

# STUDENT HANDBOOK 2001-02

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Lafayette College reserves the right in its sole judgment to amend any policy or program described herein without prior notice to persons who might thereby be affected. At its sole option, the College may suspend or eliminate courses, academic departments, or degree programs; change curricular offerings, graduation requirements, and regulations on standing of students; alter its class schedule and academic calendar; or make changes of any nature whenever in its judgment such changes are desirable for any reason. The provisions of this publication are not to be regarded as an irrevocable contract between the College and the student. Payment of tuition or attendance at any classes shall constitute acceptance by the student of the College's rights as set forth in this paragraph.

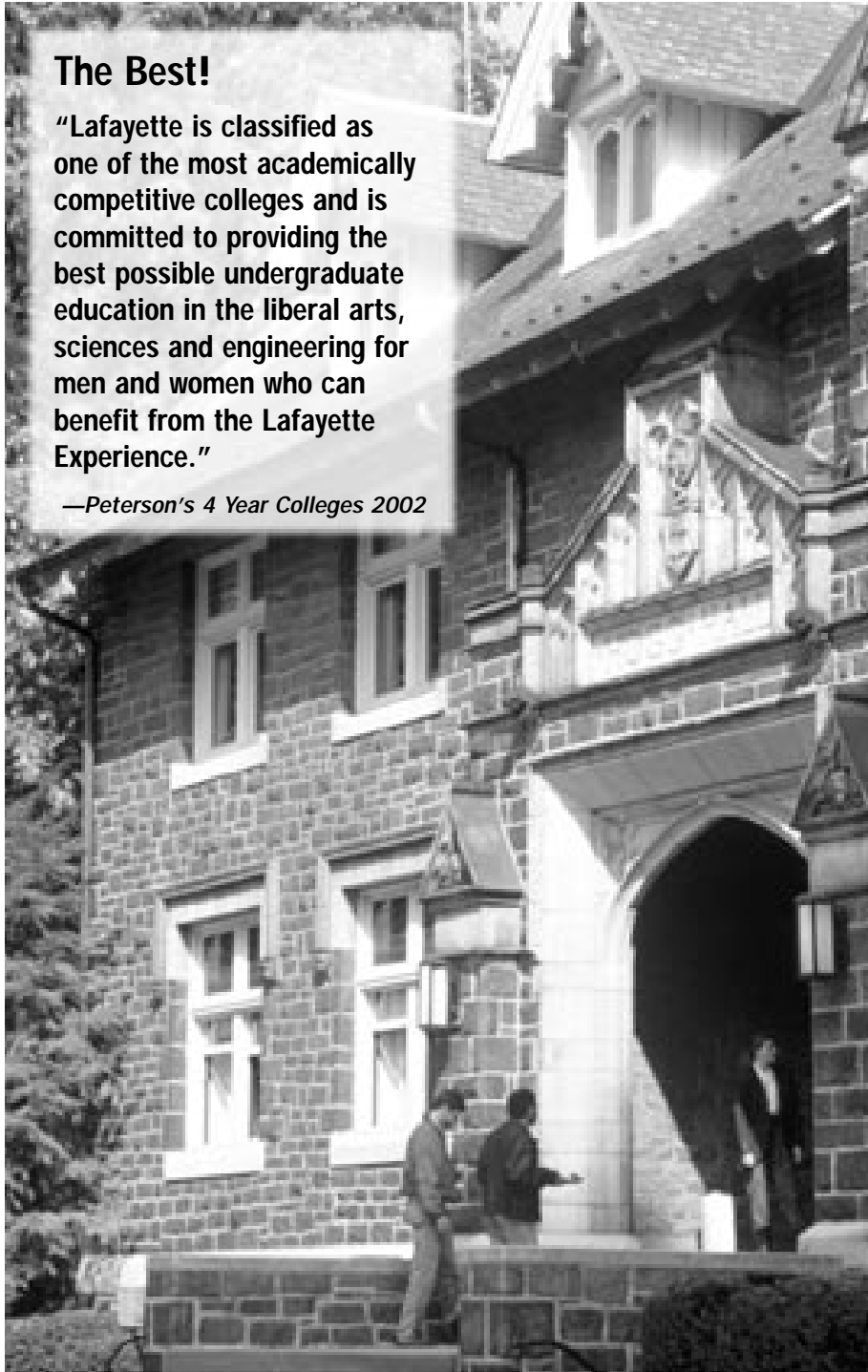
Lafayette College complies with all applicable federal and state legislation and does not in any way discriminate in educational programs or in employment on the basis of gender, race, color, religion, creed, national origin, ancestry, age, physical ability, or sexual orientation. Students who believe that this policy has been violated should utilize the grievance procedure described on page 87 in Title VI, IX, and Sec. 504.

Produced by the Office of Public Information for the Office of the Dean of Students,  
107 Markle Hall, Easton, PA 18042; (610) 330-5082

## The Best!

“Lafayette is classified as one of the most academically competitive colleges and is committed to providing the best possible undergraduate education in the liberal arts, sciences and engineering for men and women who can benefit from the Lafayette Experience.”

—Peterson's 4 Year Colleges 2002



## RIGHTS AND RESPONSIBILITIES

The Statement on the Rights and Responsibilities of Students at Lafayette College and the Code of Conduct set forth the philosophical basis for the governing of student conduct at Lafayette and specify certain regulations agreed upon by students, faculty, administrative officers, and trustees for the general welfare of the community. They also delineate areas of responsibility for the students. In all matters of personal conduct, whether in academic work or social life, students are expected to be responsible members of the College community and to contribute to the best development of other students and the College as a whole.

### STATEMENT ON THE RIGHTS AND RESPONSIBILITIES OF STUDENTS

The Statement on the Rights and Responsibilities of Students was written by a committee appointed especially for that purpose. Before its adoption, it was reviewed by the Student Council and the Faculty. These two groups approved the statement and, on May 31, 1968, the Board of Trustees adopted it as the official College Statement on Student Rights and Responsibilities. It was modified in 1973, 1978, and 1983 by concurrent action of the Student Government, the Faculty, and the Board of Trustees.

### PREAMBLE

The chartered functions and the goals of Lafayette College include the transmission of knowledge, the pursuit of truth, and the creation of an atmosphere conducive to the development of students. The College recognizes that education takes place not only in the classroom, but in the library, in meeting rooms, on the playing fields, and in residence halls.

Freedom of inquiry and freedom of expression are indispensable to the attainment of the goals of Lafayette College. All members of the College community share the responsibility to secure and to respect general conditions conducive to enjoyment of these freedoms. As members of this community, students are encouraged to develop the capacity for critical judgment and for the independent search for truth. They should exercise their freedom in such a way as to preserve the freedom of others and with regard for the good of the whole community.

### I. FREEDOM OF ACCESS TO EDUCATION

Admission to Lafayette College is competitive. Admission policies are established by the faculty upon recommendation of the Admissions, Financial Aid, and Enrollment Planning Committee. Admission is offered to those applicants who are judged best able to benefit from a Lafayette education on the basis of high school record, examination scores, evidence of good character, leadership potential, and other personal qualities. There is no discrimination on the basis of gender, race, color, religion, creed, national origin, ancestry, age, physical ability, or sexual orientation (please refer to page 87 for grievance procedure). By matriculating at Lafayette, the student signifies willingness to contribute to the learning of others, to promote the welfare of the College, and to adhere to the regulations established by the College. The facilities and services of the College are available to all Lafayette students.

## II. IN THE CLASSROOM

At Lafayette, students are encouraged to engage in free discussion, inquiry, and expression. Student performance is evaluated solely on academic achievement, including adherence to the traditional canons of scholarly honesty and integrity, and not on unrelated opinions or conduct.

While they are responsible for maintaining standards of academic performance established for each course in which they are enrolled, students have the right to be informed of the procedures or standards by which they are to be graded. Students who believe that they have been subjected to prejudiced or capricious academic evaluation may ask a professor to explain any grade and, if dissatisfied, may appeal for a review of their performance and grade to the head of the department in which the course is given. If still dissatisfied, students may then appeal to the Academic Progress Committee (contact the office of the Dean of Studies). In appealing, students may enlist the aid of any willing faculty member.

Students who cheat on examinations, plagiarize, or are otherwise dishonest, or who help others to do so, are subject to disciplinary action, carried out according to the procedural standards described in Section VI of this statement. Penalties normally range from a zero on an assignment to suspension or expulsion from the College, depending upon the nature of the offense.

## III. STUDENT RECORDS

The academic records of students are maintained in the Office of the Registrar. These records contain the chosen degree program, all course registrations, grades and credits received, transfers of academic credits from other institutions, academic honors and awards, dates of attendance, notations of voluntary or involuntary withdrawals and readmissions, and a statement of graduation. The preceding data are displayed in academic transcripts issued on authorization of the student.

Records in the Office of the Dean of Studies include application for admission, copies of correspondence, records of interviews, and other materials which may be useful in advising a student. These elements of the records are confidential.

The deans, other administrative officers, and faculty members are asked from time to time to evaluate students and alumni in connection with applications for employment, admission to graduate and professional schools, or for other reasons. Persons who provide such statements are responsible to the recipient and to the subject equally, to be scrupulously honest and fair in their judgment. The listing of an office or officer of the College as a reference is regarded as authorization to furnish a full and frank evaluation.

According to College policy, one copy of the midterm grade report (D and F grades only) is mailed to students at their home addresses and a second copy is mailed to students at their campus addresses. Two copies of the final grade report (one for the student, one for the parents) are mailed together to the student at the home address. Independent students (with full responsibility for the cost of their education), who prefer that grades not be mailed to their parents, may fill out a form in the Registrar's office indicating that choice.

College policies and procedures governing access to student records and the release of information contained therein are consistent with the Family

Educational Rights and Privacy Act of 1974. (For more details, see Section, "Policy on Student Records.")

## IV. STUDENT AFFAIRS

### Freedom of Association, Inquiry, and Expression

Students are free to organize and join associations to promote their common interests, and student organizations may be accorded use of College facilities and resources when available so long as such interests and use are compatible with the purposes and function of the College. Extracurricular organizations must be approved by Student Government, subject to faculty review. All extracurricular organizations are encouraged to seek the advice of faculty members, and student living groups must have faculty advisers elected by their members. All student organizations must have constitutions and must adhere to their stated purposes. If student organizations are affiliated with organizations outside Lafayette College, the relationships must not interfere with objectives and activities of the College.

No campus organization, including fraternities and sororities, may discriminate on the basis of race, creed, or national origin. Religious qualifications, however, may be required by organizations whose aims are primarily sectarian.

Students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly means, including any means of peaceful assembly or advocacy which do not interfere with or disrupt the operations of the College.

Actions by individuals or groups to prevent speakers invited to the campus from speaking, to disrupt the operations of the College, or to obstruct and restrain other members of the College community and campus visitors by physical force are destructive of the pursuit of learning and of a free society. All members of the Lafayette College community are under a strong obligation to protect its processes from these tactics.

Student organizations may invite speakers of their choosing. They should consult with a responsible representative of the College, such as the dean or faculty adviser of the organization, to insure that there is orderly scheduling of the facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to the academic community. While students are expected to follow procedures prescribed by the College with respect to requesting facilities for their programs, the College shall not use its control of facilities as a device for censorship. The College has affirmed that faculty members and students shall enjoy freedom in their teaching, learning, and research. Speakers are brought to campus to allow consideration of a wide range of opinions in a forum of free inquiry; the appearance of a speaker on campus in no way indicates agreement with his or her views or endorsement of his or her position.

### Student Participation in Institutional Government

Students are free, as individuals and as groups, to express their views on matters of College policy and on other issues of interest to them. The Student Government, the campus newspaper, and other organizations provide forums for discussion and orderly means for the communication of opinion to the

College authorities. Other avenues for expression and communication may be developed as the need arises.

### **Student Publications**

Lafayette College regards student publications as valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the College community and of formulating student opinions on campus issues and world affairs.

Since Lafayette meets this commitment by providing funds and facilities for these activities, it may have to bear legal and financial responsibility for the content and operation of the publications. Within the limits imposed by this responsibility, Lafayette is committed to freedom of expression in order that student publications may maintain their integrity of purpose.

The freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, slander, obscenity, undocumented allegations, and the techniques of harassment and innuendo. All student publications must explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College or student body.

For the protection of the editorial freedom of student publications, the College subscribes to the following safeguards:

1. The student press is free of censorship and advance approval of copy, and its editors and managers are free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications are protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for the aforementioned causes are editors and managers subject to removal and then by orderly procedures.

### **V. EXERCISE OF RIGHTS OF CITIZENSHIP: INSTITUTIONAL AUTHORITY AND LEGAL PENALTIES**

Lafayette College students are both citizens and members of the academic community. As citizens they enjoy the same rights—for example, freedom of speech, peaceful assembly, and right of petition—and obligations that other citizens enjoy and, as members of the academic community, they are subject to the rights and obligations which accrue to them by virtue of this membership. College authority is not employed to inhibit the exercise of rights of citizenship either on or off campus, but neither do students have special rights with respect to the use of campus quarters and the employment of the College as sanctuary.

Actions of students may, upon occasion, result in violation of law and incur penalties prescribed by civil authorities. In such cases, College officials are prepared to apprise students of sources of legal counsel and may offer such other assistance as appropriate. The authority of the College will not be used merely to duplicate the function of general laws. There may be instances where violation of the public law by a student may affect adversely the interests of the College. Under such circumstances, the College may take disciplinary action. When the authority of the College is so asserted, the student is enti-

tled to the Procedural Standards in Disciplinary Proceedings described in Section VI. The student who, in the course of off-campus activity, incidentally violates institutional regulations such as those relating to class attendance will be subject to no greater penalty than normally would be imposed.

Students are representatives of Lafayette College and conduct away from campus can reflect upon Lafayette as well as upon the individual. College action is independent of external pressure.

### **VI. PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS**

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, the College has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for the students who attend, and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards are observed to insure justice and fairness to those who violate the standards of the College.

#### **A. Academic Dishonesty**

The Dean of Studies is the individual designated by the faculty and the Board of Trustees to be responsible for the observance and the enforcement of the standards of academic honesty.

#### **B. Academic Disciplinary Procedures**

1. In cases of suspected dishonesty, the instructor shall consult with another member of the department, normally the head of the department, to obtain a second opinion of the evidence.
2. If the instructor's assessment is upheld by the second member of the department, the instructor shall send the Dean a written statement of charges and send a copy to the head of the department.
3. The student shall be notified by the Dean of the charges that have been filed and that he or she may elect one of three courses of action.
  - a. He or she may admit the alleged violation and request that the Dean take whatever action seems appropriate. The Dean, however, may choose to refer the case to the Academic Progress Committee.
  - b. He or she may admit the alleged violation and request a hearing before the Academic Progress Committee.
  - c. He or she may deny the alleged violation, in which case the Dean will refer the matter to the Academic Progress Committee. Normally the chair of the Academic Progress Committee chairs academic dishonesty hearings. However, if the committee chair is not available, another faculty member of the committee may be elected by the committee members to chair an academic dishonesty hearing.

A quorum of the Committee shall consist of five members of whom at least three have faculty status. Decisions will be made by a majority vote of those present.

The Academic Progress Committee shall be informed of all action taken by the Dean.

4. At least 48 hours prior to the hearing before the Dean or the Academic Progress Committee, the student shall be given written notification of the time and place of the meeting and a written statement of the specific charges and the grounds for them.
5. Normally the Dean shall present the case to the Committee on behalf of the College. The student may elect to produce evidence and witnesses on his or her behalf and have the opportunity to hear and question all adverse witnesses. The Committee may require the instructor in the course or other witnesses to be present.
6. Hearings shall be open only to the members of the Committee, to the student, to the person or persons bringing the charges, and, for the relevant portions of the hearing, to witnesses called by the student, the Dean, or the Committee. In addition, the student may be accompanied by an individual chosen as adviser by the student from the student body, faculty, or administrative officers of the College. The purpose of the adviser shall be solely to ensure fairness in presentation and review of pertinent facts.
7. The student shall be informed promptly in writing of the decision rendered and the reasons for it. When a student is suspended, he or she shall be informed in writing of the conditions on which readmission will be considered.
8. The student may appeal the decision of the Dean or of the Committee to the Student Appeals Committee (see Section E and the "Procedures for Presenting Appeals to the Student Appeals Committee," p. 12).

### C. Extracurricular Disciplinary Procedures

The Student Conduct Committee has specific responsibility for student discipline. Its purpose is to relate disciplinary action to the educational process and to provide procedural fairness to accused students, individually or collectively. The Committee is composed of seven members: three students, three faculty members, and the Dean of Students or his or her representative. One of these faculty members will be elected by the Committee to serve as chair. The faculty members are elected by the faculty and the student members are elected by Student Government. It is the responsibility of the Student Conduct Committee to review and recommend to the Dean of Students policies and procedures regarding student discipline and conduct at Lafayette College. In fulfilling this function, a quorum will consist of five members, of whom at least three have faculty status. Another responsibility of the Committee is to hear cases of violation by students of College regulations. Hearings shall be conducted by at least two faculty members, two students, and the Dean of Students or his or her representative. Decisions will be made by majority vote of those present.

### D. Investigation of Student Conduct

Except under emergency circumstances, College premises occupied by students and the personal possessions of students will not be searched unless authorization is obtained from the Office of the Dean of Students. Authorization shall be made before a search is conducted. The authorization shall specify the reasons for the search and the objects sought. The student should be

present, if possible, during the search.

No form of harassment will be used by College officials in the process of investigating student violations.

The Dean of Students is the individual designated to be responsible for the enforcement of College regulations. The Dean is empowered to receive information regarding violations of College regulations and public laws and to undertake investigations necessary to determine the extent of a student's participation in those violations. Minor violations are heard and disciplinary actions are taken by the Dean of Students or his or her representative after investigation and after giving the student an informal hearing in which the student may be accompanied by an individual of his or her choice from the student body, faculty, or administrative officers of the College. The Dean of Students may refer any violation to the Student Conduct Committee. Decisions in cases which could result in suspension or expulsion, however, shall be made (with the exception noted in "2" below) by the Student Conduct Committee. However, in cases in which, in the Dean of Students' judgment, the welfare of the individual or the College community may require immediate action, such action may be taken by the Dean subject to later review.

A student or group of students may elect to file charges against another student or group of students for violations of College regulations and public laws. Those wishing to file charges will be referred to the Dean of Students, who will see that normal College disciplinary procedures are followed. In cases of this nature, the student or group of students making the charge may present their case before either the Dean or the Student Conduct Committee. Should the student or students making the charge elect to have their complaint heard by the Student Conduct Committee, the charge will be heard by that Committee.

The following procedures will be in effect in disciplinary cases heard by the Dean of Students or by the Student Conduct Committee, and which may result in a penalty of disciplinary probation, suspension, or expulsion:

1. The student shall be notified by the Dean of Students or his or her representative that he or she is accused of violating a College regulation or a public law necessitating disciplinary action by the College and of the particular way in which he or she has done so, and of his or her procedural rights.
2. The student also shall be notified that he or she may elect one of three courses of action: a) He or she may admit the alleged violation and request that the Dean take whatever action seems appropriate; b) The student may admit the alleged violation and request a hearing before the Student Conduct Committee; c) The student may deny the alleged violation, in which case the Dean will refer the case to the Student Conduct Committee. The Dean, however, may refer any case to the Student Conduct Committee.
3. At least 48 hours prior to the hearing, the student shall be given written notification of the time and place of the meeting and a written statement of the specific charges and the grounds for them.
4. Normally, a staff member from the Office of the Dean of Students shall present the case to the committee on behalf of the College. The student shall be entitled to appear in person and present his or her defense to

the Committee and may produce either oral testimony or written affidavits on his or her behalf. The student also may elect not to appear before the hearing body. Should he or she elect this course of action, the hearing shall be held in his/her absence. The Committee shall maintain appropriate records of the proceedings and decision, which shall be available to the appeal bodies and the accused student.

5. The student may ask questions of the Student Conduct Committee. The Committee shall grant the student the opportunity to hear and question all adverse witnesses. The student may remain silent on any questions asked of him or her. However, the hearing body shall not be bound by the rules of evidence used in the conduct of trials and courts of law.
6. The student shall be entitled to an expeditious hearing of his or her case.
7. Hearings of the Student Conduct Committee shall be open only to the members of the Committee, the student, and, for relevant portions of the hearing, witnesses called by the student, the Dean, or the Committee. In addition, the student may be accompanied by an adviser chosen from the student body, faculty, or administrative officers of the College throughout the entire disciplinary procedure. The purpose of the adviser shall be solely to ensure fairness in presentation and review of pertinent facts.
8. A violation will be deemed to have occurred if the evidence supports the conclusion that it is more likely than not that the Code of Conduct was violated.
9. The student shall be promptly informed in writing of the decision rendered and the reasons for it. When a student is suspended, he/she shall be informed in writing of the specific conditions on which readmission is based.
10. A student shall be notified of his/her right to appeal the decision of the Dean or the Student Conduct Committee (see Section E).

### E. Appeal Procedures

1. Students may appeal the decision of the Dean of Studies, the Dean of Students, the Academic Progress Committee, or the Student Conduct Committee to the Student Appeals Committee. If the student elects not to appeal the decision, the decision from the initial hearing is final.
2. The Student Appeals Committee shall be composed of eleven members: four students, six faculty members, and an officer of administration selected by the Provost. One of these faculty members shall be elected by the Committee to serve as chair. The faculty members are elected by the faculty and the student members are elected by the Student Government. The members of this Committee shall not be members of the Student Conduct Committee, or of the Academic Progress Committee. In fulfilling its functions, a quorum will consist of five members—three faculty and two students—and decisions will be made by a majority vote of those present.
3. A student may appeal to the Student Appeals Committee on the grounds of improper procedure, new evidence, or undue severity of penalty. The Student Appeals Committee shall limit itself to reviewing the case in light of specific objections raised by the student. The appeal

is not a new hearing, but the Student Appeals Committee will have at its disposal a record of the case.

4. A student who wishes to appeal a disciplinary decision of a Dean, the Academic Progress Committee, or the Student Conduct Committee must deliver a letter requesting an appeal to the appropriate Dean within three working days of the time he or she has been notified by the Dean of the decision in the official hearing outcome letter. The appeal shall be delivered by the Dean to the Student Appeals Committee. The disciplinary action under appeal shall be held in suspense until acted upon by the Student Appeals Committee.
5. Hearings of the Appeals Committee are closed hearings. In attendance will be the members of the Appeals Committee, the student appealing the decision, the Dean or chair of the Committee which made the decision under appeal, and, for appropriate portions of the hearing, witnesses called by the student or by the Committee. In addition, the student may be accompanied by an adviser chosen by him or her from the student body, faculty, or administrative officers of the College. The purpose of the adviser shall be solely to insure fairness in presentation and review of pertinent facts.
6. The Appeals Committee has the authority to uphold, reverse, or modify the decision of a dean, the Academic Progress Committee, or the Student Conduct Committee, or to refer the matter back to the original body for a rehearing. The action of the Appeals Committee shall take effect immediately upon notifying the student of the decision, and shall remain in effect unless modified by further appeal.
7. The student's appeal to the President may be based on grounds of improper procedure, new evidence, or undue severity of penalty. The President has the power to uphold, reverse, or modify the decision of the Appeals Committee, or refer the matter back to the Student Appeals Committee or to the Dean or Committee that made the initial decision. Appeals to the President must be made within five working days after receipt of the decision of the Appeals Committee. Appeals to the President should be forwarded to the Office of the President.
8. In cases of suspension or expulsion, the student may appeal to the Board of Trustees, which has the power to uphold, reverse, or modify any previous decision. Appeal to the Trustees may be based upon undue severity of penalty and must be made within five working days after receipt of decision of the President of the College, and should be addressed to the Administrative Secretary of the Board of Trustees.

### When you're not interested in drinking, successful students say...

- Find others like you who don't want to drink—not everyone does
- Bring your own soda or juice
- There's lots to do—comedians, parties, sports, clubs, campus events, going to the mall



9. In matters of appeal to the Board, the Chairman may appoint a three-member panel to review the appeal and, acting for the Board, decide on the appeal.

### **Procedures for Presenting Appeals to the Student Appeals**

#### **Committee** *(Approved by the Student Appeals Committee)*

- a. A student who wishes to appeal a disciplinary decision of a Dean, the Academic Progress Committee, or the Student Conduct Committee must deliver a letter requesting an appeal to the appropriate Dean within three working days of the time that he/she has been notified by the Dean of the decision in the official hearing outcome letter. The Dean shall deliver the request to the chair of the Appeals Committee.
- b. Not more than two working days after filing the appeal, the appellant must deliver a written argument to the appropriate Dean. The argument must 1) specifically state the ground(s) for the appeal, 2) offer a detailed supporting rationale, and 3) state what action the Appeals Committee is requested to take. The argument should confine itself to the three permitted grounds of appeal: improper procedure, new evidence, and undue severity of penalty. Upon receiving the argument, the Dean will transmit it to the chair of the Appeals Committee and to the chair of the original hearing committee.
- c. From the time the appellant delivers the argument, the chair of the original hearing committee will have three working days to file a written response with the appropriate Dean, who will transmit it to the appellant and the chair of the Appeals Committee.
- d. The appeal hearing will ordinarily take place at least 24 hours after committee members have received all papers in the case and normally within two weeks of the date that the student's letter requesting an appeal has been received by the Dean.
- e. All records coming to the Appeals Committee shall also go to the appellant, and vice versa.
- f. Committee members will treat as confidential any evidence or testimony as well as any record of an earlier hearing.

### **Mediation**

In some instances, disputes between or among students may be resolved through the use of mediation, counseling, and/or informal discussion. The use of mediation, when deemed appropriate by the Dean of Students or his/her representative and acceptable to the parties involved in a dispute, may be employed in lieu of the traditional disciplinary procedures outlined in this document.

## COLLEGE REGULATIONS

### CODE OF CONDUCT

The Code of Conduct was revised during the 1968-69 academic year and was the work of a committee of students, faculty, and administrative officers. It was implemented in September 1970, following approval by the Student Council and faculty. Further revisions were made in 1971, 1973, 1983, and 1987.

### INTRODUCTORY STATEMENT

An important aspect in attending college is the exercise of responsibility in a dynamic community of learning. Students, therefore, are expected to be honorable, ethical, and mature in every regard, and to have consideration for the welfare of others as individuals and for the community as a whole. In addition to exhibiting maturity and self-control, students and student organizations are expected to so conduct themselves that they cause no physical, emotional, or mental harm to others; that they neither break laws nor contribute to the delinquency of others; and that they do not destroy property. Participation in any activity that harms or demeans others may lead to dismissal of individuals and dissolution of groups. The College expects students individually and in organizations to adhere to this basic requirement through the use of judgment and good will. Membership in the Lafayette community is a privilege, and those failing to meet this expectation may be refused continued membership in the community.

Since Lafayette is a residential college, the students and faculty have joined in establishing rules and regulations as a guide to group living. These rules are based on experience and should be changed when experience indicates it desirable. At any particular time, however, they are to be accepted as stated and adhered to by students. Responsibility for the creation and enforcement of the rules rests on all members of the academic community: students, faculty, and administrative officers.

Lafayette College is interested in furthering the intellectual and personal growth of its students and in encouraging them to undertake responsibility. One of the challenges of leadership of campus organizations is to assume the responsibility for the maintenance of campus regulations. College rules

### GET THE FACTS

- 66.3% of Lafayette students have 1-5 drinks when they choose to drink alcohol
- 64.4% of Lafayette students drink alcohol an average of once a week or less
- 75.4% of Lafayette students smoke cigarettes an average of once a month or less

should serve as a guide for high personal standards and are not designed to deprive the individual of the necessity to develop his or her own set of higher standards and to exercise his or her own self-discipline.

### Social Events

An organized social event is any student group function at which alcoholic beverages are served or available, a band is present, or many guests are present. Activities sponsored by student groups must not interfere with the educational purposes of the College, disturb others, or conflict with other College events. Student groups must inform the Office of Student Residence in advance of any open social events planned throughout a weekend by filling out a Social Event Notification form.

The enforcement of regulations pertaining to organized social events is the responsibility of student officers of each student organization. Groups or individuals violating these regulations will be subject to disciplinary action. Student organizations are urged to invite faculty members, parents, and alumni to their social events as guests.

“Open” parties are defined as open only to Lafayette students, parents, faculty, staff, and invited guests.

### ALCOHOL POLICY

Lafayette College embraces a broad educational mission that focuses on the nurturing of the inquiring mind in an environment that integrates intellectual, social, and personal growth. Recognizing that the abuse of alcohol and other drugs is detrimental to this mission, the College strives to educate students concerning the dangers of alcohol and drug abuse and the importance of making healthy and responsible choices. In addition to regulating the use of alcohol on its properties, the College encourages and supports the efforts of students and student organizations to sponsor nonalcoholic social events that are inclusive of the College community.

### Pennsylvania Law

The laws of the Commonwealth of Pennsylvania pertaining to alcoholic beverages, summarized below, are applicable to the campus. Students or student organizations that violate these laws may be subject to arrest and disciplinary action. All persons while in the Commonwealth of Pennsylvania are subject to the Pennsylvania liquor and legal code.

1. **Legal Age:** The purchase, consumption, transportation or possession of alcoholic beverages by a person under 21 is punishable by fines of up to \$500. Violations lead to mandatory loss of driving privileges in Pennsylvania.
2. **Misrepresentation of Age:** The misrepresentation of age to purchase alcohol is punishable by fines up to \$500 and loss of driving privileges.
3. **False Identification:** The altering, selling, or manufacturing of false identification is punishable by a fine of \$1,000 (first offense) and \$2,500 (second offense) plus loss of driving privileges.
4. **Selling or Furnishing Alcohol:** The selling or furnishing of alcoholic beverages to those under 21 is punishable by a mandatory fine of not less than \$1,000 for the first offense and \$2,500 for each subsequent

violation. “Furnish” is defined as “to supply, give, or provide to, or allow a minor to possess on premises or property owned or controlled by the persons charged.”

### College Policy — Guidelines for Individuals and Groups

Lafayette College reserves the right to regulate the use of alcohol on its properties. The Office of the Dean of Students is responsible for the clarification, interpretation and implementation of the alcohol policy.

1. **Residence Halls and Private Rooms:** Students of legal age in Pennsylvania may use alcohol in a responsible manner in residence hall rooms or other private bedrooms in facilities on College property. Alcohol may not be present in the common areas of residence halls, i.e. lounges, recreation rooms, etc., without advance permission from the Director of Student Residence.
2. **Sale of Alcoholic Beverages:** The unlicensed sale of alcoholic beverages is prohibited. This includes the selling of tickets to events where alcoholic beverages are provided, charging admission or accepting donations for any activity involving alcohol. Also, an organization may not use College funds to purchase or provide alcohol at its social events, either on or off-campus.
3. **College Grounds:** Possession of open containers of alcohol on the grounds outside of any College property, including residence halls, College owned off-campus residences, athletic fields or fraternities and sororities (including porches and balconies) is prohibited by College policy and city ordinance. Exceptions must be approved by the Vice President for Development and College Relations.
4. **Common Sources of Alcohol:** Bulk containers, such as kegs or any alcohol dispensing-device requiring a tap, are not permitted anywhere on College property at any time.
5. **Serving Alcohol:** Providing alcohol to underage individuals is prohibited, including leaving alcohol unattended in locations where those under 21 may serve themselves. The student or student organization who serves alcohol to a person regardless of age shares responsibility with that person for any violation of the Lafayette College Code of Conduct while that person is under the influence of alcohol.
6. **Irresponsible Use of Alcohol:** Around-the-world parties, chugging contests, using beer funnels, organized drinking games, serving alcohol to intoxicated persons, public drunkenness and events where there is pressure or an expectation to consume alcohol are prohibited. Serving or consuming grain alcohol is prohibited.
7. **Off-Campus:** Specific responsibilities are associated with the privilege of residing off-campus, including abiding by state laws, city laws and ordinances, and by the spirit of the “Introductory Statement” of the College’s Code of Conduct. Students who demonstrate that they are unable or unwilling to abide by these laws and ordinances, in addition to risking arrest, are subject to disciplinary action from the College, including being required to move back to a College residence on campus.
8. **Advertisements:** Neither direct nor implied references of any kind to the availability of alcohol at an event may be made in any publicity for the event.

9. **Program Cosponsorship:** The college normally will not enter into cosponsorship of College activities, programs or events with firms whose primary purpose is the manufacture, sale or distribution of alcoholic beverages.
10. **Disciplinary Sanctions:** Sanctions for violations of the College's alcohol policy will be imposed on both student organizations and individual students. Individuals and student organizations who are suspected of violating this policy will be subject to College disciplinary procedures. Disciplinary sanctions may vary according to mitigating or aggravating factors.

### Disciplinary Sanctions for Individual Students

The use of alcohol or other drugs in no way constitutes an excuse for behaviors that violate College policy or Commonwealth law. The Dean of Students staff or the Student Conduct Committee, depending on the nature and severity of the offense and one's disciplinary history, may modify these sanctions, particularly in cases of violence, vandalism, etc.

**First Offense** - Warning Probation (one year), \$100 Fine, Parent Notification, Group Session.

**Second Offense** - Disciplinary Probation Level I (one year), \$150 fine, Parent Notification, Substance Abuse Evaluation.

**Third Offense** - Disciplinary Probation Level II (one year), \$200 fine, Parent Conference. (At the discretion of the Conduct Committee or Dean's staff, suspension may be considered at this level).

### Guidelines for Fraternities and Sororities

The College's alcohol policies do not preclude fraternities and sororities from complying with the risk management guidelines imposed by their national organizations and insurance carriers. The College encourages these organizations to follow all of their risk management policies pertaining to alcohol, drugs, hazing, sexual assault, etc. Fraternities and Sororities should consult the guidelines of their national organizations prior to planning an event with alcohol. If the College becomes aware or suspects that a fraternity or sorority has violated its national risk management guidelines, the chapter's alumni leadership and national organization will be notified.

1. **Living Group Events:** Any activity for which the living group pays, directly or indirectly, constitutes an event sponsored by that organization. Also, any event or activity that takes place in a living group's house is the responsibility of the living group. Living groups that use any private, off-campus facility to host social events may be held accountable by the College for violations of City and Commonwealth laws.
2. **Living Group Responsibility:** A living group sponsoring an event is responsible for ensuring that the alcohol policy is observed, and it will be held responsible for violations of the policy by individuals, including undergraduates and alumni. Each case will be judged, however, based on the efforts of the organization to ensure compliance. Individuals who violate these rules will also be held accountable and, when appropriate, both individuals and organizations will be subject to disciplinary actions.
3. **Time Parameters:** The alcohol policy is in effect at all times, including Interim and Summer Sessions and periods when classes are not in ses-

sion. A social event with alcohol may last for a maximum of four (4) hours and may be scheduled between 5:00 p.m. on Friday and 2:00 a.m. on Saturday or from noon on Saturday to 2:00 a.m. on Sunday. Hosts of social events must insure that alcoholic beverages are not served or present after 2:00 a.m. There will be no alcohol served or present at social events from Sunday 2:00 a.m. until Friday 5:00 p.m. Also, alcohol may not be served between the hours of 2:00 a.m. and 12:00 noon on Saturday. Any activity meeting the definition in "1" above is prohibited during the week if alcohol is served or available; private parties are not an exception. Social events are allowed during the week, private or otherwise, if alcohol is neither served nor consumed.

4. **Distribution of Alcohol:** The majority of those in attendance at social functions will be underage; therefore, hosts must identify an alternate location, separate from the main party room, for alcohol to be served and consumed. Only those 21 or older may enter this room. Wrist bands will be provided at the entrance of this room for age verification purposes.

The bartender, with training approved by the College, is responsible for all distribution of alcohol and must serve individuals in a responsible manner and only one drink at a time. No one will be permitted to take alcohol into the main party room, and underage guests may not bring alcohol to the event.

5. **Security and Safety:** A minimum of two professional security personnel must be employed by the living group to be present during any social event at which alcohol is served or present (the Office of Public Safety will assist in identifying agencies that provide such services). One professional will be stationed at the entrance to the room where alcohol is being served and consumed, with the responsibility for checking L.C.I.D.'s and a College birthday book and monitoring the flow of students into that room. The second professional will provide assistance when needed, in addition to serving as a monitor for the event.

The living group also must have a minimum of four of its members designated to maintain security during the entire event. These members will remain alcohol free during the entire event. The student security personnel will be stationed at appropriate locations to insure that the host is complying with the policy, that is: monitoring the flow of individuals in and out of the facility or party area; prohibiting those visibly intoxicated from entering; insuring compliance with the maximum capacity limit of the facility or party area; and checking that all guests are either members of the Lafayette College community or their invited guests.

The Office of Public Safety will patrol campus and periodically monitor

### To stay healthy, successful students say...

- Keep a clean room; vacuum and dust
- Make a schedule for using the Kirby Sports Center
- Stay on top of your work so you don't get too stressed



social events at which alcohol is present. College officials reserve the right of access to all areas of any facility on its properties at any time. The use of early warning systems is prohibited.

6. **Quantity of Alcohol:** The quantity of alcohol permitted at a social event shall be limited for the number of persons of legal age expected to be present at the event. A reasonable amount of alcohol is that quantity sufficient to serve each person of legal age one drink (12-oz beer, 6-oz wine) per hour of the event.
7. **BYOB Events:** For events specifically designated as bring your own (BYOB), only those of legal age will be permitted to bring alcoholic beverages. All other rules pertaining to the possession, amount, distribution and consumption of alcohol, e.g., a separate location, professional security personnel, limited quantity, etc., remain in effect.
8. **Event Notification:** College officials must be notified ten days in advance of social events at which alcohol is to be served. This serves to inform College officials of events of sufficient size to require additional security. Social Event Notification Forms are available in the Office of Student Residence.
9. **Food and Alternative Beverages:** Social function hosts must provide sufficient food and nonalcoholic beverages (other than water) in proportion to the number of people in attendance throughout the function. These must be readily available at the same location and displayed with prominence during the duration of the event.
10. **Cleaning Responsibilities:** All debris resulting from a social event, within the immediate vicinity of that event, must be cleaned up no later than 9:00 a.m. the following day by the student group that sponsored the event.

### Disciplinary Sanctions for Fraternities and Sororities

The following guidelines are for violations of this policy by fraternities and sororities. In addition to any College imposed sanctions, the national organization and alumni officers of a fraternity or sorority will be notified of a violation of College policy. Student organizations cosponsoring events will be held equally accountable for violations of College policy.

**First Offense** - \$500 fine and immediate social probation for one semester (15 weeks) with NO alcohol permitted in the chapter house at any time during the probationary period.

**Second Offense** - \$800 fine and immediate social probation for one academic year. All social fees must be transferred to the House Corporation. NO alcoholic beverages may be present in the chapter house for a five-year period.

**Third Offense** - The Office of the Dean of Students may recommend to the Board of Trustees that the College withdraw recognition from the group.

The above penalties are for second and third offenses within two years of the first offense. The Dean or the Committee on Student Conduct, who will hear these cases, may revise these penalties depending on the circumstances of the case.

### Guidelines for Student Organizations other than Fraternities and Sororities

Student organizations other than fraternities and sororities that intend to

host social events at which alcohol is present must adhere to the guidelines outlined above for individuals and for fraternities and sororities. In these instances, the Office of the Dean of Students should be consulted for policy interpretation and clarification.

Student organizations other than fraternities and sororities that violate the College alcohol policies should expect to receive penalties of similar magnitude as those listed above.

### Good Samaritan Practice

In the event that a student or student organization assists an intoxicated Lafayette College student in procuring Public Safety and/or professional medical assistance, neither the intoxicated student nor the individual or group who provides assistance for that individual will be subject to formal College disciplinary action for (1) being intoxicated, or (2) having provided that person with alcohol. This refers to isolated incidents only and does not excuse or protect those who flagrantly and/or repeatedly violate the College's alcohol policy. It applies only to cases of suspected extreme intoxication or other life-threatening circumstances due to alcohol and does not extend to related infractions such as assault or property damage. Although formal disciplinary action will not be invoked, mandatory referrals for educational sessions and/or assessment may be made.

### Alcohol Policy Review

The College's Faculty Committee on Student Life will review at the conclusion of each semester the policies and practices outlined above, for the purpose of increasing their effectiveness and maintaining a healthy and safe campus environment.

### COMPUTING AND NETWORKS

An official Acceptable Use Policy is under development by College officials. Once that policy is completed and adopted, it will become the set of rules under which members of the community may participate in the College's computing network. Lafayette College computing and network resources are to be used only for college-related instruction, learning, research, dissemination of scholarly information, and administrative activities. The computing and network facilities of the College are limited and should be used wisely and carefully with consideration for the needs of others. The following examples, though not covering every situation, specify some of the responsibilities that accompany computer use at Lafayette.

1. Users may not interfere with others' use of College resources, nor with the College's administration of those resources. Activities to be avoided include, but are not limited to, sending harassing, frivolous, or excessive messages including chain letters, junk mail, and other types of broadcast messages either locally or over the Internet; excessive use of shared resources (e.g., networks, servers, storage, printing, applications), especially for activities not relevant to the purposes of the College; intentionally introducing any computer viruses, worms, Trojan Horses, or other rogue programs to Lafayette hardware or software, physically damaging systems and networks; tampering with software protections or restrictions placed on shared

- resources; attempting to modify Lafayette system or network facilities.
2. Users are responsible for conforming to copyright and licensing restrictions and applicable College policies. Lafayette College computers, networks, and software may not be used to violate copyright or the terms of any license agreement. No one may inspect, modify, distribute, or copy proprietary information (including information belonging to other Lafayette users) without proper authorization.
  3. Users may use only those computer and network accounts assigned to them and are responsible for all use of their accounts. Users may not supply false or misleading data nor improperly obtain another's password in order to gain access to computers or network systems, data or information. The negligence or naivete of other users in revealing an account name or password is not considered authorized use. Convenience of file or printer sharing is not sufficient reason for sharing a computer account. Users should not attempt to subvert the restrictions associated with their computer accounts. Users should make appropriate use of the system- and network-provided protection features, and take precautions against others obtaining access to their computer resources. Individual password security is the responsibility of each user.
  4. Information distributed through the College's computing and networking facilities is a form of publishing and some of the same standards apply. For example, anything generated at Lafayette is not just an individual's work. Even with disclaimers, the College is represented by its students, faculty, and staff, and appropriate language, behavior, and style is warranted.

### **DISCIPLINARY ACTION**

Violations of the law and of College regulations may result in disciplinary action taken by the Dean against either the individual or the living group. Appeals from disciplinary action may be made to the Student Appeals Committee.

### **FAILURE TO COMPLY**

Students who fail to comply with the directives of College officials acting in the performance of their duties will be subject to disciplinary action. In addition, students who fail to comply with the conditions of a disciplinary action will be responsible for a violation of the Code of Conduct. Those students also may have a hold placed on their academic and financial records.

### **FIREARMS AND HAZARDOUS MATERIALS**

Firearms, air guns, and other hazardous items or weapons of any kind, including ammunition, firecrackers, gun powder, and chemicals, are strictly prohibited and, if found, will be confiscated and the owner subject to disciplinary action, including suspension. Use of lighted candles or kerosene lamps for any purposes is prohibited.

### **FORGERY**

Student forgeries of faculty/staff signatures, initials, etc., constitute serious violations of the Code of Conduct, and such cases will be referred to the Office of the Dean of Students for disciplinary action.

### **GUEST PRIVILEGES**

The College permits visitation in living groups and residence halls between the hours of 10:00 a.m. and 2:00 a.m. unless other regulations reflecting agreement within the living units are submitted and approved.

During the fall of every academic year, each living group shall present its proposed regulations for the year to the Committee on Student Life of Student Government for review and approval.

At the start of the academic year each residence hall unit (as defined by the Dean's Office) shall present, in similar manner, its proposed regulations to the Committee on Student Life of Student Government for review and approval. Residence hall units desiring to permit visitation during hours other than between 10:00 a.m. and 2:00 a.m. in the period of deliberation may apply to the Assistant Dean of Students and Director of Student Residence for a temporary waiver.

All guests who are not Lafayette College students are the responsibility of their host or hostess. Any violations of College policy or damage to College facilities caused by these guests will be the responsibility of their host or hostess.

### **NARCOTICS AND DANGEROUS DRUGS**

Possession or use of narcotics or dangerous drugs as defined by the laws of the Commonwealth of Pennsylvania is prohibited on campus. Students who violate this regulation are subject to severe disciplinary action.

### **NOISE**

At any social event where live or recorded entertainment is a part of the social event, the student group sponsoring such a social event must maintain the sound of any entertainment at a reasonable level. Disciplinary action will be taken against a group for violation of the College policy on noise, when any of the following circumstances has occurred:

1. If, upon initial investigation of a complaint of excessive noise, the Office of Public Safety determines that the sound emanating from the event or building is not only unreasonable, but in disregard of the comfort of others and College policy.
2. If the Office of Public Safety must make a second request for the music level to be reduced at a single social event. The Office of Public Safety has the option of closing an event if a second request is required.
3. If, twice during a 10-week period, the Office of Public Safety determines that an unreasonable level of sound was emanating from events sponsored by a student group or from the building housing that student group, the Office of Student Residence will inform the student group that a complaint has been filed and will keep records of the frequency of such complaints.

### **OPEN BURNING FIRES (BONFIRES/CAMPFIRES)**

Open burning is not permitted on College property or in the city of Easton as specified by city ordinance "Open Burning," Article 1505.01 Section F301.0.

### **OUTDOOR BAND PARTIES/CONCERT GUIDELINES**

1. Requests for outdoor band parties/concerts must be made at least six (6)

- weeks prior to the event. Requests should be forwarded, in writing, to the Associate Dean of Students and Director of Student Life Programs.
2. Band parties/concerts scheduled for a Saturday may begin no earlier than 1:00 p.m., must conclude by 6:00 p.m., and may be no longer than four (4) hours in duration.
  3. Band parties/concert scheduled for a Sunday afternoon may begin no earlier than 1:00 p.m., must conclude by 5:00 p.m., and may be no longer than three (3) hours in duration.
  4. Band parties/concerts may not be scheduled when such scheduling would interfere with other College activities already on the calendar.
  5. Normally, only one (1) outdoor band party/concert may be scheduled per week.
  6. The use of alcoholic beverages must be in accordance with College policy, city ordinances, and state law; therefore, no alcoholic beverages may be consumed outdoors.
  7. The officers and the sponsoring organization are responsible for the behavior of all participants attending the activity.
  8. Following the activity, officers of the sponsoring organization are to make certain that the area is cleaned and all trash removed.

## LIBRARY

**Preservation of library materials.** Because they attract insects and vermin that can damage books, food and beverages are prohibited in Skillman and Kirby libraries. The libraries do allow patrons to have water in closed, spill-proof containers.

Students are expected to help library staff preserve books and other materials for future use. They must abide by the “No Food or Drink” policy outlined above. They must also handle library books with care. When removing books from the shelves, for example, students should exercise caution; when photocopying bound volumes, they should not apply extra pressure to the spines. Students should also protect the library materials in their possession from rain spills and excessive heat.

### **Theft, mutilation, and defacement of library materials.**

The libraries provide print and electronic resources for the use of all Lafayette students. The theft, mutilation, or defacement of library materials is therefore a very serious offense against the academic mission of the College; such acts deprive others of access to these materials. A student who steals, mutilates, or defaces library property is subject to disciplinary action and may be liable to legal action; in the state of Pennsylvania, some cases of library theft are classified as felonies. Acts of mutilation include removing pages from or otherwise damaging library materials; acts of defacement include highlighting, underlining, or writing in or on books.

Both Skillman and Kirby libraries have installed electronic security systems to guard against theft. In order to maintain the security and integrity of the collection, however, library staff reserve the right to inspect the bags, briefcases, and backpacks of patrons leaving the library.

## OFF-CAMPUS ACTIVITIES

Students are representatives of Lafayette College wherever they are.

Conduct away from the campus reflects upon the individual and College. The College may take disciplinary action against students for misbehavior off campus.

## OFF-CAMPUS RESIDENCE

Residence off campus is a privilege. Students must apply to the Assistant Dean of Students and Director of Student Residence each year for permission to reside off campus. Students living in off-campus housing are expected to abide by the spirit of the Introductory Statement. Inappropriate behavior on the part of students living off campus may result in disciplinary action and being required to move on campus.

## VANDALISM

Destruction of or tampering with any College property, in particular, buildings, phones, and lights, will not be tolerated.

## LAFAYETTE COLLEGE POLICY ON SEXUAL ASSAULT

### **I. Statement of Purpose**

Lafayette College is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community. Sexual assault in any form or context is inimical to this principle. Sexual assault can threaten the safety, well-being, educational experience, and career of students, faculty, and staff and will not be tolerated in any form. An individual found to have violated the policy on sexual assault will be subject to disciplinary action consistent with the procedures set forth below.

This policy also prohibits retaliation against individuals for bringing complaints of sexual assault. The College will take disciplinary action against persons who attempt such retaliation.

Through procedures that address both prevention and remedy, this policy aims to maintain a campus environment that is free of sexual assault. The policy provides for: (1) education and prevention programs that inform the College community about sexual assault; (2) procedures sensitive to victims in responding to reports of alleged sexual assaults, including informing victims of medical, counseling, and support services and available alternative remedies; (3) procedures for determining violations of this policy which assure fairness to the victim and the accused perpetrator; (4) existence of College disciplinary sanctions for those who commit sexual assaults; and (5) an ongoing Presidential Oversight Committee to review the effectiveness of the College’s policy and relevant programs and procedures.

### **II. Policy**

Sexual assault violates the standards of conduct expected of every member of the College community and is strictly prohibited.

### **III. Definitions**

#### **Sexual Assault**

Sexual assault includes any of the following:

- A. Any intentional, unconsented touching, or threat or attempt thereof,

- of: (i) an intimate bodily part of another person, such as a sexual organ, buttocks or breast; (ii) any bodily part of another person with a sexual organ; or (iii) any part of another person's body with the intent of accomplishing a sexual act; or
- B. Unconsented, inappropriate disrobing of another person, or intentional exposure of one's genitals to another without the other's consent; or
  - C. Forcing, or attempting to force, any other person to engage in sexual activity of any kind without her or his consent; or
  - D. Rape or Involuntary Deviate Sexual Intercourse as defined by the laws of the Commonwealth of Pennsylvania.

### Consent

Consent shall have been deemed to have been given if the other person assents, through an affirmative statement or action, to the sexual gesture or activity. Assent shall not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of his/her intoxication, unconsciousness, mental deficiency or incapacity, or if the assent is the product of threat or coercion.

### IV. Education and Prevention Programs

The College's Sexual Assault Counseling and Education (SACE) Coordinator shall have oversight for a College-wide education and prevention program on sexual assault which includes orientation and follow-up programs for students, faculty, and staff, training of counselors, student life staff, group leaders, and members of living groups; providing of crisis intervention counseling and referrals; and disseminating literature on sexual assault and rape. The College Policy on Sexual Assault shall be included in the Faculty Handbook and the Student Handbook and shall be made available to all employees.

In addition, a Presidential Oversight Committee, appointed by the President and consisting of two faculty, two students, and two staff members, shall monitor the policy, procedures, and programs and recommend revisions necessary to comply with federal or state law or to support institutional goals. The President shall appoint the Chair of the committee. (This Oversight Committee may also be charged by the President to oversee the College's sexual harassment policy and procedures.)

### V. Complaint Procedures

The following informal and formal procedures are intended to provide a prompt response to complaints of sexual assault. They are designed to assure fairness, maintain confidentiality where possible, and enable the imposition of appropriate sanctions on members of the College community who violate this policy. The College strongly encourages persons who believe they have been the victim of sexual assault to bring this to the attention of College authorities.

#### A. Informal Procedure

If a person reports to a College administrator, department head, faculty member, student life staff, resident advisor, or head of a living group that she or he has been sexually assaulted but chooses not to file a formal complaint at that time, that person will be referred to the SACE Coordinator, who will promptly notify him/her of available support services on and off

campus and of the range of alternative remedies. The SACE Coordinator will be responsible for coordinating assistance and support for persons who report having been sexually assaulted, including matters relating to the person's physical and mental health, personal safety, and academic status, and will advise the complainant that he/she may be accompanied by a support person during this process. Informal complaints will be treated confidentially consistent with applicable legal requirements. Use of the informal procedure by a complainant does not preclude the complainant from filing a formal complaint under the procedure outlined below.

#### B. Formal Procedure

Persons wishing to file formal complaints of sexual assault will be directed (and, whenever possible, escorted) to the Public Safety Office, which is solely responsible for conducting an investigation of these complaints. The Easton Police and the district attorney's office will be contacted. Complainants will be told promptly of available support services, as well as legal and administrative options.

All formal complaints will be treated confidentially consistent with applicable legal requirements and customary law enforcement practices. The Public Safety Office will work cooperatively with appropriate College offices and with the SACE Coordinator, who has responsibility for coordinating assistance and support for persons who report having been sexually assaulted. The SACE Coordinator will work to ensure that the complainant's health, physical safety, and academic status are protected, pending the outcome of the investigation.

The complainant will be informed about the outcome of the investigation by the Public Safety Office. The Public Safety Office will provide the results of investigations of complaints against: (i) students to the Dean of Students; (ii) faculty to the Provost; and (iii) staff members to the Vice President for Human Resources.

When appropriate and with the complainant's consent, disciplinary proceedings will be instituted against the accused. If the accused is a student, discipline will be handled in accordance with the procedures noted in the Student Handbook in the Statement of the Rights and Responsibilities of Students at Lafayette College. If the accused is a faculty or staff member, the responsible College Officer will commence disciplinary action according to the disciplinary procedures applicable to the accused individual(s). The responsible College Officer will inform the accused of the applicable policies and procedures to be followed.

Notices and statistics of reported sexual assaults will be reported to the College community as required by law or as otherwise appropriate.

### VI. Sanctions

As appropriate, a formal complaint will lead to disciplinary sanctions as follows:

For staff and faculty, College sanctions, up to and including separation from the College, will be imposed upon those determined to have violated this policy;

For students, sanctions, up to and including expulsion from the College, will be imposed upon those determined to have violated this policy;

For members of a College-affiliated group or organization determined to have violated this policy by committing a group sexual assault or other sexual

assault, the group or association is subject to sanctions up to and including revocation of the College's recognition of or affiliation with the group or organization. These sanctions apply if members of the group or organization knew or should have known that a sexual assault was taking place, but failed to take immediate and appropriate action to stop the assault.

The complainant will be informed of any disciplinary action imposed upon the accused.

If the complainant or the accused feels that a sexual assault complaint was not promptly resolved with due regard for the rights of the parties involved, he/she may appeal to the President.

## VII. External Remedies

Sexual assault and rape are criminal acts which also subject the perpetrator to criminal and civil penalties under federal and state law. Lafayette College expects all members of the College community to uphold the laws of the Commonwealth of Pennsylvania and the United States regarding sexual assault and rape. In addition to any sanction that may be imposed by the College for violations of this policy, a member of the College community who commits a sexual assault or rape may be subject to criminal sanctions and personal civil liabilities independent of those imposed by the College. Nothing in this policy shall prevent the complainant or the accused from filing a complaint with the appropriate local, state, or federal agency or in a court with jurisdiction.

## VIII. Notice

This policy will be widely distributed on campus so that all students, faculty, and staff will be made aware of it upon their arrival and at the beginning of each academic year.

## LAFAYETTE COLLEGE POLICY ON SEXUAL HARASSMENT

### I. Statement of Purpose

Lafayette College is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community. Sexual harassment in any form or context is inimical to these principles and will not be tolerated. Sexual harassment subverts the mission and the work of the College and can threaten the career, educational experience, and well-being of students, faculty, and staff. Lafayette College is, further, committed to freedom of thought, discourse, and speech and the attainment of the highest quality of academic and educational pursuits. In articulating this policy, the College affirms its adherence to the principle of academic freedom, as well as its commitment to providing a learning and working environment free of sexual harassment.

The College recognizes that sexual harassment may occur regardless of the formal position or status of each person involved. Sexual harassment is especially offensive, however, when it occurs in relationships between teacher and student or between supervisor and subordinate. In those situations, sexual harassment exploits unfairly the power inherent in the position of the faculty member or other supervisory person.

An individual found to have violated the policy will be subject to disciplinary action consistent with the procedures set forth below. This policy also prohibits retaliation against individuals for bringing complaints of sexual

harassment. The College will take disciplinary action against persons who attempt such retaliation.

Through procedures that address both prevention and remedy, this policy aims to achieve a campus environment that is free of sexual harassment. The policy provides for: (1) education and prevention programs that inform the College community about sexual harassment; (2) procedures sensitive to complainants in responding to reports of alleged sexual harassment; (3) procedures for determining violations of this policy which assure fairness to the complainant and the accused; and (4) the existence of College disciplinary sanctions for those who commit sexual harassment.

## II. Policy on Sexual Harassment and Other Prohibited Conduct

### A. Definition of Sexual Harassment

The term "sexual harassment" includes the following: an unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome expressive, visual, or physical conduct of a sexual nature, when:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity; or
2. submission to or rejection of such conduct is used as a basis for an employment-related, educational, or other decision affecting an individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work, educational performance, or status; or
4. such conduct has the purpose or effect of creating a hostile environment. (A "hostile environment" is one which is permeated with discriminatory intimidation, ridicule, offensiveness, or insult that is sufficiently severe or pervasive to interfere with an individual's academic or work performance.)

In order to constitute a violation, the "hostile environment" must be subjectively perceived by the complainant, and that perception must be reasonable for a person in the complainant's position.

It is understood that the normal activities of teaching, learning, or producing or consuming artistic or scholarly work will not be construed as "conduct of a sexual nature" merely by virtue of the representation or consideration of sexual matters in the course of these activities.

### B. General Rule Prohibiting Sexual Harassment

Sexual harassment is a form of discrimination which violates the standards of conduct expected of every member of the College community. Sexual harassment will not be tolerated in any context, whether it be between faculty and students, faculty and other faculty, coaches and athletes, supervisors and employees, staff and students, students and other students, workers and co-workers, or others.

For members of the Lafayette community, all forms of sexual harassment are prohibited. In addition, the special relationship between faculty and student, and supervisor and subordinate, require particular attention as addressed below.

### C. Other Prohibited Conduct

#### 1. Instructor/Student

- a. While a student is a student of a particular instructor, the instructor shall not ask the student for a sexual favor or in other ways make a

sexual advance to the student. While a student is a student of a particular instructor, any romantic advance or sexual relationship between the student and the particular instructor is prohibited. For the purposes of this policy, the term “instructor” shall include intercollegiate athletic coaches.

A student is a “student of a particular instructor”:

- (i) when a student is in a course taught by the instructor and/or has not yet received a final grade; or
  - (ii) when a student is assigned to be advised by a particular instructor;
  - (iii) when a student is an athlete coached by a particular intercollegiate athletic coach;
  - (iv) at other times when an instructor has a relationship with a student such that a student’s activities at the College are being supervised or evaluated by the instructor.
- b. There are, in addition, instructor/student relationships that are less clear because, although the instructor does not have direct responsibility for the student, the instructor may indirectly affect the student’s academic evaluation or career opportunities. Such situations exist, for instance, when an instructor serves on a professional advisory committee, honors committee, or holds a comparable committee assignment. In such cases, careful adherence to the following principles is required:
- (i) an instructor must desist from any expression of sexual or romantic interest if there is any indication by the student that such interest is unwelcome;
  - (ii) no instructor shall indicate, explicitly or implicitly, that an academic reward or punishment could result from the student’s reaction to an instructor’s sexual or romantic advance; and
  - (iii) if a consensual sexual and/or romantic relationship develops between a student and instructor, the instructor must not thereafter take part in any activity that involves evaluation of the student’s academic work or progress, without prior permission by the Provost for good cause shown.
2. Supervision or Evaluation of Employees
- Any person (a) who has power, either individually or collectively with others, to dispense or influence rewards or punishments regarding another person, (b) who evaluates the work performance of another person, or (c) to whom another person reports regarding work assignments may not subject such other person to any unwelcome sexual conduct such as an unwelcome sexual advance or request for sexual favors, regardless of whether submission to such conduct is explicitly or implicitly made a basis for a decision affecting such person or whether such conduct creates a hostile environment.

### III. Education and Prevention Programs

The College’s EEO Officer shall have oversight for a College-wide education program on sexual harassment. The program shall include measures designed to ensure that all persons in the College community are aware of their rights and responsibilities under this policy and to inform all persons about the

available mechanisms to address violations of this policy.

The program shall include orientation and follow-up programs for students, faculty, and staff; training of counselors, student life staff, group leaders, and members of living groups; and disseminating literature on sexual harassment, which includes the identities of faculty and staff consultants and support groups available to help individuals who have been subjected to sexual harassment. The College’s EEO Officer will consult with the Provost’s Office and the Dean of Students in designing and carrying out these educational efforts. The College policy on sexual harassment shall be included in the Faculty Handbook and the Student Handbook and shall be made available to all employees.

### IV. Complaint Resolution Procedures

The following informal and formal procedures are intended to afford a prompt response to complaints of sexual harassment or other conduct prohibited under this policy. They are designed to assure fairness, maintain confidentiality, and enable the imposition of appropriate sanctions on members of the College community who violate this policy.

The informal and formal complaint procedures set forth below are internal administrative procedures of the College. As to those forms of sexual harassment that also violate state or federal law, an aggrieved person may also file a complaint with the appropriate local, state, or federal agency or in a court with jurisdiction.

The College strongly encourages persons who believe that they have been victims of sexual harassment or other conduct prohibited under this policy to bring this to the attention of College authorities. Persons who have been sexually harassed are known to experience a variety of psychological and medical consequences, and the College also encourages such persons to seek assistance from the psychologists and medical staff at the Bailey Health Center.

#### A. Informal Resolution Procedures

An informal complaint, which may be oral or written, may be filed by any member of the College community who believes that another member of the College community has sexually harassed him/her. Any person who receives an informal complaint of a violation of this policy should advise the complainant that he/she may make a complaint to one of the trained Sexual Harassment Consultants, who shall be appointed annually by the College’s EEO Officer, the Provost, and the Dean of Students. The Consultant will discuss the matter with the complainant and advise the complainant of available support services on and off campus, the existence of both the informal and formal complaint resolution procedures, and of alternative remedies.

In many instances, informal discussion, counseling, and mediation can be useful in resolving instances of possible sexual harassment. Problems are sometimes easier to resolve when an informal atmosphere encourages people to identify the difficulty, talk it out, and agree on how to address the issue.

The use of the informal procedures set forth below is not a prerequisite to initiating a formal complaint. The use of the informal procedure below does not involve formal disciplinary proceedings against the alleged harasser.

#### 1. Whom to Contact

Any person who believes that he/she has been the subject of sexual harassment or other conduct prohibited under this policy may make an informal complaint to a Sexual Harassment Consultant.

## 2. Consultant's Role and Responsibilities

If requested by the complaining party, the Consultant will assist in attempting to resolve the complaint informally. Such assistance may involve, for example, advising the complainant in preparation for a discussion with the accused, speaking with the accused on the complainant's behalf, or exploring other possible resolutions. With the complainant's consent, the Consultant may enlist the help of other College personnel, such as department heads, deans, or administrators, in resolving an informal complaint.

Under the informal procedure, all reasonable efforts will be made to insure the confidentiality of information received, including the identities of the parties. The identity of the complaining party will be disclosed to the accused during the informal resolution process only if the complaining party gives permission. If, due to the circumstances of the alleged harassment, it is not possible to conduct a review of or resolve the complaint and yet maintain confidentiality, the complaining party will be informed and be given the option of proceeding (with disclosure of identity) or withdrawing from the informal resolution process.

Anyone with an inquiry or informal complaint may bring another member of the College community to meetings with the designated Consultant, as long as that person agrees to be bound by the confidentiality provisions of this policy.

## B. Formal Complaint Resolution

### 1. Filing of Complaint

A member of the College community who believes that another member of the College community has sexually harassed him/her may file a formal administrative complaint, in writing, with the appropriate College Officer (see below). A complainant is not required to utilize informal resolution procedures before filing a formal complaint.

Allegations against students should be made to one of the Deans of Students. Such complaints will be handled in accordance with the disciplinary procedures noted in the Student Handbook in the Statement on the Rights and Responsibilities of Students at Lafayette College. Allegations against members of the Faculty should be made to the Provost. In addition, allegations arising out of the teaching role of any instructor of a course should similarly be made to the Provost. Allegations against staff members should be made to the Vice President for Human Resources.

Threats or any other form of intimidation and retaliation against any member of the College community who exercises his/her right to initiate a complaint or inquiry in good faith under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

### 2. Investigation

The appropriate College Officer will be responsible for conducting a prompt investigation, the purpose of which is to establish whether there is a reasonable basis for concluding that a violation of this policy has

occurred. At the start of the investigation, the appropriate College Officer will inform the accused of the applicable policies and procedures. The College Officer will provide the accused with a copy of the complaint and afford him/her an opportunity to respond. The accused will be informed of the identity of the complainant, unless the alleged harassment occurred in public and the accused would have a fair opportunity to respond to the allegations without such disclosure. The Officer will then proceed with the investigation, which may entail interviews of the complainant, the accused, and other persons believed to have pertinent factual knowledge. During such investigation, every reasonable effort will be made to protect the privacy rights of all parties, but confidentiality cannot be guaranteed.

### 3. Determination

Possible outcomes of the investigation by the Officer are: (a) a judgment that the allegations are not warranted, (b) a negotiated resolution of the complaint, or (c) a judgment that there is a reasonable basis for concluding that a violation of this policy has occurred.

The Officer will inform the parties promptly, in writing, about the outcome of the investigation.

### 4. Formal Disciplinary Proceedings

If the result of the investigation is a determination that there is a reasonable basis for concluding that an alleged violation of this policy has occurred and a negotiated settlement cannot be reached, then the appropriate College Officer will initiate formal disciplinary action as follows:

- a. for alleged violations of this policy by staff members not in the bargaining unit, the College Officer responsible for the division employing the accused will initiate disciplinary procedures;
- b. for alleged violations of this policy by union staff members, the Vice President for Human Resources will initiate disciplinary procedures in accordance with the collective bargaining agreement;
- c. for alleged violations of this policy by students, the Dean of Students (or designee) will initiate disciplinary procedures applicable to charges of misconduct under the Statement on Rights and Responsibilities of Students;
- d. for alleged violations of this policy by members of the Faculty (including, in any teaching role, administrators with Faculty status), the Provost (or designee) will initiate disciplinary procedures in accordance with the attached procedure;
- e. for alleged violations of this policy arising out of the teaching role of any other instructor of a course, the Provost (or designee) will initiate disciplinary procedures in accordance with the attached procedure; and
- f. for any other alleged violation of this policy, the President (or designee) will initiate appropriate disciplinary procedures.

If the complainant or the accused feels that a complaint brought under this policy was not promptly resolved with due regard for the rights of the parties involved, he/she may appeal to the President.

An accused shall have rights of appeal as described in the disciplinary procedures applicable to the accused.

**V. Sanctions**

Any member of the College community who engages in sexual harassment or other conduct in violation of this policy is subject to the full range of disciplinary action, up to and including separation from the College.

**VI. External Remedies**

Lafayette College expects all members of the College community to uphold the laws of the Commonwealth of Pennsylvania and the United States regarding sexual harassment. Sexual harassment also constitutes a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Elementary/ Secondary Education Act of 1972, and the laws of the Commonwealth of Pennsylvania. In addition to any sanctions that may be imposed by the College for violations of this policy, a member of the College community who sexually harasses another member may be held personally liable to the victim and be subject to sanctions independent of those imposed by the College. Nothing in this policy shall prevent the complainant or the accused from filing a complaint with the appropriate local, state, or federal agency or in a court with jurisdiction.

**VII. Notice**

This policy will be widely distributed on campus so that all students, faculty, and staff will be made aware of it upon their arrival and at the beginning of each academic year.

**Formal Complaint Procedure for Alleged Violations of the Sexual Harassment Policy by Members of the Faculty or by Instructors of a Course**

1. Members of the College community who believe that they have been subjected to sexual harassment or other violations of the policy by a member of the faculty or, in his/her teaching role, by an instructor of a course may make an informal complaint to a designated Sexual Harassment Consultant or may elect to make a formal complaint by filing a written complaint directly with the Provost. A person is not required to utilize the informal resolution procedures before filing a formal complaint.
2. If a formal complaint is filed, the Provost will be responsible for conducting a prompt investigation. In cases where the Provost is the complainant under this procedure or the accused as the result of his/her teaching role, the EEO officer of the College will act in place of the Provost in conducting the investigation. The purpose of the investigation is to determine whether there is a reasonable basis for concluding that a violation of the College's sexual harassment policy has occurred. At the start of the investigation, the Provost will inform the accused of the applicable policies and procedures. The Provost will provide the accused with a copy of the complaint and afford him/her the opportunity to respond to the allegations. The Provost will then proceed with the investigation, which may entail interviews of the complainant, the accused, and other persons believed to have pertinent factual knowledge.

During the investigation, every reasonable effort will be made to protect the privacy rights of all parties, but confidentiality cannot be guaranteed.

3. Following the investigation, the Provost will attempt to negotiate a resolution of the complaint. If a negotiated resolution of the complaint cannot be reached between the complainant and the accused, and the Provost concludes that there is a reasonable basis to conclude that the College's sexual harassment policy has been violated, the Provost will report his/her conclusion and proposed sanctions to the complainant and to the accused. At this stage, the accused may elect to have the Provost resolve the matter by accepting the sanctions recommended by the Provost. Alternatively, if the accused wishes to have the case presented to a Hearing Committee, then the Provost will provide the accused with a copy of the investigative report and proposed sanctions; the accused will have 10 days to file a response to that report.
4. Upon receipt of the report, the Provost will inform the Chair of the Appeal and Grievance Committee about the general nature of the case in order that a Hearing Committee can be formed. The Hearing Committee shall be comprised of five tenured faculty. The Chair shall appoint three members of the Appeal and Grievance Committee to serve on the Hearing Committee, and those three members shall then select the other two members of the Hearing Committee from outside the Appeal and Grievance Committee. Prior to the actual appointment of members of the Hearing Committee at each of the two stages, the Provost shall be consulted to ensure that no proposed member is involved in the particular case nor a member of the same academic department as the accused or the complainant. In forming the Hearing Committee, an effort should be made to achieve diversity appropriate to the particular case, including diversity with respect to disciplinary perspective. In all cases, members of the Hearing Committee should consider themselves to be disinterested parties. The Hearing Committee thus constituted shall elect a chair.
5. Promptly after the Hearing Committee is formed, the Provost will provide each member of the Hearing Committee with a copy of the original complaint, the response to the complaint, the investigation report, and the accused's response to the investigation report. The Hearing Committee will normally hold a Hearing within 14 days of its formation. The Chair of the Hearing Committee shall notify the accused and the complainant of the time, place, and date so scheduled by certified mail, return receipt requested. The Chair shall also notify in writing the President and the Provost.
6. An accurate transcript of the Hearing shall be made. The Chair of the Hearing Committee shall preside over the procedures and will act to ensure a fair presentation of all evidence and to maintain decorum. Each party in the case may be accompanied only by counsel chosen by him/her from the Faculty or Administration of the College. Such counsel may

advise the parties but may not directly address the Hearing Committee or witnesses. Procedures will not follow formal rules of evidence, but special care will be taken in evaluating evidence to ensure fairness.

7. At the Hearing, the Provost or his/her designee presents the case for the College, and the accused presents his/her case. During the Hearing, the parties shall have the following rights: to present and examine witnesses, to introduce evidence, to conduct reasonable cross-examination of any witness on any matter relevant to the issue of the Hearing, and to offer relevant evidence in rebuttal. At its discretion, the Hearing Committee has the authority to gather such additional evidence as it deems relevant, including calling and questioning the complainant if the Provost or his/her designee has not called the complainant as a witness. Under these circumstances, the Committee shall, at its discretion, allow reasonable questioning by both parties of the complainant. If the complainant testifies at the Hearing, the complainant may be accompanied by a counsel chosen by him/her from the Faculty or Administration of the College.
8. Upon the conclusion of the presentation of evidence, the Hearing shall be closed. Thereupon, the Hearing Committee will deliberate in executive session, at a time convenient to itself. The Hearing Committee will determine by a majority vote whether the preponderance of evidence indicates that the College's sexual harassment policy has been violated. If the Hearing Committee determines that the policy has been violated, then it shall recommend appropriate sanctions. If the Hearing Committee determines that the policy has not been violated, then it will recommend that the case be dismissed. Within 10 days of the Hearing, the findings and recommendations of the Hearing Committee will be communicated in a written report to the President.
9. The President shall review the report of the Hearing Committee and the full record of the Hearing, may interview witnesses at his/her discretion, and shall make a decision in the case. The President may request that the Hearing Committee reconsider the case on specific ground. The President's request for reconsideration must be made within 30 days, and the Hearing Committee has another 14 days in which to make a second report. The President shall make a decision on the complaint within 30 days of the report or the second report. The President may affirm, reject, or modify the recommendations of the Hearing Committee. The President's final decision must be sent, in writing, to the complainant, the accused, the full Appeal and Grievance Committee, and the Provost. Grounds for rejection of the Hearing Committee's findings or recommendations must be stated in writing. In cases where the President is the complainant under this procedure or the accused as a result of his/her teaching role, disposition of the complaint is the responsibility of a Review Panel, as described in the grievance procedures in the Faculty Handbook.

10. Following the process described above, an accused who does not accept the President's decision may make a written appeal to the Board of Trustees, through its Secretary, not more than 14 days after receiving the President's written decision. An appeal is permissible only on the ground that the procedures of the College were not properly followed. The appeal is appellate in character; the Board does not undertake a de novo review. The Chairman of the Board may appoint a Board Committee to act on its behalf in considering the appeal. The Board may at its discretion interview such persons as it deems appropriate. The Board may either affirm or overturn the President's decision, or, alternatively, it may request that the case be re-evaluated by either the President or the Hearing Committee. The Board shall report its decision to the accused, the complainant, the President, and the Provost as soon as possible.
11. If the final determination is that the College's sexual harassment policy has been violated, the report and the recommendations of the Hearing Committee will be placed in the accused's personnel file and the President will direct the Provost to impose the sanctions. Should the recommended sanction be dismissal from a tenured position, the procedure described in the College Statutes, Section 70C, will be followed.

#### **ACADEMIC AND DISCIPLINARY SANCTIONS**

When an individual willfully fails to abide by academic and social regulations, or acts in a manner to bring discredit upon the College, the student is liable for disciplinary action which may involve probation or dismissal from the College. The following disciplinary sanctions may be imposed when a student is found responsible for violating College rules and regulations. The actions listed below may be modified by either the Deans or the Student Conduct, Academic Progress, or Student Appeals committees should special circumstances require such modification. Certain offenses may be of such a nature as to justify greater or lesser penalties than these described. The Deans or committees reserve the right to treat such situations in whatever manner may be appropriate.

#### **Academic Probation**

Students on academic probation may not take more than two unexcused cuts in any course. A student on academic probation may be required to withdraw unless that student shows during the next semester improvement sufficient to demonstrate clear promise of eventual graduation. First-year students on academic probation may not hold office in student or social organizations or represent Lafayette College in any official capacity (including intercollegiate athletics or club sports.) A student who has not completed six courses will be regarded as a first-year student for purposes of probation.

#### **Penalty Guidelines for Cases of Academic Dishonesty**

The following guidelines will be used to determine penalties when a student has been found responsible for academic dishonesty:

1. For a *first offense involving academic dishonesty*, the student shall receive a minimum penalty of zero points on the assignment, to a grade of "F" in

the course, to a maximum penalty of a grade of “NF,” which carries the value of “F” in computing semester and cumulative averages.

2. For a *second offense involving academic dishonesty*, the student will receive a grade of “NF” and will be suspended for a period of time not less than one semester and not greater than one year.
  3. For a *third offense involving academic dishonesty*, the student will receive the grade of “NF” and will be permanently expelled from the College.
  4. When the grade of “NF” is imposed, it shall be noted on the student’s permanent transcript that this grade is used in cases of academic dishonesty.
- Certain offenses may be of such a nature as to justify greater or lesser penalties than those described. The committees or the Deans reserve the right to treat such situations in whatever manner may seem appropriate.

### Disciplinary Sanctions

The following disciplinary sanctions may be imposed when a student is found responsible for violating College rules and regulations. The actions listed below may be modified by either the Deans or the Student Conduct or Student Appeals committees should special circumstances require such modification. Certain offenses may be of such a nature as to justify greater or lesser penalties than these described. The Deans or committees reserve the right to treat such situations in whatever manner may be appropriate.

**Warning Probation** is given for a stated period of time for minor misconduct as a warning that further misconduct will not be tolerated.

**Disciplinary Probation** is given for a stated period of time for serious or repeated misconduct. Disciplinary Probation **Level I** may entail some or all of the constraints of Level II (below), and the student’s legal guardian will be notified of the actions of the Dean or Conduct Committee. Any subsequent violations of College regulations by the student may result in Level II probation or suspension from the College.

A student on Disciplinary Probation **Level II** is not eligible to hold office in any student or fraternity/sorority organization or to represent Lafayette College in any official capacity (including intercollegiate athletics or club sports). He or she is ineligible to become affiliated with a living group, and may not participate in extracurricular activities except those of an academic or religious nature or those approved by the Dean or Committee. The student’s legal guardian will be notified of the actions of the Dean or Conduct Committee. Moreover, it is a warning that any further misconduct may result in dismissal from the College.

**Suspension** is given for serious misconduct when it is believed that the student should be removed from the College community. Suspension may be for the remainder of a semester or for the following semester(s). Suspension is recorded permanently in the Office of the Dean of Students and is noted on the transcript.

**Expulsion** is given for extremely serious misconduct when it is believed that the student should be permanently removed from the College community. An expelled student is not eligible for re-admission. Expulsion is recorded permanently in the Office of the Dean of Students and is noted on the transcript.

Students must recognize that violations of College rules and regulations can have serious repercussions. Students are encouraged to recognize their own responsibility for their actions and to realize that intoxication, igno-

rance of the rules of the College, or such similar evasions will serve as no excuse for violations.

The Deans or Student Conduct Committee may assess fines or require the payment of restitution in cases involving damage or theft. The actions listed above may be modified by either the Deans or the Committee should circumstances suggest such modification. A list of disciplinary cases indicating sanctions imposed is kept on file in the library and updated at appropriate times during the year.

### Financial Aid and Academic Probation

Financial Aid recipients are eligible for eight semesters of aid (or ten semesters of aid in the case of students enrolled in five-year/ two-degree programs) as long as they maintain satisfactory academic progress and continue to demonstrate need. If a student is placed on academic probation for two consecutive semesters, the College will suspend the student’s College-funded aid for the following semester or until the student is removed from probationary status.

### Social Probation

An undergraduate group that violates the provisions of the Code of Conduct will be placed on social probation. While the precise definition of social probation is made by either the Student Conduct Committee or by the Dean of Students, social probation usually includes the following:

1. The undergraduate group may not hold any social events either on campus or off campus.
2. Alcoholic beverages may not, under any circumstances, be served by the organization.
3. The undergraduate group may not have social events in conjunction with other undergraduate groups. Other undergraduate groups may not invite a substantial number of members of a group on social probation to its social events.
4. Faculty teas and parties for parents are permitted provided that alcoholic beverages are not served.
5. Alcoholic beverages may be banned from the premises of an organization.
6. The undergraduate group may be subject to additional sanctions or fines in cases of flagrant violations of the code. The Dean and the Committee reserve the right to modify the conditions of social probation should circumstances require such modification.

### Specific Disciplinary Sanctions and Guidelines for Individuals and Groups

An undergraduate group which violates the provisions of the Code of Conduct regarding advertisements, appearance, and noise, will be subject to the following penalties.

#### Violations concerning advertisements and appearance:

1. For the first offense the student group shall be informed by the Office of Student Residence that a violation has occurred and will be fined \$50;
2. For a second offense the student group shall be placed immediately on social probation for a period exceeding no more than two weeks and will

- be fined \$150;
- For a third offense the student group shall be placed immediately on social probation for a period exceeding no more than thirty (30) days and will be fined \$300;
  - For a fourth offense the student group shall be referred to the Office of Student Residence for additional disciplinary action.

**Violations concerning noise:**

- For the first offense, the student group will be informed by the Office of Student Residence that a violation has occurred and will be fined \$50.
- For a second offense, the group will be placed immediately on social probation for a period not exceeding two weeks and will be fined \$150.
- For a third offense, the group will be placed on social probation for a period not exceeding four weeks and will be fined \$300.

**Violations concerning alcohol:****First Offense**

- Warning Probation (one year)
- \$100 Fine
- Parent Notification
- Group Session

**Second Offense**

- Disciplinary Probation—Level I (one year)
- \$150 Fine
- Parent Notification
- Substance Abuse Evaluation

**Third Offense**

- Disciplinary Probation—Level II (one year)
- \$200 Fine
- Parent Conference
- Suspension Considered

The sanctions for any alcohol offense may be modified by the Dean of Students staff or the Student Conduct Committee, depending on the severity and nature of the offense.

A student or group that violates the College regulations on the misuse of fire equipment, animal control, and vandalism will be subject to the following penalties:

**Violations concerning tampering with or theft of fire apparatus:**

Anyone identified as being responsible for tampering with or theft of any College-owned fire extinguisher or other fire apparatus in any College-owned building will be subject to a \$300 fine per violation and severe disciplinary action. If the individual(s) responsible for misuse of fire equipment is not identified within a five-day period, the floor, wing, or section involved in a College building will be billed the \$300 on a per capita basis.

**Animal-Control Regulations:**

- Residents are not permitted to keep pets of any kind in student rooms.

- The owner/custodian of an animal (dog, cat, etc.) at Lafayette College must keep the animal under control at all times. Specifically, the animal must not be allowed to:
  - roam the campus unleashed/uncontrolled.
  - enter unauthorized areas such as classroom buildings, residence halls, dining rooms, and administrative buildings.
  - attack or attempt to attack persons or other animals.
  - cause damage to College property or personal property.
  - cause physical harm to persons or other animals.
 The owner/custodian of an animal that violates any of the above regulations will be subject to a fine of \$25 per violation per occurrence.

**Vandalism:**

Anyone identified as destroying or tampering in any way with College property, in particular buildings, signs, phones, and lights, will be fined a minimum of \$50 plus the cost of repair or replacement of the damaged property. Those identified will be referred to the Office of Student Residence or the Office of Student Activities for appropriate disciplinary action.

**Use of hard balls on campus:**

The hitting of golf balls is prohibited on campus due to safety concerns. Plastic or wiffle balls are permitted. Any student identified as using a real golf ball on campus is subject to a fine of \$50.

**Other Disciplinary Action**

Individual disciplinary probation, warning probation, or other action may be imposed depending on the violation. The College typically will pursue criminal charges against students who are involved in automobile theft or any theft where the stolen value is in excess of \$2,000.

**POLICY ON HAZING**

Lafayette College requires that no living group shall allow any of its new members, members, or others to participate in any pre-initiation ceremony or practice which involves mental or physical exhaustion or abuse, or would in any way interfere with the students' mental or physical ability to perform their work at Lafayette College. These rites must not reflect unfavorably upon either the living group or the College or be of a dangerous, rude, or demeaning nature, either inside or outside the chapter house.

What specifically constitutes hazing is sometimes unclear. The following list is illustrative of hazing activities which must be avoided in favor of activities that are creative, constructive, meaningful, and safe. This list is by no means exhaustive and does not reflect all the possible instances of hazing.

- Pressuring, urging, or encouraging anyone to consume alcohol or drugs.
- Physical activity (e.g., middle-of-the-night calisthenics) that is not a part of organized group sports events.
- Paddling, shoving, or striking in any manner.
- Pressuring individuals to wear degrading or uncomfortable clothing.
- Force-feeding.
- Disrupting sleep.

7. Depriving individuals of regular meals and the opportunity for adequate personal hygiene.
8. Individual interrogations such as “rat-court” or “kangaroo-court.”
9. Throwing or pouring substances on anyone.
10. Any activity which interferes with students’ attending class or studying.
11. Harassment or disruption of other residences or groups.
12. Any form of restriction of a person’s freedom of movement.
13. Nudity as part of an initiation activity.
14. “Line-ups” of any type.
15. Any activity that tends to or actually degrades, humiliates, ridicules, embarrasses, or intimidates another person.

## GROUP LIVING

An important part of the educational philosophy of Lafayette is that each student should have an opportunity for group living. The opportunity for daily contact with students from varied backgrounds is invaluable in developing attitudes and understanding that will enrich each student’s life and learning. It is important that students recognize their responsibility to protect the dignity and respect the rights and feelings of their fellow students. Every effort is made to develop in each student a high degree of self-reliance, self-discipline, and a sense of responsible citizenship.

First-year students must live on campus or commute from home. No first-year students are given permission to live off campus.

First-year and upperclass students live in 14 residence halls: Conway House, Easton Hall, Farber Hall, PT Farinon House, Gates Hall, Keefe Hall, Kirby House, Marquis Hall, McKeen Hall, Ruef Hall, 511 College Ave., 718 Sullivan Road, South College Hall, and Watson Hall.

Upperclass students at the College have a choice of several living plans after their first year. They may choose to live in the residence halls listed above, along with McKelvy House, Ramer Hall, Soles Hall, and Watson Courts. In addition, they may live in fraternity and sorority houses, College-owned houses, apartments off campus, or at home. The College residence halls offer accommodations from single rooms to apartment-style units with kitchen facilities.

Upperclass students not commuting from the home where their parents reside (within a 40-mile radius of the College) are required to live on campus or in fraternities and sororities unless they receive permission, in writing, to live off campus from the Director of Student Residence. Applications to receive that permission must be submitted each year by present, readmitted, or transfer students. Approval will be based on class seniority and a lottery system. Permission to move off campus is not guaranteed. During some years, due to enrollment, no students may be given permission to live off campus. All fraternity and sorority members must live in their respective houses unless space in those houses is unavailable. Upperclass students who wish to commute from home must notify the Office of Student Residence by April 1 of each year.

### Residence Halls

*Conway House*, built in 1961 and renovated during summer 1999, houses 30 first-year students, two resident advisers, and a faculty resident. This first-year experience house features a large living room, study lounge/recreation area for academic and cocurricular activities, a kitchen, and laundry facilities.

*Easton Hall* was built in 1926 with funds donated by alumni and friends of the College from the Easton area. It was renovated in 1966 and now provides living quarters for 89 men and women and resident advisers. Facilities on the ground floor of the three-story building are a kitchen and television room, and a laundry area for the use of its students.

*Farber Hall*, which opened in 1978, houses 62 men and women and resident advisers, primarily in single rooms. This hall contains lounge and study areas and is equipped with laundry and cooking facilities.

*P T Farinon House*, built in 1961 and renovated in 1996, houses 30 first-year students, two resident advisers, and a faculty resident. This first-year experience house features a seminar room, study room, lounge area for cocurricular activities, a kitchen and laundry facilities.

*Gates Hall*, adjacent to McKeen Hall, has rooms for 84 men and women and resident advisers, a large lounge, and cooking and laundry facilities on the ground floor.

*Keefe Hall*, completed in February 1999, houses 117 men and women in a coeducational setting. The building has seven “houses” or living units to accommodate special interest groups. About 16 first-year students reside in this air-conditioned building in a wellness (substance-free) house. Each house has a lounge and kitchen area. The building also includes a seminar room, study space, and a spacious commons area for a variety of academic and cocurricular activities.

*Marquis Hall* was built in 1960 and contains living facilities for 56 women and resident advisers, a kitchen and laundry room, and a spacious student dining room.

*McKeen Hall*, on the eastern boundary of the campus, provides living quarters for 178 students and resident advisers in a coeducational setting. Laundry and cooking areas are located on the basement level.

*Ramer Hall*, completed in 1991, features primarily single rooms. This facility houses 60 upperclass residents and offers large lounges and cooking and laundry facilities.

*Ruef Hall*, erected in 1966, provides coeducational accommodations for 143 students, resident advisers, and a faculty resident. Each section in the four-story building is designed as a living unit containing student rooms and a resident adviser’s room. Other areas of the building contain a reception area, recreation and television room, and laundry facilities.

*Soles Hall*, erected in 1948, houses 36 women in suite arrangements and a faculty resident. The facility includes kitchen facilities, and a large lounge and laundry room in the basement.

*South College* is a historic site—the first building constructed on campus that is still standing. The east and west wings were built in the 1870s. Major renovations have occurred through the years. A two-phase renovation was completed during summer 2001. About half of the building’s residents will be first-year students. The classic structure with large windows is a coed

residence that houses 230 students, resident advisers, and a faculty resident. Cooking and laundry facilities are located throughout the building.

*Watson Courts*, completed for occupancy in 1973, provides town house-style living units for 112 upperclass students, with four men or women in each unit. *Watson Courts* is east of *Pardee Hall*. Each unit contains a kitchenette.

*Watson Hall* houses 133 men and women students, resident advisers, and faculty residents. Its facilities include a lounge, seminar room, recreational area, and laundry.

### Special Interest Groups

Nine special interest living groups reside in *Keefe Hall*, *Farber Hall*, and *Ramer Hall*.

The five in *Keefe* are: *Brothers of Lafayette*—all-male group that focuses upon the male African American experience at *Lafayette*; *The Lafayette Communications Union*—group that promotes effective oral communication and the development of public speaking skills; *Dry Surfers*—a substance-free, computer-intensive living group; *From Our Neighborhood to Yours*—students in this program aim to make its members and the *Lafayette* student body more aware of and involved in community service; *French and German House*—combined group focuses on French and German language and culture.

The group in *Farber* is called *Straight Edge*. Students in this organization are dedicated to the ideals of substance-free living.

The three groups in *Ramer* are: CHANCE (Creating Harmony and Necessary Cultural Equality)-interested in issues relating to diversity; LOST (Lafayette Organization of Science and Technology)—demonstrates a commitment to a broad spectrum of the sciences and engineering; and *El Mundo* (the World)—fosters interest in the culture and language of all countries.

*Arts Houses* are special houses for students interested in the arts.

*Conway House* provides accommodations for 30 first-year students, two resident advisers, and a faculty resident. This house includes two large multipurpose lounges, and kitchen and laundry facilities.

*PT Farinon House* also provides accommodations for 30 first-year students, two resident advisers, and a faculty resident. In addition to the large seminar room, where several classes are taught each semester, this building contains two lounges, a spacious kitchen, and laundry facilities.

*McKelvy House*, a coeducational residence four blocks from campus, is reserved for participants in the *McKelvy House Scholars Program*. Students of high ability and promise are annually invited to reside together here.

### College Hill Rental Program

Consists of college-owned off-campus houses or apartments, each containing two or three upperclass men or women. These houses feature living rooms, kitchen facilities, and double and single bedrooms.

### Living Group Opportunities

**Fraternities and sororities:** Students may accept an invitation to join a fraternity (men) or sorority (women) after the selection process at the beginning of the fall semester of the sophomore year.

All the fraternities and sororities operate houses that are either on cam-

pus or adjacent to it. Living in a sorority or fraternity house is a privilege, determined by each group's particular requirements, though the College expects that each house will be filled by members of the group.

Seven fraternities operate a meal plan, some with provisions for nonmembers. Many sorority members participate in these programs.

### Fraternities

Name	Chapter	Date Established
Chi Phi	Rho	1874
Delta Kappa Epsilon	Rho	1855
Delta Upsilon		1885
Kappa Delta Rho	Rho	1928
Phi Gamma Delta	Sigma Deuteron	1883
Phi Kappa Psi	Pennsylvania Theta	1869
Theta Chi	Alpha Omega	1930
Zeta Psi	Tau	1857

### Sororities

Alpha Gamma Delta	Zeta Beta	1981
Alpha Phi	Eta Sigma	1989
Delta Delta Delta	Gamma Mu	1992
Delta Gamma	Epsilon Xi	1982
Kappa Kappa Gamma	Zeta Beta	1980
Pi Beta Phi	Pennsylvania Eta	1980

### Joining a Fraternity or Sorority

Men and women may become affiliated with a fraternity or a sorority during the first semester of their second year.

### Recognition Procedures for Living Groups

Students who wish to form a living group as defined by the Student Life Committee shall follow the following process appropriate to the living group being proposed:

- I. Living Groups other than Fraternities or Sororities.
  - A. Any group of students wishing to form a living group shall first approach the Associate Dean of Students/Director of Student Life Administration with:
    1. a list of interested students.
    2. a proposal outlining specific purpose of interest.
    3. a request for living space.
    4. a list of officers.
    5. a financial proposal for supporting their purpose.
    6. the name of their adviser(s).
    7. constitution and by-laws.
  - B. The Associate Dean will advise the Student Life Committee of a request for recognition by a living group. The Committee may review the report of the Dean and make a recommendation regarding recognition to Student Government.
  - C. The group must then forward its request to Student Government for

recognition. The Student Government shall have the opportunity to grant or deny the opportunity for the group to form.

- D. General expectations, such as outlined in the Mission Statement for Fraternities and Sororities, along with the statement of goals and objectives established by the group, will be used to assess continued viability of the living group.

## II. Living Groups—Fraternity and Sorority

- A. Any group of students wishing to form a fraternity or sorority shall first advise the Office of the Dean of Students of their intent to form. They must then provide the Dean of Students with the following information:
1. a list of interested students.
  2. a specific proposal outlining purpose and/or intent.
  3. a request for living or meeting space.
  4. a proposal for adequate funding for the management of its activity programs.
  5. constitution and by-laws.
  6. the name of a faculty adviser.
  7. a list of officers.
- B. The Dean will advise the Student Life Committee of the request for recognition as a living group. The Student Life Committee may review the request and may prepare a recommendation for review by the faculty and Student Government.
- C. Following the opportunity for review by the Student Life Committee and Student Government, the Dean will submit the request to the Trustee Committee on Athletics and Student Affairs for their information, and, if appropriate, recognition.

Any group of students that has followed the procedures stated above, and whose request has been denied, may appeal that decision to the Trustee Committee on Athletics and Student Affairs. That appeal should be submitted, in writing, to the Committee through the Office of the Dean of Students.

Additional changes to the living group system, other than from student interest, may be recommended to the Office of the Director of Student Life Administration by the appropriate governing bodies.

Living groups are expected to abide by all College and national policies for such groups. If, at any time, College policy conflicts with any group or national policy, the College reserves the right to enforce the policy that is interpreted to be in the best interest of the College.

Students interested in becoming a part of the Greek system are encouraged to participate in “rush,” the mutual selection process which enables current members and potential members to become acquainted through interaction in a variety of extracurricular activities which occur throughout the fall and spring term and include both informal and formal events. Formal rush—during which a fraternity or sorority offers membership and a student decides to accept or not—is a two-week period in the fall semester of the sophomore year.

Participation in the rush process and any subsequent decision to accept membership in a fraternity or sorority is a personal decision and should be

given some degree of consideration. Membership involves your participation in the goals of the organization—to develop leadership, to promote scholarship, to engage in service, and form bonds of brotherhood or sisterhood. A student interested in accepting an invitation to join a sorority or fraternity must be a full-time student, have a cumulative 2.00 grade point average for Interfraternity Council, 2.20 for Panhellenic Council, and not be on disciplinary probation. The College requires that students who have accepted an invitation, or “bid,” to join a fraternity or sorority be initiated into full membership within three weeks of receiving a bid.

### Head Resident and Resident Adviser Program

Head residents are undergraduate students who have demonstrated exceptional ability in meeting the needs of students, and who have shown evidence of special skills for supervising staff and managing a residence hall. Head residents generally are responsible for the overall operation of the facility. While serving as a multipurpose resource and referral person for all residents, the Head Resident supervises the hall’s resident advisers, and provides administrative offices with necessary reports and information.

Carefully selected and trained resident advisers are assigned to each residence hall. Each resident adviser is responsible for a section consisting of approximately 20-25 students. The resident adviser is there to help students achieve their academic goals and to derive maximum benefits from group living. Students should become acquainted with their resident advisers immediately and seek their advice whenever necessary. In addition to student resident advisers, faculty residents live in several of the residence halls.

### TERMS OF CONTRACT FOR COLLEGE RESIDENCES

The student and parent, guardian or other guarantor are urged to read carefully the content of the Housing Contract. When the official Housing Contract form is signed and submitted to Lafayette College, or when the student occupies a space in a residence, the contract becomes a binding agreement—a contract between the student (and parent, guardian, or other guarantor) and the College. The terms and conditions of the contract are outlined below.

- A. Contract period: The contract is binding for the entire academic year, except during vacation periods as noted below, except when the student completes graduation requirements midyear, except when the student withdraws or is withdrawn from the College at the conclusion of a semester, or except when the student enters into the contract at the beginning of the second semester. No room shall be occupied earlier than 48 hours before the first day of classes for a semester without

#### To appreciate people from different backgrounds, successful students say...

- Talk out differences that may be a result of growing up in different cultures
- Ask questions and share your experiences
- Go to multicultural events



permission from the Director of Student Residence. The room must be relinquished within a 24-hour period following the student's last scheduled examination but no later than noon following the last day of examinations. All residence halls will be vacation locked at that time.

- B. **Vacation occupancy:** The contract does not cover regularly scheduled vacation periods. A special living area may be established for students who are not able to leave the campus during these periods. Application must be made through the Director of Student Residence at least two weeks before a scheduled vacation period for permission to occupy a room. A charge will be made for housing during vacation periods.
- C. **Termination of contract:** The College may terminate a contract and take possession of a room at any time for: (a) violation of the Residence Hall Regulations as outlined in this contract; (b) the violation of any College regulation, including disorderly conduct, interference with the rights and privileges of other students, or destruction of property; (c) whenever the room is vacated or the relationship of the student with the College as a student is terminated. Furthermore, in their use of residential facilities, students are expected to obey laws of the general community. If the College terminates a contract for any of the reasons noted above, the room rent will not be refunded.
- D. **Room assignments:** The College will not discriminate in room assignment on the basis of gender, race, color, religion, creed, national origin, ancestry, age, physical ability, or sexual orientation. Room assignments will be made according to departmental procedures and, when possible, in accordance with student preferences. No specific assignment based on the resident's request is guaranteed. Failure to honor housing preferences will not void the contract. The College reserves the right to: (a) assign the remaining space(s) of a room whenever a vacancy in occupancy occurs; (b) increase the number of occupants per room in the event of emergency need; (c) assign students to temporary accommodations in the event of emergency need; (d) reassign rooms for occupancy during vacation periods; (e) consolidate roommates, for space management, when vacancies occur; (f) change room assignments for health, safety, or repair services; for disciplinary reasons caused by the resident; or for unresolvable incompatibility of roommates; and (g) designate the occupancy level for each room.
- E. **Room responsibility:** It is expected that rooms will be in the same condition at the end of the academic year as when first occupied. All personal belongings must be removed from rooms. Trash must be removed and placed in containers provided by the College. Pictures, decals, etc., must be removed from building surfaces. All College-owned furniture and furnishings must be present in the room and properly assembled. Privately owned furniture may be stored during the summer months in designated locations if space permits. Any personal items left in a room will be discarded 24 hours following the last scheduled examination. Should a room require more than the normal amount of cleaning by the College at the end of the year, a fine may be imposed and a bill for the additional time will be charged to the student or students involved. Any damages not claimed by individual residents will be divided equally among all residents for each room.

#### CONDITIONS OF OCCUPANCY

The following regulations have been instituted by the College to insure that the rights and welfare of all students will be protected. Violations of these regulations may result in disciplinary action consistent with the Statement on the Rights and Responsibilities of Students, and the Code of Conduct.

All the regulations listed below apply to the residents and visitors of all College residences, including College-owned fraternity and sorority houses.

1. **Antennas:** Exterior antennas are not permitted. Students are not permitted to splice the television cable. This is illegal and constitutes theft of that service.
2. **Assessment for damage:** Residents will be held responsible for any damage done to their rooms or any part of the residence hall and its equipment. When damage occurs in a public area it will be billed on a per capita basis to the students in that area. Students are responsible for reporting to the Office of Public Safety any damages done to the outside of their room door; otherwise, they will be billed for such damages.
3. **Barbells:** Barbells and other weightlifting equipment may not be used or stored in a student's room.
4. **Care of rooms:** Students are expected to keep their rooms clean and in order and to cooperate in maintaining the lounges and corridors in satisfactory condition. Waterbeds are not permitted.  
Furniture lofts or partitions may not be built in. Such items must be free standing and be capable of simple dismantling so that they can be removed at the end of the College year without damage to the room. They must not block or hinder access to or exit from a room or be larger than 48" x 86" and must not introduce large amounts of combustible materials. Beds may not be propped on dressers, desks, or other furniture. Approval must be received from the Director of Student Residence and the Director of Plant Operations before initiating any modification to student rooms. Some residence halls have been furnished with loft furniture by the College. These residence halls may not have student built lofts. (Please note item #18.) Loft materials may not be stored in College residences during the summer.
5. **Contract suspension:** Any student whose physical or mental health might jeopardize the safety or well-being of that individual or that of any other resident may be required to have an examination by the College physician or a consultation with a College counselor. Should the physician or counselor determine that a health or safety concern exists, the Director of Student Residence may amend or suspend the student's housing contract as appropriate.
6. **Cooking of meals:** Cooking of meals is not permitted in student rooms. This is a fire hazard and a health hazard. Appropriate cooking areas exist in all halls.
7. **Electrical appliances:** No appliances containing heating elements, with the exception of a "hot pot" with thermostat control, may be used in student rooms. Hot plates, heaters, toaster ovens, etc., pose distinct fire hazards and overload existing electrical circuits. Microwave ovens (other than units available through the college designated rental program) are not permitted in student rooms. Window air conditioners are not permitted in College residences.

Radios, stereos, and televisions are permitted, provided they are operated with the proper regard for quiet hours and do not disturb other residents. Loudspeakers must not be placed in or near an open window.

Refrigerators must be no larger than 2.5 cubic feet in capacity and must be rated at no more than 1.5 amps. (Other regulations regarding refrigerators and their use are available from the Office of Student Residence.)

8. *Fire safety and equipment:* Fire equipment is to be used only as necessary in case of fire. Its use or misuse must be reported to the Director of Student Residence immediately so that it may be restored to useful condition without delay. Anyone identified as being responsible for tampering with or theft of any College-owned fire extinguisher or other fire apparatus in any College-owned residence will be subject to an automatic \$300 fine and severe disciplinary action. If a person or persons responsible for tampering with fire equipment are not apprehended within a 5-day period, the students living on the floor, wing, or section of the residence hall will be billed the \$300 on a per capita basis. Neither decorations nor furniture must ever hinder exit from a room. Students are expected to leave the building for all fire alarms and drills. Lack of cooperation during fire drills or alarms will be considered a severe breach of discipline. Violators will be sanctioned.

Students must not decorate their rooms with combustible materials (paneling, combustible fabrics, etc.). Fiberglass or other fire-resistant hangings are acceptable if hung from picture molding. No items may be installed or suspended from the ceiling in any student room. Fabric decorations may cover only a maximum of 50 percent of one wall in any student room. Posters may cover only a maximum of 50 percent of the wall space in any student room. No combination of fabric cover and poster cover on any wall may exceed 50 percent of the total wall space of that wall.

9. *Smoking:* Smoking is not permitted in any residence hall public areas, including lounges, bathrooms, and hallways. Smoking is permitted only in student rooms, and only with the consent of the roommate(s).
10. *Food storage:* Food may be stored in student rooms only if it is stored in appropriate containers. Food and drinks may not be stored on exterior window sills. No dishes or silverware may be taken from the Dining facilities to student rooms.
11. *General provision:* The College reserves the right to change these regulations or make rules as it deems necessary for the protection of property and/or the general welfare of the residents. Students are expected to abide by statements in the College Residence Contract, the Code of Conduct, and the Statement on Student Rights and Responsibilities.
12. *Guests:* Guests of the opposite sex may visit in residence halls under the provisions specified in the Lafayette College Code of Conduct. Students are allowed to have guests for short periods of time. Overnight guests are not permitted in College housing without advance permission from all students in the room/suite in which they reside. The host student is responsible for the conduct of his/her guests, including damages caused by them.
13. *Hazardous materials:* Firearms, air guns, and other hazardous items or weapons of any kind, including ammunition, firecrackers, gun powder,

and chemicals, are strictly prohibited and, if found, will be confiscated and the owner subject to disciplinary action. Use of lighted candles, incense, or kerosene lamps for any purposes is prohibited. "Floor model" halogen lamps with an open top regardless of bulb wattage and/or any style halogen lamp with a bulb wattage of greater than or equal to 150 are banned from residence halls.

14. *Inspection:* Inspections will be conducted at the beginning and end of each academic year to establish the basis for assessing damages. The right is reserved for College authorities to enter any room at any time for the purpose of inspection or repair. Filling out complete and accurate room Inspection Reports by residents will facilitate appropriate billing. In addition, routine safety inspections are conducted between semesters.
15. *Keys:* Residence hall keys are not to be duplicated except by the College locksmith. When keys are reported lost or stolen, a \$25 charge will be assessed for a lock change and key replacement. A \$25 charge will be assessed if keys are not returned when a student vacates his/her residence. A charge is also assessed for the loss or theft of the electronic access tag.
16. *Leaves of absence and study abroad:* It is the responsibility of students who are returning to the College from abroad or from a leave of absence to communicate their housing needs to the Office of Student Residence before their return. The office will attempt to accommodate students' hall and room preferences; however, preferred assignments cannot be guaranteed. Students returning in January will be assigned to residence hall space based on class seniority and the date their request for housing is received. Students who are away from campus during the spring semester, but who desire to live in the residence halls in the fall, should notify the Office of Student Residence, in writing, of their arrangements for a fellow student to pick a lottery number and select a room for them during the housing room reservation process. All students must live in College housing unless they apply for and receive permission, in writing, from the Director of Student Residence to live elsewhere.
17. *Loss or damage:* The College does not assume responsibility for damage or loss of personal property of residents due to fire, theft, or other causes.
18. *Moving furniture:* Furniture is not to be moved from rooms without permission of the Plant Operations Office. If permission is granted, Plant Operations will move the piece or pieces to storage and return it/them at the end of the College year for the flat rate of \$25 per item. Students will be charged an additional \$20 for leaving furniture in building hallways.
19. *Musical instruments:* Musical instruments should not be played in resi-

#### To get along well with your roommate, successful students say...

- Respect each other and each other's things
- Set ground rules and acknowledge problems when they arise
- Designate times when you can be in the room alone



- dence halls. Practice rooms are available upon request in the Williams Center for the Arts.
20. *Alcohol and Narcotics:* It is illegal for students under the age of 21 to possess, consume, or transport alcohol. The unlawful possession or use of narcotics and/or any controlled substance is not permitted. Students who violate this condition will be subject to severe disciplinary action.
  21. *Pets:* Residents are not permitted to keep pets of any kind except fish in an aquarium. Laboratory specimens are also prohibited. Violation will warrant a \$25 fine and disciplinary action.
  22. *Quiet hours:* To maintain conditions conducive to academic achievement, quiet hours are established and maintained in all residence halls. Disturbing noises during these hours will not be tolerated.
  23. *Roofs and ledges:* Students are not permitted on residence hall roofs or ledges.
  24. *Room changes:* No student will be allowed to move off campus, exchange a room, or substitute one occupant for another without permission from the Director of Student Residence. If one of the occupants of a room moves, the student(s) who remain(s) agrees to accept an assigned roommate(s). Students who misrepresent the truth, intimidate assigned occupants, or otherwise attempt to manipulate the housing assignment or lottery process may be subject to disciplinary action, fines, and/or contract termination.
  25. *Room decorations:* Decals, pictures, posters, stickers, labels, etc., that are fastened to walls, doors, woodwork, and ceilings, must be removed without damage to paint or finished surfaces of the room. Pictures, decorations, etc., should be hung from the picture moldings or attached with poster putty. Double-faced tape, scotch tape, and masking tape will damage walls, causing possible assessment for damage. Writing instruments must not be used on any building surface.
  26. *Sanitation:* Each resident is expected to maintain his/her room in an acceptably safe and sanitary condition.
  27. *Search and seizure:* Except under emergency circumstances, College premises occupied by students and the personal possessions of students will not be searched unless authorization is obtained from the Office of the Dean of Students. Authorization shall be made before a search is conducted. The authorization shall specify the reasons for the search and the objects sought. The student should be present, if possible, during the search.
  28. *Security:* Students agree to abide by the safety rules and procedures of the College. Residents who leave the residence hall by locked doors are responsible for leaving the doors in a locked position. Doors should never be propped open. Residents are urged to lock their windows and doors during absences. During holidays, additional precautions should be taken to include removing small portable items and closing curtains or shades. Any losses should be reported to the Office of Public Safety and the Office of Student Residence.
  29. *Soliciting/sales:* Soliciting, canvassing, or using College housing as a location for selling and advertising is prohibited unless written permission is granted by the Office of Student Residence or the Office of Student Activities.

30. *Storage:* Storage closet space is available in each residence hall for student use. Students should be aware that space is limited. Also, there are restrictions on the type of items that may be stored in College storage closets; resident advisers can provide specific storage information. Lafayette College assumes no responsibility for loss, theft, or damage of property stored in its residence halls.
31. *Sublet:* Assigned rooms may not be sublet. The housing contract is personal and may not be transferred to another person.
32. *Telephones:* Any misuse of telephone equipment may result in disciplinary action by the College and civil and criminal charges against the student by the telephone company. Anyone identified as tampering with a telephone or its wires will be fined a minimum of \$90. If the person or persons responsible are not apprehended, the floor, wing, or section involved will be billed \$90 on a per capita basis.
33. *Trash disposal:* All waste paper and other trash must be deposited in waste baskets, dumpsters, or recycling containers. Littering or improper disposal of trash is not permitted.

## GENERAL INFORMATION AND RULES

### Room Furnishings

Although there are single rooms, most rooms are designed to accommodate two students. All of the rooms are furnished with beds, desks, desk chairs, dressers, and wardrobes or closets. Centrally located bathrooms are provided on each floor. Most residence halls have their own recreation rooms and study lounges. Custodial staff care for the baths, corridors, stairways, and lounges. Vacuum cleaners are provided by the College for students to use in cleaning their own rooms.

### What to Bring

Occupants must supply their own lamps, wastebaskets, pillows, linens, and blankets. Students may bring spreads, draperies, and rugs. If used, curtain rods must be of the suction cup or expansion type. Students may bring whatever personal belongings they deem necessary, within the limits established by residence hall regulations. Please refer to the "Living on Campus" brochure published by the Office of Student Residence for additional information.

### Keys/Tags

Room keys are issued to students by the Office of Student Residence. Lost and found keys should be reported to the Office of Public Safety, Marquis Hall. When keys are reported lost or stolen, a \$25 charge will be assessed for a lock change and key replacement. In addition, a \$25 charge will be assessed if keys are not returned when a student vacates his/her residence.

Electronic access tags are issued to students to open exterior doors. These doors are locked 24 hours a day. A \$25 charge is assessed for lost tags.

Students should carry their room keys and tags with them at all times. Students may not lend their keys and/or electronic access tags to anyone, including other Lafayette students. A student will be admitted to his/her room by the Public Safety Department and will be billed at \$5.00 per lockout.

### Telephone Service

All residence hall rooms have telephone lines ready for your use. In addition, telephones in each hall may be used for local and long distance calls. Each student is issued a calling card that permits long distance calling from any campus extension including your room extension. The cardholder is billed directly for all calls made with their card number. Students are required to provide their own room phone to use their room extension. Students may also arrange for voice mail service by calling the campus telephone provider.

### Exterior Hall Telephones

Residence hall exterior convenience/emergency telephones have been installed on selected exterior entrances to residence halls. These phones will facilitate visitors' entrance to the halls when buildings are locked so as to eliminate the propping open of exterior doors. In addition, each phone has a red emergency button which, when activated, will dial the Office of Public Safety. Additional units have been mounted on posts at various locations on campus.

### Mail Service

All students are assigned a post office box in the College Station in the Farinon Center. Box keys must be signed for at the post office. All mail should be addressed:

Name of Student  
Farinon Center Box # XXXX  
Lafayette College  
Easton, PA 18042

### Trunks and Baggage

Trunks and heavy baggage should be shipped ahead, prepaid, and addressed to the student, in care of the Office of Student Residence. Trunks or baggage sent collect will not be accepted. Limited trunk storage space is provided in each residence hall. All trunks must be clearly labeled and placed in storage within two weeks after a student occupies a room.

### Personal Property Insurance

The College assumes no responsibility for loss of or damage to personal property. Students should verify that coverage is provided under the family's homeowners policy or contact an insurance agent concerning protection against such losses.

Storage rooms are provided in some residence halls. Students may store personal belongings at their own risk during the academic year. Storage is not available during semesters when the student is not on campus.

### FIRE DRILL AND ALARM PROCEDURE

Familiarize yourself with the location of fire-alarm boxes, fire extinguishers, and fire exits in your buildings:

#### IN CASE OF FIRE ONLY:

1. Activate nearest fire-alarm box. Each building alarm is connected directly with the Public Safety Office.
2. Contact Easton Fire Department and Lafayette Public Safety giving exact location and nature of the fire.

**FIRE DEPARTMENT:** 9 (for outside line) then 911

**LAFAYETTE Public Safety:** (610) 330-5333

3. Evacuate the building using the procedure below:

#### WHEN YOU HEAR FIRE-ALARM BELL SOUND:

1. Close windows but don't lock. Open drapes, blinds, and shades; turn off room lights and electrical appliances.
2. Use towel, handkerchief, or other cloth material to cover your face in the event of heavy smoke. Stay close to floor on hands and knees if smoke is heavy.
3. Feel door—if warm remain in room; seal door with wet towels and call for help (extension 5333 or 9 (for outside line) then 911).
4. If door is cool leave room but don't lock it.
5. DO NOT RUN. Proceed to nearest stairway fire-exit (not elevator).
6. Exit the building immediately and stand well clear of the area. Stay together for identification purposes.
7. DO NOT re-enter the building until you have been given permission.
8. Faculty and resident advisers should assist in an orderly evacuation. Report all persons in violation of fire safety procedures. **FIRE DRILLS WILL BE HELD. TREAT EACH DRILL AS YOU WOULD AN ACTUAL FIRE. EVERYONE IS EXPECTED TO COOPERATE. THANK YOU.**

### DINING SERVICES

Lafayette College offers both a computerized meal card system and a Flex Dollar Declining Balance program. On the flex-dollar program, students prepay into a declining balance account, which is reduced directly as the student's meal card/ID is run through a computerized card reader for the purchase of food items or meals. Flex dollars may be used at Marquis and Farinon student restaurants, Farinon Food Court, Grind convenience store, and Gilbert's. The account can also be used for meal equivalency purchases in the food court that exceed a stipulated meal value or for guest meals at any of the campus dining facilities.

All new students are required to participate in the College 20-meal-per-week plan plus 100 flex dollars. All other students may purchase the 20-meal plan or participate in the 14-meal, 10-meal, 5-meal, or flex-dollar plans. Upperclass students not participating in a College fixed-meal plan must purchase 250 flex dollars per semester. Unused mandatory flex dollars are neither transferable to the subsequent summer semester or academic year nor refundable. Additional flex dollars may be purchased. Unused additional flex dollars are refundable in June, after completion of the spring semester, provided no other balances (tuition, College Store, etc.) are due.

Flex dollars will be refunded to a withdrawn student to the extent that those dollars have not been used.

Each student carries a College identification card that also serves as his or her meal and debit card and must be presented before entering any dining service area.

The following guidelines apply to the use of the dining areas:

1. Informal dress (shirts, slacks, sweaters, shorts) may be worn to the student restaurants.

2. Shoes and shirts must be worn at all times in dining areas.
3. Students must present their meal/ID card to the checkers at each serving area before entering.
4. **To guard against unauthorized use, students may not lend their meal/ID cards to other students or guests, although they may charge meals or food items to their card for other students or guests when they accompany them.**
5. After each meal, students are required to return their trays and dishes to the dishwashing room or appropriate trash receptacles.
6. Food, beverages, and dishes may not be taken from the dining room.
7. When using the Food Court, please refrain from eating or drinking in the Food Court serving area prior to purchasing your meal.

### Hours of Operation

#### Farinon Student Restaurant (2nd Floor)

Monday through Saturday:

Breakfast	7:00-9:00 a.m.
Continental Buffet	9:00-10:00 a.m.
Lunch	11:00 a.m.-1:30 p.m.
Dinner	4:30-7:30 p.m. (Mon.-Thurs.) 4:30-7:00 p.m. (Fri.-Sat.)

Sunday:

Brunch	10:30 a.m.-1:00 p.m.
Dinner	4:30-7:00 p.m.

#### Farinon Food Court (1st Floor)

Monday through Sunday: 7:00 a.m.-10:00 p.m.

#### Grind Convenience Store (1st Floor)

Sunday through Wednesday: 10:00 a.m.-1:00 a.m.  
Thursday through Saturday: 10:00 a.m.-2:00 a.m.

#### Marquis Student Restaurant

Monday through Friday:

Continental Breakfast	9:00 a.m.-10:00 a.m.
Lunch	11:00 a.m.-1:30 p.m.
Dinner	4:30-6:30 p.m. (Mon.-Thurs.)

#### Gilbert's

Monday through Wednesday: 9:00 a.m.-1:00 a.m.  
Thursday through Friday: 9:00 a.m.-2:00 a.m.  
Saturday: 8:00 p.m.-2:00 a.m.  
Sunday: 8:00 p.m.-1:00 a.m.

## STUDENT ACTIVITIES

Where you reside during your college years is only one aspect of your life outside the classroom. At Lafayette, you will find many ways to continue your personal interests, begin new pursuits, and try some activities merely to discover whether you like them.

With more than 100 clubs, organizations, and programs that complement and enhance the academic experience at Lafayette, from fraternities/sororities to academic clubs to Lafayette Activities Forum events, you will have numerous opportunities to develop your leadership ability, hone your skills in a sport, serve the community, or pursue your special interest.

The Activities Fair, held during the first week of each fall semester, is your chance to find out about the different organizations. You will be able to meet and talk to current students who are already involved in these activities.

At Lafayette, students are encouraged to participate in all aspects of the community. However, students are encouraged to keep their focus on their main goal—academic progress. Too much time devoted to too many activities could hinder that goal. One of the most important student organizations is described below, followed by listings of the currently active groups including various student publications and athletic activities.

### STUDENT GOVERNMENT

The undergraduate governing body at Lafayette is the Student Government. It has principal responsibility in the following areas: forming policy for student activities, recognizing and dispensing funds to various student organizations, and maintaining contact between students, faculty, administration, and the Board of Trustees. These communications are facilitated by the appointment of students to serve on faculty committees and on five committees of the Board of Trustees. The President of Student Government attends full meetings of the Trustees.

All Lafayette students in good standing are eligible for election to Student Government. Elections are held in November. In addition to president and vice-president, five representatives each are elected from the first-year, sophomore, and junior classes. The secretary and treasurer are elected by the new group.

Meetings of the Student Government are open to all members of the Lafayette community. Meeting times of all standing Student Government committees are made public, and interested parties are welcome to attend. The Student Government office is on the ground level of the Farinon College Center. For the full constitution, see section, "Lafayette College Student Government Constitution."

Student interest and opinion is sought at all levels of college governance. Students on faculty committees, most of whom have voting privileges, are invited to attend meetings of the whole faculty. The student members of trustee committees also have full voting power.

#### *2001 Officers*

President: Ben Mack '02

Vice-President: Dana Newcomb '02

Secretary: Morgan Albus '03

Treasurer: Colin Feehan '03

### STUDENT GROUPS, CLUBS, AND ORGANIZATIONS

Prospective student clubs or organizations may acquire Student Government

recognition by preparing a constitution and providing a roster of 20 or more interested participants to the Student Organizations Committee of Student Government.

If recognition is granted, student groups are asked to prepare formal budget requests annually and/or may apply for special allocation from the Student Government during the academic year.

College accounts are created for recognized student clubs and organizations. These organizations are not permitted to hold accounts with outside firms without the express permission of the Director of Student Activities.

Student Government "recognition" acknowledges the diversity of skills, interests, and opinions present within the student body; it does not, however, carry with it the endorsement of the Student Government or of the College.

A large number of organized activities, clubs, club sports, societies and other student organizations are recognized by the College through the Student Government. Recognition permits these groups to develop programs and activities and to use College facilities. The College offers these groups leadership training opportunities and advising on financial and other matters of interest to student organizations through the offices of Student Activities and Student Residence, and the Student Government, but it does not provide supervision for these groups. The College is not liable for any personal injuries and/or medical expenses resulting from club activities whether on or off campus.

#### **Academic Honorary Societies**

Alpha Sigma Lambda (part-time students demonstrating superior academic excellence)

Phi Beta Kappa (juniors and seniors demonstrating superior scholarship)

Sigma Xi (natural sciences/engineering)

Tau Beta Pi (national engineering honor society)

Delta Phi Alpha (German language and culture)

Dobro Slovo (Russian language and culture)

Eta Kappa Nu (electrical engineering)

Omicron Delta Epsilon (economics)

Phi Alpha Theta (history)

Phi Delta Phi (French language and literature)

Phi Lambda Upsilon (chemistry, biochemistry, chemical engineering)

Pi Mu Epsilon (mathematics)

Pi Sigma Alpha (political science)

Pi Tau Sigma (mechanical engineering)

Psi Chi (psychology)

Sigma Delta Pi (Hispanic language and culture)

#### **Arts Groups**

Cadence (female a cappella singing group)

Chorduroys (male a cappella singing group)

Concert Choir

Lafayette Arts Society

Lafayette Dancers

Lafayette Pep band

Jazz Ensemble

Madrigal Singers  
Marquis Players (theater)  
Percussion Ensemble  
String Ensemble  
Wind Ensemble

#### **Recreation**

Crew Club

Cricket Club

Field Hockey

Gymnastics

Ice Hockey Club

Martial Arts Club

Men's Rugby

Outing Club

Riding Club

Scrabble Club

Ski Racing Club

Skiing and Snowboarding

Soccer Club

Sports Council

Tennis Club

Ultimate Frisbee

Volleyball Club

Women's Rugby

Wrestling Club

#### **Communications**

*Aya* (African-American student publication)

*The Lafayette* (newspaper/distributed every Friday)

*The Marquis* (literary arts magazine)

*Melange* (yearbook)

WJRH (radio station)

*World Wise* (international student publication)

#### **Engineering Societies (Student Branches)**

American Institute of Chemical Engineers (A.I.Ch.E.)

American Society of Civil Engineers

American Society of Mechanical Engineers

Institute of Electronics & Electrical Engineers

Leonardo Society

Minority Scientists and Engineers

Society of Women Engineers

#### **Groups Related to Academic Programs/Cultural Organizations**

American Chemical Society

Asian Culture Association

Association for Computing Machinery

Baja Club

Biological Society

Communications Union

Emile Durkheim Society (anthropology)

Forensics Society

Geology Club

German Club

Global Business Club

Hispanic Society

History Club

International Affairs Club

International Students Association

Investment Club

Kirby Government and Law Society  
 Le Cercle Francais (French Club)  
 Lafayette African and Caribbean Student Association  
 L.O.S.T. (Science and Technology)  
 Mock Trial Team  
 Physics Club  
 Psychology Club

### Religious Groups

Hillel Society  
 Lafayette Christian Fellowship  
 Muslim Student Association  
 Newman Association

### Service and Social Programs and Organizations

Adopt-A-Class (adolescent mentoring)  
 Adopt-A-Grandparent  
 Alpha Phi Omega Service Organization  
 Alternative School Break Club  
 America Reads  
 Amnesty International  
 Association of Black Collegians  
 Association for Lafayette Women  
 August Survivors Center (domestic and sexual abuse support)  
 Boy's Club and Girl's Club Programs  
 Brothers of Lafayette (black men's support group)  
 Bushkill Stream Monitors  
 CHILL (wellness)  
 Child Care Aids  
 College Democrats  
 College Republicans  
 C.O.R.R.E. (relationship education)  
 English as a Second Language (ESL)  
 Freshman Class Council  
 Habitat for Humanity  
 HIV/AIDS Prevention and Education Now (HAPEN)  
 Hospital Volunteers  
 Interfraternity Council  
 KIC (Kids in Community)  
 LAF (Lafayette Activities Forum)  
 LEAD (alcohol education)  
 LEAP (environmental)  
 LIFT (mentors for children)  
 MASH (March After School Help)  
 Meals for the Homeless  
 Neighborhood Tutor Network  
 Nia (black women's support group)  
 Panhellenic Council  
 PEASE (self-esteem education)

Played Out  
 Prison Tutoring Program  
 Quest  
 Residence Hall Council  
 Safe Harbor (homeless shelter)  
 SALT (athletic mentors)  
 SERCH (Students Educating on Responsible College Health)  
 Shawnee Success (at-risk-juvenile mentoring)  
 Spanish Club for Kids  
 Special Needs Mentoring  
 Straight Edge Club (alcohol free)  
 Student-Alumni Association  
 Student Government  
 Student Representatives  
 Third Street Alliance for Women and Children

### INTERFRATERNITY AND PANHELLENIC COUNCILS

The Interfraternity and Panhellenic councils are the representative governing bodies, respectively, for fraternities and sororities at Lafayette. The councils provide opportunities for leadership, community service, social interaction, and personal development, and offer academic support for the sororities and fraternities.

### MINORITY STUDENT ACTIVITIES

In support of a desire and commitment to increase the number of minority students in attendance at Lafayette, a variety of programs are designed to address educational and cultural needs. All students are encouraged to share their diverse backgrounds and experiences, and to join the Lafayette community of faculty, staff, and students in celebrating the differences of a pluralistic society.

Visiting minority lecturers, speakers, cultural field trips, and other activities planned by students, faculty, and the Academic Resource Center are offered regularly. A monthly newsletter features events of student organizations, the Portlock Black Cultural Center, and highlights of outstanding student accomplishments.

### RECREATION SERVICES

The Allan P. Kirby Sports Center houses ample recreational space which

#### To succeed academically, successful students say...

- Talk to your professors; they're here to help you
- Academics should always come first—set a schedule and stick to it
- Use cocurricular activities as a stress reliever from academic pressures



includes a jogging track, three multipurpose courts, a climbing wall, six racquetball/squash courts, locker rooms and a game room. These activity spaces are capable of hosting badminton, walleyball, volleyball, roller hockey, basketball, indoor soccer, team handball, and many other activities.

For those who want a quick workout on their own time, the 6,600-square-foot fitness center includes a selectorized strength training circuit, a free weight area, and over 30 cardiovascular machines. Individual and group instructional sessions are available by appointment. Students interested in group exercise classes, such as cardio-karate or step aerobics, have ample opportunity with a spacious aerobics room and a dividable multipurpose room in which regularly scheduled programs are held throughout the week. A wide variety of instructional programs like yoga, ballroom dance and first aid classes also utilize these spaces.

## ATHLETICS

The Department of Athletics encourages students to exercise through a vast array of intercollegiate athletic teams.

The majority of the outdoor teams compete at Metzgar Fields, an 80-acre facility three miles north of campus. The football teams compete in the tradition-rich 13,750-seat Fisher Field. The indoor teams compete in the greatly expanded and renovated Allan P. Kirby Sports Center, located on the main campus, which houses a 3,500-seat basketball facility, a 200-yard flat track, and a six-lane racing pool and separate diving well. The new addition of 110,000 square feet adds a new athletic training room, additional coaches and administrative offices, and expanded recreational space. The new area includes a 1/10th-mile jogging track, three 50-by-84-foot multipurpose courts, six racquet courts, a 35-foot climbing wall, a 6,600-square-foot fitness center, and two group exercise rooms totaling roughly 4,300 square feet.

Nearly one-fourth of the students participate on at least one of the College's 23 nationally recognized intercollegiate teams. During the fall, Lafayette fields teams in football, men's and women's soccer, cross-country, tennis, and women's field hockey and volleyball. Men's and women's basketball, swimming and diving, and track and field, in addition to coed fencing, take center stage in the winter. When the warm spring weather rolls around, Lafayette sponsors teams in baseball, softball, golf, men's and women's tennis, lacrosse, and track and field.

## ACADEMIC & INTERCOLLEGIATE AWARDS

Regulations for awards, adopted by the Department of Athletics and approved by the Athletics Committee, are as follows:

### Departmental Academic Awards

Each fall and spring semester, the Academic Honor Roll recognizes student-athletes who excel in the classroom. These letter awards are determined by term GPAs and are categorized as Gold (3.8 to 4.0), Silver (3.5 to 3.799), and Bronze (3.0 to 3.499).

### Patriot League Academic Awards

The Patriot League recognizes student-athlete academic achievements with the Academic Honor Roll, Scholar-Athlete Awards, and Scholar-Athlete of the Year. Contact the Department of Athletics for guidelines.

## National Collegiate Athletic Association Postgraduate Scholarships

The NCAA annually awards 129 postgraduate scholarships of \$5,000 each and one for \$10,000. In addition, ethnic minorities and women's enhancement scholarships are available. Applications can be obtained from the Department of Athletics.

### Varsity "L"

The official varsity letter award is an 8-1/2" x 11" certificate with a mounted chenille "L." One letter is issued per individual. This award is presented when an individual earns a letter for the first time.

### Varsity Pullover

A pullover is awarded to an individual after having lettered two years in the same sport. Only one pullover may be received per individual two-year letter winner.

### Varsity Blanket

A blanket is awarded to an individual after having lettered three years in the same sport. Only one blanket may be received per individual three-year letter winner.

### Varsity Senior Award—Wrist Watch

A watch is awarded to a senior who has participated in a sport for four years and who has earned three or four letters in the same sport. Only one watch may be received per individual three-year letter winner.

### Requirements for a Varsity Award

Generally the awards for each sport shall be granted to those fulfilling certain requirements detailed herewith, and the recipients shall be designated by the committee on athletic awards. The committee on athletic awards will include the Director of Athletics, the Associate Director of Athletics and the Assistant Directors of Athletics.

## EQUITY IN ATHLETICS DISCLOSURE ACT (EADA) STATEMENT

Lafayette's "Equity in Athletics Disclosure Act" annual report containing financial information, rates of participation, and other data related to women's and men's athletic programs is available for review after Oct. 15 at Skillman Library, the Office of Admissions, the Office of Financial Aid, and the Department of Athletics. Lafayette is informing all students and potential students about the report and will provide a copy upon request.

## ABOUT EASTON

**E**aston is at the junction of the Delaware and Lehigh rivers in Pennsylvania's Lehigh Valley region. The city has a population of 30,000, and the Lehigh Valley area, including Easton, Bethlehem, Allentown, and adjacent areas, has about 635,000 people. Two Rivers Landing Visitor Center, in the heart of downtown, features extensive exhibits and displays for adults and children in the Crayola Factory, the National Canal Museum, and the National Heritage Corridor including one about the Lafayette Experience. Downtown also features a variety of speciality shops such as a bookstore with coffee shop, art gallery, natural foods store, and craft boutiques. The historic State Theatre, built in 1926 and recently restored, features plays, concerts, and dance. Recent acts have included Aretha Franklin, The Nutcracker, and Bill Cosby.

The College's location has many advantages. Attractions of large metropolitan areas such as New York City (70 miles east) and Philadelphia (65 miles south) are less than two hours' driving time away. Just beyond Easton is rolling countryside. The picturesque Pocono Mountains, including skiing and hiking areas, are a short 30 minutes from campus. The Delaware Water Gap recreational area and Appalachian Trail are also within a 30-minute drive. Both the Pennsylvania "Dutch Country" and the New Jersey shore are easily accessible.

In addition to a large variety of social and cultural programs and facilities available on the campus, students may wish to take advantage of concerts, theater, films, and lectures elsewhere in the Lehigh Valley. Civic organizations and nearby Lehigh University, Muhlenberg, Moravian, Allentown, and Cedar Crest colleges sponsor such activities.

Lafayette events are listed on the interactive "Calendar of Events" on the web ([www.lafayette.edu](http://www.lafayette.edu)).

A variety of stores and service establishments are in Easton and many are conveniently close to the campus. Accommodations and restaurants for guests to the Easton area are within a short driving distance of the College. The addresses of some of the accommodations are listed below.

### **The College and Easton**

Lafayette College was founded by citizens of Easton more than 160 years ago, and today many Lafayette students as well as faculty and staff are directly involved in community service activities. Easton area residents are encouraged to attend Lafayette cultural and athletic activities. Over the years, the College has been the recipient of significant financial support and other assistance given by Easton citizens.

### **Travel to Easton**

Modern highways place Easton within convenient driving distance of most areas of the Northeast. Long-distance bus lines provide frequent service to the area. The terminal is a 15-minute walk from campus. United, Northwest, USAir, Delta, American, Continental, and Air Canada serve Lehigh Valley International Airport, 20 minutes west of the campus. Local bus service is provided by LANTA (Lehigh/Northampton Transit Authority) for the Easton, Bethlehem, Allentown area; call (610) 435-4517.

### **Easton Area Accommodations**

Less than 5 minutes driving time from the campus are:

#### **Lafayette Inn**

525 W. Monroe St., Easton, PA 18042  
(610) 253-4500

#### **Best Western** (formerly Easton Inn)

3rd St. and Larry Holmes Drive, Easton, PA 18042  
(610) 253-9131

#### **Days Inn**

25th St. and Route 22, Easton, PA 18042  
(610) 253-0546

Within 15 minutes driving time from the campus are:

#### **Howard Johnson's Motor Lodge**

Route 22, Phillipsburg, NJ 08865  
(908) 454-6461

#### **Holiday Inn Phillipsburg**

Route 22 & I-78, Phillipsburg, NJ 08865  
(908) 454-9771

#### **Holiday Inn—East**

Routes 22 and 512, Bethlehem, PA 18017  
(610) 866-2232

#### **Comfort Inn**

Routes 22 and 191, Bethlehem, PA 18017  
(610) 865-6300

#### **Sheraton Jetport—Lehigh Valley**

3400 Airport Road, Allentown, PA 18103  
(610) 266-1000

### **Nearby Places of Worship**

For information about transportation that may be provided to several other churches in the vicinity, contact the Chaplain's Office, 105 Hogg Hall, Ext. 5320.

#### **Grace Baptist Church**

330 S. Main St., Phillipsburg, NJ; (908) 454-3131

#### **Shiloh Baptist Church**

201 Bro. Thomas Bright Ave.; (610) 252-5640

**St. Bernard's Roman Catholic Church**

132 S. 5th St.; (610) 252-7381

**St. Michael's Roman Catholic Church**

219 Spring Garden St.; (610) 252-7381

**Trinity Episcopal Church**

235 Spring Garden St.; (610) 253-0792

**Cornerstone Evangelical Free Church**

411 March St.; (610) 252-8823

**First Evangelical Congregational Church**

28 N. 10th St.; (610) 258-7606

**St. Peter's Lutheran Church**

High and Porter Sts.; (610) 253-0917

**First United Methodist Church**

34 S. 2nd St.; (610) 252-7694

**First Moravian Church**

N. 10th and Bushkill Sts.; (610) 258-6317

**College Hill Presbyterian Church**

Monroe and Brodhead Sts.; (610) 253-4792

**First Presbyterian Church**

333 Spring Garden St.; (610) 253-3579

**New Life Presbyterian Church (Orthodox)**

120 S. 12th St.; (610) 253-2272

**Rock Church of Easton**

5th and Church Sts.; (610) 250-8794

**Temple Covenant of Peace**

15th and Northampton Sts.; (610) 253-2031

**B'nai Abraham Synagogue**

N. 16th and Bushkill Sts.; (610) 258-5343

**First United Church of Christ**

27 N. 3rd St.; (610) 258-3361

## UNDERGRADUATE MOTOR VEHICLE AND TRAFFIC REGULATIONS

### UNDERGRADUATE MOTOR VEHICLE AND TRAFFIC REGULATIONS

#### I. Regulations:

- A. The operation of motor vehicles on campus roadways and the registering of motor vehicles for the purpose of obtaining parking permits to park in College-controlled parking lots are to be considered privileges and not rights of individuals. Lafayette College reserves the right to deny or revoke such privileges at any time to any and all persons who fail to adhere to these regulations.

#### II. Purposes:

- A. The purposes of the Lafayette College Motor Vehicle and Traffic Regulations are:
  1. to assure maximum safety and protection of life and property on Lafayette College roads and walkways;
  2. to assure maximum use of campus roadways and parking facilities for Lafayette College students, staff and visitors;
  3. to assure access to all parts of the campus for service and emergency vehicles.

#### III. Motor vehicle Registration:

- A. Students authorized and required to register motor vehicles are seniors and juniors. Sophomores and first-year students, except those commuting from their permanent homes, are prohibited from having custody of motor vehicles in the Easton area.
- B. All students who have possession of a motor vehicle while attending Lafayette must register that vehicle with the Office of Public Safety regardless of where it will be parked. Having possession of a motor vehicle is interpreted as extending from the time the student arrives in the Easton area for the purpose of assuming student status until he or she legally becomes the responsibility of his or her parents or guardian after leaving the campus.
- C. Students owning/operating motor vehicles at the College shall apply for registration within 24 business hours after arrival on campus at the Office of Public Safety, Room 11, Marquis Hall. Registration is required of all students, both resident and non-resident.
- D. Special consideration will be given to those students demonstrating a need for use of a motor vehicle at the College and who normally are prohibited from maintaining a vehicle at the College; i.e., students with medical problems, etc. Applicants are required to submit letters of request stating the reasons why it is necessary to maintain a vehicle at the College. Letters of request shall be directed to the Director of Public Safety. Medical approvals shall be granted by the College Physician.
- E. An applicant may be required to produce his/her state driver's license and state motor vehicle registration certificate at the time they receive

their sticker and parking assignment.

- F. The fee charged for registration and a parking assignment on Lafayette College property is \$20. All students residing on campus who own, operate, or maintain motor vehicles while attending the College; reside off campus in College owned residences with parking lots (McKelvy House, Hamilton House and 511 College Avenue); and commuting students are required to register and pay the \$20 parking fee (if assigned to a lot.) On-campus parking assignments will be issued to registered students residing on campus as near as possible to their place of residence. Those students assigned to the McKelvy House, Hamilton House, and 511 College Avenue lots will have the privilege of driving to the campus and parking in the lot at the rear of Markle Hall. Commuting students will be assigned also to the Markle lot or Sullivan Lane parking lots. Students residing one or more miles from the campus are considered commuting students.
- G. Students residing in off-campus housing units, both College-owned or privately owned housing, who must park on City streets, also are required to register their motor vehicles at the Office of Public Safety. No registration fee is charged provided the registrant's vehicle remains parked off campus. However, such registrants have the option of requesting an on-campus parking assignment. The \$20 fee will then be charged. On-campus parking assignments of this nature will be at the discretion of the Office of Public Safety.
- H. Individually numbered parking stickers will be issued to each approved applicant. Stickers are to be affixed to the left section of the rear bumper. Replacement stickers will be issued free of charge.
- I. All parking stickers remain the property of Lafayette College. Acceptance of stickers from the College acknowledges an understanding of the Motor Vehicle Regulations and the registrant's responsibility for adherence thereto.
- J. No person shall falsely apply for a motor vehicle parking assignment at the College. Such false application will be reported to the Dean of Students for further investigation and disciplinary action.
- K. Failure to register a motor vehicle at the College is a violation of College regulations for which the fine is \$50.
- L. Students who are not eligible to bring motor vehicles to the Easton area will be subject to fines and disciplinary action if they bring motor vehicles to the area.
- M. Lafayette College remains free of all liability for loss of the vehicle registered or any of its contents and for damages to the vehicle except that caused by Lafayette College equipment under the direct control of Lafayette College agents and employees.
- N. All students will be held responsible for the violations of any vehicle registered to any members of their immediate families or their guests.

#### IV. Parking

- A. Parking assignments are controlled Monday through Friday, 7:30 a.m. to 5:00 p.m. and each registrant is expected to park where he/she is

- assigned. If your assigned lot is full, use the Markle Parking Deck or Sullivan Lots and report the condition immediately to the Public Safety Office. Two or three wheeled motorized vehicles may be parked only in specific parking areas on campus and may be driven only on specific campus roads.
- B. At no time may vehicles be parked in unauthorized and prohibited areas such as red tow-away zones; yellow no parking zones; on lawns and walkways; or in a manner that constitutes double parking, the blocking of walkways, roadways, fire hydrants, etc.
- C. Lafayette College reserves the right to alter parking assignments on a permanent or temporary basis when new construction, major repairs, and emergency situations require such changes.
- D. No persons shall abandon a motor vehicle of any kind on College property. Should any vehicle parked on campus become disabled, the owner/driver of that vehicle shall report the condition to the Office of Public Safety immediately. Vehicles requiring repairs shall be tended to by the owner/driver within 24 hours. Vehicles parked under the above stated regulations for more than 48 hours will be towed away and stored at the expense of the owner/driver.

#### V. Enforcement: Fines

- A. The Office of Public Safety is responsible for the enforcement of the Lafayette College Motor Vehicle and Traffic Regulations. Such enforcement is in effect 24 hours per day, seven days a week.
- B. All persons operating motor vehicles on the campus are expected to cooperate with officers employed by the College whose duties include traffic and parking control.
- C. Parking violation tickets will be issued to vehicles illegally or improperly parked. The owner/operator of a ticketed vehicle is responsible for its disposition as directed on the reverse side of the copy. Failure to properly dispose of violation tickets will result in disciplinary action taken; i.e., the withholding of grades or transcripts, denial of registration for classes, etc. Any student who accumulates five or more tickets during any school year may be subject to having his/her vehicle "booted" or towed by the Office of Public Safety. The fine would be \$50 plus contacting Public Safety staff to remove the boot upon payment of all fines. If fines are not paid within two days after the vehicle is "booted," the vehicle may be towed and stored at the owner's expense.
- D. Students who wish to appeal parking citations (tickets) must do so by appearing at the Office of Public Safety within five business days of the issuance of the citation. Failure to appeal the citation within the above time period may result in the loss of the right of appeal.
- E. Unidentified violator's vehicles license plates will be traced to determine ownership. Owners/drivers in violation will be contacted and held responsible for payments of initial fines, plus tracing cost.
- F. Tow-Away Policy: Vehicles parked in "Red Tow-Away Zones" will be ticketed and an automatic fine of \$50 + towing cost and daily storage cost will be assessed. Also, any vehicle which is parked in such a manner as to obstruct campus roadways or sidewalks may be towed. Any vehicle

parked on campus in a manner which creates a hazard or impedes traffic flow may be towed at the discretion of the Office of Public Safety. Abandoned vehicles may be towed at the discretion of the Office of Public Safety. Owners/operators of illegally parked vehicles towed from the campus are responsible for the payment of towing fees and storage fees.

- G. In the event your vehicle is towed from the campus, you should contact the Office of Public Safety to obtain information regarding its recovery. The tow-away policy is in effect 24 hours a day, seven days a week.

#### **Violation Fines:**

Parking Violations (General/Misc.) . . . . .	\$20
Red Tow-Away Zone. . . . .	\$50 (plus towing and daily storage costs)
Failure to Register. . . . .	\$50
License Plate Trace . . . . .	(varies)
Careless/Reckless Driving . . . . .	\$50
Handicap Area. . . . .	\$100
No Parking Zone (yellow) . . . . .	\$25

## PRINCIPLES OF INTELLECTUAL HONESTY

To maintain the scholarly standards of the College and, equally important, the personal ethical standards of our students, it is essential that written assignments be your own work, just as is expected in examinations and class participation. The following generally recognized principles are designed to guide you in writing essays, papers, and reports, and to forestall acts of plagiarism, misrepresentation, and collusion and the consequent disciplinary action:

1. Use of other persons' writings: The appropriation of the ideas or phrases of others without proper acknowledgment is plagiarism and must be regarded as dishonest.
2. Use of reference material: A student must often read extensively before being in a position to do any writing. You may find passages in books and articles which will be helpful in illustrating ideas. There is no objection to quoting such passages provided the material is put within quotation marks and the source is indicated by footnotes or other means of showing authorship. Obviously, if an essay consists largely of quotations, it will not normally be regarded as an original piece of work. Paraphrasing, the appropriation of ideas with changed wording, is a form of plagiarism unless the source paraphrased is cited. See "How to Avoid Plagiarism" below.
3. Use of another person's work: It is self-evident that to submit as your own the work of another person, with or without revision, is dishonest, and subjects you to disciplinary action. The use of another person's notes or rough draft of a similar subject is considered equally dishonest.
4. Working together: Occasionally two or more students will consider it

desirable and proper to engage in a joint investigation with individual or collaborative essays or reports as the finished products. Such a procedure is acceptable only when the instructor has consented to and approved the details of the collaboration. The names of all collaborators must appear on the final document.

5. Re-use of a paper: The re-submission of your own written work in a different course is a violation of the intellectual standards of the College.

Finally, the underlying principle is one of intellectual honesty. Self-respect and the respect of others both require that all your work be your own. A dishonest student is liable for suspension or expulsion.

#### **How to Avoid Plagiarism**

While your writing is expected to be your own, it is permissible to borrow from other writers so long as the borrowings are duly acknowledged. Plagiarism, the dishonest omission of such acknowledgment, makes another person's fact, idea, opinion, line of argument, or wording appear to be yours. Plagiarism gravely violates the academic integrity on which true education depends, and it shatters the mutual trust essential between a student and teacher.

This guide is designed to prevent even an innocent misunderstanding of the College-wide standards of academic honesty. Each student bears responsibility for knowing and abiding by them. Penalties for plagiarism are outlined elsewhere in the Student Handbook.

Various uses of a source are possible: you may quote a passage (use its exact words), paraphrase it (put it into your own words), summarize it, or adopt its line of argument. Whatever the use—with or without quotation—each borrowing must be documented. (Common knowledge need not be documented, however.) Common knowledge can be defined as facts known by most readers, i.e., the winner of the 2000 U.S. presidential election or facts available in a wide variety of sources, i.e., the date of the bombing of Pearl Harbor. (If a source provides any interpretation of a fact, it must be cited).

Documentation. While a footnote (or endnote) is the most familiar acceptable form, many fields now prefer parenthetical citation supported by a bibliography. Proper documentation must show a book's author, title, and date of publication, as well as—under most systems of documentation—its city of publication and publisher and the page(s) where the borrowed material occurs. For a periodical article, most systems of documentation call for indicating the article author, article title, periodical title, volume number, year of publication, and the page(s) containing the borrowed matter. Intentionally false documentation is, of course, dishonest.

If you have any doubt about whether documentation is needed, consult your instructor before handing in your paper, if possible. Otherwise, put in the documentation. Your instructor will let you know if it was unnecessary.

Any quotation—even one or two words, if distinctive—must be identified as a quotation. Ordinarily this is done by using quotation marks. A longer quotation, however—more than four lines of prose or two of verse—is best set off as a block quotation, indented. (With block quotations, quotation marks are omitted as redundant.) Quotations must be reproduced with letter-perfect accuracy, any additions or changes being carefully placed within brackets [like this] and any deleted matter being replaced by an ellipsis

(three spaced dots).

**Examples.** Some of the following examples of quotation and paraphrase are acceptable, some not. Study them carefully. Each example, except the last one, is properly documented according to the Modern Language Association style. Note that the bibliography (*Works Cited*) properly lists the source.

1. Direct quotation, documented. Acceptable.

In "The Stationary Tourist," Paul Fussell contends that tourism "began more than a century ago, in England, [when] the unwholesomeness of England's great soot-caked cities made any place abroad . . . appear almost mystically salubrious, especially in an age of rampant tuberculosis" (233-34).

2. Quotation without quotation marks. Unacceptable even though documented.

The English considered foreign travel almost mystically salubrious, according to Fussell (234).

3. Partial paraphrase, documented, with the brief quotation properly identified. Acceptable.

The English considered foreign travel "almost mystically salubrious," according to Fussell (234).

4. Half-baked paraphrase: the original with a few words changed around. Unacceptable even though documented.

Tourism started more than a century ago in England. The great soot-caked cities were so unwholesome that any place abroad seemed almost mystically healthful by comparison (233-34).

5. Complete paraphrase, documented. Acceptable.

Paul Fussell believes tourism grew out of nineteenth-century urban squalor: cities became so dirty and unhealthy that people took vacations to escape (233-34).

6. Paraphrase, undocumented. Unacceptable.

Tourism grew out of nineteenth-century urban squalor: cities became so dirty and unhealthy that people took vacations abroad to escape.

#### *Works Cited*

Fussell, Paul. "The Stationary Tourist." *The Random House Reader*. Ed. Frederick Crews. New York: Random House, 1981. 233-44.

### **College Writing Program**

The College Writing Program provides a drop-in service for students who would like friendly assistance with their academic writing (any level, any discipline). The service operates on a first-come, first-served basis and is staffed by student Writing Associates working in Pardee 319.

Writing Associates are accomplished student writers and intelligent, trained general readers who will read your work carefully and guide you toward meaningful revision of the project at hand. They will not proofread or edit your paper for you; they will, however, help you to learn these skills for yourself. They are also trained to assist writers at earlier stages in their writing such as brainstorming, devising a thesis, and organizing.

If you decide to use the service, bring with you a draft and a copy of the assignment. The service is closed on holidays and during final exams.

You can find the drop-in hours for the current semester on the web or in a flyer sent to all resident advisers. For more information on all aspects of CWP, stop by Pardee 319 or visit [lafayette.edu/~writprog/](http://lafayette.edu/~writprog/).

### **Departmental Honors Procedures**

Departmental honors and honors in interdisciplinary major programs (both referred to hereafter as "departmental honors") are awarded for outstanding performance in writing a Senior Thesis or in conducting Senior Research. Departments and interdisciplinary majors that have honors programs offer a sequence of two courses titled "Senior Thesis" or "Senior Research."

Students who hope to become candidates for departmental honors must register for the two courses in Thesis or Research beginning the first semester of their senior year or, with the permission of the Academic Progress Committee, the second semester of their junior year. Their work in these courses will be supervised by a faculty member and will be graded in the usual way.

Candidates for honors must have and maintain cumulative grade point averages of 3.00 and averages of 3.20 in the honors department and must fulfill such other requirements as may be established by the department with the approval of the Academic Progress Committee. A student whose grade point average falls below either of these guidelines will not receive the honors designation on his/her diploma.

Students whose first semester work in the Thesis or Research course is of high quality and awarded a grade of A, may be nominated by their supervisors as candidates for honors. Nominations must be submitted to the Academic Progress Committee before the end of the second full week of classes in the second semester of Thesis or Research work.

Students who wish to do honors work in departments other than the major department must separately petition the committee for permission to do so; this petition must be submitted to the committee by the end of the final week of classes in the first semester of Thesis or Research. Such students must have taken at least five courses, exclusive of Thesis or Research, in the honors department, three of which must be at or above the 200 level.

A student who is interested in working on an interdisciplinary topic may do so through a joint honors thesis in two departments. Such a student must:

- a. maintain a cumulative average of at least 3.20 in each of these departments;
- b. be jointly advised and supervised by two faculty members (members of the departments in which the joint honors is pursued);
- c. receive the endorsement of the two respective department heads.

The student will receive a total of two course credits for the joint thesis. Honors candidates must submit completed thesis or research reports to their supervisor two weeks before the end of classes in the second semester. Each thesis or research report shall be judged by a committee composed of the supervisor, at least one other member of the honors department, and one person from outside the honors department or from outside the College if that is feasible. Unanimous approval is required for honors to be awarded.

Only persons whose thesis or reports show outstanding performance shall be awarded honors. The work which justifies the award of honors must

receive the grade of "A." Other work will result in the course being converted to Independent Study and shall receive the grade that it merits in the judgment of the supervisor.

The transcripts of students who receive honors shall bear the legend "Honors in (department name) with Thesis."

## ADMINISTRATIVE OFFICES

### Career Services

200/201 Hogg .....Ext. 5115

[www.lafayette.edu/~careers](http://www.lafayette.edu/~careers)

Lori Kennedy ..... Director

Susan C. Heard ..... Associate Director

Alana Albus ..... Assistant Director

The mission of the staff is to provide all students with the opportunity to carry out their career planning; to teach students the self-analysis basic to an informed career selection process through self-assessment of interests, capabilities, life experience, and motivations; and to teach facts about the world of work, and various career fields, and how they relate to academic disciplines. First-year students through seniors are encouraged to use the service. To meet these goals, the office provides a program called Gateway. Enrollment in the program is available to first-year students and sophomores.

Gateway is a four-year career development program based on a plan developed by the student and an adviser. Students are asked to commit themselves to regular meetings with their individual Gateway adviser.

Individual career counseling sessions are available by appointment. The career library consists of several hundred volumes, including career/occupation information, employer directories, company literature, and graduate school guides and catalogs. Summer employment and internship information are also available.

Another type of career information offered uses Lafayette's alumni career advisory network. Alumni come to campus to speak about their careers. Alumni also participate in externships, which allow students to observe alumni at work and better understand their occupations.

A visible aspect of the office is the on-campus interviewing program. Full-time and summer employment opportunities are available.

### Chaplain

105 Hogg .....Ext. 5320

Rev. Gary R. Miller, D. Min. .... Chaplain of the College

Rev. Dr. Charles Norman, O.S.F.S. .... Catholic Chaplain

Professor Robert I. Weiner ... Jewish Chaplain/Hillel Director

The Chaplain of the College coordinates religious programs on the campus and works with the Community Outreach Program. The Catholic Chaplain is appointed by the Diocese of Allentown for pastoral and counseling work in

conjunction with the Newman Association. The Jewish Chaplain works with several other faculty members to advise the Hillel Society, which is affiliated with the B'nai B'rith Hillel Foundation. The members of the Muslim Student Association choose a faculty adviser. All of the religious organizations sponsor their own services, but many programs are run jointly or are sponsored by the Chaplain's Office for the entire campus. A biweekly newsletter, *Threshing Floor*, reports on these activities and the programs of the religious organizations.

The chaplains are available to all students for counseling on personal problems, religious concerns, vocational or marital plans, or any of a wide range of concerns. All counseling is strictly confidential.

Every Catholic is a part of the Newman Association. Directed to students, faculty, administrators, and staff, Newman gathers for liturgy, celebration of the sacraments, spiritual development, friendship, and service. Members evaluate crucial issues and questions concerning faith and ethics in contemporary life. The Newman House, located at 119 McCartney St., is home to the association's administrative and social activities. The Catholic community gathers in Colton Chapel at 11:30 a.m. every Sunday to celebrate Holy Mass.

The Lafayette Christian Fellowship, a chapter of Disciple Makers, provides a ministry of prayer, Bible study, and support for Christian students. Prayer and fellowship meetings are held on Friday evenings. The group also maintains Christian literature for borrowing and sponsors educational and social activities.

The Hillel Society is a religious, cultural, and social organization that sponsors a variety of activities. High Holiday and Festival meals are held on campus along with weekly Kabbalat Shabbat ceremony followed by dinner. Hillel House, 524 Clinton Terrace, is the society's center. Students who wish to keep Jewish dietary laws may request to use the facilities at Hillel House.

The Muslim Student Association provides opportunities for worship and discussion. Students who observe the month of Ramadan may contact MSA for a Ramadan calendar and special dining arrangements. MSA also sponsors lectures and social activities.

### Counseling Center

Bailey Health Center, second floor .....Ext. 5005

Karen J. Forbes, Ph.D. .... Director

Timothy J. Silvestri .....Coordinator of Drug and Alcohol Services

Madeleine Langman, Ph.D. .... Psychologist

Cindy Adams, M.S. .... Health Promotion Coordinator

**Counseling Services:** The Counseling Center provides a range of high quality counseling and psychoeducational services designed to assist students in meeting the intellectual, interpersonal, and developmental challenges they face during their college years. Counseling is a confidential, collaborative process through which students define goals, make decisions, or discover solutions to personal, social, educational or career concerns with the assistance of the center's psychologists. All services are delivered in a manner that respects the diversity of the student body.

The Counseling Center also provides consultation to all members of the

Lafayette community on matters related to student development, psychological and behavioral health, and crisis intervention.

Counseling is confidential. No information about contacts with the center may be released without a student's permission, except in cases in which a student is a danger to self or others. Students may make an appointment by calling 330-5005, Monday through Friday. All services are free of charge.

**Health Promotion:** The Counseling Center strives to promote both individual student health and a healthier campus culture through innovative, health promotion programming involving both health professionals and college student peer educators.

Health information is offered campus-wide via residence hall floor programs, Greek programs, brown-bag seminars, media campaigns, awareness weeks, guest speakers, special events such as Wellness Day, and other activities. Students interested in helping in specific program areas are encouraged to become a part of the peer education TEAM (Together Everyone Achieves More) by contacting Cindy Adams, ext. 5007 or adamscl@lafayette.edu.

Many resources including books, pamphlets, articles, and videos are available on a wide range of health topics including alcohol, drugs, healthy sexuality, HIV/AIDS, nutrition, stress management, sexual assault prevention, and healthy relationships. These resources are available free of charge to members of the campus community upon request.

**Dean of Students**

- 107 Markle ..... **Ext. 5082**
- James F. Krivoski ..... Dean of Students
- Pamela Brewer ..... **Ext. 5337**
- Associate Dean of Students and  
Director of Student Life Programs
- Kevin D. Worthen ..... **Ext. 5335**
- Associate Dean of Students and  
Director of Student Life Administration

**Dean of Studies**

- 1 Markle ..... **Ext. 5080**
- Gladstone A. Hutchinson ..... Dean of Studies
- TBA ..... Assistant Dean of Studies
- Ronald E. Robbins ..... Assistant Dean of Studies

**Financial Aid and Part-Time Employment**

- 107 Markle ..... **Ext. 5055**
- Arlina B. DeNardo ..... Director of Financial Aid
- Laurie A. Chisesi ..... Associate Director  
of Admissions and Financial Aid
- Mark Kichline ..... Assistant Director of Financial Aid
- Wilma Beers ..... Administrative Assistant
- Sharon Eddy ..... Loan Coordinator
- Jamie Baltz ..... Office Assistant

The mission of the Financial Aid staff is to coordinate all aspects of a financial aid package (grant, loan, employment) and provide assistance regarding financial aid concerns, application procedures, changes in financial circumstances, and the availability of external undergraduate aid sources, postgraduate scholarship/fellowship opportunities, and financing options available to students and their families.

Institutional need is determined through a comprehensive review of tax returns, schedules, W-2's, and our own institutional application. Federal eligibility is determined through the Free Application for Federal Student Aid (FAFSA) along with your tax data. All forms must be completed annually since financial aid assistance will be awarded one academic year at a time. Families who own businesses or farms or who have been affected by divorce or separation must also submit supplementary forms.

It is the responsibility of the student to obtain an application packet from the Financial Aid Office at the end of the fall semester and to submit the completed forms by the specified deadlines. Failure to apply by the specified deadline will jeopardize the grant portion of a financial aid award due to limited funds and high demand. Aid recipients must reapply for financial aid in the spring semester to be considered for aid for the following year.

Prior aid recipients may assume that assistance is renewable if the student submits the required material on time, continues to demonstrate need, and maintains satisfactory academic progress. New aid applicants will be reviewed at the beginning of each academic year, and considered for aid based on academic performance, demonstrated need, and availability of funds. However, commitments to prior aid recipients who continue to demonstrate need will be honored first.

Federal Perkins Loan recipients must visit the Financial Aid Office during the first week of each academic year to sign appropriate materials needed to ensure receipt of these aid funds. Federal Stafford Loan recipients may verify loan status through our office but must endorse checks in the Controller's Office.

Information on grants and loans through both the College and external sources is available in the Financial Aid Office. Also, a directory of on-campus and area employment opportunities is available for students' review.

Students are encouraged to meet with the staff to discuss financial concerns, employment possibilities, or financing options. Appointments can be scheduled by calling ext. 5055 or stopping by 107 Markle Hall.

**Health Services**

- Bailey Health Center ..... **Ext. 5001**
- Jeffrey E. Goldstein, M.D. .... Director of Health Services
- Anne Clary, M.D. .... Physician

Physician Hours: Monday through Friday by appointment  
 9 a.m.- Noon  
 1-5 p.m.  
*(Other times available by appointment.)*

During the academic year, the Health Center is open 8 a.m. to 6 p.m. Monday

through Friday and 10 a.m. to 4 p.m. weekends. During fall and spring breaks, and January Interim term, it is open from 9 a.m. to 4 p.m. Monday through Friday.

When the Health Center is closed, students needing emergency care may receive it at Easton Hospital's emergency room or one of the local "walk-in" medicine facilities. A student requiring transportation or advice may call campus public safety (ext. 5333), who will either transport the student or dispatch a taxi or ambulance, depending upon the severity of the problem. A physician is also on call if public safety needs telephone assistance.

There are close associations with the Counseling Center in the same building and physiotherapy services for athletes at Kirby Field House. The Health Center has four day beds, and well-equipped examining rooms. The Center can handle most routine medical problems, physical examinations, minor surgery, and gynecological services (by appointment). Excellent medical and surgical specialists are available in the community and at local hospitals.

Students are offered the option of purchasing health insurance through a group plan. Applications are available at the Controller's Office. Students declining to purchase this insurance are advised to obtain health insurance through their families' health plan or an insurance agent. The College is not responsible for medical or other expenses resulting from injuries sustained by the student while enrolled, whether such injuries occur on or off campus.

**Intercultural Development**

- Portlock Black Cultural Center, 2nd floor . . . . . **Ext. 5819**
- Carrie L. Spell . . . . . Assistant Dean of Students and  
Director of Intercultural Development
- Carmen Hernandez . . . . . Intercultural Development Intern

The Office of Intercultural Development provides leadership to insure academic and social success for individual students and groups and promotes cultural pluralism and dialogue on matters of race and ethnicity for the Lafayette community. The Assistant Dean of Students and Director of Intercultural Development directs the Portlock Black Cultural Center and coordinates Black History Month activities.

The Portlock Black Cultural Center features a seminar room, library, social gathering space, and a kitchen. A variety of activities occurs at the center throughout the year including art exhibits, poetry jams, guest speakers, classes, community events, and receptions.

Lafayette students come from 40 states and 54 countries. With more than 15 cultural groups, the College offers a diverse atmosphere. Some of the groups include Asian Culture Association, Association of Black Collegians, El Mundo, International Affairs Club, International Students Association, Lafayette African Students Association, Minority Scientists and Engineers, and the South American and Latino Student Alliance.

The Association of Black Collegians creates an atmosphere conducive to the intellectual, cultural, and social growth of its members and contributes to the general student body's understanding of the needs of its black members. Through the sponsorship of cultural programs, philanthropic projects, and social events, the group helps new students adjust to a small campus atmosphere and strives to give the community a better understanding of

black culture.

**Landis Community Outreach Center**

- 120 Farinon . . . . . **Ext. 5553**
- Charlene Gray . . . . . Community Outreach Center Director
- Kate Wick . . . . . Community Outreach Intern
- Gary R. Miller . . . . . Chaplain of the College

The center sponsors more than 20 volunteer programs with the community of Easton and beyond that serve human needs and provide opportunities for students to help others and learn about social problems. Activities include: tutoring with children, prison inmates, and those learning English as a second language; educating others about AIDS; mentoring and organizing activities for children; serving meals and working in homeless shelters; volunteering in the hospital or with an emergency squad; and visiting nursing home residents.

The center also works with groups planning service projects and with the Alternative School Break Club.

**President**

- 316 Markle . . . . . **Ext. 5200**
- Arthur J. Rothkopf . . . . . President
- Philip G. Schroeder . . . . . Executive Assistant  
to the President

**Provost**

- 219 Markle . . . . . **Ext. 5070**
- June Schlueter . . . . . Provost

**Public Safety**

- 11 Marquis . . . . . **Ext. 5330**
- Emergencies: **CALL 5333 or 4444**
- Hugh W. Harris . . . . . Director of Public Safety
- James Meyer . . . . . Assistant Director of Public Safety,  
Supervisor of Criminal Investigations
- Jeffrey E. Troxell . . . . . Assistant Director of Public Safety for  
Environmental Health and Safety

The purpose of the Office of Public Safety is to monitor the campus facilities and environment. Officers are on duty 24 hours a day every day of the year. If you have any security or safety-related problem, please contact the office immediately.

Members of the campus community are encouraged to take part in the various crime-prevention and safety programs offered. The office also provides an escort service so that students need not walk alone at night. Students with physical limitations may call for assistance or transportation when needed.

**Recreation Services**

- 237 Kirby Sports Center . . . . . **Ext. 5772**
- Jodie A. Frey . . . . . Assistant Dean of Students and  
Director of Recreation Services
- Christopher Fairchild . . . . . Assistant Director

of Recreation Services

The Office of Recreation Services offers afternoon and evening programming in four main areas: informal recreation, intramurals, fitness, and instructional classes.

Informal Recreation includes ski trips, indoor rock climbing, and “open rec” time during which students play such games as racquetball, squash, volleyball, and basketball.

Intramurals include formal tournaments and leagues in more than 35 different sports. Intramural sports results appear bi-weekly in *The Lafayette*, the student newspaper. Fitness programs allow students to receive exercise instruction individually or as a group. Students may also choose to lift weights or use a treadmill on their own time. Instructional programming gives students the opportunity to learn yoga, ballroom dance, squash, CPR and First Aid, modern dance, jazz dance, swimming basics, drumming, and much more.

To get as many individuals as possible involved, program schedules are mailed to everyone on campus at the start of each semester. Updates and results appear weekly in *The Lafayette*.

**Registrar**

215 Markle ..... **Ext. 5090**  
Francis A. Benginia ..... Registrar

The Registrar’s Office is responsible for supervising student preregistration periods in October and April and in June for new first-year students and transfer students, and for final registration activities in January and September.

The Registrar’s Office also schedules courses and classrooms and assigns student course and section hours. The Registrar’s Office schedules final course examinations in December and May.

The Registrar’s Office maintains student academic and pertinent biographical information, including the identity of parent or guardian and home address. Students are responsible for reporting any changes in the listing of parent or guardian or home address directly to the Registrar’s Office.

Transcript copies of permanent student records, including the listing of courses, credits, and grades earned, are available in the Registrar’s Office only by written release provided by the student. Students, by use of a form in the Registrar’s Office, may order transcript copies to be directed to graduate schools, prospective employers, or outside agencies. Students may also request “unofficial” student copies. A transcript for a student for whom there is a “financial hold” authorized by the Controller’s Office will **NOT** be released. **STUDENTS MUST ALLOW AT LEAST THREE DAYS IN ADVANCE OF MAILING AND TEN DAYS BEFORE DEADLINE.** A special \$5.00 fee will apply for immediate one-day service, including FAXING transcripts.

The Registrar’s Office maintains data on student graduation progress and issues periodic academic status reports to students and advisers. The Registrar’s Office also is responsible for the distribution of the Graduation List and the ordering of diplomas.

Students must seek approval of the Academic Progress Committee, through the petition procedure, for curricular changes such as new major or application

of summer school transfer credit. In addition, students must seek approval of the Academic Progress Committee in advance for study-abroad courses and programs. Prior approval is very important, since without it the courses cannot be credited toward the Lafayette degree. Petitions for the filing of Academic Progress Committee actions are available in the Registrar’s Office.

The Registrar’s Office in conjunction with the Financial Aid Office handles enrollment certification for students who apply for external loans or grants or who are receiving veteran or social security educational benefits.

**Student Activities**

115 Farinon ..... **Ext. 5337**  
Pamela Brewer ..... Associate Dean of Students  
and Director of Student Life Programs  
Lisa Kidd ..... Assistant Director of Student Activities

Information concerning student activities, student organizations, and the College Center is available in this office.

**Student Residence**

132 Farinon ..... **Ext. 5335**  
Annette Diorio ..... Assistant Dean of Students and  
Director of Student Residence  
Grace Reynolds ..... Associate Director of Student Residence  
Julie Schaffert ..... Area Coordinator  
Lisa Vislocky ..... Area Coordinator  
for Off-Campus Programs  
Tracy Garnick ..... Assistant Dean of Students and  
Adviser to Fraternities and Sororities

This office handles questions related to student housing, fraternities, and sororities.

**Other Administrative Offices**

Other administrative offices in Markle Hall are Admissions, Development, Alumni Affairs, Business Affairs (treasurer, controller, and cashier).

Regular office hours for most administrative offices are 8:45 a.m. to 5 p.m., Monday through Friday. Offices are closed from 12 noon to 1 p.m. for lunch.

**LAFAYETTE STUDENT GOVERNMENT CONSTITUTION**

**Preambles**

**T**he Student Government of Lafayette College operates under the authority and through the recognition of the Faculty. Student Government shall operate in ways consistent with the basic delegation of Faculty responsibility and in ways consistent with the Charter of the College, the Statutes of the College, and with such other controlling documents as the Statement on the Rights and Responsibilities of Students.

The Student Government shall provide a forum for the voicing of students’

concerns on matters related to the welfare of the College in general and to the welfare of the student body in particular. The Student Government shall serve as the official medium of communication for the student body on matters which, in the opinion of Student Government, should receive the attention of the Faculty, Administration, the Board of Trustees or any combination thereof.

#### **Article I: Name**

This organization shall be known as the Student Government of Lafayette College.

#### **Article II: Purpose and Function**

The Student Government is the representative governing body of the undergraduates of Lafayette College. In addition to providing a forum for the free exchange of ideas on matters of general concern to the College community and to communicating such concerns as the Student Government deems desirable to appropriate college agencies, the Student Government shall:

- A. Supervise the extracurricular life of the student body to the extent that the Faculty has itself been delegated authority to do so;
- B. Supervise the general operation of student organizations by
  1. granting recognition to organizations whose purposes are in accord with Article IV of the Statement on Rights and Responsibilities of Students and whose College resource requirements can be met within the facilities of the College and budget limitations of the Student Government;
  2. apportioning to recognized organizations funds allocated for that purpose by the College budget;
  3. superintending the dissolution of organizations when the need arises;
- C. Supervise student elections;
- D. Nominate or choose student members of Standing Committees of the Board of Trustees or of the Faculty in ways acceptable to the parent bodies;
- E. Enforce the rules which it enacts and other College regulations which are explicitly within its jurisdiction;
- F. Represent the student body to outside agencies;
- G. Have authority
  1. to initiate and enact changes in the Code of Conduct for implementation after review by the Faculty and the Board of Trustees;
  2. to propose amendments to the Statement on Rights and Responsibilities of Students for concurring action by the Faculty and the Board of Trustees;
  3. to establish committees, assign their responsibilities, and appoint their membership, and to create whatever other internal organizations it deems necessary for carrying out the purposes stated in this Constitution;
  4. to make recommendations to appropriate deciding bodies on any matters relating to the general welfare of the student body;
  5. to recall student members of Faculty Committees if they have an unsatisfactory attendance record at their respective Faculty Committee meetings.

### **Article III: Student Government Relation to Faculty**

#### *Section 1: Suspension of Student Government Action*

- A. The Faculty may suspend any action of Student Government which it judges to lie outside the authority of that organization or to be detrimental to the best interests of the College. Suspended actions shall be returned to Student Government for reconsideration.
- B. To carry out the provisions of Article III, Section 1A, the Dean of Students shall act as the agent of the Faculty, reviewing all actions of Student Government and deciding whether any should be suspended or reviewed by the entire Faculty. He shall report actions of the Student Government to the Faculty when appropriate, and he shall report actions which have been suspended to the next regular meeting of the faculty for suitable action at that meeting or the next regular meeting.

#### *Section 2: Instructions to Committees*

- A. The Student Government or its Executive Committee shall have the right to ask the Faculty to direct any of its committees to provide information, undertake studies, prepare recommendations, or perform other appropriate duties.
- B. The Faculty or its Chair and Clerk jointly shall have the right to ask the Student Government to direct any of its committees to provide information, undertake studies, prepare recommendations, or perform other appropriate duties.

#### *Section 3: Joint Committees*

The Student Government and Faculty may, at such time that it is acceptable to both bodies, establish joint committees of the Student Government and the Faculty.

### **Article IV: Organization and Procedures**

#### *Section 1: Meetings*

- A. Regular meetings of the Student Government shall be held weekly throughout the College year. A regular meeting may be cancelled provided a motion from a representative is passed by two-thirds of the Student Government present and voting at a regular meeting.
- B. Special meetings may be called by the President or one-third of the membership petitioning the President in writing.

#### *Section 2: Quorum*

A majority of the regular membership shall constitute a quorum for the transaction of all business of the Student Government.

#### *Section 3: Parliamentary Procedure*

The rules contained in the most recent edition of *Robert's Rules of Order* shall govern all cases in the action of the Student Government to which they are applicable and in which they are not inconsistent with the Student Government Constitution and By-Laws.

#### *Section 4: By-Laws*

The Student Government shall have the power to write By-Laws to effect the purposes of the Constitution.

#### *Section 5: Legislative Functions*

A motion involving change in established policy or of significance to the

Student Government, shall not be voted on until a meeting held at least 24 hours following that meeting at which the motion is presented or unless notice of intent to propose such a motion is made at least four days in writing to each Regular and Associate Member before the meeting. This rule may be suspended by the unanimous vote of the Student Government present and voting.

## **Article V: Membership**

### *Composition*

Regular representatives: The Student Government shall have fifteen (15) Regular Representatives. Five (5) shall be elected from the Freshman class, five (5) shall be elected from the Sophomore class, and five (5) shall be elected from the Junior class. All representatives will be elected from the full-time students of Lafayette College.

All of the Regular Representatives shall have the right to vote.

## **Article VI: Election of Representatives**

### *Section 1: Eligibility*

All full-time day students who are not on academic or disciplinary probation shall be eligible to become candidates for Student Government.

### *Section 2: Time of Election of Regular Representatives*

Election of Student Government Representatives shall take place the Monday and Tuesday of the second week in November.

### *Section 3: Transition Period*

After the election of a new Student Government in the first semester of an academic year, the previous Student Government Representatives shall retain their position until the end of the first semester, during which time two (2) regular meetings must be held. Within the course of these meetings the newly elected representatives shall become familiar with the procedure and organization of Student Government. With the beginning of the spring semester, the new Student Government Representatives will assume their positions.

### *Section 4: Term*

The term of office shall extend to the end of the transition period in the fall semester of the following academic year.

### *Section 5: Constituencies*

It shall be required that all voting members of Student Government, including the President, shall inform and consult their constituencies at least two (2) times a semester, and when deemed additionally needed by the President.

### *Section 6: Vacancies*

A vacancy on Student Government shall be filled by a general election of the Student Body. Procedures shall be outlined in the By-Laws.

## **Article VII: Election of Officers**

### *Section 1: Eligibility*

- A. All Sophomores and Juniors who are full-time students and are not on academic or disciplinary probation at Lafayette College and have been elected as a representative in the general election of that year, are eligible to become candidates for President and Vice-President of Student

Government. If a student falls out of status of good standing, that person shall forfeit his/her position and a vacancy shall be declared.

- B. Only regular representatives of Student Government are eligible to become candidates for Secretary of Student Government.

### *Section 2: Time of Election of Officers*

- A. A General Election of Student Government President and Vice-President shall take place the Monday and Tuesday of the fourth week in November.
- B. The Secretary shall be elected by the newly elected Regular Representatives during the transition period.

### *Section 3: Vacancies and Succession*

- A. Should the office of the President be vacant, the Vice-president shall become the President and assume all of the responsibilities of that office.
- B. Should the office of any of the remaining officers become vacant, the Student Government shall fill that office from its ranks by majority vote.

## **Article VIII: Committees**

### *Section 1: Standing Committees*

The Student Government may form Standing Committees, as provided in the By-Laws, to aid in the effective workings of the Student Government.

### *Section 2: Ad hoc Committees*

The President may appoint such ad hoc committees for a specific purpose as he/she deems necessary.

## **Article IX: Amendments**

Amendments to this Constitution may be proposed by a Representative of the Student Government at a regular meeting using the following procedure:

- A. At the meeting where the Amendment is proposed a period of discussion shall follow.
- B. The Amendment shall be referred to the appropriate committee for study.
- C. At the next regular meeting, following the meeting where the Amendment was proposed, the committee shall present the Amendment with the committee's recommendations. A period of general discussion shall follow, after which the Amendment shall lay over until the next regular meeting.
- D. At the next regular meeting, the second meeting from that at which the Amendment was originally proposed, a discussion period shall be followed by a vote.
- E. An Amendment shall require a three-fourths affirmative vote of all the voting Representatives of Student Government and the approval of the Faculty for it to be enacted.

## **Article X: Ratification**

This Constitution shall be adopted by the affirmative vote of three-fourths of the Regular Representatives of Student Government and the affirmative vote of the Faculty of Lafayette College.

## POLICY ON STUDENT RECORDS

In accordance with the Family Educational Rights and Privacy Act of 1974, Lafayette College will permit students to have access to specified records and will prevent release of records to third parties without personal authorization of the students. This act requires the College: 1) to notify students of their rights under the act; 2) to give students the opportunity to inspect their educational records; 3) to provide an opportunity for students to challenge the content of their educational records; 4) to determine who within the College has a legitimate educational interest in, and thus access to, student records; 5) to give public notice of those categories of information about students which the College intends to treat as “directory information” and are thus releasable without specific prior written student consent; 6) to inform third parties to whom information is given about students (for example, graduate schools to which they may be applying) that such information may not be passed on to fourth parties; and 7) to keep a record of persons other than employees of the institution who request or obtain access to student files.

The following statement represents the policy of Lafayette College with regard to student records and is intended to inform students of their rights under the law. A copy of the Family Educational Rights and Privacy Act of 1974 is available for review in the office of the Dean of Students or at the reference desk of the David Bishop Skillman Library.

### A. Types of Student Records

The legislation establishes three types of records: Directory Information, Education records, and Confidential records.

1. Directory information may consist of such data as the student’s name, telephone number, birthdate, individual photograph, College and home address, major field of study, participation in activities, dates of attendance, and degrees and awards received. Legislation also permits the weight and height of members of athletic teams to be publicized where appropriate. The *Lafayette College Student Directory* contains the following information: Student’s name, class, College and home address, P.O. box number, email address, degree program, and adviser’s name. Although 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.
2. Education records are files, documents, and other materials which contain information directly related to a student. Education records at Lafayette and the individuals or offices responsible for them are defined as follows:
  - a. Permanent transcript: Contains dates of attendance, course of study, grade reports, and official action of the College relating to probation, dismissal, etc.—Registrar.
  - b. Student Personnel File: Contains application for admission, test scores, grades, student biographical form, copies of correspondence with or about student, notation of official disciplinary actions, petitions to Academic Progress Committee, copies of letters of recommendation—Dean of Studies and Dean of Students.
  - c. Placement File: Contains biographical data submitted by student and

letters of reference—Director of Career Services.

- d. Business records—Controller.
- e. Department File: Contains grades, copies of petitions, and adviser’s notes and correspondence with student—Student’s Adviser.
- f. Public Information File: Contains copies of Lafayette College Student Biographical Form and news releases about students—Office of Public Information.
- g. Health Professions Advisory Committee File: This file contains the student’s transcript, medical aptitude scores, faculty evaluation, and correspondence on professional school admission—Health Professions Adviser.

Within 45 days of written request to the appropriate office, current and former students may inspect and review education records. One exception is that students may not review recommendations dated before January 1, 1975. Also students may not see letters of reference or recommendations for which they have waived their rights of review. Furthermore, the College may not, except in specific instances, release education records or information therein without the written consent of the student. At a cost of 30 cents per page, a student may request copies of the information released.

The College may, in specific instances and under strict limitations, release information from education records to individuals and/or agencies without the written consent of the students. Such persons are:

- a. College faculty members and administrators with legitimate educational interests.
- b. Officials of educational institutions in which the student seeks to enroll, provided that the student is notified of the release, receives a copy of the record if desired, and has an opportunity to challenge the factual content of the record. The procedures for challenging records is outlined below.
- c. Authorized representatives of the Comptroller General of the United States; the Secretary of the Department of Education; the U.S. Commissioner of Education; the Director of the National Institute of Education; and state educational authorities.
- d. Persons requiring information in connection with a student’s application for financial aid.
- e. State and local officials to which the College must report pursuant to a state statute adopted before November 19, 1974.
- f. Officials of organizations that conduct studies for educational agencies or institutions provided that personally identifiable data is available only to officers of such organizations and that such information will be destroyed when no longer needed for purposes of the study.
- g. Officials of accrediting organizations.
- h. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954.
- i. Persons authorized to receive such data through judicial order or pursuant to a subpoena. In such cases the college will attempt to notify the student before its compliance with such orders.
- j. Individuals who require information in connection with an emergency which threatens the health and safety of the student or other persons. Lafayette may also release, without restriction, information which cannot

be identified with particular students. An example of such data would be statistical information abstracted from educational records.

3. Confidential records are not open to student inspection. These include financial statements submitted by parents to qualify for financial aid; recommendations dated before January 1, 1975, provided that such recommendations are used solely for the purpose for which they were originally intended; personal notes of faculty members and administrators that are in their sole possession and that are not accessible or revealed to any other persons except someone acting on their behalf; and counseling and health records that are created, maintained, and used only in connection with the treatment of a student and that are available to no one other than the persons providing such treatment or to other professionals of the student's choice. In certain cases, when joint certification of financial records is required, students may have access to financial information provided by parents or guardians.

#### *B. General Policies and Procedures*

In accordance with federal law Lafayette has established additional policies and procedures relating to a student's access to education records and the release of information contained therein.

##### 1. Waiver of Review of Recommendations

Students may waive their rights to review recommendations submitted in connection with their application for admission to any educational institution, for employment, or for honorary recognition. This waiver shall be valid on condition that the student, upon request, shall be notified of the names of all persons making recommendations and that such recommendations shall be used solely for the purpose for which they were intended. Waiver forms are available in the Offices of the Deans and the Registrar. Students desiring to waive their right of access to recommendations should obtain and complete a waiver form and submit it to the writer of the recommendation. A student may not be required to waive the right of access to letters of recommendation as a pre-condition for admission to Lafayette nor for the receipt of any service provided by the College.

##### 2. Inspection of Records

Students who request and obtain access to education records have the right to an official explanation and interpretation of their content. If the student questions the factual accuracy of the record, e.g., whether a grade was correctly recorded (but not the basis for the grade itself), the individual may follow one or more of the following procedures:

- a. If the student and custodian of the record agree as to the error, the change shall be noted and signed by both.
- b. When the accuracy of a record is contested and no agreement reached, the student may submit a written statement supporting his or her claim. This statement will become a permanent part of the file.
- c. When the accuracy is contested and no agreement reached, the student may make written request for a hearing. This request supported by a statement of pertinent facts shall go to the Dean of Students for resolution. If the Dean of Students is a party to the

dispute, it shall be resolved by the President or his designate. If the decision is unsatisfactory to the student, the individual may file a written statement supporting the claim.

##### 3. Release of Information to Third Parties

Lafayette will also provide a student access to a record of those persons, excluding faculty and staff members, who have requested and obtained access to the student's education records. This record indicates specifically the legitimate interest that each party has in obtaining the information.

Also, Lafayette releases education records and/or information contained therein on condition that the recipient will hold it in confidence and will release it only upon the written consent of the student.

Questions regarding the policies and procedures of Lafayette College and of the federal law governing student records may be directed to the Dean of Students.

#### **TITLE VI, TITLE IX, SEC. 504 REHABILITATION ACT, AND AMERICANS WITH DISABILITIES ACT, GRIEVANCE PROCEDURE**

Any member of the Lafayette College student body who feels he/she has been discriminated against by the College or its representatives because of his/her gender, race, color, religion, creed, national origin, ancestry, age, physical ability, or sexual orientation in relation to any program either academic or extracurricular, any campus group or organization, or in the use of any College facilities may take the following procedure to resolve his/her complaint.

- A. Describe in writing the nature of the complaint and forward it to the Title VI and IX Compliance Officer and the Sec. 504 Rehabilitation Act Compliance Officer (Ms. Leslie F. Muhlfelder, Vice-President for Human Resources and General Counsel) who will review the complaint and attempt to resolve it to the satisfaction of all concerned.
- B. If satisfaction is not obtained in step one above, the Vice-President for Human Resources and General Counsel may appoint a Hearing Panel to review the case. This panel will consist of one member designated by the complainant, one member designated by the Vice-President of Human Resources and General Counsel and a third designated by the other two. This Panel will forward its recommendation to the Vice-President of Human Resources and General Counsel, who will make a decision regarding the complaint.
- C. If the aggrieved party believes that his/her grievance has not been fairly resolved, he/she may appeal to the President of the College and ultimately to the Board of Trustees.

#### **Alternative Grievance Procedure**

Complaints also may be made to the Director of the Office of Civil Rights of the Department of Justice and/or the Department of Education, Washington, D.C.

#### **SOLICITATION AND DISTRIBUTION OF LITERATURE POLICY**

- I. Solicitation on the Lafayette College campus is strictly prohibited

to non-College-related vendors.

II. College-related vendors (students, recognized College organizations) must register with the Office of Student Activities to solicit on campus. To register to solicit on campus, the College-related vendor must provide the following information:

1. Proof that the products or services are of a high quality and produced by a company which is honest and legitimate.
2. Proof that solicitors are authorized to represent the company.

III. The Dean of Students or his representative maintains sole discretion of College-related vendors. The following criteria will serve in part as a basis for his decision:

1. Sale of products or services, including sales methods, must be consistent with the high standards of the College as an academic and residential community.
2. Products or services should be different from, or an improvement upon those already offered by the College or currently registered vendors.

IV. The following guidelines for solicitation will be in effect for all registered College-related vendors:

1. No Saturday and Sunday solicitation.
2. No solicitation during the final examination period.
3. Solicitation may take place during the hours of 10:00 a.m. and 8:00 p.m., Monday through Friday, unless a special exemption should be granted due to the nature of the business.
4. The resident advisers will inform members of their sections that all salespeople must be registered.
5. If the salesperson is, in any way, annoying to students in the residence hall, a written complaint shall be filed in the Office of Student Activities and the registration shall be revoked.
6. Solicitation may be further limited as to hours, locations, services, products, and in any way deemed desirable by the Dean of Students.

Registration of a College-related vendor in no way expresses or implies College approval, endorsement, or guarantee of the solicitor or the products or services.

V. Certain non-College-related vendors are permitted to solicit in fraternity houses. These vendors (stationery, fraternity paraphernalia, etc.) must obtain a written permit from the Office of Student Activities. The above guidelines apply to all non-College-related vendors with permits.

### Policy on Distribution of Literature

The following regulations govern distribution of literature by campus community.

1. Distribution of literature must not interfere with the educational mission of the institution or result in interference with the programs of the College.
2. The material distributed must not be illegal or obscene in content.
3. All literature or information disseminated must clearly state the name of the sponsoring organization or of the individual student distributing the material.

4. Distribution must occur in such a manner as to avoid friction and confrontation. Distribution must be passive in nature and not on a "hand to hand" basis.

The stipulations above are not intended to prohibit the distribution of information by Lafayette College. Requests for permission to distribute literature should be directed to the Office of the Dean of Students.

## LAFAYETTE COLLEGE SONGS

### ALMA MATER

*Words and Music by Walter C. Stier, Class of 1884*

We'll gather by the twilight's glow  
 In front of old Pardee,  
 In all the world no other scene,  
 So fair, so dear to me.  
 O Lafayette, O Lafayette,  
 To thee our voices raise!  
 While loyal lips and loyal heart  
 Unite to sing thy praise.

### Chorus

We'll gather by the twilight's glow  
 In front of old Pardee,  
 In all the world no other scene,  
 So fair, so dear to me.

And future years shall not erase  
 These gems of mem'ry rare,  
 But oft we'll live the scenes again,  
 Impressed so firmly there.  
 O Lafayette, O Lafayette,  
 O joyous college days!  
 E're while these loyal hearts shall beat,  
 We've loyal lips to praise.

### (Repeat Chorus)

**ON LAFAYETTE**

*Words and Music by Charles E. Straub '12*

Down the field we swing in perfect trim  
 Behind the team we've played to win  
 And as we swing we sing a marching song;  
 And the song we sing is on the theme  
 Of Lafayette and her team.  
 We'll sing the chorus as we swing along.

**Chorus**

On, Lafayette! On, Lafayette!  
 On, on to greater deeds, Lafayette,  
 Give, Lafayette! Give, Lafayette,  
 Give, give the best that's in you  
 And hope for a vict'ry.  
 (Shout)—FIGHT! Lafayette! (Shout) FIGHT! Lafayette!  
 Fight the fight and keep your heads unbowed;  
 Win, you're victorious!  
 Lose, just as glorious!  
 Men of Lafayette, of you we sing.  
 (Shout) FIGHT!

**THE TOAST SONG**

*Words and Music by Charles E. Straub '12*

There's a song in the air and a toast on the lip.  
 (Drink a bumper to Lafayette!)  
 Let ev'ryone join in the strain ere we sip.  
 (Her sons are loyal yet!)  
 Sing of Lehigh or Yale if you will.  
 But here's to the College that stands on the hill.  
 So come let us clink, and merrily drink  
 A toast to Lafayette!

**Chorus**

Lafayette! Lafayette!  
 Jolly good fellows, we'll say,  
 "Well met."  
 Our hearts to thee, for e'er shall be,  
 True and loyal to thee, Lafayette!

**FIGHT FOR LAFAYETTE**

*Words by Lloyd Felmlly '16, Harry Foster '16*  
*Tune: Men of Harlech*

For the fame the years have granted,  
 For the seed of valor planted,  
 For the vict'ries oft time chanted  
 Fight for Lafayette!  
 For the deeds of might and power,  
 For the spirit that's our dower,  
 For the hearts that never cower,  
 Fight for Lafayette!

**Chorus**

Fight for Lafayette boys!  
 (Shout) FIGHT! FIGHT!  
 Fight, as never yet, boys!  
 (Shout) FIGHT! FIGHT!  
 Maroon and White shall wave tonight.  
 The town will shine before the sun has set boys! ONWARD —  
 Fight, your Alma Mater needs you,  
 Fight, Lafayette tradition leads you,  
 Fight, till friends or foeman heeds you,  
 Fight for Lafayette! (Shout) FIGHT!

Lafayette will meet poor Lehigh,  
 Lafayette will beat poor Lehigh,  
 Flowers sweet shall greet poor Lehigh,  
 Rah for Lafayette!  
 Sound the knell for poor old Lehigh,  
 Toll the bell for poor old Lehigh,  
 Gone to rest is poor old Lehigh,  
 Rah for Lafayette!  
**(Repeat Chorus)**

**LIKE A QUEEN ENTHRONED**

*Music by L. Spohr*  
*Words by C. M. Seiple, Class of 1897*

Like a queen enthroned,  
 Gemmed with beauty's crown;  
 From her seat of emerald  
 Lafayette looks down.  
 On Olympus set, Hail to Lafayette.  
 On Olympus set, Hail to Lafayette.

Thee, Oh, Alma Mater,

Ever shall we sing,  
Through the vaulted heavens  
Shall her praises ring.  
Stronger, clearer yet, Hail to Lafayette.  
Stronger, clearer yet, Hail to Lafayette.

**O, LAFAYETTE**

*Words and Music by Henry C. Loper '33*

O Lafayette, O Lafayette  
Hear our voices clear;  
O Lafayette, O Lafayette  
Alma Mater dear.  
List' to our tale,  
We'll never fail!  
Forward, men, to fame!  
With our voices singing  
All the air is ringing  
With the youth of Lafayette.

**Chorus**

Far from thy halls  
Loyal men hear us say,  
"Join one and all.  
For a victory today."  
Sons of a brave and mighty name.  
The Maroon and the White  
We will rise to the height  
Of honor and of fame.  
(Repeat first ten lines)

**LAFAYETTE ALUMNI HYMN**

*Dedicated to the Class of 1913*

*Words and Music by George B. Markle, Jr. '13*

Bright as the morning sun  
Memories still linger,  
Of our life's work there begun  
'Mid scenes forever fair.  
Thoughts of classmates, friends we made,  
Happy dreams recalling.

**Chorus**

Lafayette, Lafayette, glorious in mem'ry,  
Like a queen enthroned on Olympus set!

Through the days, through the years,  
The bell of Old South calls me  
Like the Angelus at eventide, my prayer shall be:  
May we gather once again in front of Old Pardee!

Softly, as shadows fall  
And the light grows dimmer,  
I can hear your clarion call  
In muted tones, yet true.  
Come, renew those friendships old,  
Join in song together!  
**(Repeat Chorus)**

**WAY DOWN IN EASTON**

*Music by Walter C. Stier, Class of 1884*

*Words by E. C. Chalfant, Class of 1895*

Way down in Easton there's a college  
And Lafayette is her name;  
For on the Hill she grew since 1832,  
And many men have there obtained their knowledge.

**Chorus**

Come join our songs to Lafayette, Sir  
That dear old College on the Hill!  
Come Let us sing a song, let us sing it loud and long.  
Come join in our song to Lafayette

Each morn to chapel we must caper  
No matter if it rain or snow,  
But the faculty don't go, for they're good enough you know.  
So they stay at home and read the morning paper.  
**(Repeat Chorus)**

**RING THE BELL OF OLD SOUTH COLLEGE**

*Music by P. P. Bliss*

*Words by Parke Davis*

Lafayette's men all victorious,  
On the gridiron, field and track,  
Play the game, boys, sharp and steady,  
And we'll bring the vict'ry back.

**Chorus**

Ring the bell of old South College

Paint the town as ne'er before —  
Line 'em out boys, play together —  
Score once more! Oh score once more.

Alma Mater now is calling,  
Soon the fire will light the hill;  
Call the band out! Start the pee-rade!  
Win we must and win we will.  
**(Repeat Chorus)**

### THE MARQUIS SONG

*Words and Music by Frank Weston '19*

Hit the mark, Lafayette, for the Marquis.  
Strike a blow, Lafayette, for the Mark.  
Cross the touchdown line and we'll all feel fine.  
Let the score roll up more for the Mark.  
Play the game, Lafayette, for the Marquis.  
Play a game they will never forget!

#### Chorus

Add again to the fame of a noble name,  
The Marquis of Lafayette.

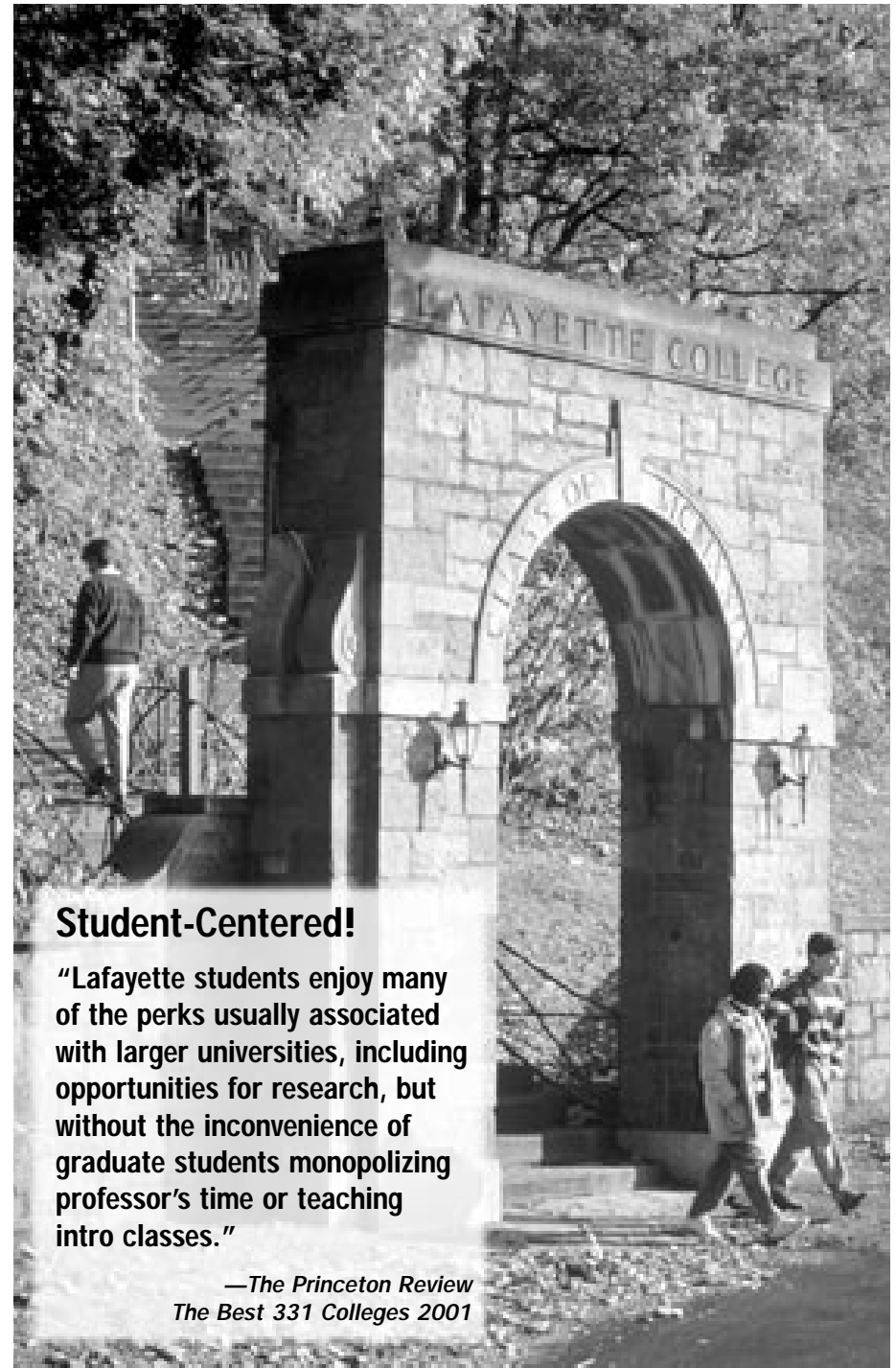
Fight the fight, Lafayette, for the Marquis.  
Show your might, Lafayette, for the Mark.  
When the sword is raised, then the Lord be praised  
For the sight of a light in the dark.  
Bring up men, Lafayette, for the Marquis,  
Able men they will never forget.

#### **(Repeat Chorus)**

Line 'em out, Lafayette, for the Marquis.  
Strike 'em out, Lafayette, for the Mark.  
Hit the winning run and we'll all have fun  
With a clout that goes out of the park.  
Cross the plate, Lafayette, for the Marquis,  
With a slide they will never forget.

#### **(Repeat Chorus)**

(shout) Lafayette!



### Student-Centered!

**"Lafayette students enjoy many of the perks usually associated with larger universities, including opportunities for research, but without the inconvenience of graduate students monopolizing professor's time or teaching intro classes."**

*—The Princeton Review  
The Best 331 Colleges 2001*

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