



**The Crimson
Student Handbook
2022-2023**

Student Responsibilities

By choosing Grove City College, you enjoy the privileges and accept the responsibilities of being a member of the campus community. This includes the obligation to know and adhere to college policies and standards as described in this Handbook and in other official College documents. You are also fully expected to abide by all applicable civil laws and regulations.

As a student here, you are required to abide by the written policies, but your decisions and actions should reflect these principles even outside the literal boundaries of the written policies. Ultimately, you should conduct yourself in ways that bring honor to God, the College, and yourself. This includes demonstrating honesty, integrity, respect, compassion, encouragement of others, self-discipline, stewardship, good sportsmanship, freedom from discrimination and prejudice, and social responsibility. We have confidence and faith that you will contribute positively to this campus community.

The Crimson Student Handbook 2022-2023

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Grove City College
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The policies and procedures written herein may be amended as necessary from time to time with subsequent notice and subject to the approval of the College President. The information in this 2022-2023 Crimson edition supersedes any information in any previous editions of the Crimson and is subject to change as noted above.

Greetings from the Office of the President

Dear Students,

A key distinctive of Grove City College is how we value our community. We are intentional about the way we learn and live together. At a time when civility and respect is on the decline, we strive to emphasize the importance of love of neighbor as the foundation of our campus life. This handbook is an important component of our community-building efforts. You will read about the almost countless opportunities that await you. You will also be encouraged to act at all times in a manner that is safe and cooperative. As an academic community that strives to be Christ-centered, we seek to cultivate the virtuous life, marked by kindness, generosity, courtesy and hospitality. Our well-deserved reputation as one of the friendliest colleges in America means we are all cultural stewards of this blessed institution. Brenda and I look forward to being a part of your lives and getting to know as many of you as possible. Please drop me a note if you want to visit or grab a meal together.

May God bless you abundantly this year.

Warm regards,
Paul J. McNulty '80

Purpose and Identity of Grove City College

Since its founding in 1876, Grove City College, committed to Christian principles, has striven to be equal in academic quality to the finest four-year colleges. It seeks to provide liberal and professional education of the highest excellence in the reach of families with modest means who desire a college which will strengthen their children's spiritual and moral character.

When the College was chartered, a broad, Christian-based cultural consensus prevailed in America. By charter, the doors of the College were open to qualified students "without regard to religious test or belief."

The founders of Grove City College, consciously avoiding narrow sectarianism, held a vision of Christian society transcending denomination, creeds, and confessions. They were committed to the advancement of free enterprise, civil and religious liberty, representative government, arts and letters, and science and technology. Believing that the fruits of civilization would be destroyed if the religious and ethical roots were allowed to wither, the founders intended that the claims of Christ as God and Savior and of inspired Scripture be presented to all.

They hoped that through its program of intellectual, moral, and spiritual education, Grove City College would produce young leaders, whatever their creed or confession, capable of pushing civilization forward on every frontier.

Grove City College remains true to the vision of its founders. Rejecting relativism and secularism, it fosters intellectual, moral, spiritual, and social development consistent with a commitment to Christian truth, morals, and freedom. Rather than political, ideological, or philosophical agendas, objective truth continues as the goal of liberal learning.

The core of the curriculum, particularly in the humanities, consists of books, thinkers, and ideas proven across the ages to be of value in the quest for knowledge. Intellectual inquiry remains open to the questions religion raises and affirms the answers Christianity offers.

The ethical absolutes of the Ten Commandments and Christ's moral teaching guide the effort to develop intellect and character in the classroom, chapel, and cocurricular activities. And while many points of view are examined, the College unapologetically advocates preservation of America's religious, political, and economic heritage of individual freedom and responsibility.

Look on the GCC Intranet
<https://my.gcc.edu/>
Athletic and Event Schedules
Campus Organizations
Student Photos
Places to Go and Things to Do
Room Reservations & Event Calendars

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* Please see the 2022-2023 Academic Bulletin for additional information concerning academic life

ACADEMIC LIFE

Please see the 2022-2023 *Bulletin* for information concerning academic policies, services and expectations. Students are responsible to know and comply with the contents of the *Bulletin*, particularly the sections which relate to their major and general academic requirements.

Information found in the *Bulletin* is not typically duplicated in *The Crimson*. However, the centrality of academic integrity to the Grove City College community, and to educational excellence, cannot be overstated. For this reason the College's Honesty in Learning Policy can be found in both documents and should be adhered to strictly. Violation of this policy is not consistent with the Community Standards of Grove City College and will be addressed accordingly. For your convenience, the College's grade appeals procedure is also included below.

ACADEMIC INTEGRITY

Grove City College is deeply invested in upholding academic integrity and honesty. Three of the college's five core values, faithfulness, excellence, and community, directly relate to academic integrity because any violation of academic integrity is a form of theft and deceit that affects the one stolen from, as well as the community of students and faculty at the college. In addition, cheating is a violation of three of the Ten Commandments: the prohibitions against stealing, lying, and coveting. However, as the Ten Commandments and the totality of Scripture demonstrate to us, we are fallen creatures who at times do what we ought not do.

Accordingly, the college has created a policy both to define what cheating is and to describe our process for dealing with allegations of cheating in order to discourage cheating and provide an opportunity for meaningful repentance and restoration when students do cheat.

Pledge

As a student of Grove City College, I pledge to do my work faithfully with honesty in accordance with my calling as a student working for Christ's glory.

Cheating and Plagiarism may be present in many areas, including (but not limited to) the following:

1. **Doing Papers, Outside Work.** Work done out of class, which a student submits as his/her own work to a professor, should be his/her own and should not contain that which has been obtained from another, other than properly credited references, sources, and citations.
2. **Taking Exams, Tests, Quizzes.** Work done on a test, exam, or quiz, which a student submits to a professor, should be his/her own and should not contain that which has been knowingly obtained from another. By default, no resources are permitted unless explicitly allowed by the instructor.
3. **Preparing for Exams.** A student should not seek to gain an advantage on an exam he/she is about to take by obtaining advanced access to particular questions or advance copies of a professor's exam, or by giving access to other students. This includes access to exams from prior semesters.
4. **Group Work.** In courses where group work or teamwork is allowed, the members of the group may collaborate and share resources among themselves, but not with other groups or prior and subsequent classes.
5. A student should not cooperate with, aid, or encourage another student's violation of the above rules, even though he or she receives no direct benefit. Any student who does so is also guilty of cheating, and can have their grade from current or past semesters (if relevant) reduced.
6. **Instructor-Imposed Limitations.** Faculty may add (via syllabus, assignment instructions, or verbal instructions) additional rules and limitations pertaining to cheating in their particular discipline, class, and assignment.

Special Note: Plagiarism includes

1. Any direct quotation of another's words, from simple phrasing to longer passages, without using quotation marks and properly citing the source of those words.
2. Any summary or paraphrase of another's ideas without properly citing the source of those ideas.
3. Any information that is not common knowledge—including facts, statistics, graphics, drawings—without proper citation of sources.
4. Any cutting and pasting of verbal or graphic materials from another source and representing as one's own work—including books, databases, web sites, journals, newspapers, etc.—without the proper citation for each of the sources of those materials; this includes any copyrighted artwork, graphics, or photography downloaded from the Internet without proper citation.
5. Any wholesale "borrowing," theft, or purchasing of another's work and presenting it as one's own, whether from the Internet or from another source.
6. Any presentation of "ghost-written" work including—whether paid for or not—as one's own original work, including papers, computer code, visual artwork, and other forms of written and non-written work.
7. Making one's work available for copying by others, as well as copying work posted on the Internet or otherwise made available by another.
8. Self-citation: you cannot submit the same work for two different classes. If you use part of an earlier work, or ideas from an earlier work, you should reference it, as with any other source.

The Process: How the Academic Integrity Policy Works

Reporting a violation

1. If a student, staff, faculty, or administrator believes he or she observed a violation of the Academic Integrity Policy, he or she must fill out an online report of the violation via mygcc, which is sent both to the professor of that course and the Chair of the Student-Faculty Review Committee (SFRC). This report should be filed within two class days of discovering the alleged violation.
2. The professor of the course may then meet with the student(s) who allegedly committed the violation. If the report was submitted by someone other than the professor, the professor may also meet separately with that person.
 1. If the professor determines no violation has occurred, he or she will submit a resolution to the Chair of the SFRC and the matter will be dropped.
 2. If the professor believes the policy has been violated, he or she will submit a resolution to the Chair with a proposed sanction (which must be at least a failing grade on the assignment and can include up to failure in the course, depending on the severity of the incident).
3. The SFRC Chair will then contact via e-mail the student(s) who have allegedly violated the policy and inform them of the professor's proposed sanction and of their right to either accept the charge and sanction or challenge it. The student(s) must respond to the SFRC Chair within three class days, or the student(s) accept the penalty by default.
 - a. If the student(s) accept the charge, the Chair will present the case to the SFRC Committee, which issues the penalty. The SFRC Committee may alter the recommended sanction. The Provost's Office will record the sanction.
 - b. If the student(s) reject the charge, the Chair will schedule a contested hearing, where the SFRC will hear from all involved parties and make a determination on the case. The SFRC Committee may alter the recommended sanction. The standard of evidence for the committee is "the preponderance of the evidence."

Note on the SFRC Committee: The committee is made up of approximately 20 students, annually elected to one-year terms, and 30 faculty, who are elected to two-year terms. The SFRC Chair selects five students and five faculty from that pool to address each case. Decisions require a supermajority of 70% of the votes.

- c. The SFRC chair will inform the students of the SFRC decision within two class days.
- d. After a contested hearing, either party may appeal, via e-mail, the Committee's decision to the Dean of the school in which the alleged violation occurred within two class days. Students may not appeal the SFRC sanction if they accepted the charge of violating academic integrity.
- e. The Dean will meet with the student(s), faculty member, and SFRC chair (separately) before ruling. The Dean's decision is final.
- f. Once the final decision has been rendered and any appeal is exhausted the sanction will be applied and the Provost's Office will record the sanction.
- g. If the student(s) has been involved in two or more violations of the Honesty in Learning policy, the Provost may apply additional sanctions up to and including academic dismissal.

The SFRC Chair will make a concerted effort to conclude the whole process for each case within 30 class days (not counting appeals) but cannot guarantee this timeline. In addition, on occasion allegations of violations of academic integrity come up at the end of the semester, when it is not possible for the committee to meet. In those instances, the committee will resolve the case at the beginning of the next academic semester, or in the case of a graduating student, with a reduced committee. There is no statute of limitations on cheating.

GRADE APPEALS PROCEDURE

- I. A student accused of violating the Academic Integrity Policy or who claims that a course's final grade was determined unfairly may appeal. The student may withdraw his/her appeal at any point. If an appeal is upheld at any point in the process, the Grade Appeals Committee, as outlined in Section IV below, determines the new grade. The professor against whom the appeal is upheld may appeal to the Provost.
- II. Appeal of a course grade - Notice of intent to appeal must be sent to the professor awarding the grade no later than 30 days after the end of the semester. The grade appeal process then must be initiated within the first twelve class days of the following semester and follow the procedure described in Part III.
- III. The appeal process must follow the procedure outlined below. At each step in the process, the decision-making body or the person appealing must lodge an appeal to the next level within six class days.
 - A. The student must discuss the matter privately with the professor.
 - B. If no satisfactory resolution is reached, the student should appeal in writing to the Chair of the Department in which the course is offered.
 - C. If the appeal is denied by the Department Chair, the student may appeal in writing to the Dean of the respective school (Arts and Letters or Science, Engineering, and Mathematics) in which the course is offered.
 - D. If satisfactory resolution still has not occurred, the student may appeal in writing to the Provost.
- IV. If the Provost determines that the appeal is not frivolous, the Provost may call a meeting of the Grade Appeals Committee.
 - A. Chaired by the Provost, the Grade Appeals Committee consists of two students (the Student Government Association President and Vice President of Academic Affairs); the Dean and the Assistant Dean of the Alva J. Calderwood School of Arts and Letters; the Dean and the Assistant Dean of the Albert A. Hopeman, Jr. School of Science, Engineering, and Mathematics; the Registrar; two appointed faculty representatives; and six elected faculty representatives (one each from the six major subject areas of the College). The elected faculty representatives are chosen by the department members of their respective areas. In the event an elected faculty representative is unable to attend or the appeal involves a committee member who earlier has been a point of appeal in this process, the Provost will appoint an alternate from the appropriate subject area.

The six major subject areas of the college are:

- 1. Engineering and Mathematics & Computer Science

2. Education and Physical Education
3. Social Sciences (Economics, History, Political Science, Psychology, and Sociology)
4. Humanities (English, Communication Studies, Modern Languages, Music/Fine Arts, Biblical and Religious Studies, and Philosophy)
5. Natural Sciences (Biology, Chemistry, and Physics)
6. Business, Accounting, and Entrepreneurship (including Industrial Management)

The Vice President of Student Life and Learning, the Director of College Counseling, and any members of the College community invited by the Provost can serve as ex-officio members. Terms last for three years with no limit to the number of terms a faculty member may serve. However, no two terms may be served consecutively.

- B. The Grade Appeals Committee is responsible for recommending, by majority decision, either to uphold or to deny the student's appeal. The student and professor may present evidence in writing supporting their positions. In the case of a grade appeal, the professor must present the written grading procedure for the course under appeal.
- V. If the appeal is upheld, the Provost, with advice from the Grade Appeals Committee, will appoint a review committee of department personnel who will review the student's work and determine a grade. No further appeals will be permitted.

**PLEASE SEE THE 2022-2023 BULLETIN
FOR ADDITIONAL INFORMATION CONCERNING ACADEMIC LIFE**

COMMUNITY LIFE

In pursuit of its mission, Grove City College seeks to achieve the following goals:

- To provide an excellent education in a college which seeks to be thoroughly Christian and evangelical in character.
- To seek a Christian perspective of life which integrates all fields of learning by communicating the significance of the Word of God for all of life in all disciplines.
- To keep the door of educational opportunity open to all by maintaining low charges, thus minimizing financial burdens on families.

Membership in the Grove City College community is a privilege. Working together, members of the College contribute toward building an atmosphere that promotes excellence in all areas of campus life and learning. Students are challenged to develop intellectually, spiritually, morally, socially, emotionally, physically, and in their responsibility to the larger community and society.

They are also expected to commit themselves to upholding the Community Standards outlined below in order to promote Christian community and further the educational mission of the College. By enrolling in Grove City College, each student indicates his/her acceptance of the responsibilities that come with membership in the College community.

Members of the student body have a responsibility to call to account those students who fail to abide by the Community Standards. If the conduct of any member of the Grove City College student body is found to be detrimental either to his/her personal development or that of others, action should be taken in order to restore him/her to good standing in the community. In some situations this will require students to challenge one another with love and respect. At other times it will necessitate bringing questionable behavior to the attention of the Student Life & Learning team.

COMMUNITY STANDARDS DEFINED

The following standards outline the behavioral expectations of the Grove City College student body and have been adopted for the well-being of both the individual and community at large. While it is our hope members of the student body will see the value of living by these standards, we understand that some students will periodically choose to behave contrary to community expectations. With this in mind, the College reserves the right to take disciplinary action against any student or student organization (represented during the disciplinary process by the organization's president and faculty advisor) that violates the Grove City College Community Standards. In these moments, the actions the College takes are not meant to be an indictment on the student's faith, but rather a means by which the student is challenged and supported in aligning their behavior with their beliefs in a way that honors and glorifies Jesus Christ.

The Grove City College student body should be defined by:

- 1. Honesty and integrity** - Members of the student body are expected to demonstrate a commitment to the truth and to personal integrity. Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:
 - a) Academic dishonesty including but not limited to plagiarism, cheating and/or interfering with the academic progress of another. (See the Honesty in Learning Policy under Academic Life.)
 - b) Knowingly making a false statement, either orally or in writing, to any College employee or agent on a College-related matter (this includes but is not limited to lying, forgery, giving a false report, and/or falsely claiming not to have knowledge of a specific incident).
 - c) Initiation or circulation of a report or warning of an impending bombing, fire, crime, emergency, or catastrophe that is known to be false.

- d) Using another person's College ID card or allowing another to use one's College ID card for entrance to residential facilities, to obtain chapel credit, to gain access to the dining hall or for any other unauthorized purpose.
- e) Knowingly being in the presence of a violation by a third party or parties of the Grove City College Community Standards (failing to challenge the behavior, leave the scene or bring the matter to the attention of the Student Life & Learning Team).
- f) Fleeing the scene of a policy violation after having been, or while being, confronted by a College employee.
- g) Violation of the College's off-campus living policy precluding individual students, groups of students and/or campus-based organizations from renting, buying, occupying or living in off-campus residences in the contravention of College policy.

2. Civility and respect - Members of the student body are expected to treat others with respect, conducting themselves in ways that promote the physical and emotional well-being of others and demonstrating respect for students, faculty, staff, administration and others in their respective roles and responsibilities. Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:

- a) Communicating by voice, graphic means, electronically, or by telephone (whether or not a conversation takes place) or using any other information resource that has the effect of harassing and/or alarming another person (intentionally or unintentionally).
- b) Any unauthorized use of electronics or other devices to make an audio or video record of any person without his/her prior knowledge, or without his/her effective and continual consent when such a recording is intended or likely to cause injury or distress. (Note: In order to ensure safety, the College does utilize cameras in certain public spaces. When necessary and available, footage from these cameras may be used for investigative purposes)
- c) Threatening or actual bodily harm, stalking, harassment, unwelcome bodily contact, and/or the projection of a real or perceived danger to any person.
- d) Engaging in sexual contact or behavior with another person without the consent of that person or by compulsion through physical force or fear. Sexual contact or behavior includes, but is not limited to, sexual intercourse, touching the sexual or other intimate parts of another person, inappropriate disrobing, or any other physical contact or touching of a sexual nature. Consent is defined as a freely given agreement by a competent person. A person is deemed incapable of giving consent when that person does not fully understand the nature of the consent and/or is not competent to give consent (e.g., due to the student's age or use of drugs or alcohol, or because of an intellectual or other disability that prevents the student from having the capacity to give consent).
- e) Violating Pennsylvania law and/or College policy concerning hazing (See Appendix A).
- f) Intentional or reckless interference with standard College activities and functions. Examples of such activities/functions include but are not limited to studying, teaching, public speaking, research, administration of the College, or emergency (Campus Safety, fire or police) operations.
- g) Abuse (verbal, psychological, and/or physical) of a Resident Assistant, Resident Director, or other College official during the fulfillment of his/her job responsibilities and/or in retaliation for fulfilling those responsibilities.
- h) Abuse (verbal, psychological, and/or physical) of a student who has reported what they believed to be a potential violation of the College's policy and/or retaliation or a threat of retaliation toward this student.
- i) the use of language or symbols that, in the view of the College, demean the inherent dignity of another individual. Language and symbols that denigrate race, sexual orientation, or religion are some examples that are incongruent with the College's mission of being a Christ-centered living and learning community.

- j) Intentionally obstructing or failing to comply with the request of a College official or employee in the lawful performance of his/her duties.
- k) Failure to abide by any disciplinary sanction imposed as a result of a student conduct hearing (e.g., failure to honor a monetary fine, fulfill a behavioral sanction or satisfy terms of probation).

3. A commitment to Christian community - Members of the student body are expected to behave in a manner consistent with the College's desire to provide an authentically Christian environment. Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:

- a) Failure to abide by residence hall open hours and/or procedures (see Residence Life for details).
- b) Unauthorized taking, use or possession of another's property or services (including the College).
- c) Sexual misconduct including premarital sex (heterosexual or homosexual) or any other such conduct that violates historic Christian standards or promotes sexual intimacy between unmarried persons (including disrobing).
- d) Cohabitation, including an overnight stay – either partial or full – or longer, with a romantic partner, or any individual of the opposite gender, in a student's residence.
- e) Possession, sale, distribution, participation in, production of or use of pornographic material including but not limited to magazines, posters, videos, DVDs, photographs and/or computer-generated images.
- f) Intentional or reckless behavior which may, or in fact does, deface or cause damage to College property or the property of others. Note: students who are found to be in violation of this community standard will be charged the full amount of restitution (this includes but is not limited to parts, College labor, contractor labor, service fees, etc.). The student(s) may also receive a fine, pending the specifics of that incident.
- g) Violation of any rule(s) listed in the Campus Computing System Policy section of this handbook (See Information Technology Services) including the sending of mass emails.
- h) Gambling - bidding or wagering money for the purpose of monetary gain - on campus, at a College-sponsored event, or online through the College network. Please note: recognized clubs and/or organizations may not conduct raffles or raffle type giveaways involving the exchange of money.
- i) Improper or unauthorized use of the College's brand (name, logo, etc.).

4. Wisdom concerning drug and alcohol usage - Members of the student body are expected to abide by state and federal laws concerning the use of alcohol and drugs and to make wise decisions concerning the legal consumption of alcohol. Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:

- a) Possession, storage, consumption, furnishing, or selling of alcoholic beverages while under the jurisdiction of the College (i.e. on College property, at a College-sponsored event, or on a College-sponsored trip).
- b) Possession or use of alcohol by persons under 21 years of age in violation of state drinking laws. Contributing to the delinquency of a minor, including but not limited to, furnishing, sale, or the facilitation of underage drinking.
- c) Creating an on-campus disturbance as a result of off-campus consumption/on-campus public intoxication.
- d) Use of organizational funds for the purchase of alcohol by any officially recognized student organization.

- e) The possession, distribution and/or consumption of alcohol at any function of an officially recognized student organization (please refer to “Expectations for Campus Organizations” for more details).
- f) Possession, production, distribution, use, or sale of illegal drugs or drug paraphernalia.
- g) The inappropriate use, sale, or distribution of prescription drugs, the use of legal substances to experience psychic alteration, the possession of use of legal substances that can lead to psychic alteration. Additionally, students are not to be in possession of medication that is not prescribed to them.

5. Safety mindedness - Members of the student body are expected to aid in the establishment of a safe and secure campus environment. As a result, students are to refrain from behavior that may pose a risk to others and/or to self. Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:

- a) Violation of regulations, policies, or provisions in the Residence Life Section of this handbook, including but not limited to the possession of candles, incense, empty alcohol containers or pets other than fish.
- b) Tampering with fire safety equipment, setting off a false alarm, blocking egress and/or failing to evacuate a facility during a fire drill or emergency evacuation.
- c) Possession, sale, or use of fireworks or any other explosive or combustible material on College property or in the surrounding community.
- d) Disorderly, inappropriate and/or obscene behavior on College property or at College supervised or sponsored events.
- e) Use or possession of a firearm, ammunition, or other dangerous weapon on campus. Knives with a blade longer than 4 inches (approximately the width of the user’s hand), and/or fake or spent ammunition are also prohibited on campus.
- f) The use of Airsoft, pellet, BB and paintball guns, balloon launchers and/or any other recreational projectile device on campus. Additionally, the possession of Airsoft, replica, and/or lookalike weapons is prohibited on campus because of the potential for them to be mistaken for actual weapons.
- g) Unauthorized possession, duplication, or use of keys, codes, or ID cards to facilitate the unauthorized entry to or use of College facilities.
- h) Scaling, climbing or repelling off a College building and/or unauthorized presence on the roof of a College facility.
- i) Unauthorized access to, entry, attempted entry or use of a College facility (including the IM fields after dark and fenced construction zones at any time) or another person’s room, vehicle, or private property.
- j) Reckless driving, which may, or in fact does, endanger individuals or damage property.
- k) From time-to-time, the College is forced to implement additional safety measures in order to protect the campus community. In those instances, students are expected to comply with all measures the College sets forth.

6. Good citizenship - Members of the student body are to conduct themselves in a manner which will positively represent themselves and the College. Students are expected to abide by all local, state, and/or federal laws and to publicly uphold the values and mission of Grove City College. Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:

- a) Violation of local, state, or federal laws including but not limited to underage drinking, disorderly conduct, trespassing, and public disturbances. (No criminal conviction is necessary for conduct to be subject to disciplinary action by the College, and disciplinary actions may proceed even though the same conduct is the subject of a pending criminal charge.)
- b) Behavior which may reflect poorly on Grove City College, its mission and its values.

NOTES:

- Although logins are often required on sites such as Facebook, Twitter, Instagram, Snap Chat, and YouTube– communications on these sites are public and open; they are not confidential or private in any way. Communications on such sites are not monitored by the College. However, as with information available in other public arenas, information found on internet sites is admissible as evidence in student conduct proceedings. Examples of this information include but are not limited to wall postings, journal entries, blog postings, photos, comments, tweets, text messages, instant messages, and other openly accessible communication. This information may, if brought to the College’s attention, also be considered in other situations where student conduct is a relevant factor.
- The Vice President of Student Life & Learning and other College officials are given discretion in addressing incidents of violation that are not specifically listed here or anywhere else in this handbook.
- Specific sanctions for violation of the drug and alcohol policies are listed at the end of this section.

STUDENT REQUEST FOR ASSISTANCE - NON-DISCIPLINARY POLICY

Students who struggle with issues including but not limited to sexual relationships, pregnancy, eating disorders, same sex attraction and the use of alcohol, drugs, or pornography are encouraged to seek support and assistance from the Student Life & Learning team regardless of whether the involved behavior violates the Community Standards. Those taking the initiative to seek help, prior to the behavior being reported to or identified by College personnel, will not be subject to disciplinary action for past behavior, where applicable.

Although the College, through the Student Life & Learning Office, desires to assist students in overcoming the above struggles using all means available, students who are not held accountable for past behaviors must demonstrate a good faith effort to change their behaviors. Those failing to do so may be subject to disciplinary procedures for future comparable actions in those cases where the conduct is outlined as a violation of the Community Standards.

Students should be aware the College may take appropriate action in cases where behavior is repetitive, self-destructive, and/or hazardous to others or involves legal concerns (e.g. harassment, sexual assault, etc.). The College also reserves the right to require the student to enter into a professional counseling setting if it is believed to be warranted.

STUDENT CONDUCT

The following sections outline the normal policies and procedures that guide the student conduct practices of the Student Life & Learning Office. It is important to note that, as a private educational institution, the College is not constrained by many of the legal restrictions that governmental entities (including state-owned colleges and universities) are bound to follow.

Whenever individual students violate College regulations or help other students to violate them, the College has the right and obligation to respond with sanctions up to and including dismissal. In some instances, the College may be required or choose to involve the local authorities. Similarly, whenever campus-based organizations violate College policies or individual members help cause others to violate them, the College has the right and obligation to respond with disciplinary action against the organization and/or the officers of the organization. Sanctions may include the loss of group recognition by the College (formerly referred to as the ‘loss of the group’s charter’), and/or the sanctioning or dismissal of individual members. In all student conduct matters, determination of responsibility is based on the preponderance of the evidence standard (i.e. what is more likely than not to have happen?).

Redemptive Discipline

The following goals have been established to guide the Student Life & Learning team in its oversight of the student conduct process:

- To educate students regarding the value of Christian community, the need for community standards and the student's responsibilities.
- To cause change in the student's behavior in order to help him/her develop a solid character.
- To use the disciplinary process as an opportunity to minister to the student, as behavior is often a symptom of a deeper struggle.
- To work intentionally with the student and his/her community to bring reconciliation and restored acceptance.

Student Conduct Process Oversight

The Vice President of Student Life & Learning is responsible for the overall function of the student conduct process. However, day-to-day operations are overseen by the Associate Dean of Student Life (hereafter referred to as the Associate Dean) who may either address the conduct directly or assign it to another member of the Student Life & Learning team.

STUDENT CONDUCT HEARING

After receipt of a report of an alleged violation of the Community Standards the Associate Dean will initiate the disciplinary process by contacting the subject student(s) or assigning the case to another College employee who will serve as the hearing officer and subsequently contact the subject student(s), usually through campus email. Each student will be informed of the offense(s) he/she is alleged to have committed and asked to schedule promptly an individual appointment with their hearing officer. During this meeting the hearing officer will explain the student conduct process, share the allegations made against the student, and let him/her share his/her version of events. After this discussion and any subsequent investigation, the hearing officer will determine whether it is more likely than not the student violated College policy (preponderance of evidence standard). Note: this decision will be made without input from the student should he/she fail to meet with the hearing officer and/or fail to demonstrate an effort to (re) schedule an appointment.

Once a decision has been made the hearing officer will again meet with the student. During this meeting the student will receive a Conduct Violation Assessment Form (CVAF) informing him/ her of the hearing officer's decision and, where applicable, the student's disciplinary sanctions. The sanctions issued will depend on the circumstances and severity of the offense as well as the student's conduct record. At this meeting, the student will need to be prepared to sign the CVAF and indicate either acceptance of the sanctions or a desire to appeal. Their decision to accept or appeal will be considered final after signing the CVAF and the student will not be able to change their decision after this point. A phone call will be made and/or an official notification will be mailed to parents when a decision is made to suspend or dismiss a student.

Please note the College reserves the right to issue immediate suspension or dismissal subject to the review of the Administrative Council and/or the President of the College, and to take appropriate disciplinary action where the safety of life, property, or reputation of the College or its members is at stake. A student charged with a misdemeanor or a more serious criminal charge may be issued a summary suspension by the Vice President for Student Life & Learning subject to review by the Administrative Council. Misconduct that occurs at the end of a semester may result in a student's sanctions being carried over to the following semester. This includes, but is not limited to suspension during all or part of the following semester or the denial of re-enrollment. Violations by seniors during the last few weeks of the academic year will not be disregarded. Infractions up until the time of Commencement could result in failure to graduate and/or participate in baccalaureate, commencement, or other graduation-related events.

APPEAL PROCESS

Initiation

A student may appeal the results of his/her case to the Appeals Board for Student Conduct (AB) if one or more of the following scenarios applies to their case:

- A. He/she can submit additional evidence, not available at the time of the original hearing, that would support his/her claim that he/she did not violate the Community Standards and, thus, may materially influence the outcome of the case.
- B. The sanctions imposed are too severe for the disciplinary violation. Evidence to substantiate such claims would include, but not be limited to, historical precedence of sanctions that have been imposed for the same or similar violations.
- C. The failure of the Conduct Officer (and by extension, the Office of Student Life and Learning) to follow the appropriate steps of the Student Conduct Process as outlined in The Crimson materially affected the outcome of the case. In order to appeal he/she must:
 - 1) indicate a desire to do so when completing the Conduct Violation Assessment Form,
 - 2) submit a written rationale to both AB co-chairs within 48 hours of his/her initial indication of appeal (signing of the CVAF). If the co-chairs determine the student has grounds for an appeal, they will meet with him/her to further discuss the appeal process. The AB co-chairs will review the rationale for appeal and will determine whether the case will or will not be accepted for review by the full AB.

Please note: incidents involving the use or possession of illegal drugs are not appealable, and requests for appeals received after study day of any semester may not be able to be considered until the following fall, spring semester.

Appeals Board

The Appeals Board is co-chaired by a member of the faculty and a member of the staff, and is comprised of five (5) additional members of the faculty and five (5) students, who will serve on the board for the entire academic year. The Appeals Board consists of the Co-Chairs, the Assistant Dean for the Hopeman School, an Assistant Dean from the Calderwood School, a faculty representative for the Hopeman School, a faculty representative for the Calderwood School, a faculty representative for the Athletic Department, the SGA Executive President, the SGA Executive Vice President for Student Affairs, a representative of Inter Fraternity Council, a representative of Pan Hellenic Council, and a representative from either the Association of Women Students or the Men's Activity Board (decided yearly with the intent of balancing gender).

Upon receiving the written appeal, and within 5 work days or as soon as practicable thereafter, the Appeals Board will meet with the appealing student/organization and any necessary parties for the purpose of gaining additional and relevant information in considering the appeal. A quorum of one co-chair, three faculty members, and three student representatives must be on hand in order for the Board to consider an appeal, and at least 2/3 of the members present must vote in favor of the Board's decision before it will be considered final. The written decision of the Appeals Board may be to sustain or dismiss the decision of the Office of Student Life & Learning. If the Appeals Board sustains the decision of the Office of Student Life & Learning, it may decrease or increase the penalty. The Appeals Board's decision will be final and will be communicated in writing to both the appellate and the Student Life and Learning team.

Note: During the appeal process, the student may continue to attend classes and/or live on campus unless the student's presence on campus is considered a health or safety hazard to the student, the campus population, the College property, or for any other reason deemed to be in the best interest of the College. The student must leave campus immediately after a final decision is made in cases where the suspension is upheld.

Student Record

A student's social record documents conduct reflecting his/her adherence to the Community Standards set forth by Grove City College. This record, maintained in the Student Life & Learning Office, is evaluated periodically. If such evaluation demonstrates a student's social behavior is not consistent with College rules and regulations, the student may be denied re-enrollment. While accumulation of violations during a student's College career, in and of itself, may result in a student's dismissal from the College, it should be noted that some offenses may result in dismissal regardless of the number of previous infractions. The College also has the right at the end of any academic term to deny the re-enrollment of any student when, in the opinion of the College, such action is deemed in the best interest of the College or student. Neither the College nor its officers shall be under any liability whatsoever for such exclusion.

EXPLANATION OF DISCIPLINARY SANCTIONS

One or more of the following sanctions may be given in response to the violation of the Grove City College Community Standards:

Fines - Monetary fines will be applied directly to the student's account.

Restitution - Payment equal to replacement or repair costs, including labor, for damages or stolen property, or for reimbursement of other losses, such as medical bills or investigative labor.

Restrictions and conditions of student behavior - Examples include, but are not limited to: denial of visitation privileges to residence halls, denial of the use of specific College facilities and services, and restrictions from participation in extracurricular activities.

Referral for counseling - Students may be required to establish a counseling relationship with a member of the College counseling staff or another counseling professional and required to sign a waiver giving the counselor permission to acknowledge the student's attendance.

Alcohol evaluation/education - A student who violates alcohol regulations may be required to attend alcohol education and/or submit to an alcohol evaluation at the student's own expense. Based on the results of the evaluation, the student may be required, at his or her own expense, to successfully complete a prescribed program of education, intervention, and/or counseling approved by the College.

Developmental/educational assignments - Examples include but are not limited to: developing and presenting residence hall programs on behavioral or health-related issues; writing a paper on topical concerns; and/or attending College lectures/seminars on issues relevant to one's disciplinary case.

Service to the community - Students or organizations may be required to serve the College or local community for a specified number of hours over an assigned period of time.

No Contact Agreement - The College reserves the right to issue a "No Contact Agreement" between two or more students in response to alleged contact that is deemed disruptive, harmful, or inappropriate based on the Community Standards outlined in the previous pages. (Note: If the College deems necessary, additional action may be taken in order to further ensure no contact occurs between parties)

Warning - Issued with the intention of causing the student to consider their behavior and implement necessary changes in the future.

Social probation - A student or an organization given this sanction is not eligible to represent Grove City College in any official capacity. An individual or the members of an organization may not participate in extracurricular activities except those of an academic or religious nature or when the Vice President for Student Life & Learning has granted individual permission. When a group is involved, the group's recognition (formerly referred to as "charter") may be suspended and housing privileges may be denied for the next academic year or beyond.

Disciplinary notice - Written notification to the student indicating any further violation of the Community Standards during the specified period of time will result in an increase in disciplinary sanction. This increase may result in the student being dismissed from the College community, pending the nature of the specific violation(s) and the student's overall disciplinary record at the College.

Dean's Probation - The student is permitted to remain enrolled in the College only upon condition that he/she complies with all College rules and regulations and/or with other standards of conduct which the student is directed to observe for the duration of the probation. Failure to meet these conditions will result in the student being dismissed from the College community. When a group is involved, the group's recognition (formerly referred to as their "charter") may be suspended and housing privileges may be denied for the next academic year or beyond (see Expectation for Campus Organizations for details).

Temporary Suspension - The College reserves the right to temporarily suspend a student after an incident has occurred or been reported (whether or not official charges have been filed), if, in the judgment of the Student Life & Learning Team, the student's continued presence on campus would constitute potential harm to College property, the student him/herself, or to the safety of any member of the College community. During the entire duration of a temporary suspension, a student is not to attend class or College functions, participate in College-sponsored events, whether on or off campus, and/or be on College property, unless having been given advanced approval by the Associate Dean of Student Life or Conduct Officer (i.e., to attend a conduct hearing).

Disciplinary Suspension - The student will temporarily lose his/her student status for a specified period of time, with resultant loss of all student rights and privileges. During the entire duration of a disciplinary suspension, the student is not to attend class, College functions, whether on or off campus, and/or to be on College property. Normally the student must vacate the campus to return home no later than 24 hours after the sanction has been levied. By vote of the faculty, students are not permitted to make up missed academic work prior to, during or after the stated period of suspension. In cases of indefinite suspension, which will include the immediate end to the student's current semester and the loss of all rights and privileges associated with being a student, re-enrollment will be contingent upon completion of the suspension, the fulfillment of its terms, and approval from the College. Those returning from an indefinite suspension will do so under a probationary status.

Disciplinary Dismissal - The student will be permanently separated from the College and lose all student rights and privileges. A Dismissed student must leave campus immediately and may not attend College functions, participate in College-sponsored events, whether on or off campus, and/or be on College property. No provision will be made for re-enrollment, nor return visits to campus.

Organizational Sanctions - Sanctions may include fines, restitution, developmental/educational assignments, community service, and/or restrictions imposed independent of or in combination with warnings or probation. The College may also determine the organization will lose its recognition as an official College organization, and the privileges associated with recognition, for a specified period of time. Any organization suspended for violating College regulations, if reinstated, may lose its recognition permanently if further violations occur.

EXPECTATIONS FOR STUDENT ATHLETES

Varsity student athletes are expected to uphold all Community Standards and behave in a manner consistent with the College's mission and values. Therefore, at the request of the Athletic Director, anytime an athlete is charged with a violation of the Community Standards, the Athletic Director and the student's coach(es) will be notified. The Athletic Director and respective coach(es) reserve the right to add additional athletic-specific sanctions. These sanctions include, but are not limited to: removal from the athletic team, suspension from practice(s) and/or game(s), etc.

EXPECTATIONS FOR CAMPUS ORGANIZATIONS

Permission for an organization to exist rests solely with the College. All organizations at Grove City College are expected to uphold the Community Standards and members are to behave in a manner consistent with the College's mission and values.

Advisors are encouraged to attend all meetings and social functions sponsored by the group, and organizations are encouraged to hold all activities on campus. Organizations that sponsor off-campus functions must assume complete responsibility for the actions of their members and guests.

All group functions are to comply with local, state and federal laws, to adhere to College standards and to reflect positively on the mission and values of the College. The possession and/or consumption of alcohol at an organization's function is not permitted. Those attending, regardless of age, are also not permitted to possess, distribute, or consume alcohol at the group's function. Moreover, the consumption or mere presence of alcohol and/or illegal drugs at or in proximity to and attendant to a group's function (e.g., parking lots, hotel rooms) may constitute a violation of the policy. Immoral behavior or its appearance is also prohibited. Such behavior at group functions shall include but is not limited to members of the opposite sex sharing the same bedroom and inappropriate conduct may be subject to group and/or individual sanctions.

A group function is defined as: Any effort on the part of any group member(s) to plan or organize a function or activity involving other members of the Grove City College recognized club or organization. Thus, phone calls, text messages, chats, flyers, face-to-face and electronic communication (including other social media) will be construed as planning toward a group function.

If individual students or groups of students or campus-based organizations rent, buy, occupy or live in off-campus residences in the contravention of College policy, or if they participate in or organize off-campus events which contravene College policy, the College may impose appropriate sanctions.

The violation of College policy by a campus organization will be dealt with in the same manner as a violation of the Community Standards involving an individual student. Individual members of an organization can receive sanctions in addition to a group sanction for a group violation. The Student Life & Learning Office will be responsible for dealing administratively with all violations and for issuing sanctions as appropriate. The accused organization when found guilty has the right to appeal the decision of the Student Life & Learning Office to the Appeals Board for Student Conduct. Appeals must be made by the officers and must be written and submitted to the Appeals Board within 48 hours.

The recognition (formerly referred to as "charter") of any College-sponsored group or organization which, at any of its gatherings on or off campus, violates or permits the violation of any applicable law or of College rules and standards, including those related to illegal drugs, alcohol, hazing or immoral behavior, may be suspended as follows:

- For the first violation: Recognition suspended for a year.
- For a second violation within a four-year period: Recognition suspended for two years.
- For a third violation within a six-year period: Recognition suspended indefinitely.

Once recognition has been suspended, a period of six years without a violation must elapse before the cycle of increasing sanctions is reset to zero. Recognition (a suspended charter) may be reinstated by the successful completion of a procedure administered by the Office of Student Life & Learning. The printed procedure is available in that office.

FURTHER EXPLANATION OF DRUG AND ALCOHOL POLICY

The use, possession or distribution of alcohol, illegal drugs or other agents having potential for psychic alteration (unless authorized by a physician) is prohibited on campus.

Drug policy and sanctions

Students found in possession of, using, producing, or selling illegal drugs will be suspended indefinitely and without the opportunity to appeal the decision. Paraphernalia for the use, production, and/or storage of illegal drugs is also prohibited on campus. Note: because College personnel are not legally authorized to possess illegal substances, the College will notify local authorities when illegal substances are discovered on campus. The College also reserves the right to refer for prosecution by federal, state and local authorities any person who violates the federal, state, or local law prohibiting the possession, use, production or sale of illegal drugs.

Alcohol policy

On-campus possession and/or consumption of alcohol and/or public or private intoxication is prohibited. Off campus possession and/or consumption of alcohol is also prohibited for those under the age of 21. Students will be held responsible for any alcohol found in their rooms, automobiles, or personal belongings. Furthermore, any student in a College-owned room or apartment where alcohol is present may also be charged with possession of alcohol. Students will be presumed to have consumed on campus when open or empty containers are present and consumption is confirmed.

When College personnel reasonably suspect a student of consuming or possessing alcohol on campus and/or when a student is believed to be publicly intoxicated on campus, the student may be required to take a breath analyzer test. This test will determine consumption (thus providing the student with an opportunity to demonstrate non-use) and help direct the College's response. In some circumstances this response will include the decision to have the student transported to and evaluated by the Grove City Medical Center at the student's expense. Only Campus Safety personnel who have been trained in the procedures for and use of the testing device will conduct the test. Refusal to take or successfully complete the test will be considered an admission of guilt and will result in disciplinary action. It may not be possible for a breath analyzer to be administered in all cases. This does not preclude the College from taking disciplinary action. In conjunction with Pennsylvania State Laws, the smell of alcohol on a person is sufficient cause to charge that person with a violation of consumption of alcohol.

Alcohol Emergency Immunity

The state of Pennsylvania alcohol emergency amnesty law ("Good Samaritan" law) provides "immunity from prosecution for a person under the age of 21 for the possession or consumption of alcoholic beverages if law enforcement, including campus safety police, became aware of the possession or consumption solely because the individual was seeking medical assistance for someone else. The person seeking the assistance must reasonably believe he or she is the first to call for assistance, must use his/her own name with authorities, and must stay with the individual needing medical assistance until help arrives."

Although Grove City College does not have a "campus police force", we see the value in offering this same amnesty to any student meeting the above listed criteria. While our Community Standards are designed to encourage responsible decisions in this and all areas of life, the wellbeing of our students is our first priority.

Hosting an event

Any individual hosting and/or organizing an activity held on or off campus at which alcohol consumption occurs (either by students of legal age or those under legal age) will be suspended or dismissed. Those responsible for buying or distributing alcohol for consumption by individuals will also be suspended for an indefinite period of time.

Drinking and driving on campus

Any student found drinking and driving while on College property may be turned over to area Law Enforcement for further investigation and possible prosecution. This action will in no way limit the College from taking disciplinary action. Furthermore, no criminal conviction is necessary for conduct to be subject to disciplinary action by the College, and the disciplinary process may proceed even though the conduct is the subject of pending criminal charges. Parents or legal guardians may also be contacted.

Sanctions

Any student found guilty of violating College regulations concerning the possession and/or consumption of alcohol, including private or public intoxication, will be subject to the following sanctions:

- **Underage possession or consumption (on or off-campus):**
 - First offense = One week suspension, alcohol education and one year disciplinary notice (and \$100 fine if on campus)
 - Second Offense = Indefinite suspension and required participation in an alcohol education program before consideration will be given to the student's return
- **On-campus possession:**
 - First offense = \$100 fine, alcohol education and one year disciplinary notice
 - Second offense = One week suspension and one year Dean's probation
 - Third offense = Indefinite suspension and required participation in an alcohol education program before consideration will be given to the student's return
- **Of age on-campus consumption:**
 - First offense = \$150 fine, alcohol education and one year disciplinary notice
 - Second offense = One week suspension and one year Dean's probation
 - Third offense = Indefinite suspension and required participation in an alcohol education program before consideration will be given to the student's return
- **Creating on-campus disturbance as a result of off-campus consumption/on-campus public intoxication:**
 - First offense = \$100 fine, alcohol education and one year disciplinary notice
 - Second offense = One week suspension and one year Dean's probation
 - Third offense = Indefinite suspension and required participation in an alcohol education program before consideration will be given to the student's return
- **Providing alcohol to persons under the legal drinking age of 21:**
 - First offense = One week suspension and one year disciplinary notice
 - Second offense = Indefinite suspension
- **Hosting and/or organizing a party (on or off campus) where alcohol is consumed (of age or underage)**
 - First offense = Indefinite suspension
 - Second offense = Permanent dismissal

Notes:

1. Violations of the College's alcohol policy will be considered cumulative regardless of the specific infraction.
2. All suspensions will be served off campus. Students are not permitted to be on College property or attend any College functions or events on or off campus during the timeframe of their suspension.
3. As determined by the College's faculty, during the timeframe of a suspension, students are not permitted to make up or turn in any academic work due during that time (i.e., tests, papers, quizzes, presentations, labs, etc.). Absences from classes will be considered unexcused.
4. Parents will be notified by phone and/or mail anytime a decision is made to suspend or dismiss a student.

CAMPUS OFFICES & DEPARTMENTS

ACADEMIC RESOURCE CENTER

Location: Crawford Hall, Lower Level

Hours: Monday – Friday, 8 a.m. – noon, 1 p.m. – 5 p.m.

Website: <http://www2.gcc.edu/arc/>

Phone: 724-458-2586 (arc@gcc.edu)

The Academic Resource Center (ARC) provides services to support student learning, achieve academic success, and attain degree completion. The Center serves students through individual academic counseling, study skills coaching, tutoring, providing services for students with disabilities, and early intervention outreach.

Academic Advising:

Every student at Grove City College works with a faculty advisor within their academic discipline. Students who have entered the College as “undeclared” will be advised by the Director of Academic Advising until they have selected a major.

The academic advising program helps students accomplish their academic, personal, and long-range career goals by providing holistic guidance and support in the decision-making process. The Director of Academic Advising works with faculty advisors to help students assess and formulate achievable academic goals. Students are strongly encouraged to build a relationship with their advisor and should meet with him/her on a regular basis.

Disability Services (disabilityservices@gcc.edu):

The ARC’s Disability Services Coordinator (DSC) works with students who self-disclose a diagnosed disability. According to the Americans with Disabilities Act (ADA) disability by definition is – “a physical or mental impairment that substantially limits one or more of the major life activities, a record of such impairment or being regarded as having such an impairment.” This includes individuals who might have a need for academic, social, physical, or dietary needs.

The procedure for obtaining accommodations is as follows:

1. Disclose disability
2. Complete the online registration form, located on the Disability Services page, of the college website
3. Upload, send, or bring documentation of disability from a qualified professional including:
 - a. A diagnostic statement identifying the disability.
 - b. Current functional impact of the condition(s).
 - c. Treatments, medications, accommodations/auxiliary aids, services currently prescribed or in use related to the disability.
 - d. The expected progress or stability over time.
 - e. Recommended accommodations or services
4. Set up a meeting either in-person or via telephone to discuss reasonable accommodations.
5. The DSC, will assist the student with navigating their responsibilities, based on the approved accommodations.

If you have questions or would like more information please contact the Disability Service Coordinator at 724.264.4673 or DisabilityServices@gcc.edu. Please visit the ARC website for tips for academic success, finding a tutor, disability services, and other important information.

BOOKSTORE

Bookstore Location: Ground floor of the Breen Student Union

Hours: Monday – Friday 8:30 a.m.-5:00 p.m., Saturday 9:30 a.m. - 1:00 p.m.

Website: bookstore.gcc.edu

Phone: 724-458-2135

The Grove City College Bookstore strives to be the only place students need to shop for all their college needs. From course materials including textbooks, ebooks, and rentals, to classroom supplies to clothing, health and beauty necessities, students are encouraged to stop by the Bookstore before going anywhere else.

Purchases in the Grove City College Bookstore can be paid for by cash, check, Crimson Cash or credit card (Visa, MasterCard, or Discover). When you purchase with Crimson Cash, you will receive a 5% discount on all of your purchases, including textbooks. Student account credit cannot be extended for Bookstore purchases, but it can be deposited in your Crimson Cash account and then be used at the Bookstore and other campus locations.

Students can order their books on the Bookstore's website, bookstore.gcc.edu, before classes begin and then simply pick up their order when they return to campus. They can also wait until classes begin and bring their schedule to the clerk service desk in the Bookstore, and our workers will gather up their books for them. Either way, students can be sure that they have all of the right books for their classes, at prices competitive with online retailers.

As part of the amazing value of Grove City College, the Bookstore keeps its prices reasonable, and the dollars spent in the Bookstore are invested back into the College to help keep tuition costs down. Extended hours will be announced for special events, such as Homecoming and Family Weekend.

CAMPUS EVENTS

Office Location: Lincoln Avenue Commons, Operations Suite, Ground Floor

Hours: Monday – Friday 7:30 a.m. - Noon, 12:30 p.m. - 4 p.m

Phone: 724-458-2211

Email: pjpriester@gcc.edu

Web site: <http://info.gcc.edu/offices/operations/eventplanning.htm>

If you are requesting a room for a meeting and no College resources will be needed (tables, microphones, parking, etc.), you may proceed to the 'Astra Scheduling' system with your request. The link to this system is located on the myGCC website. Choose the link 'GCC Event/Meeting Request' under Quick Links on the left side of the page. This link will enable you to view meetings or events that are currently scheduled on campus and will assist you in the planning of your event. You may also go directly to this system at:

<http://aais/AstraSchedule/Portal/GuestPortal.aspx>. Do not log into this system, as you will be a guest. Be sure to submit your room request before leaving the site. You should receive an email acknowledging that the Astra System has received your request. Note: receipt of the request is not approval of the request. Please allow 1 business day for notice of approval. Once the request has been approved, you will receive a confirmation your venue has been reserved. If further information is needed about your meeting or event, you may be sent an email requesting further details or asking you to speak directly with the Event Scheduling Office.

Students and organizations planning a new on-campus event must first obtain approval by completing the campus event request form found at either web address noted above. Requests for new events should be submitted at least 2 weeks prior to the event to be considered. This form requests a detailed explanation of the event and the specific needs of the event. You may not schedule a venue until the event has been approved.

There are particular times of the year that are more popular than other times for event scheduling. Advanced planning is important to insure event requests are not declined.

Please see “Dean of Chapel” section regarding limitations for Sunday events. Student events and room requests will not be approved for Study Day or beyond. Please plan accordingly to have your event during the academic semester.

Please be aware that some venues have food restrictions and special conditions for use. The event planning office and room schedulers will communicate these conditions with you as needed.

CAMPUS SAFETY

Office Location: Crawford Hall, Ground floor

Hours: Open 24/7

Phone: EMERGENCY: (724) 458-3000 Non-emergency: (724) 458-2111

Fax: (724) 458-2979

Email: campussafety@gcc.edu (Not for emergency reporting)

The Campus Safety Department mission is to maintain a safe and secure campus environment that is conducive to academic, social, and spiritual growth. The department is primarily responsible for ensuring a safe and secure campus community. However, maintaining a safe community requires a cooperative effort between Safety personnel and every member of the student body, faculty, staff, and administration. Every individual should take responsibility for his or her own safety and should immediately report any suspicious person or activity to the Campus Safety Department. In any community, involved and concerned citizens are the most effective means of preventing crimes from occurring.

The campus is monitored and evaluated 24 hours a day by Safety personnel on foot, in vehicles and/or on bicycles. The department answers the campus emergency extension at (724) 458-3000 24 hours a day and they actively monitor fire alarm, sprinkler, and intrusion alarm systems. Electronic card access systems secure all residence halls and most other campus buildings. Emergency phones and CCTV cameras are located throughout campus and in most parking lots.

The Safety Department provides several services to the community. Officers respond to health emergencies or injuries, and when appropriate, will assist in arranging transportation for medical care either at Zerbe Health and Wellness Center or AGH Grove City.

Officers can perform vehicle jumpstarts and lockouts on most vehicles. If requested, officers will also provide a walking escort from dusk until dawn. Please call 724-458-2111 or use outdoor emergency phones to make arrangements.

Medical Assistance

Providing transportation for students who are particularly ill or injured is one of the many public service activities performed by the Campus Safety Department. If you have an urgent need for medical care due to a severe illness, injury, or an accident, contact Campus Safety at 724-458-3000 for an immediate response and assistance with the situation. While Campus Safety will respond and assist with any emergency needs, they are not available to provide transportation for routine to preplanned appointments.

Lost and Found

All items should be turned in at the Campus Safety Office. Items of greater value, such as personal electronics, jewelry, books, glasses, backpacks, etc., are kept in the Campus Safety Office. Lost clothing or items of lesser value may be placed in the lost & found box found in the Crawford Social Room. All unclaimed lost and found

items become the property of the College two weeks after the end of each semester and will be disposed of, sold, or donated.

Traffic and Vehicle Regulations

To ensure the safe and efficient use of campus parking and traffic facilities, all vehicle operators are required to comply with the following regulations. These regulations are enforced 24 hrs/day 7 days/week. The privilege of maintaining a vehicle on campus is extended to all upper-class students, and commuters. Freshmen are not permitted to have vehicles on campus except for specific reasons evaluated and approved by Campus Safety. A more detailed explanation of the freshman vehicle restriction is available upon request from the Campus Safety Office or on our my.gcc webpage.

Vehicle Registration

All vehicles must be registered with Campus Safety. Unregistered vehicles that are parked on campus may be ticketed or towed at the owner's expense at any time. Permits are available 24 hrs/day 7 days/week via the Parking Permit Application on <https://mygcc.edu/ICS>.

Students are permitted only one vehicle on campus at any time, and permits are not transferable between vehicles or persons. Students may not register a vehicle belonging to another student unless the second student is a member of their immediate family. If changing primary vehicles or enrollment status (commuter to resident), the original permit, or remnants thereof, must be returned to Campus Safety. Upon receipt, a new permit will be issued at no charge.

Decals must be permanently affixed with their own adhesive backing to the driver's side of the rear bumper, or to the outer surface of the rear window in the lower left-hand corner.

Registration Fees

Full academic year: \$125.00 (If purchased before January 1st)

Spring Semester: \$75.00 (If purchased after January 1st)

Temporary permit: \$2.00 per day/\$10.00 per week. No charge for students with current registration.

Decal Replacement Fee: \$125.00 (\$75.00 Spring) No fee if old decal is returned.

NOTE: Registration fees and tickets will be billed to the student's account if warnings or citations for failure to register one's vehicle are ignored.

Permit Refunds

If a permit is returned for a refund, the refund amount will be prorated to the date the request was received. All refund requests received after the start of spring semester will receive a maximum of \$50 to be prorated monthly to the end of spring semester. Please note that if you turn in your permit early, and still park on campus, you will be subject to a \$50 fine for failure to register plus the cost of any violation. If you choose to purchase another permit, you will be required to pay the lesser of either the cost for a semester permit (\$75) or the cost of a temporary permit for the time you plan to have the vehicle on campus.

Visitor Registration

All visitors must register their vehicle. Visitor permits are available 24 hrs/day, 7 days/week at the Campus Safety Office. There is no charge for a visitor's permit.

Under no circumstances can an enrolled student qualify as a visitor, nor will the student's vehicle hold visitor status. Parking in a visitor space will result in a ticket being issued for parking in a restricted area.

Parking and Parking Restrictions

Parking areas are designated by printed signs. Parking is permitted only in these designated parking areas on campus. If a location is not designated for student parking, it is a "restricted area." Parking is not permitted on

any roadway, sidewalk, lawn, truck delivery area or in the vicinity of a NO PARKING or RESERVED PARKING sign, fire lane, traffic cone, barricade, or painted curb. The aforementioned areas are TOW AWAY ZONES...at the owner's expense.

The College recognizes students often have business to complete with different offices on campus. As a result, students may park in designated visitor parking for the period needed to complete their business with a given office provided their 4-way flashers are on. This applies only in designated "Visitor" parking spaces (all other designated areas are limited to 15 minutes with 4-way flashers on). If other activities or unforeseen events require special parking privileges or prevent a student from removing a vehicle from a restricted area, contact the Safety Department immediately and explain the circumstances. Also, if permission is requested at least 48 hours in advance, special parking will often be approved for students assisting with academic, cultural, or social events.

Special circumstances such as construction projects may dictate changes to published parking designations or regulations. When this becomes necessary, temporary signs or notices will be placed to notify vehicle operators of the changes. Temporary signs and traffic control devices supersede published guidelines. Please be alert to these changes.

- Crawford Hall Drop-off/pickup: visitors & authorized Crawford Hall administrators only
- Colonial/Field house/Main Street lot: Colonial residents, Faculty and Staff; Other resident students (6AM to 12AM only)*
- Memorial parking lot: Authorized employees and visitors only
- Zerbe Health Center: Emergency vehicles and authorized staff only
- Pew North/ HAL parking lot: Faculty and Staff Parking only*
- HAL Circle: Early Education Center vehicles only*
- Ketler parking lot: Handicap and Resident Director parking
- Liberty Street/ Student parking in center section: Visitor parking only in spaces facing Liberty and Main Street
- Broad Street lot: Faculty, Staff, and Special Event parking - NO overnight parking
- North Drive Parking: Faculty and Staff parking only
- PFAC Main Street lot: Open to student parking Sunday ONLY, from Noon-9pm; Faculty/Staff all other times
- PLC Visitor: Campus Guests*
- PLC Lot: Faculty, Staff, Commuter and Colonial Hall Residence parking as designated by parking signs. Please note that spaces facing Madison Ave. are signed "No Overnight Parking."*
- Gravel lots east of Madison Ave:
 - Lot 1, 2, 3 Commuters, Resident students, Colonial residents & visitors*
- Carnegie Staff Parking is Reserved for authorized employees only*
 - (Carnegie staff parking is open to registered CHA resident vehicles 5:30 p.m. to Midnight, although this privilege may be suspended temporarily for special needs)

*Indicate CCTV and/or Emergency Phones present

Commuters and Colonial residents may park in any student lot. Resident students must park in designated resident student parking. Lack of space does not justify parking in a restricted area and will not be accepted as justification for an appeal.

Colonial Hall Resident Parking

There is adequate parking provided on lower campus for each apartment resident. Residents will be issued a parking pass specific to Colonial Hall. Colonial Residents are permitted to park in the lot behind the Field House, as well as the lot situated across the street from the Cunningham House. They will also be permitted to park in either resident student or commuter parking on upper campus.

To obtain zoning variances to build the Colonial Hall Apartments, the College was required to comply with the following parking requirements for residents of Colonial Hall: “In registering vehicles of students who will reside at the Colonial Hall Apartments, Grove City College shall require as part of its registration policy that no such vehicle shall be parked upon any public street or in any public parking lot within 1,000 feet of the Colonial Hall Apartments.” This restriction encompasses all the parking belonging to Tower Church, East Main Church, Covenant OPC Church, PNC Bank and behind Grace United Methodist Church to the north, and to Elm Street (just beyond Country Fair and including the parking lot behind College View Towers) to the west. It also includes parking on South Broad Street and College Avenue immediately adjacent to the lower campus. (Do not park in the small lot beside Tower Presbyterian Church.) Accordingly, Colonial Hall residents who park in these restricted areas may be fined and those who are repeat violators of parking in this restricted area may be subject to loss of their vehicle privileges at Grove City College.

Motorcycles

Motorcycles must be registered and operators are encouraged to park in designated motorcycle parking in the PLC lot or Field house lot. A motorcycle is a vehicle and students may not have both a car/truck and a motorcycle. If you have a question about placement of your permit, please contact the Safety Office.

Handicap Parking Spaces

Do not stop, stand, or park in designated handicap spaces or the adjoining van access area (designated by hashed marks on pavement.) These may only be used by holders of a state issued handicapped person parking permit. The only valid reason to appeal a violation in one of these spaces is if you can produce a state issued HC permit issued to the driver or owner of the vehicle.

Speed limit

15 miles per hour. Special events/weather conditions may warrant slower travel.

Loading or Unloading

Spaces are reserved near each building for loading and unloading. There is a 15-minute time limit for loading and unloading in these spaces, and four-way flashers must be on. If none of the designated spaces are available, curbside stopping is permitted on the campus provided four-way flashers are on and the vehicle is removed within 15 minutes.

Violations

Accumulating ten (10) or more parking tickets during your college career demonstrates a conscious disregard for campus vehicle regulations. Individuals accumulating this number of tickets will be assessed a \$100.00 excessive violation fee for each subsequent ticket. Accumulating thirteen (13) or more parking tickets may result in forfeiting the privilege of maintaining a vehicle on campus.

Violations in Grove City Borough

Student vehicle operators who attempt to house vehicles off campus and generate parking complaints may be cited by Grove City Police for violation of local ordinances. Additionally, they may be billed for a vehicle registration fee and/or be fined by the College to halt the offending behavior. . This includes Colonial hall residents who violate the above referenced parking restriction. Repeat offenders may permanently lose the privilege to register a vehicle on campus and may be subject to further disciplinary action as outlined in the Crimson.

Common Sanctions

- Parking in a restricted area – \$10.00 (including Colonial Hall students in violation of Special Parking Restrictions)
- Failure to register – \$50.00 + full year registration fee. Students who respond promptly (next business day) to a violation may appeal to have the fine reduced or voided provided they can demonstrate that they have made a reasonable effort to comply with the requirement to register.
- Failure to properly display registration – \$10.00
- Parking in or blocking a construction/delivery area – \$25.00
- Blocking free access of emergency vehicles – \$50.00, Towing fees or both (e.g., blocking fire lanes, Zerbe entrance, Campus Safety spaces, etc.)
- Parking on campus roadways, or drive lanes – \$10.00
- Moving or tampering with parking control equipment – \$50.00
- Moving violations – \$25.00 each violation (including speeding, reckless driving, or any variance from the PA state motor vehicle safety code)
- Displaying fraudulent, or altered permit – \$50.00+ full year registration fee
- Handicap parking violation – \$50.00-\$200.00 (handicap parking spaces may not be used for stopping, standing or temporary parking unless the vehicle displays a valid state issued disabled parking permit)
- Failure to yield (pull to side of roadway and stop) on approach of emergency vehicles – \$50.00

Fines

Payment is due when a ticket is issued. Tickets that remain unpaid for more than 10 days after the date of issuance may be subject to late fees. All fines shall be paid to the Financial Services Office in Crawford Hall. Unpaid fines will result in grades and transcripts being withheld and/or the privilege to continue at Grove City College being denied. Unregistered vehicles that generate unpaid fines may be towed at the owner's expense. Towed vehicle owners will be billed for all outstanding fines and/or permit fees from the date of the first recorded violation to the time it is towed.

Appeals

Fines must be paid promptly regardless of whether the fine is being appealed. Appealing a ticket will not prevent or delay monthly late fees on unpaid student accounts. With that said, questions regarding late fees should be directed to Student Accounts in Financial Services. Ticket appeals must be submitted within 10 days of the date the ticket was issued. After 10 days, the right to appeal is lost and the violator is responsible for all fines or costs associated with the citation. Returning the ticket with an attached note is not a valid appeal and both will be returned to the violator. Towing costs cannot be appealed and must be settled with the towing company.

The following procedure is the only acceptable method of appealing a ticket. All appeals must be submitted on an official appeal form on <https://my.gcc.edu/ICS>. The appeal will be forwarded to the Director of Campus Safety for a final ruling. Because each ticket is a separately billed item, one form must be completed for each ticket being contested. Up to a \$10.00 processing fee may be assessed for frivolous appeals. No fee will be assessed if the fine is reduced or voided.

Appeals are evaluated in the context of posted/published parking regulations, reasonableness, and mitigating circumstances offered by the appellant. Typically, appeals based upon the following or similar situations will be categorized as frivolous appeals and will be subject to an additional fee for processing:

- Running late/did not have time to find a spot/had a test and did not want to walk
- Could not find any available parking places on campus
- Lost or never received the ticket or e-mail notification of the violation
- Only parked illegally for a short time/there were plenty of other spaces in the area
- Handicap parking violations (handicap parking spaces may not be used for stopping, standing or temporary parking unless the vehicle displays a valid state issued disabled parking permit)
- Ignorance of the regulations
- Other violators were not ticketed/have never been ticketed there before
- Inconvenience of acceptable parking areas
- Unread or misunderstood signs
 - Financial hardship
- Could not put on flashers due to a weak battery (the poor condition of your battery is not
 - an acceptable reason for not using 4-ways)
- Equipment malfunction/breakdown/forgot to put 4-way flashers on*
 - *Mechanical problems should be reported to Campus Safety immediately, day or night. Appeals for citations issued to disabled vehicles will only be considered if there is evidence the student reported the problems to Campus Safety immediately and can produce proof repairs were made to the vehicle in question within a reasonable time frame of the citation.

CAREER SERVICES OFFICE (CSO)

Office Location: Physical Learning Center

Hours: Monday – Friday, 8:00 a.m. - 5:00 p.m. (Closed from Noon – 1:00 p.m.)

Website: www.gcc.edu/cso gcc.joinhandshake.com

Phone: 724-458-3371

Email: career@gcc.edu

The Career Services Office's (CSO) mission is to guide students in their realization and pursuit of God's calling for their lives. The foundation of this mission rests upon a desire for students to discover, exercise and steward their God-given talents, interests, and abilities so that they will ultimately thrive and glorify God in their work. A four-step career development plan, beginning freshman year, intentionally focuses on self-assessment, career exploration, career decision-making through participation in an internship or experiential opportunity, and the implementation of a strategic job search plan.

Beginning in the freshman year, students engage in the process of self-assessment. They are given assessments through MyPlan, a web-based resource which evaluates their personality, interests, skills and values. These assessments are made available to all students free of charge and are offered the summer before their freshman year. Additionally, freshmen will be able to take the CliftonStrengths assessment, for free, to learn their top five themes. Once students have assessed their skills, values, interests, personality and potential career fields, the sophomore year is devoted to exploring their vocational interests in greater depth. MyPlan (along with many other resources provided by the CSO) provides further opportunity for career exploration by allowing students the chance to identify and research specific career options associated with their assessment results, interests and major. Students at this exploration stage are also encouraged to engage in activities such as job shadowing and informational interviewing to gain insights into different career possibilities. By junior year, students are ideally prepared to begin narrowing down their focus and honing in specific career decisions by researching employers and fields in greater depth and engaging in an internship experience that will provide real-world experience and

help them clarify their career interests. Finally, senior year, students are coached on how to engage in a strategic job search. The office's four-step process of assessment, exploration, decision and pursuit is cyclical in nature, providing students a model by which to engage in career preparation and planning.

During the four years, CSO staff members coach students on the development of professional skills to aid them as they pursue internships and full-time jobs, and to ultimately equip them with the tools/skills they need to successfully manage their careers in the future. Additionally, the CSO hosts a number of workshops and programs on topics such as resume writing, interviewing, professional etiquette/dress, navigating a job fair, and internship & job searching, among others. Students are encouraged to take advantage of the relationships Career Services has with employers who post jobs on their online career platform Handshake, come to campus to attend the annual fall Career Fair, and participate in their On-Campus/Online Interviewing Program during the fall and spring semesters. On-Campus/Online Interviewing allows current students the opportunity to interview right here on campus or virtually for full-time or internship opportunities and is made available to them throughout their college years until they graduate.

The centralized CSO is located in the PLC/Alumni Hall, and Education Career Services (ECS) is housed in the Education Suite in the Hall of Arts and Letters (HAL). In addition to the offices and interview rooms of the centralized CSO, the facility houses a library offering various resources including event directories, career exploration books, and specialized publications to aid students in the job or internship search process. The office also offers students robust online career resources and guides on various topics (resume/cover letter writing, interviewing, the job and internship search, and more) which are accessible on myGCC ("Career Services" tab), and Handshake (in the "Resources" section under "Career Center").

Career Services staff members are available for one-on-one counseling appointments for resume/cover letter writing consultations, self-assessment, career exploration, mock interviews, job and internship search strategies, general career guidance and more. To schedule an appointment or if you have any questions about services, you may contact the centralized office at 724-458-3371 or career@gcc.edu. They would be happy to assist you. Education majors may contact the Director of Education Career Development at 724-458-3397 or fredericks1@gcc.edu.

COUNSELING SERVICES

Office Location: Zerbe Health & Wellness Center

Web site: <http://www.gcc.edu/counselingcenter>

Hours: Monday – Friday, 9 a.m.-5 p.m.

Phone: 724-458-3788

Michelle Hummel, Staff Assistant 724-458-3788 mhummel@gcc.edu

Suzanne Houk, Ph.D., Director 724-458-2208 snhouk@gcc.edu

Jeff Richter, M.S., Counselor 724-458-3391 jarichter@gcc.edu

Denise Wilson, M.A., Counselor 724-450-1540 drwilson@gcc.edu

Cara Papay M.S., Counselor 724-450-1513 cmpapay@gcc.edu

Jody Vernam M.A., Counselor 724-450-4003 jvernam@gcc.edu

Sheryl Anderson M.A., Counselor 724-450-1540 andersonsa@gcc.edu

Molly Hepner M.A., Counselor 724-450-3834 hepnerma@gcc.edu

The College Counseling Center provides free counseling and consultation services to assist students as they navigate the demands of college life. Stress overload, changes in mood, relationship issues and excessive worry are common reasons students utilize the Counseling Center. Appointments may be made by contacting Michelle Hummel at extension 3788 or by emailing her at mhummel@gcc.edu. Appointments are scheduled between 9 a.m.-noon and 1-5 p.m. Monday through Friday. A limited number of sessions are also available from 5:00-7:00 p.m. Monday through Thursday. In the case of an emergency or crisis, counselors are available after hours by

contacting Campus Safety at 724-458-3000. Helpful information may also be found on our website at www.gcc.edu/counselingcenter. In accordance with professional standards, counseling services are confidential.

Chapel – Harbison Chapel (Campus Ministries, Morning Chapel, Sunday Evening Vespers)

CHAPLAIN: Rev. Dr. Donald Opitz

Office Location: Rathburn Hall

Hours: Monday – Friday, 8 a.m.-Noon and 1 p.m-5 p.m.

Phone: 724-458-2143

Email: www.info.gcc.edu/services/harbison

The Chapel Ministries Department offers spiritual guidance, direction and formation for the Grove City College student body through weekly Chapel, Vespers and Convocation programs, essential times of worship, fellowship and growth. The Chaplain also provides oversight to the Campus Ministries team and spiritual counseling for students. As a member of a local ministerium the Chaplain can also assist students, regardless of denomination, with a reference for a church or pastoral counseling that fits their particular faith tradition. He is also the Chairman of the Religious Activities Committee. During this transitional period, the Interim-Chaplain will be working closely with the Office of Student Life, faculty and staff to help discern the vision and direction of how the ministries of the Chapel can best serve our college community in whole-life Christian formation.

Chapel Attendance

Grove City College provides a chapel/convocation program to promote each student's spiritual formation during the student's college educational experience. This program is comprised of diverse services and activities, and while it is designed to encourage spiritual growth, the College understands that, ultimately, Christian maturity is the responsibility of the individual student and not the consequence of a requirement. Chapel services are the common expression of our Christian faith as members of the campus community. Thus, chapel/convocation attendance is a core component of the student's experience at Grove City College. There are many chapel options available to students, and each student is free to select from these options according to his/her own interests as long as the student meets the following per-semester attendance requirements (fall/spring terms only):

1. Full-time students (12 or more credits) need to attend and participate in sixteen (16) chapels.
2. Students enrolled at least half-time but less than full-time (6-11 credits) must attend eight (8) chapels.
3. Students enrolled less than half-time (5 or fewer credits) are not required to attend chapel. Enrollment status will be determined for each student at the conclusion of the College's course drop/add week.

Withdrawing from courses after that date will not affect the number of chapels owed during a semester. A student studying abroad through an external program; enrolled in the Washington, D.C., Internship Program; attending as a non-degree, post-baccalaureate or second degree student; or student teaching full-time will not be required to attend chapel during the semester of that experience. Students enrolled as an undergraduate beyond the typical four-year degree period will be required to attend chapel within the requirements listed above. There is no additional chapel requirement for a student who graduates early. Chapel requirements not fulfilled in a semester must be made up (this includes any unfulfilled chapel requirements from a previous semester). A student who owes ten (10) or more unfulfilled chapels will not be permitted to register for the next semester until such time that the requirement is met. All grades and transcripts will be held for students who withdraw from the College who have ten (10) or more unfulfilled chapels. Any student who has not fulfilled the chapel attendance requirement by his/her graduation date will not be certified as a graduate of Grove City College until the requirement has been satisfied. Furthermore, students owing more than six unfulfilled chapels will not be permitted to participate in the College's commencement ceremony. Any graduating senior who needs remedial assistance fulfilling the chapel requirement prior to graduation will have his/her transcript and diploma held until after June 1 of that year.

Goals of the Chapel Program and Ministry, for which chapel credits are provided, have at their heart, the following objectives:

- To provide occasions where all members of the college community can express a common faith in Jesus Christ. That this shared faith, would have implications for all of life.
- To allow members of the campus community to utilize their talents and gifts in ministry to other members of the community.
- For students to be challenged theologically and spiritually from an Evangelical biblical perspective.
- For students to be affirmed in their particular Christian tradition and experience spiritual maturity in their individual faith expression.
- For students to appreciate and respect other Christian traditions and expressions that are different from their own.
- To provide a context in which prayer can be offered on behalf of those in the campus community who are experiencing tragedy or special need.
- For students to develop sensitivity toward and become responsive to the needs of others in the world.

Sunday Events on campus ordinarily are not to be scheduled until after the Sunday vesper service and then with advanced permission from Chapel Ministries staff. Club sports should not compete on Sundays and varsity teams generally avoid doing so. Grove City College highly encourages students to participate in local churches on Sunday morning and to establish a church home during the student's years at Grove City. All invitations for guest speakers that focus matters of faith and spiritual formation, who are not members of the Grove City College community, should first be approved by either the Chapel Ministries Office or the Office of Student Life.

Campus Ministries

Chapel Ministries Coordinator:

Office Location: Rathburn Hall – First floor

Hours: Monday – Friday, 8 a.m. – 5 p.m. and by appointment

Website: <http://www.gcc.edu/campusministries>

The Campus Ministries staff seeks to aid students in their spiritual development by providing discipleship and ministry opportunities including campus ministry groups, men's and women's discipleship programs, and missions trips.

Twenty-one student-led ministry groups are coordinated through the Campus Ministries Office, including chapters of Young Life, International Justice Mission, FCA, and other organizations unique to Grove City College. The Chapel Ministries staff can assist students in finding the ministry group that best matches their interests and needs. A full list of ministry groups is available on the Grove City College website.

The Chapel Ministries department also oversees several discipleship programs for both men and women. Women's discipleship focuses on the Women's Discipleship Groups, where small groups of five to seven students are matched with a mature Christian mentor from the community. Freshman women's groups are paired with an upperclassman woman to facilitate peer mentorship and to help freshman women build connections on campus. The men's discipleship program is built around the Mentor Project, a program that connects freshman male students with upperclassmen men for one-on-one mentoring.

The Chapel Ministries Department also hosts two missions programs: Red Box Global Outreach and the ICO missions trips. The Red Box Global Outreach program provides financial scholarships for students who spend a summer in cross-cultural ministry. ICO (Inner City Outreach) trips are 7-14 day student-led short term missions

trips. The Chapel Ministries Department provides training and debrief, as well as logistical support for Red Box GO volunteers and ICO leaders.

Students should feel free to stop into the office at any time during office hours to speak with a staff member. The Campus Ministries office has several resources that students can borrow as they lead Bible studies or seek personal spiritual growth.

Staff members are also available to meet with students to talk about issues affecting their spiritual and personal life and to pray. Staff members can also aid students in finding the local church that best matches their faith tradition or church background.

Please visit the website above to learn more about the programs and services provided through the Chapel Ministries Office.

FINANCIAL AID

Office Location: Ground Floor Crawford Hall

Hours: Monday – Friday, 8 a.m. - Noon and 1 p.m. - 5 p.m.

Website: <http://www.gcc.edu/financialaid>

Phone: (724) 458-3300

Email: financialaid@gcc.edu

Financial Aid Program

The generosity of alumni and friends of the College has made the Grove City College Financial Aid Program possible. Under the direction of the Board of Trustees, the College administration makes every effort to keep charges as low as possible, thereby, in effect, providing every enrolled student with significant financial assistance.

In addition, a number of scholarships, the Grove City College Student Loan and work opportunities are available to assist qualified full-time students. Scholarship assistance is based on need and academic achievement, and must be applied for each year. Although financial assistance is awarded for the full academic year, if changes occur in the need factor, the College may increase, reduce or withdraw assistance at the beginning of any semester.

Any student or prospective student seeking financial assistance is required to apply each year. Full details are available in the Financial Aid Brochure or on the College website (www.gcc.edu). Every effort is made to provide financial assistance for applicants who meet the academic qualifications and need requirements; however, all applicants must be full-time students who are making academic progress. Grove City College does not discriminate on the basis of age, race, color, creed, sex, marital status, disability, or national or ethnic origin in the administration of its scholarship and loan programs.

Securing financial aid from any source outside the College is a student's responsibility. Upon a student's request, the College will certify a student's enrollment and provide other data with the clear understanding that it is fulfilling a service to its students. The provision of such service, however, does not indicate that the College is a recipient of the grant or loan funds received by the student, that it is in any way administering any portion of the external program, or that it is responsible for decisions made by outside donors or lenders (private or public). The College performs these limited services for all students seeking private or public financial aid, except as stated in the following paragraph:

Grove City College does not certify any loans under the Federal Family Education Loan Program (Stafford and Parent PLUS loans) or participate in the William Ford Direct Loan Program; the Perkins

Loan Program; Pell Grants; Robert C. Byrd Honors Scholarships; Academic Competitiveness Grants; TEACH Grants; SMART Federal Grants; Supplemental Education Opportunity Grants; Federal Work Study; President's Service Challenge Scholarship through the Corporation for National and Community Service (also known as the Americorps Scholarship); Paul Douglas Teacher Scholarships; National Science Scholars Program Scholarships; National Academy of Science, Space, and Technology Grants; Presidential Access Scholarships; ROTC Scholarships; educational benefits from the Department of Veterans Affairs; assistance through the Office of Health and Human Services (such as grants from the Office of Vocational Rehabilitation or Blindness and Visual Services); JTPA; or any other scholarships or loans which may be construed as providing direct or indirect federal aid to the College. The College will also not allow any student to register for classes if it is aware that a student has accepted or received such federal financial aid for that semester.

Grove City College has carefully reviewed the legislation pertaining to the New GI Bill, a package of educational benefits available to United States veterans and their dependents. Unfortunately, the College can find no way to accept the benefits offered in this legislation without submitting to the government control that is a requirement for participation in the program. Therefore, Grove City College is unable to certify eligibility, receive funds, or otherwise participate in this program.

Scholarships

The income from a number of endowment funds is available for scholarship aid to students who qualify on the basis of scholarship, financial need, and character. The Scholarship Committee, on a year-to-year basis, awards these scholarships. Applications and supporting documents must be in the Financial Aid Office on or before April 15 preceding the school year for which scholarship aid is requested (January 15 for students matriculating midyear).

A continuing student must have a cumulative QPA of 2.00 to qualify for financial aid. Consult the Grove City College Financial Aid web page on-line at www.gcc.edu or check The Bulletin for complete details.

How To Apply for Scholarship Aid

All students, prospective and continuing, who are applying for scholarship assistance, must submit a Grove City College Financial Aid Application to the Financial Aid Office each year by April 15. The application may be downloaded from the Financial Aid page of the College web site at www.gcc.edu or submitted on-line.

Grove City College does not participate in any federal aid programs, and it does not utilize the Free Application for Federal Student Aid (FAFSA) in applying for College financial aid programs. The FAFSA is generally required in applying for financial aid from non-federal public sources, such as State Grants, in which the College does allow its students to participate. Students should check with the specific aid source to determine which forms are required for consideration by that source.

To expedite the financial aid process, students should apply as soon after October 1 as possible. In order for the College to process a Financial Aid Application, students must include all required documents with the application. Financial aid is awarded annually based on the aid application deadline and available funds. All applications are due in the Financial Aid Office by April 15. Applications received from April 16 to July 1 will receive 50% of the scholarship that otherwise would be awarded. Applications received after July 1 will not receive a scholarship award. Transfer applicants should contact the Financial Aid Office regarding deadlines. Financial aid decisions cannot be made until the student has been accepted for admission. Although applicants must be offered admission to Grove City College to receive need-based financial aid, applicants should not wait for an offer of admission before applying for financial aid. For incoming freshmen who have completed the need-based financial aid application, official award letters will be e-mailed out within five days of their

corresponding acceptance dates. For need-based financial aid applications completed after those dates, aid packages will be e-mailed on a rolling basis. Award letters for returning students who apply for financial aid each year are e-mailed in June to the student's Grove City College e-mail address.

Loan Funds

Students who need help in meeting their educational expenses may apply for the Grove City College Student Loan program or any other private loan program of their choice. Grove City College student loan applications will be available on-line at www.gcc.edu on April 1st each year. Please contact the Financial Aid Office to verify the College's participation in the program before applying for other private loan funds.

The Grove City College Student Loan

Individuals who are at least half-time students of Grove City College and who are US citizens or permanent US residents are eligible to apply for the Grove City College Student Loan Program. The annual amount available for freshmen and sophomores is limited to the cost of education less other financial aid, not to exceed \$12,000. The annual amount available for juniors and seniors is limited to the cost of education less other financial aid, not to exceed \$17,000 per year, for a lifetime maximum of \$58,000. There is no origination fee for loans under this program, and interest is variable quarterly based on the LIBOR plus a margin. Repayment of the loan may be deferred until the student leaves school.

All students who receive a Grove City College Student Loan must attend a College sponsored seminar on debt management after receiving their first loan, in order to receive any additional loans. A second seminar, on credit, is required during their sophomore year.

Please allow 3 weeks for the loan application to be processed.

Other Loan Sources

Many lenders offer private, alternative student loans to qualified borrowers that can be used to fund a student's college education. Please verify such loan is private, not federal, before applying. Carefully review the terms and conditions of any loan before applying. Securing loans from any source outside the College is a student's responsibility. Upon a student's request, the College will certify, except for federal financial aid, a student's enrollment and provide other data with an understanding that it is fulfilling a ministerial service to its students.

The provision of that service does not indicate that the College is a recipient of the loan received by the student or that it is in any way administering any portion of the loan program, or that it is responsible for decisions made by the lenders.

Grove City College E-mail Accounts

Each student is provided a Grove City College e-mail account. The purpose of this account is to facilitate communication between students, professors and other academic support services. It is essential for each student to maintain and review their account since important communications are sent only by this means.

FOOD SERVICE

Office Location: Hicks Hall dining facility

Hours: Monday – Friday 8 a.m.-4 p.m.

Website: www.cafebonappetit.com

Phone: 724-458-2096

The College’s food service is overseen by Bon Appétit Food Management Company. Meals are available in Hicks and MAP Cafe and at the Breen Student Union. Students are permitted one dining hall access per meal period and are required to present a valid college ID card to gain access to the cafes. Student meals are non-transferable. All students residing in one of the ten traditional residence halls on campus are required to have a 21 meal plan each semester. Commuting students and those residing in the Colonial Apartments may purchase meals by logging onto myGCC.edu and clicking on “Dining Options” under the “Sign-Up” tab, or by visiting the student accounts office, 2nd floor Crawford Hall.

ID Card

If your Crimson Card is lost or stolen, you should report it immediately by contacting either the Crimson Card Office or Campus Safety (after business hours). Temporary and/or replacement IDs are available at the Crimson Card Office (TLC) during normal business hours. After hours, Temporary IDs can be obtained from the Campus Safety Office (Crawford). For the current ID Card Replacement Fee, please refer to the Student Accounts: Billing and Payment section under Expenses.

Cafés [Dining Halls]

MAP and Hicks Cafés (offering all you care to eat) feature prepared from scratch meals using the freshest ingredients, purchased from local sources whenever possible. Menus include home-style comfort foods, hearty soups, vegetarian entrees, all natural burgers and artisan sandwiches, house roasted meats and fresh sustainable seafood. Salad bars showcase the freshest produce. Desserts are baked in house daily.

The Breen Student Union Gedunk offers breakfast, lunch and dinner dining options which are bundled meals. Gedunk retail offers a wide range of made to order options and proudly serves all natural burgers, antibiotic free poultry, prepared from scratch and hand tossed pizzas, eXpress sandwiches and salads, fresh baked goods and desserts. Specialty coffee drinks house-made pastries and freshly ground coffee are offered daily.

Café Hours

Monday - Friday	Hicks	MAP	Gedunk Dining Options
Breakfast	Closed	7:15-10:00	7:00-9:00
Lunch	10:45-1:00	11:30-1:45	11:30-3:30
Dinner	4:30-8:15	4:30-7:15	4:00-7:30
Dinner Friday	4:30-8:15	(Closed Fri. Dnr)	
Saturday	Hicks	MAP	Gedunk Dining Options
Hot Breakfast	8:00-9:30	Closed	CLOSED
Brunch/Lunch	11:00-2:00	Closed	11:45-1:00
Dinner	4:00-6:30	Closed	4:00-7:30
Sunday	Hicks	MAP	Gedunk Dining Options
Hot Breakfast	8:00-9:30	Closed	Closed
Brunch/Lunch	11:00-2:00	11:00-2:00	Closed
Dinner	4:00-6:30	Closed	4:00-7:30

Gedunk/Breen Student Union Retail Hours:

Monday - 7 am – 12 am
Saturday – 11:45am- 12:am
Sunday 4 pm – 11 pm

Crimson Cash Accepted

Commuter and Colonial Apartment students using their Crimson Cash account to purchase meals will be charged as follows:

Breakfast	\$7.00
Lunch	\$9.00
Dinner	\$9.00

Any retail purchase at the Gedunk using your Crimson Cash account will have an automatic 5% discount applied to it.

Guests

Guests are also welcome to eat in the dining halls at any time.

Cash Meal Prices	Adult	Children aged 4-12
Breakfast	\$7.00	\$5.00
Brunch or Lunch	\$9.00	\$5.00
Dinner	\$9.00	\$5.00

Sack Meals

For those rare occasions when a student knows in advance they will not be able to have lunch or dinner at the cafes, we offer a make-your-own sack meal option. This is only available at MAP Café, Monday through Friday, during the breakfast timeframe. Upon entering the café inform the cashier you would like to make a sack meal for your lunch/dinner meal. Your name, ID and which meal is being replaced will be recorded and entered into the system. Should your plans change, you will no longer have access to the cafes for that particular meal.

Order Ahead App

When there is no time to indulge in the cafes, class schedules are tight or you just want to keep it moving, take advantage of Order Ahead. Simply download the app and install, register and place orders using your (meal card!) All Dining Halls have specific periods and menus available to enjoy; Map has Breakfast & Lunch online, Hicks Lunch and GeDunk has Breakfast, Lunch & Dinner with Retail all day!

Food Allergies

Students with medically documented food allergies should contact the Disabilities Services Coordinator in the Academic Resource Center at 724-264-4673 or at arc@gcc.edu to seek special accommodation.

Café Policies

Consistent with ID Policy, your Grove City College ID must remain with you (on your person) at all times. Thus, students are discouraged from leaving ID cards on tables for the purpose of reserving a seat. The following partially consumed items may be removed from the café (one per person): one piece of fruit or one dessert portion (example: a cookie, or an ice cream cone, or a brownie). All other food must be consumed in the café.

Personal refillable drink containers of any kind are not permitted in the cafes. Students may drink all they wish while in the cafes using the cups/glasses provided. It is totally inconsistent with campus conduct to remove any

food (except as noted above) or service ware from the dining hall, i.e. china, silverware, salt/pepper shakers, trays, dispensers, etc. Removal of these items will be considered an act of theft and appropriate disciplinary action will be taken. Students' full cooperation is appreciated in making the dining experience a positive one for everyone. Food Service and GCC staff are required to monitor and report any infractions.

Commuters and Colonial residents found eating in the café without paying for a meal may be billed for the entire semester's board charge and/or face disciplinary action. Students hosting guests who eat in the café without paying will be held responsible for the meal of their guests and may face disciplinary action. Students not dressed appropriately (no shirt, no shoes or muddy clothes, muddy shoes) will be denied access to the cafes. Cleated athletic shoes and/or soiled clothing are not considered appropriate dress for dining.

HEALTH AND WELLNESS

Office Location: Zerbe Health & Wellness Center

Clinic Hours: Staffed by registered nurses

Monday-Friday: 8 a.m. - 6 p.m., Saturday: 10 a.m. - 4 p.m., Closed Sunday

College Physician's Hours: by appointment starting at 3:00 p.m.

Monday, Wednesday and Friday and 4 p.m. Tuesday and Thursday

Phone: 724-458-3850

The health center is staffed by registered nurses during open hours. During hours of operation students may come to the Health and Wellness Center without an appointment for evaluation by a nurse. Physician or physician assistant hours are offered by appointment Monday through Friday and are provided by UPMC/Family Healthcare Partners of Grove City, PA. An appointment may be scheduled by calling extension 3850 during health center hours or by email.

In addition to the physician services, over the counter medications such as Tylenol, Ibuprofen, cough syrup, etc., first aid, and some orthopedic supplies are available free of charge. Maintenance allergy shots can be done, by arrangement, at a cost of \$3.00 per injection (students must provide their own serum). The health center does not do entrance physicals or routine physicals for employment, study abroad, or camps.

Medical Records

The College requires all incoming students to have an entrance physical examination done by their personal health care provider. A report of medical history, a physical examination form and a record of immunizations must be completed during this exam and returned to the health center prior to coming to campus. Pennsylvania law also requires that the College have written proof of the meningitis vaccine or a signed waiver if the vaccine is declined. Required health forms are available on the GCC website.

Outside Services

Students may be referred outside of the Health Center for additional services; in these instances the student assumes financial responsibility. Any outside services such as lab work, X-Ray, physical therapy, and dental or eye care are the student's financial responsibility. The student's own health insurance carrier should be billed as the primary carrier.

When immediate medical attention is required outside of physician hours, a student may be taken to the Emergency Room of Grove City Medical Center for evaluation and treatment.

Excused Absence

In the event of illness or injury, students may report to the Health and Wellness Center for treatment. If the illness or injury results in a class or classes being missed the student should notify the professor/instructor by email and make arrangements for missed class or makeup work. If it is determined, after examination at the

Health and Wellness Center, that the illness/injury prevents class attendance or requires the student to be confined, a representative of the Health and Wellness Center will issue a medical reason for absence which the student can present to the professor/instructor. Commuter students whose illness does not require a visit to the Health and Wellness Center should notify their professor/instructor. If a student's own health provider issues a medical reason for absence the student is not required to go to the health center. **The Office of Student Life and Learning does not issue medical excuses except in cases of emergency.** In an emergency such as hospitalization, the Office of Student Life and Learning should be contacted at 724-458-2700. Students are responsible for contacting their instructors to arrange make-up work for the classes they miss.

Home Care

Students with contagious diseases (e.g., measles, mumps, chicken pox, etc.) are required to go home for medical treatment.

Summer Hours

The Zerbe Health and Wellness Center is closed from the end of the spring semester until mid-August. If Health Center services are required by students attending May intersession, they may call Campus Safety at ext. 2111 to obtain the telephone number of the on-call nurse. In an emergency, Campus Safety should be contacted at ext. 3000.

INFORMATION TECHNOLOGY SERVICES

Office Location: Technological Learning Center (TLC) Hours: Monday – Friday 8 a.m. –12 pm; 1 p.m. - 5 p.m. ITS Office Phone: (724) 458-2299

Repair Shop Hours: Monday – Friday 8 a.m. – 5 p.m.

Computer Services & Support Desk Hours: Monday – Thursday 7:30 a.m. – midnight Friday 7:30 a.m. – 9 p.m. Saturday 8 a.m. – 5 p.m. Sunday 2 p.m. – midnight

Service & Support Phone: (724) 458-2255 (on campus dial x2255)

Email: helpdesk@gcc.edu

Crimson Card Office (Suite 2) (724) 264-4705 Hours: Monday – Friday 8 a.m. – 12 p.m.; 1 p.m. – 5 p.m.

My.GCC.edu – Campus Portal

MyGCC (<https://my.gcc.edu>) is your “Campus Connection.” A vast array of on-campus resources can be found on myGCC. The portal contains announcements, your financial and academic information (course schedules, grades, unofficial transcripts, and course offerings), electronic communities, forms, policies, software updates, calendars and other information.

Tablet PC's/Laptops

All full-time students receive the use of a business class Tablet PC and printer/copier/scanner. Students who are full-time when they graduate get to keep the equipment. Students are expected to utilize the computers throughout their college careers, gaining skills which not only will enhance their educational experience but also lay the foundation for success in their chosen professions. More details on the computer system can be found at - <http://www.gcc.edu/Home/Admissions-Financial-Aid/Financial-Aid-Scholarships/No-Fee-Technology-Package>

Computer Services & Support (CSS)

Located on the ground floor of the Technological Learning Center (TLC), trained student associates at Computer Services & Support are ready to respond to computer software questions and hardware repair needs. This is the first place for service on Microsoft products, class-specific applications, printing, hardware problems and repairs. CSS serves as the front-end to all computer system services, networking and communication needs. Computer Services and Support makes every reasonable effort to avoid out-of-pocket expenses related to GCC-issued equipment. The Repair Shop is staffed with Hewlett-Packard certified technicians, and we do not charge

labor fees for repairs, nor shipping on warranty replacement parts. However, students – not the College – will be held financially responsible for events or situations which are not covered by, or result in the termination of, the manufacturer’s warranty or other GCC-issued coverage. Events of this type include, but are not limited to:

- Loss, theft, or fraud
- Fire, Flood or damage caused in vehicular accidents
- Intentional misuse or abuse
- Failure to enact repairs in a timely fashion
- Disassembly or attempted repair by any entity other than the Repair Shop, unless expressly authorized in writing, in advance by the Repair Shop. Students and family members, regardless of skill or certification, are not permitted to perform repairs on GCC-issued hardware.

Students are responsible for the cost of replacing all consumables, as defined by the equipment’s manufacturer. While the Tablet PC has a 4-year warranty, some accessories (such as the stylus) may have a warranty as short as 1 year. Device failures outside the warranty period *may* be at the student’s cost. In the event of a warranty-violating event (such as unauthorized repair), the student will be billed for the current replacement value of the system, regardless of whether it is operational or not. Other uncovered repairs (such as the replacement of a screen due to misuse or neglect or uncovered accidental damage) will incur the cost of the part and shipping fees (if applicable) – no labor charge will be assessed.

Repair Shop

The College’s repair shop (manned by full-time technical staff) is responsible for hardware problems relating to all GCC computer and printer systems, coordinating the software configuration for all GCC computers, and other various troubleshooting activities. If you are having trouble with your computer or printing to our network printers, first contact the Computer Services & Support Desk for an evaluation. The desk workers will determine if your computer needs to be referred to the Repair Shop.

Mobile Computer Security

By their very nature, Tablet PC’s are designed to be lightweight, easy to transport and simple to conceal. These features, however, which make the Tablet PC’s an ideal choice for computer users, also make it extremely vulnerable to theft. There are a few basic rules which should be followed to minimize the chance of theft:

1. Lock the door to your residence hall room whenever you leave - no matter how long you plan to be gone. This is a good rule to follow, even if your Tablet PC is not in your room.
2. Never leave your Tablet PC unattended in a classroom, lounge, cafeteria, or any public place.
3. Display your name in a prominent place on your Tablet PC, and your backpack.
4. Record the serial numbers of the equipment issued to you, and place information in a secure location.

It is extremely important to recognize that each student is responsible for the security of his or her own computer equipment. Should a theft occur, the official policy of Grove City College will be to treat the theft (or attempted theft) of a computer in a similar manner to any other type of on campus theft. Namely, an individual found responsible for a theft or attempted theft will be subjected to disciplinary action, up to and including immediate dismissal from Grove City College.

Computer System Insurance

Students are required to purchase insurance coverage for the issued equipment. Students, not the College, will be held responsible in the event of loss, theft, or damage to the computer system. Students assume full responsibility for the security and protection of the computer system and for keeping the equipment in good working order. If the computer system is lost, stolen, or damaged beyond what is typically covered under the

manufacturer's warranty (where applicable), the student will be required to pay to the College the replacement value of the computer system or repair cost. Personal Property Insurance can be obtained for less than \$100/year to cover the ITP equipment, and we provide information for a recommended vendor with the equipment.

Technological Learning Center Computer Lab

The Technological Learning Center Computer Lab is open to all students. Microsoft Windows based systems are available with the same software as provided on each portable computer. Students may use these computers if their portable equipment is in for repair.

Ownership

Upon completion of your degree as a full-time student, Grove City College will assign/transfer ownership of the computer system to the student. The Technology Program Agreement signed in relation to the distribution of the equipment will then be terminated.

There are certain circumstances in which a student must return the issued equipment to the College. If a student no longer maintains full-time, matriculated status, the equipment must be returned, so please keep all issued equipment in good condition. Remember, as a student, you will not assume ownership of the equipment until you have completed a Bachelor's Degree as a full-time student.

Networking and Communication

The campus is fully wired, and you can connect to the College's campus network from any computer as long as you have a valid username and password. Each college residence hall is equipped with networking connections for each resident. These connections provide students with access to Internet, campus e-mail and other College resources. Most locations on campus are also equipped with the College's wireless network. The College highly discourages you from bringing any network device, such as a wireless router, with you. These devices may and have caused problems in the residence halls when connected to the College network. If the ITS staff detects any unauthorized network device you will be instructed to remove it immediately. If the device is connected a second time, the device will be confiscated. Any networking/communication issues should be reported to the Computer Services & Support Desk (x2255).

Campus Computing System Policy

Technology has become an increasingly essential part of College activities. Use of the Grove City College computing resources is intended for purposes in keeping with the mission of the College. Registered students are provided access to appropriate computing resources and are encouraged to make use of these resources for purposes related to their studies and instruction, official business with the College and other College-sanctioned activities. Use of Grove City College computing resources is a privilege to which all registered students are entitled. Acceptable use begins with individual responsibility in adhering to applicable local, state and national laws. Furthermore, in keeping with the College's mission and goals, all use should promote the academic, social, spiritual, and moral development of the campus. The following lists, while not exhaustive, offer guidance on improper usage:

What Constitutes Illegal Use?

- Obscenity
- Child Pornography
- Copyright Infringement - It is a violation of federal and state law to reproduce or distribute copyrighted materials such as books, manuscripts, recorded sounds, music, movies and computer software. This includes Peer to Peer (P2P) file sharing of copyrighted material on the College network.

- Threats and Pranks
- Computer Security Violations - It is a violation of federal and state law to disrupt the integrity of another's computer system or to compromise any data integrity, confidentiality or availability, including obtaining unauthorized access to government computers, accessing a computer database to disrupt its normal function, or publishing, without the authorization, a password, identifying code or other confidential information concerning a computer or database.
- Export Control Violations - Federal law limits the ability of persons to export encryption software to points outside the United States.
- Scams and Pyramid Schemes

What are some activities not in keeping with Grove City College's mission and Goals?

- Obtaining another person's password without explicit consent.
- Probing or querying a computer, network device or computer service without the explicit consent of the owner.
- Improperly using the College's Internet service
- Utilizing the campus computing system for commercial gain or private profit (gambling is strictly prohibited)
- Circumventing software used to block certain Internet sites or to maintain system security
- Attaching unauthorized equipment to the College network
- Using College-assigned network addresses without authorization
- Accessing, copying, modifying, transferring, or destroying other's information without permission.
- Harassing others through the campus computing system
- Using the College seal or logo, or the photographs of any member of the College community, without authorization
- Using College-assigned computer or network names to misrepresent personal computer resources on the College network (Ex. "GCC," "Grove City College,")
- Tying up resources through activities such as network gaming and mass e-mailing
- Employing the campus computer system in violation of the College's "Honesty in Learning" statement in the The Bulletin), the "Community Standards" delineated in The Crimson, or standards specified in the faculty and staff handbooks.

Guidelines for Personal Web Pages

As members of the College community, students and faculty have the privilege of constructing their own web pages for campus viewing. The format and content of these pages should be in keeping with the College's mission and goals. Students' personal web pages should meet the applicable standards of conduct as reviewed in The Crimson. Likewise, faculty web pages should be guided by the general obligations of faculty members as described in the Faculty Handbook. The following statement must be placed in the footer of the front page of all personal web page sites in 10 pt. Arial (or similar) font on a highly legible background: "Grove City College permits the publication of personal web pages; however, it is the responsibility of the author to ensure that the format and content of the site comply with College policies and applicable laws."

Guidelines for College-Sponsored Web Pages and Official Announcements

All organization, department, and office web sites are representing the College and must be housed on College servers using the software provided. All information must be approved, as described below, prior to being disseminated.

- **Student organization** announcements, web page design and content must be approved by the organization's faculty advisor. The advisor should consult with the Vice President for Student Life and Learning if there is any question about the appropriateness of the material. Approved

announcements should be submitted via the online form on myGCC for posting on the Campus Portal.

- **Academic department** announcements, web page design and content must be approved by the department chair. The department chair should consult with the Dean of the appropriate school if there is any question about the appropriateness of the material. Announcements should be submitted via the online form on myGCC for posting on the Campus Portal.
- **Administrative office** announcements, web page design and content must be approved by the office director. The director should consult with the President or Provost of the College (depending upon which person the office reports to) if there is any question about the appropriateness of the material. Announcements should be submitted via the online form on myGCC for posting on the Campus Portal.

Once information has been approved for dissemination, the approver must make sure that an appropriate and responsible person from within the department, office or organization is utilized to post the information. The President of the College has the authority to make final determinations as to the appropriateness of any information posted.

Reporting Violations

Any member of the College community who witnesses or becomes aware of abuses of the Campus Computing System Policy should report the violation to one of the following: Provost, Vice President for Student Life and Learning, Chief Information Officer, Dean of the Albert A. Hopeman Jr. School of Science Engineering and Mathematics, or Dean of the Alva J. Calderwood School of Arts and Letters. Policy violations may result in the immediate loss of the violator's computer and computing privileges and other disciplinary measures ranging from disciplinary probation up to dismissal and criminal prosecution. *Note: Grove City College reserves the right to periodically update, revise and amend the Campus Computing System Policy.*

College ID (Crimson) Card Services

Each current Grove City College student will be issued a Crimson (ID) card for identification purposes and for use of the Grove City College 1Card services. This card must be carried at all times while on campus and presented upon request. This card gives current students privileges and access to services and events across campus (e.g. door access, dining services, Crimson Cash, library services, PLC fitness rooms, Chapel attendance, printing & copying, etc.)

If your Crimson Card is lost or stolen, you should report it immediately by contacting either the Crimson Card Office or Campus Safety (after business hours). Temporary and/or replacement IDs are available at the Crimson Card Office (TLC) during normal business hours. After hours, Temporary IDs can be obtained from the Campus Safety Office (Crawford). For the current ID Card Replacement Fee, please refer to the Student Accounts: Billing and Payments section under Expenses.

You are responsible for any misuse or abuse of the card until it is reported as lost. You can read all of the "Terms and Conditions" regarding your card and Crimson Cash by logging onto myGCC and going to the "Crimson Cash Deposits" portlet on the Financial Info tab. If you believe you have just "misplaced" your card and believe you will find it, you can get a temporary card from the Crimson Card office during normal business hours. After office hours you can acquire a temporary access card at the Campus Safety Office to get into your residence hall. Temporary cards must be returned when you either find your card or purchase a new card. Temp cards are deactivated after 48 hours. Replacement cards can be picked up at the Crimson Card office in the TLC during posted business hours. The student Crimson Card must be surrendered to Student Life and Learning if you are leaving the College for reasons other than graduation.

You should never allow anyone else to use your card. Any card found in the possession of someone other than its owner, will be immediately confiscated and the holder and owner reported to Student Life for disciplinary

action. Crimson Cards are made of PVC and contain an antenna coil and integrated electronic chip. In order to maintain the functionality of your card, follow these handling recommendations:

- Place the card in a wallet, purse or appropriate carrying pouch.
- Do not punch a slot or hole in your card or place it on a key ring.
- Do not use the card for any purpose other than access control, identification and other College services.
- Do not leave in direct sunlight (for example, on the dash of a car).
- Do not expose to extreme heat or open flame (for example, clothes dryers or irons).
- Do not expose to any liquids or cleaning materials.
- Do not crimp, bend or twist card.
- Do not re-laminate.

GLOBAL PROGRAMS and STUDY ABROAD

Office of Global Programs [OGP]: HAL 319

Summer Hours: Monday – Friday, 9:00 am - 2:30 p.m.

Hours of Operation: 8:30 am - 12:00 pm and 1:00 pm - 4:30 pm

Website: <http://www.gcc-global-programs.via-trm.com/>

Phone: (724) 450-4016

Email: morinma@gcc.edu

The world is your campus! Consider how you can explore the world and learn about other cultures while pursuing your education at Grove City College. An international experience will afford you the opportunity to travel, see the world, study and meet new people. We welcome international students and guests to campus for short stays or for longer term study. Contact the Office of Global Programs for any of the following student opportunities.

Faculty Led Travel Courses

Grove City faculty lead travel courses in January and May-June Intersessions to many destinations across the globe. This enables students to explore other cultures and receive credit hours at the same time. Each course meets the requirements of an on-campus course and may be taken for credit or audited. Required readings, research, and pre-departure meetings occur the semester prior to the travel portion. Costs for a travel course include tuition, travel, housing, food and some excursions. Passports are required for all international travel and, in some cases, visas and immunizations may be required, as well. Offerings vary from year to year.

Study Abroad

Students may study abroad for a semester, entire school year, or for a summer. Study abroad options are flexible, although some are less flexible because of major requirements involving program certification and external controls of accreditation. Study abroad courses can be applied to general graduation requirements, electives, or major requirements. Transfer credits are accepted from any accredited college or university program in the U.S. as well as international higher education credits that meet high academic standards and are approved by the Office of Global Programs and the GCC Registrar. Many program fees are comparable to on-campus expenses and GCC financial aid and scholarships are usually applicable. In addition, many programs provide scholarships and financial aid or grants for study abroad. Students typically study abroad in their sophomore and junior years, although doing so in first semester of the senior year is permissible. In addition, there are some exciting three week study abroad international programs during December-January and May.

Opportunities are available all over the world with ample support from our program provider partners and partner institutions. Notary services for international travel purposes are also provided free of charge. Explore our website at <https://gcc-global-programs.via-trm.com/> to learn about the hundreds of study abroad programs available to GCC students.

Medical Missions Opportunities

We believe hands-on experiences and shadowing trained professionals in different cultures is a great way to prepare students for medical challenges they will face in the future. Students minister to bodies and souls as they travel to work domestically or internationally from two weeks to two months.

International Internships

International internships provide work opportunities abroad for experience in most majors. Internships generally occur at the junior year and range in duration for 4-12 weeks. Research internships are available at the junior level status for prospective careers in research after undergraduate training. Costs may include passport/visa, work permit, housing, food, travel, and, in some cases, an internship fee. Credit may be obtained from internships and is an additional cost. It is unusual for international internships to provide monetary stipends.

Service Learning and Volunteer International Experiences

Students may elect to complete a volunteer experience or internship in an international destination any time after freshman year. These experiences generally occur during breaks or in the summer, ranging in duration from 2-12 weeks. All costs are at the expense of each student for all components of the experience. Credit may be obtained for service learning, with the approval of the OGP and the assigned professor for the service learning experience.

GO (Global Outreach) Missions

Each year, students are selected to go on summer-long individual mission trips to preapproved locations of their choosing. Students apply for this opportunity through Campus Ministries. The College assists by providing preparation seminars, and for funding for most travel expenses. The OGP partners with these participants and provides resources for them.

ICO'S (Inner City Outreach)

ICO's are student led service and missions opportunities to domestic and internationally approved sites during a Christmas Break, Spring Break, or Intersession. The Office of Global Programs works closely with Campus Ministries, giving oversight to international locations, cultural training, travel plans, insurance, and health and safety concerns.

International Students

OGP plays a vital role in receiving international students to the campus. We welcome, orient, and assist international students with academics, cultural understanding, and in becoming a vital campus participant through special events and personal advising.

INTRAMURAL AND CLUB SPORTS

Intramural & Club Sports Office: PLC A116

Summer Hours: Closed during the summer months

Hours: Monday-Friday 10:00 to 4:30 (24 hr on call)

Phone Numbers: Ext. 2170 or 724-967-5642

Email: AAToncic@gcc.edu

The aim of IM and club sports is to encourage fellowship with other students through competition while building healthy relationships, glorifying God and staying active. Students are able to participate as regularly as interest, ability and time permit. Additional benefits are physical development, good health, sound state of mind, great competition and a lot of fun! At this time we offer approximately 35 intramural sporting activities. These sports vary year to year, but usually include:

Women:

Bowling	Flag Football	Volleyball
Badminton	Tennis	Indoor soccer
Racquetball	Basketball	Ping-pong
Dodgeball	Ultimate Frisbee	Swimming
Kickball	Bocce	

Men:

Football	Frisbee	Ping-Pong (singles)
Soccer	Volleyball	Racquetball
Badminton	Basketball	
Bowling	Softball	
Bocce	Dodgeball	

Coed:

Tennis	Table Tennis	Euchre
Ping-pong	Racquetball	Volleyball
Badminton	Bowling	Quidditch

There are also numerous tournaments sponsored throughout the year, such as 3-on-3 basketball, ultimate frisbee, dodgeball, wiffleball, and many more! Contact Mr. Tonicic if you are interested in having a tournament!

We also have five officially recognized club sports:

Coed Fencing
 Coed Ultimate Frisbee
 Men's Rugby
 Men's Volleyball
 Women's Field Hockey

LIBRARY

Office Location: Henry Buhl Library

Semester Hours: Monday – Thursday 7:30 a.m. -1 a.m. (9 p.m. – 1 a.m. ID card access only)

Friday 7:30 a.m. – 7:30 p.m. (5:00 p.m. – 7:30 p.m. ID card access only)

Saturday 8 a.m. – 6 p.m.

Sunday 2 p.m. – 1 a.m. (9 p.m. – 1a.m. ID card access only)

Hours during break will be posted on the door and the webpage.

Webpage: hbl.gcc.edu

Reference Desk: 724-264-4729

Services

Assistance with library resources and research is available from the reference desk. Questions may also be emailed to the reference desk at any time - refdesk@gcc.edu.

Books and journal articles not available in the library may be obtained through the services of interlibrary loan and document delivery.

Access to the library's databases is available from off campus through a Virtual Private Network (vpn). If you are unable to connect to the library's databases or e-resources, please contact the TLC HelpDesk for assistance.

Fax service (724-458-2181) is available for students in the library Monday through Friday from 8am to 5pm. Rates are posted on the library's webpage.

For more information on these and other library services, visit the library's webpage.

Courtesies

Cell phone use is not permitted in the library. Phone calls are permitted only in designated areas of the building. Drinks with secure lids and light, contained snacks are permitted. Please use caution and common sense when having food and drink in the library.

The study tables in the book stacks and the quiet study room located in the lower level of the building are reserved for quiet independent study. Conversation in the large study areas on the main level should be kept quiet and brief. Courtesy and respect for others is expected. As the work on the renovation continues there will be construction noise and changes to areas as work progresses. Please be patient and attentive to restricted areas and all posted signs.

MAIL ROOM

Office Location: Ground Floor, Breen Student Union

Hours: Monday – Friday, 8:30 a.m. – 5 p.m. & Saturday, 2:30 p.m. – 5 p.m.

Phone: 724-458-2131

(Emergency or unexpected closings will be posted outside the mailroom window.)

Students have access to their mailboxes in the Breen Student Union 24/7 during the academic year and are encouraged to check them regularly. The Mail Room accepts and distributes incoming campus mail, U.S. Mail, UPS, Fed Ex, and packages. Those receiving a package will be notified via e-mail and must scan their ID at the mailroom window during regular business hours before the package can be released. Outgoing packages that do not have an authorized return label need to be shipped through the U.S. Post Office or similar shipping services as they cannot be shipped through the College Mail Room. The College Mail Room can take and ship packages that have an authorized return label for USPS, UPS or Fed Ex. For the current Mailbox Key Replacement Fee, please refer to the Student Accounts: Billing and Payments section under Expenses. Mailbox keys are distributed each August and must be returned to the Mail Room yearly, prior to leaving campus for the summer.

MEDIA SERVICES

Office Location: HBL Lower Level (around the corner from the TLC HelpDesk)

Hours: Monday – Friday 8:30 a.m. – Noon & 1 p.m. – 4:30 p.m.

Website: www.gcc.edu/media

GCC Media Services, a subunit of the Information Technology Services (ITS) department, is responsible for all campus multimedia needs, including technical and audiovisual services, providing:

- technical assistance at campus events
- classroom and auditorium AV support
- chapel services with TV simulcast overflow
- audio and video recording for lectures or special events
- Promotional/informational video production
- web-based streaming media, both live and archived
- web conferencing resources and support
- equipment loans, including projectors/screens
- summer conference technical support

For more information, or to access on-demand streaming audio and video files, please visit www.gcc.edu/media. To request live technical support, equipment rentals, videorecording, or other AV resources for an event you are planning, please notify the campus events manager (x2211) at the time you reserve the campus venue. Due to high-demand, all resource requests must be made at a minimum of two weeks in advance. Common loaned items include portable projectors and screens, DJ sound and lighting systems, and digital recording equipment, all of which are available free of charge. Any other AV-related inquiries should be directed to mediaservices@gcc.edu.

OPERATIONS DEPARTMENT

Office Location: Crawford Hall, Ground floor

Hours: Monday – Friday 8:00 a.m. – Noon, 1:00 p.m. – 4:00 p.m.

Email: Operations@gcc.edu

The Operations Department is responsible for three areas of the College's physical plant: repairing/refurbishing the existing campus, maintaining the current beauty of campus buildings and grounds, and overseeing the construction of new projects.

Facilities

Housekeeping and maintenance staff are tasked with keeping the public areas of each campus building clean and in working order. Students are requested to help with these efforts by cleaning up after themselves and returning furniture to its original location when moved. Resident students are responsible for the cleanliness of their individual rooms or apartments and are expected to treat the residence hall facilities and furniture with the utmost care. Maintenance and housekeeping requests should be emailed to the Residence Director, not the Operations Office. Please call 724-458-3000 (non-business hours) if you encounter a building maintenance emergency.

Smoking in Facilities

All buildings on the campus are smoke-free. This policy recognizes the need to maintain an environment that sustains the general health and safety of all members of the College community. The use of E-cigarettes (vaping) is prohibited indoors. Those who smoke outdoors are encouraged to be considerate of those entering and exiting buildings and to avoid blocking building access. Smokers are also asked to refrain from smoking directly outside of doors and windows and may be asked to move further away from a building at any time. In order to maintain the beauty of the campus, receptacles have been placed strategically and smokers are asked to dispose of tobacco waste appropriately.

Dehumidifiers

As a safety precaution, dehumidifiers are not allowed in student rooms.

Hoverboards

In addition to serious injuries caused by collisions with pedestrians, some hoverboards pose a serious fire risk. As a result, hoverboards are not permitted on Grove City College property, including residences, classroom and office buildings and the Breen Student Union. Those found on campus will be subject to confiscation and disciplinary action may be taken against the owner/user.

Requirements for Hanging Signage in College Facilities

Anyone wishing to hang signs/advertisements on campus, whether members of the College or larger community, must first receive approval from the Office of Student Life & Learning (located on the 2nd floor of the Breen Student Union) prior to posting materials in College facilities. Approved items will be stamped with both the date of approval and a date through which the item should remain posted. Signage without a stamp will be removed. Note: Those making multiple copies of an advertisement may bring the original to be stamped

before duplicating or submit the piece to Print Services electronically (leaving space for it to be stamped electronically). In an effort to preserve the wood, glass and paint surfaces of the College's buildings, all publicity hung in College facilities must comply with the policies established for that particular building. Scotch and duct tape are prohibited in order to limit damage to College facilities.

Campus Grounds

Since the founding days of the College, this statement of Joseph N. Pew has served as a guide to the entire campus community, "Make the College beautiful for that, too, is an education." Each member of the campus community, including students, staff, faculty, and administration, is encouraged to take pride in the beautiful campus they enjoy. This can be accomplished by adhering to the following campus-wide policies and using the established walkways throughout the campus.

Campus lawn areas may be used for casual play (e.g., Frisbee, baseball, football) using non-cleated shoes. **For safety reasons, golf is not to be played on College property. Students are asked to avoid Frisbee use in moderate to heavily used locations, also the use of Frisbee golf discs is prohibited.** Students are encouraged to use the intramural playing fields for recreational purposes. Teams and large groups are required to use the intramural playing fields or other approved fields. Where evidence exists that casual play is causing damage to the lawns, students may be asked not to use those areas for a period of time in order to restore the lawns.

Use of the Quad for recreation: The Quad can be used for casual recreation with the following guidelines and restrictions:

- Casual play or recreation is defined as individual or small group activities that do not inflict foreseeable damage to the grass and/or ground. Examples include but are not limited to:
 - Tossing a frisbee, football, or baseball.
 - Picnicking, sitting, or studying on the grass.
- Where evidence exists that such casual play is causing damage to lawns or where particularly wet or dry weather has damaged the grass, students may be asked NOT to use the Quad for a period of time so that the lawn can be restored.
- The following activities are not permitted on either half of the Quad at any time:
 - Pick-up, club sport or intramural athletic competitions (please use the IM fields instead)
 - Activities involving cleated shoes
 - Golf
 - Batting baseballs, softballs, tennis balls
 - Sunbathing (please see General Policies section)
 - Any other activity (individual or group) that has strong potential for damaging the Quad in anyway
 - Please continue to use the sidewalks for pedestrian traffic, so as not to develop "cow paths" as a result of cutting across the Quad en route to chapel, residence halls etc.

Outdoor Fireplaces

Student groups and organizations may schedule use of the Carnegie outdoor fireplaces through the College's Event Coordinator (see Campus Events). College staff will set up the fireplaces for use including wood in the hearth, starting bricks and a limited amount of additional wood for the fire. College staff will also start the fire for the scheduled event. The cost for the use of one or both outdoor fireplaces is \$10. College functions will carry priority.

Please note: portable fire pits are not to be used on campus, and permission for organizations to host a bonfire should be requested through the Student Activities Office well in advance of the function.

Thorn Field

Thorn field will be closed annually from Thanksgiving Break until February 15th. Students and student organizations are asked to refrain from use of the facility during this time and students are asked to refrain from cutting across the field.

Skate Boards, Scooters and Similar Conveyances

Over the years, the College has experienced repeated property damage and several personal injury accidents involving both students and non-students on skateboards. Because of these incidents and recognizing that the campus grounds are not designed for skateboarding, these and similar boards (“rip stiks,” wave boards, long boards, etc.) are not permitted to be used on campus.

Human powered scooters designed with handlebars and to be ridden while standing are permitted. At the moment, it is illegal to operate unlicensed electric and gas powered scooters on any roadways or sidewalks in Pennsylvania. Motorcycles, mopeds and scooters that bear valid state license plates are permitted on campus roadways, but they must be registered with the Campus Safety Department.

Drones

Please be advised that due to privacy and safety concerns, recreational use of Unmanned Aerial Vehicles (UAV’s) – commonly known as drones - is not permitted in any location on Grove City College’s Campus. The College’s full UAV policy can be obtained from the College’s chief risk management officer, but the concerns noted above prohibit exception.

Overnight

Students, and others, are asked not to sleep in College lobbies, lounges or other common spaces. Sleeping out, tenting and camping on College grounds or in College parking lots is also not permitted. Finally, construction of and/or sleeping in igloos or enclosed snow caves is prohibited for safety reasons.

Wild or Unknown Domestic Animals

Students are strongly encouraged not to feed or approach wild or unknown domestic animals on or around campus as rabies have been reported in the Grove City area in the past. Given the severity of this disease, we ask that all members of the campus community take steps to safeguard themselves and others by strictly adhering to the following guidelines.

1. Do not feed or approach any wild or unknown domestic animals (raccoons, skunks and feral cats are the leading carriers of rabies, but the disease can also affect many other animal species).
2. Contact Campus Safety at 724-458-3000 immediately if you see any animal behaving unusually.
3. Help limit food sources on campus by disposing of leftover food or scraps in covered or indoor trash cans. If you see a food spill requiring clean up, please contact the Operations Department (x3200 or operations@gcc.edu).

Trees

In an effort to limit personal injury and damage to campus trees, students are asked to refrain from climbing and/or hanging synch straps or ropes from the trees found on campus. Hammocks may be hung from the trees found in the Wolf Creek nature trail area, but are not to be used elsewhere on campus.

PRINT PRODUCTION SERVICES

Office Location: TLC (near the HelpDesk)

Hours: Monday – Friday, 8 a.m.– 5 p.m. (break and summers hours will be posted)

Phone: 724-458-2160 or 724-458-2161 or 724-458-2046

Email: printrequest@gcc.edu

Print Production Services in the TLC offers printing for College employees and students. Both color and Black & white printing are available. Various stocks and sizes are also available. Please see the Print Production brochure for details. Forty-eight hours lead time for all work is requested, but not required. Please plan in advance. Send all requests with attached files in PDF format to printrequest@gcc.edu. Questions can also be sent to this e-mail address.

Accepted form of payment for printing in the Print Production Services Center is Crimson Cash or check. Money can be added to your Crimson cash account at the two ADM machines (TLC and Student Union), at the Financial Services Office in Crawford Hall or on myGCC using a credit card.

Large format poster printing (larger than 11x17) is also available. Poster pricing is based on size and ink coverage. Estimates can be provided on request.

REGISTRAR'S OFFICE

Office Location: Buhl Library, Ground floor

Hours: Monday – Friday, 8 a.m. - noon and 1 p.m. - 5 p.m.

Website: <http://www.gcc.edu/registrar>

Phone: 724-458-2172

The Registrar's Office is responsible for course registration and schedules, the academic calendar, grades, transcript requests, enrollment verification, transfer credits, and other items pertaining to records and registration. The Registrar's Office also completes degree audits to certify students for graduation. Upon matriculation, all new students are advised to review the current issue of the Grove City College *Bulletin* available on the College website. This is the College's official document for academic policies and regulations. Students are responsible for reading and abiding by the official requirements as stated in the *Bulletin*. Please visit the website above for information about ordering transcripts, enrollment verifications, registration, forms, internships, major status sheets, AP, CLEP, minors, and Registrar Office staff contact information.

Course Registration

Course registration for the following semester occurs midway through each semester. Students register for courses online through myGCC according to their designated class day (registration days are shown on the academic calendar posted on the website). A student who has a balance on his/her student account or who owes ten (10) or more chapel requirements will not be permitted to register until such time his/her account balance is zero or the chapel requirement is met. Students may enroll, change class schedules, or switch between audit and credit status, up until the end of the drop/add period each semester.

Although sufficient academic counseling is given through the advising program at Grove City College, the responsibility for proper registration for each semester rests with the student. He/she is ultimately responsible for planning his/her program in order to satisfy graduation requirements.

RESIDENCE LIFE

Office Location: Breen Student Union, Second floor

Hours: Monday-Friday, 8 a.m. – 5 p.m.

Phone: 724.458.2171

Email: studenthousing@gcc.edu

Administrative Staff

Director of Residence Life:

Thomas Biro 724.450.4045

Assistant Directors of Residence Life:

Tori Wright 724-458-3317

Chris Merrick 724.458.3356

Philosophy of Residence Life

The Residence Life team strives to form meaningful relationships that support and challenge our students, with the intent of creating communities that flourish and helping individuals thrive.

Resident Directors

The Resident Director is the full-time professional staff member residing within each residence hall who is responsible for cultivating and sustaining a safe and positive student living learning environment. Residence Directors oversee and manage a staff of Resident Assistants (student staff) who assist them in providing for the emotional, spiritual, and physical needs of their residents.

Colonial Hall Apartments:	Liz Jose	724-264-1250
Harker Hall:	Jessie Gayer	724-458-3312
Hicks Hall:	Zach Lavalla	724-458-2171
Hopeman Hall:	Bennett Potter	724-458-3311
Ketler Hall:	Chris Merrick	724-458-3856
Lincoln, Alumni Halls:	Ben Meekin	724-458-3310
Memorial Hall:	Josiah Mitchell	724-458-3309
MEP Hall:	Lindsey Minchen	724-458-3314
MAP North Hall:	Naomi Hollgarth	724-458-3315
MAP South/West Hall:	Tori Wright	724-458-3317

Resident Assistants

Resident Assistants are returning students who are selected by the Residence Life team for their leadership, character, maturity, and commitment to the Grove City College community. Resident Assistants aid the Resident Director in cultivating and sustaining a safe and supportive atmosphere for all students. They are responsible for maintaining and encouraging adherence to Grove City College's Community Standards and creating opportunities for student learning, engagement, and thriving on campus.

Resident Director On Call

A Resident Director, is on call at all times, when the residence halls are open. Should a student encounter an emergency or desire to be connected to a Resident Director On-Call for emotional or in-person support, they should **call the Campus emergency number at x 3000 (724.458.3000).**

Residence Halls

Grove City College has eleven traditional residence halls in addition to the on-campus Colonial Hall Apartments. Each residence hall is gender-specific, using birth gender, including the Colonial Hall Apartments where men and women occupy rooms on opposite sides of the building separated by a main lobby and card-access doors. Each student room on campus is furnished with one bed, dresser, desk, chair, and wardrobe (or closet) per student. Residence halls are open when classes are in session, including fall break and Easter break. The residence halls are closed during the Thanksgiving, Christmas, and Spring breaks as well as during summer break.

Off-Campus Living

Grove City College is committed to the holistic development of its students. In fulfilling our mission to be “authentically Christian” Grove City College puts great value on the intellectual, social, moral, spiritual, and emotional development of our students. We affirm that students thrive within the context of community, and that the communal nature of these formative years genuinely enhances the undergraduate experience. Thus, all full-time students are required to live on-campus unless they fall under one of the following exceptions:

Qualifications for Off-Campus Housing

- **Commuter:** Students may commute from their parent or guardian’s full-time legal place of residence provided that residence is located normally within a 40-mile radius of Grove City College.
- **Commuter by exception:** Students desiring to commute from the full-time legal residence of a primary non-peer relative (aunt, uncle, or grandparent only) located within a 40-mile radius of Grove City College must seek permission to do so by emailing studenthousing@gcc.edu. These arrangements must be completed no later than one month prior to the first day of classes in the semester for which the student is applying to live off campus.
- **Marriage:** Grove City College does not provide housing for married couples. As a result, married students simply need to provide confirmation of their marital status in order to live off campus.
- **Medical:** Students may qualify to live off campus based on a documented medical condition which clearly demonstrates the need for off campus housing. Please see the “Accommodations” section below for more information on how to request such permission.
- **Military:** Students returning to Grove City College from active duty in the armed forces may opt to live off campus. This exception is limited to those students coming directly from deployment to campus at the start of a semester.
- **Over the age of 23:** Students who will be 23 years of age, or older, prior to the scheduled first day of fall classes may opt to live off campus. Students should not assume they may live off campus for the spring semester if they have chosen not to live off campus in the fall. Please see the “Changing Housing Status” section below for further information.
- **Over the age of 25:** Students who are 25 years of age, or older, prior to the scheduled first day of fall classes are **required** to live off campus.
- **Part-time:** The College does not provide housing for those with part-time student status. (11 credits or less per semester)
- **Super-senior:** Students who have attended four or more years (eight semesters) of undergraduate education, (**including time abroad and/or at other colleges or universities**), are permitted to live off campus, as enrollment numbers allow. In order to allow super-seniors to go through the spring semester housing process, students who have been living on-campus during their senior year will be assumed to be continuing to live on campus as a super-senior unless the College is informed otherwise. Requests to live off campus must be submitted to the Student Life & Learning Office by submitting a student status change from on my.GCC. Student class status is determined by the Registrar. Post-baccalaureate students are required to live off campus.

- **Students with super-senior status for Spring semester only:** Students who are listed as having “Super-Senior” or “Fifth-Year” standing with the Registrar **for only the spring semester** of a given academic year may live off campus for the entire academic year. However, this decision must be made prior to the scheduled first day of fall classes. Students should not assume that they may live off campus for the spring semester if they have chosen not to live off for the entire academic year. Please see the “Changing Housing Status” section below for further information.

Expectations for off-campus living

- Students approved for off-campus housing must commute from the address for which they applied and from which they were approved to live. Students are also required at all times to maintain their current address on file.
- The College reserves the right to require a student to move to another off-campus location or to move on campus if the College determines there to be a sufficient health, safety, academic or moral concern with the student’s off-campus living situation.
- All students permitted or required to live off campus are still recognized as members of the Grove City College community and as such are obligated to honor their commitment to Grove City College’s Community Standards and expectations as outlined in *The Crimson* and other related Student Life & Learning policies. In addition to these College standards, off-campus students are reminded they are also required to abide by the local laws and ordinances of the communities in which they reside.
- Students living off campus are expected to be good neighbors, respectful and considerate of the rights and needs of their neighbors, and sensitive to issues regarding noise, parking, guests, upkeep of dwelling, etc.

The Discretion of the Office of Residence Life and the Office of Student Life & Learning

The Office of Residence Life, or designee, retains the right to grant or require exceptions to any residence life housing policy or requirement as stated in the Residence Life section of *The Crimson*. If an exception to a student’s housing status or other housing policy is desired, a timely request should be made in writing to studenthousing@gcc.edu.

Requested exceptions will be granted on a case-by-case basis and only if the exception is in the best interests of the College, the requesting student, and the entire campus community.

In addition, the College, while endeavoring to provide safe and effective housing for resident students, retains all rights of ownership and therefore considers all who reside in its facilities to have agreed to abide by all College regulations applying to campus housing. As a result, the College reserves the right to require a resident to move to a new housing assignment or to revoke on-campus living privileges whenever the best interests of the College appear to demand such action.

Accommodations

Students with a documented medical need who require specific housing accommodations must contact the Disability Services Coordinator in the Academic Resources Center at 724.264.4673 or at arc@gcc.edu. The health form that is required for incoming freshmen does not satisfy the documentation needed to request specific housing accommodations as it is kept confidentially on file with the Zerbe Health Center.

Please note that we are unable to meet any medically-related housing need unless the accommodation is properly requested through the Disability Services Office in the Academic Resources Center. Your timely accommodation request is appreciated and ensures our ability to provide the best housing situation possible.

Please note that accommodation requests made after the start of an academic semester are more difficult to meet based on bed availability and our need to serve our entire student population well.

Upperclassmen with ongoing special housing needs are responsible for reaffirming those needs annually with the Disability Coordinator in the Academic Resources Center. In order to ensure suitable housing arrangements for the fall semester, current students should submit official documentation before **March 1st**.

Renter's Insurance

The College **strongly encourages** every student to carry insurance protection against loss and/or damage to personal property. The College cannot be held responsible for loss of the personal property of residence hall students due to theft, fire, disruptions to electrical service, naturally occurring catastrophes such as wind, rain and/or flooding, or if the negligence or willful conduct causing the loss is that of another student and/or another individual not acting as an employee of and/or without specific authority of the College.

Please note that occupancy of a College-owned residence does not establish a landlord-tenant relationship between the student and Grove City College. Residents are encouraged to check with their parents regarding their homeowner's policies and insurance coverage.

Changing Housing Status

A student desiring to change his/her housing status, i.e., a student desiring to change from resident to commuter or vice versa, may do so by completing a *Housing Status Form*, available on my.gcc.edu. The request to change status must be approved by the Office of Residence Life before the change is official. Students are encouraged not to make changes in their housing arrangements until the request has been officially approved.

Students seeking to change their status from commuter to resident in the year to come are strongly encouraged to complete the required form at least two weeks prior to Room Draw in the spring semester to ensure the ability to participate in the housing selection process.

Meal-plans

All students residing in one of the eleven traditional residence halls on campus are required to have a 21-meal plan each semester. Students residing in the Colonial Hall Apartments are not required to have a meal plan as their apartments contain kitchens. However, those residing in the apartments, as well as commuter students, may purchase dining options for a given semester by logging onto myGCC and clicking on "Dining Options" under the "Sign-Up" tab.

Room Draw (for Fall Semester)

Each spring, non-graduating enrolled students will have the opportunity to participate in the housing selection process for the following fall semester. Students who are not residing on campus but who wish to do so for the current or following academic year must fill out a *Student Status Change Form* (please see above). Prior to Room Draw, students will be sent an email confirming their housing status for the fall semester as shown in the school's central database, i.e. commuter, resident, off campus, abroad, etc. If this status is incorrect contact the Student Life & Learning Office for instructions. A housing deposit is charged to the student account of students who have a housing status of resident for the following semester. This deposit will be posted on March 1st, and is refundable if the student notifies the College of their withdrawal or changes their housing status to non-resident prior to June 30th. The deposit is non-refundable if notification is made on July 1st or later.

Room Draw Eligibility

Eligibility for participation in Room Draw is contingent on each of the following having been fulfilled in advance of Room Draw:

- The student must be enrolled at Grove City College during the spring semester in which Room Draw takes place. Students who are studying abroad or who are enrolled in a College approved internship are eligible to participate
- The student must be listed in the College housing database as “resident” status for the fall semester.
- The student must have his/her fall housing deposit paid by the appropriate deadline.
- The student must have no outstanding balance due on his/her student account at the time of Room Draw.

Room Draw Process

Students will receive their room number via their Grove City College email at least twenty-four hours in advance of Room Draw. Please note these random numbers are created for all students at the same time and are based on class level.

Room Draw is conducted by class seniority, beginning with the current senior with the lowest housing lottery number. There is no requirement for a student to fill his/her room with members of his/her own class, i.e. a senior could room with a junior or sophomore. As a result of the desire to provide freshmen with the opportunity to live together, currently enrolled upperclassmen may not choose an incoming freshman student as a roommate.

Housing Selection Process (for Spring Semester)

Students entering Grove City College in the spring semester, students returning from a fall semester studying abroad, students returning from a fall off-campus College-approved internship, and students being readmitted to the College after a temporary leave of absence will be contacted by the Office of Residence Life in early December to discuss housing arrangements for the spring semester. The Office of Residence Life will do its best to meet individual requests regarding housing placement, but please note bed availability in the spring is limited. The College reserves the right at any time to assign students to a room with one or more open beds.

Room Changes

The College views living and interacting within the residence halls as part of the student’s overall learning experience. Working through a relational issue within the context of a living situation helps to build invaluable communication and conflict management skills that are transferable later in life (in the work-place, your church, local communities, and other relationships). As a result, the Residence Life team is committed to assisting students in developing and utilizing these skills in the context of the residence hall experience. In the case of a roommate conflict, Residence Life’s commitment is to helping all parties involved resolve the conflict and, when possible, restore the relationship. If a student finds him or herself involved in a roommate conflict the following procedure should be followed:

- The students involved in the conflict should first talk to each other, working to achieve reconciliation in an open, honest, and caring manner. Issues should be directly, but tactfully addressed.
- If the students themselves are not able to resolve the conflict, they should involve the Resident Assistant to mediate the situation. There should be a good faith attempt on the part of the students to meet the conditions of a compromise, should one be attained.
- Should the conflict remain unresolved, the students should involve the Resident Director to mediate the conflict. Here, too, a good faith attempt should be made to bring the disagreement to a fair and equitable resolution.
- If the conflict still cannot be resolved, the Residence Life Staff will confer with respect to employing other means to resolve the conflict. If the Residence Life staff deem a room change is necessary, such a change will typically occur at the conclusion of the semester.
 - In light of our educational goals and facility needs, we ask that students partner with the Residence Life team in addressing any struggle or concern that may arise in their living situation.

- Students who change rooms without the prior approval of Residence Life will be required to move back to their original room assignment and will be charged a minimum fine of \$100.00.

Opening of the Residence Halls

Students should go directly to their residence halls upon arrival in the fall semester. The Residence Life staff in each hall will provide students with their room assignment, and their *Room Condition Inventory Form* (first year residential students will also receive their Grove City College ID and a copy of *The Crimson* from their residence hall staff). Students should go to their room prior to moving in their belongings and carefully compare the condition of their residence hall room (and furniture) to the information on their *Room Condition Inventory Form*. If a student feels the form is not complete he/she should add the appropriate information to the form and discuss the matter with a Residence Life staff member in their hall. Once the student has checked the condition of their room and is satisfied that the information listed on the form accurately reflects the condition of the room, he/she should sign and date the form and return it to the Residence Life staff. At this time the student will receive the key to his/her room.

Please note it is crucial that the *Room Condition Inventory Form* reflect any room or furniture damage, as well as the general condition of the student's room, upon check-in. This form is the sole record of the room condition prior to a student's arrival. As a result, **we strongly encourage students to be extremely detailed in reviewing and completing the form.** Students will be held accountable at check-out for all damage not previously listed on this form (please see below for more information regarding the closing of the residence halls).

Students are not permitted to move into their residence halls earlier than the designated move in dates without prior permission from the Office of Residence Life. Moving in some or all of your belongings early is also not permitted and could result in fines.

Closing of the Residence Halls - Breaks

The residence halls, including the Colonial Hall Apartments are officially closed during the Thanksgiving, Christmas, Spring, and summer breaks. Students should review the Grove City College academic calendar in advance and make appropriate travel arrangements in regard to the closing of residence halls.

All students and their belongings must be out of the residence halls by the scheduled closing time for extended breaks. The College will leave the Breen Student Union open for a short time to accommodate those students whose transportation may be delayed. Students are expected to make all reasonable efforts to adhere to the residence hall closing times. It should be noted that at the conclusion of the Fall and Spring semesters, students must also vacate their residence hall within 24 hours of their last final exam, or by the scheduled hall closing time, whichever comes first, with the exception of seniors preparing to graduate in the spring semester.

Students should pay close attention to the Residence Life staff's instructions concerning proper check-out when leaving their residence halls for a break or year-end closing. **Time of year and varying length of closure may necessitate different check-out procedures from break to break with students expected to adhere to the specific protocols in place for each.**

Closing of the Residence Halls - End of Year

Year-end residence hall closing procedures include completion of a room check-out with a member of the Residence Life staff. Those leaving the College prior to the end of the year are also expected to complete this process prior to leaving campus. Failure to check out properly in either case will result in a fine for improper check-out.

Students will be held responsible for all damage found to the room or furniture that is not previously listed on the *Room Condition Inventory Form* provided to the student upon arrival. A final check of each room will be made by Student Life & Learning staff within one week of Commencement. Please note that student staff (RAs) do not have the authority to assess a fine or determine that a student will not receive a charge at the time of check-out. Only an RD or member of the staff of Student Life & Learning can determine whether a charge will or will not be assessed to a student at the time of closing. Further damage or cleaning needs assessments will be made at this time. Notifications will be sent to students during May intersession. Any appeals must be received within 7 days of delivery of the e-mail, or the posting of the fine to a student's account, whichever comes first.

Graduation Week Housing

Graduating seniors and enrolled undergraduate siblings are permitted to stay in their rooms through residence hall closings on graduation day. Siblings of graduating students who desire to stay on-campus through graduation must register at least two weeks prior to the day residence halls close to non-graduating students in order to guarantee their ability to stay on-campus through graduation. Sibling requests to stay on campus must complete the delayed check-out request from on my.GCC.

Please note: the roommates and friends of those students who have a College-approved reason to be in the residence halls are not permitted to stay on-campus. This includes, but is not limited to, the roommates of graduating seniors, the roommates of siblings of graduating seniors, friends of those graduating, and the roommates of those who are approved to stay because of their involvement with graduation ceremonies, i.e., band, choir, ushers. Please also note that housing for graduation will not be provided for family and friends other than siblings currently attending Grove City College.

Pre-Intersession & May Intersession

Students who are enrolled in May Intersession and desire to live on campus must sign-up for May intersession housing. Those students registered for May Intersession class and who are listed as a resident student for that time period may also request to stay on campus between the closing of the residence halls to underclassmen and the beginning of intersession by signing-up for pre-intersession housing. Those who are not signed up for May Intersession housing may not sign up for pre-intersession housing.

Please note, the Residence Life staff reserves the right to modify hours of availability for checking students in and out of the residence halls on the specified dates listed on the College academic calendar.

Summer Housing

Based on the number of beds available, the College may be able to provide on-campus housing for currently enrolled students who are working for the College or participating in a for-credit, academically approved internship over the summer months. Supervisors of students desiring on-campus housing should contact the Assistant Director of Residence Life to make such requests.

Early Arrivals

Requests to arrive on campus prior to the official opening of the residence halls will only be granted on a **limited basis** (and will require an overnight fee). Students desiring to enter the residence halls prior to their official opening should fill out the early arrival request form on my.GCC. Please note that granting these requests are very limited. This includes returning to campus early from Thanksgiving, Christmas, and/or Spring breaks. It is important to note that students are **not permitted to move in some or all of their belongings early**, even if their roommate or friend has been granted permission to move in early. Failure to comply will result in an improper check-in fine. All requests to arrive early with an incoming freshman or transfer sibling must be made **no later than two weeks prior to the desired arrival date**. Siblings of incoming freshmen or transfers who live beyond a reasonable radius of the College may request permission to arrive on the first day of new student orientation. Early arrivals granted permission to be on campus are not permitted to have overnight

guests, all policies remain in effect, and there are no open hours. Failure to abide by any of these requirements will result in a substantial fine.

Inclement Weather

Due to staffing limitations, residence halls will not be opened early for students returning from break prematurely in order to avoid inclement weather. Students are encouraged to plan accordingly and may desire to consult the list of local accommodations found in the Admissions or Student Life Offices.

The Director of Residence Life, or designee, in consultation with Campus Safety and other College personnel, may alter hall closings in situations where weather-related travel concerns may arise. In handling these weather concerns the College will focus on the immediate travel radius from campus and not the student's final travel destination.

Commuter Life

As a commuter you are encouraged to make the Rathburn Commuter Lounge, located on the upper level of the Breen Student Union, your home away from home. The lounge provides commuters with a place to study, watch TV, prepare a meal using the microwave, toaster oven and sink, and hang out with friends. Commuters desiring the use of a locker should speak to the Student Life and Learning Office upon arrival in the fall. The student will need to provide a padlock for usage during the semester.

Commuters are welcome to purchase meals in the College dining halls either by purchasing a semester meal ticket (valid for 21 meals a week while school is in session), by purchasing the meals separately, or by participating in a customized commuter meal program. Food is also available in the Student Union for cash and Crimson Cash purchase.

We strongly encourage you to fully embrace your college experience, to develop relationships with commuter and resident students and to be involved. Students who are commuting are encouraged to address questions and concerns to the Student Life and Learning Office.

Residence Life Standards, Expectations, and Services

Alcohol & Other Drugs

In accordance with the Grove City College Community Standards, alcohol and all illegal drugs are prohibited in the residence halls. Alcohol containers, empty or full, and all drug paraphernalia are prohibited and may not be used for decorating a residence hall room. In addition, glassware, posters, clothing, and all other personal belongings that contain any alcohol or illegal drug branding or reference are prohibited. Responsible behavior by those of legal drinking age is expected at all times.

Appliances

In the effort to reduce circuit overloading and potential fire hazards, the types of electrical appliances allowed are limited to UL approved irons, hair dryers, curlers, and coffee makers without an exposed hot plate or coil (automatic shut-off preferred). Refrigerators which are 4.5 cubic feet or smaller and microwaves (900 watts or less) are also permitted. Please note that refrigerators may not be stored in residence hall closets. All items with an exposed heating element such as toasters, George Foreman grills, toaster ovens, hot plates, etc., are not permitted. Deep frying is not allowed in any residential unit under any circumstances. Such items as space heaters and heating fans are not permitted in residence hall rooms unless placed in the room by authorized Operations personnel.

Babysitting

Babysitting is not permitted on campus. Siblings twelve years old and older may stay for a maximum of two nights when registered with the Resident Director.

Bed Risers

Bed risers are allowed to create additional under bed storage for residents. In order for bed risers to be used the following criteria must be followed:

- Bed risers must be made of high density polyethylene that holds at least 1,200 lbs.
- Bed risers may only be used on single beds, and are not permitted to be used on beds that are bunked.
- Beds may not be raised more than 6 inches.
- Bed risers made out of plastic, cinder block or PVC pipe are prohibited.

Bicycles

Bicycles are permitted on campus and the safe usage of bicycles is encouraged. Students should register their bike on my.GCC through the Student Life page. For safety concerns bicycles may not be used or stored in public areas such as lounges, hallways, stairwells, entrances/exits, or other non-designated areas. The College has provided bicycle racks for your convenience at a variety of campus locations. In addition, bicycles may be stored appropriately in your residence hall room provided they do not impede safe exit from the room. Bicycles may not be hung from walls or ceilings. Bicycle riding in the residence halls is prohibited. Residents may be charged for damage caused by transporting and storing bicycles in the residence halls. Failure to abide by these bicycle policies could result in fines or loss of privilege to store a bicycle in the residence halls. Bicycles cannot be locked to trees, railings, or fences; use of bicycle racks is required if your bike is not being stored in your room. No summer storage for bikes is available on campus. Bikes left on campus at the end of the academic year are considered abandoned property and will be disposed of, sold or donated two weeks after Commencement.

Candles & Other Incendiaries

Candles or any other incendiaries (such as incense) are strictly prohibited.

Card Access System

All external residence hall doors and some hallway doors require the use of an ID card for access. Students have access to same-gender residence halls. All doors are accessible by card during the day; some doors may not be accessible at night. Both male and female students have open access during Open Hours and to common lobbies from 9:00 a.m. - midnight. The card access system in such spaces is activated at midnight. Improper use of an ID card may result in a fine of up to \$100 and is considered a student conduct violation. See more information under the Community Standards and Information Technology Services.

Cleanliness of Residence Hall Rooms

Students are responsible for the cleanliness and order of their residence hall room and furniture. Rooms are to be free of all trash including empty food and beverage containers. Perishable food items should be stored in sealed containers in order to limit the likelihood of insect concerns.

The floors of all residence hall rooms should be neat and easily navigable. Refrigerators should be cleaned regularly and free from mold or outdated food or drink. Clothes should be put away in drawers and/or closets. Clothes, sheets, and towels should be washed regularly to prevent odor and other health concerns. Vacuums are available for student use in each residence hall.

Rooms will be inspected periodically and over holiday breaks for health and safety concerns. Rooms of first year students may be inspected by the Residence Life staffs of Memorial, Hicks, West and North Halls on a more frequent basis in the first semester to ensure cleanliness standards are up to par.

If concerns exist as to the condition of a student's room the student will be given a window of time to remedy the issue. However, if the student fails to respond to the staff's cleaning requests a fine may be levied. Students in residence halls with two or fewer rooms sharing a suite bathroom are responsible for the cleanliness of the bathrooms as well.

While the College will deep-clean these bathrooms over Thanksgiving, Christmas, and Spring Break, the expectation is that students are cleaning the bathrooms throughout the rest of the academic year. Failure to appropriately clean the bathroom could result in fines being levied. For questions regarding appropriate room conditions, please contact your Resident Director.

Confiscation Policy

Certain items are prohibited in the residence halls. These items are subject to confiscation by Residence Life and Campus Safety personnel. When appropriate, confiscated items will be turned over to the Campus Safety Office and disciplinary action taken by the Office of Student Life & Learning. Items include, but are not limited to:

- Alcohol
- Alcohol or drug paraphernalia
- Adjustable arm lamps with all plastic shades and all halogen lamps
- Candles and incendiaries
- Coffee pots, mug warmers, and/or other appliances with a hot plate, open flame or exposed heating surface.
- Curtains and drapery other than those provided by the College
- Explosives (including fireworks)
- Extension cords failing to meet the minimum standard of 14-gauge wire
- Firearms
- Grills and/or flammables
- Heaters, air conditioners, and ceiling fans
- Helium Tanks
- Illegal Drugs
- Knives with blades larger than 4 inches
- Live Christmas trees
- Multiple outlet adaptors without surge protectors
- Obscene or Pornographic materials
- Pets (other than fish)
- Road signs, road cones, or other public property without proof of purchase
- Satellite dishes
- Surveillance cameras
- Unapproved air conditioners or space heaters
- Weapons of any sort, including water balloon launchers, air soft guns, and spent munitions.
- Wireless Routers

In some cases, Residence Life staff will issue a fine and place the item in storage, allowing the student to take it home at a later date. At the discretion of the Resident Director, storing items will only be allowed on a very limited basis taking into consideration safety, space, length of time in storage, etc.

Cooking

For environmental, health, and safety reasons, cooking is not permitted in residence hall student rooms. Cooking is allowed in the approved kitchens present in some halls, i.e. South Recreation Hall, Ketter Recreation Hall, and in the Colonial Hall Apartments. (See “Appliances” for UL approved appliances permitted in your residence hall room.) Ketter Recreation Hall Kitchen can be reserved through my.gcc.edu or may be used as available.

Courtesy & Quiet Hours

To ensure a safe and healthy living and learning environment the College has provided that **“Quiet Hours” will be observed from 11:00 p.m. to 7:00 a.m. Sunday night through Thursday morning and from 12:00 a.m. to 7:00 a.m. Friday night through Sunday morning** in each residence hall. During final exams, 24-hour quiet hours are in effect. During Quiet Hours all students and other persons in and around the residence halls are expected to refrain from making or causing noise, or any other disruption, which infringes upon the rights of residents to study, reflect, and sleep. For purposes of clarity, any noise from student rooms or apartments which can be heard in adjoining rooms or apartments will be considered a violation of Quiet Hours. Likewise, any excessive noise in the hallway, residence hall common areas, hall or outside a residence that disturbs someone in a residence hall room will be considered a violation of the Quiet Hours policy.

Because of the diversity of student schedules and lifestyles, individual needs for study, reflection, or sleep do not always correspond with enforced quiet hours. In the spirit of courtesy and in light of the academic nature of Grove City College, the need and/or desire for a quiet atmosphere will take precedence over an atmosphere of noise. As a result, Courtesy Hours will be in effect at all times.

In any situation involving differences of opinion regarding Quiet Hours and/or Courtesy Hours, all parties involved should demonstrate understanding and civility toward one another and should attempt to resolve conflicts among themselves prior to involving the Residence Life staff. Students are encouraged to share responsibility in upholding quiet hours.

Damages & Billing

Any damage that occurs to College facilities or property will be billed to the responsible individual(s) via student accounts. Disciplinary action is also possible if the circumstances resulting in the damage so warrant. When damage cannot be attributed to the responsible person(s), all appropriate students may be held responsible for the cost of repair, i.e., residence hall floor. In the case that a floor is held responsible, the cost billed will be the actual cost of materials and labor.

Decoration & Personalization of Room

The College desires that its students view their residence halls as a “home away from home” and encourages personalization of residence hall rooms. However, for reasons of safety and upkeep students are expected to adhere to the following guidelines while doing so:

- Door numbers must be visible at all times.
- Nothing may hang from or be affixed to the ceiling or sprinkler heads.
- Flame retardant draperies or blinds are furnished by the College in residence halls and may not be removed. No additional curtains may be hung.
- Fabric may not be hung on the ceilings or walls or around windows and doorways.
- Paper or cloth decorations hanging in doorways are prohibited.
- Windows and all access doors must be clear from obstruction.
- Doors must be able to open to the maximum radius.
- Paint of any kind is not to be used on Residence Hall or Apartment walls.

- White mounting putty or Scotch 3M Command Adhesive strips may be used on traditional residence halls walls and doors. The use of nails, screws, or tacks on residence hall furnishings, doors and walls is prohibited. Please note 3M strips need to be removed per the instructions on the package to prevent facility damage. No adhesives are permitted (such as the above) on Colonial Hall Apartment walls. Posters may be hung with thumb-tacks and small nails only in Colonial Hall Apartments.
- The College reserves the right to require the removal of decorations deemed to be inappropriate. All decorations are subject to the approval of the Residence Director and/or Student Life & Learning personnel. Decorations may not contain nudity, foul or abusive language, alcohol or drug references, pornography in any form, or any image or language associated with the occult. All decorations must be in good taste.

Donations

If a student, family member, or friend of the College desires to donate an item such as a piano or furniture to the residence halls, they must contact the Director or Assistant Director of Residence Life for instructions on how to proceed.

Doors, (unauthorized propping, or tampering with)

Exterior, stairway, attic, and any other security doors are not to be propped or tampered with in any way. Student cooperation in this matter is imperative in ensuring the safety of residents and the residence hall facilities.

Evacuation

Emergency evacuation procedures are posted in each residence hall room. All fire alarm soundings should be treated as an actual fire, and the building must be evacuated immediately. During an evacuation, students should proceed to their residence hall's designated meeting location. Students who fail to evacuate during a fire alarm or emergency evacuation will be subject to disciplinary action. After an evacuation, students are not to return to the building until a Campus Safety Officer or Resident Director has granted permission, even if all fire alarms have been silenced.

Extension Cords

All extension cords used in the residence halls should be a minimum 14-gauge wire. Only power strips and multiple outlet adaptors with surge protectors may be used in order to prevent power outages and fire hazards. Electrical cords should not be run underneath carpets or doors.

Fire Equipment, Signs, & Fire Doors

All fire-related equipment, including fire extinguishers, hoses, alarms, exit signs, emergency lights, and notices are available for the purpose of saving lives. The equipment is to be used for fires only. Unauthorized use of or tampering with any safety equipment is a serious violation of College policy and local, state, and federal law and may result in disciplinary action from the College as well as criminal prosecution. See Sprinkler System section below for further fire safety information.

Furniture

Each resident student is provided with a bed, mattress, dresser, desk, chair, and closet or wardrobe. Students will be held accountable for the following standards regarding residence hall furniture usage:

- Furniture is to remain in the room at all times. Residence hall furniture should not be stored in hallways, hall closets, attics, or other locations within or outside of the residence hall other than the residence hall room for which it was originally assigned.
- Furniture should be used for the purpose for which it is intended. For example, wardrobe doors should not be removed and used to construct bookshelves.

- Furniture is not to be disassembled nor be permanently altered in any way.
- Furniture that is not manufactured for stacking may not be stacked. Beds designed for bunking may not be stacked more than two high. Stadium seating of couches and all other furniture is not permitted.
- Non-College issued furniture that is added to the room by the student must be in good condition, and fit the room in such a way that the beds, center of the room, and access doors are clear of all obstructions. Large/Heavy pieces of furniture (Pool tables, Safes, etc.) should be examined by the RD before entering the residence hall. Students are encouraged to use extreme caution in bringing in outside furniture to ensure that it is free of pests such as bed bugs, cockroaches, fleas, ticks, etc. Any pests brought in by outside furniture (and/or other belongings) will be removed by the College at the responsible student(s) expense using what the College determines to be appropriate methods and/or outside resources to treat and eradicate the problem. Water beds, lofts, or platforms are not permitted and shelves may not be placed over beds or access doors.
- All problems with or damage to College-issued furniture should be reported to the student's Resident Assistant or Resident Director as soon as possible upon discovery of the concern.
- Should pest (roaches, bed bugs, etc.) be transported into College facilities via student owned furniture (an or other belongings) treatment and eradication will be conducted via a College-approved pest control service provider at the full expense of the student(s).

Garbage Removal

Trash receptacles within the room, suite or apartment are to be provided by the residents, and residents are responsible for removing their own garbage. Garbage disposal sites are located within the vicinity of each residence hall, and all personal trash must be taken to these sites. A fenced-in dumpster with card access is located outside the northwest end of the Colonial Hall Apartments for apartment residents' use. Failure to properly dispose of garbage, including placing personal trash in common areas such as bathroom receptacles, hallways or lobby trash cans may result in disciplinary action. See also recycling.

Guest(s) and/or Overnight Guest(s)

Guests are expected to abide by all campus policies. The assigned occupant of a room assumes responsibility for the actions of his/her guests and any violation of College policy taking place in the room independent of his/her personal involvement. Guests who fail to adhere to College policies and expectations are subject to removal from College premises. In addition, guests with vehicles parked on campus must secure a visitor's parking pass from Campus Safety upon arrival.

Overnight guests of the same gender are permitted in the College residence halls if they are invited and accompanied by a resident of the building. **Residents are required to register their overnight guests with the College.** Adult guests may stay overnight for up to two nights in a row. A guest may stay no longer than seven nights in any semester. Overnight guests of the opposite gender are not permitted. Children under the age of eighteen (legal minor) may not stay as overnight guests in the residence halls without prior written permission from the minor's parent or legal guardian. See also Babysitting.

An enrolled resident student may not be considered the guest of another student. However, commuter students will be treated as overnight guests. In the case of inclement weather, a commuter may be granted permission for a one-night stay with a resident.

Guest(s) may not stay overnight with students who are being housed during a break for which the College is closed. Guests are also prohibited during breaks and during Intersession.

Out of respect for one's roommates, invitations to overnight guests should always be made after consulting with all the residents of the room/suite/apartment where the guest(s) will be staying.

Hallways

Hallways must be kept clear at all times. No shoes, clothes, umbrellas, trash, rugs, furniture or other personal and/or group items may be left in the hallways at any time. This ensures hallways are navigable during emergencies and assists our housekeeping staff as they maintain the cleanliness of the residence halls.

Keys & Lock-Outs

Resident students are provided a key to their room when checking into the residence halls. If a resident is locked out of his/her room, the residence hall staff can provide access. In the case of a lock-out the student requiring access to their room should contact his/her Resident Assistant. If the Resident Assistant is not available the student should contact his/her Resident Director. If the Resident Director is unreachable then the student should contact Campus Safety. Please note a student may be charged if he/she has made repeated requests to be let into his/her room.

Resident students are responsible for their residence hall rooms and the activities that take place in them. As a result, residents are encouraged to make every effort to ensure that their rooms are locked when they are out of the room and to have their room key on them at all times.

Any loss of a key should be reported immediately to the Resident Director. For lost keys, a charge will be assessed to the student account for a Dorm Lock Replacement fee. For damaged keys, a charge will be assessed to the student account for a Dorm Key Replacement fee. At the end of the year or upon withdrawal, unreturned keys will be considered as lost and will be subject to the appropriate Dorm Lock Replacement fee. All fees are listed in the Student Accounts: Billing and Payments section under Expenses. Duplication of keys is prohibited.

Laundry Facilities

Laundry facilities are available in all traditional residence halls and service is free of charge. These laundry machines are owned and managed by ASI Campus Laundry Solutions. Service issues with this equipment should be immediately reported to your Resident Director since laundry equipment can typically be handled in one business day. Please note: the washing machines require high-efficiency detergent.

Lobby and Public Areas

The use of lobbies and public areas in the residence halls for studying, recreation, or group meetings is encouraged. Public areas include, but are not limited to, lobbies, hallways, bathrooms, stairwells and study areas. To ensure that these spaces are an asset to the entire residence hall:

- Furniture is provided in residence hall public areas for the use of all residents in the building. removal of furnishings from these public areas is prohibited and will be considered theft.
- Televisions are located in many common areas. Residents are encouraged to show respect for the members of their community by avoiding the public viewing of content that may be considered offensive and inconsistent with the College's community standards in these areas. Students who rent or own films should abide by the Federal standards with regard to the public showing of such films. Published guidelines are available in the Student Life and Learning Office.
- Residents are asked to show respect to College housekeeping staff by assisting staff in keeping public areas clean and by returning furniture to its original location after use.
- Lobbies in the women's residence halls and Memorial Hall are open to all students from 9:00 a.m.-12:00 a.m. seven days a week. Ketter Rec will be open 24 hours, unless otherwise specified. South Rec will be open until midnight.
- No food or drink is permitted in South Lobby due to the formal furnishings and the desire to maintain the traditional atmosphere of the area.
- Out of respect for members of our community, sleeping in residence hall lounges is prohibited..

- See also Public Display of Affection

Lofts

Self-constructed or purchased lofts are not permitted in the residence halls. College-provided loft equipment is only available in certain residence halls. Consult your Resident Director with further questions.

Maintenance and Housekeeping

Grove City College makes every effort to keep its facilities in good condition. Housekeeping and Maintenance staffs work in every residence hall to keep the public areas clean and in working order. Residents are responsible for the cleanliness of their individual rooms and apartments and are expected to treat residence hall facilities and furniture with the utmost care. Maintenance and Housekeeping requests need to be submitted using the Student Work Order Request form on my.GCC. Please do not direct requests to Operations.

Please note that maintenance and housekeeping personnel (often of the opposite gender) may enter the residence halls and resident rooms as early as 9:00 a.m. In the case of a facilities emergency, they may need access prior to this time. Please plan accordingly. Maintenance and Housekeeping reserve the right to enter student's rooms to complete work order requests, whether or not a student is present in the room. If a student is present, Maintenance and Housekeeping will confirm with the student that completing the work order at that time works for the student and, if not, arrange for a different time if need be.

Maintenance and Housekeeping workers are permitted to enter residence halls common areas prior to 9am, but will not enter living areas or residential hallways prior to 9 a.m. unless it is an emergency.

Medical Transportation

Transport to medical appointments cannot be the responsibility of the College or the Residence Life team. Students are encouraged to arrange transportation for routine medical appointments with Superior Ambulance Services (724-458-5350). Superior provides non-emergency transportation via van shuttle at a minimal fee. Arrangements must be made at least 24 hours in advance. Students may also want to contact Airport Orbit, Inc. at 724.794.4833 for possible taxi services. Those facing extreme circumstances may contact the Student Life and Learning Office for additional help.

Please note: Students should call Campus Safety at 724-458-3000 in the event of a medical emergency. While Campus Safety may transport a student to the Grove City Medical Center or the Zerbe Health Center, the College's default for medical emergencies is Superior Ambulance Services.

Noise

Because of the close proximity of the residence halls, noise outside the halls must be maintained at a reasonable level. For this reason, loud music (including stereo speakers in room windows), the playing of musical instruments, and other noise (including sports activities) are not permitted in the residential areas, unless special permission is granted by the Resident Director. (For more information regarding noise in the residence halls please see the above section entitled "Courtesy & Quiet Hours").

Open Hours

Open hours are the opportunity for members of the opposite gender to visit individuals' rooms in accordance with the policies and hours established by the Office of Student Life & Learning. Only invited guests are permitted in the residence halls. At no other times are members of the opposite gender permitted beyond the lobby of any residence hall unless they have permission from the Resident Director.

A visiting student of the opposite gender who is currently enrolled at the College must sign in to the floor that they are visiting on the provided Open Hours Log sheets located on each floor of the residence halls. When leaving, the visitor must also sign out using the same log sheet they signed in on. This is important since some floors have multiple log sheet locations. After signing in, currently enrolled student visitors are free to visit multiple rooms on that particular floor as long as their presence is welcomed by the residing student(s) and as long as they have signed into the floor upon entering and sign out upon leaving. Guests (visitors who are not currently enrolled students) need to specify on the Open Hours Log which particular room they are visiting and the name of their host/hostess. These guests must also be escorted through the building by their hosts or hostesses at all times. Guests also must sign-in and sign-out on this same Open Hours Log.

At no time are guests of the opposite gender permitted to use hall bathrooms during Open Hours, but may instead use lobby bathrooms.

Doors to rooms where visitors of the opposite gender are present must remain open a width of at least four inches. In suite areas, doors to the suite hallways, as well as the door to the room, must remain open. A light other than the TV must be on in the room. It is further expected that men and women will act in a way that shows respect for themselves and others.

Open hours in traditional residence halls:

Wednesday 7 p.m.-10 p.m.

Friday 7 p.m.-12 a.m. (midnight)

Saturday 1 p.m.-12 a.m. (midnight)

Sunday 1 p.m.- 10 p.m.

Open hours in Colonial Hall Apartments are different from the rest of campus. See the “Colonial Hall Apartment Life” below.

Note: Permission to have non-student family members of the opposite gender in one’s room during non-visitation hours should be sought in advance from your Resident Director. Failure to do so may result in the Resident Director being unavailable and consequently, no authorization for such visitation.

Pets

No pets, other than fish in an aquarium no larger than ten gallons, may be kept in the residence halls.

Pranking and Vandalism

Students should respect the property of the college and of fellow students at all times. It is important that residence halls be welcoming and safe spaces for students. Students are strongly encouraged to be mindful of the impact of their decisions on their fellow students and on the College staff in Residence Life, Housekeeping and Operations. Vandalism under any circumstances is unacceptable. If vandalism or pranking cause damage(s) to college property or requires labor for cleaning, the students involved will be charged for labor and replacement or repair costs. When deemed necessary, additional sanctions may be applied through the student conduct process. In some instances where the individual(s) involved is not known, a hall or building may collectively be held responsible.

Public Displays of Affection

Men and women on campus should act in a way that shows respect and honor toward each other and toward those around them. If students are acting in a manner that is not in accordance with Christian standards or that is making others uncomfortable such that the lobby’s public nature is threatened or disrupted or if there is concern for the behavior taking place, College personnel may ask them to stop or leave a particular area. The same applies in a student’s room.

Recreation

Lawns outside of the residence halls may be used for casual play by small groups of students. Students must use shoes without cleats when playing on residence hall lawns. Only wiffleballs should be used in the immediate area surrounding the residence halls. Tennis balls, baseballs, handballs, etc., are not appropriate for residence hall lawn play. Golf is not to be played on College property. Students are encouraged to use the intramural playing fields for recreational purposes. Teams and large groups are required to use the intramural playing fields or other approved fields. Again, where evidence exists that casual play is causing damage to the lawns or residence halls, students may be asked not to use those areas, for a period of time or permanently in order to restore the lawns.

Recycling

Recycling receptacles are available in each residence hall for student use. Although recycling is not mandatory, it is strongly encouraged. Each residence hall follows its own procedure regarding the emptying of recycling receptacles on a weekly basis. If you would like to assist in our recycling efforts, please contact your Resident Director.

Room Access, Inspections and Searches

Although the College values a student's right to privacy, in an effort to maintain an educational atmosphere, safe and effective living conditions, and in furtherance of the College's mission, the College reserves the right to enter any residence hall room, suite, apartment, or other related facility for the purposes of periodic inspection, repair or routine maintenance, health or safety concern, or where there is a reason to believe that College policy is being violated.

Please note: during Thanksgiving, Christmas, Spring/or Easter breaks, Residence Life staff will conduct routine health and safety inspections of all residence hall rooms. In addition, periodic health and safety inspections may be done in all first year students residence hall rooms. Please note that the College reserves the right to inspect student refrigerators at any time due to the need to maintain clean and healthy living conditions for all residents.

If a concern exists that a College policy violation is taking place, the College reserves the right to inspect and search any room on campus at any time with or without the presence or knowledge of the students living in the room. An inspection or search includes all areas of the room and/or apartment, including equipment within the premises, such as computers and their contents, even if the equipment is not owned by the College.

If a College official finds any improper or illegal material, items, and/or persons within the room during the course of a search, the official will remove such items and/or persons from the room and make a full report to the Student Life & Learning Office.

Sales & Solicitation

To protect each student's right to privacy in our residence halls, door-to-door sales and/or solicitation by students and/or outsiders are strictly prohibited. Advertising of private products by students is permitted only with approval from the Resident Director and only in appropriate locations as time and space permit. Students who observe sales and/or solicitation occurring should contact a Residence Life staff member or Campus Safety at 724-458-2111.

Smoking

Smoking and the use of e-cigarettes (vaping) are not permitted in the Residence Halls. Those who smoke outdoors are encouraged to be considerate of those entering and exiting Residence Hall buildings and are asked to avoid blocking building access. Smokers are also asked to refrain from smoking directly outside of doors and windows and to be considerate of noise levels at night. Finally, smokers may be asked to move further away

from the building at any time. In order to maintain the beauty of the campus, receptacles have been placed strategically and smokers are asked to dispose of tobacco waste appropriately.

Sports in the Hall

For safety, noise and potential damage or injury reasons, students are not permitted to engage in sports in the hallways. Additionally, scooters, skateboards and rollerblades are not to be used inside the residence halls. Students who cause damages to college property due to sports being played in or around residence halls could be charged accordingly.

Sprinkler System

Objects may not be hung from a sprinkler head or its casing. Obstructing sprinkler heads or pipes in any way may result in a \$100.00 fine for each violation. Carelessly or negligently activating a sprinkler head may result in disciplinary action and damage costs. Since sprinkler systems have possible bacterial contamination, students coming into contact with water from the sprinkler system should report to Zerbe Health Center immediately.

Storage

Several residence halls have storage areas for student use. Only approved items such as luggage and plastic bins with lids may be stored in these areas. So that all residents may take advantage of storage spaces, students are limited to two items in a storage area unless otherwise posted; any additional items must be approved by the Resident Director. All stored items must be properly identified with the owner's name and room number. Other stipulations on storage may be put in place by the Resident Director. Please contact your Resident Director if you have questions regarding availability of storage and/or proper usage of such space.

The College does not store students' personal belongings over the summer break. However, there are several local storage companies that will provide reasonable rates for students who desire to store their personal belongings locally during the summer months.

At the conclusion of the academic year, any items left behind will be considered abandoned. Students will have approximately two weeks from the date of graduation to claim and retrieve personal items left behind at check-out. Items determined to be of appropriate quality will be auctioned off (with proceeds going to on-campus groups and/or charities), or donated to local charities. All other items will be disposed of by the College.

Telephone calls, landlines

On-campus Calls: Dial the four-digit extension only.

Local Calls: 9 + Area Code + Exchange (3 digits) + Number (4 digits).

Operator-Assisted Calls: Dial 9 + 0 + Area Code + Exchange + Number or 9 + 0 to speak directly to an operator.

Please call ITS at 724-458-2080 if you experience telephone problems.

Unattended Belongings

Any personal property left unattended in the common spaces of the residence halls including, (but not limited to), hallways, lobbies, lounges, and areas immediately outside of residence hall rooms will be considered abandoned and will be collected and taken to the College "Lost & Found" located in the Campus Safety Office or other designated location determined by the Resident Director of that building. Personal property left in the residence halls after the halls have closed for the academic year will be held for approximately two weeks after graduation before it is disposed of or donated to local charities. If you believe you left items behind, you should immediately contact your Resident Director to arrange to pick up the item if it was not already donated.

Unauthorized Persons

Residents play a vital role in the safety of the residence halls. Residents should not provide unauthorized or unknown persons access to the residence halls for any reason. All guests are to be escorted by their host/hostess. All unknown, unescorted visitors should be directed to the Campus Safety Office.

Withdrawing

A student who finds it necessary to withdraw from the College before the end of a semester must contact the Registrar's Office, Buhl Library ground floor. Upon completion of the withdrawal process, the withdrawing student should contact his/her Resident Director to set up an appointment to check out of the residence hall. Failure to check out of the residence hall in an appropriate and timely manner will result in an improper check out charge being assessed to the student's account. Outstanding charges on a student's account may impact a student's ability to return or have his/her transcript sent to another institution.

Windows & Screens

Window screens are to remain securely attached to room windows as designed, and removal will result in receipt of disciplinary action. Throwing, shooting, spraying, or hanging any object out of a window is strictly prohibited. Individuals may not enter or exit residence hall rooms through windows for any reason other than emergency evacuation. Individuals should never enter or exit residence hall rooms through windows at any time. For the safety and security of all residents, ground floor and first floor residents should take extra care in locking their windows when rooms are not occupied.

COLONIAL HALL APARTMENT LIFE

The Colonial Hall Apartments are a living-learning community that is designed to equip students to be leaders and responsible citizens as they transition from college to their post-college experience. The apartment community is built upon a system of responsible freedom, peer accountability, and commitment to the missions of the Colonial Hall Apartments and Grove City College.

Apartment residents agree to play an active role in developing this community by participating in transitional life skills programs, abiding by all Residence Life and campus policies as outlined in *The Crimson*, and by encouraging other residents in their personal and collective growth.

Apartment Upkeep & Cleaning

As part of preparing students for their post-college experience, apartment residents are expected to maintain and clean their own apartments. The following is a non-exhaustive list of guidelines for apartment upkeep & cleaning:

Items and areas to clean:

- Kitchen: stove (including drip pans), oven, refrigerator, dishwasher, floor, counter tops, sink, and cabinets.
- Living Room: furniture, floor, couches/chairs, windows
- Bedrooms: furniture, floor, windows
- Bathroom: sink, shower, toilet, floor, mirrors
- Washer/Dryer
- All carpets

Hanging wall decorations

Only sticky tack and command strips are allowed on the walls. No nails are allowed. If nails are found in the walls they will be removed immediately and a charge for the holes will be issued during the checkout process.

Door Access/Security

Only Colonial residents should use side entry doors to gain access to their respective gender's hall. All Open Hours guests should enter through the main lobby.

Laundry

As a courtesy to our Colonial residents, laundry is provided free of charge in each apartment. Laundry usage is limited to residents. Non-residents are not permitted to use laundry facilities in Colonial Hall.

Colonial Open Hours

Open hours are the opportunity for members of the opposite gender to visit individuals' apartments in accordance with the policies and hours established by the Office of Student Life & Learning. **Only invited guests are permitted in the apartments.**

A visiting student of the opposite gender who is currently enrolled at the College must sign in to the floor that they are visiting on the provided Open Hours Log sheets located on each floor of the residence halls. When leaving, the visitor must also sign out using the same log sheet they signed in on. This is important since some floors have multiple log sheet locations. After signing in, currently enrolled student visitors are free to visit multiple apartments on that particular floor as long as their presence is welcomed by the residing student(s) and as long as they have signed into the floor upon entering and sign out upon leaving.

Guests (visitors who are not currently enrolled students) need to enter through the lobby and must be escorted through the building by their hosts or hostesses at all times. Guests must sign in and out of the floor they are visiting and need to specify on the Open Hours Log which particular apartment they are visiting and the name of their host/hostess.

At no time are guests of the opposite gender permitted to use apartment bathrooms during Open Hours, but may instead use lobby bathrooms.

Doors of suites in which visitors are present must remain open at least 4 inches. Guests of the opposite gender must remain in the common areas of the apartment (living room and kitchen); individual bedrooms and bathrooms are off-limits. A light other than the TV must be on in the common area of the apartment at all times while entertaining guests.

Open Hours in Colonial Hall:

Monday – Thursday 5 p.m. – 10 p.m.

Friday 5 p.m. – 12 a.m. (midnight)

Saturday 1 p.m. – 12 a.m. (midnight)

Sunday 1 p.m. – 10 p.m.

Colonial Parking

There is adequate parking provided on lower campus for each apartment resident. Residents will be issued a parking pass specific to Colonial Hall. Colonial Residents are permitted to park in the lot behind the Field House, as well as the lot situated across the street from the Cunningham House. They will also be permitted to park in either student or commuter parking on upper campus. To obtain zoning variances in order to build the Colonial Hall Apartments, the College was required to comply with the following parking requirements for residents of Colonial Hall: "In registering vehicles of students who will reside at the Colonial Hall Apartments, Grove City College shall require as part of its registration policy that no such vehicle shall be parked upon any public street or in any public parking lot within 1,000 feet of the Colonial Hall Apartments." This restriction encompasses all of the parking belonging to East Main Church, Covenant OPC Church, PNC Bank and behind Grace United Methodist Church to the north, and to Elm Street (just beyond Country Fair and including the

parking lot behind College View Towers) to the west. Please especially refrain from utilizing Tower Presbyterian Church's small lot. It also includes parking on South Broad Street and College Avenue immediately adjacent to the lower campus. Accordingly, Colonial Hall residents who park in this restricted area may be fined and those who are repeat violators of parking in this restricted area may be subject to loss of their vehicle privileges at Grove City College. Please see details regarding Colonial parking in "Campus Safety" section.

Room Changes

If you desire to change your room assignment (ex. bedroom A to B) permission must be sought and received from your Resident Director prior to making changes. Failure to do so could result in being charged and having to move back to your original room.

GROUP HOUSING

Grove City College has a rich history of Greek Life and Independent Housing Groups. Students have the opportunity to join one of the 8 local women's sororities, 10 local men's fraternities and 9 independent men's housing groups. These communities are often committed to specific goals and philanthropic activities and are evaluated on a yearly basis to ensure alignment with the educational objectives of the College. Areas of assessment include scholarship, spiritual and moral development, service and philanthropy, campus involvement, leadership, and fulfillment of the organization's mission and purpose. At the discretion of the College, sororities, fraternities, and men's housing groups may be granted the privilege of living together in a specific section of a residence hall.

Squatting

Female independent (unattached to a sorority) students are given the opportunity to "squat" with their peers in MAP South-West Hall. Students who choose to join a squatting floor will be permitted to stay in their same hall/room for the duration of their time at The College. The application for squatting takes place each Spring, prior to Room Draw. Independent female students who do not enter the squatting process will take part in the normal Room Draw process.

Community Living Privilege (CLP)

Community Living Privilege is the term used to refer to block housing awarded to fraternities, sororities, and men's housing groups. Housing is assigned to these groups before the general student population goes through room selection. Because this is a privilege, the Office of Student Life and Learning oversees a process through which groups demonstrate their support for the mission and values of the institution and earn the privilege of living together.

Those groups completing this process must also meet the following guidelines and expectations:

- Each group must have ten members living on their block in order to receive block housing. A group with only ten active members may have up to ONE member serving as an RA or completing a Study Abroad program (reducing the number of active members on the block to no less than nine) and still receive block housing privileges.
- Each group will be permitted to have one independent OR one social member living in its block. This person must live in a room with a member of the group and is not permitted to live in a single. This person does not count as one of the ten members the group must have in order to receive block housing privileges. Example of non-active members are, but not limited to social, pref. bids, etc.
- All group memorabilia including, but not limited to composites, mascots, paddles, etc., must be kept within the designated block of rooms, and must be in alignment with College standards and expectations. Groups wishing to display large homecoming signs on the exterior of their building may do so, but must adhere to the following protocol and procedures. One, the signs may be hung the

Monday before Homecoming. Two, the signs must be taken down the Monday following Homecoming (groups who do not adhere to this policy will be fined \$50 for each day the sign remains after Monday) three, the sign must be hung in a safe and secure manner.

- The College will not be responsible for providing storage (during the academic year or summer months) for group memorabilia and other items. Groups are responsible for finding adequate off-campus storage locations. Group memorabilia and other items are not permitted to be stored in residence hall attics, hallways, or stairwells. At the discretion of the College, limited space may be available for group storage on campus.
- For safety purposes, floor hallways must be kept clear at all times.
- The addition of new CLP groups is simply unfeasible given the large number of groups already found on campus (27). It is also our belief that the physical constraints of our residence halls would make the addition of another CLP group detrimental to the residential experience of our independent student population.

Please note: individual students living within a CLP housing section will be held responsible for their personal conduct. If irresponsible conduct involves sufficient numbers of the students in widespread damage or disruption, group sanctions may be levied. As a general rule, the first offense will carry, at minimum, a formal warning from the Student Life & Learning Office, and any subsequent violations could result in the loss of CLP group housing privileges or a change in group or individual housing assignments.

STUDENT ACCOUNTS: BILLING AND PAYMENTS

Office Location: Crawford Hall, Second floor

Phone: (724) 458-2209

Fax: (724) 450-1554

Email: studentaccounts@gcc.edu

EXPENSES — 2022-2023

Application for Admission.....	\$ 50.00
Matriculation Fee (non-refundable).....	100.00
Matriculation Deposit	150.00

(See Admission section for detailed explanations.)

Fall and Spring Semester Charges – Undergraduate Students:

Full time:

Tuition, 12 to 17 credit hours.....	\$ 9,995.00
Tuition, each hour over 17 credit hours	500.00
Room and Board, Residence hall, 21 meals per week.	5,525.00
Colonial Hall Apartments – Room Only	5,265.00
Part time, per credit hour	645.00
Dual Enrollment Program, per credit hour	190.00
Adult Education (audit only), per credit hour	75.00

May/January Intersession and Winter/Summer Online Charges:

Undergraduate Student:

Tuition, per credit hour	\$ 415.00
January Intersession, Residence Hall, Room and Board	760.00
January Intersession, Colonial Hall Apartments, Room only....	730.00
May Intersession, 13 days, Residence Hall, Room and Board ..	690.00

May Intersession, 17 days, Residence Hall, Room and Board ..	900.00
May Intersession 12 days, Colonial Hall Apartments, Room Only	665.00
May Intersession 17 days, Colonial Hall Apartments, Room Only	865.00
Non-Degree Seeking student, per credit hour.....	415.00
Dual Enrollment Program student, per credit hour.....	190.00

Fees for Special Services:

American Red Cross CPR Certification Fee (EXER 251).....	35.00
Degree Apostille	25.00
Dorm Key Replacement (damage key)	50.00
Dorm Lock Replacement (lost or unreturned key).....	100.00
Early Arrival Fee (per day)	55.00
Micro Certification Fee (MNGT 110)	90.00
Housing Deposit.....	200.00
ID Card Replacement Fee	25.00
Independent Research (per approved application).....	200.00
Independent Study (per approved application)	200.00
Internship Fee (per approved application)	300.00
Laboratory Materials Fee (per course – see page 49).....	150.00
Late Payment Fee (each assessment).....	40.00
Mailbox Key Replacement	25.00
Music Group Class (Guitar, Organ, Piano and Voice)	150.00
Music Private Lesson (per half-hour, per week).....	435.00
Official Transcript (expedited shipping is an additional fee)	5.50
Online Materials Fee.....	varies by course*
Parking Permit Fee (annual rate)	125.00
Print Making, Sculpture, Ceramics Materials Fee	150.00
Replacement Diploma.....	25.00
Returned Check Fee.....	25.00
Returned Electronic Check Fee	10.00
Student Health Insurance (annual rate).....	2,250.00
Study Abroad Fee (Abroad 300-fall or spring semesters only)	300.00
Technology Fee (Part-time undergraduate students)	300.00
Travel Course Participant Fee (non-credit participation)	500.00
Bon Appetit Dining Options (available to Colonial Hall residents, Commuters, and Off-campus students only)	
25 Meals.....	215.00
50 Meals.....	415.00
75 Meals.....	600.00

The College reserves the right to adjust its charges prior to the beginning of any semester, although every effort is made to maintain its stated charges throughout the academic year.

*For certain courses, e-books or other online resources will be assigned through a program called Inclusive Access. By all students participating in the program, the cost is significantly reduced for everyone. These materials will be charged to the student account as an Online Materials Fee.

Student Account

The student account reflects all tuition, room and board, course fees and other charges. Payments and financial aid (scholarships and loans) are recorded as credits that reduce the student account balance. The College considers the student financially responsible for his/her student account. Accordingly, all correspondence is addressed to the student and will be sent to the student's GCC email address. If the student is receiving financial assistance from a parent or guardian, it is the student's responsibility to forward all correspondence regarding the student account. The College utilizes electronic student account billing through the myGCC portal. Notification is made to the student's GCC email address that the Student Account Statement is ready to be viewed online on myGCC approximately three weeks before the semester payment deadline.

Online Student Account Access

Students can log into their myGCC account at <https://my.gcc.edu/ics> using their student ID number and password. Students then navigate to the Financial tab to view announcements and account statements, make payments and Crimson Cash deposits, and submit annual health insurance selections. To view the student account statement, the student will need to click on Course and Fee Statement, Generate my Course and Fee Statement, and then View my Course and Fee Statement.

Payment Deadlines and Policy on Payment

Payment for student account charges are due according to the following schedule.

Fall Semester	August 1, 2022
Winter Online Session	December 13, 2022
Spring Semester / January Intersession.	January 6, 2023
Housing Deposit to be announced	
May Intersession	May 19, 2023
Summer Session (commencing in June)	June 1, 2023
Summer Session (commencing in July)	July 3, 2023

Charges other than tuition and room and board that are assessed during the semester, such as security fines, library fines, and computer repairs, etc. are due and payable within 10 days of initial assessment. If you are unable to pay your account in full prior to the payment deadline, contact the Student Accounts Office at 724-458-2209 or visit the Financial Services Office on the second floor of Crawford Hall to discuss your situation before the payment deadline.

In no case will a student be permitted to register for any semester if he/she has unpaid charges from the prior semester. Students are not officially registered until tuition, room and board and all other required fees are paid in full. The College reserves the right to withdraw a student from classes and dismiss him/her if the account balance is not paid in full by the payment deadline. The Student Accounts Office may grant a student an extension beyond the semester payment deadline for extenuating circumstances.

However, in such cases the student will be charged a \$40 late fee. The Student Accounts Office may waive this initial late fee for transfer students who are accepted within a three-week period prior to the first day of class and for students who have been awarded state grants, outside scholarships and loans for which the Financial Aid Office has received written notification from the funding body but has not yet received funds.

Late payment fees of \$40 per month will be charged for any unpaid balance in a student's account on the 1st business day of each month. In no case will a student receive grades, transcripts or diplomas during any period in which he/she has any unpaid student account balance.

A fee of \$25 will be charged to the issuer of any check returned by the payee's bank, and a fee of \$10 will be charged for returned electronic check (e-check) payments.

All outstanding debts to the College remaining unpaid after 30 days from billing may be subject to all legal collection costs, fees and practices.

REFUNDS

Students planning to withdraw or transfer from Grove City College must immediately contact the Enrollment Coordinator on the ground floor of Crawford Hall by emailing enrollment@gcc.edu or calling (724) 458-2069 to officially withdraw. The official withdrawal date is determined by the submission of completed withdrawal paperwork to the Enrollment Coordinator. Students residing in the Residence Halls must complete an official check-out with the Resident Director. See the Academic Policies section for further details on withdrawal.

Voluntary Withdrawal – Tuition Charges

A student who voluntarily withdraws from the College may be refunded a portion of the tuition charges based on the official withdrawal date in accordance with the refund schedule for the applicable term:

Fall or Spring Semester:

- Withdrawal prior to matriculation (first day of classes) 100% refund
- Withdrawal within seven calendar days after matriculation 75% refund
- Withdrawal within fourteen calendar days after matriculation 50% refund
- Withdrawal within twenty-one calendar days after matriculation 25% refund
- Withdrawal twenty-two or more calendar days after matriculation No refund

January or May Intersession:

- Withdrawal prior to the first day of class..... 100% refund
- Withdrawal on the first day of class 75% refund
- Withdrawal on the second day of class..... 50% refund
- Withdrawal on the third day of class 25% refund
- Withdrawal more than three days after class begins..... No refund

Winter or Summer Online Session:

- Withdrawal prior to the start of the course 100% refund
- Withdrawal before the end of the drop date..... 75% refund
- Withdrawal after the drop date No refund

Voluntary Withdrawal – Room Charges

A student who voluntarily withdraws from the College may be refunded a portion of the room charges based on the official check-out date from the residence hall in accordance with the refund schedule for the applicable term:

Fall or Spring Semester:

- Withdrawal prior to matriculation (first day of classes) 100% refund
- Withdrawal within seven calendar days after matriculation 75% refund
- Withdrawal within fourteen calendar days after matriculation 50% refund
- Withdrawal within twenty-one calendar days after matriculation 25% refund
- Withdrawal twenty-two or more calendar days after matriculation No refund

January or May Intersession:

- Withdrawal prior to the first day of class..... 100% refund
- Withdrawal on the first day of class 75% refund
- Withdrawal on the second day of class..... 50% refund

Withdrawal on the third day of class25% refund
Withdrawal more than three days after class begins..... No refund

Room and board are not available during the Winter and Summer online sessions.

Voluntary Withdrawal – Board Charges

A student who voluntarily withdraws from the College may be refunded a prorated portion of the board charge, which covers the cost of meals, according to the official check out date from an upper campus residence hall. Students not residing on upper campus who purchased a dining option, may be refunded the cost of the unused meals on the option purchased.

Voluntary Withdrawal – Travel Course

A student who voluntarily withdraws from off campus travel course, including intersession and summer, will be eligible for a tuition refund as described herein; however, the cost of transportation or other program expenses incurred on behalf of the student prior to the withdrawal will be deducted from any refund of the program charges.

Medical/Military Withdrawal

A student who must withdraw from Grove City College upon a physician's written recommendation or who is a military reservist and is called to active military duty will be refunded a prorated portion of tuition based on the number of days in attendance. The room and board charges will also be refunded on a prorated basis according to the official check out date from the residence hall. These prorated refunds will be granted for medical/military withdrawal regardless of the time of withdrawal during the semester. Written documentation supporting the physician's recommendation must be received by the Student Life & Learning Office within two weeks of a medical withdrawal.

Housing Deposits

Each spring, students who have indicated their intent to reside on campus the following fall semester will be charged a housing deposit. The housing deposit is not an increase in the cost of room and board; rather, the amount of the deposit is later reflected as a reduction to the amount due on the student's statement of charges for the upcoming fall semester. This deposit is refundable if the student notifies the College of his/her withdrawal or changes his/her housing status to non-resident by June 30th. The deposit is non-refundable if notification is made on July 1st or later.

Additional Refund Details

The matriculation deposit is refunded upon voluntary withdrawal or after graduation.

No refund of any kind is made when a student is suspended or dismissed from the College, including, but not limited to, tuition and course fees, room and board, application and matriculation fees and deposits.

The guidelines noted above for tuition will also be used to refund financial aid to the provider of the aid unless specified otherwise by the donor. In the event the student has received a student loan during the current term, all current Grove City College charges will be paid and any remaining credit balance, up to the loan amount, will be used to repay the student loan prior to any refund to the student.

Students who request and are approved to move into the residence halls after the start of a semester will be charged a prorated amount of the room and board charge based on the remaining days of the semester starting with the official move in date as arranged with and confirmed by the Student Life & Learning Office.

Accepted Forms of Payment

Electronic check: Electronic check (e-check) payments may be made by using your bank's nine-digit routing number and checking account number. There is no charge to make an e-check payment; the payment is simply withdrawn from your checking account the following business day.

Credit/debit cards: Credit/debit card payments may also be made for a 2.75% convenience fee of each transaction (the fee goes directly to CASHNet, a third-party payment processing company, and does not benefit the College). Credit/debit cards can only be accepted as outlined below and cannot be processed in the Student Accounts Office or over the phone.

To make either an e-check or credit/debit card payment:

- Log into <https://my.gcc.edu/ics> using your student ID number and password
- Go to the Financial Menu
- Under My Account Info, select Go to *CashNet*.
- Follow the checkout process.

The payment will be processed by CASHNet and will be posted to your student account.

Cash, check or money order: Cash, check, or money orders are accepted at the Student Accounts window, 2nd floor of Crawford Hall. If you wish to mail payment, please make your check payable to Grove City College, include the student's name and ID number on the check and in any correspondence, and mail to: Student Accounts, Grove City College, 100 Campus Drive, Grove City, PA 16127

529 Tuition Saving Plans

If you are expecting a disbursement from a 529 Tuition Savings Plan to pay for all or a portion of your semester charges, please notify the Student Accounts Office at studentaccounts@gcc.edu before the semester payment deadlines with the following information: student's name, ID number, name and state of the savings plan, amount to be disbursed and expected date of disbursement. This information must be provided each semester as the College cannot assume that you will continue to receive payments from your tuition savings plan.

Refunds and Overpayments

Refunds of overpayments on your student account may be requested by contacting studentaccounts@gcc.edu. All estimated financial aid credits, such as state grants or GCC loans, must be received by the College before you will get a full refund of your account. If you have an estimated credit on your account and you need money to purchase books, you may request up to \$500.00 until all your estimated credits are received. Refunds will not be issued until the first day of classes. Refunds can be issued via check, direct deposit, or can be placed on your Crimson Cash Account. Refund checks will be made payable to the student and /or a parent only. Direct deposits must be to the student's checking or savings account.

Crimson Cash Account

Your Crimson Cash Account is a voluntary prepaid debit account on the Grove City College Crimson ID Card. The account may be used to pay for purchases at participating campus locations (Bookstore, GeDunk, Cafes, Print Services, Registrar) up to the amount of the prepaid card account balance. Please refer to the Crimson Cash Agreement on myGCC for complete details.

You can view your Crimson Cash balance and make deposits any time electronically via e-check or credit card through the myGCC portal under Financial Info. Cash deposits can be made at the Automated Deposit Machines (ADM) located in the Student Union and the TLC. Cash or check deposits are accepted during business hours at the Student Accounts window on the second floor of Crawford Hall.

Student Health Insurance

All full-time students (12 credits or more) must annually demonstrate health insurance coverage in order to attend Grove City College. For those students covered under an alternative insurance plan (via a parent, guardian, etc.), health insurance information must be provided to the College using the myGCC Health Insurance Portal as indicated below.

For those students without alternative coverage, the College offers a Student Health Insurance Plan. The cost of annual coverage for 2022-2023 is \$2,250.00, which runs from August 15, 2022 to August 14, 2023. For students enrolling mid-year the cost will be prorated for the coverage period. Please know the College does not retain or benefit from any portion of the premium, and students are welcome to purchase comparable insurance elsewhere should they desire. Students must actively attend classes for at least the first 31 days after the date for which coverage is purchased.

All students are required to submit their health insurance status via the myGCC student portal

(<https://my.gcc.edu/ics>). Once logged in to the portal, under the Financial Info menu, open the Health Insurance portlet, and make a selection to either purchase the College plan or enter current, valid health insurance information. If a student participates in a Healthcare Sharing Ministry instead of a traditional plan, please provide the name of the ministry utilized on the portlet. Health insurance details provided to the College will be kept private and confidential. Only those employees with access to student health records will be able to view the detailed information. Part-time students (11 hours or less) are not required to submit their information, nor are they eligible to purchase the College plan.

Students are required to submit this information each academic year. If a student has a change in health insurance status during the academic year, the change must be submitted through the Health Insurance portlet at that time. If a student loses coverage mid-year under their original plan, they may qualify for a Qualifying Life Event upon proof of involuntary loss of coverage within 30 days of losing coverage. The student should contact the Student Accounts Office immediately upon loss of coverage to determine if they are eligible for mid-year enrollment in the College plan.

STUDENT ACTIVITIES

Office Location: Breen Student Union, 2nd floor

Hours: Monday – Friday, 8 a.m. – 5 p.m.

Phone: 724-458-3352

Publicity E-mail: F.Y.I. (for your information) is sent weekly to student email accounts to publicize events.

Student Government Activities

The Student Government Association, composed of approximately thirty students selected by the student body at a general election each spring, and fall for Freshmen, is largely responsible for social life on the Grove City College campus. The SGA hosts campus events and sponsors those of other organizations. In addition to social opportunities, the SGA represents students and confers with the governing bodies of the College on matters pertaining to campus life and policies.

Campus Activities and Special Events

Recent activities have included: ice cream socials, talent nights, the Crimson Ball, Northern Hospitality, South of the Border, movies, dances, a Hawaiian Luau, a Fall Harvest Festival, Spring Fest, picnics, courtyard dances, Guest Artist performances, band concerts, Christmas Candlelight Services, plays, musicals, coffee houses, hayrides, ski trips, dessert theaters, the midnight breakfast, Christian concerts... and more.

Campus Organizations

Over 135 campus organizations exist on the Grove City College campus. There are organizations dedicated to spiritual growth, to missions and to spreading the gospel through song. There are service organizations that minister to the mentally challenged, the blind, the elderly, and the underprivileged. Some organizations provide opportunities for academic growth. Other organizations focus on special interests such as the environment, music, politics, theater, radio, athletics, and dance. Other organizations exist as social communities, i.e., fraternities, sororities and housing groups. During the first week of the Fall semester each year students have the opportunity to attend the College's annual Organizational Fair and determine which organizations might interest them.

Any group desiring to organize and be recognized as a student organization must meet with the Director of Student Activities to receive direction regarding the College's three-staged approval process (written proposal, Administrative Council review and the completion and approval of the organization's constitution). All current and proposed student organizations must demonstrate support for the educational mission, identity, values, outcomes, and community standards of Grove City College. When reviewing student proposals and determining if an organization should be recognized, the College's mission, values and identity will be compared to the stated mission, goals, and objectives of the petitioning organization. The College reserves the right to deny any request for official recognition, and the benefits thereof, based solely on a perceived lack of alignment between the College and the proposed organization.

In addition, student organizations must demonstrate that they are/will provide a new opportunity for the College community. College departments that have similar goals and objectives must support and affirm the goals of the proposed student organization (e.g., Philosophy Club and Department of Philosophy; touring choirs and the Department of Music) and ministry organizations should have the approval of the Dean of the Chapel prior to pursuing recognition. Organizations must also provide evidence that there is ample student interest to support the organization. Finally, student organizations must demonstrate that they have the support of a full-time Grove City College employee whom has agreed to serve as the advisor of the organization. All College organizations are expected to abide by College policy and State laws regarding hazing. (Please see Appendix A "Anti-Hazing".)

Cultural Life

Grove City College hosts many cultural activities on campus, which include renowned experts in the fields of music, literature, journalism, drama, science, education, national, and international affairs.

The popular Showcase Series programs feature artists of national and international reputation in music, drama, and dance. Contemporary musical groups also are brought to the campus.

In addition, each year there are several student dramatic productions; concerts by the Chapel Choir, the Touring Choir, the College Community Symphony Orchestra, the College Symphonic Band, and the Jazz Ensemble; and recitals by Orchesis, a student dance ensemble. There are also several student and professional art exhibits on campus each year. The annual J. Howard Pew and Albert A. Hopeman Jr. Science, Engineering, and Mathematics Lectures, and the J. Paul Sticht Lecture in Business and Ethics, bring to campus outstanding speakers in many different fields.

Publications

The College owns, funds, and publishes several publications that offer students the opportunity to develop their journalistic skills, including *The Collegian*, the weekly campus newspaper and *The Bridge*, the annual yearbook. In addition, *The Echo*, *The Quad*, *The Journal of Law and Public Policy*, and other College publications also provide students with opportunities for creative writing or practical experience.

Around Town

Restaurants within easy walking distance include pizza shops, McDonalds, Subway, Genova's, Nonni's, Jordan's and BoBo's Chinese restaurant. Other fast food places such as Arby's, Burger King, and Pizza Hut are within easy driving distance here in town. The Guthrie Theater in the business district, a short walk, offers movies for about \$2.50 less than the multiplex's per person. The community park has picnic and recreation areas.

International Students

The Director of Student Activities also serves as an advisor for the international students on campus. Challenges related to adjustment to a different culture, adjustment to college life, transportation, academics, required forms, visas, etc., can be addressed to the Director. The Director's office is located on the second floor of the Breen Student Union in the Student Life and Learning Suite.

STUDENT EMPLOYMENT

Office Location: Crawford Hall, Ground floor

Phone: (724) 458-3300

Fax: (724) 450-4040

A wide variety of jobs exist on campus ranging from food service and grounds crew to laboratory assistants and professors' assistants. Any full-time Grove City College student (a student with at least 12 credits) may apply for student employment online on myGCC. Priority is given to qualified students with a demonstrated financial need based on a review of the Financial Aid Form. No student may work more than 20 hours a week during the academic year (freshmen are advised not to work more than 4-6 hours a week until their second semester and are not allowed to work more than 10 hours per week during their first year at Grove City College).

STUDENT GOVERNMENT ASSOCIATION

Office Location: Breen Student Union, Second floor

Website: <http://gccsga.com/>

Email: sga@gcc.edu

The Student Government Association (SGA), as the name implies, is the principal student governing body. SGA is also the chief communication link between the student body and the administration. Through daily and weekly meetings with administrative leaders, SGA keeps the College administration aware of student concerns and interests. As a coordinator of student activities, SGA provides the various student organizations with access to the faculty and administration. Moreover, SGA serves the individual student by providing an outlet for any comments or suggestions he or she may have pertaining to the College community. The Student Government Senate is composed of the Executive President and twenty-nine voting members, including the officers from each class, adjunct officers, and the Executive Committee. Voting for all SGA members, except freshmen and adjunct positions, will take place prior to the close of the spring semester, for the following academic year. Freshman officers will be elected in the fall. Adjunct positions will also be interviewed for in the fall. The SGA Senate meets regularly throughout the year. Meetings are announced in advance, and all students are welcome to attend.

SGA Student Affairs Committee

The Student Affairs Committee is a link between the administration, faculty, and students to enhance campus life. All student organizations are responsible to this committee, including the Association of Women Students, Men's Activity Board, Interfraternity Council, and Panhellenic Council. This committee is chaired by the Executive Vice President of Student Affairs.

SGA Academic Affairs Committee

The Academic Affairs Committee has the responsibility to discuss matters pertaining to the academic life and intellectual atmosphere of the College, with the Provost and the Deans of the College. Chaired by the SGA Academic Affairs Vice President, the Elections Subcommittee oversees all SGA elections.

SGA Social Affairs Committee

The Social Affairs Committee's goal is to offer an outlet for students to develop community by organizing campus events. This committee, led by two Executive Vice Presidents, works closely with other campus organizations to plan activities and entertainment designed to enrich the social aspect of Grove City College. The committee is headed by the Social Affairs Vice Presidents who work closely with the Director of Student Activities.

SGA Communications & Marketing Committee

The Communications & Marketing Committee directs all internal communications and external marketing for the Student Government Association. They are tasked with managing advertising for all SGA events through physical posters, social media, and other relevant mediums. Committee members will benefit from previous graphic design or advertising skills, but are wholly unnecessary to succeed in the committee. The committee is headed by the Executive Vice President for Communications & Marketing.

Executive Officers

Executive President	Zachery Coyell
Vice President of Student Affairs.	Meredith Hartman
Vice President of Academic Affairs	Susannah Barnes
Vice President of Social Affairs (1)	Nicole Hauskins
Vice President of Social Affairs (2)	Isabella Patnode
Vice President of Communications & Marketing	Katie Gish
Treasurer	Maggie Temple

Class Officers

The officers of each class serve as representatives of their fellow classmates in the Student Government Senate. They are responsible for planning and executing any class-sponsored events or other social function. In addition to organizing these events, each officer has specified responsibilities. The President is in charge of the general coordination of all class events and serves as a liaison between students and administration. The Secretary aids the President in overall coordination of class activities, and also attends to class correspondence. The Senators for Academic, Social and Student Affairs serve as members of their respective Student Government committees.

Class Officers of the SGA Senate

<u>Senior Class President</u>	Kyle Sweitzer
Sr. Senator of Academic Affairs	Mark Grasinger
<u>Junior Class President</u>	Megan Markel
JR of Student Affairs	Elizabeth Slabaugh
JR Senator of Academic Affairs	Caleb Van Grouw
JR Senator of Social Affairs	Jaelyn Nichols
JR Senator of Comm + Marketing	Chelsea Asherson
<u>Sophomore Class President</u>	Sierra Grissom
SO Senator of Student Affairs	Megan Mathes
SO Senator of Academic Affairs	Jacob Feiser
SO Senator of Social Affairs	Annalese Aderholt

STUDENT LIFE AND LEARNING OFFICE**Office Location: Breen Student Union, Second floor****Hours: Monday-Friday, 8 a.m.-5 p.m.****Phone: 724-458-2171****Email: StudentLife@gcc.edu**

Our Vision is to enable our students to realize their full potential as undergraduates and to develop their understanding of how God has specifically shaped them to influence and serve the world. To this end, the Student Life & Learning team is committed to the holistic development of our students. We are also dedicated to responsible administration and will steward resources carefully, support and partner with the academic program, and do our part to assure the College's objectives are achieved.

The mission for Student Life and Learning is motivated both by each individual student and by the broader campus community. It is our sincere belief that personal and collective wellness are intricately connected to one another. For us, we believe human beings thrive when they are members of flourishing communities, and communities thrive when their members are flourishing.

The Student Life and Learning team is comprised of professionals who work in a variety of capacities but hold a common commitment to nurturing, educating, and developing students through:

- 1) Intentional goals, programs, structures, relationships, and decision making;
- 2) Collaboration with others who serve college students including faculty, staff and outside organizations and speakers; and
- 3) A deep devotion to relational ministry.

More specifically, we are committed to seeing our students develop intellectually, spiritually, morally, socially, emotionally, physically and as responsible citizens.

Intellectually: It is our goal that students would make the pursuit of truth the objective of their intellectual journey – rejecting relativism and recognizing that the source of truth and meaning is God. We want our students to learn to articulate and defend the Christian faith in a mature and effective manner and to be able to explain how their faith is relevant to their own lives, today's world and their specific discipline. This requires knowledge of the Christian tradition, a broad understanding of the world and their particular disciplines, critical thinking skills, the ability to communicate effectively, and a Christ-like attitude. Finally, we want students to leave Grove City College committed to life-long learning.

Spiritually and morally: We want our students to apply Christian truth to everyday living and desire that they would live lives of worship (relationship to God), fellowship (relationship to others), and service (relationship to society). We also long for them to intentionally seek God's will for their lives, to serve Him faithfully, and to have the character to demonstrate congruence between their beliefs and their behavior.

Socially and emotionally: We want our students to be able to interact effectively with others, to develop mature interpersonal relationships, to know how to listen and communicate clearly, and to understand how to manage their emotions. We also desire for them to understand how to live balanced lives and to experience supporting, caring, and authentic community both in college and beyond.

Physically: We want our students to engage in a healthy lifestyle that promotes life-long fitness and wellness.

And as good citizens: We want our students to exercise personal responsibility, to promote God given human rights, to serve their communities, nation, and world, and to lead responsibly.

STUDENT PAYROLL

Office Location: Crawford Hall, Second floor

Phone: (724) 458-3350

Fax: (724) 458-3890

Email: payroll@gcc.edu

All new employees must complete the payroll packet available in the Financial Services Suite, Crawford Hall, 2nd floor prior to working on campus. Please do not do this step until you have secured a job on campus. Students should bring the following information in person to the Payroll Office located in the Financial Services Suite on the 2nd floor of Crawford Hall:

Identification to complete the I-9: The most commonly used evidentiary documents are either a current U.S. Passport, or both a valid Driver's License and Social Security Card. Note, one form must be a government issued photo ID. Copies of the forms are acceptable if you do not have the original on campus. Direct deposit banking information (such as voided check). Student employees are required to utilize direct deposit. Students may choose any financial institution so long as they have a valid checking or statement savings account established to receive their pay via direct deposit. A number of local banks offer free checking accounts to students. Students may wish to contact the banks located in Grove City to learn more about the services they offer.

While students complete their paperwork to be eligible to work on campus, a timecard will not be available until the supervisor submits the student for the position through the student hire notification link. Students cannot request a timecard be added for a position.

Student employees are responsible for entering their hours worked on the timecard entry portlet on myGCC. Student employees are paid monthly throughout the academic year. The pay period begins on the 1st day of the month and ends on the last day of the the month. Approved timesheets must be submitted to the Payroll Office immediately following the end of the pay period. Students are paid on the 10th of each month. If the 10th falls on a weekend or holiday, the pay date will be the workday prior to the weekend or holiday. Pay period dates are updated and posted on myGCC under the timecard entry tab.

Students have the option to place 100% of the net pay on their Crimson Cash account in lieu of participating in direct deposit; however, if the student chooses to deposit less than 100% to Crimson Cash, then direct deposit must be utilized for the difference. Students may sign up for a Crimson Cash payroll deduction within the Crimson Cash portlet on the Financial Info tab on myGCC.

Payroll information is located on the Financial Info Tab in myGCC, click Payroll Information on the left side of the page to access the portlet. The employee will be able to view and print current as well as previous payroll information. W-2 Wage and Tax Statements are mailed to the home address in late January.

WRITING CENTER

Office Location: Buhl Library, Room 013E

Writing Center Location: Buhl Library, Room 013A

Tutoring Hours: Monday-Thursday, 3 p.m. - 8 p.m.

Quiet Study Time: Monday-Friday, 9 a.m. - 2:30 p.m.

The Writing Center offers students, faculty, and staff an opportunity to discuss and workshop their writing. Trained writing tutors assist at all phases of the writing process, from topic generation, to developing ideas and content, to research strategies, to focusing the thesis, to organizing the document, to formatting, to polishing style and reviewing grammar, to documenting sources. Students can also use the collaborative work space for quiet study time, Mondays through Fridays, 9 a.m. - 2:30 p.m.

GENERAL POLICIES

UNLAWFUL DISCRIMINATION; DISCRIMINATORY HARASSMENT

It is the policy of Grove City College to foster a living, learning and working environment in which all faculty, staff, administrators, and students can enjoy equal opportunities in their employment and educational relationships with the College without regard to their race, color, national origin, ethnicity, gender, age, religion, disability, or other criteria protected by applicable law. Likewise, Grove City College forbids harassment of or by any member of the College community because of an individual's race, color, national origin, ethnicity, gender, age, religion, disability or other criteria protected by law. This type of harassment is referred to as discriminatory harassment. Grove City College also prohibits all forms of sexual harassment, as described below under the separate Sexual Harassment Policy. The authorization of, cover-up or participation in any unlawfully discriminatory act or act of discriminatory harassment of any kind is strictly forbidden. Failure to abide by this policy shall be cause for disciplinary action up to and including termination of employment or, in the case of a student expulsion from the College.

SEXUAL HARASSMENT POLICY

Grove City College affirms its commitment to ensure an environment that is fair, humane, respectful, and consistent with the Christian values orientation of the College. Sexual harassment is a form of sex discrimination and a violation of federal and state law, as well as Grove City College policy, and will not be condoned or tolerated. Under established procedures at the College, prompt and appropriate disciplinary action will be taken against any student, faculty member, staff member, or administrator determined to have engaged in such behavior.

Sexual harassment can occur between any members of the College community. It is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity;
- 2) Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive living, learning or working environment.

Some examples of sexual harassment include, but are not limited to:

- 1) Sexual assault;
- 2) Unwelcome sexual advances or physical contact, such as unwelcome touching, patting, hugging, or brushing against a person's body;
- 3) Sexually oriented comments, jokes, or verbal abuse;
- 4) Displaying of sexually oriented materials;

- 5) Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendations;
- 6) Retaliation for refusing to give in to sexual threats or advances;
- 7) Subtle pressure for sexual activity.

The College reserves the right to revise this policy from time to time.

Procedures for Resolving a Claim of Discriminatory Harassment and/or Sexual Harassment

The College will investigate all complaints of discriminatory harassment and/or sexual harassment, and will take all appropriate measures in the event that an act of discriminatory harassment and/or sexual harassment has occurred. In doing so, the College will make every reasonable effort to resolve any complaint of discriminatory harassment and/or sexual harassment promptly and equitably, and to conduct proceedings in a manner designed to protect the confidentiality of all involved to the extent compatible with the need to investigate. Given the College's obligation, however, to investigate all claims of discriminatory harassment and sexual harassment and to take appropriate action, confidentiality cannot be guaranteed.

Students who believe they have been subjected to discriminatory harassment and/or sexual harassment may seek redress by filing a complaint with the Office of Student Life and Learning. Faculty, staff, and administrators who believe they have been subjected to discriminatory harassment and/or sexual harassment may seek redress by filing a complaint with the Office of Human Resources. In the event that the complaint involves either the Vice President of Student Life & Learning or the Director of Human Resources, the other administrator will investigate the claim regardless of whether the individual making the complaint is a student or an employee. Procedures and complaint forms for resolving internal complaints of discriminatory harassment and/or sexual harassment are kept at both the Offices of Student Life and Learning and Human Resources.

The Vice President for Student Life & Learning (or Director of Human Resources) will acknowledge receipt of a discriminatory harassment and/or sexual harassment complaint within five (5) business days of its submission.] Upon receipt of a discriminatory harassment and/or sexual harassment complaint, the Vice President of Student Life & Learning may refer the complaint to the Director of Human Resources if the respondent (i.e., the person who, it is claimed, committed the harassment) is not a student.

The Vice President of Student Life & Learning, in reviewing the discriminatory harassment and/or sexual harassment complaint, may first attempt to resolve the claim informally by meeting separately and privately with the complainant and respondent. However, if the Vice President, in his or her discretion, determines that informal resolution is inappropriate, or that further investigation is warranted or that the discriminatory harassment and/or sexual harassment likely occurred, the claim will be formally investigated and resolved. The Vice President of Student Life & Learning (or the Director of Human Resources) may appoint another College official to assist in attempting informal resolution of, or formal investigation of, any discriminatory harassment and/or sexual harassment claim.

The Vice President of Student Life & Learning (or the Director of Human Resources) will conduct a prompt and thorough investigation of the alleged discriminatory harassment and/or sexual harassment, and will consult all sources that, in his or her discretion, have information pertinent to the claim. This investigation may include, but need not be limited to, interviews of the parties and other persons with knowledge of the facts and events surrounding the claim. Interviews conducted in the course of the investigation may be recorded.

During the investigation, each party will be given a fair and full opportunity to present their respective position, and will be encouraged to submit any written statement or additional evidence on their own behalf that they believe will help resolve the claim. The Vice President of Student Life & Learning (or the Director of Human

Resources) will make every reasonable effort to provide the parties with a written summary of the evidence gathered, and will, in any event, give each party an opportunity to respond to the evidence.

Within eight (8) weeks of the date the discriminatory harassment and/or sexual harassment complaint is filed, or within a reasonable time thereafter if the Vice President of Student Life & Learning (or the Director of Human Resources) determines that additional time is needed, the Vice President of Student Life & Learning (or the Director of Human Resources) will provide written findings to the parties and to the President of the College. Those findings will include a statement to indicate one of the following: 1) a violation of the College's discriminatory harassment and/or sexual harassment policy has occurred; 2) no violation has occurred; or 3) the conduct does not rise to the level of discriminatory harassment and/or sexual harassment but is inappropriate and subject to disciplinary action. The Vice President for Student Life & Learning (or Director of Human Resources) will also make a recommendation to the President of the College for appropriate disciplinary action, if discipline is warranted. The discipline recommended will be commensurate with the seriousness of the violation(s) and can include verbal or written warning, probation, suspension, expulsion, or employment termination.

If the Vice President of Student Life & Learning (or the Director of Human Resources) finds that a complaint of discriminatory harassment and/or sexual harassment was made in bad faith, he or she will recommend that appropriate disciplinary action will be taken against the complainant. Bad faith is defined as an improper motive for filing the claim, such as malice or intent to harm another's academic or public reputation. Either the complainant or the respondent may appeal the findings by submitting a written appeal to the President of the College within two (2) weeks of the date the written findings are issued. The President may take any action he or she deems appropriate including, but not limited to, meeting with the parties or conducting further investigation. Within three (3) weeks of the date the appeal is submitted, or as soon thereafter as practicable, the President will issue a decision on the appeal.

The College reserves the right to revise these procedures from time to time.

Retaliation is Forbidden

Grove City College forbids retaliation against anyone for making an inquiry, lodging a complaint in good faith, or otherwise participating in and/or cooperating with an investigation regarding alleged discriminatory harassment and/or sexual harassment.

SEXUAL VIOLENCE POLICY

Sexual Violence Defined

Sexual Violence is defined as physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent (for example, due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, fellow students, students from other schools, or third parties. Sexual violence is a form of sexual harassment.

Sexual Assault Defined

Sexual Assault includes unwanted sexual contact, such as forced fondling or kissing, or rape, which is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim (FBI, 2013).

Procedures for Resolving a Claim of Sexual Violence or Assault

You have the option to file a formal complaint in either the Grove City College Student Life and Learning or Campus Safety Office. Please know you will not be disciplined for behaviors that violated our Community Standards and were associated with the assault (i.e., sexual misconduct, alcohol, drugs, etc.). Grove City College fully supports students and employees who are victims of sexual violence in seeking criminal prosecution with local law enforcement agencies.

For a detailed explanation of the College's adjudication process, including allegations of sexual harassment and sexual violence, students should refer to the Sexual Harassment portion which immediately precedes the Sexual Violence Policy, as well as the Community Life section of this handbook. College employees should refer to the *Employee Handbook*.

Assistance & Support

Incidents of sexual violence, alleged or actual, may warrant a change in living arrangements and/or class schedule for the student(s) involved. Students can request a change or have an advocate petition the appropriate office on their behalf. Request for housing and/or class schedule changes should be funneled through the Vice President for Student Life and Learning.

Sexual violence or harassment, regardless of the relationship of the offender to the victim, can cause a variety of emotional symptoms. Getting counseling or emotional support is strongly recommended and is available 24/7:

Grove City College's Counseling Center: to schedule an appointment with one of our counselors please dial 724-458-3788. In a crisis situation you can speak directly to the Director of the Counseling Center, Dr. Suzanne Houk, at 724-967-3886, or the counselor on call, at 724-458-3000

Mercer County AWARE (1-888-981-1457) provides free counseling and support for those impacted by sexual violence

National Sexual Assault Hotline (1-800-656-4673)

For additional information and resources, please refer to the two brochures you received in your College email account during the first week of the fall semester.

CONFIDENTIAL INFORMATION POLICY

Grove City College maintains a number of records containing information about students and employees. The College respects and recognizes the need for privacy for its students and employees for much of this information, while at the same time respects and recognizes the need and desire for information by the parents of its students, and the need for College employees to have reasonable access to confidential information in order to do their jobs in an efficient and effective manner. In order to address these concerns, the College has established a Confidential Information Policy. In summary, the policy provides that:

- Data related to students and employees will be made available to any College employee who has a need to know that information in order to accomplish his/her job responsibilities.
- At the discretion of the College, all data regarding a specific student will be made available, upon request, to that student and to the student's parents or guardians upon verification that the person is who he/she claims to be.
- Students with a valid reason may request that information be withheld from disclosure to individuals other than College employees. Such request must be in writing, include the rationale for the request and be provided to the College office that maintains the identified information. If the request is considered appropriate, College employees will make every reasonable effort to comply with the student's request.
- College employees have the right to provide selected student or employee information to external parties under certain conditions.

- Students' medical and counseling records shall only be released at the written request of the student, except as provided by our health provider's professional ethics and state and federal laws.
- If in the professional judgment of the Counseling Services staff, a student is believed to be a danger to self or others, the Counseling Services staff reserves the right to contact appropriate college employees (e.g., Vice President of Student Life, Dean of Students, Residence Life Staff, Zerbe Health Staff) to ensure students' safety while in the process of making appropriate treatment interventions.
- The College will provide any and all information required by law. Because it does not participate in Federal programs or receive Federal funding (direct or indirect), Grove City College is not subject to the Family Educational Rights and Privacy Act (FERPA), and this policy is not intended to comply with FERPA.

Student Records

Academic and student personal records are maintained in the Registrar's Office and in the Student Life and Learning Office, respectively. These records are made available upon request for review by the students to whom they pertain. They are not made available nor is information from them furnished to third parties without the written permission of the student, except as follows:

- A student's name and whether he or she is currently enrolled in College is considered public information, and is included in College directories and other publications.
- The following information is considered to be of public interest and is released to appropriate agencies unless the student officially files a request with the Registrar that disclosure is not to be made officially without his or her written permission: academic major, dates of enrollment, degree received, honors received, local address and telephone number, names of parents, permanent home address, participation in officially recognized activities and sports, height and weight of members of athletic teams.
- Grove City College may communicate course progress, including grades, to high school guidance counselors. Parents may obtain those progress reports through their high school guidance department.

USE OF A STUDENT'S IMAGE OR VOICE

Registration as a student and attendance at or participation in Grove City College classes and other campus and College activities (both on and off campus) constitutes an agreement by the student to the College's use and distribution (both now and in the future) of the student's image or voice in photographs, videotapes, electronic reproductions, web and social media or audiotapes of such classes and other campus and College activities. Student name, major program of study, student activities and class year may or may not be included in the usage of these images.

If you prefer that your image or voice not be used, it is your responsibility to fill out a form indicating your desire to withhold permission. The Request For Exclusion (RFE) form is available on the student tab of MyGCC and may be submitted at any time to cover subsequent usage of one's image or voice.

Photographs of College and Campus events attended by Alumni and the Public

Visitors to campus and attendees at Grove City College-hosted events should be aware that Grove City College and its representative(s) photograph College events (both on and off campus) that are attended by the public, students, parents of students, faculty, staff and/or alumni. These photographs are sometimes used for promotion of the College and may include but are not limited to photographs, videotapes, electronic reproductions, web and social media or audiotapes of campus and College activities.

If you would prefer that an image of you not be used, we ask that you remove yourself from instances where there is a photographer and/or videographer present. Otherwise the College cannot guarantee that your likeness will not be used.

GROVE CITY COLLEGE IDENTITY (LOGO/BRAND) USAGE POLICY

Use of all or part of the College logo shown below is prohibited without the express consent of the Communications Office.

STUDENT DRESS

All students are expected to dress in a manner consistent with the College's Christian values. Although the responsibility of dressing appropriately as a member of a Christian academic community is left to the student, College personnel may determine a given mode of dress is inappropriate for a class, activity or campus setting. Students are expected to wear clothing that adequately covers the person and to wear shoes in all public buildings. Men are not permitted to wear hats/caps in Harbison Chapel. Individual students or members of groups and/or College-approved organizations who wear clothing with off-color or distasteful slogans or pictures that are contrary to College values will be addressed and may be subject to disciplinary action.

Sunbathing

Students are asked to be modest and considerate of others when choosing to sunbathe. Women should sunbathe only in the inner quad of Mary Anderson Pew Hall, and to ensure women's privacy, men should not loiter in this area. Sunbathing on sidewalks is not permitted. Check with a Residence Director if you have a question concerning an appropriate area or appropriate dress. College personnel may determine that certain dress is inappropriate.

STUDENT ENTERPRISE (STUDENT-RUN BUSINESS)

Grove City College enjoys certain tax exemptions as an educational institution which can be jeopardized when individuals in the campus community operate a business enterprise on College premises. Campus-based activity which can result in the distribution of profits to individuals is inconsistent with the College's tax exempt status. Students are thus prohibited from using College facilities or services, including residence hall rooms, campus telephone numbers, computing and/or network services or College postal facilities, for the purpose of commercial activities. Violators are subject to disciplinary action. Note: This policy applies to those serving as campus representatives for book buyback companies and other, often college focused, businesses.

APPENDIX A: STATE AND FEDERAL LAWS

Select State Rules and Regulations

Grove City College students are part of the community and are therefore subject to the laws of the borough, state and federal government. The following excerpts from the State Crime Code are applicable to all Grove City College students.

The Pennsylvania State Law: for Alcohol Abuse (in part Title 75; §37 & 38)

The Pennsylvania State Law mandates that a person is guilty of a misdemeanor of the third degree if he, being under the age of 21 years, knowingly and falsely represents himself to be 21 years of age to any licensed dealer or other person, for the purpose of procuring or having furnished to him any intoxicating liquors. Maximum penalties: \$500 fine and/or 1 year in jail.

A person is guilty of a summary offense, if he, being less than 21 years of age, attempts to purchase, purchases, consumes or transports any alcohol, liquor or malt or brewed beverages. Maximum penalties: \$300.00 fine and/or 90 days in jail.

A person is guilty of a misdemeanor of the third degree if he knowingly, willfully and falsely represents to any licensed dealer or other person, any minor to be of full age, for the person to sell or furnish any intoxicating liquors to the minor. Maximum penalties: \$300 to \$2,500 fine and/or 1 year in jail.

The State Liquor Control Board operates under State Law. Under that law (Title 18) it is a misdemeanor to transfer (unlawfully) an identification card for the purpose of falsifying age to secure malt or alcoholic beverages. Also, it is a misdemeanor for any person to sell, furnish or give any minor under 21 years of age any malt or alcoholic liquor. Penalty: Minimum of \$1,000 fine and/or 1 year in jail. Second offense: \$2,500 fine and/or 1 year in jail. Any violation of Pennsylvania State Liquor Laws by persons under 21 years of age results in the automatic suspension of a Pennsylvania Driver's License for a period of three months, regardless of whether the violation took place in conjunction with a motor vehicle. These laws are reciprocated in part or in whole with most states contiguous to Pennsylvania.

The Pennsylvania State Zero Tolerance Law

The legislature passed a law making it illegal for anyone under 21 (a minor) to drive with any amount of alcohol in his/her system. The law states "a minor shall not drive, operate or be in physical control of a motor vehicle while having any alcohol in his/her system" (hence the "Zero Tolerance" terminology). Title 75: Section 3718. A minor apprehended with a .02% of alcohol in his/her system would be charged with a Driving Under the Influence (DUI) violation.

For a juvenile (under age 18) a DUI is a misdemeanor offense and requires a one year Pennsylvania driver's license suspension; a drug and alcohol evaluation; participation in a state-approved Alcohol Highway Safety Program if ordered by the Court; payment of fines and costs, and restitution; Juvenile Court supervision or placement; and chemical test refusal violations will result in an automatic one year suspension of driving privileges. For "of age" adults, 21 years old and older, the legal implications of driving under the influence of alcohol are spelled out in Title 72 § 38 of the PA State Code. If you are arrested and convicted for drunk driving in Pennsylvania you will receive 6 months probation and a \$300 fine if your BAC was between .08-.99. If your BAC was from .10-.159 you will receive from 2 days-6 months in prison, a \$500-\$5,000 fine and a 12 month drivers license suspension.

It is unlawful for any person to operate or any person to occupy any motor vehicle with an open alcoholic beverage container known as the "open container law." The law prohibits open alcoholic beverages or controlled substances in an automobile.

Antihazing Law (Title 24; §5352)

In 1986, Pennsylvania adopted the Anti-hazing Law, Title 24; §5375. The law defines hazing as follows:

Hazing: Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education.

The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

Grove City College considers hazing in any form a very serious offense and does not differentiate in terms of degree. The College reserves the right to determine the violation of College anti-hazing regulations in terms of the College’s definition of the anti-hazing law – civil prosecution notwithstanding.

The Pennsylvania State Law for Illicit Drug Abuse (In Part)

In June 1972, Pennsylvania adopted the Uniform Controlled Substance, Drug, Device and Cosmetic Act. This act reduced most drug violations to the class of misdemeanor. One of the major exceptions is the distributing of drugs by a person over 21 years of age to a person under 18 years of age, who is at least four years his junior. This violation is the most heavily punishable under the act.

Possession of a small amount of marijuana only for personal use; the possession of a small amount of marijuana with the intent to distribute but not to sell; or the distribution of a small amount of marijuana but not for sale, is considered an unclassified misdemeanor and carries with it a sentence of imprisonment not exceeding thirty days, or a fine not exceeding \$500, or both. Possession of Drug Paraphernalia also carries a charge of the misdemeanor level with imprisonment and fines both possible.

Thirty grams of marijuana or eight grams of hashish shall be considered a small amount. Any amount above thirty grams of marijuana or eight grams of hashish shall be considered possession with the intent to deliver and is considered a misdemeanor of the third degree. This violation carries with it one year imprisonment and a fine of \$5,000, or both.

If a drug violation is committed after a prior conviction of the Pennsylvania Drug Laws, the penalty shall be imprisonment not exceeding three years or a fine not exceeding \$25,000, or both.

For the first conviction of the Pennsylvania Drug Laws for a marijuana violation considered an unclassified misdemeanor, the offender will lose driver’s privileges for 6 months. For a second offense, driver’s privileges will be suspended for 1 year and the third offense carries with it a two-year suspension of driver’s privileges.

Federal Drug Laws (In Part):

For a first conviction of illegal possession of a controlled substance, a person may be imprisoned for up to one year and/or fined up to \$100,000. Subsequent convictions carry stiffer criminal penalties. Other penalties may

apply, such as forfeiture of property used in connection with the crime, denial of certain federal benefits and revocation of certain federal licenses.

Fireworks (Title 35; Act 204)

It is illegal to possess or use fireworks, without being bonded and registered with a permit by the local municipality. In the Borough of Grove City, prosecution can be under disorderly conduct, of the misdemeanor level.

Forgery (Title 18; §3932 and §4150)

Anyone who fraudulently signs another person's name to a document is guilty of forgery. Writing "bad checks" using your own or an assumed name in the amount of \$200 or more is a misdemeanor of the 3rd degree. Full reimbursement plus interest and service charges to the payee are due upon conviction.

Retail Theft (Shoplifting) (Title 18; §3929)

Any person committing the first offense of retail theft when the value of the merchandise is less than \$150 is guilty of a summary offense. Maximum penalties: \$300 fine and/or 90 days in jail. Act 272, section 3829, requires the fingerprinting of any person 16 years of age or older after being charged with retail theft. Upon conviction of a second offense when the value of the merchandise is less than \$150, the person shall be guilty of a misdemeanor of the second degree. Maximum penalties: \$5,000 and/or 2 years in jail.

When the value of the merchandise is \$150 or more, any person who shall commit the offense of retail theft whether same shall be first or second offense shall be guilty of a misdemeanor of the first degree. Maximum penalties: \$10,000 and/or 5 years in jail.

Appendix B: Emergency Preparedness

The College's Emergency Operations Plan (EOP) provides a framework for incident preparedness and outlines emergency response protocols for situations such as fires, bomb threats, and campus evacuations. The plan also describes the various methods by which the campus community may be informed of emergency situations. It is imperative that students be familiar with this plan and all evacuation procedures. For this reason, a copy of the information in the College's ERP flipchart is published below. Students are strongly encouraged to read this section of *The Crimson* so as to be better prepared should an emergency occur. Emergency preparedness will also be addressed in mandatory residence hall meetings at the start of the academic year. Finally, the College will be testing the plan periodically and will expect the cooperation of the entire campus community.

ALWAYS CALL CAMPUS SAFETY IF YOU NEED ASSISTANCE

On-Campus Emergency Telephone Number: x3000 (x2111 non-emergency)

From Cell Phones: 724-458-3000 (724-458-2111 non-emergency)

Media Inquiries

Refer all outside media inquiries to the Communications Office: 724-458-2032 or x2032 / 724-458-3846 or x3846.

Methods of Communication

The following methods of communication are available and may be used in the event of a campus emergency. The usage of these tools will be dependent upon the particular set of circumstances present in the situation or incident. Not every communication tool will be used in every situation.

Campus Siren: An outdoor audible siren has been installed on campus and may be used for notifying the campus community of weather-related situations or other emergencies. Although this siren reaches the entire outdoor perimeter of the campus, it cannot be heard from inside all buildings. When sounded, there will be a period of "tone" followed by voice instruction.

Voice/Text Messaging System: A voice/text messaging system is available for use when necessary. There will be times where the system will be used independently or in conjunction with the siren.

E-mail: There will be situations when the campus email system will be used.

Website: An "Emergency Reponse Plan" icon at the homepage of www.gcc.edu links to the abbreviated version of the plan. It also includes evacuation procedures, fire alarm assembly locations, tornado shelter locations, along with other pertinent information. If there is an active emergency, this site will be used to provide updated information.

Utility Failure/Power Outage

Contact your Resident Director for routine maintenance service. Notify Campus Safety at x3000 for major power outage or utility failure, which may include natural gas, electricity, heat and water. Cease all activity during a gas leak! **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** Electrical arcing can trigger an explosion! Go to a safe location away from the leak and notify Campus Safety at x3000.

Bomb Threats

Bomb threats **MUST** be treated as a serious matter. In the event of a call, obtain all the information possible from the caller. Be firm, calm, and speak quietly. Allow proper authorities to make evacuation decisions.

Quick Response: Call Campus Safety at x3000 (724-458-3000 from cell phone/off campus)

- Keep caller on line as long as possible
- Request name of building where threat is located
- Request exact location of device: what floor, part of building, type of device, package description, detonation time
- Advise the caller that the building is occupied by people and the detonation of a bomb could result in death or serious injury to many people
- Note the following information: gender of caller, accents, background noise, speech pattern, time of call, age of caller

If a suspicious object or potential bomb is discovered, DO NOT HANDLE THE OBJECT:

- Evacuate the immediate area and call Campus Safety at x3000 (724-458-3000 from cell phone or off campus)
- Include the location and description of the object when reporting to Campus Safety.

FIRE AND EXPLOSION

Quick Response:

- Protect yourself
- Fire: Evacuate to assembly area
- Explosion: take cover, assist the injured, evacuate to assembly area

In a fire, follow “RACE” guidelines:

- **Remove or Rescue:** Remove everyone from the immediate area of the fire. Rescue anyone who needs assistance getting out.
- **Activate an alarm:** Notify others of the fire. Activate the fire alarm and call Campus Safety at x3000. Tell them everything you know. Details are important.
- **Confine and contain the fire:** Close all doors/windows. This slows the spread of fire and smoke giving people more time to evacuate safely.
- **Evacuate or extinguish:** Decide whether the fire is small enough to fight and whether you can do so safely. Make sure you have an escape route at all times.
 - Do not re-enter the building until notified by Campus Safety. Silencing of the alarm is not a signal to reenter the building.

If You Are Trapped in a Building, DO NOT PANIC:

- Place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews
- If there is no window, stay near the floor
- Shout at regular intervals to alert emergency crews of your location
- If the door is warm, do not open it
- If smoke is entering through the cracks of the door, stuff something in the cracks to slow the flow

Operating a Fire Extinguisher (PASS):

Pull the pin

Aim extinguisher hose at the base of the fire

Squeeze the lever

Sweep from side to side

HAZARDOUS MATERIALS

Spill containment and clean-up should be performed by trained personnel.

Quick Response: Call Campus Safety at x3000

Protect yourself

Secure the area

Assist the injured

Evacuate the area and assist others in doing so

Chemical Spills Procedures:

- Evacuate the area immediately
- Call Campus Safety at x3000 and say you are reporting a chemical spill
- Do not enter contaminated area

Biological (Blood) and Radiological Spills Procedure:

- Call Campus Safety at x3000 who will call trained personnel

SEVERE WEATHER

Tornado

- Stay indoors
- Move away from windows and open doors to avoid flying debris
- Move to pre-designated shelter location for your building or the lowest floor possible
- AVOID AUDITORIUMS AND GYMNASIUMS or other large open areas
- Do not use elevators, electrical equipment or telephone
- Sit on floor and cover your head with your arms to protect from flying debris
- Await instructions from Campus Safety or all-clear siren signal

Earthquake

- Stay indoors and remain calm
- If indoors, seek refuge by bracing yourself in a doorway or crawling under a desk or table
- Stay away from glass windows, shelves, and heavy equipment
- Do not use elevators, electrical equipment or telephones
- Do not use open flame
- Be prepared for aftershocks
- Await instructions from Campus Safety or all-clear siren signal

The following policy is in place to help address the rare closure or delay of classes due to severe weather:

Inclement Weather Policy for Students

Grove City College is primarily a residential college with a majority of its students living on campus.

Therefore, it is regularly the intention of the College to remain open during inclement weather conditions.

Commuting students should exercise caution and good judgment in dealing with potentially hazardous travel conditions. Each student should decide whether or not to be absent from class, to come to campus late, or to leave early for weather related reasons.

Determination of Delay or Closing

In some situations the College may close or delay classes due to severe/hazardous weather conditions. For storms occurring late at night or early in the morning, the decision to close the College or delay operations will

be announced at approximately 5:30 am. This announcement will be released to the local television stations and will be broadcast to all students and employees through the Campus emergency notification system.

Delay Schedules

When appropriate the College may also implement a two (2) hour delay with the College opening at 10:00 am for regular business (unless otherwise determined). Please follow the appropriate schedule below: Schedule A is for use on Mondays, Wednesdays and Fridays. Please use Schedule B on Tuesdays and Thursdays.

Schedule A (M,W,F) Schedule B (T, Th)

Normal	Delay	Normal	Delay
8:00 am	10:00 – 10:40 am		CHAPEL CANCELLED
9:00 am	10:50 – 11:30 am	8:00 am	10:00 – 11:10 am
10:00 am	11:40 am – 12:20 pm	10:05 am	11:20 am – 12:30 pm
11:00 am	12:30 – 1:10 pm	11:30 am	12:40 – 1:50 pm
12:00 pm	1:20 – 2:00 pm	1:00 pm	2:00 – 3:10 pm
1:00 pm	2:10 – 2:50 pm	2:30 pm	3:20-4:30 pm
2:00 pm	3:00 – 3:40 pm		
3:00 pm	3:50 – 4:30 pm		
6:30 pm	6:30 pm		

During a Campus Closing

All classes will be canceled for the day (with a determination of whether or not to hold night classes coming before 2:00 pm). The closing announcement will be communicated through local television stations and the Campus emergency notification system. All offices will be closed and events will be cancelled upon a campus closing announcement.

OFF-CAMPUS EVACUATION

There are two types of off-campus evacuations. In the event of an off-campus evacuation, it will be conveyed to the campus community which evacuation plan would be implemented as described below.

Short Term Evacuation – 12 Hours or Less: The student body will be divided into four groups based on their residence hall. Each group, as directed below, will proceed to its designated shelter. The Residence Directors and Residence Assistants will accompany the students and are expected to serve in the same capacity as they do in their respective residence halls. All communications with the students will be conveyed to the students at these shelter locations.

- Colonial, Memorial, and Ketler to East Main Presbyterian Church
- Hopeman, Lincoln, Hicks and Alumni to YMCA and Hillview Elementary School
- MAP to Tower Presbyterian Church
- MEP and Harker to Grace Methodist Church

Commuter students and employees are directed to go home immediately. If a specific service of an employee is required, the employee will be contacted at their residence.

Long Term Evacuation – 12 Hours or Longer: Students who live within a six-hour drive and have transportation will be required to go home. These students will be encouraged to take friends home with them. All students are to check-in with Student Life & Learning at the following e-mail address (studentlife@gcc.edu) upon arriving home to confirm their safe evacuation.

Students with transportation living farther than a 6-hour drive and students that do not have transportation should do the following:

- Students without transportation should proceed to Harbison Chapel for transportation and travel arrangements
- Students with transportation should meet in the MAP West parking lot with their vehicle to pick up the students without transportation
- Students will proceed to the Grove City Alliance Church or Church of the Beloved Disciple parking lot where they will be met by College officials

Logistical Information:

Student Life & Learning personnel will be stationed at Harbison Chapel to aid in the evacuation and to direct students to the designated off-campus church parking locations

- Campus Safety will be at campus entry and exit points to assist in traffic flow
- College officials will be present at the designated off-campus church parking lots. The officials will perform a head count and pair these students with faculty or staff for housing purposes
- A designee will be responsible for enacting the Employee Calling-Tree for purposes of housing students with employees who have volunteered to house students

PSYCHOLOGICAL EMERGENCY

A psychological emergency exists when an individual's behavior is inappropriate and/or out of control to the extent that they may be a danger to themselves or others. Take action when an individual is talking about suicide, is threatening to do harm to someone else, or appears to be out of touch with reality (characterized by hallucinations, delusion, complete withdrawal, or uncontrollable behavior) because of drug use or a psychotic break.

Quick Response:

- Call Campus Safety at x3000
- State that you need immediate assistance and give your name, your location, and nature of the problem
- Contact your Residence Director on duty (male 724-967-2120; female 724-967-2139)
 - The Campus Safety Office or Zerbe Health and Wellness Center may be used as a waiting area.
 - Campus Safety or the Residence Director on duty may contact staff from the Counseling Center after hours if deemed necessary.

All incidents involving psychological emergencies will be reported to the Counseling Center and the Office of Student Life & Learning.

If a student is violent or refuses help, call Campus Safety at x3000 immediately.

The College Counseling Center provides:

- Individual support/counseling needs
- General/group counseling as needed
- Crisis intervention and debriefing
- Resources and referral services

All services are free and confidential (unless student waives confidentiality or disclosure is legally required).

Call Counseling Center during business hours (Monday-Friday, 9 a.m. to noon and 1 to 5 p.m.) to make an appointment. On-Campus: x3788; from cell phones or off campus: 724-458-3788.

PERSONAL INJURY

Emergency Quick Response:

- Call Campus Safety at x3000
- Provide the following information: location of injured person, type of injury or problem, individual's present condition, sequence of events leading to the emergency, medical history- if known, phone number from which you are calling
- Do not move the victim unless in a life threatening situation
- Do not exceed your training
- If safe to do so, wait with the victim until help arrives
- Stay on the phone with dispatcher

Clothing on Fire:

- Stop
- Drop
- Roll around on floor to smother flame or drench with water
- Obtain medical attention if necessary. Call Campus Safety at x3000
- Report incident to your Residence Assistant or Residence Director

Hazardous Material Splashed in Eye:

- Immediately flush eyes with water for 15 minutes
- Forcibly hold eye open to ensure effective wash behind eyelids
- Call Campus Safety at x3000
- Report incident to your Residence Assistant or Residence Director

Minor Cuts and Puncture Wounds:

- Vigorously wash injury with soap and water for several minutes
- Obtain medical attention
- Report incident to your Residence Assistant or Residence Director

Biological or Radiological Spill on Body:

- Call Campus Safety at x3000 who will dispatch trained personnel

MEDICAL EMERGENCY

Quick Response:

- Call Campus Safety at x3000
- Provide the following information: location of injured person, type of injury or problem, individual's present condition, sequence of events leading to the emergency, medical history- if known, phone number from which you are calling
- Do not move the victim unless in a life threatening situation
- Do not exceed your training
- If safe to do so, wait with the victim until help arrives
- Stay on the phone with dispatcher

Medical emergencies include:

- Any life-threatening situation
- Loss of consciousness
- Chest pain
- Excessive bleeding

- Head injury
- Ingestion or inhalation of toxic substance (including excessive alcohol consumption)
- Seizures
- Allergic reactions with shortness of breath, excessive swelling
- Suspected fractures

Non-emergency illness or injury to students:

- Call Zerbe Health and Wellness Center at x3850
- When the Health Center is closed, contact your RA and the RD on duty (male 724-967-2120; female 724-967-2139); if an RD cannot be reached, contact Campus Safety at x2111 (non-emergency number)

Illness or injury to faculty or staff:

- Call Campus Safety at x3000
- Responding officers will assist and call for emergency medical services, if needed

Illness or injury to visitors or guests:

- Call Campus Safety at x3000
- Responding officers will assist and call for emergency medical services, if needed

SEXUAL ASSAULT

Sexual assault is defined as any act in which a member of the student community is forced to engage in sexual activity against his or her will or without his or her consent. “Sexual assault” includes not only physically assaultive behavior but also extreme verbal threats, physical or verbal intimidation and/or indecent exposure. The College policy defines as unacceptable any act in which one person forces another or attempts to force another to engage in any sexual act against his or her will or without his or her consent. Students always have the right to report a crime or sexual assault by directly dialing 911. Retaliation or threats of retaliation against a student bringing a charge of sexual assault will be treated as a separate and serious violation of College policy.

Quick Response:

- Call Campus Safety at x3000
- Call Counseling Center at x3788
- Call Zerbe Health and Wellness Center at x3850

Seek medical assistance as soon as possible following the incident. Advise medical personnel that treatment is necessary because of sexual assault or rape. The victim should not change clothes, shower, douche or apply medication before going to the hospital. Medical information is essential should the victim choose to press charges.

VIOLENT AND CRIMINAL BEHAVIOR / ACTIVE SHOOTER RESPONSE

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. Weapon possession on campus is prohibited and should be reported. If you observe a criminal act or are a victim, immediately notify Campus Safety via phone at x3000 or emergency call box.

Quick Response for IN-PROGRESS INCIDENTS:

- Remain calm
- Do not attempt to intervene except for self protection
- Go to a safe location

- Call Campus Safety at x3000
- Give your name and location and make sure the responding officer understands that the incident is in progress

Reporting Crimes in Progress:

- Call Campus Safety at x3000 and provide as much of the following information as possible, including: nature of incident and that it is in progress, location, description of persons involved, description of property involved, your name and phone number
- As long as your safety is not in jeopardy, stay on the line until an officer arrives on the scene
- Assist officers by supplying them with all additional information and ask others to cooperate
 - Should the threat be determined credible and outside the resource capability of the College, Campus Safety will notify the Mercer EMA through the 911 call center. The 911 call center will ensure that the appropriate support agencies will be dispatched to assist the College with the threat.

Reporting Crimes That Have Already Occurred:

- All crimes should be reported
- Call Campus Safety at x3000
- Do not touch or move anything that may relate to the crime
- When the officer responds, provide description of property and names/descriptions of any suspects/witnesses

Shooter is Outside Your Building:

- If you can do so safely, inform building occupants
- Close and lock your door and all windows; if door cannot be locked, secure by other means such as blocking with desks and chairs or using a door wedge
- Turn off lights
- Seek protective cover; stay low and away from doors and windows
- Keep quiet and act as if no one is in the room
- Call Campus Safety at x3000
- Do not respond to commands until you are certain they are issued by Campus Safety or a police officer

Shooter is Inside Your Building:

- If you can escape the area safely and avoid danger, do so by the nearest exit or window
- Leave personal belongings (books, backpacks, purses, etc.)
- Move quickly
- Keep hands visible
- Follow instructions from Campus Safety or police officers you may encounter
- Do not move injured persons. Notify authorities of their locations as soon as possible
- If you cannot escape the building, move into an office or classroom
- Lock or barricade door
- Turn off lights
- Seek protective cover; stay low and away from doors and windows
- Keep quiet and act as if no one is in the room
- Call Campus Safety at x3000
- Silence cell phones
- Place signs in exterior windows to identify the location of injured persons
- Do not respond to commands until you are certain they are issued by Campus Safety or a police officer

BUILDING AND FIRE ALARM ASSEMBLY AREAS

Alumni Hall	Grass around Professor of the Year rock
Buhl Library	Main Quad west side of building
Carnegie	Grassy area near Tower Church
Colonial	Tennis Courts
Crawford	Main Quad
HAL	Courtyard
Harbison	Main Quad
Harker	Upper Quad
Hicks	Grass in front of dining hall
Hopeman	North sidewalk Quad side
Hoyt	Grass around Professor of the Year rock
Ketler	Main Quad (north side)
Lincoln	West side of Lincoln Dormitory
Maintenance	Sidewalk east of soccer field
MAP Annex	Main Quad
MAP North	Baseball Field
MAP South	Main Quad
MAP West	Baseball Field
MEP	Baseball Field
Memorial	Grassy area east of building
Pew Fine Arts	Grass in front of Hicks Dormitory
Phillips	Parking lot north of field house
Plant	PLC parking lot
PLC	Grass around Professor of the Year rock
Pres. House	Parking area west of President's House
Rockwell	Main Quad
STEM	Main Quad
STU	Grass around Professor of the Year rock
TLC	Grassy area south of building
Warehouse	Sidewalk east of soccer field
Zerbe	Parking area on west side

Consider the following when choosing the Assembly Areas:

- Wind Direction (keep people UPWIND)
- Probable direction of arrival of first responders (stay clear)

BUILDING AND SHELTER LOCATIONS

Athletic/IM fields - Go to nearest accessible building. If unable to reach a building, lay flat on ground in a depression. Stay away from telephone poles, trees, fences and metal bleachers. Sheds and equipment boxes may not provide safety during severe weather.

Boiler House - Evacuate and seek shelter in nearest accessible building.

Carnegie - Basement hallways, storage rooms, conference room

Central Receiving - Evacuate and use Maintenance building shelter areas

Harbison - Evacuate and seek shelter in nearest accessible building

Colonial - Basement, 1st floor halls (close doors, avoid windows)

Crawford - Basement hallways, restrooms near vending machines, hall behind Campus Safety/Operations, OB cage, Crawford Social Room

Cunningham - Basement

Field House - Any interior hallway, locker rooms and restrooms

Ketler - Kitchen, housekeeping lounge, restroom in back hallway

Harker - 1st floor hallways (close doors, avoid windows)

HAL - 1st floor restrooms, 1st floor hallway away from Atrium and other windows, classrooms 114 and 116, stair towers, tunnel from HAL to STU, if accessible

Hicks - Bon Appetit kitchen (no other areas on 1st floor), 2nd floor (close doors, avoid windows), two lounges on each floor (one at the east end and one at the west end)

Hopeman - Exterior mechanical room (west end of building, no interior access), basement hallway (close all room doors)

Hoyt - Interior offices or restrooms, close classroom and office doors - to use 1st floor hallways, stair towers

Buhl Library - Basement, Library Instruction Classroom (basement), hallway near elevator (basement), staff lounge, basement restrooms

Lincoln - 1st floor hallways, laundry room (basement), Resident Director Apartment (basement), all 1st floor restrooms/shower rooms

Maintenance - Welding area, mechanics office, restroom, breakroom

MAP - Mole Hole, South Rec, hallway from South Rec to MAP dock, including Bon Appetit's two storage rooms, 1st floor hallways (close doors, avoid windows)

Memorial - 1st floor hallways, 1st floor bathroom/shower rooms

MEP - 1st floor hallway, 1st floor restrooms/showers near Rooms 18 and 22

Pew Fine Arts - Little Theater; Rooms 22, 24, 25, all near Little Theater; back hallway from set shop to the Little Theater; men's and women's dressing rooms, back hallway; Instrument Storage Room 27; Practice Rooms on 1st floor near elevator, men's and women's restrooms on 1st floor near elevator; Practice Rooms 51-61 in hallway near pottery rooms; Rooms 48 and 62 in hallway near pottery rooms, rehearsal room hallway

PLC - Men's Locker Room 106 (Main Locker Room), Men's Locker Rooms 102-105 (Varsity Sports and Visitors Locker Rooms), hall between main locker room and coach's hallway, Women's Locker Room 152 near competition pool, Women's Locker Rooms 108 and 138, Visiting Women's Locker Rooms 107 and 107A, women's staff room, all rooms in hallway near old racquetball courts, athletic laundry room, student laundry room, athletic trainers room, old weight room (not fitness room), Rooms 116-117, bowling alley toward the pin machines

President's House - Basement

Rockwell - Close classroom and office doors to use basement hall

Student Union - Bookstore ground level, mailroom, tunnel from STU to HAL if accessible

TLC - KC 1, KC 2, Training Room (and hallway near KC1, KC2 and Training Room) auditorium, restrooms, basement, near elevators

Zerbe - Hallways, emergency room, Exam Rooms 2 and 3, Nursing Supervisors Office/lounge, storage closet

SEXUAL VIOLENCE

Have you been sexually assaulted, or do you know someone who has been assaulted?

Sexual violence violates a person's trust and feeling of safety. It occurs **ANY TIME** a person is forced, coerced, and/or manipulated into unwanted sexual activity. The continuum of sexual violence includes rape, incest, child sexual assault, ritual abuse, date and acquaintance rape, sexual exploitation, sexual contact, sexual harassment, exposure, and voyeurism.

Against your will is Against the law

Rape is a crime.

It is motivated by a need to control, humiliate, and harm. It is not motivated by sexual desire. Rapists use sex as a weapon to dominate others.

Rape is **NEVER** the survivor's fault!

Because of gender stereotypes and rape myths in our society, it is common to blame the survivor – for dressing suggestively, having too much to drink, taking a walk alone, inviting someone into her/his bedroom. However, no matter when, where, or how it happened, sexual violence is not the survivor's fault. **There is never an excuse for rape!**

IF YOU HAVE BEEN ASSAULTED...

GO TO A SAFE PLACE.

Call someone you trust for emotional support.

In PA, contact your local rape crisis center at **1-888-772-PCAR**

Mercer County AWARE Rape Crisis Center at **1-888-981-1457**.

DO NOT SHOWER

Valuable evidence of the assault remains on your body and clothes. Do not eat, drink, smoke, comb your hair, shower, urinate, or douche before going to the emergency room. However, if you have already done these things, **please don't let that stop you from seeking medical care.** Also, if possible, place the clothes you were wearing during the assault in a paper bag and take them to the hospital with you.

SEEK MEDICAL ATTENTION

Doctors can check for injuries that may not be visible. Hospital staff can also treat you for possible STIs, provide anti-HIV medication, and perform a rape exam to collect evidence, in case you decide to prosecute.

SURVIVORS MAY ALSO CHOOSE TO:

- Report the assault to the police (337 E Pine Street, near GCC soccer field)
- Report the assault to Student Life and Learning or Campus Safety
- Seek confidential counseling (on or off campus)

DEALING WITH YOUR EMOTIONS...

A sexual assault is a **SERIOUS LIFE CRISIS** – a time of overwhelming turmoil and confusion. If you are the survivor of sexual violence, you may be experiencing a wide range of emotions and these feelings may concern you. The following is a list of several common reactions sexual violence survivors experience.

Denial

Helplessness

Self-blame

Anxiety

Dislike of sex

Anger

Shame

Nightmares

Mood swings	Depression	Difficulty trusting yourself
Flashbacks	Guilt	Difficulty trusting others
Loneliness	Promiscuity	Difficulty concentrating
Fear	Rationalization	Post-traumatic stress disorder
Social withdraw		

Many survivors of sexual violence are overwhelmed by their emotions and feel that they are “going crazy.” Whatever you may be feeling, rest assured that it is okay. **Acknowledging and working through your feelings** are the first steps toward coping with the crisis.

PROFESSIONAL AND FREE COUNSELING IS AVAILABLE AT GROVE CITY COLLEGE’S COUNSELING CENTER

TO SCHEDULE AN APPOINTMENT PLEASE DIAL **724-458-3788**

IN A CRISIS SITUATION YOU CAN SPEAK DIRECTLY TO THE DIRECTOR OF THE COUNSELING CENTER, DR. SUZANNE HOUK, BY DIALING 724-967-3886 OR BE CONNECTED TO THE ON-CALL COUNSELOR BY DIALING **724-458-3000**

Do you know someone who has been assaulted?

Sexual violence affects not only the survivor, but also those close to him/her – friends, family members, co-workers. If someone you know has been sexually assaulted, **you may experience many of the same emotions as the survivor.** You may also experience:

- A strong desire for revenge
- A desire to “fix it” and move on
- A rationalization that it “wasn’t that bad”

In order for you to fully support the survivor, it is equally important for you to process your own reactions and feelings. You too, can receive counseling at your local rape crisis center or at Grove City College’s Counseling Center.

HOW YOU CAN HELP...

Remain Calm. It is common for you to feel shocked and outraged but expressing these emotions to the survivor may cause her/him more trauma.

Believe the Survivor. Make it clear to the survivor that you believe the assault happened and that the assault is not her/his fault. Do not ask “why” questions which may make the survivor defensive, such as “Why were you wearing that?” and “Why were you alone?”

Give the Survivor Control. All control has been stripped from the survivor during the assault. Empower the survivor to make decisions about what steps to take next, but do not tell the survivor what to do.

Encourage Medical Attention. Although there may not be visible injuries, the survivor may have internal injuries that are not noticeable. Additionally, a medical exam can help provide evidence, should the survivor decide to prosecute.

Let the Survivor Express Feelings. Allow the survivor to cry, scream, etc. Remember, the survivor is angry with the assailant and the situation, not at you. Just be there to listen.

Maintain Confidentiality. Let the survivor decide who will know about the assault. It is not your place to tell people.

Don't Make Assumptions. That the College, police, or any other authorities know what happened. That you know what the survivor's desires are. That you know how the College or others should respond.

Encourage Counseling. Give the survivor the hotline number for the local rape crisis center, but let the survivor decide whether or not to go.

Seek Counseling for Yourself. You cannot ignore your own feelings, but it may not be appropriate to share them with the survivor right now. Your local rape crisis center and the Counseling Center can provide counseling for you if you need to talk to someone.

PLEASE CONSIDER ENTERING
THE NUMBERS PROVIDED
ABOVE IN TO
YOUR CELL PHONE

SEXUAL HARASSMENT & SEXUAL VIOLENCE: Prevention and survivor support at Grove City College

Grove City's Commitment

Grove City College is committed to creating and maintaining an environment that is free of sexual harassment and sexual violence in any form. At Grove City College we condemn all forms of sexual disrespect or misconduct and will not tolerate such behavior or practice. The following policy information has a threefold purpose:

- 1) to clearly articulate the College's policies and response structures for sexual harassment and violence;
- 2) to serve as a resource to anyone who is a survivor of sexual violence;
- 3) to serve as a guide for those in a position to provide support to survivors.

Sexual Harassment

Is defined as unwelcome conduct of a sexual nature, including sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is against the law and prompt investigation, and if deemed necessary, disciplinary action will be taken against offenders. Such behavior is defined to include overt or subtle pressure for sexual favors; obscene comments, gestures or expressions; taking liberty with the person of another; or propositions associated with promises or threats regarding classroom or employment status.

Students who believe they have been subjected to sexual harassment may seek redress by filing a complaint with the Office of Student Life and Learning.

Employees who believe they have been subjected to sexual harassment may seek redress by filing a complaint with the Office of Human Resources.

Sexual Violence

National statistics report that the vast majority of incidents of sexual violence involve a relative or close acquaintance rather than a stranger. However, sexual assault can happen to anyone, male or female; anytime, day or night; anywhere, on or off campus.

Sexual Violence is defined as physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent (for example, due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, fellow students, students from other schools, or third parties. Sexual violence is a form of sexual harassment.

Sexual Assault includes unwanted sexual contact, such as forced fondling or kissing, or rape, which is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim (FBI, 2013).

Sexual violence or harassment, regardless of the relationship of the offender to the survivor, can cause a variety of emotional symptoms. Getting counseling or emotional support is strongly recommended and is available 24/7:

- 1) Grove City College's Counseling Center: to schedule an appointment with one of our counselors please dial 724-458-3788. In a crisis situation you can speak directly to the Director of the Counseling Center, Dr. Suzanne Houk, at 724-967-3886.
- 2) Mercer County AWARE (1-888-981-1457) provides free counseling and support for those impacted by sexual violence
- 3) National Sexual Assault Hotline (1-800-656-4673)

Since Grove City College is dedicated to the safety and security of all its students and employees, protocols have been established for responding to situations in which the survivor or assailant is a member of the College community. The College is committed to helping the survivor receive help and will make every attempt to protect his/her confidentiality.

If the alleged offender is a student or an employee of Grove City College, the College will cooperate with civil authorities while reserving the right to take disciplinary action against the offender regardless of the civil or criminal action taken.

Response Protocol

If you are the survivor of sexual violence:

- 1) Focus on getting to a safe place.
- 2) Call someone you trust: e.g., friend, Residence Director, Resident Assistant, member of the SLL team, Nurse, Counselor, Chaplain, or a member of the Campus Ministry team to support you.
- 3) Seek medical attention as soon after the incident as possible. The staff at the local emergency room is trained to provide a survivor of sexual violence with optimum physical and emotional care and they are required by law to maintain strict confidentiality.

A trained counselor from the local community rape crisis center, AWARE [1-888-981-1457], is another resource available to you should you desire someone who is available and willing to accompany you to a medical examination. The counselor is available to sit with you while you talk to the police and/or may serve as an excellent source of information. Please know the staff at the local emergency room and AWARE counselor are there to provide comfort and support, they will NOT pressure you in any way!

4) Because physical evidence may be important if you decide to prosecute:

- Do not change clothes;
- Do not shower, bathe or douche;
- Do not apply medication to any injuries you may have sustained unless absolutely necessary;
- Do not disturb anything at the location where the assault occurred, if in an area where you have control over the environment.

5) You also have the option to file a formal complaint in either the Grove City College Student Life and Learning or Campus Safety Office. Please know you will not be disciplined for behaviors that violated our Community Standards and were associated with the assault (i.e., sexual misconduct, alcohol, drugs, etc.). Grove City College fully supports students and employees who are survivors of sexual violence in seeking criminal prosecution with local law enforcement agencies.

Housing Changes and Academic Assistance

Incidents of sexual violence, alleged or actual, may warrant a change in living arrangements and/or class schedule for the student(s) involved. Students can request a change or have an advocate petition the appropriate office on their behalf. Request for housing and/or class schedule changes should be funneled through the Vice President for Student Life and Learning.

Adjudicating Allegation of Sexual Harassment/Sexual Violence

For a detailed explanation of the College's adjudication process, including allegations of sexual harassment and sexual violence, students should refer to *The Crimson* (page 101 of this document) and College employees should refer to the *Employee Handbook*.

Prevention

Grove City College seeks to maintain an ongoing commitment to educational programming for the purpose of preventing sexual harassment and violence. Various programs are sponsored at different times throughout the school year by the Residence Life team, Health Services, the Counseling Center, Campus Safety, and Student Life and Learning staff

Past Abuse

Many individuals experience sexual violence and never report the incident. If you are seeking help for coping with abuse from the past, whether it was rape, childhood sexual abuse, incest, or sexual harassment, you may want to contact one of the resources listed on this brochure.

For Counsel and Support, phone numbers

Please consider entering the following numbers in your cell phone

Campus

Campus Safety	724-458-3000
Female RD On Call	724-967-2139
Male RD On Call	724-967-2120
Associate Dean of Student Life	724-264-1328
Cell	724-967-1764
Assistant Dean of Student Life	724-458-3783
Cell	724-967-3683
Campus Counseling Center	724-458-3788
Dir. of the Counseling Center	724-458-2208
Cell	724-967-3886
College Nurse	724-458-3850
Cell	724-967-1466
Vice President of SLL	724-458-3348
Cell	724-967-1767

Community Agencies

AWARE Rape Crisis Center	1-888-981-1457
Grove City Medical Center	724-450-7170
Grove City Police/Emergency	911
National Sexual Assault Hotline	1-800-656-4672