

2011-2012

# Parent Handbook

ALLEGHENY COLLEGE

## Dear Parents:

It is my great pleasure to welcome the families of the Class of 2015 to Allegheny College. I look forward to meeting you in late August at Orientation and Matriculation. And to the families of our current students, I hope you had a good summer and I look forward to seeing you during Family Weekend in September.



Our Parent Handbook is designed to be a resource for families. The handbook explains our educational programs, outlines college policies, and defines functions of various administrative offices. We developed the handbook to give you a sense of how the College operates, which will help you guide your son or daughter when your student asks for your assistance in matters related to the college experience. My hope for our students is that they learn the skills to ask the right questions and to seek the appropriate answers as they develop into the adults they want to become. With this handbook as a road map, families can provide direction to their students when issues arise and allow them to find solutions to everyday issues as they develop their long-term educational goals.

As students become a part of our community over the next four years, we do ask that they contribute to the well-being of our College community. This contribution can be through participation in any number of organizations and events on campus: plays, fraternity and sorority organizations, athletic programs and recreational activities, and events sponsored by the Allegheny Student Government, to name just a few. Students gain invaluable experience and garner new insights as they work with their peers on political, social, or service-oriented activities. Our students' participation in these activities allows our campus to remain a vibrant community where we care for and respect one another as individuals and members of our College. As you listen to your son or daughter talk about life at Allegheny, please do encourage your student's participation and help us develop a strong and healthy community.

Finally, I want to encourage all of our families to clarify what you expect of your son or daughter in terms of alcohol consumption. As I begin my tenth year as dean of students, I can tell you that students who struggle with the management of alcohol are not as successful academically or socially as their peers who make appropriate decisions. The Wellness section on page 14 of this handbook can help you have this discussion. I urge your family to review this information prior to arrival on campus so that you can discuss expectations and chart a course toward your student's success.

I trust that over the years you will witness significant developmental changes in your son or daughter, including enhancement of his or her ability to be creative, to think critically, to be more culturally aware, and to exercise independence. Allegheny is a place where students are respected as individuals and encouraged to develop into engaged and active citizens of the world. We are glad that you and your family are part of our college community.

Sincerely,

A handwritten signature in dark ink that reads "Joseph DiChristina". The signature is fluid and cursive, with a large, stylized initial "J".

Joseph DiChristina  
Dean of Students

# Questions & Conversation Starters

*From "Parents, You're Not Done Yet," a brochure published by the Century Council*

How are you doing?

Do you like your classes?

What are our shared expectations in regards to academics?

Are you enjoying dorm life? Why?

How are you getting along with your roommate?

How do you feel you will balance/are balancing social life with academic requirements?

What kinds of activities are available?

Are you feeling overwhelmed? What can we do to help?



## IMPORTANT DATES

### FALL 2011

Aug. 27 (Sat.) .....	Residence halls open for new students
Aug. 27–31 (Sat.–Wed.) .....	Orientation
Aug. 28 (Sun.) .....	Matriculation
Aug. 30 (Tues.) .....	Residence halls open for upperclassmen
Sept. 1 (Thurs.) .....	First day of classes
Sept. 23–25 (Fri.–Sun.) .....	Family Weekend
Oct. 15–18 (Sat.–Tues.) .....	Fall Break
Nov. 23–27 (Wed.–Sun.) .....	Thanksgiving Break
Dec. 14 (Wed.) .....	Last day of classes
Dec. 15–16 (Thurs.–Fri.) .....	Study days
Dec. 17–21 (Sat.–Wed.) .....	Final exams
Dec. 22 (Thurs.) .....	Residence halls close

### SPRING 2012

Jan. 15 (Sun.) .....	Residence halls open
Jan. 18 (Wed.) .....	First day of classes
Mar. 17–25 (Sat.–Sun.) .....	Spring Break
May 1 (Tues.) .....	Last day of classes
May 2–3 (Wed.–Thurs.) .....	Study days
May 4–8 (Fri.–Tues.) .....	Final exams
May 9 (Wed.) .....	Residence halls close for non-graduates
May 11 (Fri.) .....	Baccalaureate
May 12 (Sat.) .....	Commencement
May 13 (Sun.) .....	Residence halls close for graduates

## Dear Parents:



I am glad for this opportunity to welcome both new and returning families to the 2011–2012 year at Allegheny College and to send you this copy of the Parent Handbook. I know that you will find it a helpful reference to the services we offer our students, as well as the expectations we have of them as members of our community. Please be assured that our students have the support of a dedicated, caring faculty and staff who are committed to helping them succeed.

I look forward to learning with and from the students of Allegheny College. It is a special part of Allegheny's magic that faculty, staff, administration, and students truly know each other and collaborate in teaching and learning.

I hope you will introduce yourself when you see me at matriculation or at our annual Family Weekend and that you will feel free to contact the offices listed in this handbook if you have questions during the school year.

Sincerely,

James H. Mullen, Jr.  
President

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We do our best to be comprehensive, but if we have omitted any information from the Parent Handbook that you feel is important, please let us know! You may contact Gretchen Kerr at (814) 332-4356 or by email at [gretchen.kerr@allegheny.edu](mailto:gretchen.kerr@allegheny.edu), or write to: Dean of Students, Allegheny College, 520 N. Main St., Meadville, PA 16335.

## ALLEGHENY'S LIBERAL ARTS EDUCATION

Allegheny provides students with a liberal arts education of high standards. We expect our graduates to be not only capable and farsighted leaders but also rational and responsible citizens who are equipped to meet the vexing problems confronting society. We expect them to value diversity, individual integrity of thought and action and the importance of personal rights and freedom in the context of society as a whole. We expect them to know that the same complexities that create the problems and challenges of living also give life its richness.

Allegheny believes that among all possible forms of education, a liberal arts education best develops individual potential. It enables participants to experience and enjoy life to the fullest, enabling the mind to encompass all aspects of the world. Among other benefits, a liberal arts education broadens the kinds of careers, interests, and activities that can be, and are likely to be, pursued. It develops and encourages the use of the imagination, not only in the creative sense, but also for solving problems of everyday life. It promotes understanding of others' aspirations and feelings so that constructive relationships are more easily formed.

To provide an education, Allegheny has given virtually all of its courses and programs this overarching goal: to develop students' minds and teach them how to learn on their own. While factual knowledge is important, no one can master in four years all that is needed for a lifetime. Most important is engaging students in an active learning process that entails not only comprehending facts but also taking responsibility for their proper use. Then, whenever particular knowledge is needed, it can be located, understood, and used.

Allegheny provides an environment in which these goals should be attained concurrently. We realize them through the academic program leading to a bachelor's degree and through the co-curricular activities in which students are encouraged to participate.

### ACADEMIC OBJECTIVES

## ACADEMIC OBJECTIVES

### To master the use of language.

Educated persons can read critically, analyze their own and others' thoughts in a logical fashion, organize and synthesize ideas into coherent bodies of thought, and write and speak clearly and effectively.

### To know and use available resources.

An educated person is not prevented from taking action for want of information and tools. He or she is comfortable with technology and knows how to use it in conjunction with the resources provided by libraries, archives and similar institutions.

### To know, enjoy, and participate in human accomplishment.

Whatever the realm or medium—the social sciences, natural sciences, or humanities; art, music, drama, dance, sport or some form of writing—humans have created elegant ways of expressing and recording their feelings, thoughts and deeds. An educated person has studied these in depth, sees the interrelationships among them, and enjoys and finds expression in them. Educated persons also recognize the importance of spirituality, and their understanding of the past enhances their appreciation and awareness of the present.

### To think and act in a morally, ethically, and socially responsible way.

The values of educated persons begin with respect and love for fellow humans, for all other living things and for the environment we all share. The study of a variety of disciplines and the connections among them helps bring these values into focus. By discussing ideas, events, and issues from several perspectives, we support these values and develop confidence to act on their behalf. Educated persons have the courage, as well as an obligation, to argue for what is right and to stand by their convictions.

### STATEMENT OF COMMUNITY

## STATEMENT OF COMMUNITY

Allegheny students and employees are committed to creating an inclusive, respectful and safe residential learning community that will actively confront and challenge racism, sexism, heterosexism, religious bigotry, and other forms of harassment and discrimination. We encourage individual growth by promoting a free exchange of ideas in a setting that values diversity, trust and equality. So that the right of all to participate in a shared learning experience is upheld, Allegheny affirms its commitment to the principles of freedom of speech and inquiry, while at the same time fostering responsibility and accountability in the exercise of these freedoms. This statement does not replace existing personnel policies and codes of conduct.

# ACADEMIC OFFICES

## Dean of the College

**Linda DeMeritt (814) 332-3393, Bentley Hall**

The Dean of the College is the principal academic officer of the College and is responsible for academic affairs, curriculum, and faculty recruitment.

## Registrar

**Ann Sheffield (814) 332-2357, Bentley Hall**

The Office of the Registrar is responsible for academic records, candidate certification for bachelor's degree, record distribution, grade reports, ordering diplomas, course registration, student transcripts, student schedules and course schedules. Add/Drop cards, major declaration forms, and advisor change forms are available from this office.

## GENERAL DEGREE REQUIREMENTS



Below is a summary of the degree requirements for graduation. Students should refer to the Allegheny College Catalogue for a complete description of academic requirements, standards and scheduling.

### 1. Credit Requirement

For students matriculating in or after fall 2009, 128 semester credit hours must successfully be completed. Students who matriculated in 2008 must complete 129 semester credit hours. All other current students must complete 131 semester credit hours. These include courses taken to meet the first-year/sophomore requirements, the major requirement, the minor requirement, the distribution requirement and the Senior Project requirement, as well as elective courses.

### 2. The First-Year/Sophomore Requirements

The three components of the First-Year/Sophomore program are as follows:

#### FS 101: Academic Discourse I

An introduction to critical thinking through oral and written communication. The topical material covered in the seminar varies from section to section. All first-year students take Academic Discourse I during the fall semester; the seminar instructor serves as the student's first academic advisor. As part of the advising process, students explore both individual interests and possible academic paths. Must be taken on a letter grade basis.

#### FS 102: Academic Discourse II

Continued study of oral and written communication with an emphasis on argument. Students consider context, audience, style, evidence, and strategies for persuasion. The topical material covered in the seminar varies from section to section. Must be taken on a letter grade basis.

#### FS 201 Communication in a Discipline

Taken during the sophomore year, this seminar explores speaking and writing skills with attention to expectations for compelling speech and writing within a specific academic field. Students investigate what counts as persuasive evidence in the discipline and why, the conventions of communications in the discipline, and the methods by which practitioners position their work within the larger disciplinary context. In practice, most students elect to take FS 201 in a department in which they expect to major or minor; however it is not required by most departments that the FS 201 be in the student's major.

*continued*

## THE MAJOR REQUIREMENT

## THE MINOR REQUIREMENT

## THE SENIOR PROJECT REQUIREMENT



## DISTRIBUTION REQUIREMENT

### 3. The Major Requirement

All Allegheny students must complete a major consisting of at least 36 to 48 semester credit hours, including the Junior Seminar and Senior Project. Students must achieve a minimum grade point average of 2.0 in the major. A maximum of 64 semester credit hours may be required by the major, including collateral and prerequisite courses, though students may choose to take more credit hours toward the major.

### 4. The Minor Requirement

All Allegheny students must complete a minor (or second major) containing at least 12 credits outside the division of the (first) major. Students whose first major requires courses from more than one division should consult the major description to determine the division of the major and options for fulfilling the minor requirement. Minors require at least 20 credits of coursework with a minimum grade point average of 2.0. Courses may not be counted for both the major and the minor. Forms for declaring a minor may be obtained at the Office of the Registrar. When a second major is used to fulfill the College minor requirement, it must contain at least 20 credit hours that do not also count toward the first major. At least 12 of these 20 credit hours must be outside the division of the first major. Interdivisional majors may take any minor or any second major to fulfill the requirement.

### 5. The Senior Project Requirement

All students must complete a Senior Project in their major. The Senior Project is not a mere report or semester paper, but a significant piece of independent study, research, or creative work. An oral defense, required by most departments as the culminating point of the Senior Project, may involve a comprehensive examination of the student's departmental studies.

#### In-Depth: The Senior Project

Every major in the College entails the writing and oral defense of a Senior Project, a substantial piece of original research on a topic in the student's field of study. In most cases, a full academic year is committed to the work.

The Senior Project gives students an opportunity to put into practice the skills and knowledge acquired throughout their Allegheny years. Some projects are published, while others are presented at professional meetings.

Students have been meeting the challenge of writing the Senior Project since 1941. It is a large work for an undergraduate, but once done, it makes similar tasks less daunting in the future. Many alumni state that the Senior Project was their most beneficial experience at Allegheny.

Together, the Senior Project and the major are the culmination of an Alleghenian's undergraduate work. Completion requires using learning skills in ways that reveal the similarities, differences, and connections among diverse branches of knowledge. Learning acquires unity and coherence. At this point, students realize the goal of knowing how to learn on their own; they are prepared intellectually for the tasks that lie ahead.

### 6. Distribution Requirement

All Allegheny students must take at least two courses (eight semester credit hours) in the division least represented in the major and minor. The details vary slightly with the division.

#### Humanities Division

All students who do not major or minor in the humanities must complete at least eight semester credit hours in that division. Advanced Placement (AP) courses may not be used to satisfy the humanities distribution. We recommend that this requirement be completed by the end of the sophomore year.

#### Natural Sciences Division

All students who do not major or minor in the natural sciences must complete at least eight semester credit hours in that division, including at least one laboratory course in biology, chemistry, computer science, environmental science, geology or physics. Advanced Placement courses may not be used to satisfy the natural science requirement. We recommend that this requirement be completed by the end of the sophomore year.

#### Social Sciences Division

All students who do not major or minor in the social sciences must complete at least eight semester

credit hours in that division. Advanced Placement courses may not be used to satisfy the social sciences distribution. We recommend that this requirement be completed by the end of the sophomore year.

## 7. Grade Requirement

Each student is required to maintain a cumulative quality point average of 2.0 or higher. An average of at least 2.0 is also required in the student's major and minor.

## 8. Residency Requirement

The residency requirement is satisfied upon completion of 64 semester credit hours "in residence." Of these, a student's final 16 semester credit hours before graduation must be taken in residence. Work in residence is undertaken through registration at Allegheny and supervision by Allegheny faculty, who evaluate the student's performance. Students are not required to live on campus or in Meadville to satisfy the residency requirement. (*The residency requirement differs from the On-Campus Living Requirement described on page 16.*)

## STUDENT PARTICIPATION IN COMMENCEMENT

Students who have completed, or who are registered to complete, all degree requirements by the March faculty meeting are tentatively approved for graduation by the faculty and are eligible to participate in the Commencement ceremony that May. Students must remain registered to complete all requirements; students who drop a needed course are removed from the "walk list" and are not permitted to participate in Commencement. Students who remain registered for all requirements but do not complete them successfully may walk at Commencement but will receive a blank piece of paper in place of a diploma. The Commencement program indicates that degrees are awarded subject to the successful completion of all requirements. Students are given only one opportunity to participate in Commencement, that being the year in which their names appear in the Commencement program. More details about the Commencement participation policy are available in the student handbook.

## ACADEMIC SUPPORT

Academic support services are available across campus and include the faculty, the Learning Commons, academic advisors, student tutors in many departments, Dean of the College, and Counseling Center staff. All are eager to assist students in being as successful as possible.

### Faculty Advising

Each first-year student will be enrolled in a First Seminar (FS 101). The seminar professor will serve as the academic advisor for the students in this small class. Faculty advisors assist students in selecting and scheduling courses, understanding academic requirements, and exploring their educational and career interests. Allegheny emphasizes individual attention as part of the student-advisor relationship. Toward the end of the sophomore year, students are expected to declare a major. At that time, each student selects an advisor from the program or department of the major. If a student chooses to change advisors before that time, he or she should consult the Registrar's Office for the Advisor Change Form. *See page 27 for more information on advising responsibilities of students and faculty.*

### Learning Commons

(814) 332-2898, Pelletier Library

<http://learningcommons.allegheny.edu>

Allegheny's Learning Commons is dedicated to helping students thrive at all stages of their college careers by providing:

- Individual assistance and workshops on writing, speaking, technology, research, critical reading, effective study, and time management
- Peer tutors in a variety of subjects
- Support for students with disabilities and arrangements for accommodations for students with all types of documented disabilities
- Print and electronic resources to help students hone their academic skills

Consultations for writing, public speaking, and technology use are available in the Learning Commons by appointment or on a drop-in basis from 3 to 5 p.m. and from 7 to 11 p.m. Sunday through Thursday.

GRADE REQUIREMENT

RESIDENCY  
REQUIREMENT

COMMENCEMENT  
PARTICIPATION

ACADEMIC SUPPORT

FACULTY ADVISING

LEARNING COMMONS

## PELLETIER LIBRARY

Professional staff are available Monday through Friday, 8 a.m. to 5 p.m. for assistance with study skills, reading, disability services, orientation, and advising. In addition, reference librarians are available evening and weekend hours, Sunday from 2 to 5 p.m., and Sunday through Thursday from 6:30 to 10 p.m.

For more information about the Learning Commons, to pick up a tutoring schedule, or to make an appointment, visit their office, call 332-2898, or check out <http://learningcommons.allegheny.edu>.

### Pelletier Library (814) 332-3768

The Lawrence Lee Pelletier Library is a large facility that provides plenty of room for students to study individually or in groups. Pelletier also houses the Learning Commons, where students can work with tutors and staff to enhance their academic skills. The library collection is a rich mix of print and electronic resources, with access through cooperative arrangements to virtually any materials not available locally. The library houses more than 450,000 physical items: books, videos, documents, digital files of images, music, books and videos are readily available. Students have access to 35,000 journal titles, either online or in print—and more than 40 online indexes to help them locate needed information quickly. Special Collections and Archives contain materials from the founding of the College and unique collections like the Ida Tarbell papers, which students are welcome to use.

Reference librarians from the library work closely with the faculty to understand class research goals and help students achieve them. A full range of instruction sessions is offered; personal help is available until 10:00 most evenings. Special study and research tools such as electronic reserves and citation assistance are available. All electronic services and resources are available 24/7 from anywhere on campus or off; the library building is open 114 hours a week. For more information visit <http://library.allegheny.edu>.

## COMPUTING SERVICES

### Computing Services (814) 332-2755, Murray Hall

Allegheny College Computing Services is responsible for the technology infrastructure, classroom technology, and desktop computers necessary for teaching, learning and the day-to-day business of the College. Computing Services maintains public computer clusters located around the Allegheny campus. The clusters are located in Steffee Hall, Arter Hall, Quigley Hall, Ruter Hall, Carnegie Hall, Pelletier Library, and Murray Hall.

The residence hall network provides students access to the College network and the internet via high-speed Ethernet and wireless connections. Campus buildings are covered by AC Wireless, the campus's secure wireless network. When students connect to the college network - whether wired or wireless - they have access to the internet, email, online course tools, library resources, and other college resources.

Students are encouraged to bring a personal computer, and we recommend laptops for their size and mobility. Specific information regarding computer systems and software is available on the Computing Services website as is information on acceptable use, the antivirus requirement, and how to contact us. Computing Services works closely with a local technology company, Coppola Enterprises, to provide students a convenient way to purchase name-brand computers at a reasonable price. Technicians from Coppola Enterprises provide technical support for a wide range of computers at a special Allegheny rate from their on-campus office should a student encounter problems with their personal computer.

#### **More information is available at:**

*Computing Services website*—<http://computing.allegheny.edu>

*Email*—[computing@allegheny.edu](mailto:computing@allegheny.edu)

*Help Desk*—111 Murray Hall, (814) 332-2755

*Allegheny website*—[www.allegheny.edu](http://www.allegheny.edu)

### Counseling Services The Counseling Center (814) 332-4368, 304 Reis Hall

Personal concerns such as homesickness, relationship issues, or family stresses may adversely affect a student's academic performance. Students may schedule limited individual meetings at the Counseling Center or stop in to pick up literature on specific topics. Services are confidential and free of charge to Allegheny students. Students with serious concerns may seek occasional or crisis help from the Counseling Center, but those visits must always be followed up with treatment by qualified mental health professionals off campus.



## COUNSELING SERVICES

# SERVICES FOR STUDENTS

## AllCard • Students may choose an AllCard account that fits their lifestyle and budget.

**CHARGE:** Textbooks can be charged to the tuition account using the card. AllCard charges are allowed for textbooks only and must be paid within 30 days of billing.

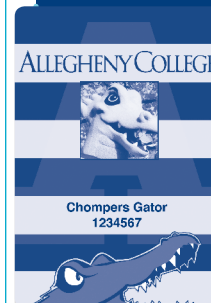
**DINE:** Everyone enrolled in a meal plan must use the AllCard to pay for meals. There are two distinct dining options. Brooks is an all-you-care-to-eat dining hall that uses one meal from the meal plan count. The à la carte McKinley's food court will only accept MUNCH money, SHOP money, or cash. Unused meals and MUNCH funds are forfeited at the end of each semester.

**MUNCH:** This declining balance account is part of all meal plans and is automatically activated when your plan is chosen. MUNCH money is used at the à la carte McKinley's food court and can also be used to buy meals for friends and family at Brooks. Unused MUNCH funds are forfeited at the end of each semester.

**SHOP:** This declining balance account is opened with a deposit and can be added to at any time. SHOP funds can be used for purchases at the Bookstore, Grounds for Change, Wrecking Ball Cafe, and the two dining halls. All SHOP purchases are made from wired locations and can be verified. All unused SHOP money carries over from year to year and will be refunded by check upon graduation or withdrawal from the College. However, students cannot withdraw cash from their SHOP accounts. There are two ways to determine current SHOP balances: 1) Check the printed receipt when SHOP is used; 2) Call or visit the Financial Services Office in Schultz Hall. SHOP deposits (checks payable to Allegheny College) can be sent throughout the year to the Financial Services Office, Allegheny College, 520 N. Main Street, Meadville, PA 16335.

**OTHER:** The AllCard is keyed to serve as an access card for students living in residence halls. It is also used as a library card, to attend certain sporting events and campus-wide activities, to use the Wise Sport and Fitness Center, and to access certain class labs. The AllCard can also be linked to a new or existing PNC Bank checking account, allowing you to use your card as a debit/ATM card at participating businesses both in Meadville and elsewhere.

## ALLCARD



## Banking Services

An automated teller machine (ATM) is located in the Campus Center and provides access to accounts and other banks connected to the "PLUS" system. This ATM machine is operated by PNC Bank (there may be an extra fee for non-PNC cards). Numerous banks and savings and loan companies have offices within walking distance of the campus with ATM machines at which deposits and withdrawals can be made.

### ATM LOCATIONS

#### On Campus

PNC in Campus Center

#### Citizens Bank

Corner of Water & Chestnut St.  
Giant Eagle—Conneaut Lake Rd.

#### Marquette Bank

South Main St.

#### Erie Bank

Corner of Park Ave. & Center St.

#### First National Bank

Near Park Ave. & North St.

#### Northwest Savings Bank

999 South Main St.  
Corner of North Main & Randolph St.

#### PNC Bank

Campus Center  
Country Fair—North St.  
Branches: 868 Park Ave.  
201 Chestnut St.

## BANKING

## Cable

### (814) 332-2755, Murray Hall

Allegheny College provides basic cable television service from Armstrong Cable Company. The basic services are coordinated through Computing Services in Murray Hall. There are no charges associated with the basic cable service in the residence hall. Premium channel packages can be added to the local channel lineup if desired. The premium channel packages can be ordered directly through Armstrong Cable for an additional fee. Once on campus students can call Armstrong directly at their local number: (814) 333-6731, choose extension 0 to order premium channels and services. Converter boxes can be picked up at 160 Westview Drive (off of Baldwin Street), Meadville. Students must provide their own cable-ready television. Cable service is available in all residence halls, College-owned houses, and the Sigma Alpha Epsilon, Delta Tau Delta, and Phi Kappa Psi fraternity houses. There is one connection per room. For more information and a complete channel listing, please refer to <http://computing.allegheny.edu/gatornet/gatortv.php>.

## CABLE



## College Bookstore

**(814) 332-5369, Campus Center**

The College Bookstore is a sort of “general store” for the Allegheny College community. All texts and other materials required for courses may be purchased there, as well as office supplies, books of all sorts, magazines, posters, greeting cards, clothing, glassware, and gifts. Allegheny College gifts and clothing are also available online at [www.alleghenybookstore.com](http://www.alleghenybookstore.com).

Store hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. and Saturday, 10:00 a.m. to 2:00 p.m. (while classes are in session).

## DINING SERVICES

### Dining Services

**(814) 332-2317, Bentley Hall**

Dining Services operates restaurants in Brooks Hall and McKinley’s Food Court in the Campus Center. We offer a variety of food choices and meal plans designed to give today’s student more flexibility and meal options. Students use meal plan MEALS at Brooks Hall to receive traditional “all-you-care-to-eat” meals driven by students’ taste preferences, menu trends, and the freshest ingredients available. Students can use the MUNCH money feature from their meal plan for à la carte purchases at McKinley’s, which offers pasta, grill foods, subs and sandwiches, vegan items, pizza, home-cooked meals, salads and snacks. Students who are not on a meal plan can use cash or a SHOP (campus debit) account to enjoy dining in campus restaurants.

To see what’s cooking: go to [www.diningallegheny.com](http://www.diningallegheny.com), click on “Menu,” then choose the facility by clicking the tabs.

## FINANCIAL AID

### Financial Aid

**(814) 332-2701, 454 House**

The Office of Financial Aid helps students receive all forms of financial assistance for which they are eligible. This assistance includes scholarships, grants, loans and work awards from state, federal, institutional, and outside sources. Students may contact the office during business hours to make an appointment. Student employment is also coordinated by the Office of Financial Aid.

## FINANCIAL SERVICES

### Financial Services

**(814) 332-2360, Schultz Hall (toll free 800-376-7075; <http://sites.allegheny.edu/finserv>; e-mail: [finsrv@allegheny.edu](mailto:finsrv@allegheny.edu))**

The Financial Services Office is responsible for monitoring the charges and payments on student accounts. Statements for fall semester charges are mailed in July and due July 31. Spring semester charges are billed in December and due Dec. 31. Payment for tuition, fees, room and board can be made in full by the announced due date or can be paid through the Allegheny Tuition Payment Plan administered by Tuition Management Systems (TMS). Detailed information about the Allegheny Tuition Payment Plan is available at the Financial Services Office, or at [www.afford.com](http://www.afford.com).

## POST OFFICE

### Post Office

**(814) 332-2375, Campus Center**

A substation of the United States Postal Service houses all student, faculty, and departmental mailboxes. Incoming mail from the Meadville Post Office is delivered to the campus post office and usually is sorted into individual student mailboxes by 11:30 a.m. Students can buy money orders and stamps here. Please note that a check or cash is the only form of payment that can be accepted for purchases. Credit cards and AllCards cannot be accepted. Money orders can be purchased only with cash. Other services offered include international, certified, registered, insured, Priority and Express Mail. United Parcel Service (UPS) is also available.

To send mail to a student, please address as follows: Student Name, Student Box Number (your son or daughter can tell you this), Allegheny College, 520 North Main Street, Meadville, PA 16335.

## STUDENT PHONE SERVICE

### Student Phone Service

**(814) 332-2748, Physical Plant**

For landline service, please contact Windstream directly at 800-347-1991.

# STUDENT AFFAIRS

The staff of the Division of Student Affairs extends a warm welcome to you. We have designed several ways for you to communicate with us and to receive information that will help you support your student’s success, including this Parent Handbook. We hope these resources support the relationship among you, your student, and the College. We realize you have been and remain the most important resource for your children; similarly, College staff are resources during their time at Allegheny. The following is a description of our mission:

The staff in the division of Student Affairs encourages students to learn and develop by offering a full range of programs, support services, and experiential opportunities. We challenge students to be engaged citizens, creating a campus environment respectful of differences while valuing the voices of others. In collaboration with students, faculty and staff, we foster the holistic development of students to prepare them for a lifetime of contribution to society. *Adopted December 2004*

The following is a description of the departments that comprise Student Affairs:

## Dean of Students (814) 332-4356, Reis Hall

The Dean of Students Office is the central coordinating office for the Student Affairs division.

## Allegheny College Center for Experiential Learning (ACCEL) (814) 332-4700, Reis Hall

The Allegheny College Center for Experiential Learning (ACCEL) offers educational activities and services in career development, community service, off-campus studies (international and domestic), leadership development, pre-professional studies (education, health, and law), and service learning. Learning experiences are developed through collaboration with faculty, administrators, alumni, Crawford County community members, and worldwide partners. ACCEL programs foster intellectual enrichment, cross-cultural and global engagement, civic and social responsibility, ethical development, career exploration, and personal growth.

Offices and programs housed in ACCEL include Career Services, Community Service and Service Learning, International Programs and Services, Pre-Professional Studies (education, health, and law), and Leadership. The programs and activities of each office support the overall mission of ACCEL and, likewise, ACCEL programs enhance the distinct mission of each office.

Experiential Learning is a component of the educational process in which students are active participants in curricular and co-curricular programs and activities that foster intentional reflection and the acquisition of knowledge, skills and values. Through participation in ACCEL activities, students will enhance their marketability and employability, by developing abilities and qualities such as interpersonal and intercultural communication, critical thinking and self-confidence. ACCEL serves as a clearinghouse for experiential learning activities, and its staff members are available to assist students with the creation and selection of these activities. The ACCEL Resource Center offers materials on all of these areas and programs, while the ACCEL website offers a comprehensive experiential learning database, through which students can research various opportunities.

ACCEL programs include an integrated Experiential Learning (EL) Summer program, held following the conclusion of spring semester. EL Term programs include non-credit internships and job shadowing, faculty-led travel seminars to national and international locations, and various service-learning and leadership development opportunities.

### Student Affairs Reference List

*All numbers preceded by (814) 332-*

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## Career Services (ACCEL)

(814) 332-2381, Reis Hall

Career Services assists students in exploring career-related issues and educates students about the changing requirements of today's professions. Its mission is to facilitate student success by connecting students and alumni with resources that support career and life planning. A variety of services are available for students throughout their four years at Allegheny, including individual career counseling, assistance in securing internships, graduate school preparation, and preparation for the job search process. Other learning opportunities include programs connecting students with alumni in their fields of interest, job shadowing and career development workshops. Through ACCEL, Career Services facilitates Allegheny-specific internship experiences, nationally and internationally, and sponsors a summer-long housing program for students participating in Washington, D.C. internships.

## Center for Intercultural Advancement and Student Success

(814) 332-3332, 308 Campus Center

The Center for Intercultural Advancement and Student Success is dedicated to supporting IDEA's core values and principles and Allegheny College in its ongoing commitment to create and foster an intellectually and culturally diverse campus community. To this end, CIASS works collaboratively and cooperatively with the campus and external constituencies to develop initiatives that enrich the academic, social, cultural, and personal development of students. The primary commitment of CIASS is to serve students, and is implemented through programs, research, and strategic planning activities that:

- Provide supplemental resources to enhance the academic achievement levels of all intercultural students
- Enhance the leadership skills and competencies of intercultural student leaders and student organizations
- Develop an understanding of interculturalism, social justice, cultural diversity, and student development through a liberal arts experience and beyond
- Improve the overall campus climate to support the activities and culture of our diverse campus community
- Support faculty and staff efforts to infuse interculturalism in curriculum, scholarship, and creative work
- Highlight the educational and societal value of campus diversity experiences—helping to prepare students for the challenges that they will face as citizens in an intercultural and global community.

## Community Service and Service-Learning (ACCEL)

(814) 332-5318, Reis Hall

As a part of ACCEL, Community Service and Service-Learning helps provide structure and support to the student service movement that matches the real needs of the community to the resources of the student body. Allegheny students serve at over 30 local agencies on a consistent basis, completing over 25,000 hours of service each year. Through service, students demonstrate their civic commitment to issues such as poverty, homelessness, literacy, environmental protection, and domestic violence. They spend time with the elderly, low-income children and families, at-risk youth, injured/abandoned animals, people with mental retardation, and survivors of sexual assault.

Through the Bonner Program, the Allegheny Volunteer Service Leader Program, and the Service-Learning Challenge, student service leaders are trained to be liaisons to community agencies in order to address needs and to recruit, train, and orient groups of Allegheny volunteers for their service sites. Some service programs, such as the Bonner Program, the America Reads Program, and the Computer Literacy Tutoring Program, offer financial compensation for service. The office is involved in organizing special service events such as Make A Difference Day, Alternative Spring Break, and Experiential Learning Summer service experiences. Staff collaborate with faculty and service leaders to incorporate service-learning into Allegheny courses through the Service-Learning Challenge and through independent work with faculty.

## Counseling Center

(814) 332-4368, 304 Reis Hall

The Counseling Center is a place where students can come to discuss concerns, sort out feelings, and get help making choices. The staff is dedicated to helping students succeed academically, work well with others, appreciate Allegheny's diversity, adjust to a residential college experience, develop a healthy lifestyle, and prepare for life after college. Services are confidential and free to Allegheny

students. The number of visits is limited. Students with serious concerns may seek occasional or crisis help from the Counseling Center, but those visits must always be followed up with treatment by qualified mental health professionals off campus.

## Health Center

**(814) 332-4355, Schultz Hall**

The Health Center serves all Allegheny students when school is in session, providing prompt treatment for medical problems. Registered nurses, the College physician, and nurse practitioners are on duty during the day, Monday through Friday 8 a.m. to 4 p.m. The center is equipped for routine diagnosis and treatment. When cases warrant, students are referred to specialists in Meadville or to the Meadville Medical Center. Allergy injections are provided at no cost. Reproductive health services are available through Family Planning of Meadville. In addition, the Health Center offers a variety of immunizations and laboratory testing.

## Intercollegiate Athletics

**(814) 332-3351, David V. Wise Sport and Fitness Center**

Allegheny is a member of the NCAC Conference and offers 21 sports at the NCAA Division III level. Allegheny provides intercollegiate men's teams in baseball, basketball, cross country, football, golf, soccer, swimming, tennis, and track and field (indoor and outdoor). Women's teams compete in basketball, cross country, golf, lacrosse, soccer, softball, swimming, tennis, track and field (indoor and outdoor) and volleyball. [www.alleghenysports.com](http://www.alleghenysports.com)

## International Programs and Services (ACCEL)

**(814) 332-4891, Reis Hall**

International Programs and Services assists both students who want to study off campus and international students who are coming to Allegheny. Allegheny sponsors a number of national and international study programs that are designed to expand and enhance students' educational careers. Programs include 3-2 and 3-3 cooperative programs with other U.S. institutions in the fields of education, nursing and engineering. Students who participate in Allegheny-sponsored programs may, for the most part, apply all their financial aid to program costs. The ACCEL Resource Center contains a wide variety of information regarding study, work and travel abroad.

International students who have concerns about adjusting to life in the United States or who have questions regarding immigration, employment or taxes can reach the International Student Advisor here, and also obtain information on the International Club, Max Kade International Wing in North Village C, and other activities.

## Pre-Professional Studies (ACCEL)

**(814) 332-2846, Reis Hall**

Pre-Professional Studies provides advising and support for students pursuing careers in education, law, and medicine. Committed to helping students make informed career choices, preparing them for entrance to professional school programs, and leading successful professional lives, this office provides one-on-one advising all four years, application assistance, mock interviews, experiential learning opportunities, and trips to professional schools. Programs feature professional school admissions personnel, alumni practitioners, and medical ethics specialists, as well as such practical workshops as application preparation.

## Recreation and Fitness

**(814) 332-PLAY, David V. Wise Sport and Fitness Center**

The College offers recreational opportunities through intramural and club sports programs that include a variety of activities for the competitive as well as the non-competitive participant. In addition, individuals can experience a variety of outdoor adventures as a member of the Outing Club.

Intramural sports have included basketball (5-on-5), bowling, dodgeball, soccer (indoor and outdoor), flag football, floor hockey, volleyball (6-on-6 and 4-on-4), racquetball, tennis, and softball. In addition, examples of special events throughout the year include all-star competitions, skill contests, and various one-day tournaments.

Club Sports have included boxing, cheerleading, cycling, equestrian, fencing, men's ice hockey, kung fu, sand volleyball, paintball, rowing, men's and women's rugby, skiing and snowboarding, ultimate frisbee, men's volleyball, and men's water polo.

HEALTH CENTER

INTERCOLLEGIATE  
ATHLETICS

INTERNATIONAL  
PROGRAMS AND  
SERVICES (ACCEL)

PRE-PROFESSIONAL  
STUDIES (ACCEL)

RECREATION  
AND FITNESS

All students are encouraged to participate in recreational programs at the Wise Sport and Fitness Center. The facility offers cardiovascular and strength training equipment, a dance studio, basketball and racquetball courts, a swimming pool, and an indoor track as well as non-competitive activities such as fitness classes (aerobics, kickboxing, Pilates) and the Century Club.

While many students enjoy being active at the Wise Sport and Fitness Center, the Allegheny Outing Club provides opportunities to discover the outdoors. Trips include backpacking, canoeing, caving, cross country skiing, hiking, biking, rock climbing, whitewater rafting, snowshoeing, and much more.

The Department of Athletics and Recreation also provides opportunities for students to develop skills in leadership, communication, and organization. Job openings exist for fitness center monitors, aerobics instructors, and intramural game managers and referees. All of the club sports as well as the Outing Club are student-led organizations, funded by the Allegheny Student Government and supported by the College administration.

## RESIDENCE LIFE

### Residence Life

**(814) 332-3865, Reis Hall**

The Office of Residence Life directly serves students living in College-owned housing and offers support to students in a number of areas. These areas include offering educational and social programming, dealing with roommate and personal concerns, and assisting with maintenance issues in College residences. The Residence Life staff currently includes four Area Coordinators and carefully selected and trained upperclass students who serve as Residence Advisors (RAs) and Community Advisors (CAs). All live on campus and are available to address student needs. The office staff includes the director, assistant director, and one office support person.

## SAFETY & SECURITY

### Safety & Security

**(814) 332-3357, Newton Observatory**

The Allegheny College Safety & Security Office is a sworn police department with full police powers in the Commonwealth of Pennsylvania. Officers patrol the campus and the residence halls regularly and are always available to assist students with Safety & Security needs.

The Safety & Security Department provides a number of services for students, including 24-hour staffing, response to emergency needs and medical escorts for students when coordinated by the Health Center. Safety & Security also provides a 24-hour personal escort service for students who do not feel comfortable walking alone on campus. Additionally, Safety & Security also issues and replaces Allegheny AllCards, as well as assigns all access privileges to community members. All vehicles must be registered with the College to park on campus. Fees and parking regulations are available at the Safety & Security office or, on-line, at <http://inside.allegheny.edu/administration/Security>. The annual crime report (Cleary Act) can also be accessed through the Safety & Security website.

## SPIRITUAL AND RELIGIOUS LIFE

### Spiritual and Religious Life

**(814) 332-2800, Reis Hall**

The Office of Spiritual and Religious Life supports students in learning, growing in leadership, and developing as whole persons. We seek to nurture and encourage students of faith to deepen their engagement with their own faith traditions, while developing respect for difference.

Many students take part in Religious Life groups such as Allegheny Christian Outreach, Allegheny Hillel (Jewish), Allegheny Newman Association (Catholic), Fellowship of Christian Athletes, Islamic Awareness Society, Society for Buddhist and Hindu Students, and Sojourners Christian Fellowship. Each Sunday during the school year, the College Campus Minister leads an ecumenical chapel service and the Catholic Campus Minister celebrates Mass. A Rabbi leads High Holiday services and monthly Shabbats, and the Spiritual and Religious Life Office facilitates the celebration of other major religious holidays and works to connect students with faith communities in the area. The Spiritual and Religious Life staff is available to help students find the resources that can best support their spiritual journey while at Allegheny.

## STUDENT INVOLVEMENT

### Student Involvement

**(814) 332-2754, Campus Center**

The Office of Student Involvement (OSI) serves as a gateway to involvement at Allegheny. The office provides opportunities to enhance the academic experience, foster leadership development, promote social interaction and encourage community building. A few of the OSI services include: student organization advising and services including direct advising of the Allegheny Student Government (ASG), Gator Activities Programming (GAP), Fraternity and Sorority Life and the *Kaldron* Yearbook;

oversight of the Henderson Campus Center; management of the game room; coordination of major campus events; coordination of late night programming; break shuttle transportation; and Campus Center room reservations and scheduling.

The Henderson Campus Center is one of the most active buildings on campus. It houses the Post Office; Campus Bookstore; McKinley's food court; Grounds for Change (GFC) student coffeehouse; the game room; and WARC, the student radio station. The Campus Center also features several meeting facilities, student organization offices and the Student Involvement resource room, which is used daily by the Allegheny community.

## Getting Involved

Becoming involved in clubs and organizations at Allegheny is easy and fun. Allegheny offers over 100 diverse groups and the opportunity to participate in a wide range of activities. These student groups include student government, honorary societies, athletic organizations, College committees, community service, fraternity and sorority life, media organizations, performance groups, religious organizations and special-interest groups.

All students receive a publication called *The Compass* when they arrive on campus. This directory includes the name and post office box of one contact person per organization so that interested students can obtain more information at any time. Other resources include an online student organization database at <http://sites.allegheny.edu/studentinvolvement/student-organizations/gator-groups-2/> and an Activities Fair that provides new students the opportunity to meet organization members and ask questions. The Activities Fair is a fun, easy and low-stress environment for new students to learn what Allegheny's clubs and organizations have to offer.

## Fraternity & Sorority Life

Currently there are a total of ten nationally affiliated social Greek-letter organizations active on campus. About 28 percent of Allegheny students are members of a fraternity or sorority. Students are eligible to join one of these organizations after completing one full semester at Allegheny and earning a GPA that meets the requirement of the organization they wish to join (GPA requirements vary for each organization, but no student may join a fraternity or sorority if his/her cumulative GPA is below a 2.25). Fraternities hold recruitment events during the fall semester to meet interested potential new members, and women wishing to join a sorority participate in the formal recruitment process that begins at the beginning of the spring semester. The fraternities recognized on campus are Delta Tau Delta, Phi Delta Theta, Phi Kappa Psi, Sigma Alpha Epsilon and Theta Chi. The sororities recognized on campus are Alpha Chi Omega, Alpha Delta Pi, Delta Delta Delta, Kappa Alpha Theta and Kappa Kappa Gamma.

Members of fraternities and sororities are typically active in other organizations on campus. They also complete over 10,000 hours of community service annually, and in the 2010-2011 academic year they raised over \$30,000 for various charitable organizations. Academically, most chapters consistently perform at or above the all-College GPA. Interfraternity and Panhellenic Councils work together to plan such events as Greek Sing, and SAMS (Students for the Awareness of Multiple Sclerosis) to raise money for the National Multiple Sclerosis Society.

The sororities do not have houses, but instead have suites on the fourth floor of Brooks residence hall. These suites serve as large meeting spaces, have kitchens and are used for various sorority activities. Most of the fraternities have housing options available, and men may choose to live with their respective fraternity after completing their first year at Allegheny to fulfill the on-campus residency requirement.

For more information on fraternity and sorority life at Allegheny, visit <http://sites.allegheny.edu/studentinvolvement> or contact the Office of Student Involvement at (814) 332-2754.

## Student Leadership at Allegheny (ACCEL)

To help fulfill the mission of the College, Allegheny provides a number of opportunities that encourage students to consider and develop a personal philosophy of leadership. The foundation of Allegheny's leadership programs is based upon the following premises: every student is a potential leader; leadership is a form of service; leaders are active members of the community and are sensitive to the issues of justice and social responsibility; and leaders need opportunities to learn and develop skills in order to be empowered and empower others.

The comprehensive leadership program builds upon this foundation and includes the Collegiate Leadership Conference, leadership training series, Emerging Leaders Retreat for first-year students, and other programs for developing leaders. ACCEL serves as a clearinghouse for leadership opportunities and reviews programs regularly to respond to changing needs and interests.

## GETTING INVOLVED

## FRATERNITY & SORORITY LIFE

## STUDENT LEADERSHIP (ACCEL)

## WELLNESS

Wellness Education at Allegheny College is a series of programs, resources and printed information or messaging that is made available in a variety of places on campus to help students think about and embrace healthy and balanced living. Campus wide, we work to promote the various dimensions of personal wellness including the importance of caring about others, and the impact that personal choices have on the college community. Our goal is to help students to learn how to live well, to care for others and to have a positive impact on society. Various offices on campus collaborate to offer a variety of programs and resources that encourage students throughout the year to think about wellness and make positive choices in their daily lives. For more information, please visit our website at: <http://sites.allegheny.edu/deanofstudents/wellness-education/>.

### Wellness and Alcohol

Alcohol is one of the on-going challenges to health and wellness in the lives of students. Alcohol influences people, regardless of their choice to use or to abstain. At Allegheny, we expect students to be able to manage their use of alcohol and to abide by local and state laws. Our goals are to discourage high risk drinking and to empower students who choose not to drink.

#### The Century Council\* defines high risk drinking as:

- Chugging, drinking games, shots (drinking anything out of a punch bowl, trough, hose, or funnel)
- Drinking to get drunk (intoxicated)
- Driving after drinking or riding with someone under the influence
- Drinking too much too fast
- Going to parties where people drink too much
- Not knowing what is in your glass or leaving it unattended
- Mixing alcohol with medications or illegal drugs

#### Low risk drinking is defined by the Century Council as:

- Thinking about whether you will drink, what you will drink *before* the party
- Being 21 or older
- Eating a meal before drinking
- Abstaining is the safest choice
- Drinking no more than one drink per hour; maximum 1 for women, 2 for men
- Always knowing what you are drinking
- Alternating alcohol-free drinks throughout the evening
- Knowing how you will get home safely before you go out.

### TALKING WITH YOUR STUDENT ABOUT ALCOHOL

Parents can help by talking with your college student about alcohol. We encourage you to find time this summer for this important and on-going conversation. Here are some tips for getting started:

- Let your student know that you care about his/her use of alcohol and want to have a conversation – or perhaps a few conversations -- about it. Persist, and make the conversation happen.
- Arrange for some quiet, uninterrupted time together when you can talk alone. Time spent alone together while driving, or on a family picnic or hike could afford a good opportunity.
- Avoid lecturing or coming across as opinionated. Stress that you want to have a conversation and that you are interested in hearing how your student thinks and behaves about alcohol and what thought he/she has given to this already. Try to suspend your judgment in the interest of being able to have an open, honest time to communicate.
- Consider keeping the conversation short initially, unless your student appears willing to engage. Let

him or her know that you have been thinking a lot about this, you care about it, want to talk over the next few weeks, and to expect you to bring up the subject again.

## Eight Points for Parents Speaking with Students About Alcohol\*\*

In cooperation with William DeJong, Director of the Higher Education Center, and Linda Devine, Assistant Dean of Student Life at the University of Oregon, College Parents of America has developed the following eight talking points to assist parents in talking with their students about alcohol.

**1. Set clear and realistic expectations regarding academic performance.** Studies conducted nationally have demonstrated that partying may contribute as much to a student's decline in grades as the difficulty of his or her academic work. If students know their parents expect sound academic work, they are likely to be more devoted to their studies and have less time to get in trouble with alcohol.

**2. Stress to students that alcohol is toxic and excessive consumption can fatally poison.** This is not a scare tactic. The fact is students die every year from alcohol poisoning. Discourage dangerous drinking through participation in drinking games, fraternity hazing, or in any other way. Parents should ask their students to also have the courage to intervene when they see someone putting their life at risk through participation in dangerous drinking.

**3. Tell students to intervene when classmates are in trouble with alcohol.** Nothing is more tragic than an unconscious student being left to die while others either fail to recognize that the student is in jeopardy or fail to call for help due to fear of getting the student in trouble.

**4. Tell students to stand up for their right to a safe academic environment.** Students who do not drink can be affected by the behavior of those who do, ranging from interrupted study time to assault or unwanted sexual advances. Students can confront these problems directly by discussing them with the offender. If that fails, they should notify the housing director\*\*\* or other residence hall staff.

**5. Know the alcohol scene on campus and talk to students about it.** Students grossly exaggerate the use of alcohol and other drugs by their peers. A recent survey found that University of Oregon students believed 96 percent of their peers drink alcohol at least once a week, when the actual rate was 52 percent.\*\*\*\* Students are highly influenced by peers and tend to drink up to what they perceive to be the norm. Confronting misperceptions about alcohol use is vital.

**6. Avoid tales of drinking exploits from your own college years.** Entertaining students with stories of drinking back in "the good old days" normalizes what, even then, was abnormal behavior. It also appears to give parental approval to dangerous alcohol consumption.

**7. Encourage your student to volunteer in community work.** In addition to structuring free time, volunteerism provides students with opportunities to develop job-related skills and to gain valuable experience. Helping others also gives students a broader outlook and a healthier perspective on the opportunities they enjoy. Volunteer work on campus helps students further connect with their school, increasing the likelihood of staying in college.

**8. Make it clear – Underage alcohol consumption and alcohol-impaired driving are against the law.** Parents should make it clear that they do not condone breaking the law. Parents of college students should openly and clearly express disapproval of underage drinking and dangerous alcohol consumption. And, if parents themselves drink, they should present a positive role model in the responsible use of alcohol.

**Talk with your student about alcohol.** While parents may not be able to actively monitor students away from home, they can be available to talk and listen, and that is just as important. It can do more than help shape lives, it can save lives.

\*The Century Council, "Parents you're not done yet." (202) 637-0077 [www.centurycouncil.org](http://www.centurycouncil.org)

\*\*Source: <http://www.collegeparents.org/members/resources/articles/eight-points-parents-speaking-students-about-alcohol>

\*\*\*At Allegheny College, contact the Director of Residence Life at 332-3865, or the Sexual Harassment Officer at 332-4356.

\*\*\*\*At Allegheny College, 93.3% of students believe the average student on campus uses alcohol once a week or more; 73.8% of students reported that they had consumed alcohol in the last 30 days. (Source: 2010 CORE Alcohol and Drug Survey, Allegheny College.)

Here are some additional questions to consider asking your college student, provided by “Parents, You’re Not Done Yet,” a brochure published by the Century Council ([www.centurycouncil.org](http://www.centurycouncil.org), 2011).

- How will you decide whether or not to drink at college?
- What will you do if you find yourself at a party with only alcohol to drink?
- What will you do if you find a student passed out in the bathroom?
- How will you handle it if you are asked to baby-sit someone who is very drunk?
- What will you do if your roommate only wants to drink and party?

## LIVING IN A RESIDENCE HALL

### Living Options

Allegheny offers a variety of living options. These include College-owned houses, special-interest houses, apartments, residence halls, and special-interest communities within residence halls. Assignment into each of these options is done through the Room Draw process held each spring for upperclass students and during the summer for new students. Students who would like to request special housing accommodations due to medical or other conditions should contact the Learning Commons. For returning students, special requests must be submitted by March 1 of each year. New students must submit requests by June 15 of each year.

Residence halls offer students many options in living styles. These include all-male, all-female and coed buildings, as well as rooms configured as singles, doubles, triples and quads. Additionally, areas designated as 24-hour quiet are available. Most College-owned houses are also organized around special-interest themes such as language, culture or academic programs.

### Housing Contract

Entering residential students are assigned a room in a residence hall and are sent a housing contract prior to enrollment. Returning students can select their rooms and accept the terms of the housing contract online, or they may sign their housing contracts or house leases during the room selection process (Room Draw) held each year. Upon signing or accepting the terms of the contract online, an Allegheny housing contract or house lease, a student will be guaranteed housing in one of Allegheny College’s residential facilities. This guarantee is not for a specific room or with a specific roommate, although every effort will be made to accommodate each student’s individual preference.

THE HOUSING CONTRACT IS BINDING FOR THE ENTIRE ACADEMIC YEAR. Students who can show cause can obtain permission from the Office of Residence Life PRIOR TO THE END OF ROOM DRAW for a partial-year contract. With the exception of withdrawal from the College, official Leave of Absence, a College-approved off-campus study program, or other action sanctioned by the Office of Residence Life, signed housing contracts will not be canceled without forfeiture of housing charges. Students who withdraw or take a leave of absence during a semester are entitled to a refund of the room charge as stated in the College’s General Refund Policy. For further details, please see the section of the College Catalogue entitled Residence Hall Contract and Refund Policy.

### On-Campus Living Requirement

Allegheny College has an on-campus living requirement for students. Students who matriculated prior to Fall 2011 must reside on campus for a total of six semesters during their first three years. Beginning with the Class of 2015, students will be required to live on-campus for four years. Living in a residence hall, College-owned house, or approved fraternity house meets the requirement for on-campus residency. Students may be exempt from the Allegheny on-campus requirement for the following reasons:

- The student has lived on campus at other colleges or universities (may be exempt from the Allegheny requirement for the number of semesters he or she lived on campus elsewhere).
- The student commutes from the primary residence of a parent or a guardian. The residence must be within 50 miles of the College.
- The student is married, has dependents, or other circumstances that require accommodations not available in College-owned housing.

## LIVING OPTIONS



## HOUSING CONTRACT

## ON-CAMPUS LIVING REQUIREMENT

- The student is 23 years of age or older.
- The student is enrolled as a part-time student (11 credit hours or less).

Students who would like to have an exemption from the on-campus requirements should send a written request to the Office of Residence Life.

## Guests and Visitation

Guests are welcome to visit their hosts as long as all roommates agree upon the length of the visit and the guest does not stay for more than three nights in any fourteen-day period. Visitation periods may be held in all College residential facilities during those hours established by each floor or section. During those periods, guests of either sex may visit individual rooms and lounges. All students are expected to observe the hours applicable to each floor or section and to individually support the visitation policy. In addition, all buildings have the option of adopting an escort system whereby a resident must escort visitors who are in the building.

## Room Changes

Room changes are only permitted during outlined time periods. It is expected that roommates will have attempted to resolve any issues prior to going to the Resident Advisor, Community Advisor, or Area Coordinator to discuss a room change. Students should contact their Resident Advisor to report any issues, and they will be asked if they have spoken to their roommates in regard to their wishes to move. The roommate agreement should also be completed. If the situation can be mediated, the appropriate staff person will work with the roommates. If the situation is beyond mediation, then the Area Coordinator will begin the room change procedure.

After the paperwork (Room Change Form) is started, the Area Coordinator and Community Advisor will discuss possible room choices with the student(s). Resident Advisors and Community Advisors will coordinate times for the student to meet new prospective roommates. Once a decision is made, all remaining signatures on the Room Change Form must be finalized before any moving occurs. Completed paperwork will result in new keys being issued and the move will be official. Students have 48 hours to complete the move and return old keys. Failure to return old keys could result in a \$125.00 charge to replace locks and keys.

## Room Decoration

Allegheny students are encouraged to decorate their rooms within the guidelines established by the College's policies. These policies allow students to make changes to their room that will make it a more comfortable and attractive place to live, while maintaining standards necessary for community living.

Students are welcome to hang posters and other items on walls, doors and closets with white hanging putty, but should not use double-sided or duct tape, as these will leave a heavy residue and/or remove the paint. Also, because of the damage caused by self-adhesive decals, nails/bolts, and dartboards with metal-tipped darts, students must refrain from using them. Finally, please note that all furniture provided by the College must remain in the assigned room.

By signing a housing contract, students accept responsibility for room damage beyond normal wear and aging and will be charged accordingly.

## Opening and Closing

Students will not be permitted in college-owned housing prior to the official hall opening and will not be allowed to stay past the official closing. The residence halls and College-owned houses and apartments are open during Fall, Spring, and Thanksgiving breaks and are closed between semesters. A student must leave the residence within 24 hours of the end of his or her last final exam each semester and no later than the published official closing date. Students for whom this presents excessive hardships should contact the Office of Residence Life. Please see the academic calendar or contact the Office of Residence Life for opening and closing dates.

## Appliances

Students may have a microwave and a refrigerator as long as each is under 750 watts. They should be of reasonable size and may not exceed 4.4 cubic feet. Toasters, coffee makers and hot pots are also allowed. Only one of each type of appliance is allowed per room. Any appliances with an exposed heating element (hot plates, toaster ovens, "electric grills," George Foreman grills, etc.) are not permitted for safety reasons.

If extension cords are needed, please make sure that heavy-duty cords with a minimum of 14-gauge wire are used. If a power strip is necessary, please make sure that it is heavy duty with a self-tripping breaker. In order to help ensure that there is a clear exit from the room in case of

## GUESTS AND VISITATION

## ROOM CHANGES

## ROOM DECORATION

## OPENING AND CLOSING

## APPLIANCES



emergency, tapestries cannot be hung from the ceiling or in front of the door. Finally, we do not allow halogen lamps due to fire safety concerns.

## CONDUCT

### Conduct

All members of the Allegheny College community are expected to act in a manner that demonstrates consideration and regard for the rights, privileges, and sensitivities of others. This is especially true for those individuals who contract for and occupy the College's residential facilities.

Upon signing a housing contract or accepting the terms of the contract online, the student agrees to respect other residents' desires for a reasonable degree of privacy and sufficient quiet, as well as to show consideration for the property of fellow residents and the College. Specific regulations and policies related to residence facilities are clearly outlined in the housing contract and in *The Compass*, Allegheny's student handbook.

## PERSONAL PROPERTY

### Personal Property

All goods and property of a student are the responsibility of the student, and the College is not liable for any loss or damage. Students are strongly encouraged to have insurance (through a homeowner's or renter's policy) to protect their belongings.

## FIRE SAFETY

### Fire Safety

The College takes fire safety very seriously. All of our residence halls are equipped with modern alarm systems that alert residents if the possibility of a fire exists. Students are required to evacuate College-owned buildings in the event that a fire alarm sounds and must refrain from tampering with or disabling fire safety equipment. As an additional safety measure, open flames such as candles and incense burners are prohibited. Violations of fire safety policies are subject to judicial action including a fine up to \$500 and/or removal from housing.

## BILLING FOR DAMAGE OR FIRE CODE VIOLATIONS

### Billing for Damage to Public Areas or Fire Code Violations

From time to time, additional charges may appear on your student's Statement of Account from the College. These charges are assessed following an incident where a violation of our College fire policies occurs or when property is damaged. If the responsible person(s) cannot be found, the amount is divided evenly among all the residents of the floor or building (whichever is appropriate). It is our hope that this policy minimizes the number of violations in the halls and encourages all of the residents to be responsible for the place where they live. This policy is further explained in the housing contract that students sign before moving into the residence halls.

Depending on the nature of the charge, the amount is established in different ways. For violations of state or local fire codes, the Office of Safety & Security assesses a fine for each violation. These fines are collected in a safety/security account that is used to purchase items to help prevent similar situations from occurring in the future (propped door alarms, fire pull station covers, safety videos, etc.). For damage to property, our Physical Plant establishes the charge based upon replacement cost including materials and labor as well as a deterrent fee. These charges go into an account for the repair or replacement of the damaged items.

It is also important to realize that a number of proactive steps are taken to reduce or eliminate these situations. First, our security officers and Residence Life staff members complete Safety & Security checks of the halls on a regular basis. These staff members are expected to confront all behaviors that violate campus policies. Second, we actively educate our students about the dangers/consequences of tampering with fire equipment and the cost associated with damaging College property. We address these issues at meetings held throughout the year and by posting educational signs, especially in areas where damage/fire violations have been a problem. Third, we are constantly exploring new technology that can help eliminate these issues. To date, we have added security phones at the main doors to all residence halls, installed fire pull station covers in areas where patterns of abuse have occurred, and tested door alarms that sound if the door is propped open. It is our hope that these efforts reduce the disruption caused by fire violations and damage.

## ALCOHOL

### Alcohol

All students and visitors are expected to observe the regulations set forth in the Alcohol Policy, which can be found in *The Compass*. Allegheny's policy follows the laws of the Commonwealth of Pennsylvania, which state that no one under the age of 21 is permitted to possess or consume alcoholic beverages.

## SMOKING

### Smoking

All campus buildings, including all residential facilities, are nonsmoking. Students are welcome to smoke outside of the buildings as long as it does not interfere with others.

## Pets

Only fish are permitted as pets in our residential facilities. Any fish kept in a student room must be removed from the residential facility at the conclusion of each semester and at the start of all vacation periods lasting more than 24 hours.

## Safety & Security

During posted hours, a Residence Life staff person is on duty to assist residents with concerns. The on-duty staff persons make regular rounds through the buildings to help ensure that the needs of residents are being met.

Phones outside each residence hall enable visitors to contact residents, or in an emergency, to contact the Safety & Security Office. In an effort to protect the security of residents and their belongings, students who prop open residence hall doors will be fined \$25. The Safety & Security Office offers "Operation Identification," a program designed to guard against theft. Serial numbers are recorded and engraved on personal property such as stereos, cameras, etc. In the event that your student is the victim of a theft, please notify the Residence Life staff and the Safety & Security Office immediately.

## Keys

Each resident will be issued the appropriate keys to gain entry to his/her assigned room. Please report the loss of any College keys to the Office of Residence Life and/or the Safety & Security Office as soon as possible. If keys are lost, stolen, or not returned for any other reason, students will be charged \$150 per key to cover the cost of lock changes. Failure to return College keys within 24 hours of moving out will also result in an improper checkout charge of \$25. Additionally, College keys should not be reproduced; such action is subject to judicial action, including a \$500 fine.



## Storage

Storage is available on a limited basis. Students placing items in storage do so at their own risk. The College will not assume any liability for belongings left in storage. For complete information please contact the Office of Residence Life.

## Meal Plans

The Meal Plan policy requires minimum levels of participation based on a student's class year and College residence. Meal plans can be changed within these levels at the Financial Services Office in Schultz Hall through the first three weeks of classes. A description of all food service options and guidelines can be obtained through the Financial Services Office or by visiting our website at [www.alleghey.edu/administration/finserv](http://www.alleghey.edu/administration/finserv). Our on-campus dining facilities offer a variety of menu choices and can accommodate most nutritional and medical needs. In those rare cases where we are unable to meet a student's medical need, exceptions may be granted. The process for requesting such an exception is described in the student handbook.

# LEAVES FROM CAMPUS

## Short-term leaves from campus

Students leaving campus due to medical reasons should contact the Health Center. The Health Center will then notify professors and other need-to-know offices.

Students leaving campus due to the death of a family member or friend or for other reasons should contact the Dean of Students Office. The Dean of Students Office will then notify professors and other need-to-know offices. Please note that this is a notification only, not an excuse. In accordance with Allegheny College's Class Attendance Policy, "**students are permitted to be absent from class only with the approval of the instructor.**" Therefore, the student should also contact the faculty member directly for a formal excuse and to make up any missed work. Students may be required to show proof of illness, death of a family member or friend, etc.

Several offices may be of assistance if there is a death in the family. The College chaplain is available at (814) 332-2800; students may also want to talk with a counselor from the Counseling Center at (814) 332-4368.

## Leaves of absence

Students may apply to the Dean of Students Office for a Leave of Absence when personal circumstances make a temporary absence advisable and a commitment to return to the College is evident. The length of the leave is determined by the student's needs, but normally will not exceed one calendar year. Students may take leaves from the College without grade penalty up until the last day

PETS

SAFETY & SECURITY

KEYS

STORAGE

MEAL PLANS

SHORT-TERM LEAVES

LEAVES OF ABSENCE

of classes. Depending on the circumstances, a leave may be arranged during or between semesters. However, students on a leave may return only at the beginning of an academic semester. Students taking a Leave of Absence are expected to leave campus within 48 hours. Students considering a Leave of Absence must consult their advisor and others, as appropriate, about the effect it will have on progress toward a degree, financial aid, and billing.

Tuition and board refunds for leave of absence are governed by the provisions set forth by the Financial Services Office and are published in the *College Catalogue*.

## Withdrawal from the College

Students desiring to withdraw from Allegheny must complete the withdrawal form available from the Dean of Students Office. In order to receive a full deposit refund, students must withdraw according to the following deadlines: July 1 for fall semester and by one week prior to the first official day of classes for the spring semester.

Students may withdraw from the College without grade penalty up until the last day of classes. Students who withdraw from the College are expected to leave the campus within 48 hours. They lose all privileges of enrollment until the time they are readmitted. Tuition and board refunds for withdrawal are governed by the provisions set forth by the Financial Services Office and are published in the *College Catalogue*.

## POLICY ON PRIVACY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) mandates that educational institutions maintain the confidentiality of student educational records as defined by FERPA. Specifically, FERPA states (a) that a written institutional policy must be established, and (b) that a statement of adopted procedures be made available, covering the privacy rights of students. A complete version of the policy can be found in the student handbook, *The Compass*, which is submitted to each student, each year.

### Educational Records

A. "Educational Records" include records directly related to a student, which are maintained by Allegheny College, such as admissions materials, transcripts/grades, student conduct records, financial records/billing statements, emails, and financial aid information. Educational records do not include: records of instructional, administrative, and educational personnel which in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; law enforcement records of the Security Office; health records of the Health Center and Counseling Center; employment records of full-time employees who are also students; alumni records which contain information about a person after she/he is no longer in attendance at the College and which do not relate to the person as a student. These records are not necessarily available to a student, but health records may be reviewed by health care provider(s) of the student's choosing.

B. No one outside the College community shall have access to, nor will the College disclose, any information from a student's educational record without the written consent of the student, except to persons who are permitted access under the Act. These are authorized representatives of federal or state agencies for audit, evaluation, enforcement or compliance with federal or state requirements; officials of other institutions in which students seek to enroll; persons or organizations providing students financial aid; accrediting agencies carrying out their accreditation function; authorized researchers who provide for confidentiality of the records; parent(s) of students who have established that student's status as a dependent according to federal tax laws; persons in compliance with a court order/subpoena; necessary persons, in an emergency, in order to protect the health or safety of students or other persons; and the alleged victims of incidents of violent behavior of the outcomes of student conduct proceedings with respect to those incidents.

FERPA allows the release of any information from a student's educational record without the written consent of the student to the parent(s) of a student who have established the student's status as a dependent according to federal tax laws. Information concerning a student who is a dependent, within the meaning of Section 152 of the Internal Revenue Code of 1954, may be released to that student's parent(s). The Internal Revenue Code defines a dependent student as one who has attended an educational institution full time for any five calendar months of a tax year and who was provided more than one-half of his/her support as claimed by the parent(s) on their income tax statement. A student may change his/her status regarding dependency by submitting the proper form and necessary supporting documents to the Financial Services Office. **For purposes of this policy, the assumption will**

**be that a student is not a dependent within the meaning of the Internal Revenue Code, unless individually certified to the contrary under the criteria above. Regardless of dependency, a student may submit a release form authorizing the College to share information with his/her parent(s). The submission of such a release is encouraged and can be done by contacting the Dean of Students Office.**

C. Within the Allegheny College community, only College officials, individually or collectively, acting in the student's legitimate educational interest are allowed access to student educational records. College officials are persons: employed by the College in academic, administrative, or support staff positions; serving on institutional governing bodies; or contracted by the College to perform certain tasks. A College official has a legitimate educational interest if the information requested is necessary for that official in performing a task that is specified in his/her position description or contract agreement or is performing a task related to the student's education.

## Directory Information

A. At its discretion, the College may provide directory information to the public, without prior approval, to include: student name, local and permanent address, photographs, telephone number, email address, date and place of birth, enrollment status, major field of study, date of attendance (including graduation date), degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Directory information includes a student ID number, user ID, or other unique personal identifier used by the student, but only if that information cannot be used directly to gain access to educational records. (ID numbers are NOT included in any documents such as The Compass Allegheny Student Handbook or the Student Directory.)

B. A student may withhold directory information from public disclosure by notifying the Dean of Students Office in writing. Directory information can be withheld at any time of year and once a student requests non-disclosure this will be in effect until the student gives written notice to change their non-disclosure status. Directory information will be withheld even after graduation until Allegheny College is notified otherwise. At the beginning of each academic year, students who have not already requested a hold on directory information and who want to withhold directory information from the Allegheny student government telephone directory must do so by the end of the add period for Fall classes.

For further information or to obtain a copy of FERPA, students may consult the Dean of Students Office.

## Location of Student Records

**Academic Records:** Registrar's Office, Bentley Hall  
Learning Commons, Pelletier Library

**Admissions Records:** Admissions Office, 454 House (pre-matriculation)  
Dean of Students Office, Reis Hall (post-matriculation)

**Campus Police Records:** Safety & Security Office, Newton Observatory

**Counseling Records:** Counseling Center, Reis Hall

**Financial Aid Records:** Financial Aid Office, 454 House

**Financial Services Records:** Financial Services Office, Schultz Hall

**International Student Program Records:** International Office, (ACCEL) Reis Hall

**Medical Records:** Winslow Health Center, Schultz Hall

**Student Athletes Records:** Athletic Department, Wise Center

**Student Conduct Records:** Residence Life Office, Reis Hall

**Student Life Records:** Dean of Students Office, Reis Hall

**Work Study Records:** Financial Aid, 454 House

***SEE ALSO Parental Notification in Student Conduct Situations, p. 26.***

## STUDENT DIRECTORY INFORMATION

## LOCATION OF STUDENT RECORDS

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Allegheny College is committed to providing qualified students with disabilities with the opportunity to take full advantage of the College's programs, activities, services and facilities. The Student Disability Services Coordinator (in consultation with other members of the College community as necessary) and the student will work together to identify appropriate academic adjustments, auxiliary aids and services, and/or other reasonable accommodation that may be warranted under the circumstances.

### Special Housing Request Based on a Disability

For returning students, special housing requests must be submitted by March 1 of each year. New students must submit special housing requests by June 15.

### Procedures for Requesting Accommodations

Students are expected to follow guidelines and assume certain responsibilities, including the following:

1. Students should provide documentation regarding the nature and extent of the disability, the functional limitations resulting from the disability, and the accommodation requested in writing to the Student Disability Services Coordinator, Pelletier Library (Box 6 on campus). Students are responsible for cooperating in an interactive process to identify appropriate accommodation.
2. Students should provide current documentation describing how the disability affects or impacts the individual's ability to partake of the College's programs and activities. In some cases, it may be necessary for the College, with student permission, to contact the medical or health professional providing the report to obtain further information or clarification. While documentation from professionals may include specific recommendations for accommodation, the College reserves the right to determine what accommodations are reasonable and appropriate within the College setting and within technical and academic requirements of the program.
3. The College will carefully review information and documentation provided by a student, analyze each student's individual needs, and engage in an interactive process with the student to determine what accommodation may be reasonable and appropriate under the circumstances. In evaluating and coordinating requests for accommodation, the associate director of the Learning Commons may consult with other members of the College community if and as necessary.
4. The College need not provide accommodation that would fundamentally alter the essential characteristics or nature of a program. Likewise, the College need not provide the exact accommodation requested by the student. The College may provide alternate accommodation as long as they are reasonable and appropriate to make the College's programs, activities, services and facilities accessible to that individual.
5. The College has the right to establish qualifications and other essential standards and requirements for its courses, programs, activities, and services. All students are expected to meet these essential qualifications, standards and requirements, with or without reasonable accommodation.

### Implementation of an Approved Accommodation

Once the College has approved the accommodation, the student is responsible for sharing an accommodation letter, if needed, with his/her instructors and meeting with them to discuss the implementation of the accommodation. The student is not obligated to identify or discuss the specifics of the disability. The student should inform the Student Disability Services Coordinator when the accommodation is not being implemented, when they are not effective or necessary, when they might need to be adjusted, or when they are no longer being utilized.

Accommodations are not retroactive; that is, they do not impact tests or work completed prior to the student's submission of medical documentation and the College's determination of any necessary accommodation.

Students with disabilities have the same responsibility as other students to meet the College's academic and behavioral standards and to follow the College's general policies and guidelines regarding standards of conduct.

### Appeals

Allegheny College has an internal grievance procedure providing for prompt and equitable resolution of complaints alleging violations of Section 504, the ADA, or other aspects of its non-discrimination policy. Students may use this grievance procedure to appeal the College's decisions regarding requests for accommodation. To file a grievance or to otherwise lodge an internal complaint regarding an alleged violation of the College's non-discrimination policy, students should contact the Dean of Students. Contact information for the Dean of Students is as follows: Joseph DiChristina, Allegheny College, 520 N. Main Street, Meadville, PA 16335; (814) 332-4356. For more information contact the Learning Commons at (814) 332-2898.

# STUDENT CONDUCT SYSTEM

## Philosophy of Allegheny College's Residential Learning Community

As members of Allegheny College's residential learning community we strive to develop lives rich in meaning and purpose. Students, faculty, staff, and administrators are all valued as responsible citizens of both the campus and the surrounding community. By forming connections with our diverse backgrounds we have the opportunity to expand our understanding of the world we live in, which is shaped through active citizenship, respect for diversity, and a commitment to environmental responsibility.

As a community we hold each other accountable for our actions, and value dialogue and reflection as necessary agents of conflict resolution and personal transformation. Trust and mutual respect are critical to the vitality and health of our community, to which we all contribute. As members of this community we understand that a commitment to excellence, integrity, and ethical judgment must inform the choices we make for they are always reflected in our actions.

To that end, these values are promoted and upheld by the College policies, which are designed to encourage personal responsibility for one's actions and knowledge of the greater impact those actions have upon others. As community members, we agree to abide by the Honor Code and the College policies. Allegheny College values each student as an adult and expects students to be authentic and honest while they participate in informal or formal aspects of the Student Conduct System. The conduct system reflects the College's mission, the Statement of Community, and the Philosophy of Allegheny College's Residential Learning Community.

## General Process of the Student Conduct System

The student conduct system is educational in nature and is designed to provide a process to determine a student's responsibility and, when appropriate, assign sanctions for violations of College policy. The system is not comparable to criminal proceedings found in a court of law. A student's specific rights and responsibilities are outlined in each Article of this code.

There are two parts to our Student Conduct System, one for matters related to academic integrity (Article III) and one for non-academic matters (Article IV). All disciplinary decisions related to the Student Conduct System are based on a review of relevant information and facts. Decisions made by the Student Conduct Officer or designee, the Honor Committee, or the Campus Life and Community Standards Committee will use the standard of proof that it is more likely than not a violation of Allegheny College policy occurred. This means there is substantial information indicating it is more probable than not that a student violated College policies and therefore sanctions are assigned.

The entire student conduct process can be found in the student handbook, *The Compass*.

## Academic Conduct

The Academic Honor Program is designed to promote individual responsibility and integrity in academic affairs and to develop an atmosphere conducive to serious independent scholarship. Allegheny's Honor Code is different than those of many other colleges because it is a student code, developed and upheld by the students themselves rather than imposed by the College administration.

A voluntary honor system was established in 1960, and by 1962 over two-thirds of the student body participated in the program. The following year, the student body voted to make the honor program mandatory. This decision, also approved by the faculty and administration, first applied to the class that entered the College in 1964. Every three years since 1990, the Honor Committee conducts a student referendum to determine if the student body wishes to continue the honor system. The Honor Code has consistently been supported by an overwhelming majority of students. A complete description of the Honor Code can be found in the student handbook, *The Compass*.

Any member of the College community may report an alleged violation of the Honor Code. Such reports shall be prepared in writing and directed to the Honor Committee. Reports should be submitted as soon as possible after the alleged violation occurs.

## The Honor Committee

The Honor Committee is the first level of inquiry in all cases of alleged violations of the Allegheny College Honor Code. The Honor Committee is composed of twelve students: four seniors, four juniors, four sophomores. Selection of new members and a chairperson will be conducted in accordance with the Honor Committee Constitution. The Honor Committee will appoint three of its members to serve as a Review Panel for each alleged violation in accordance with the Honor Committee Constitution.

The Honor Committee Review Panel will conduct an inquiry of the alleged violation(s), including meetings with the accused student. This inquiry will be conducted in accordance with the Honor Committee Constitution. The panel will report the results of its inquiry to the full Honor Committee. If the Honor Committee determines that there is a reasonable likelihood that a violation of the Honor Code occurred, it will refer the alleged violation to the Campus Life and Community Standards Committee.

### The Campus Life and Community Standards Committee

The Campus Life and Community Standards Committee is the hearing board for all cases of alleged violations of the Honor Code. The committee consists of five full-time faculty members selected according to procedures governing appointment of faculty to standing committees of the College, and six full-time students appointed by Allegheny Student Government and approved by a two-thirds vote of the ASG Senate. At least six members of the committee must be present to conduct a hearing. An equal number of student and faculty members must be present. If the accused student voluntarily acknowledges that he or she violated the Honor Code prior to the full Honor Committee vote, the case may proceed as outlined in *The Compass* (Student Handbook).

The committee will conduct a hearing to consider relevant facts about the alleged violation, to discuss the alleged violation, to determine whether the Honor Code has been violated, and to determine sanctions, if appropriate. The Assistant Dean of Students coordinates the administrative functions of the committee. Questions regarding this process should be directed to the Dean of Students Office.

## Non-Academic Conduct

As an educational institution, Allegheny College has the authority to establish and enforce reasonable policies regarding the conduct of its students toward the end of protecting the integrity of its educational program, its facilities, and the rights and safety of its constituents.

Upon acceptance for admission to Allegheny College, students acknowledge both this right on the part of the College and their awareness that they will be held accountable through the Allegheny College Student Conduct System if they are found to have committed one or more violations of College Policy.

Any member of the College community may report an alleged violation of College policies. Such reports shall be prepared in writing and directed to the Student Conduct Officer. Reports should be submitted as soon as possible after the alleged violation occurs.

The Student Conduct Officer, or other person designated by the Student Conduct Officer or the Dean of Students, will conduct preliminary inquiries and determine sanctions for non-academic matters.

### Disciplinary Conferences

Students accused of non-academic offenses are subject to a disciplinary conference with the Student Conduct Officer, or designee who is an employee of the College. This conference is to be used as a dialogue to find resolution to the incident. Resolutions for students found to be responsible for violating College policy can include a variety of sanctions. Sanctions will be assigned by the Student Conduct officer or designee. For incidents where the behavior would not result in suspension or expulsion, a decision may be rendered without a disciplinary conference. In these cases, the student, upon reviewing the preliminary decision, may request a conference to discuss the incident or decision. If the student chooses not to request a conference after reviewing the decision, the student will not be able to appeal the decision.

For behavior that may result in suspension or expulsion, the student will be notified in writing about the date and time of the disciplinary conference. The notice will also include the nature of the specific alleged violations of College policy. Any student wishing to appeal the outcome of a disciplinary conference may do so by notifying the Student Conduct Officer, in writing, within five calendar days of the date of written notification of the decision. An appeal of the findings established during a disciplinary conference will be referred to the Campus Life and Community Standards Committee.

## Sanctions

For academic and non-academic conduct matters, the following sanctions may be assigned:

**WARNING:** Warning is notice that the student's behavior is unacceptable to the College community and that further misconduct may result in more severe penalties. Warning is for a specified period of time not to extend beyond one year and may be accompanied by conditions and/or other educational sanctions. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future violations. After the Warning period, the Warning will not be externally reported outside the College community as part of the student's disciplinary record.

**PROBATION:** Probation is notice that the student is no longer in good standing with the College community. Probation may accompany conditions including but not limited to restrictions on activities or the requirement that specific activities be performed. Probation is for a specified period of time and may be accompanied by conditions and/or other educational sanctions. Violation of Probation is considered grounds for further action, including Suspension. At the conclusion of the Probation period, the student is returned to good standing. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future violations. In general, and in accordance with our policy regarding Parental Notification in Student Conduct Situations, parents are notified when a student is placed on probation. The student's academic advisor is also notified in the case of disciplinary probation.

**SUSPENSION:** Suspension encompasses exclusion from the campus and from all activities related to the College, whether on or off campus, for a specified period of time including the activities of College-recognized or sponsored organizations. The time specification may be a calendar date or the time at which certain accompanying conditions and/or other educational sanctions have been satisfied. Violation of Suspension is considered grounds for further action, including Expulsion. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future violations. In accordance with our policy regarding Parental Notification in Student Conduct Situations, parents are notified when a student is suspended. The student's academic advisor is also notified in the case of suspension.

**EXPULSION:** Expulsion encompasses permanent separation from the College. Expulsion means that a student may not enroll at the College nor participate in College activities whether on or off campus. If the expelled student fails to honor the Expulsion, legal action may be instituted to enforce it. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future incidents. In accordance with our policy regarding Parental Notification in Student Conduct Situations, parents are notified when a student is expelled. The student's academic advisor is also notified in the case of expulsion.

**NOTATIONS ON TRANSCRIPTS:** Sanctions are not typically placed on a student's transcript. Due to certain circumstances, if a conduct officer or board determines that a sanction should be placed on a student's transcript, then notation of the sanction will appear on the transcript and in the Dean of Students Office file.

**OTHER EDUCATIONAL SANCTIONS:** Any sanction may be accompanied by, or substituted with, appropriate activities the student is directed to undertake, including: financial restitution, community restitution (programming requirements or community service hours), being barred from residence halls and/or other campus buildings, being restricted from participation in College-sponsored or College-recognized activities or organizations, or being prohibited from or limited in College employment. The student will be given specific deadlines for the completion of these activities, and failure to meet the deadlines may be grounds for further disciplinary action. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future incidents.

**ACADEMIC COURSEWORK:** The following sanctions are recommendations to an instructor who may assign them only after the decision of the Campus Life and Community Standards Committee:

1. Redo the work in question with or without credit;
2. Fail assignment in question;
3. Fail the course.

## How Can Parents Help With Student Conduct Issues?

We hope that our partnership begins long before the campus disciplinary process comes into play. In this handbook, you will find some information to help guide conversations between you and your student about issues such as alcohol use and balancing responsibility with freedom when living away from home (please see conversation starters and tips on pages 14 and 15). We encourage you to discuss topics such as these before your student heads to Allegheny and to ask questions relating to these issues during breaks and other opportune times.

We hope our communication with you regarding campus disciplinary matters enables us to work cooperatively to assist your student. It is our intention to create a web of support and to address issues before they become problems. By working together, we have a chance to guide your student through the sometimes difficult adjustment to the newfound freedom that accompanies the start of college. Should your student become involved in an incident that violates our policies, we hope our partnership will focus on helping your student learn from the campus disciplinary process.

We encourage you to contact us if you have questions or need additional resources to assist you.

## Parental Notification in Student Conduct Situations

It is our intention to work in close partnership with families (in most cases parents) regarding student conduct situations in a way that is consistent with our philosophy of working directly with students as adults. Should a student become involved in an incident that violates our policies, we hope our communication with families regarding these matters will enable us to work cooperatively to address the current situation and change behavior to avoid future issues.

Federal law allows us to share the results of student conduct proceedings if they involve alcohol or drugs, regardless of financial dependency or the College's receipt of a signed release giving the College permission to share protected information. In these cases, the College will notify families based upon the following guidelines: 1) In all student conduct cases, students are encouraged to discuss the situation with their families. 2) If a student is placed on disciplinary probation, we will send a copy of the letter written at the conclusion of the process to the family in care of the home address listed with the College. 3) If a student is placed on disciplinary suspension or expulsion, we will attempt to contact the family by telephone and we will send a copy of the letter written at the conclusion of the process to the family in care of the home address listed with the College.

For cases that do not involve alcohol or drugs, the College can only share information if a student has signed a release giving the College permission to share protected information and/or the family has notified the College of the student's financial dependence. If a student has not signed a release giving the College permission to share protected information and/or the family has not notified the College of the student's financial dependence, the College is not able to notify the family regarding disciplinary situations. However, in all student conduct cases, we encourage students to discuss the situation with their families.

Please contact the Office of Residence Life if you have questions or concerns regarding the above information.

### *Do parents routinely receive copies of student grades?*

No. Grades are available to students on-line through Web Advisor. Contact the Registrar's office with questions.

### *Is class attendance mandatory?*

The College does not have a universal policy regarding class attendance. Each instructor may set his/her own standards for attendance.

### *Can students change classes?*

Yes. Students may add classes during the first two weeks of each semester and may drop classes anytime during the first five weeks.

### *How does the advising system work at Allegheny?*

All first-year students are required to take a First Seminar (FS 101) in which developing their academic skills is the key goal. Although the various sections pursue different thematic interests, each section contains a core curriculum intended to sharpen writing, speaking, and analytical thinking skills. In addition, the professor of your student's section will be his/her academic advisor and mentor for the first semesters of his/her college career. The advisor will acquaint each student with college resources such as the Learning Commons and help him/her formulate an academic and developmental plan that is aligned with his/her individual goals. Students and their faculty advisor meet to discuss Allegheny's academic program as well as the individual student's course schedule. Once a student declares a major, he/she chooses a faculty advisor from within the department or program of the selected major. If your student is interested in becoming a teacher or going into a medical career, encourage him/her to visit the Pre-Professional Studies Office (ACCEL) to obtain a list of courses required for his/her future graduate professional studies.

### *What are the Advising Responsibilities of Students and Faculty?*

Students are responsible for designing an Allegheny education that meets their goals and is consistent with Allegheny's liberal arts tradition and curricular requirements. While the student has ultimate responsibility for planning an academic program, the Academic Advisor occupies a position of trust and is expected to assist students in their planning.

First and Second Year Students are expected to:

- recognize that they are responsible for all decisions that they make at Allegheny, that not all things are possible, and that choices carry with them consequences.
- know graduation requirements as they apply to their particular educational plan
- meet with their advisor at least twice each semester
- prepare for their meetings as directed by their advisor
- recognize that their advisor is an important resource, and carefully consider advice received
- monitor their progress in individual courses and toward graduation, and seek help from their advisor when they encounter difficulties
- seek help from the Learning Commons and other student services when it is warranted

*continued*

Faculty Advisors to first and second year students are expected to:

- encourage students to be responsible for their own education
- understand Allegheny's graduation requirements and curricular and co-curricular offerings well enough to be able to assist students with academic planning
- actively encourage students to meet with them at least twice each semester
- encourage thoughtful planning, self-assessment, reflection, and connection to the community
- monitor the academic progress of advisees, maintain student folders with current information, contact students who appear to be in academic trouble, and maintain the confidentiality of information about their advisees
- alert personnel in the Learning Commons about students who appear to be in academic or personal difficulty
- know when and how to refer students for assistance with academic or personal issues, and assist students with seeking and learning how to seek help.

*Where do students buy their textbooks and other school supplies?*

The College Bookstore is located in the Campus Center and stocks textbooks for all courses, as well as other books, school supplies, and Allegheny sportswear and memorabilia.

*My student is receiving financial aid from Allegheny College. Do we need to apply every year?*

Need-based financial assistance is determined on an annual basis. A Free Application for Federal Student Aid (FAFSA) must be completed every year. Tax returns and other requested documentation must be submitted directly to the Office of Financial Aid. Merit-based financial aid is renewed annually for up to four years, contingent on full-time enrollment.

*Is continuing financial aid contingent on academic performance?*

In order to receive federal financial assistance, satisfactory progress is required. Students are expected to successfully complete at least 24 credits during the previous academic year in order to maintain eligibility. A minimum grade point average of 1.0 is required after two semesters and 2.0 is required after four semesters of enrollment. One semester of warning for federal assistance is allowed if these requirements are not satisfied.

*Is work-study income taxable?*

Yes. It must be added to other wages earned by the student when filing a tax return. However, if listed on the FAFSA, it is deducted from wages prior to determination of financial aid eligibility for the following academic year.

*Should Allegheny students carry health insurance coverage?*

Absolutely! All students must have the college insurance coverage or proof of personal insurance coverage. Although many services at our Health Center are free (visits to the College physician or nurse practitioner), students may need throat cultures, X-rays, lab work, etc. It is a good idea to find out the extent of your policy's coverage out of your area. This is particularly important if you have an HMO or PPO (Preferred Provider Organization). Speak with your doctor about his/her willingness to approve out-of-town services.

If your out-of-town coverage is not what you'd like it to be, you may purchase a supplementary policy through Allegheny at a reasonable cost. This helps to cover routine problems like sore throats and sprained ankles.

International students on F-1 and J-1 visas are automatically enrolled in a health insurance plan that meets US federal government regulations. This insurance is also available to non-immigrant aliens with a different visa status (e.g., A-1, H-4). J-1 and F-1 students who do not want coverage through Allegheny must supply evidence that their home-country insurance meets federal regulations. Please see the International Student Advisor for more information.

*Can students living on campus have a car?*

Yes, students can register vehicles for \$150 for the academic year. Vehicles must be parked in the appropriate lot. The Safety & Security Office provides complete information about registering vehicles and traffic regulations.

### *How are students with disabilities accommodated?*

Students with documented disabilities may require support services to ensure equal access to Allegheny's educational programs. The Student Disability Services Coordinator serves as a central resource for these students. Current and complete documentation of the special need must be received before consideration of appropriate accommodations for each course can be determined. Depending on the documentation, consultation with the student and the expectations for each course the student is enrolled in, such accommodations might include extended time for tests, use of a note-taker, and others that are appropriate to the individual needs of the student. Regular consultation with the Student Disability Services Coordinator by the student is highly encouraged.

The Student Disability Services Coordinator will correspond during the summer prior to your student's matriculation and ask that the student come see him soon after arriving on campus. They will work together to secure the necessary accommodations. Your student will be notified that his/her advisor will be informed so they can begin to discuss any special arrangements that may be needed. Special housing requests and other needs are addressed before the student arrives on campus. Please see the relevant sections in this handbook for deadlines for requesting special housing arrangements. The Student Disability Services Coordinator is John Mangine, (814) 332-2898.

### *Whom can I talk to if I have a concern about my child?*

The Dean of Students Office, (814) 332-4356, is able to provide general information. They are also able to refer parents to other appropriate offices that can discuss specific concerns. Please refer to page 31 for more information.

### *What happens if there is an emergency and I need to reach my child when campus offices are closed?*

The Safety & Security Office operates 24 hours, 7 days a week, and can assist you in an emergency. They can be reached at (814) 332-3357.

### *What happens if students have problems with their room or roommates?*

If students have physical problems with their rooms (e.g. a broken shelf), they can contact their Resident Advisor, who will submit a request to the Physical Plant. If a student is having problems with his/her roommate, the Resident Advisor and/or the Community Advisor are able to offer mediation and support. The Area Coordinator or a professional staff member can assist the student by providing other room options if a decision is made to change rooms. Room changes should occur after the Office of Residence Life grants permission, and will be allowed only during approved room change periods. Please see Room Change section on page 17.

### *What about laundry?*

All residence halls are equipped with laundry facilities. There is no charge to students for use of the machines. College houses do not have laundry facilities. Students living in college houses are provided card access into a residence hall to do their laundry.

### *What is Family Weekend?*

This weekend is designated to give parents and other family members an opportunity to experience Allegheny with their student. A broad range of activities and entertainment for families is planned, with plenty of free time for informal enjoyment. There are opportunities to meet Allegheny College President James Mullen and other faculty and staff. Family Weekend 2011 will be held September 23–25. The Dean of Students Office coordinates this weekend. Email Jennifer Foxman at [jennifer.foxman@allegheny.edu](mailto:jennifer.foxman@allegheny.edu) for more information.

### *Where can I find information about crime on campus?*

The Safety & Security Office publishes an annual report of all crimes reported to their office. Any incident that occurs on campus and violates state or federal law is reported to the Safety & Security Office. For more information, contact (814) 332-3357 or visit [www.allegheny.edu/administration/security](http://www.allegheny.edu/administration/security).

### *What's the weather like in Meadville?*

The weather in Meadville is best described as unpredictable. Because we are close to Lake Erie, we receive a fair share of precipitation, though we are located just south of the "snow belt." Generally, the weather is mild through October, but turns cold in November. The winter months are cold and snowy. April begins spring, and the weather turns warmer and sunnier in May and June.

## DIRECTORY

All phone numbers are preceded by (814) 332-

### ACADEMIC OFFICES

Department	Phone	Box	Building
Art	4365	85	Doane Hall (Art)
Biology	5360	10	Steffee Hall
Chemistry	5363	15	Doane Hall
Communication Arts/Theatre	2370	45	Vukovich Center for Communication Arts
Computer Science	3629	37A	Alden Hall
Economics	3358	20	Quigley Hall
English	4343	95	Oddfellows Building
Environmental Science	4844	15	Carr Hall
Geology	2350	37A	Alden Hall
History	4342	45	Arter Hall
International Studies	3369	124	Quigley Hall
Mathematics	5365	29	Arter Hall
Modern Languages	3354	30	Ruter Hall
Music	3356	31	Arnold Hall
Neuroscience	5361	39	Carnegie Hall
Philosophy	3366	39	Oddfellows Building
Physical Education	3351	AC	Wise Sport and Fitness Center
Physics	5364	36	Carr Hall
Political Science	3358	20	Quigley Hall
Psychology	5361	39	Carnegie Hall
Religious Studies	3366	39	Oddfellows Building

### ADMINISTRATIVE OFFICES

Department	Phone	Box	Building
ACCEL	4700	T	Reis Hall
Admissions	4351	5	454 House
Alumni Affairs	5384	7	Tippie Alumni Center at Cochran Hall
Athletics	3351	AC	Wise Sport and Fitness Center
Bookstore	5369	11	Campus Center
Campus Communications	5950	40	Bentley Hall
Career Services	2381	37	Reis Hall
CIASS	3332	P	Campus Center
College Finances	3782	S	Bentley Hall
Community Service	5318	22	Reis Hall
Computing Services	2755	16	Murray Hall
Conference and Event Services	3101	V	Schultz Hall
Counseling Center	4368	17	Reis Hall
Dean of the College	3393	18	Bentley Hall
Dean of Students	4356	19	Reis Hall
Development	5910	21	Tippie Alumni Center at Cochran Hall
Dining Services	2318	M	Bentley Hall
Financial Aid	2701	43	454 House
Financial Services	2360	9	Schultz Hall
Health Center	4355	26	Schultz Hall
International Programs and Services	4891	Y	Reis Hall
Learning Commons	2898	6	Pelletier Library
Library	3768	117	Pelletier Library
Post Office	2375	00	Campus Center
Pre-Professional Studies	2846	62	Reis Hall
President's Office	5380	1	Bentley Hall
Registrar	2357	41	Bentley Hall
Religious Life	2800	14	Reis Hall
Residence Life	3865	R	Reis Hall
Safety & Security	3357	148	Newton Observatory
Student Involvement	2754	H	Campus Center

# Where can I direct my son or daughter for information about...

WHERE CAN I DIRECT MY STUDENT FOR INFORMATION ABOUT...

All phone numbers are preceded by area code (814)

## CONCERN ..... OFFICE

Academic policy .....	Dean of the College, Bentley Hall, 332-3393
Academic standing.....	Registrar, Bentley Hall, 332-2357
Academic support.....	Learning Commons, Pelletier Library, 332-2898
Address changes.....	Dean of Students, Reis Hall, 332-4356
Alcohol education/resources.....	Dean of Students, Reis Hall, 332-4356
Course adjustment cards .....	Registrar, Bentley Hall, 332-2357
Counseling .....	Counseling Center, Reis Hall, 332-4368
Diversity Affairs.....	CIASS, Campus Center, 332-3332
Financial Aid/Work study.....	Financial Aid, 454 House, 332-2701
Grade changes .....	Course instructor
Honor Code.....	Dean of Students, Reis Hall, 332-4356
Internships .....	ACCEL, Reis Hall, 332-4700
Leadership development.....	ACCEL, Reis Hall, 332-4700
Leave-of-absence (short- and long-term) .....	Dean of Students, Reis Hall, 332-4356
Maintenance requests .....	Resident Advisors
Meal plans.....	Financial Services, Schultz Hall, 332-2360
Medical concerns.....	Health Center, Schultz Hall, 332-4355
Religious Life .....	Spiritual and Religious Life, Reis Hall, 332-2800
Residential concerns.....	Residence Life, Reis Hall, 332-3865 Area Coordinators, residence halls
Student account information.....	Financial Services, Schultz Hall, 332-2360
Student conduct.....	Academic: Dean of Students, Reis Hall, 332-4356 Nonacademic: Residence Life, Reis Hall, 332-3865
Student ID.....	Safety & Security, Newton Observatory, 332-3357
Student organizations .....	Student Involvement, Campus Center, 332-2754
Wellness education .....	Dean of Students, Reis Hall, 332-4356
Withdrawal from college .....	Dean of Students, Reis Hall, 332-4356

**Questions, concerns, and comments can always be directed to the Dean of Students Office at (814) 332-4356. We will be happy to direct you to the appropriate individual.**

## MEADVILLE LISTINGS *All phone numbers are preceded by area code (814)*

These listings are for informational purposes only, and their inclusion here does not constitute a recommendation or endorsement by the College.

### Accommodations

- America's Best Value Inn**, 18191 Conneaut Lake Rd., 724-6366
- Azalea House B & B**, 874 N. Main St., 337-8883
- Bethaven Inn B & B**, 386 Hamilton Ave., 336-4223
- Days Inn of Meadville**, 18360 Conneaut Lake Rd., 337-4264
- Dutch Hill Inn B & B**, 36327 Dutch Hill Rd., Union City, 694-2654
- Hager's Peach Basket B & B**, 1501 Liberty St., Franklin, 800-360-6598
- Hampton Inn**, 11446 Dawn Dr., 807-1446
- Holiday Inn Express**, 18240 Conneaut Lake Rd., 724-6012
- Mayor Lord's House B & B**, 654 Park Avenue, 720-8907
- Quality Inn**, 17259 Conneaut Lake Rd., 333-8883
- Riverside Inn** (closed January-March), 1 Fountain Ave., Cambridge Springs, 398-4645
- Wynken Blynken and Nod B & B**, 468 Chestnut St., 337-2018

### Bakeries

- Giant Eagle**, 18511 Conneaut Lake Rd., 724-1119
- Market House**, 910 Market St., 336-2056
- Sue's Donuts and Coffee Shop**, 872 Water St., 724-7837
- Wal-Mart**, 16086 Conneaut Lake Rd., 724-6309

### Cards & Gifts

- Allegheny Bookstore**, Campus Center, 332-5369
- DeSantis Party Shop**, 100 Mead Ave., 724-2508
- In Phase**, Downtown Mall, 333-1363

### Discount Stores

- Big Lots**, Downtown Mall, 333-2515
- Dollar General**, 900 Water St., 337-6873
- Kmart**, Meadville Mall, 333-6671
- Wal-Mart**, 16086 Conneaut Lake Rd., 724-6267

### Emergency Numbers

- Allegheny College Security**, 332-3357
- General Emergency Number**, 911
- Meadville Fire Department**, 724-6200
- Meadville City Police**, 724-6100
- PA State Police**, 336-6911

### Flowers

- Cobblestone Cottage & Gardens**, 828 North Cottage St., 724-3333
- Giant Eagle**, 175 Conneaut Lake Rd., 724-1119
- Loeffler's Flower Shop**, 207 Chestnut St., 336-3151

### Food

#### American

- Applebee's**, 11227 Shaw Ave., 333-2848
- Cracker Barrel**, 11311 Pennsylvania Ave., 337-0700
- Days Inn**, 18360 Conneaut Lake Rd., 337-4264
- Eddie's Footlong Hot Dogs**, 724-2057
- Hunter's Inn**, 25594 State Highway 27, 789-2755
- Julian's**, 299 Chestnut St., 337-8513
- King's Family Restaurant**, 16494 Conneaut Lake Rd., 333-8938
- Montana's Rib and Chop House**, 11142 Highline Dr. 333-2000
- Pampered Palate**, 748 North Main St., 337-2100
- Peppercorn & Vine**, 337-0005
- Perkin's Family Restaurant**, 18276 Conneaut Lake Rd., 336-6000
- Pittsburgh Bagel & Coffee Co.**, 955 Park Ave., 337-6800
- Ponderosa Steak House**, 17345 Conneaut Lake Rd., 724-7644
- Staccini's Restaurant**, 1081 South Main St., 336-2245

- Riverside Inn**, 1 Fountain Ave., Cambridge Springs, 398-4645

- Safari Bar & Restaurant**, 333-2505

#### Chinese

- Imperial Chinese Buffet**, Park Ave. Plaza, 333-1000
- Super China Buffet**, 18333 Conneaut Lake Rd., 336-1158
- Yuen's Garden**, 16039 Conneaut Lake Rd., 336-2228

#### Fast Food

- Arby's Roast Beef**, 1151 Park Ave., 333-2308
- Burger King**, 817 Park Ave., 337-5004
- Dairy Queen**, 18392 Conneaut Lake Rd., 333-6446
- KFC**, Park Ave. Plaza, 336-5663
- Long John Silver's**, 1043 Park Ave., 724-2300
- McDonald's**, 1060 Park Ave., 724-2207
- Taco Bell**, 1228 Park Ave., 724-6261
- Tim Hortons**, 16447 Conneaut Lake Rd., 333-2648
- Tim Hortons & Coldstone Creamery**, 1193 Park Ave., 336-5002

- Wendy's**, 1011 Park Ave., 333-9655

#### Italian

- Chovy's Bistro**, 18228 Conneaut Lake Rd., 724-1286
- Valenza Restaurant**, Route 19, 724-1222

#### Mexican

- Compadres**, 16704 Conneaut Lake Rd., 336-6633 and 251 Chestnut St., 337-0309

## Food, cont'd.

### Pizza

**Domino's**, 220 Willow St., 333-4300  
**Little Caesar's Pizza**, 801 Park Ave., 724-2111  
**Pizza Hut**, Park Ave. Plaza, 336-1101  
**Pizza Villa**, 962 South Main St., 336-6346  
**TJ's Pizza**, 307 Poplar St., 337-2330  
**Vocelli Pizza**, 893 Park Ave., 336-1114

### Seafood

**Hoss's Steak & Sea House**, 18817 Conneaut Lake Rd., 333-4333  
**Red Lobster**, 16736 Conneaut Lake Rd., 724-1205

### Submarine/Hoagie Shops

**Subway**, 1185 Park Ave., 724-1114

## Grocery Stores

**Aldi Foods**, 16500 Conneaut Lake Rd.  
**Giant Eagle**, 175 Conneaut Lake Rd., 724-1119  
**Tops Market**, Downtown Mall, 724-4025;  
 375 North Street, 724-6620  
**Valesky's**, 1044 Water St., 336-5121  
**Wal-Mart**, 16086 Conneaut Lake Rd., 724-6267

## Medical Services

### Alcohol & Drug Information and Treatment Centers

**Crawford County Drug & Alcohol Center**,  
 898 Park Ave., 724-4100  
**Stepping Stones at Meadville Medical Center**,  
 1034 Grove St., 336-4357

### Ambulance Services

**Meadville Ambulance Service, Inc.**, 724-7598  
**Meadville EMS**, 872 Water St., 724-1003

### Emergency Medical Services

**Meadville Medical Center**, 751 Liberty St.,  
 333-5000  
**Med Express**, 18471 Smock Highway,  
 333-3627  
**Water Street Urgent Care**, 1009 Water St.,  
 337-2273

### Opticians

**Cohen Eyecare Center**, 1073 South Main St.,  
 333-4414  
**Family Optical Center**, 900 Water St., 336-6353  
**John Alexander**, 830 Market St., 724-2700  
**Mike Walker**, 1039 Park Ave., 724-2020  
**Pearle Vision Center**, Conneaut Lake Rd.,  
 336-6057  
**Wal-Mart Vision Center**, 16086 Conneaut Lake Rd.,  
 337-4426

## Medical Services, cont'd.

### Pharmacies

**CVS Pharmacy**, 392 North St., 333-6370  
**Giant Eagle**, 18511 Smock Hwy., 724-6292  
**Jack's Pharmacy**, 285 Chestnut St., 336-1113  
**Medicine Shoppe**, 629 State St., 337-8880  
**Mill Run Community Pharmacy**, 404 North St.,  
 337-6600  
**Rite Aid Pharmacy**, Market St., 336-3773  
**Tops Market**, Downtown Mall, 337-2759  
**Walgreens**, 379 North St., 337-0582  
**Wal-Mart**, 16086 Conneaut Lake Rd., 724-6267

## Theatres

**Academy Theatre**, 275 Chestnut St., 337-8211  
**Allegheny Playshop**, Vukovich Center, 332-2370  
**Erie Playhouse**, 13 W. 10th St., Erie, 454-2852  
**Meadville Community Theatre**, Oddfellows  
 Building, 333-1773  
**Millcreek Cinema Six** (discount 6 screens), Erie,  
 868-5151  
**The Movies at Meadville** (10 screens), 333-2727  
[www.themoviesat.com](http://www.themoviesat.com)  
**Park Avenue Cinema**, 960 Park Ave., 337-3456  
**Tinseltown Theatre** (17 screens), Peach St., Erie,  
 866-3444

## Transportation Services SEE ALSO p. 34

### Airline Ticket Agencies/Travel Agencies

**AAA Travel Agency**, 19023 Park Ave. Plaza,  
 724-3157  
**Travel Experience**, 225 Chestnut St., 724-1053

### Bus Lines

**CATA Bus Service** (local service only), 336-5600,  
 stops on campus, [www.catabus.org](http://www.catabus.org)  
**Greyhound Bus Lines** (out-of-town service),  
 Downtown Mall, 724-5423, 800-231-2222.  
 Hours: Mon.–Fri., 10 a.m.–5 p.m.; Sat., 10  
 a.m.–4 p.m., closed Sundays and holidays.  
 A one-way ticket to the following areas can be  
 purchased at approximately these prices:  
 Erie \$15; Pittsburgh \$21.50; Cleveland \$40  
 (double price for round trip).

### Car Rental

**Enterprise Rent-A-Car**, 16285 Conneaut Lake Rd.,  
 337-7626

## Video Rental

**Family Video**, 991 Park Ave., 333-1193

## TRANSPORTATION SERVICES

Through a community partnership between Allegheny Student Government (ASG) and Crawford Area Transportation Authority (CATA), all members of the Allegheny College community ride aboard CATA buses for free, with their Allegheny AllCard (ID Card). The partnership includes “The Loop” and all fixed route buses, which serve the greater Meadville and Crawford County areas. For more information, visit [www.catabus.org](http://www.catabus.org) or call (814) 336-5600.

“**The Loop**,” sponsored by ASG and CATA is a free bus service for all members of the Allegheny College community. “The Loop” operates on Wednesday, Friday and Saturday evenings from campus to downtown stores, restaurants, and other establishments. For more information, visit [asg.allegheny.edu](http://asg.allegheny.edu) or call (814) 332-4364.

### Airport Shuttle Schedule 2011–2012

Transportation is offered to the Pittsburgh and Cleveland airports. Shuttle sign-up is available on the Student Involvement web site <http://studentinvolvement.allegheny.edu> under Shuttle Transportation in the column at the left. A completed reservation form and non-refundable payment of \$30 for each way are required to reserve your space. **Deadlines of four business days in advance of departure and/or pick-up are strictly adhered to for vehicle reservation purposes and the \$30 rate.** Visit the Student Involvement web site for a listing of the deadlines. Reservations received after the deadline are \$40 for each way and will only be accepted if seats are available. When making airline reservations, please allow ample time for travel to the airports, 1.75 hours to PIT and 2.5 hours to CLE, plus the time needed for airport security checks. When arranging for your return flight, take into consideration flight delays that may occur. Shuttle drivers will be instructed to leave the airport fifteen minutes after the stated pick-up time, regardless of flight delays. If the College’s transportation schedule does not meet your travel needs, refer to the Alternative Transportation Resources. If you have a question regarding the Airport Shuttle Schedule, please contact the Office of Student Involvement at (814) 332-2754..

#### FALL 2011

##### Beginning of Semester

- Fri, August 26: pick up at airport 7:30 p.m. (PIT only)
- Sat, August 27: pick up at airports 11:00 a.m.
- Tues, August 30: pick up at airport 2 p.m. (PIT only)
- Tues, August 30: pick up at airports 7:30 p.m.

##### Fall Break

- Fri, October 14: depart Allegheny at 2 p.m. (PIT only)
- Sat, October 15: depart Allegheny 7:30 a.m.
- Tues, October 18: pick up at airport 2 p.m. (PIT only)
- Tues, October 18: pick up at airports 7:30 p.m.

##### Thanksgiving Break:

- Tues, November 22: depart Allegheny at noon (PIT only)
- Tues, November 22: depart Allegheny at 3 p.m. (PIT only)
- Wed, November 23: depart Allegheny at 7:30 a.m.
- Sun, November 27: pick up at airport 2 p.m. (PIT only)
- Sun, November 27: pick up at airports 7:30 p.m.

##### End of Semester:

- Weds, December 21: depart Allegheny at 7:30 a.m.(PIT only)
- Thurs, December 22: depart Allegheny at 7:00 a.m.
- Thurs, December 22: depart Allegheny at 10:00 a.m.(PIT only)
- Thurs, December 22: depart Allegheny at noon (PIT only)

#### SPRING 2012

##### Beginning of Semester

- Sun, January 15: pick up at airport 7:30 p.m. (PIT only)
- Mon, January 16: pick up at airports 7:30 p.m.Tues.,
- Tues, January 17: pick up at airport 7:30 p.m. (PIT only)

##### Spring Break

- Fri, March 16: depart Allegheny at 2 p.m. (PIT only)
- Sat, March 17: depart Allegheny at 7:30 a.m.
- Sun, March 25: pick up at airport 2 p.m. (PIT only)
- Sun, March 25: pick up at airports 7:30 p.m.

##### End of Year

- Weds. May 9: depart Allegheny at 7:30 a.m.

### Alternative Transportation Resources

The Allegheny College **Ride Board** is a forum through which Allegheny students may post requests for rides that are needed and also for rides they are offering. The Ride Board is located outside of the Office of Student Involvement.

**Airport Orbit , Inc.**, located in Slippery Rock, Pennsylvania, may be contracted for Pittsburgh transportation at (877) 247-6724.

**Classic Limousine**, located in Pittsburgh, Pennsylvania, may be contacted at (800) 360-1520.

The **Greyhound Bus Station** is located in the Downtown Mall at 900 Water Street, Meadville. The local office may be contacted at (814) 724-5423.

- Academic Buildings**
- 25 Alden Hall
  - 30 Arnold Hall of Music
  - 21 Arter Hall
  - 6 Carnegie Hall
  - 15 Carr Hall
  - 32 Doane Hall (Art)
  - 16 Doane Hall of Chemistry
  - 27 Montgomery
  - 19 Murray Hall
  - 28 Oddfellows Building
  - 19 Quigley Hall
  - 9 Ruter Hall
  - 17 Steffee Hall of Life Sciences
  - 43 Vukovich Center for Communication Arts

- Administration/General**
- 48 454 House
  - Admissions / Financial Aid**
  - 10 Bentley Hall
  - 4a East Alcove Meeting Room
  - 2 Financial Services
  - 8 Ford Memorial Chapel
  - 33 Henderson Campus Center
  - 7 Newton Observatory
  - 28 Pelletier Library
  - 5 Physical Plant
  - 22 Reis Hall
  - 4 Schultz Banquet Hall
  - 31 Shater Auditorium
  - 26 Tipple Alumni Center at Cochran Hall
  - 3 Winslow Health Center

- Residences**
- 47 Allegheny Commons
  - 45 Allegheny Hall
  - 23 Baldwin Hall
  - 11 Brooks Hall
  - 2 Caffisch Hall
  - 38 College Court
  - 35 Crawford Hall
  - 39 Edwards Hall
  - 12 Hulings Hall
  - 44 North Village
  - 49 North Village II
  - 46 Phi Kappa Psi Building
  - 40 Ravine-Narvik Hall
  - 1 Schultz Hall
  - 42 South Highland Hall
  - 20 Special Interest House
  - 14 Walker Hall

- Athletic Facilities**
- 37 Mellon Recreation Building
  - 41 Robertson Athletic Complex
  - 36 Wise Sport & Fitness Center

- Dining**
- 13 Brooks Dining Hall
  - 34 McKinley's Food Court



# ALLEGHENY COLLEGE



REVISED 7/12/10  
JONATHAN SMITH

# ALLEGHENY COLLEGE

[www.alleghey.edu/visitcampus](http://www.alleghey.edu/visitcampus)

520 N. MAIN STREET • MEADVILLE, PA 16335

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