Advisor or Trip Coordinator must notify Campus Safety at (484) 664-3112. A follow-up call will be made at time of departure.
   (c) You may be advised that the students has already called or be given other information.
   (c) In all cases of emergencies, the dispatcher will notify the Director of Campus Safety and the Dean of Students or designee.

NECESSARY FORMS CAN BE OBTAINED BY VISITING
http://www.muhlenberg.edu/main/aboutus/deanst/college_policies/trip-policy.html

List of Important Names and Numbers
Transportation Coordinator (Ray Ramella) Office Phone (484) 664-3377
Transportation Coordinator (Ray Ramella) Cell Phone (484) 894-0317
Coordinator of Shuttle Buses (Steve Goosley) Cell Phone (610) 417-1057
Campus Safety – Emergency (484) 664-3112
Campus Safety – Non-Emergency (484) 664-3110

Contact: Ms. Jane Schubert, Assistant Dean of Students/Judicial Officer,
484-664-3182
I. General Purpose:
The purpose of the Muhlenberg College Vehicle Transportation policy is to clearly provide acceptable usage for all College owned vehicles in order to ensure the highest degree of safety attainable for our students, faculty, and management staff. This policy will outline the proper procedures for various functions related to vehicle usage.

II. Applicability:
This policy applies to everyone associated with Muhlenberg College and on all College-related travel, all vehicles the College owns or leases, and to any rented vehicles for College related business.

III. Travel Destination:

a. Local Travel
Local travel is defined as the Lehigh Valley and surrounding area; not more than 15 miles one-way from the Muhlenberg campus.

General Parameters
1. Any trained and certified student, manager, faculty, staff, or approved College-hired driver may locally drive a vehicle in the college fleet (except 48 and 22 passenger buses, 12-passenger minibus and 12/15 passenger vans in certain instances addressed below).
2. No drivers shall transport more passengers in a vehicle than the vehicle is intended to haul. In most cases this is the same as the number of factory-installed seat belts.
3. All trips must be College related or sponsored.
4. Generally, only employees and students of Muhlenberg College may ride in the College vehicles, with the exception of students from other LVAIC colleges upon presentation of ID. Situations involving the transport of other non-Muhlenberg passengers must be reviewed by the Treasurer’s Office before such a trip can take place. Under no circumstances will children under the age of 18 be transported in 12/15 passenger vans, whether College owned or rented.
5. It is the responsibility of the organization sponsoring the trip to secure a trained and certified driver.

b. Travel Outside the Lehigh Valley and surrounding area (in addition to General Parameters previously provided)

Parameters for 48 and 22-passenger bus and 12-passenger minibus
1. Only certified adult College drivers may drive the buses.
2. For travel in the buses, distance should be limited to no more than 70 miles one-way from Muhlenberg’s campus. Moreover, while Philadelphia is an acceptable destination, New York City is not. If any questions about the destination arise, please contact the Dean of Students Office at extension 3182.
3. Drivers employed by the College through the Shuttle Service may provide transportation for Muhlenberg students and employees using the 12-passenger minibus up-to 175 miles from the Muhlenberg campus. Please contact the Shuttle Service Coordinator to request a driver.
4. Trip itinerary and roster must be provided to Campus Safety prior to departure (refer to the College Trip Policy).

Parameters for 15-passenger and 12-passenger vans
1. Any trained and certified manager, faculty, staff, or approved College-hired driver may drive the van.
2. The 15-passenger vans may have as many as 9 passengers (plus the driver). The 12-passenger vans may have as many as 11 passengers (plus the driver).
3. For travel in the 15-passenger and 12-passenger vans, distance should be limited to no more than 70 miles one-way from Muhlenberg’s campus. Moreover, while Philadelphia is an acceptable destination, New York City is not. If any questions about the destination arise, please contact the Dean of Students Office at extension 3182.
4. Drivers employed by the College through the Shuttle Service may provide transportation for Muhlenberg students and employees using the 12/15-passenger vans up-to 175 miles from the Muhlenberg campus. Please contact the Shuttle Service Coordinator to request a driver.
5. Trip itinerary and roster must be provided to Campus Safety prior to departure (refer to the College Trip Policy).

Parameters for 7-passenger vans and sedans
1. Any trained and certified manager, faculty or staff, or approved College-hired driver may drive the 7-passenger vans.
2. Students must meet the following additional criteria in order to be able to drive College 7-passenger vans or sedans. Students meeting all of the following criteria will be permitted to drive College 7-passenger vans and sedans up-to 40 miles.
   a. Students must be at least at Junior rank or be able to prove they have at least 4 years of driving experience.
   b. The Students MVR must not list any violations or preventable accidents.
c. Student must complete a driver safety program administered by the Dean of Students Office.

3. The 7-passenger vehicle and the sedan may have, in addition to the driver, as many as 6 passengers and 4 passengers, respectively.

4. No driver may drive for more than 8 hours out of any 24 hour period.

5. Trip itinerary and roster must be provided to Campus Safety prior to departure (refer to the College Trip Policy).

c. International Travel

1. Travel abroad for credit programs should be coordinated through the Global Education Office.

2. The Treasurer’s Office should be consulted for all other international travel that is not part of a credit program.

3. Public transportation must be used for all travel while abroad. Vehicles are not to be rented for travel while abroad. The only exception to this policy is for travel to Canada.

IV. Driver Training:

Policies related to 15-passenger, 12-passenger and 7-passenger vehicles

1. Employees wishing or needing to drive a College owned 15-passenger, 12-passenger or 7-passenger vehicle, must go through a formalized driver training program. If you have been driving the College’s 15-passenger, 12-passenger or 7-passenger vehicles prior to the implementation of this policy, you must still go through the training and certification process. This also includes any non-College personnel employed by the College as drivers. Drivers must have a minimum of 6 years of driving experience in order to be considered for certification to drive these vehicles.

2. Students who are at least a Junior or can prove they have at least 4 years of driving experience may go through the Driver Certification Program in order to complete one of the steps necessary to be certified to drive the College’s 7-passenger vans or sedans.

3. The Driver Certification Program is coordinated and scheduled through the Dean of Students Office. This training and certification is conducted exclusively by the Shuttle Service Coordinator.

3. There are three components to the Driver Certification Program. All must be successfully completed for Certification.

a. A record check of the individual’s motor vehicle record (MVR) is required. A photocopy of your license must be provided to the Dean of Students Office to begin this process. Individuals with poor driving records may not be allowed to drive or may have restricted driving privileges. Parameters for determining a satisfactory record are defined in the MVR Policy.

b. Successful completion of a written driver's examination.

c. Successful completion of a driving skills aptitude test.

If any component of the Driver’s Certification Program is not successfully completed, the individual will not be permitted to drive the College’s 15-passenger, 12-passenger or 7-passenger vehicles. Students which fail to successfully complete all of the steps will not be allowed to drive any College vehicles.

4. The Dean of Students Office will notify the individual of their status once all components are completed.

5. Approval for driving all vehicles lasts for one school year. During the summer, each driver is subject to an MVR check. Upon verification of a satisfactory driving record, approval will be extended for the upcoming school year. Parameters for determining a satisfactory record are defined in the MVR Policy.

Policies related to sedans

In order for employees to drive the College owned sedans, a motor vehicle record (MVR) check must be completed. A photocopy of your license provided to the Dean of Students Office will begin this process. Approval for driving sedans lasts for one school year. During the summer, each driver is subject to a license check. Upon verification of a satisfactory driving record, approval will be extended for the upcoming school year. Parameters for determining a satisfactory record are defined in the MVR Policy.

V. Pre-Trip Driver Inspection:

1. Drivers should complete the Driver Pre-Trip Driver Inspection Checklist prior to departure.

a. Headlights
b. Brake lights
c. Windshield wipers
d. Tire pressure
e. All locks
f. Power windows (where applicable)
g. Seat belts (one for each passenger)
h. Fuel level

If a problem is discovered, it should be properly documented on paperwork provided by the Shuttle Service Coordinator. Furthermore, if the problem renders the vehicle unusable, then the driver should contact Campus Safety at extension 3110.

VI. Driver Responsibilities:

1. All drivers, upon completion of training and certification, will sign an agreement stating that he/she have read and understand the policies stated in this document, and that furthermore, he/she will provide the college with written notification of any and all changes to his/her state license status (i.e. the college is to be made aware of any tickets or accidents involving the college driver).
2. Each passenger must wear a seat belt.
3. Driver must follow all posted local and state laws.
4. Driver must ensure the safety of all passengers.
5. If an accident or other incident occurs, which causes harm to College students, staff, or property, the driver should immediately call Campus Safety at extension 3110. This will bring about an investigation report.
6. In the event of inclement weather, the following procedures must be followed:
   a. Prior to Departure
      1. During normal business hours, the Shuttle Service Coordinator (Athletics Business Manager) will determine if the vehicle is to be used for that day or evening. After hours, the individual driving the vehicle must confer with Campus Safety in situations where he or she is unsure.
      2. If it is determined that the vehicle will not be operated, the trip must be cancelled or alternate means of transportation must be employed.
   b. During Operation
      1. If during the course of the trip it is determined that conditions are unsafe for travel, a representative from Campus Safety or the Dean of Students Office will contact the driver and either ask them to return immediately or to cease operation of the vehicle and College representatives will come to assist.
      2. Since weather conditions may vary within a short distance, the driver should use their best judgment to determine driving conditions. If they feel unsafe at any time, Campus Safety should be contacted immediately.
      3. College drivers must not engage in activities that might divert their attention from driving. Examples of such activities include using a cell phone, texting, eating or listening to music through headphones.

VII. College Vehicle and Driver Reservation Process:
1. Reservations for College vehicles and/or certified College drivers must be made with the Shuttle Service Coordinator.
2. It is suggested that prospective users contact the Shuttle Service Coordinator as early as possible to help ensure that your reservation can be honored. Since there are only a limited number of vehicles, requests are filled on a availability and first-come, first-served basis.
3. Keys and Driver Pre-Trip Driver Inspection Checklist are to be picked up in the Shuttle Coordinator’s Office. At no point should a driver be talking or texting on a cell phone while in operation of the vehicle. If a situation arises where a call or text must be made, either the driver needs to pull the vehicle over to a safe spot off the road or ask a passenger to handle the call.
4. If a larger vehicle is needed, it is the responsibility of the Shuttle Service Coordinator to make the reservation.

VIII. Rental Vehicles
1. Approved drivers may rent vehicles for College business purposes. The Purchasing Department should be consulted for a list of preferred providers.
2. Contracts for rental vehicles must list Muhlenberg College as the renter with the employee’s name listed as an approved driver in order to for College automobile insurance to apply.
3. Drivers are encouraged to consider whether it is more expensive to rent a vehicle or to drive their personal vehicle and seek reimbursement for mileage.
4. Drivers may be considered responsible for rental vehicles kept over weekends or after hours.
5. All other elements of the Policy also apply to rental vehicles.

IX. Payment and Billing
2. The billing of mileage and other associated costs will be handled through the Shuttle Service Coordinator. The payroll of college-hired drivers will be handled through the Dean of Students Office.
3. Students do not have to be on work-study to be eligible to be a driver.
4. If a work study is used as a certified driver, work study budget dollars can be used. However, because of the difference in pay, the student must contractually be listed as an office employee or a vehicle driver. The work-study budget line should be used for the check requisition.
5. The Shuttle Service Coordinator will directly bill the account number provided on the Vehicle Reservation Form for vehicle mileage.

X. Departmental Responsibilities:
1. Shuttle Service Coordinator
   a. Receive all requests for vehicle usage
   b. Distribute keys, cell phone, Driver Pre-Trip Driver Inspection Checklist
   c. Determine, prior to trip, if vehicles will be used during inclement weather.
   d. On-call person for emergencies.
   e. Bill for mileage.
   f. Provide Plant Operations a schedule of usage.
   g. Contact Plant Operations for needed vehicle maintenance.
2. Plant Operations
   a. Handle all service needs and requests of the vehicles.
   b. Ensure that the vehicles are safely equipped and prepared for transportation.

7. Dean of Students Office
   a. Payroll for College-hired drivers.
b. Discontinuing vehicle service during inclement weather.
c. The Shuttle Service Coordinator will handle all driver training and instruction.
d. The Dean of Students Office maintains a list of current certified drivers.

4. Campus Safety
   a. Liaison to vehicle driver during trip.
   b. Discontinuing vehicle service during inclement weather.
   c. Provide transportation support if vehicle service is cancelled during trip due to inclement weather or emergency.
   d. The department requesting vehicle services is responsible for the payroll of student drivers.

XI. Insurance Information:
The College maintains an automobile insurance policy for all College owned and College rented vehicles. Rented vehicle contracts must be in the name of Muhlenberg College in order to be covered under the College’s automobile insurance policy.

XII. General Information:
1. Any time college-owned vehicles travel, the College Trip Policy must be followed. It provides specific directions for protocol, emergencies, and general guidelines with any trip.
2. College Trip Policy is available through the Dean of Students Office and by visiting (http://www.muhlenberg.edu/mgt/deanst/studentguide.pdf#vehicles).
3. Campus Safety must be provided a list of travelers, destination, time of departure and arrival, vehicle company if a larger bus is used, contact person and numbers—all prior to departure.
4. In the event of an accident or traffic violation, the driver’s (student, faculty, staff, or other) driving status will be temporarily and immediately suspended until a full investigation of the incident has taken place. Once the investigation is completed, the driver will be notified of their driving status as it pertains to Muhlenberg College.
5. Local transportation companies we use include:
   Levy Bus Transportation (610) 434-5110
   Trans-Bridge (610) 868-6001
   Bieber (610) 433-2227

List of Important Names and Numbers

Dean of Students Office (Jane Schubert) Office Phone (484) 664-3182
Shuttle Service Coordinator (Steve Goosley) Cell Phone (610) 442-0906
Campus Safety – Emergency (484) 664-3110
Campus Safety – Non-Emergency (484) 664-3112

Contact: Ms. Jane Schubert, Assistant Dean of Students/Judicial Officer, 484-664-3182
WEAPONS POLICY

Muhlenberg College strictly prohibits use or possession of firearms, ammunition, explosives, weapons and items or materials of any kind that are designed to inflict serious bodily injury. These restrictions apply to all students, staff, faculty, vendors, contractors, and visitors with the exception of law enforcement and Campus Safety officers and extend to all College buildings, grounds, parking lots, College-owned or leased properties and College-owned vehicles. Exceptions to this policy must be approved in writing by the President or the Director of Campus Safety. Approved by President's Staff on 12/14/2010.

Contact: Robert Gerken, Director of Campus Safety, 484-664-3112
Academic Resource Center

Contact: Wendy Cole, Director, Lower Level, Student Union, ext. 3433

The Academic Resource Center offers assistance to all students through the peer tutoring program, study skills seminars, workshops and individual academic assistance. Although there are professionals in the office, "peers helping peers" is what they are all about. A group of 300+ peer tutors is ready and awaiting your arrival. If you would like some advice regarding college-level academics, stop by or call to schedule an appointment to meet with a Learning Specialist. Take the opportunity to "learn how to learn" in order to make the most of your educational experience at Muhlenberg. www.muhlenberg.edu/students/acasrvcs/

The Advising Partnership

Contact: Michael Huber, Ph.D., Dean of Academic Life, College Center, ext. 3130

You and your Faculty Advisor are engaged in an advising partnership. Choices about programs, courses, instructors and class schedules should be decided after careful review with your faculty advisor. While you are responsible for self reflection and identification of resources, including academic requirements and career options, your advisor will assist you by suggesting, encouraging, interpreting and guiding.

If you need information or guidance, email or give your advisor a call to arrange an appointment or drop by during office hours. Remember that advisors will not make decisions for you. Listening to their advice and making decisions based on that advice is part of you becoming independent and responsible. You are, moreover, ultimately responsible for having planned well so you can complete all graduation and major requirements in a timely fashion.

Your Faculty Advisor will expect you to:
• Seek him/her out during office hours or make an appointment for a meeting at another time.
• Come prepared by thinking through goals and identifying your concerns ahead of time.
• Acquire a working knowledge of academic requirements and policies by familiarizing yourself with the College Catalog.
• Make your own choices and accept responsibility for them.
• Be assertive in discussing courses, plans and options. Ask questions.

Allentown Area

You don't have to travel an hour to enjoy a break from campus life. Allentown offers a wonderful park system with jogging and biking trails that start just across the street from campus property. The Farmer’s Market and the Allentown Fair are only a few blocks away. The 19th Street Experience features a variety of specialty shops, privately owned restaurants, and the Civic Theatre. The Allentown Art Museum is a good regional fine arts museum. People in the Allentown area never miss a chance to celebrate, so the city is rich in community activities, fairs, and block parties.
Athletics and Recreation
Contact: Corey Goff, Athletic Director, Life Sports Center, ext. 3380
Brad Hackett, Director of Recreation and Intramurals, Life Sports Center, ext. 3590

Muhlenberg students are an active group of people. There are numerous men’s and women’s varsity team sports, many of which have been in high profile NCAA tournaments in recent years. Those of you who enjoy your sport from a seated position can follow any number of exciting varsity teams throughout the academic year.

Students who choose to participate instead of observe can find a wide assortment of recreational activities through the intramural and club sports programs. There is a greatly expanded intramural program that includes different leagues based upon participants’ interest in competition, coed sports, non-traditional and traditional sports, etc.

Recreation is a great release from other commitments in your busy lives. The brain needs a break from time to time to recharge. Where does all of this happen? It really happens all over the place. Students find more creative use out of a small measly open piece of turf than any of us can imagine. But the real hub of activity is the Life Sports Center and the Scotty Wood Stadium with an artificial turf field and an all-weather track. Students will find a newly equipped weight room, and cardio center, racquetball courts, a pool, basketball courts, an indoor track, and much more on the Muhlenberg Campus.

Banking and Check Cashing
Contact: Arlene Vito, Cashier, College Center, ext. 3155

There are any number of banks in proximity to the College. You may want to shop around for the best rates and services although they will probably be quite similar. Just inside the front doors of the Student Union there is an automated teller machine (ATM). So, you may wish to keep your hometown account and simply use the ATM service here. Check cashing of checks up to $50 is available at the Cashier's window with a College ID. The Cashier's window is located on the lower level of the College Center. The hours are:

- Monday 10:30 – 11:30 a.m. and 1:00 – 3:00 p.m.
- Tuesday 1:00 – 3:00 p.m.
- Wednesday 10:00 – 11:30 a.m. and 1:00 – 3:00 p.m.
- Thursday 1:00 – 3:00 p.m.
- Friday 10:30 – 11:30 a.m. and 1:00 – 3:00 p.m.
Campus Safety and Security
Contact: Robert Gerken, Director, Lower Level, Prosser Hall, ext. 3110

The Department of Campus Safety and Security provides 24-hour coverage of the campus every day of the year. Officers are on patrol via foot, vehicle, bicycle, and golf cart. All Officers are commissioned police officers through the Lehigh County Court of Common Pleas. They have all the powers of arrest and investigation on Muhlenberg College property and the streets adjacent to the campus as any city or town police officer. All Officers are armed, have CPR, 1st Aid, and AED training and work closely with the Muhlenberg College EMT’s. The Department oversees a student-run Campus Watch program which provides additional “eyes and ears” to the Department and reports situations which appear to be out of the ordinary. The prevention of crime is everyone’s responsibility. You are requested to report suspicious or criminal activity IMMEDIATELY.

Call boxes with blue lights are located all over campus and should be used in any emergency situation or to request services such as an escort.

Muhlenberg provides a free text-messaging system to all students, faculty, staff and administrators. If an emergency occurs on campus, a text message will be sent immediately advising of the circumstances which will include instructions to insure the safety of the College Community. Additional campus-wide notification systems are also in place.

Career Center
Contact: Alana Albus, Interim Director, Lower Level, Seegers Union, ext. 3170

The Career Center promotes career development by encouraging students to integrate their academic and co-curricular experiences and inspiring them to:

EXPLORE – increase awareness of interests, skills, and values; gather information and experience to assist with informed decision making promote curiosity about the world in anticipation of lives of leadership and service.

PREPARE – develop tools, strategies, skills, and knowledge related to improve ability to understand and communicate the value of an aggregate Muhlenberg experience consider the challenges of college to career transition and plan for lifelong learning.

CONNECT – network with and obtain information from people, organizations, information, and other resources that will help students meet career goals.

To support its mission, the Center offers numerous programs and services for students.

The Career Center targets first-year students for many of its programs since exploration and planning are recommended over a four-year timeline. Students are encouraged to visit the Center as early as possible and individual appointments are available with the career counselors. In these sessions students may choose to discuss topics such as choosing majors, determining career goals, or finding an internship. Pre-law advising is also available.

Among the programs offered are those that expose students to working professionals and the world beyond college. Discussions with guest speakers during events, such as “Alumni in the Spotlight”, give students the chance to learn about a variety of career fields. Additionally, the Career Center works with students to learn the subtleties of networking as we recognize the importance of
connecting with the entire Muhlenberg community. Students may also participate in the Muhlenberg Shadow Program which links students with alumni or other professionals for an on-site visit.

The Career Center regularly holds workshops on topics such as career decision-making, choosing a major, writing graduate school essays, resume writing, developing job search strategies, finding summer jobs/internships, networking, and college-to-career transition. “Dine for Success,” mock interviews, resume clinics and alumni career panels are some of the innovative programs that prepare students and provide pertinent information. A comprehensive “Gearing Up for Graduate School” series provides students with necessary information to be competitive in the application process.

Internships are available for students seeking work experience related to their career interests. These are listed in “Career Connections”, the Center's online database to which all students have an account. Part-time, off-campus, and summer job opportunities are listed in the Center's Resource Library. The Career Center takes an active approach to helping students identify potential employers. Each year, representatives from a variety of fields come to campus to interview students for full-time employment and internships. Hundreds of positions are entered into the Career Connections database each year for students to access. In addition, links on the Career Center's web page (www.muhlenberg.edu/careercenter) help students learn about other opportunities. Internship and job fairs are held both on- and off-campus.

**Ciarla, The Muhlenberg College Yearbook**

**Contact:** Rebecca Skolnick ’15, Editor, ext. 3235

*Ciarla* is one of Muhlenberg's oldest and strongest traditions, dating back to 1893. *Ciarla* has always been a large contribution to the Muhlenberg Community and Muhlenberg Tradition. Presently, a 256-page yearbook is published geared toward including every Muhlenberg student, yet focusing on the graduating class. *Ciarla* has a small editorial staff, with a large possible number of staff members. The staff works closely together, constantly offering support and ideas. *Ciarla* offers students the opportunity to use and enhance their creativity, writing, communication, management and business skills.

**Community Engagement**

**Contact:** Beth Halpern, Director; Evely Freeman, Assistant Director

Lower Level, Student Union, ext. 3657

The Office of Community Engagement at Muhlenberg College fosters mutually beneficial collaborations between the College, Allentown communities and beyond to catalyze personal, institutional and community change. The Office strives to prepare students, in particular, for their roles as citizens and leaders through community-based educational and volunteer experiences.

Students have opportunities to work with many different community constituents through the Office including children, senior citizens, immigrants, people with disabilities, and people without housing. Student-led clubs, weekly, and monthly programs allow students with all interests the opportunity to become involved with Allentown communities. Service-learning courses also allow students to connect the lessons from community and those from the classroom in meaningful ways. Students organize one-time events, raise awareness of social justice issues, advocate for change, tutor, serve meals, coordinate voter registration campaigns and much more through the Office of Community Engagement.
Computing Resources
http://www.muhlenberg.edu/mgt/oit/index.html

For assistance, students should utilize the following:

Student Help Desk Ettinger,
Room 003, ext. 3375
helpdesk@muhlenberg.edu

The Student Help Desk is open Monday-Friday 8 a.m. to 5 p.m. and on the weekends as student workers' academic schedules permit. Refer to signs on the Student Help Desk door for exact hours.

Lab Locations
Public Labs
General purpose labs. These labs have limited hours and are open to all members of the Muhlenberg Community.
- Ettinger 001 - open 24 hours during the academic year, limited hours during the summer.
- Moyer Atrium 2nd Floor
- Trumbower 013
- Trexler Library Levels A (Info Commons Lab) & B

Classroom Labs
Open to the Muhlenberg Community when not in use as a classroom, limited hours
- Ettinger 105 (High Tech Classroom)
- Ettinger 211 (Price Waterhouse Classroom)
- Moyer 309
- Shankweiler New Science 234-S
- Trexler B01
- Trumbower 229 (NASA)
- Walson 115

Residence Hall Labs
These labs are open only to residents of that residence hall. They have 24 hour access, but are closed for holidays or when the college is officially closed.
- Benfer 100
- Brown Basement Martin
- Luther 4th Floor Prosser
- 2nd Floor Lounge
- Robertson 4th Floor
- South 4th Floor
- Taylor Basement
- Walz 2nd Floor
- Walz 3rd Floor

Special Purpose Labs
These labs are open to students requiring access to specialized software. They also have limited hours.
- Center for the Arts - Art Lab
- Center for the Arts - Music Recording Center
- Ettinger 103 - Language Learning Center
- New Science Building - Biology Department Labs
- Trexler Library - The Writing Center
- Trexler Library - Curriculum Lab
- Trumbower - Chemistry Department Labs
Kiosk Locations:
- Life Sports Center
- Trumbower Main Floor
- Hillel House
- New Science Main Lobby
- Seegers Union

Wireless on Campus:
Muhlenberg Campus has 99% wireless coverage.

Counseling Services
Contact: Anita Kelly, Director of Counseling, Life Sports Center, ext. 3178

The Counseling staff offers a wide range of experience and expertise. Through counseling, you learn to take responsibility for your own life, develop insight, gain perspective and become self-directed. Muhlenberg’s counseling staff assists you with concerns of daily living as well as with more serious questions about yourself and your relationships. All counseling services are voluntary and strictly confidential. Counseling records are maintained by the Director of Counseling Services and kept separate from your Educational records.

Particular counseling issues necessitate a group environment. Working together can be a supportive experience that allows you to give and receive. Group members often encourage each other toward constructive change; they provide feedback and perspectives difficult for individuals to attain on their own.

Dining Services
Contact: Mr. John Pasquarello, General Manger, Muhlenberg Dining Services, Seegers Union, jpasquarello@muhlenberg.edu

Food plays an important role in nourishing both students and campus life at Muhlenberg College. A vibrant dining experience is vital to create an environment where all members of the campus community are eager to gather around the same table. Muhlenberg Dining fulfills this need with restaurant quality food made fresh from the best available local ingredients served by friendly and welcoming staff. Whether you choose to relax in the Wood Dining Commons, grab a latte at Java Joe, sample sushi at the GQ or recharge with a smoothie at the LSC Café, we can offer a dining option to fit your mood and, most importantly, your lifestyle here at Muhlenberg College. Please visit our website, www.muhlenberg.edu/dining for more information.
Students with Disabilities
Contacts: Pamela Moschini, Director of Disability Services, Lower Level, Seegers Union, ext. 3825

Students with documented disabilities who may need accommodations, auxiliary aids, and services must first consult with the Director of the Office of Disability Services to initiate the disability determination process. Once a student has completed the process and has been determined eligible for accommodations, auxiliary aids, and services, Muhlenberg College will work with the student to provide accommodations, auxiliary aids, and services that are reasonable, are appropriately documented as necessary to access programs and facilities, and do not compromise the integrity of the course or degree. Students with disabilities engage in the full range of experiences available to all Muhlenberg College students including curricular, co-curricular, and extra-curricular activities. For additional disability-related information including documentation requirements, please check the Muhlenberg College website; Disability Services.

Financial Aid
Contact: Greg Mitton, Director, College Center, ext. 3175

The Financial Aid Program provides counseling and assistance to full-time students through institutional scholarships, grants and student employment as well as aid through three federal programs: Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan and Federal Work Study Program (FWSP). It also distributes information and processes all outside aid programs such as state grants and loans, federal grants and other scholarships. Specific information regarding financial aid programs and regulations is available in the Muhlenberg College Catalog. In addition, the Financial Aid staff advises students about graduate school financial aid.

First-Year Advising Program
Contact: Michael Huber, Ph.D., Dean of Academic Life, College Center, ext. 3130

Each first-year student participates in a first-year seminar, which also forms that student’s advising group. A faculty advisor works closely with the students in the group throughout the first year. The advisor will guide the student about academic choices, including selection of a major, based on the student’s interests and strengths. Each advising group is also assigned a Student Advisor who has been carefully chosen and trained in group facilitation and communication skills. Student advisors, who model excellence in academics and commitment to the college community, will guide first-year students in their integration into academics and extracurricular activities. A Writing Assistant is a peer trained in writing theory who assists students in approaches to writing assignments.

All faculty advisors and student advisors are knowledgeable about resources for assistance at the College and will make referrals whenever appropriate.
Fraternity & Sorority Life

Contact: Christopher Jachimowicz, Director of Student Leadership Programs, Lower Level, Seegers Union, ext. 3733

Fraternity & sorority life at Muhlenberg College consists of eight (8) nationally or internationally affiliated social Greek-letter organizations. Each chapter traditionally holds membership recruitment and education programs in the fall of each year. Students interested in becoming members must meet or exceed certain standards, both behaviorally and academically.

Being a member of a chapter provides a host of benefits including the opportunity to develop and refine leadership skills, participate in local community service and national philanthropic projects, and form lifelong friendships within an inter/national brotherhood or sisterhood. Members can boast of involvement in practically every facet of campus life and support many campus initiatives. The fraternity/sorority community strives to provide for its members growth-oriented opportunities and experiences that are consistent with the mission of the College.

Men’s Fraternities: Alpha Tau Omega, Delta Tau Delta, Sigma Phi Epsilon
Women’s Fraternities and Sororities: Alpha Chi Omega, Delta Zeta, Phi Mu, Phi Sigma Sigma, Theta Nu Xi

Harry C. Trexler Library

Contact: Tina Hertel, Director, ext. 3551

Hours:

<table>
<thead>
<tr>
<th>Semester Schedule</th>
<th>Summer Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday 8 a.m. – 1 a.m.</td>
<td>Monday – Thursday 9 a.m. – 9 p.m.</td>
</tr>
<tr>
<td>Friday 8 a.m. – 10 p.m.</td>
<td>Friday 9 a.m. – 1 p.m.</td>
</tr>
<tr>
<td>Saturday 10 a.m. – 7 p.m.</td>
<td>Saturday 1 p.m. – 6 p.m.</td>
</tr>
<tr>
<td>Sunday 11 a.m. – 1 a.m.</td>
<td>Sundays 1 p.m. – 6 p.m.</td>
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</tbody>
</table>

Semester Vacation Periods

Monday – Friday 9 a.m. – 5 p.m.
Saturday, Sunday, Holidays
Closed

NOTE: Special exam and vacation hours as posted on Library website

Trexler Library offers many amenities and services for Muhlenberg students. The library is known throughout campus as the place to go to study, meet other students, check out books and DVDs, and receive friendly and expert assistance with research projects and other information needs.

Amenities:

- Books, CDs, maps, scores, and government documents.
- Envious DVD and VHS collection with esoteric and mainstream titles.
- Access to more than 17,000 full text online and print journals.
• **Wireless** access throughout the library.

• **Desktop computers** available throughout the library. All computers have access to the Internet, library electronic resources, the Microsoft Office software used on campus, and are connected to networked printers.

• Both **B&W** and **Color** printing are available at the reference desk as well as the **ability to scan documents to a USB drive**.

• An **Information Commons** offering high-end multimedia development workstations capable of taking you from project conception through production and presentation.

• **Group study rooms**, available on a first come, first served basis.

• A **Juvenile Collection** intended as a laboratory collection for education students. The collection includes Juvenile Fiction and Nonfiction.

• **Quiet areas** for study.

• **Food and drink**: Muhlenberg College students are welcome to enjoy food and beverages throughout the library. Snack machines are on the premises.

Services:

• **One-on-one research consultations** can be arranged on a walk-in basis, or by contacting the subject specialist in your area: Humanities or Business & Economics (Kelly Cannon, kcannon@muhlenberg.edu), Social Sciences (Jennifer Janson, janson@muhlenberg.edu), Sciences (Rachel Hamelers, rhamelers@muhlenberg.edu).

• **Citation consultation**: reference librarians will walk you through the steps necessary to cite sources in a bibliography.

• **Library instruction** is scheduled by an instructor, where classes meet with a librarian to learn research techniques suited to their specific research project.

• **IM reference** TalktoTrexler (AIM, Yahoo, MSN, Gchat)

• **Email reference** at refdesk@muhlenberg.edu monitored 7 days a week.

• **Interlibrary loan** allows you to request a copy of most any book or article the library doesn’t own.

• **LVAIC privileges** allow you, with your Muhlenberg ID, to use and borrow books from the libraries at Lehigh, Lafayette, Moravian, DeSales, and Cedar Crest.

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**Health Services**

*Contact: Brynnmarie Dorsey, Director, College Health Services, Life Sports Center, ext. 3199*

Health Services provides evaluation and treatment for acute care issues (such as illness or injury), administers immunizations and allergy shots, & offers many other health care services, including screenings and women's health services. For those medical issues requiring care beyond our center, Health Services coordinates referrals of students to local health care providers in the Allentown area.

Health Services is open Monday through Friday with the schedule of hours posted on the Health Service's website and at the Health Center. Registered nurses are available to provide care throughout the day. Physician hours are also regularly scheduled, enabling the student to receive timely medical care. Students requiring medical care at other times will be assisted in those hours.
situations and will accept responsibility for payment should the service be unavailable at the College at that time.

A registered nurse is available by telephone for EMERGENCY consultation 24 hours a day, 7 days a week during fall and spring semesters by calling Campus Safety.

**Honors Programs**

*Contact: Michael Huber, Ph.D., Dean of Academic Life, College Center, ext. 3130*

Some academic departments and programs have Honors Programs to provide special opportunities for the best qualified and most highly motivated students to develop their capacities for independent thinking, original research and disciplined scholarship. Departments presently offering Honors Programs are American Studies, Anthropology, Art, Biochemistry, Biology, Business Administration, Chemistry, Computer Science, Economics, English, Environmental Science, Finance, History, International Studies, Mathematics, Media and Communication, Neuroscience, Philosophy, Political Science, Psychology, Religion Studies, and Sociology. Honors work may consist of seminars, guided independent study, individual research or participation in faculty research. Successful candidates will graduate with honors in the field of concentration; in addition, they will be eligible for the traditional Latin graduation distinctions.

**Honor Societies**

Honor societies offer another opportunity for extended discussion in particular subjects with fellow students and professors. The number of these societies present on our campus and the nature of their activities vary from year to year. A student who is a member of one of the National Academic Honor Societies listed below may wear whatever is the appropriate, nationally issued regalia supplement at Commencement. (Psi Chi, for example, wears cords; Phi Beta Kappa wears keys or cords.) Students who have completed study abroad may wear the sashes indicating their nation of study.

<table>
<thead>
<tr>
<th>Honor Societies</th>
<th>President/Faculty Advisor</th>
</tr>
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<tbody>
<tr>
<td>Delta Phi Alpha (German Studies)</td>
<td>Franz Birgel</td>
</tr>
<tr>
<td>Dobro Slovo (Slavic Studies)</td>
<td>Luba Iskold</td>
</tr>
<tr>
<td>Omicron Delta Epsilon (Economics)</td>
<td>Jim Marshall</td>
</tr>
<tr>
<td>Omicron Delta Kappa (Leadership)</td>
<td>Michael London</td>
</tr>
<tr>
<td>Phi Alpha Theta (History)</td>
<td>Thomas Cragin</td>
</tr>
<tr>
<td>Phi Beta Kappa</td>
<td>Lanethea Mathews</td>
</tr>
<tr>
<td>Phi Sigma Iota (Romance Languages)</td>
<td>Mirna Trauger</td>
</tr>
<tr>
<td>Phi Sigma Tau (Philosophy)</td>
<td>Ted Schick</td>
</tr>
<tr>
<td>Pi Mu Epsilon (Mathematics)</td>
<td>Elyn Rykken</td>
</tr>
<tr>
<td>Pi Sigma Alpha (Political Science)</td>
<td>Lanethea Mathews</td>
</tr>
<tr>
<td>Psi Chi (Psychology)</td>
<td>Kathy Harring</td>
</tr>
<tr>
<td>Sigma Pi Sigma</td>
<td>Jane Flood</td>
</tr>
<tr>
<td>Theta Alpha Kappa (Religious and Theological Studies)</td>
<td>Kammie Takahashi</td>
</tr>
</tbody>
</table>
Mail Room
Contact: Emmeline J. Hadeed, Mail Room Supervisor, ext. 3160

General
The Mailroom provides a variety of services including mail collection and distribution, sale of stamps, and shipment of packages. Hours are Monday through Friday, from 8:30 a.m.-4:45 p.m. during the academic year, and from 8:30 a.m.-4:15 p.m. during the summer.

Mail Delivery
Mail and package slips are delivered daily to students’ mailboxes located on the lower level of the Seegers Union. Mailbox numbers usually remain the same for the duration of a student’s stay at Muhlenberg.

Packages are to be picked up at the Mailroom, located in the General Services Building behind the Haas College Center. Students must present ID and package slip in order to claim packages which should be picked up within five days from the date received. Perishable, refrigerated, and fragile shipments are discouraged as the mailroom does not have adequate storage facilities. In addition, please remind family and friends not to send cash through the mail.

Addressing
Mail for students must be addressed as follows:

Joe P. or Mary R. Student
Seegers Union Box #
Muhlenberg College
2400 Chew Street
Allentown, PA 18104-5586

Please do not address mail to “P.O. Box _____” as this is not a post office box. Where possible, please use your middle initial as many students have the same first and last names and, in some instances, the same middle initial. Your box number will further identify you in the event that names are similar. Room numbers, residence hall names, missing box numbers, and mail in the name of a parent or nick names will either delay delivery of your mail, or it may be returned to sender if the recipient cannot be identified.

Additional information regarding the Mailroom’s procedures may be found on the web site at http://www.muhlenberg.edu/main/aboutus/mailroom/

Martin Art Gallery
Contact: Kathryn Burke, Exhibitions & Collections Manager
Baker Center for the Arts, ext. 3467

The Martin Art Gallery offers year-round opportunities to attend interesting and diverse exhibitions, cross-curriculum programs, lectures, and opening receptions that enhance the visual arts curriculum and foster aesthetic learning experiences for the entire Muhlenberg community. Each year seven exhibitions focus primarily on contemporary artists and our own art faculty, works-on-paper from the College’s outstanding Florence Foerderer Tonner Collection, and art gifts made to the permanent collection by alumni and friends of the College. As well, senior art majors present an annual Thesis Exhibition each May. All Gallery exhibitions and events are free and open to the public. Recent exhibitions include—Wings of Fire: The Illuminated Books of William Blake, It Came from Memphis,
Shared Experience: The Rothfeld Gifts, Judith Ross: Living with War, Annea Lockwood: Sounds of the Danube, Making a Mark: The Etching Revival, Joel Carreiro: Seeing Things and Bill McDowell: Ashes in the Night Sky. Gallery hours are Tuesday through Saturdays, noon to 8:00 p.m., and by appointment.

The Muhlenberg Weekly
Contact: Samantha Langner ’14, Editor-in-Chief, The Muhlenberg Weekly Office, Seegers Union Lower Level, weeklyeditor@gmail.com

The Muhlenberg Weekly, the College’s official newspaper, is produced on a weekly basis throughout the academic year. This student-run newspaper has been serving the College Community since 1883. In the last few years, The Weekly has become a more expansive organization through its student leadership and increased interaction with the administration, faculty, staff and students.

In any community, the media is a resource for conversing about ideas and issue. At Muhlenberg, The Weekly is one of the leading mediums through which the community can vocalize their opinions and discuss issues of local and national significance. One of the benefits of attending a small college is the ability to become closely involved in an organization. If you have any interest in writing, editing or working in sales and marketing, get involved in The Weekly. All students are welcome. Training will be provided on an as-needed basis. Don’t miss your opportunity to become a part of the production of the College’s leading media outlet.

The Multicultural Center
Contact: Robin Riley-Casey, Director, Multicultural Center/Multicultural Life, ext. 3228

The Mission of the Muhlenberg College Multicultural Center is to serve as a campus wide resource that facilitates a learning community of multicultural understanding and exchange through collaboration, dialogue, and action.

The Center, located at 2252 Chew Street (at the corner of 23rd Street) houses the Office of Multicultural Life and the Office of International Programs – Study Abroad. International Programs occupies the 2nd floor of the facility. The rest of the facility contains a seminar room for classes, a living room, dining room, kitchen and basement for social activities and study. The building is wireless. All are welcome here.

It is home to Multicultural Life student organizations: Asian Students Association/International Students Association (ASA/ISA), Black Students Association (BSA), La Comunidad Latina, The Soul Sound Steppers, MINT, The Gay Straight Alliance (GSA), and The Feminist Collective. Students produce cultural events, panel discussions, and host parties there. They love the atmosphere for socializing, meetings, and cooking.

The Center aims to provide a supportive and safe space on campus for its multicultural students, faculty, and staff. It strives to nurture and promote the academic success and leadership development of multicultural students at Muhlenberg.

The Center is committed to promoting and sustaining an inclusive atmosphere that fosters and enriches multicultural understanding among all members of the Muhlenberg and Lehigh Valley community. Through partnerships with other campus programming bodies, the Center supports and
provides a focus for educational, cultural, and social programming that enriches and challenges Muhlenberg's campus on issues of multiculturalism and difference.

Recycling
Contact: Plant Operations, ext. 3400

Muhlenberg College has made a major commitment to environmental issues. Leadership has been provided through the College Greening Committee, Plant Operations staff and the student environmental action group (EnAct). Residence halls, academic buildings, other campus facilities and grounds are dotted with various containers to make it easy for all of us to join in the effort. See above website for more information.

Registrar
Contact: Deborah Tamte-Horan, Registrar, College Center, ext. 3190
http://www.muhlenberg.edu/main/aboutus/registrar/

The Office of the Registrar is the College's center for student registration and academic records. Some of the services this office provides for students are as follows: Creation of each semester's course schedule; oversight of all registration activities; recording grades, major and minor declarations, and advisors; mailing transcripts; recording transfer and Advanced Placement credit; enrollment verifications; monitoring progress toward degree; and certifying graduation.

Religious Life
www.muhlenberg.edu/religiouslife

Contact: Rev. Callista Isabelle, College Chaplain, Egner Chapel Office, (484) 664-3120
Jeremy Brochin, Interim Hillel Director, 2238 Chew Street, (484) 664-3746
Father John Krivak, Roman Catholic Chaplain, 2339 Liberty Street, (484) 664-3122
Brian Parker, Disciplemakers Christian Fellowship, (484) 995-3033

The Chaplain's Office and its Religious Life team offer spiritual support for the Muhlenberg community. All students are invited to take part in Religious Life programs, worship services, reflection and community service opportunities. Muhlenberg is a college of the Evangelical Lutheran Church in America (ELCA), and welcomes students of any or no faith tradition. The Egner Memorial Chapel is available for use by the community for reflection, prayer or special events.

Christian worship services are held Sundays in the Chapel:
5:30 p.m. Ecumenical Christian Worship, with Holy Communion, followed by dinner in the Hoffman House
9:00 p.m. Roman Catholic Mass

The Jewish community gathers Friday evenings at the Hillel House for:
Student led Shabbat services
Shabbat Dinner
Campus student religious organizations:
- Disciplemakers Christian Fellowship (Christian)
- God’s Ordained Dancers
- Hillel (Jewish)
- Interfaith Leadership Council
- Lutheran Student Movement
- Muslim Students Association
- Newman Association (Roman Catholic)
- Rejoice Gospel Choir

Other campus resources include:

**Newman Center**
2339 Liberty Street
The Catholic community offers celebration of Mass and weekly fellowship dinners.

**Hillel House**
2238 Chew Street
This center is where the Jewish community maintains a Kosher kitchen and hosts regular services and Shabbat dinners. It serves as a general drop-in center for the Jewish community.

**Residential Services**

Contact: Jan Schumacher, Director, Lower Level, Prosser Hall, ext. 3180

Residential Services is the organizing vehicle behind your living experience at Muhlenberg. The staff is comprised of a Director, a Senior Associate Director, an Associate Director, two Assistant Directors, Office Manager, Presidential Assistant, student office staff and approximately 63 of your peers referred to as Resident Advisors (RAs), Resident Liaisons (RLs), and Head Residents (HRs). The staff wears many hats: friend, counselor, peacekeeper, confidant, supporter, challenger, and confronter. Get to know them — they can be of great help.

A word of advice about roommates. Students frequently expect their new roommate to become their best friend, and surprisingly, it does occur. More realistically, a large part of college is meeting and working with different people. You and your roommate will have differences to work out. Your rooms have space, but are not particularly private. Give your roommate some space occasionally.

A word of advice about your floormates. Treat others as you expect to be treated. Your floor is your neighborhood and community. Play and work together, respect one another, and invite faculty and staff to your floor as friends or for a debate on some current topic.

The Office of Residential Services is also responsible for the operation and administration of the residence buildings, including room assignments, lotteries, furnishings, damage charges, vending machines, maintenance and housekeeping. You do have a legal housing contract. You don't have to read it, but you are obligated to it. A familiarity with your contractual obligations and rights could save you a lot of trouble.

The housekeeping staff is a committed group of people doing a tough job keeping your environment safe and clean. Frequently, a floor of students adopts a staff member as an honorary resident. Occasionally, a few students will be disrespectful to students and housekeeping. Please be considerate of others.

**Housing During College Vacations**

Muhlenberg has various breaks each semester. You are expected to visit family, do something fun with friends or whatever your imagination can conjure up. The idea is to take a break from this
place. We all need time to relax and rejuvenate. The hard fact is that your housing contract stipulates that the halls are closed at vacation. A limited number of students are given permission to stay during breaks. This allows for some heavy cleaning and checking of fire and safety equipment. Besides, you have worked hard and have earned a break from ‘Berg.”

**Seegers Union**

**Contact:** Glenn A. Gerchman, Director of Student Union and Campus Events, ext. 3494

The J. Conrad & Hazel J. Seegers Union provides a hub for integration of the tools for teaching and learning and a venue for educating the whole student. Seegers Union supports the campus in the development of individuals and community through education, socialization, advocacy, and the delivery of services.

Seegers Union is home to several departments and organizations including: The Office of Seegers Union and Campus Events, Dining Services, Student Activities, Student Government Association, Student Leadership and Development, Greek Affairs, Muhlenberg Activities Club, The Weekly, Ciarla, ‘Berg Bookshop, Community Engagement, the Student Organization Suite, Academic Resource Center, The Office of Disability Services and the Career Center.

**Building Hours of Operation:**

**Academic Year**
- Sunday – Thursday: 6AM-2AM
- Friday: 6AM-3AM
- Saturday: 7AM-3AM

**Summer Hours**
- Monday – Friday: 8AM-4:30PM
- Saturday & Sunday: Closed

**Office Hours of Operation:**

**Academic Year**
- Monday – Friday: 8:30AM-5PM
- Saturday & Sunday: Closed (Year Round)

**Summer Hours**
- Monday – Friday: 8:30AM–4:30PM

**Information Desk**

The Information Desk staff is available at ext. 3493 to assist you from 8:00 am to Midnight seven days a week while classes are in session.

**Meeting and Event Spaces**

Seegers Union offers a wide variety of social, meeting and programming spaces for the campus community. Seegers Union has the facilities and resources to host everything from an intimate meeting for 8 to a celebration for 2000 guests. The Red Door offers a great programming environment and is often the host location for comedians, student bands, DJ’s and dances as well as a place to gather to watch sporting or global events on multiple flat screens. There are also several informal social spaces for the community to gather to meet, study or relax through-out the day.

**ID Cards**

The Muhlenberg College ID Card functions as access to meal plans, library books, check cashing (Flex), and buildings (dorms). This card is non-transferable and is the property of Muhlenberg College. It is intended to last the duration of your stay. It is the cardholder’s responsibility to protect and maintain the condition of his/her card. If your card is lost or damaged, reports must be made in person at the Seegers Union Information Desk or by calling Campus Safety at ext. 3110. Please, no voice messaging. A nonrefundable fee of $25.00 is charged to replace damaged, lost, and stolen cards.
Dining Services
Muhlenberg College values the dining services program as a critical part of creating a healthy body and facilitating the development of an inquisitive and healthy mind. As part of a successful and active student center, Muhlenberg Dining offers excellent and unique experiences through creative and cultural menu planning, expert food preparation, and innovative presentation. As an important part of Muhlenberg’s learning community, each of our dining environments incorporates transparent facilities and inviting upscale casual dining opportunities in support of learning and socialization. Muhlenberg takes pride in providing a nutritionally balanced, appealing selection of food to meet varying needs, desires, and life styles of students, faculty, staff, and guests through unique and engaging experiences. Dining Services at Muhlenberg College will provide an affordable dining experience and be financially self-sustaining. Additional Information may be found at http://www.muhlenberg.edu/dining/.

Student Activities
Contact: Bev MacEwan, Director, Lower Level, Seegers Union, ext. 3657
The Student Activities Office provides programs, activities and services that advance the social, cultural and intellectual development of Muhlenberg College students. As advisors to the Muhlenberg Activities (MAC), we guide members to be independent thinkers capable of collaborative action. Through their group efforts, many exciting events are brought to campus—speakers, poets, movies, comedians, bands and other types of performers. Leadership and organizational skills are gained by those students involved in the planning and production of concerts such as The Wallflowers, Blues Traveler, Guster, Counting Crows, Jason Mraz, 311, Ben Folds and Third Eye Blind and performances by comedians like Jo Koy, Craig Robinson, Joel McHale, Robert Kelly and Demetri Martin. The Student Activities Office also co-sponsors events with other departments and student organizations and assists with special programs throughout the year including First Year Orientation, Family Weekend and Fall and Spring Festivals.

Student Leadership Development and Training
Contact: Chris Jachimowicz, Director of Student Leadership Programs, Lower Level, Seegers Union, ext. 3733
Muhlenberg College’s leadership programs offer inclusive leadership development activities emphasizing personal growth, skills development, and experiential learning congruent with the mission of Muhlenberg College.

In addition to opportunities for individual students, the College offers outreach services and programs to all student organizations in areas of group development and dynamics, problem solving and critical thinking.

Assessment and evaluation tools are used in creating and revising programs to best meet the varied student and student organization needs.
Student Organizations
Contact: Lee Kolbe, Student Life Office, Lower Level, Seegers Union, ext. 3562

This is a new beginning. With so many different student organizations on campus, it’s easy to become involved on campus and in the surrounding communities. You are going to spend most of your working life in some type of organizational structure—learn how to do it successfully. Be a doer in this world; you will be rewarded in many ways during your time at Muhlenberg, and after.

Official recognition of student organizations is by student initiative. There are well over 100 different groups active on campus. From academic to performance groups, there’s a club out there for you. If you don’t see your interests represented, you may find other students to join you in forming a new group. A current list of recognized clubs and organizations and requirements for new club applications can be found at www.muhlenberg.edu/main/campuslife/activities/organizations/list.html

Student Representation
Student Government Association (SGA)
Contact: Rebecca Romano ’14, Student Body President

Subject only to the regulations of the Board of Trustees and of the Faculty, the Student Government Association represents undergraduate students by voicing their concerns, promoting student interests, and advocating for student life and academic concerns at Muhlenberg College.

The Student Body elects a Student Body President and seven representatives from each class. These twenty-two members then elect the Vice President, Executive Secretary, Recording Secretary and Treasurer who serve as the Executive Board of the Student Government Association.

Through its standing committees, the SGA is involved in all aspects of campus life including, but not limited to: the recognition and funding of all campus clubs and organizations, recommending policy to campus officials, and generating ideas and programs beneficial to the entire campus. The College management looks to the SGA for student perspectives and influence on important issues facing the College.

Additional information, including the SGA’s governing documents, can be found on the Student Government Association website: sg.muhlenberg.edu

Board of Trustees
In the fall of 1971, the Board of Trustees acknowledged student concerns by granting two students the privilege of attending all Board meetings and by charging them with the responsibility of representing student opinion in matters coming before it. The Board specified that one of these students be the Student Government Association President.

The second student shall be selected as follows:
A. A sign-up sheet shall be made available at the Union desk no later than the first regularly scheduled meeting of the Student Government Association. Any regularly matriculated upper-class Muhlenberg student may apply.
B. From this list the Student Government Association shall select by interview the second student representative to the Board.
C. At the time of the interview, the prospect shall present the applications containing a rationale for applying and a description of the individual’s qualifications. This resume shall be read to the SGA immediately prior to the interview so as to acquaint the SGA with the applicant, as well as to give the interviewing body a basis for questioning.
D. These student representatives shall retain their seats on the Board from September until June of the following year, pending necessary replacement by the Student Government Association. The new President-elect may, with approval of the Board, sit as a third member from election until the end of the year.
College Committee on Campus Life

Campus Life encompasses the range of individual and collective experiences arising from participation in the College community. The Committee is a center for analysis of policies that shape the experience of campus life for all who work, teach, live and learn at the College.

Membership consists of 9 voting members: two students chosen by the Student Government Association, who may also be members of the Campus Life Committee of the Board of Trustees; three faculty members, elected by the faculty to three-year terms; one Staff Associate, appointed by the Vice President of Human Resources; the Dean of Students; the Provost; and the College Chaplain, all ex-officio, or their respective designees. Regularly scheduled meetings of the Committee shall be open to all members of the College community.

Faculty Committees

Each year eight students are appointed to serve as representatives to Faculty committees. Four of these students are selected annually to sit as student observers to Faculty meetings. They participate in discussions and may submit majority or minority reports to the Faculty. By vote of the Faculty on April 30, 1982, students have been granted voting privileges on the following committees:

A. The Academic Policy Committee (APC) is responsible for the establishment and implementation of all academic requirements and regulations for degrees in course, and for long-range planning in academic areas. The Committee has seven faculty members; the Provost and the Dean of the College for Academic Life, and the Registrar, ex officio; and two student members.

B. The Curriculum Committee exercises jurisdiction over the academic program of the College. It receives suggestions for course changes and makes recommendations to the Faculty regarding the addition or elimination of courses. It also serves as a review agency for students to waive academic requirements. The Committee has seven faculty members; the Provost, he Dean of the College for Academic Life, and the Registrar, ex officio; and two student members.

C. The Library Committee reviews activities and policies for the Trexler Library. It has six faculty members; the Dean of the College for Academic Life and the librarian, ex officio; and two student members.

D. The Teacher Education Committee oversees the teacher education program of the College. It has three faculty members; the Provost, the Dean of the College for Academic Life, and the Head of the Education Department, ex officio; and two student members.

The Board of Associates

The Associates are area civic, business and professional leaders who wish to maintain and strengthen ties between the College and the community. They work towards this goal by attending regular luncheon and dinner programs and sponsoring special projects. A student who is appointed by the Student Government Association President serves as a representative to the Board of Associates.

Lectures and Forum Committee

The committee has responsibility for the review of proposals and disbursement of funds for Lectures and Forums. Lectures: These programs are single appearances by an outside speaker and are connected to one or more academic courses. Attendance should include students beyond a single class. Forum: This program is comprised of a series of events, linked thematically, which will be of broad interest and bring attention to the College beyond the campus borders.

The Lectures and Forum Committee has three faculty members elected for three-year terms; two students recommended by Student Government; and the Dean of the College for Academic Life and the Vice President for Public Relations, ex officio.

This Committee is chaired by a Faculty member elected at its first meeting of each academic year.

Judicial Panel

The Judicial Panel Selection Committee shall nominate 32 students to serve on the College's Judicial Panel. The Judicial Panel Selection Committee consists of a member of the Student Government Association, Residential Services Student Staff, the Judicial Panel, Division of Student Affairs Staff, and the Student Conduct Officer. Students in good disciplinary and/or academic standing are eligible.
The candidates shall fill out an application and if invited, participate in the interview process. Nominations are approved by the Dean of Students.

**Student Shuttle**

**Contact:** Jane Schubert, Associate Dean of Students, Hass College Center  (484) 664-3182
Steve Goosley, Transportation/Shuttle Coordinator, Prosser Hall, (484) 664-3449

According to Muhlenberg College Policy, First-year students are not permitted to have cars on campus; however, there is a solution. The Muhlenberg College Student Shuttle provides accessible transportation to points of interest in Allentown. All students may ride the shuttle upon presentation of their Muhlenberg ID card.

The shuttle departs in front of the Center for the Arts. If the Student Shuttle Service has to cancel service for any reason, information can be obtained by calling the Student Information desk at 484-664-3493 or Campus Safety at 484-664-3112. If time permits, the cancellation will be posted on the College’s Message Board.

To obtain a schedule/list of destinations, please visit the Student Shuttle website at: [http://www.muhlenberg.edu/main/aboutus/deanst/services/shuttle.htm](http://www.muhlenberg.edu/main/aboutus/deanst/services/shuttle.htm)

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**Study Abroad Programs**

**Contact:** Susan Norling, Coordinator - Global Education, ext. 3446 or
Dr. Donna Kish-Goodling, Associate Dean - Global Education, ext. 3479
**Location:** Muhlenberg Multicultural Center, 2nd Floor, 2252 Chew Street

Muhlenberg College offers study abroad opportunities at quality institutions and universities. In a world that is becoming increasingly interdependent, study in another country represents a significant means by which students may better achieve their educational objectives. Study Abroad programs are available for students in all disciplines.

Why should you study abroad? Study abroad is the most effective way to gain an appreciation of other societies and cultures. Your international experiences may give you a competitive advantage in (1) gaining graduate school admission; (2) securing your first job; and (3) your future career advancement. You may return fluent in another language and you will likely return a more interesting and self-reliant person. For many, too, the study abroad program will be career or life defining.

Students participating in a semester or yearlong study abroad program will pay regular Muhlenberg tuition fees; and, if included as part of the study abroad program, Muhlenberg room and/or board fees. Students will receive the same financial aid package that would be provided were they to remain on campus, with the exception of a work-study grant. Typically, students study abroad during the junior year, for a semester or for the full year, although with approval, students may study abroad during the first semester of their senior year. Most study abroad programs offer transfer credits that directly meet major requirements. All study abroad programs provide courses that may be used to satisfy graduation requirements.

Interested students should attend the general and program specific study abroad information meetings organized by the Office of Global Education during the fall semester. The deadline for returning completed applications for study abroad during the 2013-2014 Academic Year is December 1, 2012.
WMUH (FM 91.7)
Contact: Bradley Ziegler ’14, Walson Hall, studio ext. 3456, wmuh@muhlenberg.edu
http://www.muhlenberg.edu/cultural/wmuh/wmuh.html

WMUH, a full-time FM and Web radio station, serving the world community and campus, gives students the opportunity to practice life and business skills, while, of course, having fun. Resume building experience can be gained in operations, promotion, public relations, business, sports announcing and other facets of broadcasting. Peer Training as well as Communications courses incorporate use of the station as a laboratory. WMUH broadcasts 24 hours a day, 365 days a year. Modern studios in Walson Hall and the move to digital recording and editing give students hands-on training in modern audio equipment. Students and community staff produce weekly programs of alternative rock, jazz, classical, folk, techno, blues, ethnic, news, and Mules sports. WMUH is heard around the world via web streaming and has become a highly respected radio outlet and cultural facet of the Lehigh Valley.

Writing Center
Contact: Emily Stockton-Brown, Assistant Director of the Writing Center, WICC, Level A of Trexler Library, ext. 3276, estockton-brown@muhlenberg.edu

Writing Center Tutors: The Writing Center provides drop-in tutorial sessions that usually last 30 minutes. All Muhlenberg students and employees are eligible for this service. These sessions are on a first-come, first-serve basis at the Writing Center, located on Level A of the Trexler Library in the Writing and Information Consultation Center. Appointments can also be made by visiting our web site.

Drop-In Center Hours of Operation
Sunday through Wednesday 3PM to 5PM and 7PM to 11PM
Thursday 3PM to 5PM and 7PM to 9PM

Writing Assistants: WAs are assigned to First-Year Seminars and work closely with the professor. Together, the WA and professor help you make the transition from high school to college writing. WAs attend class, lead workshop sessions on writing, and meet with you individually and in small groups throughout the semester.

Writing Mentors: Mentors provide weekly tutorial sessions for students that may benefit from more consistent, in-depth support. Mentors usually meet with students for one hour a week at a time and location that is convenient for the student and mentor. Students interested in working with a Writing Center Mentor should stop by the Academic Resource Center, or contact Emily Stockton-Brown, x3276, Assistant Director of the Writing Center, on level A of the Trexler Library.

Writing Associates: Writing Associates are writing tutors who are assigned to work with an upper-level class. Associates work directly with a professor. These tutors do not necessarily attend all classes, but work closely with the professor in developing writing workshops. Associates, possessing understanding of the material specific to the class, function as a resource both for the professor and the students throughout the semester.
AUTO SERVICES
AAA, Corporate Offices
1020 Hamilton Blvd.
Allentown
610-434-5141

Meineke
2717 MacArthur Road
Whitehall
610-820-9640

Speedy Auto Service
1326 Grape Street
Whitehall
610-776-0440

Kuhnsville Car Wash
5627 Tilghman Street
Upper Macungie
610-395-8011

BANKS
American Bank
4029 W. Tilghman Street
Allentown
610-366-1800

Wachovia
2002 W. Liberty Street
Allentown
610-439-4292

PNC Bank
1120 S. Cedar Crest Blvd.
Allentown
610-820-4900

TD Bank
1828 W. Tilghman Street
Allentown
610-439-1360

CHAMBER OF COMMERCE
Allentown-Lehigh Valley
Chamber of Commerce
610-437-9661

FITNESS CENTERS
LA Fitness
1515 Mauch Chunk Road
Allentown
610-432-7330

Westend Racquet, Swim & Fitness Club
4636 Crackersport Road
Allentown
610-395-3337
## HOTELS

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Allentown Crowne Plaza</td>
<td>904 W. Hamilton Street</td>
<td>Allentown</td>
<td>610-433-2221</td>
</tr>
<tr>
<td>Comfort Inn Lehigh Valley West</td>
<td>7625 Imperial Way</td>
<td>Allentown</td>
<td>610-391-0344</td>
</tr>
<tr>
<td>Comfort Suites of Allentown</td>
<td>3712 Hamilton Blvd.</td>
<td>Allentown</td>
<td>610-437-9100</td>
</tr>
<tr>
<td>Days Inn Conference Center</td>
<td>1151 Bulldog Drive</td>
<td>Allentown</td>
<td>610-395-3731</td>
</tr>
<tr>
<td>Glasbern Country Inn</td>
<td>2141 Pack House Road</td>
<td>Fogelsville</td>
<td>610-285-4723</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>7471 Keesler Way</td>
<td>Allentown</td>
<td>610-391-1500</td>
</tr>
<tr>
<td>Hawthorn Suites</td>
<td>7720 Main Street</td>
<td>Fogelsville</td>
<td>610-366-9422</td>
</tr>
<tr>
<td>Holiday Inn Express</td>
<td>3620 Hamilton Blvd.</td>
<td>Allentown</td>
<td>610-437-9255</td>
</tr>
<tr>
<td>Holiday Inn-West</td>
<td>7736 Adrienne Drive</td>
<td>Breinigville</td>
<td>610-391-1000</td>
</tr>
<tr>
<td>Howard Johnson</td>
<td>3220 Hamilton Blvd.</td>
<td>Allentown</td>
<td>610-439-4000</td>
</tr>
<tr>
<td>McIntosh Inn</td>
<td>1701 Catasauqua Road</td>
<td>Allentown</td>
<td>610-264-7531</td>
</tr>
<tr>
<td>Microtel Inn</td>
<td>1880 Steelstone Road</td>
<td>Allentown</td>
<td>610-266-9070</td>
</tr>
<tr>
<td>Ramada Inn</td>
<td>1500 MacArthur Road</td>
<td>Whitehall</td>
<td>610-439-1037</td>
</tr>
<tr>
<td>Four Points Sheraton</td>
<td>3400 Airport Road</td>
<td>Allentown</td>
<td>610-266-1000</td>
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### LAUNDRY/DRY CLEANING

<table>
<thead>
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<th>Name</th>
<th>Address</th>
<th>City</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Carriage House</td>
<td>1702 Allen Street</td>
<td>Allentown</td>
<td>610-439-9686</td>
</tr>
<tr>
<td>Village West Cleaners</td>
<td>3100 West Tildman Street</td>
<td>Allentown</td>
<td>610-820-6336</td>
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### MALLS & SHOPPING CENTERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Lehigh Valley Mall</td>
<td>Route 22 &amp; MacArthur Road</td>
<td>Whitehall</td>
<td>610-264-5511</td>
</tr>
<tr>
<td>Shops at Cedar Point</td>
<td>3900 Hamilton Blvd.</td>
<td>Allentown</td>
<td>610-391-0344</td>
</tr>
<tr>
<td>Village West Shopping Center</td>
<td>Whitehall Mall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Tilghman &amp; Cedar Crest Blvd.</td>
<td>MacArthur Road &amp; Grape Street</td>
<td></td>
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<tr>
<td>Allentown</td>
<td>Whitehall</td>
<td></td>
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<table>
<thead>
<tr>
<th>The Promenade Shops at Saucon Valley</th>
<th>The Shoppes at Sands</th>
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<tbody>
<tr>
<td>2845 Center Valley Parkway</td>
<td>77 Sands Boulevard</td>
</tr>
<tr>
<td>Center Valley</td>
<td>(Please use 901 Daly Ave on GPS devices)</td>
</tr>
<tr>
<td>610-791-9707</td>
<td>Bethlehem</td>
</tr>
<tr>
<td></td>
<td>1-877-726-3777</td>
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<table>
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<th>POST OFFICE</th>
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<tr>
<td>Allentown Post Office</td>
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<tr>
<td>442 West Hamilton</td>
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<tr>
<td>Allentown</td>
</tr>
<tr>
<td>610-266-5300</td>
</tr>
<tr>
<td>The Campus Shop</td>
</tr>
<tr>
<td>2301 Liberty Street</td>
</tr>
<tr>
<td>Allentown</td>
</tr>
<tr>
<td>610-433-6582</td>
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<table>
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<tr>
<th>RESTAURANTS</th>
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<tbody>
<tr>
<td>Attilio's Restaurant &amp; Pizzeria</td>
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<tr>
<td>Cedar Crest Plaza</td>
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<tr>
<td>Allentown</td>
</tr>
<tr>
<td>610-395-7006</td>
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<tr>
<td>Bamboo</td>
</tr>
<tr>
<td>245 S. Cedar Crest Boulevard</td>
</tr>
<tr>
<td>Allentown</td>
</tr>
<tr>
<td>610-770-8899</td>
</tr>
<tr>
<td>Buca di Beppo</td>
</tr>
<tr>
<td>714 Grape Street</td>
</tr>
<tr>
<td>Whitehall</td>
</tr>
<tr>
<td>610-264-3389</td>
</tr>
<tr>
<td>Carrabba's</td>
</tr>
<tr>
<td>510 S. Cedar Crest Boulevard</td>
</tr>
<tr>
<td>Allentown</td>
</tr>
<tr>
<td>610-439-6100</td>
</tr>
<tr>
<td>Jack Creek Steakhouse</td>
</tr>
<tr>
<td>1900 Catasauqua Road</td>
</tr>
<tr>
<td>Allentown</td>
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<tr>
<td>2071 31st Street SW</td>
</tr>
<tr>
<td>610-264-8888</td>
</tr>
<tr>
<td>Louise's</td>
</tr>
<tr>
<td>610-434-2340</td>
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<tr>
<td>Menchie’s Frozen Yogurt</td>
</tr>
<tr>
<td>353 S. Cedar Crest Boulevard</td>
</tr>
<tr>
<td>Allentown</td>
</tr>
<tr>
<td>610-841-1900</td>
</tr>
<tr>
<td>Morgan’s</td>
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<td>3079 Willow Street</td>
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<td>Allentown</td>
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<tr>
<td>610-796-4100</td>
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<td>Olive Garden</td>
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<td>715 Grape Street</td>
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<td>Whitehall</td>
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<tr>
<td>610-266-6777</td>
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<tr>
<td>Outback Steakhouse</td>
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<tr>
<td>3100 W. Tilghman Street</td>
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<td>Allentown</td>
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<tr>
<td>610-437-7117</td>
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<tr>
<td>Pistachio</td>
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<td>341 S. Cedar Crest Boulevard</td>
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<tr>
<td>Allentown</td>
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<tr>
<td>610-435-7007</td>
</tr>
<tr>
<td>PJ Wheelihan’s Pub</td>
</tr>
<tr>
<td>4595 Broadway</td>
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<td>Allentown</td>
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<tr>
<td>610-395-2532</td>
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<tr>
<td>Red Robin Grill</td>
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<tr>
<td>Tilghman Square Mall</td>
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<tr>
<td>1328 W. Tilghman Street</td>
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<tr>
<td>Allentown</td>
</tr>
<tr>
<td>610-770-1444</td>
</tr>
<tr>
<td>Sunset Grille</td>
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<tr>
<td>Ruby Tuesday</td>
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<tr>
<td>101 Lehigh Valley Mall</td>
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<tr>
<td>Allentown</td>
</tr>
<tr>
<td>6751 Ruppsville Road</td>
</tr>
<tr>
<td>610-395-9822</td>
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146
<table>
<thead>
<tr>
<th>Restaurant/Location</th>
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<tbody>
<tr>
<td>The Bay Leaf Restaurant</td>
<td>935 Hamilton Mall Allentown</td>
<td>610-433-4211</td>
</tr>
<tr>
<td>T.G.I. Fridays</td>
<td>395 S. Cedar Crest Blvd. Allentown</td>
<td>610-776-8188</td>
</tr>
<tr>
<td>Wert's Café</td>
<td>515 N. 18th Street Allentown</td>
<td>610-439-0951</td>
</tr>
<tr>
<td><strong>THEATERS</strong></td>
<td></td>
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<tr>
<td>AMC Tilghman 8 Theatres</td>
<td>4608 Broadway Allentown</td>
<td>610-391-0780</td>
</tr>
<tr>
<td>Nineteenth Street Theater</td>
<td>527 N. 19th Street Allentown</td>
<td>610-432-0888</td>
</tr>
<tr>
<td>Carmike Cinemas 16</td>
<td>1700 Catasauqua Road Hanover</td>
<td>(610) 264-9694</td>
</tr>
<tr>
<td>Emmaus Theater</td>
<td>19 S. 4th Street Emmaus</td>
<td>610-965-2878</td>
</tr>
<tr>
<td>Roxy Theater</td>
<td>2004 Main Street Northampton</td>
<td>610-262-7699</td>
</tr>
<tr>
<td>Rave Motion Picture Theaters – Promenade 16</td>
<td>2805 Center Valley Parkway Center Valley</td>
<td>610-709-8635</td>
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## GUIDE TO HUMAN SERVICES

### 24-Hour Hotlines

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>AIDS</td>
<td>800-342-2437</td>
</tr>
<tr>
<td>Alcoholics Anonymous</td>
<td>610-882-0558</td>
</tr>
<tr>
<td>Crime Victims Council</td>
<td>610-437-6611</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>Lifeline (Listening)</td>
<td>610-861-5105</td>
</tr>
<tr>
<td>NarAnon</td>
<td>610-778-2100</td>
</tr>
<tr>
<td>Victims Witness Program (Violent Crimes)</td>
<td>610-433-4588</td>
</tr>
<tr>
<td>AIDS Services Center</td>
<td>610-974-8701</td>
</tr>
<tr>
<td>AIDS Toll Free Hotline</td>
<td>800-342-2437</td>
</tr>
<tr>
<td>American Diabetes Association</td>
<td>610-435-6700</td>
</tr>
<tr>
<td>American Heart Association</td>
<td>610-867-0583</td>
</tr>
<tr>
<td>American Lung Association of Lehigh Valley</td>
<td>610-867-4100</td>
</tr>
<tr>
<td>Cancer Society of Lehigh Valley</td>
<td>888-227-5445</td>
</tr>
<tr>
<td>Epilepsy Center of Sacred Heart Hospital</td>
<td>610-776-5166</td>
</tr>
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</table>

### Alcohol & Drug Problems: Pennsylvania

**Muhlenberg College Counseling and Development Center** 484-664-3178

- Adolescent & Al-Anon Family Group 610-778-2066
- Alcoholics Anonymous 610-882-0558
- Confront/Treatment Trends 610-433-0148
- Council on Alcohol & Drug Abuse 610-437-0801
- Lehigh Valley Drug & Alcohol Intake Unit 610-432-2228
- Halfway Home of Lehigh Valley 610-439-0218
- Intensive Out-Patient Treatment Alternative 610-974-8959
- Lutheran Social Ministries of the Lehigh Valley 610-692-1337
- Northeast Ministry 610-691-3355
- PENNSAC 800-582-7746
- Tasc-Treatment Alternatives to Street Crime 610-432-6760

### Birth Control - Family Planning

- Allentown Women's Center 610-770-9077
- Care Net Pregnancy Center 610-821-4000
- Catholic Charities 610-435-1541
- Planned Parenthood of Allentown 610-439-1033

### Counseling - Treatment for Personal, Family, Marriage Problems

**Muhlenberg College Counseling and Development Center** 484-664-3178

- Council on Alcohol & Drug Abuse 610-435-0801
- Family & Counseling Services of the Lehigh Valley 610-435-9651
- Jewish Family Service 610-621-8722
- Lehigh County Mental Health (BSU) 610-782-3135

### Diseases

- AIDS Services Center 610-974-8701
- AIDS Toll Free Hotline 800-342-2437
- American Diabetes Association 610-435-6700
- American Heart Association 610-867-0583
- American Lung Association of Lehigh Valley 610-867-4100
- Cancer Society of Lehigh Valley 888-227-5445
- Epilepsy Center of Sacred Heart Hospital 610-776-5166

### Health Services - Referral/Testing/Treatment

**Muhlenberg College Student Health Center** 484-664-3199

- Allentown Women's Center 610-770-9077
- American Red Cross (Bethlehem) 610-865-4400
- Health Bureau (Allentown Health) 610-437-7760
Hospitals
Lehigh Valley Hospital - 17th & Chew................................................................. 610-402-8000
Lehigh Valley Hospital - Cedar Crest & I78....................................................... 610-402-8000
Sacred Heart Hospital......................................................................................... 610-776-4500
St. Luke’s – Allentown....................................................................................... 610-770-8300

Information Services
Valley Wide Help.............................................................................................. 610-435-7111

Legal Services
Lawyer Referral Service - Lehigh Valley............................................................ 610-433-7094

Mental Health - Mental Retardation
Lehigh County..................................................................................................... 610-782-3200
Northampton County.......................................................................................... 610-974-7555

Self-Help Support Groups
Alliance for the Mentally Ill – Lehigh Valley Chapter......................................... 610-882-2102
Cancer Support Groups of Lehigh Valley Hospital............................................ 610-402-2273
CONFRONT/Treatment Trends........................................................................ 610-433-0148
Overeaters Anonymous...................................................................................... 610-435-2736
Turning Point Hotline (Domestic Violence)..................................................... 610-437-3369
## Quick Guide to Muhlenberg College

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>WHO TO SEE</th>
<th>WHERE TO GO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences: Class/Exams/Medical</td>
<td>Course Instructor</td>
<td>Instructor’s Office</td>
</tr>
<tr>
<td></td>
<td>Health Services</td>
<td>Health Center (Ext. 3199)</td>
</tr>
<tr>
<td></td>
<td>Faculty Advisor</td>
<td>Advisor’s Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advisor’s Office</td>
</tr>
<tr>
<td>Academic: Advisement</td>
<td>Faculty Advisor</td>
<td>Advisor’s Office</td>
</tr>
<tr>
<td>Requirements</td>
<td>Faculty Advisor/Registrar</td>
<td>Ground Level of Haas College Center (Ext. 3190)</td>
</tr>
<tr>
<td>Support</td>
<td>Academic Resource Center</td>
<td>Lower Level of Seegers Union (Ext. 3433)</td>
</tr>
<tr>
<td>Activities</td>
<td>Student Activities Office</td>
<td>Lower Level of Seegers Union (Ext. 3657)</td>
</tr>
<tr>
<td>Mills</td>
<td>Cashier, Athena Vito</td>
<td>Ground Level of Haas College Center (Ext. 3155)</td>
</tr>
<tr>
<td></td>
<td>(Controller’s Office)</td>
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</tr>
<tr>
<td>Career Information</td>
<td>The Career Center</td>
<td>Lower Level of Seegers Union (Ext. 3170)</td>
</tr>
<tr>
<td>Change of Address</td>
<td>Registrar</td>
<td>Ground Level of Haas College Center (Ext. 3190)</td>
</tr>
<tr>
<td>Clubs and Organizations</td>
<td>Student Activities Office</td>
<td>Lower Level of Seegers Union (Ext. 3657)</td>
</tr>
<tr>
<td>Computer Assistance</td>
<td>Student Help Desk/Office</td>
<td>Ground Level of Ettinger, Ettinger 003 (Ext. 3375)</td>
</tr>
<tr>
<td></td>
<td>of Information Technology</td>
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</tr>
<tr>
<td>Counseling</td>
<td>Ailis Kelly</td>
<td>Health Services, Life Sports Center, (Ext. 3178)</td>
</tr>
<tr>
<td>Disciplinary Information</td>
<td>Jane Schubert</td>
<td>Dean of Students Office, Haas College Center (Ext. 3182)</td>
</tr>
<tr>
<td>Employment: Work Study</td>
<td>Financial Aid Office</td>
<td>Ground Level of Haas College Center (Ext. 3175)</td>
</tr>
<tr>
<td>Event Planning</td>
<td>Seegers Union Office</td>
<td>First Floor of Seegers Union (Ext. 3494)</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Greg Mitton</td>
<td>Ground Level of Haas College Center (Ext. 3175)</td>
</tr>
<tr>
<td>Housing</td>
<td>Office of Residential Services</td>
<td>Ground Level of Prosser Hall (Ext. 3180)</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td>I.D. Cards</td>
<td>Christine Lake</td>
<td>Seegers Union (Ext. 3484)</td>
</tr>
<tr>
<td>Information Desk</td>
<td>Information Desk</td>
<td>First Floor of Seegers Union (Ext. 3493)</td>
</tr>
<tr>
<td>Intramurals</td>
<td>Brad Hackelt</td>
<td>Life Sports Center</td>
</tr>
<tr>
<td></td>
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<td>(Ext. 3590)</td>
</tr>
<tr>
<td>Key Replacement</td>
<td>Office of Residential Services</td>
<td>Ground Level of Prosser Hall (Ext. 3180)</td>
</tr>
<tr>
<td>Library</td>
<td>Trexler Library</td>
<td>(Muhlenberg.edulibrary)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Ext. 3550)</td>
</tr>
<tr>
<td>Loss of Relative or Family</td>
<td>Dean of Students Office</td>
<td>Third Floor of Haas College Center (Ext. 3182)</td>
</tr>
<tr>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Information Desk</td>
<td>First Floor of Seegers Union (Ext. 3493)</td>
</tr>
<tr>
<td>Mail</td>
<td>Mailroom</td>
<td>Behind Trumbauer (Ext. 3160)</td>
</tr>
<tr>
<td>SUBJECT</td>
<td>WHO TO SEE</td>
<td>WHERE TO GO</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Meal Plans</td>
<td>Seegers Union Office</td>
<td>First Floor of Seegers Union (Ext. 3494)</td>
</tr>
<tr>
<td>Meeting Rooms (Reservations)</td>
<td>Seegers Union Office</td>
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</tr>
<tr>
<td>Multicultural Life</td>
<td>Robin Riley/Casey</td>
<td>Multicultural Center (Ext. 3228)</td>
</tr>
<tr>
<td>Office of Information Technology</td>
<td>Steve Mainak</td>
<td>Ground Level of Ettinger, Ettinger 003 (Ext. 3375)</td>
</tr>
<tr>
<td>Orientation Program</td>
<td>Dean Michael Huber</td>
<td>Academic Life Office, Haas College Center (Ext. 3133)</td>
</tr>
<tr>
<td>Parking</td>
<td>Campus Safety Office</td>
<td>Ground Level of Prosser Hall (Ext. 3110)</td>
</tr>
<tr>
<td>President’s Office</td>
<td>Martha O’Connor</td>
<td>Third Floor, Haas College Center (Ext. 3125)</td>
</tr>
<tr>
<td>Room Repairs and Maintenance</td>
<td>Office of Residential Services</td>
<td>Ground Level of Prosser Hall (Ext. 3180)</td>
</tr>
<tr>
<td>Scholarships and Loans</td>
<td>Greg Milton</td>
<td>Financial Aid Office, Haas College Center (Ext. 3175)</td>
</tr>
<tr>
<td>Student Government</td>
<td>Rebecca Romano</td>
<td>Lower Level Seegers Union (Ext. 3288)</td>
</tr>
<tr>
<td>Study Abroad Information</td>
<td>International Programs Office</td>
<td>Multicultural Center (Ext. 3446)</td>
</tr>
<tr>
<td>Summer Study</td>
<td>Summer Study Offices</td>
<td>John P. Gabriel House (Ext. 3300)</td>
</tr>
<tr>
<td>Theater Ticket Sales</td>
<td>Box Office</td>
<td>Lower Level of Tieder Pavilion (Ext. 3333)</td>
</tr>
<tr>
<td>Thefts</td>
<td>Campus Safety Office</td>
<td>Ground Level of Prosser Hall (Ext. 3110)</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Registrar</td>
<td>Ground Level of Haas College Center (Ext. 3190)</td>
</tr>
<tr>
<td>Vehicle Reservations</td>
<td>Steve Goosley</td>
<td>Ground Level of Prosser Hall (Ext. 3445)</td>
</tr>
<tr>
<td>Withdrawal from College</td>
<td>Registrar</td>
<td>Ground Level of Haas College Center (Ext. 3190)</td>
</tr>
</tbody>
</table>

**FREQUENTLY CALLED NUMBERS**

<table>
<thead>
<tr>
<th>Extension</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Resource Center......3433</td>
<td>Library..........................3550</td>
</tr>
<tr>
<td>Berg Bookshop..................3492</td>
<td>Life Sports Center............3380</td>
</tr>
<tr>
<td>Campus Safety.....................3110</td>
<td>Mailroom.........................3160</td>
</tr>
<tr>
<td>The Career Center...............3170</td>
<td>Registrar........................3190</td>
</tr>
<tr>
<td>Counseling Services.............3178</td>
<td>Residential Services........3180</td>
</tr>
<tr>
<td>Dean of Students Office........3182</td>
<td>Student Help Desk............3375</td>
</tr>
<tr>
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<td>Student Activities Office.........3657</td>
</tr>
<tr>
<td>Health Services..................3199</td>
<td>Shuttle..........................3449</td>
</tr>
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<td>Information Desk..................3493</td>
<td>Writing Center................3276</td>
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