



**The Crimson  
Student Handbook  
2024-25**

## **Student Responsibilities**

The Grove City College student handbook, The Crimson, is a resource; it does not constitute a contract between the student and the college.

The information, policies, and procedures outlined in this 2024-2025 edition of The Crimson supersede those found in previous editions and are subject to change, update, amendment, and/or other modification at any time. The College also reserves the right to modify or discontinue any of the services, programs, or activities described in this handbook. When changes occur, the online version of The Crimson will be updated and students will be notified.

By virtue of your enrollment as a student, you enjoy the privileges and accept the responsibilities of being a member of the Grove City College (GCC) community. This includes the obligation to know and adhere to College policies and standards as described in this Handbook and other official College documents. While these policies and standards establish a baseline of expectation, you should ultimately strive to conduct yourself in a manner that brings honor to God, the College, and yourself. This includes demonstrating honesty, integrity, respect, compassion, the encouragement of others, self-discipline, stewardship, good sportsmanship, freedom from discrimination and prejudice, and social responsibility.

## **The Crimson Student Handbook 2024-2025**

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### ***Greetings from President McNulty***

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 are 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 always act 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. 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

### ***Greetings from the President of your Student Government [SGA]***

Dear Students of Grove City College,

Welcome! You have joined an amazing community—a family—made up of so many unique people that are held together by their love for GCC and what it stands for. Whether you are a recent high school graduate, transfer student, or coming off a gap year, we are so happy you have decided to be here. These next years, I hope will be full of both fun and growth as you prepare for where God is calling you to after GCC. Remember—college is not only a place, but also a process of preparation. It is a place of in-between—a place of liminality.

I encourage you all to intentionally seek out relationships at Grove City College. Check on your roommate often, even if you have opposite personalities. Head to events and meals with your hall, connection group, club, or just the people you met playing volleyball on the Quad. Reach out to that upper-classman and see if they have an interest in mentoring you, or simply hanging out over the weekend. It's an amazing thing when you can truly seek to know someone new for who they are. But remember to take your alone time with the Lord, as your relationship with Him is the most important of them all.

You are now an integral part of Grove City College; your presence here defines this campus and its people. Use that presence to uplift the people around you and seek God's glory in your studies. These next years will stick with you for your entire life, so endeavor to make them years full of life and love for both you and everyone around you.

Blessings,  
Ezekiel Esteban

Grove City College '25  
Executive President, Student Government Association

## **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.

## **Our timeless mission, vision, and values...**

### **Mission**

Grove City College equips students to pursue their unique callings through a Christ-centered, academically excellent, and affordable learning and living experience.

### **Vision**

Grove City College strives to be a highly distinctive and comprehensive Christian liberal arts college of extraordinary value. Grounded in permanent ideas and conservative values and committed to the foundations of free society, we develop leaders of the highest proficiency, purpose, and principles ready to advance the common good.

### **Community values:**

#### **Faithfulness**

By God's grace, we remain committed to the same Christian faith embraced by the College's founders and to seek, teach, and apply biblical truth in all that we do. While we continuously adapt our efforts in relation to the realities and challenges of this world, we serve a God who is the same yesterday, today, and tomorrow.

#### **Excellence**

In everything we do, from classrooms to residence halls, from performance stages to sports venues, we are devoted wholeheartedly to the highest standards of excellence. "...[D]o all to the glory of God" (1 Cor. 10:31).

#### **Community**

We foster life-long community engagement through a dynamic and welcoming campus experience marked by fellowship, service, hospitality, and abiding respect for others as God's image-bearers.

#### **Stewardship**

We honor the financial support and commitment of families, alumni, and friends of the College by managing our resources wisely, especially in maintaining affordability and the beauty of the campus, as we secure the long-term sustainability of the College.

#### **Independence**

In pursuit of our mission, we value and safeguard our institutional autonomy as a blessing of America's heritage of freedom.

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\* Please see the 2024-2025 The Bulletin for additional information concerning academic life

You are encouraged to use the find function to search this document topically through the use of key words

## ACADEMIC LIFE

Please see the 2024-2025 *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 Academic Integrity 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 and class absence policies are 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.

- a. The SFRC chair will inform the students of the SFRC decision within two class days.
- b. 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.
- c. The Dean will meet with the student(s), faculty member, and SFRC chair (separately) before ruling. The Dean's decision is final.
- d. 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.
- e. 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**

1. 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.
2. 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.
3. 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 a satisfactory resolution still has not occurred, the student may appeal in writing to the Provost.
4. 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 major subject areas of the college are:

- 1) Business (Accounting, Economics, Entrepreneurship, Finance, Management, and Marketing)
- 2) Engineering, Mathematics, and Computer Science
- 3) Education
- 4) Exercise Science
- 5) Humanities (English, Communication & Visual Arts, Modern Languages, Music, Biblical and Religious Studies, and Philosophy)
- 6) Natural Sciences (Biology, Chemistry, and Physics)
- 7) Nursing
- 8) Social Sciences (History, Political Science, Psychology, Social Work, and Sociology)

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.
5. 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.

#### **CLASS ABSENCE POLICY (illness)**

It is the student's responsibility to notify his/her course instructor in advance should he/she need to miss class (except for in emergency situations) and to make up any course work missed. Courses are designated either in-person or online and are prepared for one of these specific modalities. For in-person courses, it is not the instructor's responsibility to provide course work in an on-line modality for students who are unable to attend.

1. Faculty should have an attendance and absence policy in their syllabi.
2. If a student is experiencing a short-term illness that prevents him or her from attending just one class, he or she should contact the professor and visit the Zerbe Health Center if necessary. These absences are generally addressed in course syllabi for which most courses outline a certain allotment.
3. In some cases, those who visit the Zerbe Health Center will be asked to isolate in their room due to illness and will provide documentation indicating that the student's absence is excused.
4. Students who are hospitalized or experience an unanticipated health event that requires them to be absent from their courses for more than one or two days should immediately contact the Student Life and Learning office (SLL) to secure an approved excuse ([studentlife@gcc.edu](mailto:studentlife@gcc.edu)). The SLL office will contact the provost, dean and impacted faculty with a short-term plan to help the student continue in class (See #5 below).

5. Faculty will work with the student to make up missed content, but this short-term solution **does not mean the course will be delivered in an online modality** (including when asked by Zerbe to isolate due to illness).
6. Students must contact their professors after securing an excused absence from the Student Life and Learning Office. Faculty should then specify which of the following ways he/she will provide students with course content (if the course is in-person or online). Faculty will select at least one of the following options:
  - recording lectures on LMS
  - livestreaming the class on LMS
  - Helping student get copies of lecture notes from a classmate
  - outlining what the student needs to do to keep up with readings, homework, written assignments, etc. (Specifying what the student must do)
  - providing the student with a copy of the PowerPoint presentations as appropriate
  - providing the student with a copy of the professor's lecture notes
7. Faculty may decide to pro-rate the grades from missed lab grades, quizzes, exams, and other assignments during the excused absence. If faculty elect to pro-rate grades from missed assignments, he/she should communicate this decision to the student via email.
8. Students with approved excuses who have been working with SLL (see above) can only miss class for a maximum of two consecutive weeks. After that they must withdraw from the course for the semester. Faculty should not grant students incompletes and set expectations that students can complete missed activities in any timeframe outside of the current semester (one exception would be if the approved request falls inside the last two weeks of the semester).

A program standard for all students enrolled at Grove City College is the expectation they attend and participate in their classes in person. Requesting to attend classes remotely will not be approved as this constitutes a fundamental alteration in the College's programmatic standards. Students are required to meet all expectations (academic, professional, technical, and behavioral) that all other students meet. If a student cannot attend classes designated for in-person instruction, the student is unable to remain enrolled in the institution. Remote instruction is only allowed for those courses (or programs) designated as on-line.

### **Excused Absence for Other Reasons**

Students should make every effort to attend class in parallel to one having employment and take responsibility for attendance in a similar way, even when circumstances that are beyond their control limit their ability to attend. In most instances the student should inform their professor of the need to miss understanding most courses only have so many allowed absences and having no expectation the absences will be excused. There are, however, a few exceptions in addition to health:

1. Funeral of an immediate family member - Students who experience the loss of an immediate family member are asked to contact Student Life and Learning (SLL) at 724-458-2700 or [studentlife@gcc.edu](mailto:studentlife@gcc.edu). The SLL team will contact the provost, dean, and student's faculty in order to convey the need for an excused absence (typically no longer than two days). Please remember counseling services are available along with support from the Offices of Student Life and Learning and Christian Formation. Excused absences are only available for those attending the funeral of an immediate family member.
2. The Career Services Office (CSO) is able to provide excused absences for specific career-related absences, including the following:
  - Official interviews for post-graduate jobs and internships
  - Graduate, medical, law and other professional school admissions interviews

- On-campus interviews that cannot be scheduled around classes
- “Approved” job fairs or events the CSO is coordinating or helping to sponsor, including the Wester PA Collegiate Job & Internship Fair in the fall and spring, the PERC Teacher Job Fair in the spring for Education majors, on-site employer visits, etc.
- Mandatory training session(s) as part of the hiring process for an internship or job opportunity

**In order to obtain an excused absence, students should complete the following steps:**

- 1) Contact the Career Services Office Manager at [career@gcc.edu](mailto:career@gcc.edu), including an email from the employer validating the time and day of the interview. This email should include the date(s) and time(s) of the interview and account for the travel time there and back. The excuse will cover only this length of time.
- 2) The student should also submit a list of the courses he/she will miss and the day of the week and start time of the course.

**PLEASE SEE THE 2024-2025 BULLETIN  
FOR ADDITIONAL INFORMATION CONCERNING ACADEMIC LIFE**

## **COMMUNITY LIFE**

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. 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 some students will occasionally 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 supported by their 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.

Grove City College affirms the role that community plays in the flourishing of our students. We believe that a GCC education is best experienced within the context of a Christ-centered community that seeks to "outdo one another in showing honor" (Romans 12:10). To that end, the Community Standards outlined below have been created to illustrate what it looks like to honor one another and the community at large. These expectations are meant to provide the guidelines that give life to the whole of the community. Our earnest hope is that when followed, these standards will allow students to experience the fullness of a Grove City College experience that is marked by academic, social, spiritual, and emotional growth. In moments where these standards are not followed, the College has processes that afford all alleged parties a fair and equal opportunity to present their account. The aim of the conduct process is to challenge and support each student in grace and dignity to align their behavior with the standards of our distinctive community. In providing this challenge and support to students, we pray that the students involved would be further inspired to align their behavior with Biblical principles that exalt and glorify 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 in order to gain entrance to a residential facility, obtain chapel credit, access dining privileges, or for any other unauthorized purpose.
  - e) Knowingly being in the presence of a violation of the Grove City College Community Standards by a third party or parties (e.g., failing to challenge the behavior, leave the scene, and 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 prohibiting individual students, groups of students and/or campus-based organizations from renting, buying, occupying, or living in off-campus residences in violation 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, telephone (whether speaking directly to the person or through voice or text message) 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, pictorial, or video record of any person without his/her prior knowledge, or without his/her effective and continual consent when such a recording or picture 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) The creation, dissemination, or possession of misleading, pornographic, and/or inappropriate AI-generated images of another person.
  - d) Threatening or actual bodily harm, stalking, harassment, unwelcome bodily contact, and/or the projection of a real or perceived danger to any person.
  - e) Sexual harassment, defined as any unwelcome conduct of a sexual nature, including sexual violence, unwelcome sexual advances, requests for sexual favors, obscene comments, gestures, or expressions; taking liberty with another person's body; or propositions associated with promises or threats regarding classroom or

employment status. Sexual harassment is further defined in the section “A Further Explanation on Response to Sexual Harassment, Sexual Assault, and Sexual Violence” later in the Community Life section.

- f) 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). A further explanation of consent is found in the section labelled “A further Explanation on Response to Sexual Harassment, Sexual Assault, and Sexual Violence” later in the Community Life section.
- g) Violating Pennsylvania law and/or College policy concerning hazing (See Appendix A).
- h) 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.
- i) Abuse (verbal, psychological, and/or physical) or mistreatment 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.
- j) Abuse (verbal, psychological, and/or physical) or mistreatment 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.
- k) 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.
- l) Intentionally obstructing or failing to comply with the request of a College official or employee in the lawful performance of his/her duties.
- m) 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 the 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 and/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 or legal substances to experience psychological alteration (including Delta 8, whip-its, etc.). Students are also not to be in possession of prescription 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 exit pathways 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, get blasters, 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 when not in use 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 drug use, 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, X (formerly Twitter), Tik Tok, 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 violations that are not specifically listed here or elsewhere in this handbook.
- Specific sanctions for violation of the drug, alcohol policies are listed at the end of this section.

## **ANONYMOUS REPORTING PORTAL**

The College offers an online portal for students to submit concerns to the Office of Student Life and Learning anonymously. The portal is found on MyGCC. The intent of this portal is to ensure that students have a means by which they can report genuine concerns for themselves or others. Knowingly submitting a false report is a misuse of the system and a violation of Community Standards. Students are also welcome to speak with a member of the Student Life and Learning team regarding their concerns.

## **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/or 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 appropriate means available, students who are not held accountable for past behaviors must demonstrate a good faith effort to change those 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 assist 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 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 evidence standard (i.e., what is more likely than not to have happened?).

### **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 inspire 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**

Upon receiving a report of an alleged violation of the Community Standards the Associate Dean or the Director of Student Care (hereafter referred to as DSC) will initiate the disciplinary process by contacting the identified student(s) or assigning the case to another College employee who will serve as the hearing officer and subsequently contact the identified student(s), usually through campus email. Students will normally receive a text message on their cell phones informing them that an email has been sent to them. The email and text message will appear as being sent by Maxient, the software system the College uses in its student conduct proceedings. Each student will be informed of the offense(s) he/she is alleged to have committed and asked to promptly schedule an individual appointment with their hearing officer. Each student may bring a silent support person with them to their meeting with the hearing officer. To avoid the perception of an imbalanced process, the silent support person must be a current member of the Grove City College community (student or employee) who is not related, or providing legal guidance, to the student(s) alleged to have violated the College policy. 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. The student's 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. Those that occur over the summer will be adjudicated at the beginning of the fall semester using the same process outlined above. 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 Hearing 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 affecting the outcome of the case.
- D. 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 the AB Chair within 48 hours of his/her initial indication of appeal (signing of the CVAF). If the Chair determines the student has grounds for an appeal, the Chair will meet with him/her to further discuss the appeal process. If the Chair determines grounds for appeal are not present, then the decision reached by Student Life and Learning is final, and the sanctions issued will immediately go into effect. The AB Chair 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 semester.

### **Appeals Board**

The Appeals Board is chaired by a faculty member 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 Chair, at least one member from the Hopeman School, at least one member from the Calderwood School, one member from the Business School, a representative from 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 the Association of Women Students.

Upon receiving the written appeal, and within 5 workdays or as soon as possible 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 (minimum number of Board members who must be present for the proceedings to be valid) of the 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 also decrease or increase the sanctions. The Appeals Boards 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, 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 Records**

Student conduct case files are maintained by the Office of Student Life and Learning for a period of seven years and prior findings may serve as a factor in subsequent disciplinary decisions. While accumulation of violations during a student's College career 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.

### **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 open hour privileges, 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 be required to sign a waiver giving the counselor permission to acknowledge the student's attendance.

**Mentorship** – A student may be required to meet with a mentor as a result of violating college policy. The purpose of these meetings is to provide an opportunity for the student to engage with, and learn from, a non-peer individual in order to process what they might learn from their experience. Students may be assigned a mentor by the Office of Student Life and Learning or ask to identify one themselves.

**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.

**On-Campus Disciplinary Suspension**- Removal of non-academic involvement for a designated period of time. The student is to remain in his/her room between 6:00 p.m. and 6:00 a.m. without visitors for a specified number of days. Only a roommate(s) or College employee will be permitted in the room during this period. Please note that this has the effect of closing the room or apartment to the privilege of open hours for all occupants.

**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 that 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 (following a second violation within four years): Recognition will be 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: DRUG AND ALCOHOL POLICY AND RESPONSE**

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 AHN Grove City 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. 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. Additionally, in conjunction with these same laws, possession of an alcoholic beverage in one's hand is sufficient cause to charge the person with possession.

### **Alcohol Emergency Immunity**

We implore students who become aware of someone in need of assistance following alcohol or drug use to act quickly to follow "Kylee's Code:" call Campus Safety at 724-458-3000 (when on campus) and 911 (when not) immediately and follow the directions provided. Those who take this courageous step should do so with every confidence that the College will respond in accordance with the amnesty law outlined below. Please read the summary of this law, as caring well for another in this way could save a life!

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."

### **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 indefinite 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.

**FURTHER EXPLANATION: SEXUAL HARASSMENT, VIOLENCE, AND ASSAULT AWARENESS & RESPONSE**

Grove City College expressly prohibits any and all forms of sexual harassment, sexual violence, and sexual assault. This section defines the behaviors associated with each of terms, provides instructions on what to do if you are a survivor of one or more of these prohibited acts, and outlines the College's response to allegations of such banned behaviors.

**Sexual Harassment Defined**

Any 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...includes 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.

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.

### **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**

Any sexual act including rape, sodomy, sexual assault with an object, or \*fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also unlawful sexual intercourse (FBI, 2018)

#### *\*A note on Fondling/Forced Kissing*

Fondling is defined as a non-consensual and purposeful touch of a sexual organ of the body of another person. Forced kissing is a nonconsensual and forceful kiss of another individual.

### **Stalking Defined**

Stalking is generally defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for the safety of themselves or others, or to suffer substantial emotional distress. A course of conduct is considered persistent and/or continuous attempts on the part of an individual to make contact of any kind with an individual who has shown no intent to reciprocate the attention.

### **Dating Violence Defined**

Dating violence refers to violence committed by a person who is or has been in a romantic or intimate relationship with a victim and the nature of the relationship has been determined by its duration, type, and frequency of interaction. Violence is deemed as any action that threatens or actually causes physical or emotional harm to a person or their property.

### **Consent Defined**

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not inherently demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Further considerations of consent of which members of the campus community must be aware are:

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability (“capacity”) to knowingly choose to participate in sexual activity.
- Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent.
- Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- A minor cannot give consent.
- A person’s physical or mental disability may prevent the person from having the capacity to give consent.

**What To Do If You Are The Survivor of Stalking, Dating Violence, Sexual Harassment, Violence, or Assault**

What follows in this section are steps that we encourage all survivors of sexual harassment, sexual assault, or sexual violence. We view these acts as being counter to everything for which the College stands. As such, the College strives to support survivors through all possible means. If you are a survivor of sexual harassment, sexual assault, or violence, please know what was done to you is not your fault, nor were you complicit in what happened to you in any way. To the extent possible, we would encourage you to:

- 1) Focus on getting to a safe place away from your perpetrator.
- 2) Call someone you trust: e.g., friend, Resident Director, Resident Assistant, member of the SLL team, Nurse, Counselor, Chaplain, or a member of the Campus Ministry team to support you.

Please consider entering these numbers in your phone.

Campus Safety	724-458-3000
Residence Director (RD) On Call	724-967-2120
Director of Student Care	724-458-2197
-Cell	724-967-2631
Associate Dean of Student Life	724-264-4684
-Cell	724-967-3683
Campus Counseling Center (Daytime Only)	724-458-3788
On-Call Counselor	724-458-3000
College Nurse ((Daytime Only)	724-458-3850
-Cell	724-967-1466
Vice President of SLL	724-458-3348
-Cell	724-967-1767

- 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) Preserve as much evidence as possible, as physical evidence may be important should you later decide to file a report with the police.

- 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.

Note: Evidence of any kind is unable to be used by local authorities without a report from the survivor. Preserving the evidence still allows the survivor to determine what steps they want to take in the aftermath of the alleged incident.

5) Students are encouraged to file a formal complaint in either the Grove City College Student Life and Learning or Campus Safety Office. Grove City College fully supports students and employees who are survivors of sexual violence in seeking criminal prosecution with local law enforcement agencies.

6) 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. Please consider seeking support from:

- 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 counselor on call by dialing Campus Safety at 724-458-3000, providing your phone number, and requesting that the counselor on-call contact you. Campus Safety will not inquire as to the reason for the request to contact the counselor on-call.
- As mentioned in Point 3 above, Mercer County AWARE (1-888-981-1457) provides free counseling and support for those impacted by sexual violence. This resource is available to students at any point in time.
- National Sexual Assault Hotline (1-800-656-4673)

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

### ***Procedures for Resolving Allegations of Sexual Harassment, Violence & Assault***

#### **Student Reporting Options**

If a student believes she/he has experienced an act of sexual harassment, violence, or assault perpetrated by a fellow student of Grove City College, she/he may proceed in any one of the following ways:

1. Report the act(s) to local authorities and to the Office of Student Life and Learning
2. Report the act(s) to local authorities alone.
3. Report the act(s) to Student Life and Learning alone
4. Choose not to report at this time.

The College is committed to a sensitive and fair handling of allegations of sexual harassment, sexual assault, and/or sexual violence. Healing, safety (of the survivor and others), and justice are the College's primary concerns. To that end, the College endeavors to investigate claims thoroughly and expediently, without sacrificing one for the sake of the other. A student will not be rushed to make a decision about reporting the behavior perpetrated against them. In so far as it is possible, time will be afforded to the affected student to determine how she/he would like to proceed. While a student may report acts of sexual harassment, sexual violence, or sexual assault to any member of the College community, it is recommended that she/he report directly to Student Life and Learning or Campus Safety due to the

training these staff members have in survivor support and investigative tactics. All College investigations of sexual harassment, sexual violence, or sexual assault alleged to have been committed by a current student will be led by Student Life and Learning (process outlined below). If the alleged perpetrator is not a member of the Grove City College community, the College will endeavor to support the affected student and provide resources and support as she/he determines their desired course of action. Grove City College fully supports students who are survivors of sexual harassment, violence, or assault in seeking criminal prosecution with local law enforcement agencies.

### **College Investigations**

In the event a student brings an allegation of sexual harassment, sexual violence, or sexual assault to the attention of the College and requests an investigation, the reporting student will meet with the Director of Student Care who will take the student's statement. This meeting is meant to ensure all details of the responding student's account are appropriately catalogued, and to determine if additional steps are necessary to ensure safety while the College investigates the allegations brought forth. A reporting student will not be disciplined for behaviors that may have violated the College's Community Standards leading up to or during the reported assault (i.e., sexual misconduct, alcohol, drugs, etc.). A reporting student may bring a silent support person with them to this meeting. To avoid the perception of an imbalanced process, the silent support person must be a current member of the Grove City College community (student or employee) who is not related, or providing legal guidance, to the reporting or responding student.

If the allegation is being made against an employee of the College, and the student desires the College to investigate, the reporting student's statement will be shared with the College's Office of Human Resources (HR), who will coordinate the investigation. A member of the Student Life and Learning team is available to accompany the reporting student to any meeting they have with HR.

If the allegation of sexual harassment, sexual violence, or sexual assault is being made against another Grove City College student, the Director of Student Care will coordinate with the Associate Dean of Student Life to issue a charge of a violation of College policy/policies prohibiting sexual harassment, assault, or violence to the responding student – the individual against whom the allegation has been made. Upon receiving this charge, the responding student will meet with the Director of Student Care and Associate Dean (hereafter referred to as "the investigators") to provide his/her statement. This meeting is meant to ensure that the responding student has had the opportunity to provide his/her account and the details have been accurately catalogued. A responding student may bring a silent support person with them to this meeting. To avoid the perception of an imbalanced process, the silent support person must be a current member of the Grove City College community (student or employee) who is not related, or providing legal guidance, to the reporting or responding student.

In addition to the accounts of the reporting and responding students, the investigation will include accounts from additional sources, which may include but are not limited to, interviews with other persons with knowledge of the facts and events surrounding the claim. Interviews conducted during the investigation may be recorded. Additional materials that may be pertinent to the investigation may also be requested by the investigators.

During the investigation, each party will be given a fair and full opportunity to present their respective position and may submit any written statement or additional evidence on their own behalf. When the investigation has reached its conclusion, the investigators will meet with the reporting student and the responding student individually to share the results of the investigation. The reporting and responding students each may bring a silent support person (current student or employee of the College who is not related or providing legal guidance) to their respective meetings. In the meeting with the responding

student, the investigators will provide the responding student with a conduct violation assessment form (CVAF) which will outline the decision reached in the case.

In investigations of sexual harassment, assault, or violence, like that of any other potential policy violation, the decision reached will either be “responsible” (i.e. evidence to substantiate that a violation of College policy was more than likely to have occurred was found in the course of the investigation) or “not responsible” (i.e. evidence to substantiate that a violation of College policy was more than likely to have occurred was not found during the investigation). It should be noted that the decisions reached in these investigations are made solely based on the evidence that is available to the investigators throughout the course of the investigation.

### **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 sexual harassment, sexual violence, or sexual assault. As a means of preventing even the perception of retaliation, the College will issue a no contact agreement between the reporting and responding student during the course of the investigation.

### **Potential Accommodations and Safety Precautions**

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. Requests for housing and/or class schedule changes should be funneled through Director of Student Care or Associate Dean of Student Life.

### **What To Do if You Are Supporting a Survivor of Stalking, Dating Violence, Sexual Harassment, Assault, or Violence**

Students who find themselves supporting a survivor of stalking, dating violence, sexual harassment, assault, or violence, should be sure to remain calm. It is vitally important to remind the survivor, and to be reminded ourselves, that healing takes time. Walking with the survivor through this healing process is a tremendous act of grace and compassion. Hearing about acts of perpetration may invoke many emotions, but the best way to support the survivor is to listen and believe the account they are sharing. Let the survivor express their feelings, maintain their confidence (by not sharing their personal information with others), and keep from making assumptions about the situation or anything related to it. Encourage the survivor to seek medical attention and to utilize support systems like counseling. Student supporting survivors should also compassionately encourage the survivor to report the harassment, assault, or other act of violence to local authorities and the College. In encouraging the survivor to seek medical attention and/or report, it is vital to ensure that the survivor remains in control of the situation. The act perpetrated against them took away their power of choice, it must be restored when determining next steps. If the survivor is willing to seek medical attention and/or report the act to College and/or local authorities, those walking alongside in support should offer to accompany them. Finally, students who are supporting survivors should remember their own wellness and seek the appropriate supports to make sure they remain well.

## **GENERAL CAMPUS POLICIES**

### **Animals: Wild or Unknown Domestic**

Students should not 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.

### **Campus Grounds and Recreational Usage**

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 and students are asked to avoid Frisbee use in moderate to heavily used locations.
- 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 exist 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.

In an effort to limit personal injury and damage to campus trees, students should not climb on trees. Hammocks are permitted on campus as long as hammock tree straps are used.

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
  - Any other activity (individual or group) that has strong potential for damaging the Quad in anyway

### **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, Associate Dean of Student Life, Director of Student Care, Director of Residence Life, a Residence Director, Director of Health and Wellness) 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.

### **Discrimination and 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 earlier under the College's 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.

### **Drones**

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 risk manager, but the concerns noted above prohibit exceptions.

### **Grove City College Identity (Brand and Logo) Usage Policy**

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

### **Film: Public Viewing and Copyright**

Officially recognized Grove City College student organizations may sponsor films that foster intellectual, emotional, spiritual, or artistic growth and/or provide entertainment. The Director of Student Engagement must approve all films that student organizations want to sponsor and show on campus. Approval of a film must be granted prior to placing an order with a film company or announcing a showing. The Office of Student Life & Learning maintains guidelines around engagement with popular culture that guide the selection of films shown on campus. The artistic merit, cultural significance, truth communicated, and context in which the film will be screened are considered equally in the film approval process. The values, perspective, and lifestyle portrayed in a film as well as the film's rating are important elements in consideration of the context in which the film will be shown.

Films with excessive gratuitous violence, profanity, obscene language, nudity, or sexually exploitative material will generally not be permitted for sponsorship by a student organization. Films with potentially offensive content may be approved for campus viewing if: 1) the film has redeeming social value and intentional programming encourages discussion of the potentially offensive elements or 2) an edited version of the film is available and obtained and advertising informs the community that the film being shown is an edited version.

The U.S. Copyright Act places significant restrictions on the public use of recordings (rented or owned). No videos or DVDs are to be shown on campus to public audiences generally unless the proper license has been secured to do so.

Legally obtained movies may be shown in common meeting areas in the residence hall, floor lounges and private rooms since that area constitutes a student's living area, provided that the movie showing is not advertised outside the building and no admission fee is charged. Attendance should be limited to students who live on that floor, in the building, or are personal guests of those students. No public notices of any kind are allowed.

In addition, movie watching among friends should not infringe upon the rights of others.

### **Fog Machines**

Fog machines are prohibited from student use on campus due to the likelihood of triggering College's fire detection alarming systems.

### **Housing Requirement**

Grove City College is a residential college, requiring all full-time students to live in campus housing and participate in the College's board plan with the exception of those commuting from the permanent home address of a parent or primary non-peer relative (grandparent, aunt, or uncle) living within a 40-mile radius of the College. Non-residential students must complete the Commuter Address Confirmation form annually to verify their commuting address and affirm compliance with this policy. No full-time student may rent, occupy or live in unauthorized off-campus housing during the fall and spring semesters. Those found to be living in a residence other than the one approved by the College will be charged with a violation of the community standards and subject to disciplinary sanctions up to and including suspension. More commonly, the student will be required to move into assigned campus housing and charged the full semester's room and board.

### **Outdoor Fireplaces and Firepits**

Student groups and organizations can schedule use of outdoor firepits through the College's Event Coordinator (see Campus Events). Please email [firepit@gcc.edu](mailto:firepit@gcc.edu) or use Astra (by clicking Event Planning on the Campus Services tab of MyGCC).

- The wood burning firepit on Lower Campus is for both event and group usage. Please take note of the expectations outlined on the reservation page and be sure to follow them.
- The two gas fireplaces located on Lincoln patio are for event use only. The policies for governing the wood burning firepit are currently under development but will likely mirror those of the firepit on lower campus. All three fireplaces must remain on the Lincoln patio at all times.

Users are responsible for lighting, containing, and extinguishing their own fire.

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 Engagement Office well in advance of the function.

### **Overnight Safety**

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

### **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.

### **Sign/Poster Hanging Requirements**

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 each particular building. This includes using masking or painter's tape to hang signs. Scotch and duct tape are prohibited in order to limit damage.

### **Skateboards, 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. 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.

### **Smoking in College Facilities**

All buildings on the campus are smoke-free. The use of E-cigarettes (vaping) is prohibited indoors. Smokers should refrain from smoking directly outside of doors and windows and may be asked to move further away from a building at any time. Receptacles have been placed strategically and smokers must dispose of tobacco waste appropriately.

### **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.

### **Student Enterprise (Student-Run Businesses)**

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.

### **Student Image and Voice Usage Policy by the College**

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.

### **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.

**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.

## **CAMPUS OFFICES AND DEPARTMENTS**

### **ACADEMIC RESOURCE CENTER (ARC)**

**Location:** Henry Buhl Library, Lower Level

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

**Website:** [www.gcc.edu/arc](http://www.gcc.edu/arc)

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

ARC staff understand that all students learn differently and want to reach success with their academic, personal, and vocational goals. To this end, staff are dedicated to working with all students who seek assistance from the Center.

Please visit the Academic Resource Center website for tips for academic success, information about the tutoring program, and other services offered.

### **Academic Advising:**

**Website:** [www.gcc.edu/arc](http://www.gcc.edu/arc)

**Phone:** 724-458-3306

**Email:** [LeonardMK@gcc.edu](mailto:LeonardMK@gcc.edu)

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 or Assistant 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 and Assistant Director of Academic Advising work 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:**

**Website:** [www.gcc.edu/arc](http://www.gcc.edu/arc)

**Phone:** 724-264-4673

**Email:** [DisabilityServices@gcc.edu](mailto:DisabilityServices@gcc.edu)

The Disability Services Office seeks to assist students in their college journey by providing accommodations to ensure all students have equal access to opportunity. Any student with a documented disability is eligible for services. The Americans with disabilities Act of 1990 (ADA) and Americans with Disabilities Act of 2008, defines a person with a disability as, "a person who has a physical or mental impairment that substantially limits one or more major life activity." Students are responsible for disclosing their disability to the Disability Services Office. Accommodations will be determined on a case-by-case basis by engaging in a collaborative and interactive process.

Services include assistance with, but are not limited to, the following disabilities:

- Learning disabilities (i.e., dyslexia, dysgraphia, dyscalculia, reading/math disability, specific learning disability, etc.)
- Medical health (i.e., cardiac disease, diabetes, arthritis, cancer, seizure disorder, etc.)
- ADD/ADHD
- Physical/mobility (i.e., ambulatory, wheelchair)
- Hard of hearing or deaf
- Low vision or blind
- Emotional/psychological diagnosis (i.e., bipolar disorder, depression, anxiety, etc.)
- Autism spectrum disorder
- Traumatic brain injury

A student requesting accommodation for a disability is required to submit documentation of the disability to verify eligibility under the ADA. Additional information regarding Disability Services as well as guidance regarding documentation can be found on the GCC website. Questions can be directed to DisabilityServices@gcc.edu.

A student with a disability remains responsible for following all college policies, including the student code of conduct, as well as meeting academic and program requirements.

If you have questions or would like more information, please contact the Director of Disability Services 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 essential information.

### **Registrar's Office**

Website: <https://my.gcc.edu/ICS/Registrar/>

Phone: 724-458-2172

Email: registrar@gcc.edu

The Registrar's Office provides many services for students related to academic records. All students should reference The Bulletin, which is the College's official catalog of academic policies. The Bulletin includes information about available majors, general education and major requirements, and course descriptions.

The Registrar's Office also provides assistance to students requesting official transcripts, certification of full-time enrollment and degree verification, as well as determining credit transfer for AP, CLEP and IB tests; college in the high school programs; and credit transfer from other institutions.

### **Course Registration**

Each year the Registrar's Office works with the College's academic Department Chairs to create the master schedule of courses; assists students with course registration and enrollment in internships and other specialty programs; as well as completes degree audits to certify students for graduation.

Course registration for future semesters 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 (6) 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. Each student is ultimately responsible for planning his/her academic program in order to satisfy graduation requirements.

## **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](http://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. 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.

Students can order their books on the Bookstore's website, [bookstore.gcc.edu](http://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](mailto: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:

<https://www.aaiscloud.com/GroveCityC/default.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 one business day for notice of approval. Once the request has been approved, you will receive 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 times of the year that are more popular than other times for event scheduling. Advanced planning is important to ensure event requests are not declined.

Please see the “Christian Formation” section regarding limitations on 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 some venues have food restrictions and special conditions for use. The event planning office and room schedulers will communicate these conditions to you as needed.

**Note: Reservations for the purposes of showing movies, even to small groups, are under the limitations of Movie Copyright & Screening License restrictions. Please see SLL for more information.**

## **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](mailto: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, 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 and are regularly cross-referenced against lost item reports so as to return items to their rightful owner. 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. Any proceeds are donated to the Student Government Association or a campus ministry.

### **Bicycle Registration**

Please consider registering your bicycle with Campus Safety. Doing so can increase the likelihood of being reunited with your lost or stolen property, and there's no cost to register.

- Visit the GCC Bike Registration form found on the "Campus Safety" tab of My.gcc
- Type in your name, email, ID, mailbox, phone number, and bike make and model
- Upload a photo of your bike, and hit submit

Your GCC Bike Registration sticker and instructions on how to affix it to your bicycle will be delivered via campus mail.

### **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 residential and commuting students.

### **Freshmen Vehicles**

Freshmen are permitted to have vehicles on campus, but the College strongly discourages them from doing so. Instead, we would encourage new students to become fully invested in the campus community and cultivate relationships with their peers. We have also found it can be beneficial to limit distractions during the freshman year as new students acclimate to the academic rigor of college. **Those who do bring a vehicle to campus must register it as follows and park only in the designated freshmen parking located in Lot 1 (rows G and beyond) off Madison Avenue.**

### **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>.

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: \$150.00 (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: \$150.00 (\$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 \$75 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 \$75 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, 7days/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 your class of parking permit, 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, and towing takes place 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 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 lot parking restrictions.

- 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, RD's and authorized staff only
- Pew North/ HAL parking lot: Faculty and Staff Parking only\*
- HAL Circle: Early Education Center vehicles and staff\*
- Kettler parking lot: Handicap and Resident Director parking
- Liberty Street: Student parking.
- 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 Hall 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. Freshmen must park in designated rows at the back of parking lot 1. Lack of space in your preferred parking lot does not justify parking in a restricted area and will not be accepted as justification for an appeal.

Performing maintenance on vehicles in the parking lots is strictly prohibited. If a vehicle is disabled, it must be towed off campus for all maintenance or repair work. If fluids are spilled in the lots, the responsible party will be billed for all cleanup costs as well as disposal of the fluids and all stone or soil contaminated by that fluid (HazMat fees may apply).

### **Colonial Hall Resident Parking**

There is adequate parking provided on lower campus for each Colonial Hall apartment resident. CHA residents will be issued a parking pass specific to Colonial Hall, and 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.

PLEASE NOTE: 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 the placement of your permit, please contact the Campus Safety Office at 724-458-2111.

### **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 or pedestrian traffic 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. Students may also be referred to Student Life and Learning for further disciplinary action.

### **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 for violation of community standards as outlined in the Crimson.

### **Common Sanctions**

- Parking in a restricted area – \$20.00 (including Colonial Hall students in violation of Special Parking Restrictions and Freshmen not parking in designated freshman rows of parking lot 1.)
- Failure to register – \$75.00 + 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 – \$20.00
- 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 – \$20.00
- Moving or tampering with parking control equipment – \$50.00
- Moving violations – \$25.00 each violation (including speeding, careless driving, or any variance from the PA state motor vehicle safety code)
- Displaying fraudulent or altered permit – \$75.00+ full year registration fee Please note that creating or altering a registration permit in order to avoid paying the registration fee or associated fines is a serious violation that will result in the student being referred to Student Life and Learning for disciplinary action based on a charge of theft of services. They will also be billed for the fine (\$75) and a full year registration permit (\$150) in addition to any sanction issued by Student Life and Learning. 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 \$25.00 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](http://www.gcc.edu/cso) and [gcc.joinhandshake.com](http://gcc.joinhandshake.com)**

**Phone: 724-458-3371**

**Email: [career@gcc.edu](mailto: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 can access use of the predictive guidance platform PathwayU (<https://gcc.pathwayu.com/>), a web-based resource, to evaluate their personality, interests, skills and values.

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. Students can find additional resources on PathwayU as well as GCC's Handshake platform (<https://gcc.joinhandshake.com/login>) which will provide further opportunity for career exploration aligned with their assessment results, interests and major. Students at this exploration stage are 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 homing 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 focus and engage in a strategic job or graduate search with the CSO team, faculty, alumni, and other professional connections. The office's four-step process of assessment, exploration, decision and pursuit is cyclical in nature, providing students with a model by which to engage in career preparation and planning.

At any point 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

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 Handshake and on MyGCC.

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. Appointments can be scheduled online through Handshake, by phone 724-458-3371, by emailing [career@gcc.edu](mailto:career@gcc.edu) with days and times available to meet or dropping by the office. Education majors may contact the Director of Education Career Development at 724-458-3397 or [fredericksl@gcc.edu](mailto:fredericksl@gcc.edu).

### **CHRISTIAN FORMATION OFFICE**

**Office:** Rathburn Hall – 1<sup>st</sup> and 2<sup>nd</sup> floors

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

**Phone:** 724-458-2143

**Website:** [www.gcc.edu/formation](http://www.gcc.edu/formation)

**Email:** [ChristianFormation@gcc.edu](mailto:ChristianFormation@gcc.edu)

At Grove City College, we believe Christian formation is a critical component of developing mature, competent graduates. We envision a campus community that is grounded in Christ-centered worship, shaping us individually and corporately. We seek to engage in whole-life discipleship, anchoring believers to the glorious gospel of Jesus Christ and equipping students to serve and minister in his name. Together we lean toward the coming kingdom and reach out in love to our campus, to local neighborhoods, and to the “ends of the earth”.

### **Christian Formation Office (CFO) Programming**

A campus-wide chapel service is held on Wednesday mornings at 11 am in Harbison Chapel (livestreamed to Crawford Auditorium) to exalt Lord Jesus. On Friday mornings at 11am opportunities for Christian nurture take place all over campus. Students can choose to attend a Prayer Gathering in Harbison Chapel, a campus-wide Bible Study in Sticht Lecture Hall, or any one of more than a dozen other educator-led, 5-week, small groups designed to encourage Christian reflection and fellowship. On many Wednesday evenings throughout the semester students gather for the Faith for Life Lecture Series to hear a guest speaker or campus leader consider the implications of the Christian faith for life and culture.

### **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 (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 requirements prior to graduation will have his/her transcript and diploma held until after June 1 of that year.

### **Discipleship & Ministry Opportunities**

The CFO provides discipleship programs for the men and women of campus. The MENtor Project and Deeply Rooted are programs designed to pair incoming first year male and female students with upperclassmen to mentor them as they adjust to life on campus. Upperclassman women are also invited to participate in Discipleship groups led by members of the local community. During their final semester on campus, senior women are also invited to participate in a Bible study hosted at the President's house.

The CFO also coordinates the work of ministry groups. These groups are student-led organizations that seek to address various needs on campus, in the local community or around the world. Some groups meet for prayer and worship, while others are service oriented. The CFO staff assists students in finding local churches, Bible study groups, and ministry opportunities that best matches their interests and needs.

### **Short-term Service & Mission Opportunities**

#### **Inter-Community Outreach (ICO)**

ICO's provide opportunities for Grove City College students to actively serve local and global communities and are open to all students. ICO trips focus on the relational aspect of ministry through Christian service and partnership as they serve with others to glorify God and reflect the light of His love into a world of great need. More than a dozen ICO trips occur annually, and take place over college breaks during the fall, winter, and spring.

### Redbox Global Outreach (GO)

The GO Program provides a short-term summer mission opportunity (6-8 weeks) and training for students discerning a call onto the global mission field. Students can apply for a sponsorship to serve alongside a Christian mission organization to bring the gospel of hope to the world.

### Sunday Events

Grove City College encourages students to participate in local churches on Sunday morning and to establish a church home during the student's years in residence here. The College does not, however, allow local churches to conduct worship services, Bible studies, or other small group activities on campus. All invitations for guest speakers at religious events who are not members of the Grove City College community should be approved by the Chaplain and Senior Director of Christian Formation.

Respecting Sunday as a special "day of rest" has been, and continues to be, part of the Christian tradition. Therefore, the College avoids business as usual on Sunday particularly in terms of scheduling events and the use of facilities. Accordingly, events are not to be scheduled on Sunday until 7:00 p.m. At that time, ministry related groups, campus meetings, and events with limited venue requirements may be properly scheduled.

### COUNSELING SERVICES

**Office Location:** Zerbe Health & Wellness Center

**Website:** <http://www.gcc.edu/counselingcenter>

**Hours:** Monday – Friday, 9 a.m.-5 p.m.

**Phone:** 724-458-3788

**Contact Information:** 724-458-3788 and [counseling@gcc.edu](mailto:counseling@gcc.edu)

The College Counseling Center provides free counseling and consultation services to assist students as they navigate the demands of college life and offers outreach opportunities that promote mental and emotional wellness to the campus community. Stress overload, changes in mood, relationship issues and excessive worry are common reasons students utilize the Counseling Center. Appointments may be made by contacting Mrs. Michelle Hummel at 724-458-3788 or by emailing [counseling@gcc.edu](mailto:counseling@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](http://www.gcc.edu/counselingcenter). In accordance with professional standards, counseling services are confidential.

### 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](mailto: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 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](http://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 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 or greater to and successfully complete at least 24 credits each academic year to qualify for financial aid. Consult the Grove City College Financial Aid web page on-line at [www.gcc.edu](http://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](http://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 15 will receive 50% of the scholarship that otherwise would be awarded. Applications received after July 15 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 any private loan program of their choice. 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**

Grove City College partners with Parkhurst Dining to bring the students an exceptional dining experience featuring delicious and high-quality menu items, flexible hours, and accommodations for allergies and dietary restrictions.

Dining locations include:

**Hicks Café**

All-you-care-to-eat, featuring over 10 unique services stations.

Open Monday – Friday from 7 am – 9 pm and Saturday and Sunday from 7 am – 7 pm

**Hicks Market**

Visit the Hicks Market for Grab and Go options.

Open 24/7 with self-checkout technology.

**Map Café**

All-you-care-to-eat retail concepts, including Hell Bistro Express, Bowls, Inspired Eats, Deli, and a rotating station determined by a student survey.

Open Monday – Friday from 7 am – 8 pm

**Map Garage Café**

Late night spot featuring pizza, scoops and Crimson Cup coffee.

Open Monday – Friday 8 pm – 11 pm and Saturday and Sunday from 5 pm – 12 am.

**Map Market**

A snack area that is open 24/7 with self-checkout technology

**Chick-fil-A**

Located in the Breen Student Union.

Open Monday – Saturday 10:30 am – 8 am

**GLOBAL PROGRAMS and STUDY ABROAD**

**Office of Global Programs [OGP]: SHAL 319**

**Hours: 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: [andersonrj@gcc.edu](mailto:andersonrj@gcc.edu)**

The world is your campus! You can explore the world and learn about other cultures while pursuing your education at Grove City College via our numerous study abroad programs. An international experience will afford you the opportunity to travel, see the world, study and meet new people. We also welcome international students and guests to campus for short stays or for long 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 the 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 in 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**

The 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. The PDSO for Grove City College is housed in the OGP and any SEVIS reporting and visa related issues are handled through this office.

## **HEALTH AND WELLNESS**

**Office Location: Zerbe Health & Wellness Center**

**Clinic Hours (staffed by registered nurses): Monday-Friday: 8a.m.- 5p.m., Saturday: 10a.m.- 4p.m., Closed Sunday**

**College Physician's Hours: by appointment starting at 4 p.m. Monday and Wednesday and 3 p.m. Tuesday, Thursday, and Friday (until all scheduled students are seen)**

**Phone: 724-458-3850 (please call or email for an appointment so we can be sure you are seen)**

**Email: zcgordon@gcc.edu**

Students may schedule an appointment to be seen by either a registered nurse or the physician/nurse practitioner by calling 724-458-3850 or by emailing Mrs. Gordon at [gordonzc@gcc.edu](mailto:gordonzc@gcc.edu). Walk-in appointments are discouraged. Physician/nurse practitioner services are provided by AHN/Family Health Care Partners of Grove City, PA.

Students are welcome to continue seeing their home doctor and/or use outside services but should know the College offers free basic health services, including physician appointments, through the Zerbe Health and Wellness Center. 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. Rapid flu, rapid strep, and rapid Covid tests are also available as indicated. For inquiries about maintenance therapy allergy injections, please contact Mrs. Gordon at [gordonzc@gcc.edu](mailto:gordonzc@gcc.edu). She will arrange for one of the nurses to contact you. **The health center does not provide 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 AHN Grove City for evaluation and treatment.

Transportation for immediate or emergency care may be done by Campus Safety, or an ambulance may be dispatched. Any time a student has an urgent need for medical care due to severe illness, an unexpected injury, or an accident, contact Campus Safety at 724-458-3000 for an immediate response and assistance with the situation. In such cases, please be prepared to inform Campus Safety of your location so they can rendezvous to you as quickly as possible.

While Campus Safety will respond and assist with any emergency needs, they are not available to provide transportation for routine preplanned appointments.

### **Excused Absence**

In the event of illness or injury, students may schedule an appointment to be seen at the health center. 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 center, that the illness/injury prevents class attendance or requires the student to be confined, a representative of the health 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 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.

## **INFORMATION TECHNOLOGY SERVICES**

**ITS Office:** Technological Learning Center (TLC) Suite 1

**Phone:** (724) 458-2255 Main Office

**Hours:** Monday – Friday 8a – 5p

**Computer Services & Support (Help Desk)**

**Help Desk:** (724) 458-2255 (on campus dial x2255) or HelpDesk@gcc.edu

**Repair Shop Hours:** Monday – Friday 8a – 5p

**Help Desk Hours:**

Monday – Thursday 8a – midnight

Friday 8a – 9p

Saturday 8a – 5p

Sunday 2p – midnight

**Website:** <https://grovecitycollege.sharepoint.com/sites/CSSComm>

**GCC Helpdesk:** <http://helpdesk.gcc.edu>

**Crimson Card Office (Suite 2)**

**Phone:** (724) 264-4705

**Hours:** Monday – Friday 8a – noon; 1p – 5p

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 2-in-1 laptop. 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 -



### **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 certified technicians, and we do not charge labor fees for repairs or 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, abuse, vandalism, or failure to properly maintain the device
- Failure to meet the requirements of the manufacturer’s Accidental Damage Protection Policy
- Excessive Accidental Damage claims
- Cosmetic damages
- Disassembly, modification, or attempted repair by any entity other than the CSS Repair Shop, unless expressly authorized in writing by the CSS Repair Shop. Students and family members, regardless of certification or skill level, are not permitted to perform repairs on GCC issued equipment.

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 Help 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 PCs 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:

- 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.
- Never leave your Tablet PC unattended in a classroom, lounge, cafeteria, or any public place.
- Display your name in a prominent place on your Tablet PC, and your backpack.

- 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. Touch-down points with full keyboard, mouse and monitor(s) are available, and loaner equipment may be available depending on the duration of a 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

#### **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.  
(Keeping the card in your phone case can make it cease to function. We do not recommend using this type of holder.)
- 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.

### **IMAGO DEI CENTER**

**Office:** Breen Student Union, 2nd Floor, Room 211

**Hours:** Monday - Friday from 8:00 a.m. - 5:00 p.m.

**Phone:** (724) 264-4675

**Email:** IDC@gcc.edu or HunterKJ@gcc.edu

The Imago Dei Center exists to provide support and programming for Grove City College students, especially for those from diverse ethnic and cultural backgrounds. Inspired by the Biblical call for all believers to be united in Christ, and in accordance with the Board of Trustees’ directives and commitment to this charge, the Imago Dei Center seeks to glorify God by promoting a campus community that is marked by its hospitality, care, and love of neighbor. The Center seeks these ends through an offering of experiential and relational programs that afford students the opportunity to grow individually and the campus community to grow corporately. The director is also available for dialogue and support.

## **LIBRARY**

**Location: Henry Buhl Library**

**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](http://hbl.gcc.edu)**

**Reference Desk: 724-264-4729**

## **Services**

Assistance with library resources and research is available from the reference desk. Questions are welcome and may also be emailed to the reference desk at any time - [refdesk@gcc.edu](mailto:refdesk@gcc.edu). Huddle rooms with Microsoft Surface Hubs are available for reservation. Consult the library's web page for instructions and rules. 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. If you are unable to connect to the library's databases or e-resources, please contact the TLC HelpDesk for assistance. 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. Food is not permitted in the huddle rooms. The book stacks and the lower-level reference area are reserved for quiet study. Conversation in the learning commons are to be kept quiet and brief. Courtesy and respect for others is expected.

## **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**

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, and packages from the U.S. Postal Service, UPS, FedEx, DHS, LaserShip, and Amazon. 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 prepaid 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 when new students first arrive and must be returned to the Mail Room prior to leaving campus for the last time. ***Emergency or unexpected closings will be posted outside the mailroom window.***

## **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.**

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 simulcast overflow
- audio and video recording for lectures or special events
- studio video production
- web-based streaming media, both live and archived
- equipment loans, including projectors/screens
- summer conference technical support

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](mailto:mediaservices@gcc.edu).

## **OPERATIONS DEPARTMENT**

**Office Location: Lincoln Avenue Center (LAC)**

**Hours: Monday – Friday 7:00 a.m. – 4:00 p.m.**

**Phone: 724-458-3200**

**Email: [Operations@gcc.edu](mailto: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.

### **Work Orders**

If you encounter any facility issues on campus you can submit a work order online. Each room has a QR code on the door frame that can be scanned to submit a request. The request will be processed through the facilities team and progress updates will be sent by email.

If you encounter a building maintenance emergency, please call 724-458-3200 during business hours. If it is after hours, please call Campus Safety at 724-458-3000.

## **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](mailto:printrequest@gcc.edu)

Print Production Services in the TLC offers printing for College employees and students. Color and black & white, single- or double-sided printing is available. Various paper weights and sizes are also available for any type of print. 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](mailto:printrequest@gcc.edu). Questions can be sent to this e-mail address or feel free to call or stop by with any inquiries.

Accepted forms of payment for printing in the Print Production Services Center is Crimson Cash or check, made out to Grove City College. Payment must be made upon job pickup. No Cash transactions can take place. Money can be added to your Crimson cash account at the Financial Services Office in Crawford Hall or on MyGCC using a credit card.

Large format posters, banners (indoor & outdoor), wall graphics and yard sign printing are also available. Poster pricing is based on paper size and ink coverage. Estimates can be provided on request.

Various finishing options are available for any type of project. Fold, staple, 3-hole punch, cut, booklet, binding (comb or spiral bind), laminate, and mount.

## **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](mailto:studenthousing@gcc.edu)

### **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.

### **Program Leadership**

The Residence Life team is led by Tori Wright, the Director of Residence Life (724-450-4045) and Assistant Directors Chris Merrick (724-458-3356) and Naomi Hollgarth (724-458-3315).

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

The Director of Residence Life, or designee, retains the right to grant 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](mailto: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.

While endeavoring to provide safe and effective housing for resident students, the College 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.

### **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.

Alumni Hall:	Ben Meekin	724-458-3310
Colonial Hall Apartments:	Si Mitchell	724-264-1250
Harker Hall:	Eryn Slippy	724-458-3312
Hicks Hall:	Daniel Hollidge	724-458-3316
Hopeman Hall:	Isaac Cooke	724-458-3311
Ketler Hall:	Chris Merrick	724-458-3856
Lincoln Hall:	Ben Meekin	724-458-3310
Memorial Hall:	Christian Butera	724-458-3309
MEP Hall:	Hanna Kincer	724-458-3314
MAP North Hall:	Naomi Hollgarth	724-458-3315
MAP South	Jessie Gayer	724-458-3317
West Hall:	Jessie Gayer	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).

### ***Residential Living***

#### **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 Thanksgiving, Christmas, and Spring break as well as during summer break.

#### **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 Food Services under the “**Campus Services**” tab.



## Housing Requirement

Grove City College is a residential college, requiring all full-time students to live in campus housing and participate in the College's board plan with the exception of those commuting from the permanent home address of a parent or primary non-peer relative (grandparent, aunt, or uncle) living within a 40-mile radius of the College. Non-residential students must complete the Commuter Address Confirmation form annually to verify their commuting address and affirm compliance with this policy. No full-time student may rent, occupy or live in unauthorized off-campus housing during the fall and spring semesters. Those found to be living in a residence other than the one approved by the College will be charged with a violation of the community standards and subject to disciplinary sanctions up to and including suspension. More commonly, the student will be required to move into assigned campus housing and charged the full semester's room and board.

## 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](mailto: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 on 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.

### **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.

### ***Room Selection and Assignment***

#### **Accommodations**

Students with a documented medical need who require specific housing accommodations must contact the Disability Services Office 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 Services Office 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**.

### **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 round 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 Via 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. Note: Although designed for independent female students, upperclass sorority members can also apply should their sorority hall be full.

### **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 and will do its best to meet individual requests regarding housing placement. However, it should be noted that 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 workplace, 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 help all involved parties resolve the conflict and, when possible, 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.
- At the conclusion of the Fall semester, should students desire to change rooms, they can apply to move to an open bed in a friend's room. Students must complete the room change form which can be provided by their residence director. Students approved to change their housing assignment must check out of their old room, and into their Spring semester room prior to leaving for Winter Break.

### ***Openings, Closings, and Summer Housing***

#### **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 the granting of these requests is 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.

### **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 from the 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 a fine.

### **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.**

### **Inclement Weather at January Opening**

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 on the Admissions web page.

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.

### **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 Student Life & Learning staff 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 the two weeks following graduations. 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.

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.

### **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 found 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.

### **Summer Housing**

Current Grove City College students may be approved by the Residence Life Office to reside in the Colonial Hall Apartments for all or part of the summer if they fall under one of the three following conditions:

#### **1. Required residence while employed by the College:**

Students who are required to reside on campus during the summer as a condition of their employment may do so without either being required to pay room charges or having the value of the lodging

considered taxable income. In this case, the student must accept the lodging to enable them to properly perform the duties of their employment.

**The employing department must submit the request to the Residence Life Office no later than May 1<sup>st</sup>.**

**2. Optional residence while employed by the College:**

Students employed by the College who are given the option of residing on campus during the summer for the convenience of the student will not pay room charges; however, the value of living in the residence hall is taxable income to the student. Taxes on the calculated value of the lodging will be withheld from the student each pay period by the Payroll Office. The minimum room charge that must be charged is the lesser of five percent (5%) of the value of housing or the average room charge paid for housing by individuals not associated with the College.

This value is currently based on the average daily summer rate charged of \$20 per bed per day. The minimum room charge is therefore calculated as \$1.00 per day (5% of \$20).

**The employing department must submit the request to the Residence Life Office no later than May 1<sup>st</sup>.**

**3. Optional residence while participating in local internship for credit:**

Subject to availability, students enrolled in a summer internship for academic credit with the College at a local business/organization may be approved to reside on campus during the summer months if the internship is not a commutable distance from their home address. Students will be charged a flat rate of \$1,800 to their student account for the entire summer residence period regardless of when they check in or out. Payment is due by the Friday before Graduation and late payment fees will be applicable.

**Students must submit the request to the Residence Life Office no later than May 1<sup>st</sup> for approval along with proof of enrollment in internship for credit.**

**Additional Information:**

Students approved for summer residence that are also taking May Intersession will remain in their spring semester residence hall for the duration of May Intersession. For students paying for summer housing under Item #3, the room portion of May Intersession housing fee will be waived (board charges will apply for upper campus residents). Students under Items #1 and #2 will be subject to room and board charges for May Intersession. Students not taking May Intersession will coordinate the move-in and move-out dates with the Residence Life Office.

In all cases of summer residence, students will be required to sign and return the Residence Life Summer Policy and Code of Conduct. A Resident Assistant will be on staff in Colonial Hall during the summer residence period. Students should refer to this Policy for further details on how and when to check in and out, summer residence expectations, etc.

**Weekly Food Stipend:**

Food stipends paid to an employee including student employees must be considered taxable income. The food stipend will be added to the employee's pay, and the appropriate taxes will be withheld. The stipend is taxable because it is not a de minimis fringe benefit under sec 132(a)(4) since it can be accounted for easily, is not infrequent, and is relatively substantial in dollar amount.

**The employing department must submit the request for food stipends to the Payroll Office no later than May 1<sup>st</sup>.**

All summer students must officially check out of their summer room by July 31<sup>st</sup>.

### ***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. Air fryers, crockpots, and rice makers are approved for use, as they do not have exposed heating elements, but should still be used with caution. 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 during holiday breaks for health and safety concerns. Rooms of first year students may be inspected by the Residence Life staff 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 shared 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 will clean 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
- 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, Ketler Recreation Hall, and in the Colonial Hall Apartments. (See “Appliances” for UL approved appliances permitted in your residence hall room.) Ketler Recreation Hall Kitchen must be reserved through [my.gcc.edu](http://my.gcc.edu) and may not be used as a substitute for a meal plan.

### **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 people 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 its students to 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 thumbtacks 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 the 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 (and/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. Additionally, hall lights are never to be turned off at the breaker box.

### **Keys & Lockouts**

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, lobby bathrooms, 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. Ketler 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 staff 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 or via the QR code in your room. Please do not make 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 Tina's Taxi – 724-992-3360 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.

Visitors of the opposite gender must sign onto the floor they are visiting using Open Hours Log sheets located on each floor of the residence halls. Visiting students must include the name of their student host and the student’s host’s room number. When leaving the floor, 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 the same 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) must sign in in the same manner as visiting GCC students but must indicate they are non-GCC students on the sign in sheet. Additionally, guests must remain in the room they have indicated on the sign in sheet. Should they desire to visit another room they must first sign out of the first room and into the second. Guests must also be escorted through the building by their hosts or hostesses at all times, including between rooms. Finally, guests 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.

In order to promote a safe and welcoming atmosphere, doors to rooms where visitors of the opposite gender are present must remain open to a width of at least four inches (shoe in the door). In suite areas, doors to the suite hallways, as well as the door to the room, must remain open. A substantive light other than the TV must be on in the room. It is further expected that men and women will remain fully clothed and 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 from your Resident Director in advance. 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 wear 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.

### **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, HVAC or plumbing malfunctions, 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.

### **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 damage 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.

### **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 white sticky tack and 3M quick release command strips are to be used to hang decorations in Colonial Hall. Those found to have used nails will be instructed to remove them immediately and assessed a fine for damages.

### **Door Access/Security**

All Colonial residents and guests must enter the building through the main lobby (middle doors) and are not permitted to open side exits (now for emergency use only) for other students and/or visitors.

### **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 into 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 (shoe in the door). 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.

**Meal Plans Available to Colonial Residents:**

Colonial Hall residents are eligible to purchase blocks of meals in increments of 25 (\$240), 50 (\$465), and 75 (\$675) meals. They may also use Crimson cash, credit or cash at eateries.

**Parking for Colonial Residents**

There is adequate parking provided on the 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.

**Community Living Privilege**

Community Living Privilege (CLP) is the term used to refer to traditional block housing available to fraternities, sororities, and men’s housing groups. Because living together as a group is a privilege, the

Office of Student Life and Learning oversees a regular evaluation process through which groups demonstrate alignment with the College's mission and expectations. Organizations that successfully complete this process are then given the privilege of living together in community without needing to participate in individual room draw. This evaluation process takes place bi-annually, with CLP groups completing annual block housing submissions in advance of the room selection process.

Groups granted community living privileges are generally eligible to live together in block housing.

- However, they must have at least ten members committed to living together during the coming year in order to receive this privilege.
  - Note: a group with only ten active members may have up to ONE member serving as an RA, studying abroad, completing a remote internship, or absent from the hall for another academic reason (reducing the number of active members on the block to no less than nine) and still receive block housing privileges.
- Any fraternity, sorority, and housing group that fails to meet this minimum block size will lose the ability to participate in block housing and its members will need secure housing through room draw.
- When a CLP group fails to meet this membership requirement for a second consecutive year, its members will again need to participate in individual room draw and the group's floor will subject to permanent loss.
  - Should there be interest in the floor, the Assistant Dean of Student Life will conduct a CLP floor lottery involving all interested groups.
    - Those groups desiring to participate will first need to make their floors available for selection in the lottery.
    - The Assistant Dean of Students will then assign selection order via a random drawing.
    - Once the order is determined, CLP groups will select housing with the unselected location being used for independent students.
    - The CLP group that has lost its block may apply for restored block housing in as soon as one year, but only after achieving the ten-student minimum.
      - This request should be submitted to the Assistant Dean of Students who will give deference to the group's investment in and positive influence on the build in which they live and the wider campus community.
      - If granted the group will populate the floor left unoccupied as a result of the lottery.
      - Should another same gender CLP group be in the second year of failed membership, the group approved after reapplying can request a CLP lottery, thus moving to another hall.
      - CLP groups may not relocate to an independent hall.
- Each CLP group may 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. Examples of non-active members are, but not limited to social, pref. bids, etc.

CLP groups must also meet the following guidelines and expectations:

- 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.
- CLP groups wishing to hang letters on the exterior of the building via a large banner during Homecoming may do so as long as the banner is hung no earlier than the Monday before

Homecoming and removed no later than the Monday following Homecoming. Signs must be hung in a safe and secure manner and removed immediately following Homecoming. A fine of \$50 will be assessed for each day the sign remains beyond the Monday deadline.

- Groups wishing to display letters on the exterior of the building via a fabricated homecoming sign must inspect the sign for safety and hang it in a safe and secure manner. They should be hung no earlier than the Monday before Homecoming and removed no later than the Monday following Homecoming. A fine of \$50 will be assessed for each day the sign remains beyond the Monday deadline.
- 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.
- The College reserves the right to place independent students and overflow CLP members into spaces that are not full based on the College’s housing needs.

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**

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.

**EXPENSES — 2024-2025**

Matriculation Fee (non-refundable).....	100.00
Matriculation Deposit .....	150.00

**Fall and Spring Semester Charges – Undergraduate Students:**

Full time:

Tuition, 12 to 18 credit hours .....	\$ 10,850.00
Tuition, each hour over 18 credit hours.....	550.00
Food and Housing, Residence halls, 21 meals per week.....	6115.00
Colonial Hall Apartments – Housing Only .....	5,715.00
Part time, per credit hour.....	705.00
Dual Enrollment Program, per credit hour .....	210.00

Adult Education (audit only), per credit hour..... 85.00

**May/January Intersession and Winter/Summer Online Charges:**

Undergraduate Student:

Tuition, per credit hour ..... \$ 455.00  
Non-Degree Seeking student, per credit hour..... 455.00  
Dual Enrollment Program student, per credit hour..... 210.00

**Fees for Special Services:**

Prevention and Care of Injuries (EXER 251)..... 40.00  
Degree Apostille..... 25.00  
Dorm Key Replacement (damaged key) .....50.00  
Dorm Lock Replacement (lost or unreturned key)..... 100.00  
Early Arrival Fee (per day) ..... 75.00  
Microsoft Certification Fee (MNGT 110)..... 90.00  
Housing Deposit..... 200.00  
ID Card Replacement Fee .....25.00  
Independent Research (270/370/470 per approved application) ..... 300.00  
Independent Study (260/360/460 per approved application)..... 300.00  
Internship Fee (per approved application)..... 300.00  
Laboratory Materials Fee (per course – see Bulletin (Aca policies) 150.00  
Late Payment Fee (monthly assessment) 1% of balance due.....  
.....maximum \$150.00, minimum 25.00  
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 (PDF) ..... 7.65  
Online Materials Fee ..... varies by course  
Parking Permit Fee (annual rate)..... 150.00  
Print Making, Sculpture, Ceramics Materials Fee..... 150.00  
Replacement Diploma .....25.00  
Returned Check Fee ..... 25.00  
Returned Electronic Check Fee ..... 30.00  
Student Health Insurance (annual rate) ..... 2,059.00  
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  
Dining Options (available only to Colonial Hall residents, Commuters,  
and Off-campus students)  
25 Meals .....240.00  
50 Meals .....465.00  
75 Meals .....675.00

\*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, food and housing, 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 at least three weeks before the semester payment deadline.

Students are required to complete an Annual Financial Responsibility Agreement and Health Insurance Submission Form. The form will require students to provide a plan for payment, be advised of the payment deadlines, provide health insurance status/information (see additional information in the Health Insurance section), and review financial terms and conditions of being enrolled at GCC. This form can be found on the MyGCC student portal on the Financial tab under Forms.

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 Annual Financial Responsibility Agreement and Health Insurance Submission Form noted above. For those students without alternative coverage, the College offers a Student Health Insurance Plan. The cost of annual coverage for 2024-2025 is \$2,059.00, which runs from August 15, 2024 to August 14, 2025. For students enrolling mid-year the cost will be prorated for the coverage period. 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.

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. Part-time undergraduate students (11 hours or less) and all graduate students are not eligible to purchase the College plan.

### **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 the Annual Financial Responsibility Agreement and Health Insurance Submission Form. 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 is due according to the following schedule:

Fall Semester	August 1, 2024
Winter Online Session	December 17, 2024
Spring Semester	January 6, 2025
Housing Deposits	Early March (To be announced)
Early Summer Online Session (commencing in June)	June 2, 2025
Summer Session (commencing in July)	July 1, 2025

Winter and May Travel Terms will have payment schedules in advance of the travel course taking place. Payment deadlines will be communicated at the time of enrollment.



Charges other than tuition and food and housing 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 on the student account. Students are not officially registered until tuition, food and housing 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.

Late Payment fees of 1% of the balance due (maximum of \$150 and minimum of \$25) will be charged for any unpaid balance on a student's account 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.

The Student Accounts Office may grant a student an extension beyond the semester payment deadline for extenuating circumstances. However, in such cases the student account will still be subject to a late payment 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.

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 by emailing [transfers@gcc.edu](mailto:transfers@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 (complete withdrawal from all courses):

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

Fall or Spring Semester (remaining enrolled on other courses; tuition rates still apply based on remaining hours):

- Drop prior to first day of classes.....100% refund
  - Drop before the end of the drop/add period.....100% refund
  - Withdrawal after the drop/add period.....No refund
- January or May Travel Term:
- Drop prior to the first day of classes....100% refund
  - Drop before the end of the drop/add period.....100% refund
  - Withdrawal after the drop/add period.....No refund

Winter or Summer Online Session:

- Drop before the first day of classes ..... 100% refund
- Drop before the end of the drop/add period ..... 75% refund
- Withdrawal after the drop/add period..... No refund

### **Voluntary Withdrawal – Housing Charges**

A student who voluntarily withdraws from the College may be refunded a portion of the housing 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 first day of classes..... 100% refund
- Withdrawal within seven calendar days after first day of classes ..... 75% refund
- Withdrawal within fourteen calendar days after first day of classes ..... 50% refund
- Withdrawal within twenty-one calendar days after first day of classes .. 25% refund
- Withdrawal twenty-two or more calendar days after first day of classes No refund

Food and housing are not available during the Winter and Summer online sessions.

### **Voluntary Withdrawal – Food Charges**

A student who voluntarily withdraws from the College may be refunded a prorated portion of the food charge, which covers the cost of meals, based on the official checkout 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 an off-campus travel course, during any academic term, 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 food and housing 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 food and housing; 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 30<sup>th</sup>. The deposit is non-refundable if notification is made on July 1<sup>st</sup> 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, food and housing, 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 food and housing 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; however, a convenience fee does apply. This convenience fee goes directly to Transact CASH*Net*, 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 MyGCC at <https://my.gcc.edu/ics> using your student ID number and password
- Select the Financial tab
- Under My Account Info, select Go to CASH*Net*
- Choose Student Account Payment and continue the checkout process

The payment will be processed by CASH*Net* 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 include a mailing payment form which can be found on the MyGCC student portal under Financial. Checks should be payable to Grove City College, include the student's name and ID number, and mailed to:  
Student Accounts, Grove City College, 100 Campus Drive, Grove City, PA 16127

## **Refunds and Overpayments**

Refunds of overpayments on your student account may be requested by contacting [studentaccounts@gcc.edu](mailto:studentaccounts@gcc.edu). All estimated financial aid credits, such as scholarships, state grants or student loans, must be received by the College before a full refund of your account can be issued. 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 Deposit is available to students who are enrolled via Payroll or by completing a direct deposit form obtained by emailing studentaccounts@gcc.edu.

### **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, Food Service, 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.

## **STUDENT EMPLOYMENT**

### **Office Location: Crawford Hall, Ground floor**

Hours: Monday-Friday, 8 a.m. - Noon and 1:00pm - 5 p.m.

**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).

Students interested in applying for work on campus may do so by applying online through MyGCC. Please visit the 'sign up' tab to fill out an application. Each department fills their own positions and will contact students who have applied for student employment directly.

Several departments (the Library, Curriculum Library, Admissions Office, all lobby attendants, and Computer Services and Support) have filled their open positions for fall. If you are interested in these positions, you will want apply in the late fall for spring semester openings.

Those seeking employment in the Fall semester are generally able to secure a position in one of the cafeterias. If you have not heard from one of the departments you applied to work for and you are still seeking employment, visit one of the cafeterias and see if there are any open shifts that fit your class schedule.

Periodically, check the student employment website for new openings both on & off campus. Contact the Financial Aid Office at (724)-458-3300 if you have any questions.

Those securing a job on campus should see Student Payroll for additional details.

## **STUDENT ENGAGEMENT**

**Office Location: Breen Student Union, 2<sup>nd</sup> Floor**

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

**Phone: 724-458-3352**

**E-Mail: StudentActivities@GCC.edu**

### **Student Involvement Council (SIC)**

The Student Involvement Council, or SIC, is a group of student leaders who work to help Grovers get involved on campus. From hosted events, such as movie nights, live music, game nights, to promoting activities hosted by student organizations, SIC is here to help Grovers get engaged, stay involved, and have an enjoyable experience.

### **Orientation Board (OB)**

The Orientation Board is a group of students whose sole purpose is to help welcome new Grovers home. OB hosts fun events for new students in August/September and in January for Spring entrance. OB also promotes connection groups, where new students get connected with upperclassmen students to learn about Grove City, meet new friends, and become known by others.

### **Campus Activities and Traditions**

Annual activities and traditions you can expect include:

- Concerts
- Open Mic Nights
- Movie on the Lawn
- Fall Fest
- Holiday Parties
- Guest Music Artist Performances
- Fall & Winter Coffee House
- Moonlight Breakfast
- ... and so much more!

### **Student Clubs & Organizations**

Over 120 student clubs and organizations exist on the Grove City College campus. There are organizations dedicated to spiritual growth, missions, community service, academic and professional development, academic growth, social engagement, and special interest groups. During the first week of the Fall semester each year students can attend the College's annual Organization Fair and find where to plug in for fellowship and involvement.

Can't find a group that fits your interests? Consider starting something new!

Any student desiring to start a new student organization must meet with the Director of Student Engagement to receive directions regarding the College's approval process. 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 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

Christian Formation Office 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 who has agreed to serve as the advisor of the organization. All College organizations are expected to abide by college policy.

### **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 are also 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, *The Echo*, *The Quad*, and *The Journal of Law and Public Policy*.

### **Around Town**

Restaurants within easy walking distance include Beans on Broad, Broad Street Grille, Coffaro's Pizza, Collage Coffee, Fox's Pizza Den, Jin Sushi, and various fast-food establishments. The Guthrie Theater is a short walk and offers screenings of contemporary films and the occasional themed event. Local parks include walking trails, disc golf, and spaces to relax. Local sweet treats are available from local favorites, including Jones' (Milkshakes), Katie's Korner (Ice Cream), and Weavers Creamery.

### **International Students**

The Office of Global Programs will serve as your main source for advisement during your time as a student. Student Life & Learning will provide support in ongoing transition challenges as well.

## **STUDENT GOVERNMENT ASSOCIATION**

**Office Location: Breen Student Union, 2<sup>nd</sup> Floor**

**Email: [SGA@GCC.edu](mailto:SGA@GCC.edu)**

**Instagram: [@gccsga](https://www.instagram.com/gccsga)**

The Student Government Association (SGA) is 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. SGA serves the individual student by providing an outlet for any comments or suggestions he or she may have pertaining to the College community. SGA is composed of the Executive President and twenty-nine voting members, including the officers from each class and the Executive Committee. Voting for all SGA members, except freshmen, will take place prior to the close of the spring semester, for the following academic year. Freshman officers will be elected in the Fall. The SGA Senate meets regularly throughout the year. Meetings are generally held each Tuesday evening throughout the semester 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. This committee focuses on campus improvement projects, senior class gift coordination, assistant student groups with initial proposal reviews, and more! 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 the Senior and Junior 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 Engagement.

### **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 on the committee. The committee is headed by the Executive Vice President for Communications & Marketing.

### **Executive Officers**

Executive President	Ezekiel Esteban
Vice President of Student Affairs.	Jaina Hershey
Vice President of Academic Affairs	Julia Sikora
Senior Vice President of Social Affairs	Abigail Haught
Junior Vice President of Social Affairs	Chloe Berger
Vice President of Communications & Marketing	Natalie Gilkinson
Treasurer	Madeline Taliaferro

### **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 Class President oversees 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 attends to class correspondence. The Senators for Academic, Social and Student Affairs serve as members of their respective Student Government committees.

For a comprehensive list of your SGA representatives, please visit the SGA website under the Student Life tab on MyGCC.

## **STUDENT LIFE AND LEARNING OFFICE**

**Office Location:** Office of Student Life and Learning (Second floor, Breen Student Union)

**Hours:** Monday – Friday, 8 am – 5 pm

Phone: 724-458-2171

**Email:** StudentLife@gcc.edu

Our Vision is for every student to thrive and our whole community flourish. We strive to support Grove City College's mission of equipping students to advance the common good through a living-learning environment that enhances the academic experience, fosters learning, develops students holistically, engages students in vibrant community, and provides opportunities for growth as leaders.

We make every effort to be...

### **Purposeful in Our Work**

We believe our work matters and we strive to glorify Christ in all we do, including intentional relationships, program design, administrative practices, stewardship, and assessment. It is through this same lens that we see our students, full of God given potential and created for a purpose.

### **Creative and Collaborative**

We endeavor to design creative programs and solutions to aid in the holistic development of our students and the communities within which they live. We also believe collaboration makes us more effective at what we do, meaning we endeavor to partner with students and others.

### **Relational**

We build intentional and meaningful relationships with students and campus partners with an emphasis on radical hospitality so as to nurture a vibrant campus community where people sense they belong and have the support needed to thrive.

### **Ministry Focused**

We engage our work as ministry looking for opportunity to love, challenge, support, serve, and care for students, who bear Christ's image and have been created with value and purpose.

### **Committed to Having a Growth Mindset**

Recognizing the opportunity for continual improvement and knowing we will make mistakes, we humbly prioritize accountability, collaboration, professional development, and an openness to changing the way we do things. While we see value in institutional traditions and norms, it is our hope that this posture will help us to grow, improve the student experience, and promote meaningful community.

### **Willing to Engage the Difficult**

We agree to enter the difficult moments that come with our work. Whether this comes in the form of hard conversations, confronting behavior, navigating loss, or encouraging needed growth, we commit to speaking life in grace and truth.

### **Human**

Dependent on Christ and prone to the flaws of humanity, we rely solely on the grace of Christ to guide our work. Knowing we serve students who often struggle with perfectionism and comparison, we strive to model rightly ordered lives, including work and rest.

It is our sincere belief that human beings thrive when they are members of flourishing communities, and communities thrive when their members are flourishing.



Those serving in Student Life & Learning serve and influence students through involvement in summer onboarding programs, new student orientation, residence life, commuter life, leadership development, student activities, engagement opportunities, thriving initiatives, health services, counseling, campus safety, career services, Greek life, housing groups, student conduct, mentoring, student recreation, student government, and over 130 student clubs and organizations. While this includes a wide array of programs and commitments, many are captured elsewhere in this handbook and need no further explanation. Two could benefit from further detail...

### **Commuter Life**

Commuting students are encouraged to make use of the commuter kitchenette (microwave, refrigerator, and sink) and commuter lockers located in room 217 of the Breen Student Union. The Rathburn lounge also provides commuters with a wonderful place to study and hang out with friends. Commuters who desire to use a locker free of charge should bring a lock to campus and make arrangements with the Director of Student Engagement who is located in the Student Engagement Office off of the Rathburn Lounge.

Commuters are welcome to purchase meals in the College dining halls. Blocks of meals are available in the following sizes (25 for \$240, 50 for \$465, or 75 for \$675). Commuting students can also buy meals in any College eatery using Crimson cash, or purchasing meals with credit or cash.

We strongly encourage you to fully embrace your college experience by developing relationships with other commuting and residential students and getting involved on campus.

Please feel free to address questions or present ideas to the Director of Student Engagement, [StudentActivities@GCC.edu](mailto:StudentActivities@GCC.edu).

### **Airport Shuttle**

The Office of Student Life and Learning provides oversight to the College's shuttle to and from the Pittsburgh Airport. These shuttles are offered during the following times with exacted times provided on MyGCC: August Arrival, Thanksgiving Break, Christmas Break, January Intersession, Spring Semester Arrival, Spring Break, Easter Break and May Departure. The shuttle is not offered during the brief Fall break.

Students desiring to reserve a seat should go to the sign-up tab on MyGCC at least one week in advance of planned departure, click on Airport Travel and follow the prompts. Please refer to the shuttle schedule to give yourself enough time to arrive well in advance of your scheduled departure. Weather and traffic permitting, students should allow for at least an hour and twenty minutes of travel time.

Room is limited and seats will be confirmed on a first come first served basis. Riders will receive an email confirming their seat.

#### **Shuttle Fee:**

- Those who reserve a seat at least one (1) week in advance of departure will pay \$30.
- Students will be allowed to reserve a seat after this deadline when space allows for \$45.
- From time to time a student will arrive at the shuttle location (either on campus or at the airport) in the hope he/she can use the shuttle. This is an extremely risky plan, as we cannot guarantee a seat will be available. In those cases where a seat is available the student will be charged \$60.

#### **To Pittsburgh Airport:**

Passengers should plan to depart from the PLC (Physical Learning Center) parking lot and should arrive 15 minutes prior to scheduled departure.

Pick up from Pittsburgh Airport:

Shuttle pick-up will take place in the area between Baggage Claims L, M, P and Badging Office (between doors 1 and 2). Please make sure your flight allows you at least ½ hour of leeway between your arrival and the shuttle's departure time, so as to allow for baggage pick up. We adhere strictly to the shuttle's departure times. Buses will unload in the PLC (Physical Learning Center) parking lot upon arrival to campus, and students are responsible for the transport of luggage to their residence hall.

Refunds will not be issued once inside one (1) week of scheduled departure or arrival.

The shuttle only travels to and from the Pittsburgh Airport and is only available at the times noted on MyGCC. While we will endeavor not to make changes to the published schedule, we reserve the right to alter the published schedule.

## **STUDENT PAYROLL**

**Office Location: Crawford Hall, Second floor**

**Phone: (724) 458-3350**

**Fax: (724) 458-3890**

**Email: payroll@gcc.edu**

All new student employees must complete the payroll packet available on MyGCC under the Financial tab on the Student Payroll page or in the Financial Services Suite, Crawford Hall, 2nd floor prior to working on campus. Please DO NOT complete the packet until you secure a job on campus.

Students must 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 or letter from your bank). 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 a hire notification to payroll using the portal on MyGCC. 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 and 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 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 on the Student Payroll page.

Payroll information is located on the Financial Tab on MyGCC, click Student Payroll on the left side of the page to access the portlet. The student employee will be able to view and print current as well as

previous payroll information. W-2 Wage and Tax Statements may be accessed online or are mailed to the home address in late January.

## **STUDENT RECREATION**

**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**

**Email: StudnetRecreation@GCC.edu**

The Director of Student Recreation oversees all Intramural programming (IM) and Club Sports. The aim of these programs 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, a sound state of mind, great competition and a lot of fun! At this time, we offer more than 40 intramural activities. These opportunities vary year to year, but usually include:

### **Women:**

Bowling	Flag Football	Volleyball
Badminton	Tennis	Indoor soccer
Racquetball	Basketball	Ping-pong
Dodgeball	Ultimate Frisbee	Outdoor Soccer
Kickball	Wallyball	Spikeball

### **Men:**

Football	Frisbee	Ping-Pong
Soccer	Volleyball	Racquetball
Badminton	Basketball	Outdoor Soccer
Bowling	Softball	Wallyball
Cornhole	Dodgeball	Spikeball

### **Coed:**

Tennis	Table Tennis	Euchre
Ping-pong	Racquetball	Volleyball
Badminton	Bowling	Softball
Outdoor Soccer	Indoor Soccer	Wallyball
Super Smash Bros	Spikeball	

### **We also offer seven official club sports:**

#### **Women:**

Fencing  
Field Hockey  
Martial Arts  
Ultimate Frisbee

#### **Men:**

Fencing  
Ice Hockey  
Martial Arts  
Rugby  
Ultimate Frisbee

## **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 workspace for quiet study time, Mondays through Fridays, 9 a.m. - 2:30 p.m.

## **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 (PA Title 18 §6307)**

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 (in part Title 75; §3802)**

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 minor (under age 21) 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 may 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 3<sup>rd</sup> 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: 724-458-3000 Non-Emergency: 724-458-2111**

#### **Media Inquiries**

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

#### **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.

#### **Email**

There will be situations when the campus email system will be used.

#### **Utility Failure/Power Outage**

Contact your Resident Director for routine maintenance service. Notify Campus Safety at 724-458-3000 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 724-458-3000.

#### **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 724-458-3000**

- 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 724-458-3000
- 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 724-458-3000. 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 724-458-3000**

- 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 724-458-3000 and say you are reporting a chemical spill
- Do not enter contaminated area

### **Biological (Blood) and Radiological Spills Procedure:**

- Call Campus Safety at 724-458-3000 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

### **Inclement Weather Policy for Students**

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

### **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 724-458-3000
- 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 724-458-3000 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: 724-458-3788.

## **PERSONAL INJURY**

### **Emergency Quick Response:**

- Call Campus Safety at 724-458-3000
- 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 724-458-3000
- 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 724-458-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 724-458-3000 who will dispatch trained personnel

**MEDICAL EMERGENCY****Quick Response:**

- Call Campus Safety at 724-458-3000
- 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 724-458-2111 (non-emergency number)

**Illness or injury to faculty or staff:**

- Call Campus Safety at 724-458-3000
- Responding officers will assist and call for emergency medical services, if needed

**Illness or injury to visitors or guests:**

- Call Campus Safety at 724-458-3000
- Responding officers will assist and call for emergency medical services, if needed

**SEXUAL ASSAULT**

Please see “FURTHER EXPLANATION: SEXUAL HARASSMENT, VIOLENCE, AND ASSAULT AWARENESS & RESPONSE” on page 20 for an extensive plan of response.

**Quick Response: Call Campus Safety at 724-458-3000**

**Seek medical assistance as soon as possible following the incident.** Advise medical personnel that treatment is necessary because of sexual assault or rape. Do not change clothes, shower, douche or apply medication before going to the hospital. Medical information is essential should one 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 724-458-3000 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 724-458-3000
- 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 724-458-3000 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
- If 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 724-458-3000
- 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 724-458-3000
- 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 724-458-3000
- 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

## **FIRE ALARM ASSEMBLY AREAS**

Alumni Hall	Rock Quad (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
Harbison	Main Quad
Harker	Upper Quad
Hicks	Grass in front of dining hall
Hopeman	North sidewalk Quad side
Hoyt	Rock Quad (around Professor of the Year rock)
Ketler	Main Quad (north side)
Lincoln	West side of Lincoln
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 FH	Parking lot North of field house
PLC	Rock Quad (around Professor of the Year rock)
Pres. House	Parking area west of President's House
Rockwell	Main Quad
SHAL	Courtyard
STEM	Main Quad
STU	Grass around Professor of the Year rock
TLC	Grassy area South of building
Zerbe	Parking area on West side

### **Consider the following when choosing the Assembly Areas:**

- Wind Direction (keep people UPWIND and/or out of smoke or fumes)
- 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.

**-Carnegie** - Basement hallways, storage rooms, conference room

**-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)
- 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
- 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 first 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
- SHAL** - 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
- 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

**Please consider entering the following numbers in your cell phone**

Campus Safety	724-458-3000
Residence Director (RD) On Call	724-967-2120
Director of Student Care	724-458-2177
-Cell	724-967-2631
Associate Dean of Student Life	724-264-4684
-Cell	724-967-3683
Assistant Dean of Student Life	724-450-4033
-Cell	724-967-6053
Campus Counseling Center	724-458-3788
On-Call Counselor	724-458-3000
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	888-981-1457
Grove City Medical Center	724-450-7170
Grove City Police/Emergency	911
National Sexual Assault Hotline	800-656-4672

