

This handbook is published in order to provide all members of the Centre College community information on college policies and procedures relating to student responsibilities, student rights, and student life in general within the campus, and guidance on the services available to students from college staff and facilities and from student organizations. While this handbook presents policies and regulations as accurately as possible as of the date of the publication, the College reserves the right to make such changes as future circumstances may require. All students are responsible for a knowledge and understanding of the policies and regulations of Centre College.

## **STATEMENT OF PURPOSE**

The following statement of purpose, framed by a group of students, faculty members, and administrators, was affirmed by the Council of Centre College and approved by the Board of Trustees. It sets forth the goals and mission of the College not only as an academic enterprise but also as a comprehensive educational community.

Centre College is a small, independent, and selective educational community dedicated to study in the liberal arts as a means to develop the intellectual, personal, and moral potential of its students. Centre nurtures in its students the ability to think logically and critically, to work creatively, to analyze and compare values, and to write and speak with clarity and grace. It acquaints students with the range of accomplishments of the human mind and spirit in a variety of arts and theoretical disciplines. It enables students to choose and fulfill significant responsibilities in society. In short, Centre's highest priority is to prepare its students for lives of learning, leadership, and service.

A long and rich tradition of acceptance, freedom of enquiry, and community informs all aspects of college life. Centre accomplishes its goals in an atmosphere of caring and respectful relationships among faculty, students, and staff, aided by its broadly conceived, nonsectarian, Judeo-Christian heritage. This tradition commits Centre to a belief in the unconditional value of each human being, to an appreciation of the differences among people, and to recognition of the close connection between responsible self-development and community well being.

## **STATEMENT OF COMMUNITY**

We pledge continuing efforts to build and strengthen a community enriched by our differences and founded upon our common humanity. Centre respects the right of all members of the community to express their individuality in a manner that is consistent with the dignity and welfare of others. Centre strives to create an environment where differences are celebrated rather than discouraged, where individuals have the opportunity to exchange ideas and share in the richness of mutual experience. By valuing the individual's total character over any single characteristic, Centre will maintain its unique community.

## **NONDISCRIMINATION STATEMENT/TITLE IX**

Centre College pledges its continuing efforts to build and strengthen a community enriched by our differences and founded upon our common humanity. Centre values the individual's total character over any single characteristic, and respects the right of all members of the community to express their individuality in a manner that is consistent with the dignity and welfare of others. As a fundamental policy, and in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and all other applicable non-discrimination laws, Centre College does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age, disability, veteran's status, or genetic information in its educational programs and activities, admissions, and with regard to employment. Centre College hires and promotes its employees and admits its students on the basis of merit, qualifications, and character.

Inquiries may be directed to Kay L. Drake, the Director of Human Resources and Administration, who is designated by the College to coordinate compliance efforts and carry

out its responsibilities under Title IX, as well as those under Section 504 and other applicable non-discrimination laws. You may reach Ms. Drake at 859-238-5464. Ms. Sarah Scott Hall, Associate Dean of Student Life and Director of Residence Life, serves as the Deputy Title IX Coordinator. You may reach Ms. Hall at 859-238-5477. You may also reach them by mail at Centre College, 600 West Walnut St., Danville KY 40422. Further inquiries may be directed to the Assistant Secretary of Civil Rights, U.S. Department of Education.

**BILL OF STUDENT RIGHTS**

In order to preserve and guarantee the students of Centre College those conditions which are indispensable to the full achievement of the objectives of higher education in a free democratic society, the student body of the College holds the following rights essential to the complete development of the student as an individual and to the fulfillment of his/her responsibilities as a citizen of that society:

ARTICLE I —The right to maintain democratic student government and to establish a constitution and any other such regulations as may be deemed necessary and proper to achieve that end.

ARTICLE II—The right to a fair and impartial hearing with the following inviolable rights specifically guarded: (a) written notice of the charge forty-eight hours before the hearing; (b) the right to present a defense; (c) the right to call and examine witnesses; (d) the right to the assistance of an advisor chosen from students, faculty and administration at Centre College; (e) the right to confront all testimony presented by the presenter of the case; (f) the right to produce evidence on one’s own behalf; (g) the right to be free from self-incrimination; (h) the right to be present at all proceedings of the judiciary, except its private deliberations; and (i) the right to appeal within forty-eight hours following a decision in all disciplinary matters.

ARTICLE III—The right to petition through proper channels for redress of grievances, including changes in curriculum, faculty members, or grading systems.

ARTICLE IV—The right of students to a clear and concise statement, upon admission to the College, of their contractual rights, obligations, and responsibilities pertaining to education, extracurricular activities, and college housing.

ARTICLE V—The right of students and student organizations to use campus facilities, provided the facilities are used for the purpose contracted, subject only to such regulations as are required for scheduling meeting times and places and maintaining the facilities.

ARTICLE VI—The right of every student to exercise his/her full rights as a citizen in forming and participating in campus, local, national, or international organizations for intellectual, religious, social, political, economic, or cultural purposes, and to publish and/or determine his/her views and those of his/her organization on campus.

ARTICLE VII—The right of students, individually, or in association with other individuals, to engage freely in off-campus activities, exercising their rights as citizens of community, state, and nation, provided they do not claim to represent the College.

**ACADEMIC CALENDAR  
2013-2014**

<http://web.centre.edu/regist/calendars/2013-14Calendar.htm>

**FALL TERM**

New Faculty Orientation	Monday, August 26
New Students Arrive	Wednesday, August 28
New Student Service Plunge	Saturday, August 31
Opening Convocation	Sunday, September 1
Classes Begin	Monday, September 2
Family Weekend	Friday - Saturday, September 20 - 21

Midterm	Wednesday, October 16
Fall Break	Thursday - Sunday, October 17 - 20
Homecoming	Friday - Saturday, November 1- 2
Thanksgiving Break	Wednesday - Sunday, November 27 - December 1
Classes End	Friday, December 6
Final Exams	Monday - Friday, December 9 - 13

**CENTRETERM**

Classes Begin	Tuesday, January 7
Founders Day Celebration	Wednesday, January 2226
Classes End	Tuesday, January 28

**SPRING TERM**

Classes Begin	Wednesday, February 5
Midterm	Friday, March 21
Spring Break	Saturday - Sunday, March 22 - 30
Classes End	Tuesday, May 13
Final Exams	Thursday - Wednesday, May 15 - 21

**COMMENCEMENT**

**Sunday, May 25**

**SENIOR ADMINISTRATIVE OFFICERS**

John A. Roush, President.....	ext. 5220
William H. Breeze, Special Assistant to the President for Endowment.....	5207
Kay Drake, Director of Human Resources & Administrative Service.....	5467
Stephanie Fabritius, Vice President for Academic Affairs, Dean of the College.....	5226
Brad Fields, Athletics Director.....	5485
Beth Glazier-McDonald, Associate Dean of the College.....	5226
Wm. Randy Hays, Vice President and Dean of Student Life.....	5471
Robert L. Keasler Jr., Vice President for Finance and Treasurer.....	5451
Jamey Leahey, Director of Gift Planning and Associate College Counsel.....	5224
Yvonne York Morley, Executive Assistant to the President.....	5220
Bob Nesmith, Dean of Admissions & Financial Aid.....	5350
Patrick Noltemeyer, Special Assistant to the President for Institutional Research and Special Events.....	5218
Milton Reigelman, Special Assistant to the President and International Programs.....	5287
Michael Strynick, Director of Communications.....	5710
Richard W. Trollinger, Vice President for College Relations.....	5209
Clarence Wyatt, Special Assistant to the President.....	5243

**ADDITIONAL PROFESSIONAL STAFF**

James H. Atkins, Jr., Assistant Vice President/Associate Professor of Education.....	6220
Rick Axtell, College Chaplain.....	5342
Melissa Clarke Beckett, Director of Greek Life & New Student Orientation.....	5479
Gary Bugg, Director of Public Safety.....	5535
Stan R. Campbell, Director of Doherty Library.....	5271
Timothy P. Culhan, Registrar.....	5360
Kendrick Durham, Director of Campus Activities.....	5743
Keith Fowlkes, Director of Information Technology Service.....	5575
Steve Hoffman, Executive Director of the Norton Center.....	5437
Mary Gulley, Assistant Dean of Advising.....	5223

Sarah Scott Hall, Associate Dean and Director of Residence Life .....6035  
 Steve Jamison, Controller.....5451  
 Deb Jones, Director of Career Services .....5283  
 Kathy Jones, Director of Parsons Student Health Center.....5530  
 Wayne King, Director of Facilities Management .....5553  
 Matt Klooster, Director of Community Service and the Bonner Program.....8752  
 TBD, Director of Financial Aid.....5365  
 Shawn Lyons, Associate VP for Development and Alumni Affairs .....5500  
 Kevin S. Milby, Director of Public Safety.....5534  
 Kathy Miles, Director of Counseling.....5740  
 Mona Wyatt, Director of Parents Program and Annual Giving .....5345  
 Ann S. Young, Director of Student Life and Housing.....5471

**IMPORTANT ADD/DROP DEADLINES FOR THE  
 2013-2014 ACADEMIC YEAR**

	<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Permission to add a class requires the approval of the instructor after this date.	September 6	January 7	February 11
An “Incomplete” grade from the previous academic term, if still on file in the Registrar’s Office, becomes an automatic “U” on this date.		January 13	February 27
Last day to add a class. Last day to drop a course without a grade entry on the permanent record.	September 13	January 8	February 18
Withdrawal from a course after this date requires that the instructor report a grade of WP or WU, and that an entry be made on the permanent record accordingly. (Withdrawal from a course after midterm is normally not permitted. See MIDTERM.)*	September 13	January 8	February 18
Last day to register for a course on a Pass/Unsatisfactory basis. Forms are available in the Registrar’s Office. (Only juniors and seniors are eligible, except in the case of applied music courses; other restrictions apply.)	September 13	January 8	February 18

MIDTERM – Any withdrawal from a course after this date requires the approval of the Associate Dean of the College and will be granted only for unavoidable cause such as illness, accident, or death in the family. *	October 16		March 21
Last day of classes	December 6	January 28	May 13
FINAL EXAMINATIONS	December 9-13	January 28	May 15-21
*Withdrawals from a course resulting in part-time enrollment are normally not permitted. Students are expected to maintain full-time enrollment in the Fall and Spring Terms (12 credit hours or more). Part-time enrollment must be approved by the Associate Dean and by the Dean of Student Life for students living on campus.			

### **STUDENT RESOURCE GUIDE**

<b>QUESTIONS</b>	<b>WHERE TO GO</b>	<b>PHONE</b>	<b>LOCATION</b>
Absences	Associate Dean of the College	5205	Old Centre
Academic Advising	Assistant Dean of Advising	5223	Old Centre
	Associate Dean of the College	5205	Old Centre
	Faculty Advisor		
Academic Policies	Registrar	5360	Wiseman
Accounts - Student	Cashier	5452	Boles Hall
Alcohol/Drug Information Center	Residence Life	5471	Campus Center
	Parsons Student Health Center	5530	Sutcliffe Hall
	Counseling	5740	Sutcliffe Hall
	Parsons Student Health Center	5530	Sutcliffe Hall
Alumni Information	Alumni Affairs	5500	Alumni House
Athletics	Department of Athletics	5484	Sutcliffe Hall
Audio Visual Equipment	Center for Teaching & Learning	5288	Crouse
Auto Registration	Department of Public Safety	236-4357	Walnut House
Books and Supplies	Centre Bookstore	238-1516	236 W Main, Suite 100
Career Counseling	Career Services	5283	Carnegie
Change of Address	Registrar	5360	Wiseman
Chaplain	Office	5342	Crouse 452
Check Cashing	Cashier	5452	Boles Hall
College Cable Service		1-800-472-2054	
College Publications	Communications	5714	Combs Center, 3rd floor
Commencement	Development Office	5345	Old Centre

Community Service Center	Director of Community Service	8752	Campus Center
Computing Help Desk	Information Technology Services	5575	McReynolds
Computer Labs	Olin	5399	Olin 023
	Yerkes	6024	Yerkes
Convocations	Academic Dean's Office	5223	Old Centre
Counseling	Parsons Student Health	5740	Sutcliffe Hall
Degree Check	Registrar	5360	Wiseman
Diplomas	Registrar	5360	Wiseman
Disability Services	Assistant Dean's Office	5223	Old Centre
Emergencies			
City Police	Danville	9-911	Main Street
Counseling		5740	Sutcliffe Hall
After Hours		5740 (voice mail will give emergency number)	
College Chaplain		5342	Crouse 452
Escort Service	Department of Public Safety	236-4357	Walnut House
Rape Crisis Center	1-800-656-HOPE or 859-253-2511 or local 236-4445		
Safety and Security	Department of Public Safety	236-4357	Walnut House
Student Health	Parsons Student Health Center	5530	Sutcliffe Hall

### STUDENT RESOURCE GUIDE

QUESTIONS	WHERE TO GO	PHONE	LOCATION
Employment			
Professional Part-time	Career Services	5283	Carnegie
Summer (On-Campus)	Human Resources	5464	Boles Hall
Work Study (On-Campus)	Financial Aid Office	5365	Horky House
Facilities Reservation/Use			
Classrooms	CTL	5288	Crouse
Davidson Lounge	Student Life Office	5471	Campus Center
Evans Lively Room	Human Resources	5464	Boles
Norton Center	Box Office	236-4692	Norton Center
Recreation	Athletic Director	5484	Sutcliffe Hall
Residence Hall Lounges	Student Life Office	5471	Campus Center
Sutcliffe Athletics Center	Athletic Director	5484	Sutcliffe Hall
Weisiger Theatre	Box Office	236-4692	Norton Center
Family Weekend	Parents Program	5345	Old Centre
Financial Aid	Financial Aid Office	5365	Horky House
Food Services	Sodexo Food Service	236-2744	Campus Center
Fraternity Information	Director of Greek Life	5479	Campus Center

Homecoming	Alumni Affairs	5500	Alumni House
Housing Center	Director of Housing	5471	Campus Center
Housekeeping	Facilities Management	5550	Harding Street
I.D. Cards Center	Student Life Office	5471	Campus Center
International Programs	International Studies	5283	Carnegie
International Students	Assistant Dean	5223	Old Centre
Intramurals	Athletics/Recreation/Wellness	5492	Sutcliffe Hall
Illness/Injury	Parsons Student Health Center	5530	Sutcliffe Hall
Keys Center	Director of Housing	5471	Campus Center
Learning Disability Services	Assistant Dean	5223	Old Centre
Library Hours Library	Library	5272	Doherty Library
Loan Information	Financial Aid Office	5365	Horky House
Lost & Found	Department of Public Safety	236-4357	Walnut House
Mail Services	Post Office	5472	Colonel Drive
Maintenance	Facilities Management	5550	Harding Street
Meal Plan Changes Center	Student Life Office	5471	Campus Center
Mental Health	Counseling	5740	Sutcliffe Hall
Minority Student Advising	Asst. VP/DSU Advisor	6223	Wiseman
Multicultural Events	Asst. VP/DSU Advisor	6223	Wiseman
Notesworthy	Communications	5716	Combs Center, 3rd floor
Orientation Center	Director of Orientation	5479	Campus Center
Parents Information	Parents Program	5345	Old Centre
Parking	Department of Public Safety	236-4357	Walnut House
Physical Disability Services	Director of Housing	5471	Campus Center

### **STUDENT RESOURCE GUIDE**

<b>QUESTIONS</b>	<b>WHERE TO GO</b>	<b>PHONE</b>	<b>LOCATION</b>
Physical Recreation	Athletics/Recreation/Wellness	5484	Sutcliffe Hall
Records - Academic	Registrar	5360	Wiseman
Recycling	Environmental Coordinator	5923	Grant Hall
Registration	Registrar	5360	Wiseman
Residential Networking	Information Technology Services	5397/5398	McReynolds
Religious Activities	Chaplain	5342	Crouse 452
Room Changes/Issues Center	Director of Housing	5471	Campus Center
Scholarship Information	Financial Aid Office	5365	Horky House
	Associate Dean of the College	5343	Old Centre

Sexual Assault	Department of Public Safety	236-4357	Walnut House
	Counseling	5740	Sutcliffe Hall
	Parsons Student Health	5530	Sutcliffe Hall
Danville City Police	9-911		
	Ephraim McDowell Regional		
	Medical Center	239-1000	
Sexual Harassment	Human Resources	5464	Boles Hall
	Dean of Student Life	5471	Campus Center
Social Regulations	Dean of Student Life	5471	Campus Center
Sorority Information	Director of Greek Life	5479	Campus Center
Student Activities/Orgs.	Director of Campus Activities	5743	Campus Center
Student Health Insurance	Parsons Student Health Center	5530	Sutcliffe Hall
Student Telephone Svcs.	Residence Hall Phone lines	5200-Centre Operator	
Student Ticket Pickup	Box Office	236-4692	Norton Center
Suicide Prevention	Counseling	5740	Sutcliffe Hall
	Ephraim McDowell Regional		
	Medical Center	239-1000	
	Suicide Prevention Hotline	1-800-273-TALK	
Switchboard	College Operator	0	Old Centre
Testing Services	Career Services	5283	Carnegie
Theatre Productions		5428	Norton Center
Transcripts	Registrar	5360	Wiseman
Thefts/Vandalism	Department of Public Safety	236-4357	Walnut House
Verification of Attendance	Registrar	5360	Wiseman
Wellness Library	Director of Residence Life	6035	Nevin Office
Wellness Resources	Parsons Student Health Center	5530	Sutcliffe Hall
Withdrawal from:			
Class	Registrar	5360	Wiseman
College	Associate Dean of the College	5343	Old Centre
	Dean of Student Life	5471	Campus Center
	Registrar	5360	Wiseman

## ACADEMIC SERVICES AND POLICIES

Academic services and policies are coordinated through the Office of the Dean of the College and the Associate Dean's Office. The academic regulations and procedures of the College have been established to advance the objectives of the curriculum, to encourage high academic standards, and to provide efficient service for student records.

The College's academic regulations are described in detail in the [2013-2014 Centre College Catalog, available on-line at www.centre.edu](http://www.centre.edu). The following information is provided to underscore and elaborate on important regulations. For a comprehensive understanding



of academic regulations, students should read the catalog, particularly the sections on grading system, registration policies, and academic probation and suspension.

## **ACADEMIC ADVISING**

The Assistant Dean of Advising assists with new student orientation, which includes summer mailings, proficiency and placement testing, and special programs for students during the Fall Term. All faculty (plus selected administrators) serve as academic advisors to students, and the Academic Advising Office coordinates the responsibilities of those advisors. Each student has a general advisor during the first-year and sophomore years, usually matched by interests, and then are assigned an advisor in a specific academic discipline once a major has been selected during the spring term of the sophomore year. Major declaration and any change of major is coordinated by the Assistant Dean for Advising. Students may request a change of major or minor at any time of the year except for the two weeks prior to course registration in the fall and spring.

The Assistant Dean of Advising works in a focused way with students who experience academic difficulty, particularly in the first two years at Centre. Special group and individual counseling is offered, and students are directed to target help sessions in particular subjects, to the Writing Center, and to the Career Services Center. The Advising Office also provides disability services for those with learning disabilities.

## **NEW STUDENT ORIENTATION PROGRAM AND REQUIREMENT**

Each Fall Term, Centre College conducts a required orientation program for new students. The orientation program starts five days before classes begin and extends into the first half of the term with weekly classes. The goal of the program is to help new students make a successful transition into college and into the Centre experience. All new students, first-year students, and transfer students are required to participate fully in the program. New students entering mid-year must participate in the extended portion of the program in the first fall term following their enrollment at the College. Students who fail to satisfy the participation requirements of the orientation program will have one credit hour of the grade “U” added to their transcripts and included in their cumulative grade average. That grade may not be replaced or removed through participation in subsequent programs. For details about the orientation program, visit the orientation website at [http://www.centre.edu/student\\_life/orientation.html](http://www.centre.edu/student_life/orientation.html).

## **ORIENTATION ASSISTANTS AT CENTRE**

The College has designed a peer-advising program using current students to assist new students in their transitions into the academic life of the College. The Orientation Assistants are selected in the spring of the preceding year and officially introduce new students to the Centre community by writing to them during the summer and participating in all activities during the five day orientation program prior to the beginning of classes. These assistants serve as liaisons between the academic advisors of new students and their advisees by assisting with registration. Also, Orientation Assistants provide leadership for new students by designing and participating in social events for first-year students, events often planned in conjunction with the Resident Assistants.

## **ORIENTATION ASSISTANTS AND THEIR ACADEMIC ADVISORS**

**Chief Orientation Assistants:** Ellie Bailey, Kathryn Hays, and Andrew Holmgren. The Chief OAs will not be paired with an advisor.

Emily Badgley	Prof. Chris Barton
Camille Baylis	Prof. Phyllis Passareillo
Emily Bickel	Prof. Benjamin Knoll
Matthew Cox	Prof. Jennifer Muzyka
Sarah Cramer	Prof. Eva Cadavid

John Deering	Prof. Dan Manheim
Guadalupe Delgado	Prof. Nuria Sabate-Llobera
Pete Eddings	Prof. Jan Wertz
Cheyenne Evans	Prof. Matthew Pierce
Annalara Fischer	Prof. David Hall
David Gill	Prof. Patrice Mothion
Sydney Hammond	Prof. Endre Nyerges
Laura Hellman	Prof. Christian Haskett
Megan Holderman	Prof. Alex McAlister
Meghan Holliday	Prof. Aaron Godlaski
Maddie Hooper	Prof. Mark Lucas
Tony Huffman	Prof. Robert Bosco
Jonathan Hunt	Prof. Lisa Williams
Becca Kelly	Prof. Larry Bitensky
Jennifer Kim	Mr. Tim Culhan
Parker Lawson	Prof. Stephen Powell
Charles Leopold	Prof. Tom McCollough
Matthew Lohr	Prof. Dina Badie
Sara Loy	Prof. Dan Kirchner
Tanner Lyons	Prof. Mike Barton
Madison McNabb	Prof. Allison Connolly
Matthew Nisbet	Prof. Ken Keffer
Mansi Parekh	Prof. Forrest Stonedahl
Dana Reynolds	Prof. Preston Miles
Ward Roberts	Prof. Jaemi Loeb
Leila Samhat	Prof. Dan Stroup
James Sears	Prof. Melissa Burns-Cusato
James Seiler	Prof. Mary Daniels
Sarah Smith	Prof. Patrick Kagan-Moore
Wood Smith	Prof. Marie Nydam
Julia Springate	Prof. Ed Montgomery
Mary Tanner	Prof. Sara Egge
Katie Thomison	Prof. John Kinkade
Abigail Tudor	Prof. Ellen Swanson
Annie Wolff	Prof. Stephen Dove

## **INTERNATIONAL ORIENTATION ASSISTANTS**

International Student Orientation covers important information about academic and immigration policies, as well as practical matters such as transportation, banking, financial aid, employment, etc. International Student Orientation is also a wonderful opportunity to meet and make friends with other new students perhaps from your country and from all over the world.

Please note that the International Student Orientation is separate from Centre College's New Student Orientation. International students are required to attend both orientations.

**Chief International Orientation Assistant:** Maddie Meschner

### **Orientation Assistants - International Students**

Kyle Bezold, Sarah Bialik, Catie Coldiron, Sangyi Hu, Rahul Joseph, Kirsten Larson, Nicholas Rauh, Laura Tan, and Deanna Walker.

## OFFICE OF THE REGISTRAR

[www.centre.edu/registrar/](http://www.centre.edu/registrar/)

The Office of the Registrar maintains permanent student records, including the recording of grades on the student's academic transcript. The office also coordinates all activities associated with course registration. Students may come to the office to register for classes, add and drop classes, receive permission to transfer courses, have their enrollment verified for various organizations such as insurance companies and financial aid entities, and have their academic record (transcript) sent to graduate and professional schools, employers, references, etc. Many of these services as well as important forms are also available on our webpage.

The Office of the Registrar is located on the first floor of Wiseman Hall and is open Monday through Friday, 8:00 am to 4:30 pm. Forms for requesting a variety of office services are readily available in the office. There is no charge for most services including transcript requests for regular service.

Finally, the Office of the Registrar is responsible for verifying student progress toward the degree, including tracking progress in completing general education and major/minor requirements. The Associate Registrar is specifically responsible for working with seniors and the graduation process. Students may come to the office at any time to check on their progress in meeting degree requirements.

## CAREER SERVICES

Career Services works with students to help prepare them for life after Centre. This includes assistance with choosing a major, gaining career-related skills, acquiring relevant experience, and facilitating the graduate school or job search process.

The process of choosing a major and gaining skills begins the moment a student walks onto campus. At extended orientation, students are invited to sign up for *Centre Futures*. This program assigns students to a career counselor and asks the student to meet with that person once per term. The career counselor can help a student relate interests to majors and, ultimately, to careers. The counselor will also help a student understand which skills may be needed in the workplace and how to develop these skills while in college. Assessment instruments such as the Strong Interest Inventory and the Myers-Briggs Type Indicator may be used to aid in the process.

Deciding on a major is but the first step in a student's career development process. The student's career counselor will continue to work with the student throughout his/her college career and beyond. Informational interviews with alumni are a great way to learn more about potential careers. Career Services can also help students set up a shadowing opportunity with Centre alumni. The internship program at Centre is well established and highly recommended as a means for a student to gain important experience. In addition, resume writing assistance, internet job search information, practice interviews, and on-campus recruiting are just a few of the services provided as a student seeks post-graduate opportunities. Centre College is a member school with NACELink, a primary job search organization for college students on the internet. We are also part of a consortium that provides an annual career fair in Lexington. This fair, "Spotlight," attracts approximately fifty employers and graduate schools to the February event. Through our CentreWorks system, Career Services provides summer job, internship, fellowship, and full-time job listings. Our web site at [http://www.centre.edu/career\\_services/index.html](http://www.centre.edu/career_services/index.html) offers links to a variety of useful career development, job search, and graduate school sites. For students who choose to continue on with their education immediately, graduate school application assistance is available and an annual law school event is held on campus in the fall. All of the services available to current students are also available to graduates of Centre.

## INTERNSHIPS

Centre College recognizes the need to assist students in making the connections between their education and their personal contributions to the world of work. For this reason, we offer internship opportunities during the junior and senior year on both a credit and non-credit basis.

An internship for credit is usually completed during one of the academic terms, although it is also available in the summer, and includes substantive academic work. The experience is guided by a member of the faculty and by a sponsor at the internship site with oversight by Career Services. Typically, students earn three hours of credit for an academic internship experience. One-credit internships are available in the summer. Students considering this type of internship must have an appointment in Career Services to discuss their options and the internship requirements.

An alternate non-credit career exploration internship exists for students who want to gain additional insights into and experiences related to their potential career choice. This type of internship does not result in academic credit and is often completed during the summer. Students considering a non-credit internship should consult with Career Services and make them aware of all internship arrangements.

Both types of internships can be valuable components of students' career development process, enabling them to see the connections between their college experience and various career fields. Also, interested students may apply for some funding (on a competitive basis) for internships taking place during the CentreTerm or during the summer. More information can be found on the Career Services web site.

## STUDY ABROAD PROGRAMS

As part of Centre's commitment to promote cross-cultural awareness, we encourage students to study in a foreign culture as an integral part of their liberal arts education. In 2013-2014 about 350 students will study abroad. More than 85% of Centre students will have studied abroad at least once by the time they graduate, a statistic that puts Centre among the top three schools in the United States.

**Centre-in-Strasbourg, Centre-in-the-Yucatan, Centre-in-England, Centre-in-Glasgow, Centre-in-London, Centre-in-Japan, Centre-in-China.** Rising sophomores, juniors, and seniors can apply for one of our long-term, residential programs in Strasbourg, France (Fall, Spring, Summer); Merida, Mexico (Fall, CentreTerm, Spring); England at the University of Reading (Fall) or in London (Spring); Yamaguchi, Japan (Fall/CentreTerm); Scotland at the University of Glasgow (Fall); or China at the University of Shanghai (Fall). The costs for these programs are the same as on the Danville campus, although students pay their own airfare and a surcharge of \$350. A selection committee judges all applicants on the basis of academic and social maturity.

**CentreTerm courses abroad.** During CentreTerm of 2014 Centre professors will offer specialized courses in the Bahamas, Catalonia, Guatemala, India, New Zealand, Thailand, Shanghai, Uganda, and Rwanda.

**Opportunities in Northern Ireland, Spain and in the summer.** Centre students may apply to an exchange program with a major university in Northern Ireland or with the University of Lleida in Spain. In the summer, students may apply to the three-week "Early Summer Strasbourg" program that begins the day after commencement and concludes my mid-June. Also, Centre is a member of the Kentucky Institute for International Studies (KIIS) that annually sponsors low-cost summer courses in Turkey, Prague, Latin America, and many other places.

Centre also runs a "study away" program in Washington DC. Students may participate in the fall or spring and will take part in an internship and two three-hour courses.

## CONVOCATION REQUIREMENT

### Policy

All full-time students who attend Centre for the entire academic year are required to earn a total of 12 Convocation credits. Students who fulfill the requirement have one hour of “A” figured into their grade point average (GPA) and noted on their transcript. Students who fail to accumulate 12 convocation credits will have one hour of “U” figured into their GPA and noted on their transcript. Students who are not enrolled on a full-time basis for the full academic year still may complete the requirement by accumulating 12 credits. However, they will not receive a “U” if they do not. (**Note: Convocation credits are not credit hours and do not count toward the total number of credit hours necessary for graduation.**)

To receive Convocation credit, students must 1) swipe his/her own Centre College ID card at a Convocation station; 2) be seated before the program begins; 3) remain present throughout the full program; 4) swipe his/her own Centre College ID card before leaving the event. Convocation credit can only be given if ID cards are accurately swiped in and swiped out. Student ID cards may need to be replaced in the Student Life Office if the card does not register in the computer swipe system. It is the students’ responsibility to bring their Centre ID card to Convocations and to make sure the card swipes accurately. **This policy will be strictly enforced, and Convocation credit will not be given to students who arrive late or who leave early or whose cards do not work in the Convocation system.**

Please note that seating may be limited for some events. It is wise to arrive early to all Convocations to ensure that your ID card is swiped and you have a seat. If all seats are taken, students may not be allowed to enter the Convocation event.

If a student is working a Convocation, including, but not limited to Norton Center employees and other student workers, he/she will not receive Convocation credit. Students directly involved with the performance event, including, but not limited to actors and singers, may receive Convocation credit. The convocation Coordinator will work in conjunction with the appropriate faculty/staff member(s) to give credit to students.

Students who abuse the system by swiping a card for a person who is not present, or swiping multiple cards, or by behaving in violation of the stated policy will lose Convocation credit. Such deceit is considered a violation of academic honesty and the people involved are subject to disciplinary action by the Associate Dean or the Student Judiciary.

As members of an audience, students are expected to be attentive and demonstrate mature, polite, and civil behavior. Computers and books should not be brought to Convocations and cell phones should be turned off during the presentation. Students exhibiting inappropriate behavior will be told to leave by members of the audience, faculty, staff, or student Convocation workers and will not receive Convocation credit.

### Convocation Credit

Most events given Convocation status are worth one credit. Special events, designated as campus-wide Convocations, are worth two credits. Any event worth more than one credit will be indicated as such in the Convocation Calendar and *Notesworthy*. Normally, the Opening, Founders Day, and Honors Convocations are worth two credits.

Convocation credit is entered and maintained by computer. Students may check their Convocation credit status by going to the current students listing on the Centre home page, and selecting Personal/Convocation Credit. The individual student is responsible for verifying the computer record’s accuracy and for notifying the Convocation Coordinator in the Dean’s Office **within one week** of the convocation in question. Students are urged to check their Convocation credits frequently throughout the academic year. Make sure you plan ahead so that you earn the 12 required Convocation credits. You have ample opportunity to achieve the requirement with over 50 Convocation presentations a year. Students are encouraged to not

wait until the end of the year to obtain the required 12 credits as unanticipated events may keep you from earning your 12 credits. Students may submit a written appeal within two weeks after spring term grades are available to the Convocation Committee Chair requesting changes in their convocation grade. The petition must explain all the circumstances of why the student did not fulfill the 12 credit requirement. Exceptions to the requirements are rarely granted. There are over 50 Convocations during the year, and students are required to follow the letter of the policy and be very careful about monitoring convocation credit.

Students participating in Centre sponsored off-campus study programs receive Convocation credit as follows:

- Fall Term: six credits
- Spring Term: six credits
- Centre-Sponsored CentreTerm off-campus study programs or international internship during CentreTerm - one credit

Students who participate in off-campus internships or non-Centre study abroad programs may petition the Convocation Committee before the beginning of the Spring Term. The Convocation Committee will consider such requests on a case-by-case basis.

### **Convocation Programs**

A schedule of Convocation events will be distributed at the beginning of each term and posted in *Notesworthy* and on the college calendar on the Centre College homepage. Any change in the Convocation calendar will be posted in *Notesworthy*. Students should consult *Notesworthy* and the Centre College homepage calendar on a weekly basis to see the most up-to-date Convocation information.

The College offers an extensive variety of guest lectures, plays, readings, films, and musical performances through its Convocation series, Norton Center for the Arts programs, and special events.

Each term, the Convocation Committee considers convocation proposals submitted by students, faculty, and staff. Recommendations are submitted on a Convocation Proposal Form, available online at the Academic Affairs web-page. The Convocation Committee coordinates the selection of convocations and is the final authority in all convocation matters. The Committee consists of at least two students, two faculty members, three administration members, and the Convocation Coordinator. Questions about convocation policies, procedures, credits, and requests for forms should be directed to the Convocation Coordinator in the Dean's Office, Old Centre.

### **CLASSIFICATION OF STUDENTS**

Students are normally enrolled in the College only as declared candidates for a degree. Unless permission is granted by the Associate Dean of the College and the Dean of Students, all degree candidates are required to enroll on a full-time basis (12 credit hours minimum in the long terms and three credit hours in the CentreTerm).

Class standing is based upon the following progression in course work successfully completed:

First-year	0 – 26 credit hours
Sophomore	27 – 53 credit hours
Junior	54 – 82 credit hours
Senior	83 credit hours

### **PART-TIME STUDENTS**

Normally, degree candidates are required to enroll full-time. Exceptions must be approved in advance by the Associate Dean of the College and the Dean of Student Life. Students not yet completing eight long terms of full-time enrollment and not suffering

from extraordinary circumstances must enroll full-time. Part-time students are responsible for meeting all of the College's requirements for graduation. Normally, students enrolled on a part-time basis or as special students are not eligible for the Dean's list during that term nor are they eligible to represent the College in intercollegiate athletic competition. Only those students who have completed eight long terms of full-time enrollment at the College may be eligible to represent the College in intercollegiate athletic competition, after consultation with the Director of Athletics, as part-time students in their ninth long term provided they are registered for all they need to complete their degree requirements. See "Financial Information" section for tuition policies for part-time students.

## **ACADEMIC PETITIONS**

The Academic Standards Committee of the Faculty accepts petitions requesting exceptions to College regulations. Certain regulations allow no exceptions and others may be waived only upon the request of a faculty member. After consultation with the Registrar or the Associate Dean of the College, appeals for exceptions to a rule may be made to the Academic Standards Committee. The appeal should be justified and presented in the form of a written petition, normally with the written endorsement of the student's advisor and other endorsements as appropriate. Such petitions are placed on the committee's agenda through the Registrar's Office.

## **SUMMER SCHOOL AND STUDY AT OTHER INSTITUTIONS**

Faculty legislation states that no credit earned by a Centre student through study at another institution will be entered upon the Centre records unless the student's advisor and the Registrar granted approval in advance. In addition, a recommendation from the appropriate program committee is required.

Advance approval for transfer credit can be obtained by filling out the appropriate form available in the Registrar's Office. It is the student's responsibility to complete the entire form (which includes listing the course number, title, and official catalog course description) and to obtain the required signatures. It is also the student's responsibility to see that a transcript of the work done is sent directly to the Registrar's Office at Centre.

Credit will be transferred to the student's Centre record if grades of C- or higher are earned in approved courses. Grades of "P" are not acceptable. Grades earned in courses transferred to Centre are not computed in a student's cumulative grade-point average; however, transfer grades do appear on the transcript.

Only courses taught in a traditional classroom setting are transferable. Normally, independent study, correspondence, TV, distance learning, and web-based courses are not acceptable for transfer.

Course work from other colleges and universities may not be used to fulfill the College's general education requirements. A maximum of seven credit hours of summer school course work may be transferred from two-year junior or community colleges.

## **ACADEMIC PROBATION AND SUSPENSION**

Graduation requires at least a 2.00 cumulative grade point average.

The College reserves the right to suspend at any time a student whose academic standing or progress is regarded as unsatisfactory. In such cases, fees will not be refunded or remitted, in whole or in part.

A student who is suspended during the academic year is immediately denied use of any campus services or facilities and may not participate in campus-sponsored activities. Keys belonging to the College must be turned in at the Student Life Office, and the student ID card must be given to the Registrar and the premises vacated within 48 hours of dismissal. The Dean of Student Life or Associate Dean must authorize any exceptions. Failure to complete this process will jeopardize readmission to the College and incur a fine of \$30.00 per day.

## Academic Probation

1. A student who, at the end of any long term, has a cumulative grade point average less than those listed below is placed on academic probation.

long term #	1	2	3	4	5	6 and beyond
grade avg.	1.65	1.75	1.85	1.93	1.97	2.00

2. A student who at the end of any term has a term grade point average below a 1.50 is placed on academic probation regardless of the student's cumulative grade point average. When a student goes on academic probation, he/she will be required to enter into a learning contract with the Assistant Dean for Advising. The Assistant Dean for Advising will determine the needs of the particular student after an interview scheduled by the student and will supervise the student's progress in consultation with the advisor and instructors, as needed. The Assistant Dean for Advising will provide the Academic Standards Committee with information about the progress or lack of progress of the students on probation.

## Academic Suspension

1. Students subject to academic suspension at the end of a term will be notified via email and will be given at least 48 hours to submit a written appeal detailing any extenuating circumstances for consideration by the Academic Standards Committee.
2. Students placed on academic probation under "Academic Probation No. 1" must raise their cumulative grade point average to the required level within a year (two long terms and one short term). Students who fail to meet this requirement are subject to suspension. In addition, during the probationary period, students other than first-year students must earn term grade averages of at least a 2.00 to avoid academic suspension. First-year students are reviewed term by term and may be suspended during the probationary period if they are not making satisfactory progress toward their cumulative grade point average requirement.
3. Students placed on academic probation under "Academic Probation No. 2" remain on probation if they continue to earn term averages below 1.50. They will be suspended if their cumulative grade point average falls below the levels set under "Academic Probation No. 1."
4. Sophomores, juniors, and seniors who earn a term average below 1.00 will be suspended, without benefit of the probationary period. First-year students who earn a term average below 1.00 will be subject to suspension.

## Readmission

The Academic Standards Committee may consider students under academic suspension for readmission after a lapse of one long term. Readmission, however, is not automatic; students must show persuasive evidence of ability and desire to do satisfactory work at Centre College. Students will not be readmitted if it is unlikely that they would raise their grade averages to the required level following readmission. If readmitted, the student enters on probation and has a year (two long terms and one short term) to achieve the grade point average required for continued enrollment as stated under "Academic Probation." Failure to achieve the required grade average at the end of the year will result again in suspension. However, at the discretion of the Academic Standards Committee, students readmitted under these conditions may be suspended at any time if they do not show progress toward achieving a satisfactory average.

A student on probation who withdraws from the College also must petition the Academic Standards Committee for readmission. If readmitted, the student continues on probation subject to the conditions of his or her probationary enrollment at the time of his or her withdrawal. Readmission to Centre is the sole discretion of the College.

Suspended students who seek readmission to Centre are subject to the following re-



strictions regarding transfer credit for courses taken elsewhere following their suspension: a maximum of seven credit hours may transfer from a community college, and no transferred course may fulfill a Centre general education requirement.

Applications for readmission are available in the Registrar's Office or online at <http://web.centre.edu/regist/Form/readmission>.

## **CLASS ATTENDANCE AND ABSENCE POLICIES**

### **Class Attendance**

Students are individually responsible for class attendance, but instructors may impose attendance requirements appropriate to any course. Instructors shall explain to students at the beginning of each course their expectations and grading policies with regard to attendance at class meetings. Instructors are also required by the College to keep an accurate record of students' attendance.

### **General Absences**

1. Each instructor sets his/her own guidelines about absences. It is common courtesy to inform the instructor when a student knows he/she will miss a class and to ask for the assignment. The instructor will not provide a private class or a makeup test. (Makeup tests can be arranged if you are sick. See absences related to illness.)
2. No student may, because of participation in College-sponsored activities, miss more than an hour of class time for each hour of academic credit assigned to a course (for example, three hours of class time in a three-hour course). In four-hour laboratory courses, students may miss three hours of class time and one laboratory session. Students participating in two intercollegiate sports in the same term may miss one additional class meeting, but not an additional laboratory session. This policy applies only to participation in varsity sports, and does not include non-traditional seasons. In the first two weeks of the term, the Athletic Director should send written notification to the Associate Dean and instructors of a student's two-sport participation and the travel dates for all away contests in both sports. To be excused from any additional class meetings, a two-sport athlete may petition the Associate Dean, through the Athletic Director, at least one week in advance of the proposed absence. The Associate Dean will survey the student's instructors to determine if the proposed absence could cause the student's academic standing in any class to fall to a "marginal" or "unsatisfactory" level, in which case the student would not be allowed to miss any additional class. The Associate Dean may allow for the additional absence when the student's academic standing is satisfactory and when any in-class assignment or exam can be made up. This absence policy for the two-sport athlete will also be applied in the event that an athletic team or individual qualifies for post-season competition (SAA, NCAA, or an approved sanctioned event). When a faculty member sponsors an activity that will keep a student out of class, that activity must be approved by the Associate Dean. If the activity is approved as officially excused, the Associate Dean's Office will send the faculty a list of excused participants, but it is still the student's responsibility to inform the instructor and make appropriate arrangements. An excuse is granted only if the student makes up lost work, obtains assignments for the next class meeting (and completes them), and/or turns in any work that was due on the missed class day. In addition, if the student misses an in-class assignment or exam, then the absence is not excused, unless the professor agrees to arrange for a make-up. Instructors will not provide a private class following the absence. Participation in activities not sanctioned by the Associate Dean will be assessed by the instructor, who may excuse the absence if the situation warrants it.
3. The College recognizes the profound impact of grief in the life of our students. Those students who have experienced the death of a loved one must contact the Association Dean of the college immediately for an excused absence to attend funeral

services. The Associate Dean will notify the appropriate College faculty and staff as requested by the student. Students remain responsible for making up any work missed during this time.

4. When a student misses class to observe a religious holiday, the student must notify both his or her instructors and the Associate Dean well in advance. The Associate Dean, in consultation with the College Chaplain, will determine if the absence merits an official College excuse. As is the case with all excused absences, the student must arrange with the professor to make up any work or assignments missed as a result of an excused religious observance.
5. See the **Centre College Catalog, available on-line at [www.centre.edu](http://www.centre.edu)** for additional guidelines and policies pertaining to class attendance.

## **ABSENCES RELATED TO ILLNESS**

In the event that a student misses class due to illness and will not miss a graded assignment or lab, it is the responsibility of that student to notify faculty prior to the missed class. If the student misses a class due to illness and will be missing an exam, other graded assignment, or lab, that student should contact the faculty member prior to the missed class and should seek medical attention prior to the missed class in order to obtain a medical excuse. The following conditions qualify for a medical excuse.

1. Hospital admission.
2. Ill at home with a written excuse from the primary care physician's office. Confirmation of an illness by the parent may be accepted by the Associate Dean in extenuating circumstances.
3. Evaluated at Parsons Student Health Center prior to the missed class and diagnosed with an illness severe enough to be confined to bed. Medical excuse notification will be sent to appropriate faculty members with the student's written permission. A medical excuse is not appropriate for minor illnesses and will not be granted retroactively.

In the rare event that a student should need to be excused from a final exam due to illness, the College physician or physician assistant will communicate directly with the Associate Dean of the College before an exam can be rescheduled or an "incomplete" granted.

If a student is leaving campus to go home because of illness, Parsons Student Health Center should be informed prior to departure. Information regarding medical withdrawal can be found under the Leave of Absence/Withdrawal from the College section of this handbook.

## **ACADEMIC HONESTY**

A high standard of academic honesty is expected of students in all phases of academic work and college life. Academic dishonesty in any form is a fundamental offense against the integrity of the entire academic community and is always a threat to the standards of the College and to the standing of every student. In taking tests and examinations, doing homework or laboratory work, and writing papers, students are expected to perform with honor. In written and oral work for college courses, students will be held responsible for knowing the difference between proper and improper use of source materials. The improper use of source materials is plagiarism and, along with other breaches of academic integrity, is subject to disciplinary action.

**Plagiarism.** Plagiarism occurs when the student does not use footnotes properly, quotes without quotation marks, quotes or paraphrases without indicating sources, hands in material as his or her own when it is not, or incurs a combination of these omissions or commissions in any academic exercise. All such behavior constitutes a theft of someone else's ideas or words. All students will have a classroom discussion and an exercise on

proper research, footnoting, and paraphrasing techniques during the early part of their academic career at Centre. Also, students who do not understand proper research techniques should feel free to ask their instructors. Proper footnoting procedures are explained in *The Rules for Writers Handbook*. Always check there or follow the instructor's guide sheet before finishing a paper.

Recent cases that have caused a great deal of concern have involved the persistent omission of quotation marks around quoted material, the persistent omission of footnotes, improper paraphrasing using material too similar to the original, and handing in another student's work as one's own.

**Other Forms of Cheating.** All students should realize that every faculty member is asked to create an atmosphere in the classroom in which the honest are protected. Tests, quizzes, and exams are monitored, many footnotes and sources are checked, and seating during exams is as spread out as possible. **Students should never bring notes, texts, or special memory aids into a test, unless the instructor specifically permits this.** Students who notice that a fellow student is cheating should feel free to tell the instructor. This should never be done lightly or without some degree of certainty. It is, however, important to protect the integrity of the entire class.

When a student hands in a take-home exam, a paper, or to-be-graded homework, the assumption is that the work represents the student's own effort unless other sources are acknowledged. Furthermore, it is expected that this work has been produced exclusively for the course in which it is submitted. Students should not use the same or substantially the same material in different courses without the prior approval of both instructors.

A student who helps another to cheat is also guilty of violating the principles of academic honesty. A committee appointed by The Student Government Association made the following clarifications about academic honesty: (1) Anyone acting in the role of tutor, either in a paid or voluntary capacity, may work on specific homework problems as long as these problems will not be used by the instructor for grading purposes. Students should clarify ambiguous situations such as lab write-ups and computer programs with the individual professor. (2) A proofreader may check for errors and misspellings. Also, proofreaders may check for problems in grammar, usage, diction, and agreement. The proofreader may place a check next to the error but not directly correct the mistake. In a general sense, the proofreader should feel free to discuss topics, ideas, and concepts in the paper. The reader may suggest alterations, but **at no time may a proofreader actually write any phrase, sentence, or paragraph for another student.**

Two other policy violations are treated as violations of academic dishonesty. They are **defacing of library materials and abuses of the Convocation system.** They are subject to disciplinary action by the Associate Dean and/or the Student Judiciary.

Each of the three elements of the academic community—students, faculty, and administrators—carries part of the responsibility for maintaining academic honesty. Each case of academic dishonesty, no matter how minor the infraction, must be reported to the Associate Dean of the College before a grade is determined.

The following general procedures have been established for the faculty and are spelled out in the **Faculty Handbook**:

- The instructor or a faculty colleague should actively monitor all exams, including makeup exams and exams given early, unless arrangements are made for proctoring through the Assistant Dean for Advising Office. Secretaries, student assistants, and other staff members should not be asked to give or monitor exams.
- Instructors should not leave the classroom during examinations.
- Students should bring to class only those materials necessary for taking the examination. All other books, notes, and materials should be left outside the classroom or in a common location within the room.

- Students should be separated and dispersed throughout the classroom as much as possible. If the instructor anticipates that the scheduled room will be too small to assure adequate dispersal, the Registrar should be informed so that alternate arrangements can be suggested.
- Students ordinarily should not be permitted to leave the classroom unless the exam is administered in sections. In other cases where it is clearly necessary for a student to leave the room, students should leave individually and the instructor should take reasonable precautions to prevent access to test materials.
- Instructors with multiple sections of the same course should make separate examinations.
- Students taking earlier exams or makeup exams should be given exams different from those given the regular class.
- Instructors should check footnotes and references. For internet references, instructors may use the software service “Turnitin.com,” which delivers a report listing internet sites containing material that corresponds to passages submitted by either a faculty member or a student. To this end, an instructor may require all students in a class to submit papers to an “electronic drop box” that is automatically forwarded to Turnitin.com.
- Instructors should vary topics of written assignments to minimize the use of previously written papers.
- Instructors should repeatedly emphasize the proper referencing of sources, recognizing that the style of referencing varies among academic disciplines.

## **ACADEMIC DISHONESTY**

If the instructor has a concern about a student’s academic honesty, the Associate Dean of the College must be notified. Students may report an instance of alleged academic dishonesty by filing a written account of the details with the instructor. The instructor should then send a copy of the account to the Associate Dean. The instructor and the Associate Dean will consult and decide on a proper course of action, which may include questioning the individual(s) involved or other witnesses to the incident.

The following are reasons for alerting the Associate Dean to all suspicions of academic dishonesty:

- A centralized handling of all academic dishonesty cases has been deemed advisable for the sake of fairness and equitable treatment of all students.
- Any repeat offender will be dealt with more severely. The Associate Dean keeps a file on all cases and will check to see if the student has been in difficulty before.
- The Associate Dean can consult with the instructor about ways of handling the situation.
- The Associate Dean can help evaluate the evidence.
- The Associate Dean will call in the student to meet with him or her and discuss the case. The instructor may wish to call the student first, but, although that is advisable, it is not mandatory.
- The Associate Dean will decide, based on the case in relationship to other cases, whether it must go to the Student Judiciary or not. It must be pointed out, however, that the instructor and the student have the right to go to the Judiciary independently of the Associate Dean’s decision.

## **SAMPLE WAYS OF HANDLING NON-JUDICIARY, RELATIVELY MINOR PROBLEMS**

- The student may convince both the instructor and the Associate Dean that no questionable activity has occurred. The case is dropped.

- The grade can be adjusted to reflect the presence of a problem on the paper, test or assignment.
- The student can be asked to do the assignment again.
- The student can be asked to do a substitute assignment.
- The student can be warned, but told that another problem of this nature will be handled more severely.

If a student objects to any of these decisions, he/she may choose to take the case to the Judiciary for arbitration.

## **PROCEDURES AT ACADEMIC JUDICIARY HEARINGS**

The Student Judiciary arbitrates serious cases. The Associate Dean of the College writes out the charges and requests a time for the hearing from the Chair of the Judiciary. Ordinarily, the instructor is asked to be present at the hearing to discuss the evidence and how conclusions were reached. The Judiciary will usually ask about the assignment. All of this occurs in the presence of the accused who is asked how he or she pleads at the beginning and is then asked to comment, respond, explain, question witnesses, and make a closing statement. The Associate Dean is also asked to make a closing statement. When the Judiciary goes into private deliberations, it is advisable for the instructor to stay in a room nearby in order to be available to hear the final decision of the Judiciary. The accused must be present to receive the final decision. At the time the decision is rendered, the Student Judiciary shall indicate in writing a concise statement of the basis for its finding.

The final responsibility for determining the student's grade in the course rests with the instructor, except in cases in which the Judiciary recommends a lowering or raising of the grade. In cases where a student is suspended as a result of a Judiciary recommendation, the grade of "U" shall be recorded for that course. Students who are asked to appear before the Student Judiciary will be given a written statement explaining their rights and will be told about the appeals process. Please see section on Campus Life and Services in this Handbook for the complete appeals process.

**If cited to appear before the Student Judiciary, a student may not withdraw from the College before the completion of the judiciary process.**

## **GRADING POLICIES**

SYMBOL	POINTS PER <u>CREDIT HOUR</u>	DESCRIPTION
A	4.00	Excellent
A-	3.67	
B+	3.33	
B	3.00	Good
B-	2.67	
C+	2.33	
C	2.00	Satisfactory
C-	1.67	

D	1.00	Marginal
U	0.00	Unsatisfactory
P*	None	A noncompetitive passing mark for work at the satisfactory level or above
WP*	None	Withdrew Passing
WU	0.00	Withdrew Unsatisfactory
I*	None	Incomplete
W*	None	Withdrew
Au*	None	Audit

\*Not used in computing the grade-point average (the total of grade points earned divided by the number of credit hours attempted). Transfer grades are not computed in the overall grade-point average at Centre.

Each instructor sets his/her own standards and guidelines for grading. Students may ask instructors who do not publicize their grading policies for an explanation of their grading practices.

A grade of "I" (Incomplete) is awarded by a faculty member, with clearance from the Associate Dean, only when the student is unable to complete the course for unavoidable cause such as illness, death in the family, or accident. The "I" automatically becomes a "U" unless a final grade is turned in within thirty days after the end of the term or unless the Academic Standards Committee on the written request of the instructor grants a further extension.

Members of the faculty may not, except by action of the Academic Standards Committee, change a final grade after it has been filed with the Registrar. The Academic Standards Committee has a practice of allowing changes only in the case of clerical errors.

## **PASS-UNSATISFACTORY**

After attaining junior standing, a student may enroll in courses on a Pass/Unsatisfactory basis, with a maximum of seven credit hours of Pass/Unsatisfactory coursework to be counted for graduation (excluding courses offered only on a Pass/Unsatisfactory basis). A maximum of four credit hours may be taken on a Pass/Unsatisfactory basis in a given term. First-year and sophomore students may enroll in regularly graded applied music courses on a Pass/Unsatisfactory basis, but those hours will be counted against the seven-hour limit.

**Courses taken under the Pass/Unsatisfactory grading option may not be applied toward major requirements nor may they be used to fulfill general education requirements.**

Major courses taken beyond the minimum requirements of the major or general education courses not used to fulfill the general education requirements also may be taken on a pass/unsatisfactory basis. Students enrolled in off-campus programs may not elect to take courses on a pass/unsatisfactory basis during that term, including CentreTerm off-campus courses. Only courses offered exclusively as pass/unsatisfactory will be permitted (for eg. Internships). Courses used to fulfill the basic competency requirement in mathematics or foreign language, or the requirement of an additional course above the basic competency level in foreign language or mathematics or in computer science, may be taken on a Pass/Unsatisfactory basis. Faculty members are not informed of any student registration on a Pass/Unsatisfactory basis.

Within two weeks after the beginning of a long term or two days after the beginning of the CentreTerm, a student may elect to change from a regularly graded status to a Pass/Unsatisfactory basis. Within eight weeks after the beginning of a long term or two weeks after the beginning of the CentreTerm, a student may revert from a Pass/Unsatisfactory status to a regularly graded status. Hours reverted to the regularly graded status after the first two weeks of a long term or the first two days of a CentreTerm will count against the seven-hour limit. (Please refer to the chart in the Introduction section of this Handbook for the Add/Drop Dates and Deadlines.)

At the conclusion of a course, the instructor will report regular grades for all students. If a student has registered on a Pass/Unsatisfactory basis, the Registrar will record a “P” for grades of “C-” or better, a “D” for grades of “D,” and a “U” for grades of “U.”

## **POLICY ON NONSEXIST LANGUAGE**

In 1983, the College Council approved recommendations pertaining to the use of nonsexist language, indicating the need for more awareness about the unconscious usages, which exclude women. In-house documents, publications, policy statements, memoranda, lectures, student recommendations, course descriptions, etc. should be free of gender bias. The Handbook of Non-Sexist Writing 2nd Ed. (New York, 1988) is recommended for assistance and advice about ways to avoid the problem.

## **GRADE REPORTS**

End-of-term grade reports are available to students via Centrenet approximately five days after the last final exam. Students who do not complete all required online course evaluations will not be able to access their grades for an additional fifteen days. Grades are not mailed to students unless specifically requested in writing. In the long terms (Fall and Spring), midterm grade reports (if reported by the instructor) are reported to the student on-line through Centrenet.

End-of-term grade reports will be mailed to parents only at the written request of the student or if the parents submit a request in writing accompanied by a tax return or other official document, which verifies the student’s status as a dependent. If a student wishes to have a copy of grade reports sent to another individual or organization, he/she should contact the Office of the Registrar directly.

The Office of the Registrar maintains most biographical data on students. In particular, all address changes, including parent address changes, should be reported to the Office of the Registrar.

## **FINAL EXAMS**

A final examination or assessment is expected in every course. Where appropriate, an instructor may substitute a term paper or other requirement for the final examination.

A student absent without an excuse from a final examination will receive a failing grade in the course. **If one is ill, he/she must obtain a written excuse from one of the College physicians or the physician assistant noting the severity of the illness and have it sent to the Associate Dean of the College before the examination can be rescheduled or an “Incomplete” awarded in the course.**

Excuses from final exams are extremely rare and granted only in the case of serious illness or death in the immediate family. Once you have enrolled in a course, you have made the commitment to take the scheduled final examination. **Students will not be allowed to alter their exam schedules because of travel plans, job interviews, special projects, or scheduling preferences.**

Final exam schedules are available prior to registration and are published with the schedule of classes.

## **DEAN'S LIST AND HONORS**

**The Dean's List** is published twice yearly, in the CentreTerm for courses completed the preceding Fall Term and at the beginning of the Fall Term for courses completed in the preceding CentreTerm and Spring Terms.

The Dean's List consists of all students who have attained a 3.600 grade-point average or higher in the terms being evaluated, provided the student has completed at least eight credit hours of letter graded course work in the long term.

**Phi Beta Kappa.** The Beta chapter of Centre College elects students on the basis of broad cultural interests, scholarly achievement, and good character. Juniors and seniors who are candidates for the bachelor's degree are eligible for consideration if they have completed a certain number of Phi Beta Kappa - eligible courses while in residence at Centre and are in the top of their respective classes. Ordinarily the top ten percent of the seniors and the top three percent of juniors are eligible for election. Election to Phi Beta Kappa is wholly within the discretion of the members of the Centre chapter, subject only to the limitations imposed by the constitution and By-Laws of the chapter and no student shall enjoy a right to election solely by reason of fulfillment of the minimum stated requirements.

**Other Honors.** Descriptions of other honors and prizes may be found in the **Centre College Catalog**.

## **LEAVE OF ABSENCE**

A student in good standing may request a leave of absence from the College for a specified reason and for a specified academic term or terms (up to one year maximum) by petition to the Associate Dean of the College. The request for a leave of absence should be submitted at least two weeks prior to the beginning of the leave period. Students on leave must relinquish their student ID card at the Registrar's Office and are denied access to campus housing and other facilities at the College. Failure to follow these instructions will result in the student's withdrawal from the College. Normally, readmission to the College is automatic at the end of the leave period, except in the case of students who enroll at another college or university during their leave. Such students must submit official transcripts with satisfactory grades and a "Statement of Eligibility to Continue or Return" form completed by an appropriate official at the host institution before they can enroll at the College (see "Application for Readmission" form on the Registrar's webpage). Students taking courses elsewhere while on leave of absence should have their courses approved for transfer in advance.

The appropriate form is available at <http://web.centre.edu/regist/Form/trfcredit.pdf>.

## **VOLUNTARY WITHDRAWAL FROM THE COLLEGE**

Any student deciding to withdraw from the College must complete an official withdrawal form and relinquish his or her residence hall key and student ID card to the drop box outside the Student Life Office or Public Safety. Failure to do so will result in a \$30 withdrawal processing fee. Students who withdraw voluntarily sever their connection with the College and are denied access to campus housing and other facilities at the College. If the student withdraws from the College after the deadline to drop a course without an entry on the permanent record, the student's instructors will be required to report a "WP" or "WU" and an entry will be made on the student's record accordingly. Withdrawals from the College are not permitted during the final examination period. Any student not enrolled in successive terms, other than the summer term, is considered withdrawn from the College unless granted a leave of absence by the Associate Dean.

## **MEDICAL WITHDRAWAL FROM THE COLLEGE**

Students who must withdraw for medical reasons must submit a timely written request to the Associate Dean. Requests should be submitted at the time the student intends to stop



attending classes. A letter must accompany the request from a College physician, College Counselor, or other appropriate health professional supporting the student's request. The letter should provide sufficient detail regarding the student's diagnosis, current condition, and treatment requirements. If the medical withdrawal is granted by the Associate Dean, the student will receive grade of "W" in each of his or her current classes. NOTE: Normally, partial medical withdrawals are not permitted (medical withdrawal from one or two courses while the student is permitted to continue in other courses).

## **INVOLUNTARY WITHDRAWALS AND LEAVES**

If a leave of absence, withdrawal or exception to an academic or residential regulation is based upon medical or psychological factors, the Director of the Parsons Student Health Center, the Director of Counseling, or the Director of Residence Life will be involved through the Offices of the Dean of Student Life and the Associate Dean of the College. The Directors will usually also be involved in the readmission of any student who is granted a medical or psychological leave or withdrawal.

Any of these Directors may recommend to the Dean of Student Life and/or the Associate Dean of the College a mandatory leave or withdrawal for medical or psychological reasons if it would be in the best interest of the student or the College. This action may be taken if, in the opinion of either Director, a student exhibits irresponsible or uncontrolled behavior, which creates or continues either unreasonable risk or clear and present danger to the physical or mental health of the student concerned or others. This mandatory leave or withdrawal will be implemented through the Office of the Dean of Student Life and/or the Associate Dean of the College and is subject to administrative appeal to the Dean of the College, if the student so chooses.

## **READMISSION TO THE COLLEGE**

Any former student may apply for readmission. Suspended students must wait one long term before applying for readmission. Applications for readmission are reviewed by the Academic Standards Committee or, in some cases, by the Associate Dean on behalf of the Committee. The College reserves the right to require sufficient documentation that the student is qualified and ready to resume full-time studies at the College. An on campus interview with the appropriate Dean or College counselor may be required. Applications for readmission are available in the Registrar's Office or online at <http://web.centre.edu/regist/Form/readmission>.

Readmission to the College is never automatic. A student will not be readmitted if required progress toward graduation is not feasible, or if continued separation is considered to be in the best interest of the student or the College. Students must return the completed application, along with all required materials, so that the Associate Dean receives it by November 30, December 30, or July 30 for Centre, Spring or Fall terms, respectively.

Students who were suspended for academic reasons or who withdrew under academic probation must demonstrate a clear understanding of the causes for their academic difficulties, must describe the activities they have undertaken to address and overcome the causes of their problems, and must submit an academic plan for the completion of their degree requirements. Suspended and probationary students who are readmitted will have academic stipulations placed on their continued enrollment at the College. Students suspended twice are rarely readmitted by the College.

In the case of a voluntary withdrawal for medical/psychological reasons, or any administrative withdrawal related to a physical or mental health condition, the student must submit a written progress assessment from a treating health professional with the readmission application, describing the student's current condition and indicating that the student is ready to resume full-time studies at the College. The Associate Dean requires a release from the student to discuss current treatment and follow-up needs with the treating health professional. Readmission will not be granted if there is any doubt that the student can

manage full-time course work or if the College is unable to provide or the student is unable to secure appropriate follow-up care.

Reinstatement of merit awards for readmitted students is not automatic. Students should check with the Financial Aid Office. In the case of suspended students and students who withdrew on academic probation, specific academic stipulations may condition the reinstatement of a merit award.

Enrollment of readmitted students and of students returning from leave of absence is subject to clearance with the Finance Office to make certain that the student has no outstanding financial obligations to the College. In addition, the payment of a \$300 non-refundable deposit is to be made to the Finance Office.

## **STUDENT LIFE OFFICE**

Under the direction of the Vice President and Dean of Student Life, the Student Life staff consists of the Associate Dean and Director of Residence Life; Director of Community Service and the Bonner Program; Director of Campus Activities; Director of Student Life and Housing; Director of Greek Life & New Student Orientation; two Directors of Public Safety; Director of Parsons Student Health Center; a Physician's Assistant; secretary in Parsons Student Health Center; Director of Counseling and a full-time counselor; College Chaplain; Associate Director of Residence Life; Area Coordinator and Shuttle Coordinator, Student Life Coordinator for Leadership Development & Greek Affairs; Student Life Coordinator; Community Service Coordinator, and an Executive Secretary to the Vice President and Dean of Student Life. The Residence Life staff offices are located in Nevin, the Department of Public Safety is located in the Walnut House, Parsons Student Health Center is located in Sutcliffe Hall, and the College Chaplain is located in Crouse 452. The remainder of the Student Life Office staff is located on the second floor of the Campus Center.

The purpose and mission of the Centre College Student Life Office is to contribute to a safe, social, learning environment in which the individual will be able to foster an appropriate respect for self and others, develop responsible decision-making skills, improve relationship and coping skills, appreciate the value of community service, and enhance leadership abilities in order to take his/her place in a diverse society.

## **CAMPUS CENTER**

The College's Campus Center opened in October 2009. The two-story, 50,000 square foot facility was a \$15 million project and replaced Cowan Dining Commons.

### **Hours of Operation**

Monday-Friday                      7:00 a.m. – 1:00 a.m.

Saturday-Sunday                    10:00 a.m. – 1:00 a.m.

The common areas of the building are accessible to students 24 hours a day by card swipe access.

An ATM is located in the north vestibule for cash withdrawals. Newspapers are located in both the north and south vestibules

### **Parking**

Directly behind the Campus Center, off of College Street, there are several 15-minute parking spots. Two of the spots are reserved specifically for carpool/vanpool and low emission vehicles only. There are four 2-hour parking spots on College Street. Additional parking is also available on College Street and behind the Norton Center for the Arts off of West Walnut Street.

### **General Policies**

- There is no smoking within the Campus Center and when outside, you must be 25 feet from any doorway.

- The Campus Center is an alcohol-free building. Any violators will be cited accordingly.
- If you wish to use candles within the Campus Center, you must obtain special permission from the Director of Campus Activities and the Department of Public Safety.

### **Reservations**

To reserve meeting space in the Campus Center or view space availability, visit the online reservation systems at [http://sccheckout.centre.edu/ureserve\\_gold.pl](http://sccheckout.centre.edu/ureserve_gold.pl).

### **Reservation Regulations**

- Any Centre College group or organization may reserve space in the Campus Center for meetings, events, etc.
- Parties outside the Centre College community may rent the space upon approval by the College. For those interested in renting space in the Campus Center, please contact Glenda Beaven in Human Resources.
- For urgent reservation requests, those needed within five (5) calendar days, please contact the Director of Campus Activities.
- If a room you have reserved is locked, please contact the Information Desk or the Department of Public Safety.
- If you have any questions or concerns, please consult the Information Desk, located on the first floor of the Campus Center.

### **Set-up and Technology Requirements**

To make specific requests for set-up, please send an email to the Director of Campus Activities. Please select the room that is best equipped for your needs. Other accommodations can be made upon special request. Do not assume that everything you need will be in the space you reserve (i.e. computers, VGA cables, adaptors, DVD player, etc.)

### **Fees**

The Student Life Office reserves the right to charge an individual, group, or organization for damage incurred to the space or for excessive cleaning. Additionally, reservation privileges for the responsible parties may be revoked.

### **Internet**

Wireless internet access is available throughout the Campus Center for any student, faculty, or staff whose computer is registered with ITS. If a guest or visitor would like to access Centre's 'guest' network, they should obtain a guest wireless pass from the Student Life Office.

### **Lounge Areas**

- Televisions: Remotes are available for check out at the Information Desk for the four (4) televisions on the first floor of the Campus Center and the two (2) televisions in the Game Room. Students must leave their Centre ID or another photo ID to check one out. Televisions should be turned off when they are not being used.
- Fireplaces: The fireplaces are turned on each day when weather appropriate. Please inquire at the Information Desk to have the fireplaces turned on or off.
- Shades: If the sun gets too bright, the shades along the west wall of the Campus Center can be closed via controls at the Information Desk upon request.
- Outdoor Dining: To eat outside, students must leave their ID card with the person at the desk within Cowan.

### **Banquet and Food Service Information**

For information involving food service and catering, please contact the Catering Manager for Sodexo, Dorothy Brown at 859-238-5369 or [dorothy.brown@centre.edu](mailto:dorothy.brown@centre.edu).

## **Recycling**

Recycling is located near the Everyday Café, the north exit of Cowan, and in various locations on the second floor.

Sodexo recycles any packaging materials and other trash if possible.

## **ADVERTISING IN THE CAMPUS CENTER**

### **Digital Signage System (D-Flyers)**

The D-Flyers play on the two (2) screens at the north and south entrances to the Campus Center. Any club, office, organization, or group recognized by the College may submit D-Flyers to advertise specific events and happenings on campus.

### **Formatting D-Flyers**

- The slide can easily be created in Microsoft Publisher, Adobe Photoshop, and other programs. The final file types must be submitted in one of the following image types: .JPG, .TIF, .PCD, & .BMP.
- Please keep a ¼ inch margin of text and graphic free area around the outer edge of the slide, as there will be some cropping when the slide is published to the television.
- Please make these slides visually interesting; using color, fonts, pictures, and graphics. Additionally, do not make the slide so busy that information is lost on those just passing by. There may be no references to drugs or alcohol.

### **Properly Setting Up the Format in Applications**

#### **Microsoft Publisher**

- Create a new document at a custom size of 18.5” long by 11” high.
- Create the slide. Be sure to keep text away from the edges.
- Save and submit the document as a .jpg file.

#### **Adobe Photoshop**

- Create a new document at 1280 by 768 pixels.
- Do not select a color bit rate over 8.
- Create the slide.
- Save and submit the slide as a .jpg file.
- Please submit the flyers to [dflyers@centre.edu](mailto:dflyers@centre.edu) no later than five (5) days prior to when you want the slides to run.
- In the email, include: Start date of the slide, which can be no more than eight (8) calendar days prior to an event.
- End date of the slide (the day it should be removed).
- The Student Life Office reserves the right to exclude any submission or change it for content or visual appeal.
- If you have questions or suggestions for the Digital Signage in the Campus Center, please contact the Director of Campus Activities.

### **Flyers**

There are bulletin boards located in the Parent’s Association Game Room, the south hallway of the second floor, and in the north and south vestibules on the first floor.

Do NOT place flyers or anything else anywhere other than these bulletin boards. Postings placed on glass, doors, furniture, walls, etc. will be promptly removed.

### **Banners/Signs**

- Supplies for making signs and banners are in the Student Organization Suite and are available to the entire Centre community. There are eight different rolls of colored

paper, a variety of paints, die cuts, markers, fabric markers, glitter, construction paper, scissors, crayons, colored pencils, and more. Supplies are not to be removed from the Campus Center. If supplies are running low or empty, please notify the Student Life Office.

- To reserve banner space in the Campus Center visit [http://sccheckout.centre.edu/ureserve\\_gold.pl](http://sccheckout.centre.edu/ureserve_gold.pl).
- There are 14 banner spaces available in Cowan Dining Commons on a first come, first served basis.
- The standard size for banners is 66"x96" (the size of a standard flat twin sheet). Banners may be smaller, but not larger than this standard size. Banner should be hung in vertical orientation not to exceed 66".
- Include name of event, sponsoring group, date, time, and location, and other pertinent information.
- Do not hang banners more than seven (7) days before an upcoming event.
- Do not hang a banner that blocks the vents on the north wall of Cowan Dining Commons, signs or banners that cover the vents will be removed.
- Hang banners from the 2nd floor railing over into Cowan Dining Commons only.
- You may hang banners with masking tape, painters tape, velcro ties, string, and ribbon.
- You may **NOT** hang banners using duct tape, packaging tape, wire, zip ties, or anything that may damage the railings. Any signs that are secured by any of these methods will be removed.
- Do not move or remove another sign to make room for your sign. If a group removes or moves another group's sign, they may lose the privilege of posting signs/banners in Cowan Dining Commons.
- Remove your own sign when your event is over.

### **Table Displays**

- The napkin holders on the tables located in Cowan may be used by students, campus organizations, and campus offices. Please contact the Executive Secretary in the Student Life Office at ext. 5473 to reserve the use of these units. One side may be reserved for seven (7) days.

## **GAME ROOM POLICIES AND PROCEDURES**

Please be mindful of others. If other people are waiting to use something, please limit your play time to thirty (30) minutes.

### **Gaming Consoles**

Wii (Cabinet 1); PlayStation 3 (Cabinet 2); Xbox 360 (Cabinet 2)

### **Usage**

In order to use these consoles, students can check out games, controllers, and keys at the Information Desk. Students simply leave their ID and sign a log for the items that they are using. Students should initial next to each item they take from the Information Desk, and the Information Desk worker will double check that all of those items are returned in usable shape before they return the student's ID. All items must be returned to the Information Desk before they can be checked out by another user – students cannot transfer responsibility for these items without returning them first.

From the Information Desk, students will take:

- A key to the appropriate console cabinet
  - Cabinet 1 – Wii

- Cabinet 2 – Xbox 360 & PS3
- Remotes for the system
- One game at a time

### **Instructions for use**

Wireless headphones are available within each cabinet for use with the game systems.

Students will receive the items listed above in a plastic container. Students will be charged for items not returned or returned in unusable condition.

### **Pool**

To play pool, students must check out the balls from the Information Desk and leave their Student ID or another form of photo ID. Pool sticks are located in the Game Room and may not be removed for any reason. Students are responsible for returning the full set of pool balls to the Information Desk, otherwise you will be charged to replace them.

### **Ping Pong**

Students must check out ping pong paddles and balls from the Information Desk. They must leave their student ID at the desk and will get it back upon the return of the equipment. If any of the equipment is lost or damaged, students will be charged to replace it.

## **COMBS CENTER**

A renovated hemp warehouse, the Combs Activities Center, commonly called the Warehouse, opened full-time in 1995 to serve the Centre community by providing recreation, meeting space, and event space. It now houses the Communications office on the 3<sup>rd</sup> floor.

To reserve the first floor, visit [http://sccheckout.centre.edu/ureserve\\_gold.pl](http://sccheckout.centre.edu/ureserve_gold.pl).

## **CHOWAN**

A large multi-purpose facility, Chowan, opened full-time in 2008 to serve the Centre community by providing recreation and event space.

To reserve Chowan, visit [http://sccheckout.centre.edu/ureserve\\_gold.pl](http://sccheckout.centre.edu/ureserve_gold.pl).

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association is the official executive and legislative body for student discussion, decision, and action. It is composed of student representatives elected on both an academic and class-standing basis, as well as several appointed committee chairpersons. The Student Government Association is the primary channel for the development and review of residential and social policies, as well as for students to voice opinions related to academic issues. A major duty of the SGA is to allocate funds to student organizations. The College allots part of each student's general activity fee to the SGA, which in turn reviews funding requests from campus organizations and acts upon them.

**The President's Cabinet of the Student Government Association for 2013-2014 includes: Cody Cook, President; Dexter Horne, Speaker of the House; Sarah Cornett, Secretary of Finance; Thomas Becker, Secretary of Administration; Chris Elmlinger, Vice President of Programming; Gray Whitsett, Campus Improvements Committee Chair; Leslie Hamilton, Student Affairs Committee Chair; Chelsea Neal, Communications Committee Chairs; David Newton, Dining Services Committee Chair; Audrey Jenkins, President of the Senate.**

**Student Senators for 2013-2014 are: Division I – Nick Do (2014); Luke Wetton (2014); Logan Pauley (2015); Division II – Alex Gardner (2014); Danny Miller (2015); Division III – Rahul Joseph (2014); Julie Springate (2014); Louis Rodgers (2015).**

The Director of Campus Activities serves as advisor to the Student Government Association and Student Senators.

**CENTRE COLLEGE OF KENTUCKY  
STUDENT GOVERNMENT ASSOCIATION CONSTITUTION  
APPROVED BY THE BOARD OF TRUSTEES – APRIL 12, 2013**

**ARTICLE I - INCORPORATION AND NAME**

The student body of Centre College of Kentucky (“College”) hereby recognizes the Centre College Student Government Association as the student governance organization.

**ARTICLE II – CONSTITUTION AND BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION**

The student body of Centre College describes through these constitutional guidelines the responsibilities and powers of the Centre College Student Government Association (SGA). Other structures and procedures are outlined in the Bylaws of SGA (“Bylaws”).

**ARTICLE III - MISSION**

The purpose of SGA is to enhance the quality of life for all students by providing the services outlined in this Constitution (“Constitution”) and the Bylaws.

**ARTICLE IV - ELEMENTS OF THE STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association shall consist of the SGA Officers, the Student Senate, and the House of Representatives, as further set forth herein and in the Bylaws.

**ARTICLE V - DUTIES AND POWERS OF THE STUDENT GOVERNMENT ASSOCIATION**

**SECTION 1 – General**

- A. The Student Government Association has the authority, subject to the bylaws and policies of Centre College, to recognize, legislate, and set standards for all other student organizations. Student organizations retain the right to set standards for their own internal governance, so long as such standards are not inconsistent with the Constitution and Bylaws, legislation passed by SGA, or the rules of conduct of Centre College. Student Government Association legislation shall take precedence over any conflicting rules or practices of any other student organization.
- B. The Student Government Association shall:
1. Hold at least ten general sessions per academic year, which, subject to Section 2F of this Article, will be open to the entire student body;
  2. Run all general sessions in accordance with Robert’s Rules of Order;
  3. Serve as a forum of student opinion on academic, social, and extracurricular issues;
  4. Make recommendations to and advise the College faculty and administration on behalf of the student body;
  5. Enact legislation and take other action in accordance with procedures set forth in Section 2 of this Article;
  6. Institute projects for the improvement of the campus community;
  7. Appropriate funds for the operation of recognized student organizations, or revoke such funds as SGA deems appropriate, in accordance with the procedures outlined in the Constitution and the Bylaws;
  8. Set standards for elections of its members and officers.

**SECTION 2 –Legislation and other Action**

- A. The Student Government Association and each branch or committee of SGA shall require a quorum of at least sixty percent of its members and/or their designated proxies in order to conduct business.
- B. The Student Government Association has the authority to pass legislation or take other action on behalf of the student body.
  - 1. Such legislation or action shall include, but not be limited to, bills, resolutions, the election of officers, funding requests, approvals, and amendments to the Constitution and Bylaws.
  - 2. A majority affirmative vote of members present shall be necessary to enact such legislation, unless otherwise stated in the Constitution or Bylaws.
- C. Every member and committee of SGA has the power to propose legislation.
  - 1. Legislation should be filed with the SGA President, who shall review it with the Executive Committee.
  - 2. Legislation proposed by a member or committee of SGA must be placed on the agenda within two general sessions from when it is received by the President.
- D. The student body has the power, by petition, and subject to the bylaws and policies of Centre College, to propose legislation in one of two ways:
  - 1. Student interest groups may apply to SGA for recognition as a new student organization. The application materials shall be filed with the Director of Campus Activities and SGA President, who will review such materials with the Executive Committee in accordance with the procedures outlined in the Bylaws prior to presenting them to a general session of SGA for approval or rejection.
    - a. A majority affirmative vote of those SGA members present at a general session at which a quorum is present shall be necessary for approval.
  - 2. Students may propose legislation other than student organization recognition legislation on their own initiative, and directly enact or reject such legislation at a campus-wide election.
    - a. An initiative petition to propose legislation must contain the signatures of at least fifteen percent of the student body.
    - b. The petition shall be filed with the SGA President, who shall submit the question to the student body within two weeks of such filing for its approval or disapproval.
    - c. A majority affirmative vote of no less than twenty-five percent of the student body shall be necessary to enact such legislation.
- E. The student body has the power to repeal any legislation passed by SGA at a campus-wide election.
  - 1. A referendum petition to repeal any legislation passed by SGA must contain the signatures of at least fifteen percent of the student body.
  - 2. The petition shall be filed with the SGA President, who shall submit the question to the student body within two weeks of such filing for its approval or disapproval.
  - 3. A majority affirmative vote of no less than twenty-five percent of the student body shall be necessary to repeal such legislation.
- F. Members of the student body generally shall have the right to petition SGA and to be present for discussions at all general sessions, subject to Robert's Rules of Order. However, the right to close meetings to the public and/or the student body is reserved to SGA. Such an action shall require a majority vote of the members of SGA present.
- G. Student organizations and members of the student body generally shall have the right



to appeal legislation passed by SGA to the Student Judiciary, which, in accordance with the Constitution and Bylaws, shall determine if such legislation violates the policies and bylaws of Centre College and/or the Constitution and Bylaws.

1. If it determines that such a violation exists, the Student Judiciary has the power to nullify the disputed legislation by an affirmative two-thirds vote of members present at a meeting at which a quorum is present.
2. If the disputed legislation is susceptible of various interpretations and one or more of the reasonable interpretations would not be in violation of the policies and bylaws of Centre College or the Constitution and Bylaws, such a reasonable interpretation shall be given to the disputed legislation by the Student Judiciary.

## **ARTICLE VI – STRUCTURE**

### **SECTION 1 -Student Government Association Membership**

- A. The Student Government Association shall consist of the SGA Officers and members of the Student Senate and the House of Representatives, all of whom must be duly elected in accordance with the procedures set forth in Article VII of this Constitution or assume office in accordance with the procedures set forth in Article VIII of this Constitution.
- B. Only members of SGA or their designated proxies shall have the right to vote at SGA general sessions.
- C. Each member of SGA must:
  1. Be in good academic and social standing with the College, defined as not being on academic or disciplinary probation or suspension;
  2. Abide by the procedures and attendance policy of SGA, as outlined by the Constitution and Bylaws.
- D. If a member of SGA does not meet the requirement set forth in Article VI, Section 1C above, s/he may be removed from office through a procedure in accordance with Article VIII of this Constitution.

### **SECTION 2 - Student Government Association Officers**

Officers of SGA include the President, the Speaker of the House, the President of the Senate, the Chair of the Programming Committee, the Secretary of Finance, the Secretary of Administration, the Communications Director, the Chair of the Student Affairs Committee, the Chair of the Campus Improvements Committee, and the Chair of the Dining Services Committee, all of whom shall be elected to one-year terms and shall be eligible for reelection to a subsequent term or terms.

- A. All SGA Officers shall attend meetings of the Executive Committee and SGA general sessions with voting privileges, subject to Section 2C.5 of this Article.
- B. The President shall:
  1. Preside over the Student Government Association;
  2. Not be permanently off campus during the Fall or Spring Term while serving in office;
  3. Have served on SGA for at least two semesters prior to commencement of her/his term of office;
  4. Preside over meetings of the Executive Committee;
  5. Serve as an ex-officio member of all SGA committees;
  6. Have the authority to appoint ad-hoc committees of SGA with the majority vote of the Executive Committee Officers present at a meeting at which a quorum of sixty percent of members are present;

7. Serve as a voting member of the College Council Steering Committee;
  8. Represent SGA as a voting member at meetings of the College Council;
  9. Nominate students to serve on College Council committees
  10. Represent the student body at Board of Trustees meetings to which s/he is invited;
  11. Advise the College administration on the business and legislation of SGA.
- C. The Speaker of the House shall:
1. Serve as Parliamentarian, advising SGA on rules and procedure;
  2. Not be permanently off campus during the Fall or Spring Term while serving in office;
  3. Have served on SGA for at least two semesters prior to commencement of her/his term of office;
  4. Preside over general sessions of SGA;
  5. Serve as a voting member in general sessions only in the event of a tie;
  6. Assume the duties of the President if the President is absent or unable to execute the duties outlined in the Constitution and Bylaws;
  7. Serve as a voting member of the College Council Steering Committee;
  8. Represent SGA as a voting member at meetings of the College Council.
- D. The President of the Senate shall:
1. Preside over meetings of the Student Senate;
  2. Not be permanently off campus during the Fall or Spring Term while serving in office;
  3. Have served on SGA for at least two semesters prior to commencement of her/his term of office;
  4. Be a junior or senior based on her/his intended year of graduation;
  5. Maintain a minimum 3.0 GPA;
  6. Serve as a voting member of the Student Senate only in the event of a tie;
  7. Advise the Executive Committee and the House of Representatives on the business of the Student Senate;
  8. Assume the duties of the Speaker of the House if the Speaker of the House is absent or unable to execute the duties outlined in the Constitution and Bylaws.
  9. Represent SGA as a voting member at meetings of the College Council.
- E. The Chair of the Programming Committee shall:
1. Serve as the President of the Student Activities Council;
  2. Preside over meetings of the Programming Committee;
  3. Have served on SAC for at least two semesters prior to commencement of her/his term of office;
  4. Serve as a voting member of the Programming Committee;
  5. Advise the Executive Committee and SGA on the business of the Programming Committee and the Student Activities Council.
- F. The Secretary of Finance shall:
1. Preside over meetings of the Finance Committee;
  2. Not be permanently off campus during the Fall or Spring Term while serving in office;
  3. Have served on SGA for at least two semesters prior to commencement of her/his

term of office;

4. Serve as a voting member of the Finance Committee only in the event of a tie;
  5. Advise the Executive Committee and SGA on the business of the Finance Committee;
  6. Keep records of all financial transactions of SGA;
  7. Disburse funds when authorized to do so by SGA or the Executive Committee;
  8. Report on the financial activities of SGA at each general session.
- G. The Secretary of Administration shall:
1. Have served on SGA for at least one semester prior to commencement of her/his term of office;
  2. Facilitate the internal communication of SGA;
  3. Maintain the minutes, files, and attendance records of SGA;
  4. Ensure that the agendas and minutes of all general sessions, as well as copies of all proposed and enacted legislation, are made available to the entire campus community in a timely manner.
- H. The Communications Director shall:
1. Preside over meetings of the Communications Committee;
  2. Not be permanently off campus during the Fall or Spring Term while serving in office;
  3. Have served on SGA for at least one semester prior to commencement of her/his term of office;
  4. Serve as a voting member of the Communications Committee;
  5. Advise the Executive Committee and SGA on the business of the Communications Committee.
- I. The Chair of the Student Affairs Committee shall:
1. Preside over meetings of the Student Affairs Committee;
  2. Have served on SGA for at least one semester prior to commencement of her/his term of office;
  3. Serve as a voting member of the Student Affairs Committee;
  4. Advise the Executive Committee and SGA on the business of the Student Affairs Committee.
- J. The Chair of the Campus Improvements Committee shall:
1. Preside over meetings of the Campus Improvements Committee;
  2. Have served on SGA for at least one semester prior to commencement of her/his term of office;
  3. Serve as a voting member of the Campus Improvements Committee;
  4. Advise the Executive Committee and SGA on the business of the Campus Improvements Committee.
- K. The Chair of the Dining Services Committee shall:
1. Preside over meetings of the Dining Services Committee;
  2. Have served on SGA for at least one semester prior to commencement of her/his term in office;
  3. Serve as a voting member of the Dining Services Committee;
  4. Advise the Executive Committee and SGA on the business of the Dining Services Committee.

### **SECTION 3 -The Student Senate**

The Student Senate shall be comprised of the President of the Senate and six student senators, including one junior and one senior from each of the three academic divisions, all of whom shall be elected to one-year terms, and maintain a minimum 3.0 GPA.

- A. All senators shall attend meetings of the Student Senate and general sessions of SGA with voting privileges.
- B. The Student Senate shall:
  - 1. Consider issues, institute projects, and initiate legislation pertaining to academics;
  - 2. Advise the College faculty and administration on academic issues;
  - 3. Collaborate with student representatives from academic departments to enhance students' academic experiences;
  - 4. Fulfill other responsibilities outlined in the Bylaws or given to it by the Executive Committee.

### **SECTION 4 – The House of Representatives**

The House of Representatives shall be comprised of five representatives from the senior class, five representatives from the junior class, eight representatives from the sophomore class, and eight representatives from the first-year class, all of whom shall be elected to one-year terms.

- A. Each representative shall serve on at least one standing committee.
- B. All representatives shall attend committee meetings and general sessions of SGA with voting privileges.

### **SECTION 5 -Student Government Association Committees**

The Student Government Association shall maintain an Executive Committee and the following six standing committees: Finance Committee, Communications Committee, Programming Committee, Student Affairs Committee, Campus Improvements Committee, and Dining Services Committee.

- A. Membership for the six standing committees shall be determined through members' self-nomination with final approval and appointment by the SGA President.
- B. The Executive Committee shall:
  - 1. Be comprised of the President, the Speaker of the House, the President of the Senate, the Secretary of Finance, the Secretary of Administration, the Communications Director, the Chair of the Programming Committee, the Chair of the Student Affairs Committee, the Chair of the Campus Improvements Committee, and the Chair of the Dining Services Committee;
  - 2. Meet within one week before each general session to approve a final agenda.
  - 3. Coordinate projects and responsibilities between the six standing committees and the Student Senate;
  - 4. Serve as a forum for discussion on the internal and external matters of SGA;
  - 5. Serve as an oversight committee for SGA with the power to enforce the policies outlined in the Constitution and Bylaws.
- C. The Finance Committee shall:
  - 1. Be comprised of an odd number of members, including the Secretary of Finance;
  - 2. Formulate and manage the SGA budget in accordance with the procedures outlined in the Bylaws;
  - 3. Advise SGA and student organizations on the funding guidelines outlined in the Bylaws;

4. Meet when necessary to review funding requests and fiscal policy of SGA;
  5. With the approval of the Executive Committee, present all funding requests for approval at a general session of SGA;
  6. Allocate funds during the Spring Term for the upcoming academic year to recognized student organizations that request funding and meet the requirements outlined in the Bylaws;
    - a. The final allocation must be approved by a majority vote of those SGA members present at a general session at which a quorum is present.
  7. Audit student organizations that receive funds by following procedures outlined in the Bylaws;
  8. Communicate financial decisions of SGA to officers of respective student organizations;
  9. Enforce financial decisions of SGA through procedures outlined in the Bylaws.
- D. The Communications Committee shall:
1. Work to enhance communication between SGA and the student body;
  2. Inform the campus community of SGA legislation, actions, approvals, initiatives, and events;
  3. Fulfill other responsibilities outlined in the Bylaws or given to it by the Executive Committee.
- E. The Programming Committee shall:
1. Plan and coordinate SGA events;
  2. Fulfill other responsibilities outlined in the Bylaws or given to it by the Executive Committee.
- F. The Student Affairs Committee shall:
1. Work to enhance the social and extracurricular experiences of Centre College students;
  2. Consider issues, institute projects, and initiate legislation pertaining to all areas of student life;
  3. Fulfill other responsibilities outlined in the Bylaws or given to it by the Executive Committee.
- G. The Campus Improvements Committee shall:
1. Monitor the services and facilities available to Centre College students and make relevant recommendations to the College administration on behalf of the student body;
  2. Consider issues, institute projects, and initiate legislation to improve the quality of campus services and facilities;
  3. Fulfill other responsibilities outlined in the Bylaws or given to it by the Executive Committee.
- H. The Dining Services Committee shall:
1. Bring forth and consider issues relating to various dining services on campus;
  2. Serve as a liaison between the student body and the College's dining service provider;
  3. Fulfill other responsibilities outlined in the Bylaws or given to it by the Executive Committee.

## **ARTICLE VII – ELECTIONS**

### **SECTION 1 – General**

- A. At the start of the Fall Term, the Executive Committee shall elect two SGA Officers from the senior class who will serve on the Election Commission for the remainder of the academic year along with the Chair of the Student Judiciary. These three individuals must remain impartial in all SGA elections and shall regulate and monitor SGA elections in accordance with the Constitution and Bylaws.
- B. The President of SGA shall collaborate with the Director of Campus Activities to set the election calendar before the academic year begins and advertise election dates and procedures.
- C. For the purposes of SGA voting and representation, students will be assigned class membership based on their year of intended graduation according to College records.

## **SECTION 2 - Spring Term General Election**

- A. Every spring, a campus-wide election will be held to elect the President of SGA, the Speaker of the House, the President of the Senate, the President of the Student Activities Council, members of the Student Senate, and members of the Student Judiciary.
- B. All students who are currently enrolled in Centre College, whether on campus or away, are eligible to vote in campus-wide elections.
- C. Candidates must follow all policies and guidelines that are outlined in the Student Handbook and the Bylaws.
  - 1. Candidates who violate these policies may be deemed ineligible to run for office by a unanimous vote of the Election Commission.
- D. Candidates for President of SGA, Speaker of the House, President of the Senate, and President of the Student Activities Council shall:
  - 1. Be nominated by no less than fifteen percent of the student body who affix their names to one or more petitions in approval of their candidacy;
  - 2. Submit a platform that will be shared with the campus community prior to the election;
  - 3. Have the opportunity to participate in a debate prior to the election;
  - 4. Be elected if they receive a majority of the votes cast for candidates for such office.
    - a. If no candidate receives a majority of the vote for a particular position, a run-off will be held between the top two candidates for such position.
- E. Candidates for Student Senate shall:
  - 1. Be nominated directly by members of their respective academic division.
    - a. If a candidate is cross-registered in multiple academic divisions, s/he may only run for Student Senate in one academic division of the candidate's choice.
    - b. Only students who are registered with a declared major may nominate a candidate for Student Senate, but all students may vote for one junior and one senior for each academic division, regardless of the voter's own academic standing.
  - 2. Have a minimum GPA of 3.0;
    - a. Be listed on the ballot by year of intended graduation and academic division; the candidate who receives the greatest number of votes for a position will be declared the winner.
      - i. If there is a tie, a run-off will be held between the tied candidates.
- F. Elections for the Student Senate shall proceed in the following manner:
  - 1. Nominations from the respective academic divisions will be collected by the Director of Campus Activities, acting in coordination with the serving SGA Presi-

dent and President of the Senate.

- a. The five junior and senior candidates with the most nominations will be placed on the ballot for election to be conducted in accordance with the process outlined in this Section.
  2. For only the first year after ratification of this Constitution, the Senate will consist of nine members, with elections held for three new junior Senators in the process outlined above.
- G. If any open positions remain after the Spring Term General Election, those positions shall be filled in accordance with the procedures outlined in Article VIII of this constitution.
- H. Candidates for the Student Judiciary shall be nominated and elected in accordance with the procedures set forth in Article IX of this Constitution and in the Bylaws.

### **SECTION 3 – Electing SGA Officers**

- A. After the Spring Term General Election, the President-Elect of SGA shall nominate a slate of candidates for Communications Director, Chair of the Student Affairs Committee, Chair of the Campus Improvements Committee, and Chair of the Dining Services Committee.
1. The President-Elect will present these candidates to SGA at a general session before the end of the academic year.
  2. If the President-Elect wishes to nominate a candidate who will be permanently off campus for the upcoming Fall or Spring Term, s/he must also nominate both a Fall and Spring Term candidate for the respective position.
    - a. At least two of these four positions must be filled by officers who intend to stay on campus for both the Fall and Spring Terms.
  3. The Student Government Association will vote to approve or reject the entire slate of candidates by a majority vote of those SGA members present at a general session at which a quorum is present.
    - a. If the slate is approved, the candidates will be sworn in as SGA officers before the end of the academic year.
    - b. If the slate is rejected, each candidate must be presented to SGA one-by-one for a majority vote of approval of those SGA members present at a general session at which a quorum is present.
      - i. If a candidate fails to be individually approved by such a majority vote, the President-Elect may appoint another nominee. If that nominee also fails to be approved by such a majority vote, SGA may nominate and elect a replacement candidate.
- B. Before the end of the academic year, SGA shall nominate and elect candidates for Secretary of Finance and Secretary of Administration, separately and sequentially.
1. Any member of SGA may nominate a candidate who meets the requirements for a particular position. A nomination requires a second and must be accepted by the candidate.
    - a. If a candidate is not present to accept a nomination, s/he must give written or electronic notice of her/his acceptance before the nomination is presented.
  2. Candidates for each position shall be given the opportunity to present a platform before SGA.
    - a. If any candidate for Secretary of Administration will be permanently off campus during the upcoming Fall or Spring Term, SGA will elect both a Fall and Spring Term candidate for the respective position.

- b. In such case, a candidate who will be on campus for the entire year may win for both terms, but s/he must receive a majority of the vote in each separate Term election.
  3. If no candidate receives a majority of the vote for a particular position, a run-off will be held between the top two candidates for such positions.
- C. The term of office of each newly elected officer shall begin before the end of the academic year and shall end upon commencement of the term of office of her/his successor.
1. The members of the Executive Committee shall take the following oath of office: "I do hereby solemnly swear (or affirm) upon my honor that I will, to the best of my ability, faithfully execute and discharge the duties of the office into which I am about to enter."

#### **SECTION 4 – Fall Term Representative Elections**

- A. Within the first four weeks of the fall semester, a campus-wide election will be held to elect members of the House of Representatives.
- B. Five seniors, five juniors, eight sophomores, and eight first-years shall be elected by and from their respective classes.
- C. Students who are currently enrolled in the College but permanently off campus for the Fall Term are eligible to vote but not to run for office.
- D. Candidates for the House of Representatives shall:
  1. Be nominated by no fewer than 100 members of their graduating class who affix their names to one or more petitions in approval of their candidacy;
  2. Comply with other policies outlined in the Constitution and Bylaws.
- E. The five seniors, five juniors, eight sophomores, and eight first-years who receive the most votes will be elected as class representatives. In the event of a tie, a run-off may be held to determine the winners.
- F. If any open positions remain after the Fall Term Representative Elections, those positions shall be filled in accordance with the procedures outlined in Article VIII of this Constitution.

### **ARTICLE VIII – VACANCIES AND REMOVAL**

#### **SECTION 1 – Vacancies**

- A. If there is a vacancy in the office of President of SGA, the Speaker of the House shall succeed as President.
- B. If there is a vacancy in the office of Speaker of the House, the President of the Senate shall succeed as Speaker of the House.
- C. If there is a vacancy in the office of President of the Senate, a campus-wide election shall be held in accordance with the procedures outlined in Article VII of this Constitution.
- D. If there is a vacancy in any other SGA officer position, a replacement shall be selected in accordance with the procedures outlined in Article VII of this Constitution.
- E. If there is a vacancy in the Student Senate, the President of the Senate shall appoint a student from the proper graduation year and academic division to fill the seat. The nominee must be approved by a majority vote of those SGA members present at a general session at which a quorum is present.
- F. If there is a vacancy in the House of Representatives, a replacement election shall be held to fill the position in accordance with the procedures outlined in Article VII of this Constitution.



1. If a replacement election fails to fill the vacancy, unfilled positions will become available to the entire student body. Any student may run for one of these positions, regardless of expected graduation year, so long as s/he submits one or more petitions containing the signatures of at least 100 students in support of her/his candidacy.

## **SECTION 2 – Removal**

- A. If any member of SGA falls out of good academic and social standing with Centre College, defined as not being on academic or disciplinary probation or suspension, s/he must resign from office.
  1. If the member disputes the academic or disciplinary probation or suspension or feels that the violation does not affect her/his standing in SGA, s/he may appeal to the Executive Committee for permission to stay in office. The Executive Committee may allow the member to stay in office by a two-thirds affirmative vote of those members present at a meeting at which a quorum is present.
- B. If any member of SGA fails to abide by the procedures or attendance policy of SGA, as outlined in the Constitution and Bylaws, s/he may be reprimanded and/or removed from office.
  1. Two thirds of the Executive Committee, or at least one hundred members of the student body generally, who affix their names to one or more petitions may report a violation of the procedures or attendance policy of SGA to the Secretary of Administration and the Director of Campus Activities.
  2. Upon receipt of this report, the Secretary of Administration shall launch an investigation to determine if a violation exists.
  3. If a clear violation exists, the Executive Committee may vote to reprimand any member of SGA by a majority vote of officers present at a meeting at which a quorum is present.
  4. If a member of SGA is reprimanded, SGA retains the option to vote on whether to remove that member from office. A member of SGA who has been reprimanded by the Executive Committee may be removed from office by a two-thirds affirmative vote of SGA members present at a general session at which a quorum is present.
- C. The SGA President, Speaker of the House, President of the Student Activities Council, and President of the Senate may be recalled by the student body through the following procedure.
  1. One or more petitions containing the signatures of not less than fifteen percent of the student body shall be filed with the Director of Campus Activities before the question of whether to recall an officer shall be presented to the student body.
  2. Within one week of the filing of such a petition, the Director of Campus Activities shall submit the question to the student body.
  3. The affirmative vote of a majority of the student body shall be necessary to recall the officer in question.

## **ARTICLE IX – THE STUDENT JUDICIARY**

The student body of Centre College of Kentucky hereby recognizes the Centre College Student Judiciary as the appellate authority for students.

### **Section 1 – General**

- A. The Student Judiciary has the authority, subject to the bylaws and policies of Centre College, to review and investigate accusations of student violations of policy, and to recommend appropriate sanctions in such cases where responsibility for violations has been established. It shall also determine the constitutionality of contested Student

Government legislation in accordance with the procedures set forth in Article V Section 2G.

**B. The Student Judiciary shall:**

1. Hear all cases brought before it by any student, faculty or staff member, or organization, concerning student offenses;
2. Have the authority to recommend appropriate punishments for students found responsible for violations;
3. Require a two thirds majority vote of members present for any determination of responsibility;
4. Conduct its meetings in private if so requested by the accused;
5. Conduct its deliberations in private;
6. Require a quorum of five members to conduct business;

**Section 2 – Membership**

- A. The Student Judiciary shall consist of five juniors and five seniors by year of graduation, each chosen before his/her junior year for two-year terms.
- B. One member shall be elected by a majority vote of those Student Judiciary members present at a meeting at which a quorum is present to serve as Chair.
  1. The Chair of the Student Judiciary shall call and preside over meetings of the Student Judiciary.
- C. One member shall be elected by a majority vote of those Student Judiciary members present at a meeting at which a quorum is present to keep records and to preside in the absence of the Chair.

**Section 3- Elections**

- A. Elections for the Student Judiciary shall be held concurrently with the campus-wide elections for SGA officers in the Spring Term.
  1. Serving members of the Student Judiciary and the President of the Student Government Association will nominate a slate of candidates for new Student Judiciary members.
    - a. There shall be at least ten nominations for the available positions.
  2. Nominees for the Student Judiciary must be confirmed by a majority vote of SGA members present at a general session at which a quorum is present to before being placed on the ballot for election.
    - a. Two-thirds vote of SGA members present at a general session at which a quorum is present is required to prevent a nominee from participating in an election.
  3. The five confirmed nominees with the greatest number of votes will be elected, with the next two highest vote-getters serving as alternates.

**Section 4 – Vacancies**

- A. In case of a vacancy, the nominee who received the next-highest number of votes who is from the same class by year of intended graduation as the member who vacated his/her seat shall assume the vacant seat.

**ARTICLE X - AMENDMENTS**

**SECTION 1 – Amending the Constitution**

- A. Proposals may be made for amendments to, or revision of, this Constitution by a majority vote of the Student Government Association membership at a general session at which a quorum is present or by one or more petitions from not less than fifteen percent of the student body.

B. In order to become effective, all such amendments or revisions shall be ratified by the affirmative vote of a majority of the student body. If so ratified, changes shall take effect upon the approval of the student body, pending Centre College approval.

## **SECTION 2- Amending the Bylaws**

A. The Bylaws of SGA may be amended by an affirmative two-thirds vote of SGA members present at a general session at which a quorum is present.

## **STUDENT JUDICIARY**

The Student Judiciary is a panel composed of ten students elected by the student body from among nominees of the Student Government Association (see also Article IX of the Student Government Association Constitution). Incidents of violation of College policy or other misconduct on and in some cases off the campus are heard by this panel when responsibility and/or sanctioning are in question. A separate process from that of the Student Judiciary hearing exists for on-campus judicial action related to sexual assault. (See Sexual Assault Policy in the section on Risk Management Policies of this Handbook.)

The panel's purpose is to determine responsibility or lack of responsibility and to recommend sanctions for student offenses that are brought before it. For cases in which an individual or group admits responsibility in a particular situation, it is typical that the matter will be handled by the Dean of Student Life or the Associate Dean of the College with the agreement of all parties directly involved. The students who serve on the **Student Judiciary for the 2013-2014 academic year are: Stephen Metcalf (Chair), Jennifer Hormell (Secretary), CJ Donald, Audrey Jenkins, Cody Cook (seniors); Sarah Cornett, Jessica Cruzan, Monica Fitch, David Newton, Barrie Schmitt (juniors); Alternates: Kathryn Hays, Luke Wetton (seniors); Tyler Farquhar, John Wyatt (juniors).**

The Student Judiciary at Centre has three purposes or functions. First, wherever possible, it is to determine whether the accused party is responsible or not. (The accused, of course, is always considered not responsible until proven responsible.) Second, when responsibility has been admitted or has been determined, the judiciary, at the request of the appropriate Dean, is to recommend the sanctions for the violation. Some of the sanctions are fairly standard, but the circumstances of each case may cause the sanctions to vary in severity. The judiciary has the right to recommend the suspension or expulsion of students. Third, the judiciary is also a body, which can function as a sounding board or a hearing place for students, administrators, or members of the faculty. Acting as such, the judiciary may provide guidance, when behavior is questioned, about what is appropriate and acceptable behavior in the community. If something or someone is being abused, the judiciary may be requested to provide advice and suggestions in dealing with the situation.

The Student Judiciary at Centre is the students' judiciary. It is not a court of law. Although students have the right to the advice of another individual from among students, faculty and administrators at Centre College, there are no lawyers involved. The idea of the Student Judiciary is for its members to gather as much information as possible about the situation in question in order to make an informed decision. Only by learning what really happened can the judiciary deal justly and fairly with alleged offenders.

Student Government Association will also designate one or two persons each year to serve as judiciary advisor to the accused. The advisor, chosen from among the Centre community, will be eligible to sit in on hearings to become acquainted with procedures and practice even if the hearing is closed.

The accused is not responsible until proven responsible, but determining whether behavior was inappropriate and whether it needs to be corrected is most important. Using technicalities to incriminate someone or to avoid sanctions is out of keeping with the purpose

of the judicial system.

A student who is being cited for either an academic or a social offense is given a copy of the following rights to a fair process in advance of the hearing. He or she then signs a statement indicating understanding of these rights.

1. Citations shall be issued at least 48 hours prior to the judicial hearing, although the student may waive the time limit to have a more immediate hearing.
2. The accused party and the person(s) bringing the charge shall have the right to obtain the assistance of an advisor from anyone chosen from among students, faculty, and administrators at Centre College. The advisor for the year will be designated by Student Government Association early in the year to serve in an advisory capacity to the accused party if the accused party so wishes. Furthermore, the accused party and the person(s) bringing the charges shall have the right to hear all of the testimony, to call witnesses, to cross-examine witnesses, and to produce evidence.
3. Persons who testify at a hearing, except for the accused and the persons bringing the charge, cannot be present for testimony other than their own.
4. No person can be required to give testimony that would incriminate him or herself.
5. Only the accused may decide to permit the presence of spectators at a hearing. The accused will be asked if he/she wants the hearing to be open or closed. If the hearing is declared by the accused to be open, spectators may attend. The chair of the judiciary can remove spectators from the hearing should they be unruly. If a large group appears at an open hearing, the chair of the judiciary has the right to ask that representatives of the group be chosen to stay so that the hearing is not impeded. Spectators are not allowed to speak or participate in the hearing in any way.

During judicial hearings, witnesses may be presented but witnesses cannot be subpoenaed. Students and the College do not have the machinery, the time, or the skill for technical investigations and research, as in the legal court system. The Student Judiciary must depend upon what people say for its information, and it can only assume that what people say is truthful. In this student judicial system, all parties concerned must live by the judiciary's decision (or, if the appeals process is used, by the decision of the review board). It is clearly the hope and objective of the student judicial system that all considerations and decisions made by the judiciary will make Centre a better, more orderly, and safer place to live and grow.

As a general practice, the Dean of Student Life presents cases of infractions of social regulations and policies and the Associate Dean of the College presents infractions of an academic nature to the Judiciary. At the time the case is presented to the Judiciary, the accused is asked to plead responsible or not responsible to the charge. Next the Dean, in the presence of the student, describes the nature of the offense. The latter is then asked whether he/she agrees with the presentation. The student is afforded an opportunity to present his/her side of the case and any circumstances he/she believes to be mitigating. The student may call any witnesses on his/her behalf, and may cross-examine any witness presented by the Dean.

Either or both parties in the dispute may make a closing statement. The Student Judiciary then enters upon its private deliberations. All of the proceedings, except the private deliberations, are recorded on tape for the benefit of the review board and the student in case the student chooses to appeal the decision.

### **Appeals of Judicial Decisions**

1. The accused may appeal the decision of the Judiciary to the board of review, through the office of the Dean of the College, in writing, with reasons specified, within 48 hours of the Student Judiciary's decision. If the student does not appeal within this time frame the recommendation of the Student Judiciary stands.

2. The only grounds of appeal are if the accused believes that a) proper procedures were not followed, b) he/she received inordinate punishment, or c) he/she did not receive a fair hearing. The board will not retry the case or hear any new evidence. If new evidence has come to light that could materially affect the decision; the case shall be sent back to the Student Judiciary.
3. The proceedings before the Student Judiciary will be recorded. The tape is available to the accused the next day in the office of the Dean of the College. The accused cannot copy or remove the tape from the Dean's office.
4. The review board consists of a member of the judiciary who did not sit in on the hearing, and who serves as chair, the Dean of the College, plus one other Dean who was not involved in the hearing.
5. Decisions in such appeals are reached by consensus rather than majority vote thus allowing the student chairperson to play a dominant role. Failure to reach a consensus results in the case being referred to the President for a final decision.

Refer to the Policy Violations in the Risk Management Policies section of this Handbook for possible minimum fines.

### **THE ROLE OF THE ADVISOR TO THE JUDICIARY**

The faculty advisor to the Student Judiciary has the following responsibilities:

1. To provide continuity and perspective to the student judiciary process. Since the founding of the Student Judiciary in 1959 there have been only six faculty members who have served as advisors: Dr. Gordon Winsor (1959-1972), Dr. Max Cavnes (1973-1985), Dr. Charles Lee (1985-1988), Professor Art Moore (1988-1991), Dr. William Johnston (1991-1999), and Dr. Barbara Hall (1999-present).
2. To counsel the Student Judiciary on questions of procedure, including the protection of the rights of those before the Judiciary and to facilitate the consideration of all of the evidence pursuant to findings and possible sanctions.
3. To assist the Secretary in preparing the September and January report of the Student Judiciary for publication in the Centre College Cento.
4. To organize an orientation program about the Student Judiciary for all new students during orientation and to assist in orientation, including the production of a video that presents a mock court hearing.
5. To submit a proposed budget to the administration and to administer it during the academic year.
6. To work with the Deans in academic and social cases to facilitate the Student Judiciary process.
7. To be available to students, faculty members, and members of the administration to discuss the Student Judiciary process.
8. An assistant faculty advisor will be appointed by the Dean of the College to serve when the primary faculty advisor is unable to serve. This person will normally succeed the primary faculty advisor upon that person's stepping down from the position. The assistant faculty advisor may attend as an observer any judiciary hearing, open or closed, which the primary advisor monitors in order to become familiar with procedures but will not participate in the hearing.

### **COLLEGE COUNCIL**

Although a self-perpetuating board of trustees legally governs Centre, its academic and community life is managed to a large degree by the faculty, staff, and students. The primary body in campus governance is the College Council, a representative body of faculty, staff, and students. The Student Government Association elects eight students, and the President of the Student Government Association and President of the Student Senate

serve as ex officio voting members. The President of the College, as chair of the council, shall be an ex-officio member of every council committee. There are ten standing committees of the College Council, through which much of the business of the Council is conducted.

Each fall a listing of membership for these and other appointed committees of the College are published and distributed by the Academic Deans' office. Students are appointed in reasonable proportion to all committees, and carry equal responsibility with other members — except that they do not participate in consideration of matters concerning the confidential records of other students.

## **GRIEVANCE PROCEDURES**

The College is required under Title IX of the Education Amendments of 1972, and the requirements of other governmental bodies, by external agencies for accreditation and recognition, and by its own policy, to have procedures to ensure full compliance with Title IX and other requirements and regulations and to have and to make known procedures for dealing with any grievances on the part of students, faculty members, and other employees of the College.

A full set of grievance procedures was developed in 1976, was widely distributed and posted at that time, and has been in effect and posted since October of that year. That statement of grievance procedures amended only as to form and to bring the titles of certain college officials in conformity to present usage, was reaffirmed in 1982 and was updated in 1986.

- I. The first step in resolving any alleged grievance is ordinarily for the aggrieved person to discuss the matter with the person he/she feels to be responsible for the offense. Under some circumstances, however, the person alleging the grievance may prefer to discuss the matter first with a college officer, not with the alleged offender.
- II. If in doubt about the grievance procedure or proper action under it, students should consult with the Dean of Student Life; faculty members should consult with the Dean of the College; and all other employees with the Director of Human Resources & Administrative Services.
- III. At each step in the grievance procedure, an attempt is to be made to resolve the issue involved. If the issue cannot be satisfactorily resolved in that way, the next step in the procedure is then taken.
- IV. The grievance procedure for students is as follows:
  - 1) If the alleged grievance has occurred in the instructional program of the College, the situation should be discussed with the Associate Dean; other cases should be discussed with the Dean of Student Life. If the matter is not resolved,
  - 2) review the matter with the appropriate committee of the College. If resolution is not achieved,
  - 3) discuss the matter with the Dean of the College. Prior to this conference a written statement of the alleged grievance will be required if it has not been previously prepared.
  - 4) Subsequent to this, a hearing may be requested before the Dean of the College; at this hearing there is the right to present additional evidence related to the alleged grievance and to be represented by counsel.
  - 5) Final appeal may be made to the President of the College.

## **OFFICE OF RELIGIOUS LIFE**

The Religious Life Office works to promote vital religious life and greater religious understanding on campus. This office provides encouragement and coordination of the work of campus religious groups. It strives to strengthen students' links to their own religious

traditions by facilitating local congregations' ministries to students. The office also enhances the College's mission to educate its students as morally and socially responsible citizens. The Religious Life Office provides pastoral care and religious counseling for the campus community and advises students considering religious vocations and divinity school programs. In addition to speakers, worship services, dinners, and discussion groups, the Religious Life Office sponsors events such as the Advent Service of Lessons and Carols, Lenten observances, Passover Seder, and Baccalaureate. The College Chaplain offers a Christian contemplative worship service every Sunday night in the sanctuary of the Presbyterian Church adjacent to the campus. Religious groups on campus include Baptist Campus Ministry, Centre Christian Fellowship, CentreFaith (inter-faith dialogue group), CentrePeace (peace and justice group), Habitat for Humanity, Jewish Student Organization, Muslim Student Association, and Newman Club (Catholic).

## **OFFICE OF DIVERSITY EDUCATION**

Centre has an abiding commitment to serve the diverse needs of the College community, to actively promote an inclusive environment, and to facilitate multicultural leadership development through programs, workshops, and special events. Furthermore, Centre strives to appreciate and expand the educational role of diversity on campus and to work toward building a culturally competent community. The Director co-chairs the Centre College Committee on Diversity and Community, with a primary purpose to provide learning opportunities that bridge diversity and community. The Director serves in an advisory role to the Diversity Student Union and POSSE, works with Admissions and others to recruit diverse students, staff, and faculty, and teaches in the education program.

## **COMMUNITY SERVICE**

Volunteerism is an important component of Centre's commitment to prepare students for lives of learning, leadership, and service. C.A.R.E., Centre Action Reaches Everyone, is Centre's umbrella community service organization. The student group serves as a liaison between Centre's campus and the Danville/Boyle County area by providing an extensive variety of service opportunities for Centre students, faculty, and staff. Members of C.A.R.E. are responsible for coordinating a number of substantial projects including the fall and spring blood drives, Read Across America Day, the Angel Tree project, and Hunger and Homelessness Week.

In addition to organizing group projects for the campus community, members of C.A.R.E. are responsible for recruiting and coordinating the volunteer efforts of individual students at the numerous agencies in the Danville/Boyle County area. Just a few of the places where Centre students serve are the Humane Society, Harvesting Hope food pantry, Ephraim McDowell Hospital, local nursing homes, the Salvation Army, Big Brothers Big Sisters, the Housing Authority, the Rape Crisis Center, the Hope Clinic, Sadie's Animal Rescue, and several after school programs.

While C.A.R.E. is the umbrella student service organization, a number of other student organizations recognize the value of service as well. Members of campus groups often participate in projects that address issues of importance to the individual organizations. Additionally, several academic departments place an emphasis on service by making service learning an integral part of their courses. Students, faculty, and staff also frequently choose to serve on an individual level. Whatever the desired level of involvement and whatever an individual's passion, an opportunity to serve exists. Students, faculty, and staff need only visit the Director of Community Service and the Bonner Program in the Student Life Office to inquire about opportunities.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

Centre emphasizes student independence, initiative, responsibility, and leadership in the development and enhancement of student co-curricular activities and student organizations. However, the Student Life Office seeks to provide support, encouragement, and

advice as needed and desired by the students. The Director of Campus Activities works with groups and their advisors to develop leadership and organizational strength and to help co-curricular life contribute to the enhanced development of students and the educational mission of the institution. Contact the Director of Campus Activities for a current listing of all student organizations. This list is also available on Centre's website.

Students are encouraged to organize and join groups that promote their common interests. A group shall become an official organization when registered by the institution through the Office of Campus Activities and Student Government Association. The College believes in the co-curricular experience and its potential contribution to building community. Centre delegates authority and responsibility for student organization activity along the following line: Board of Trustees, President, Vice President and Dean of Student Life or designee, and heads of student organizations.

Registered student organizations must have purposes and objectives which are compatible with the mission of Centre College, though institutional registration does not indicate endorsement by the College of the aims, objectives, or policies of that organization. A student group must be an officially registered student organization in order to use the Centre College name, to be listed in official publications, to advertise on campus, and to be recognized by the Student Government Association and be eligible to receive funds allocated from the student activities fee.

### **Registration Process**

Student groups that desire to be officially registered at Centre College must submit an *Application for Student Organization Registration* to the Director of Campus Activities. At a minimum, organizations will be asked to provide:

1. the name and signature of an advisor, who is a current faculty or staff member of Centre College,
2. a list of current officers and members,
3. a statement of purpose and/or constitution.

All constitutional documents of student organizations, such as charters, constitution By-Laws, regulations, policies, etc., are subject to administrative review and to approval by the Director of Campus Activities.

Student organizations at Centre College must operate in compliance with college policy and local, State, and Federal law. Organizations must also operate in compliance with their own approved constitution and/or By-Laws. The Office of Campus Activities and/or SGA reserves the right to deny registration or to withdraw registration from any organization whose purpose or activities are deemed inconsistent with the mission, values, or policies of the institution. Organizations must register annually, or as often as requested by the Office of Campus Activities, and must inform the Office of Campus Activities of any changes to the information supplied on the registration form as often as such information may change.

Action by the Student Government Association may grant an organization *registered* status. To be *recognized*, the group must be approved by the Student Government Association (see Article IV, Section 3 of the Student Government Association Constitution). A group must be *registered and recognized* in order to receive funding from the Student Government Association.

Social fraternities and sororities follow a similar but separate annual recognition process which is outlined in [The Statement of Mutual Responsibility between Centre College and its Social Fraternities and Sororities](#) and lease agreements between the College and each Greek Organization.

## **2013-2014 ORGANIZATIONS AND CONTACTS**

**Organization**

**Primary Contact**



### **Academic and Professional**

American Chemical Society (ACS).....	Vanessa Song
Art Society.....	Sandy Zhang
Computer Science Club.....	Austin Anderson
Economics Society.....	Ryan Arey
Law Society.....	Zach Stewart
Philosophy Club.....	Stephen Metcalf
Pre-Health Society.....	Millie Horn (F) Nicki Frost (S)
Society of Future Educators.....	Kim Lownds
Society of Physics Students.....	Brandon Archer
Student Math Association.....	Jeff Elam

### **Cultural**

Arabic@Centre.....	Nicholas Teale
Chinese Club.....	Zihui Li
Diversity Student Union (DSU).....	Amber Ustinovich
Hispanic Society.....	Charlton Hoy
International Student Association.....	Mengyu Wang
Japanese Club.....	Kyle Bezold

### **Governing Bodies and Coordinating Councils**

Student Activities Council (SAC).....	Chris Elmlinger
Student Government Association (SGA).....	Cody Cook

### **Honor Societies**

Beta Beta Beta (Biology).....	Michael Orr
Omicron Delta Epsilon (Economics).....	Dr. Bruce Johnson
Omicron Delta Kappa (Leadership).....	Dr. Marie Petkus
Phi Alpha Theta (History).....	Dr. Steve Beaudoin
Phi Beta Kappa (Overall Scholarship).....	Dr. Robyn Cutright
Phi Sigma Iota (Foreign Languages).....	Dr. Ian Wilson
Pi Mu Epsilon (Math).....	Dr. Alex McAllister
Pi Sigma Alpha (Government).....	CJ Donald/Michael Fryar
Psi Chi (Psychology).....	Camille Segar
Sigma Delta Pi (Spanish).....	Celeste Hurst
Sigma Pi Sigma (Physics).....	Dr. Jason Neiser

### **Performing Arts**

Centre Players.....	Lidia Kincaid
Centre Encore.....	Sue Choi
Moments in Motion Dance Club.....	Maria Mosquera
Swing Club.....	William Williamson

### **Political**

Centre Democrats.....	Dennis Barrett
Centre College Republicans.....	Benjamin Tudor
Young Americans for Liberty.....	Cory Rusko

## Service and Social Awareness

Alpha Phi Omega-Theta Theta Chapter.....	Samantha Cahall
Best Buddies.....	Brie Barnett (F) Nicki Frost (S)
Centre Action Reaches Everyone (CARE).....	Richard Shear
Centre Environmental Association.....	Nathan Shuler
Centre Fair Food.....	Garric Buzzard
Centre PAWS.....	Andrea Merchak
CentrePeace.....	Shelby Gregory
Centre Queers & Allies.....	James Pfeiffer
Feminist Alliance.....	Elizabeth Alexander
Habitat for Humanity.....	Kari Anderson
iMentor.....	Emily Madden
Rotaract Club.....	Rachel Kinnison
Soles 4 Souls.....	Zach Stewart
Up ‘Til Dawn.....	Mary Tanner

## Special Interest

Centre Investment Society.....	Bryce Miller
Centre Poets.....	Victoria DiMartile
Centre Writers.....	Justin Allard
Fashion Club.....	Samaria Austin
Photography Club.....	Karoline Kuang
Quizbowl.....	Logan Pauley

## Spiritual and Religious

Centre Christian Fellowship.....	Cody Pritchett
CentreFaith.....	William Williamson
Jewish Student Organization.....	Marlena Alleva
Muslim Student Association.....	Shafrin Choudhury
Newman Club.....	Jessica Cruzan

## Sport and Recreational

Badminton Club.....	Sara Loy
Centre Table Tennis Club.....	Victor Pataky
Dance Team.....	Karly Vockery

## Student Media and Publications

Cento.....	Sarah Cornett
Front and Centre.....	Christian Harris
Vantage Point.....	Derek Beaven

## GREEK-LETTER ORGANIZATIONS

The fraternities and sororities at Centre offer individual students the opportunity to learn the importance of community, participation in campus life, and service. Greek-letter organizations offer students social and personal growth experiences, while helping them to develop interpersonal and leadership skills.

The time during which an individual has the opportunity to learn more about Greek-letter organizations is recruitment. Formal recruitment is the first week in February for both fraternities and sororities. Recruitment registration is held during the Fall Term &

CentreTerm.

There are 6 inter/national fraternities and 4 inter/national sororities on Centre's campus. They are:

**Chapter**

Alpha Delta Pi  
Delta Delta Delta  
Kappa Alpha Theta  
Kappa Kappa Gamma  
Delta Kappa Epsilon  
Phi Delta Theta  
Phi Kappa Tau  
Sigma Alpha Epsilon  
Sigma Chi

**President**

Eleanor (Ellie) Bailey  
Catherine Parks  
Emily Lindon  
Meghan Holliday  
Lucas (Luke) Wetton  
Jacob (Jake) Williams  
Rahul Joseph  
Bryan O'Neill  
George Laventis

**Colony**

Beta Theta Pi

**President**

John (Johnny) Kehr

**GREEK-LETTER ORGANIZATION LEADERSHIP AND GOVERNANCE**

There are two governing councils that oversee the activities of the fraternities and sororities. These two governing bodies are the Panhellenic Council for sororities and the Interfraternity Council for fraternities.

**Panhellenic Council**

The Panhellenic Council's objective is to develop and maintain fraternity life and interfraternity relations at a high level of accomplishment and in doing so, consider the goals and ideals of member groups as continually applicable to campus and personal life; promote superior scholarship as basic to intellectual achievement; and cooperate with member fraternities and the college administration in concern for and maintenance of high social and moral standards.

The Panhellenic Council has an internal judiciary board that handles complaints, grievances and/or violations of College and Panhellenic policy. All such items should be brought to the attention of the Panhellenic Executive Vice President.

**Panhellenic Officers for 2013-2014 are: Sarah Cramer, President; Jennifer Connor, Vice President of Recruitment; Elaina Waters, Executive Vice President; Leslie Hamilton, Vice President for Chapter Relations; Audrey Jenkins, Vice President of Enrichment; Caroline Anderegg, Vice President for Public Relations and Finance.**

**Interfraternity Council**

The purpose of the Interfraternity Council (IFC) is to create, maintain, and perpetuate better relations among men's inter/national recognized fraternities on campus; to inform, educate, and promote the Greek community to both those who are familiar and unfamiliar with it; and to encourage responsible participation in all areas of educational experiences including scholastic, social, intramural, and social service activities.

The Interfraternity Judicial Council (IFJC) is used to handle all fraternity violations of IFC and College policy. Any complaints, grievances, and/or violations must be brought to the attention of the Interfraternity Council Vice President of Risk Management and Chief Justice. In certain instances, it may be necessary for the College to take immediate disciplinary action. This may be necessary when, in the opinion of the college, the operations of the organization(s) involved may constitute a threat or disruption of the normal academic process of the college. Upon investigation of charges by the College, the case

may then be referred back to the IFJC.

**IFC Officers for 2013-2014 are: Alex Hurley, President; Connor Stubbs, Executive Vice President; Campbell Bishop, Vice President of Risk Management & Chief Justice; Nate Deaton, Vice President of Recruitment; Rollie Graham, Vice President of Administration.**

### **Order of Omega**

Order of Omega is a leadership honor society for members of Greek organizations. Order of Omega recognizes juniors and seniors who have exemplified high standards in the areas of scholarship, leadership, involvement within their respective organization and within the Greek, campus, and local community. Members must have obtained a cumulative grade point average above the all-Greek grade point average and only the top 3% of Greeks may be tapped for membership. The Director of Greek Life and the Student Life Coordinator serve as co-advisors.

### **Gamma Sigma Alpha**

Gamma Sigma Alpha is an academic honors society that seeks to recognize those members of the Centre College fraternity and sorority community who have excelled scholastically. For membership in this organization students must be a junior or senior, be in good standing with his or her chapter and must have either a 3.5 or higher cumulative grade point average or have achieved a 3.5 out of 4.0 grade point average during a semester of their junior or senior year. The Director of Greek Life and the Student Life Coordinator serve as co-advisors.

## **STUDENT ACTIVITIES COUNCIL**

The Student Activities Council (SAC) is Centre's programming organization. Campus-wide dances, weekend movies, comedians, and game shows are just a few of the many activities sponsored by SAC. The highlight of the Fall Term is Homecoming, while the Spring Term features the Centre tradition of Carnival. The Campus Center provides additional social programming space for SAC and other campus student groups. Membership in the Student Activities Council is open to all students.

**SAC officers for 2013-2014 are: Chris Elmlinger, President; Rachel West, Vice President for Administration; Tristan Conroy, Treasurer; Sandy Zhang, Public Relations Director; Rachel Carter, Big Events and Partnerships Chairs; Sebastian Brown, Film and Performances Chair; Ben Ferkin, Novelties Chair, and Emily Dennis, Spirit Boosters Chair.** The Director of Campus Activities serves as advisor to this organization.

## **PUBLICITY POLICY**

Campus events and programs may be publicized through a number of different methods. They include the following:

- 1. Flyers, signs and posters** – Designated posting areas include bulletin boards located in residence halls, academic buildings and administrative offices (i.e. the Student Life Office and Post Office). **Such signs are never to be posted on the entrance doors or walls of residence halls, academic buildings, the Campus Center, Sutcliffe, or administrative offices**, such as the glass foyers in Olin Hall or outside doors of Nevin Hall. To encourage effective and efficient promotion of programs through the residence halls, faculty, staff and student individuals or groups may request the assistance of the Resident Assistant staff through Sarah Scott Hall. Permission must be granted from the Director of Residence Life (Sarah Scott Hall) before posting items on residence hall bulletin boards.
- 2. Banners in Dining Area** – Signs may be posted by registered student organizations and campus departments in the main dining area to publicize events or support particular causes. Signs reflecting or alluding to alcohol, drug use, discrimination, or deg-

radation may be promptly removed. All space is used on a first-come, first-serve basis, and space must be reserved through this website: [http://sccheckout.centre.edu/ureserve\\_gold.pl](http://sccheckout.centre.edu/ureserve_gold.pl). Signs must be conservative in size, and may not be larger than 66"x96" (the size of a standard flat twin sheet). Signs should not be placed in the dining hall more than one week prior to the event and removed within 24 hours after the event.

3. **Table Displays** – The napkin holders on the tables located in Cowan may be used by students, campus organizations, and campus offices. Please contact the Executive Secretary in the Student Life Office at ext. 5473 to reserve the use of these units. One side may be reserved for seven (7) days.
4. **E-mail** – A weekly announcement e-mail is sent each Friday to all students reminding them of upcoming events. To have information included in this e-mail, please submit your notice to the Director of Campus Activities by 10 am on Thursday. Students and campus organizations are not permitted to send individual messages over the student listserv. This restriction is intended to preserve the integrity of this medium, so that generally campus-wide, substantial messages are delivered to and read by students. Contact the Director of Campus Activities if you have questions about this means of publicity.
5. **Events Calendar** – The Centre web page provides students, faculty and staff members, as well as visitors to our website, access to an online Events Calendar through the Centre web-site.
6. **Notesworthy** – Students and organizations may submit news and announcements to the Notesworthy weekly newsletter via email at [notesworthy@centre.edu](mailto:notesworthy@centre.edu). All material must be submitted by noon on Monday to be published in the next day's (Tuesday's) edition. Refer to the Office of Communications section of the Handbook for more information.
7. **Campus Television Channel** – Events may be publicized on the campus' cable network channel 12. Please contact the Center for Teaching & Learning in the Crouse Academic Center for more information.
8. **Other, Miscellaneous means** – Sidewalk chalk, banners other than those in the main dining area, window decorations, and all other attempts to notify the college community of programs and events, if not listed above, must be approved by the Student Life Office. In-ground yard signs are not permitted on campus.

## GENERAL GUIDELINES FOR ALL PUBLICITY

Any announcement for a program or event can be posted up to one week prior to the event and removed by the originating party within 24 hours after the event has concluded. Reference to alcoholic beverages or illegal drugs in text, graphic or any other form is prohibited.

Individuals or groups found damaging or tampering with another group's publicity prior to an event's occurrence, for any reason, unless otherwise instructed to remove the publicity, will potentially lose the privilege of posting publicity through that medium in the future.

As an institution, Centre respects the dignity of all individuals, and expects that all forms of publicity on its campus will display that respect, along with a sense of common decency.

Exceptions may be made to the guidelines and restrictions noted above, but approval must be gained in advance by contacting the appropriate administrative office (i.e. Greek organizations contact the Director of Greek Life; other organizations contact the Director of Campus Activities). Failure to do so may result in loss of privileges for use of that method of publicity in the future. No externally viewable signage may be placed in

college windows without prior approval of the Dean of Student Life. The College reserves the right to remove any material that is deemed inappropriate or offensive.

## **SALES AND SOLICITATION POLICY**

Sales and solicitation of any kind on campus is strictly limited to college offices and those organizations officially registered with the Office of Campus Activities and/or recognized by the Student Government Association. However, all offices and organizations must be granted prior approval from the Student Life Office. This includes posting information and/or advertisements for products or services on all bulletin boards, in *Notesworthy*, soliciting sales in campus buildings, etc. It should be noted that approval for such activity is at the discretion of the Student life Office and is reserved for those services that relate directly to the benefit of the campus community. A “pass” will be issued to the office/organization as notification of approval for sales or solicitation and must be available upon request. If approval has not been granted and the “pass” is not available (because the activity for a recognized organization or office is not deemed appropriate or it is sponsored by an unregistered organization), the contact person for the organization will be required to immediately remove the advertisement or to cease solicitation.

## **SUTCLIFFE HALL**

Sutcliffe Hall is managed by the Department of Athletics and Recreation and Control Desk Attendants monitor the facility during times of open access. The Athletic Department schedules and coordinates use of the facilities through the Director of Athletic and Recreation Facilities.

Sutcliffe Hall is open to Centre students, faculty, and staff as follows:

Monday - Thursday	5:30 am - 10:00 pm
Friday	5:30 am - 8:00 pm
Saturday	8:00 am - 6:00 pm
Sunday	1:00 pm - 8:00 pm

## **ATHLETICS**

The college sponsors 23 intercollegiate varsity sports. Football, basketball, lacrosse, cross-country, swimming, soccer, baseball, golf, track (indoor and outdoor), and tennis provide opportunities for men to participate. Field hockey, cross-country, volleyball, basketball, soccer, swimming, golf, lacrosse, track (indoor and outdoor), fast pitch softball, and tennis provide opportunities for women to participate.

In addition to participation in intercollegiate sports, Centre offers a recreation and intramural sports program. Intramural participation in team and individual activities is coordinated through the Coordinator of Recreation in the Athletics Department. Call for participants and activity schedules are widely publicized through usual campus channels.

Centre is a member of the Southern Athletic Association (SAA) and the National Collegiate Athletic Association, Division III. SAA members with Centre are Hendrix College, Millsaps College, Oglethorpe University, Rhodes College, Birmingham Southern College, Berry College, and the University of the South. SAA conference members adhere to a policy, which provides that no financial aid may be awarded to a student for the purpose of requiring participation in athletics.

## **BOLES NATATORIUM AND OTHER FACILITIES**

Monday - Friday	11:30am - 1:30pm (Lap)
Monday - Friday	7:45pm - 9:00pm (Open)
Sunday	1:00pm - 5:00pm (Open)

Note: hours subject to change based on lifeguard availability and posted on the web page

and the front door.

The training room is generally not accessible to non-student athletes or to student athletes not in season. On a case-by-case basis and at the discretion of the head trainer, non-student athletes or student athletes out of season may take advantage of training room facilities and services.

Outdoor facilities such as the track, tennis courts, sand volleyball court, basketball courts and the intramural fields are available for general student use. Intramural competition clearly has first priority on those fields. Any non-intramural use must be terminated to accommodate intramural use that is scheduled. Should students feel that the College's outdoor facilities are being used by unauthorized persons (anyone other than Centre students, faculty/staff and families, and fee-paying users), the Athletic Department or the Department of Public Safety should be notified. ID cards must be in the possession of authorized users of these facilities.

All employees must obtain a College ID card and have it in their possession for identification when using the facilities. To have an ID card made, contact the Student Life Office at ext. 5473.

## **CABLE SERVICE**

Cable television is offered to students with an individual hookup in each residence hall room. A premium movie channel is available from College Cable Services for a monthly fee. College Cable Service can be reached during the academic year at 1-800-472-2054 (24 hours) for any cable questions or service problems.

## **CENTRE COLLEGE BOOKSTORE**

The Centre College Bookstore is located at 110 South Third Street. The Bookstore is open Monday - Friday, 9:00 am - 6:30 pm and 10:00 am - 4:00 pm on Saturday. The telephone number is 859-238-1516. Students may deposit money into their account for use at the Centre College Bookstore. These dollars are referred to as Centre Bucks. Personal checks and major credit cards are also accepted: Visa, MasterCard, Discover, and American Express.

### **Textbook Policies**

The Centre College Bookstore sells and rents new and used textbooks for classes offered at Centre College. Textbook purchases and rentals are fully refunded with a receipt within seven calendar days from the start of classes for Fall and Spring Terms and within two days from the start of classes for CentreTerm. Any textbook purchased or rented during the last week of classes or during exams is not refundable.

The rental check-in date is the last day of finals each term. Rentals may be checked in prior to this date.

Always have your receipt available. New books, purchased or rented, must be returned in the same condition in which they were purchased or rented. They cannot be written in or underlined for a full refund. Highlighting is permissible in new book rentals provided they do not need to be returned for a full refund.

If you drop a class, a full refund will be made with a schedule change until the drop date. Within these time periods, textbooks are fully refundable when returned in the same condition as purchased. Used book buying guide prices are available if your return is outside of these guidelines.

### **General Merchandise**

Centre College clothing, gifts, supplies, cards and a selection of general reading books are available.

### **Special Services**

Special services include gift cards, free gift-wrapping with purchase, mail orders, phone

orders and online orders at [www.centre.bkstr.com](http://www.centre.bkstr.com).

### **The Hub Coffee House & Café**

The Hub Coffee House & Café, located at 236 West Main Street downtown Danville, adjacent to the College Bookstore, in what is known as the Hub Building, has coffee, specialty drinks, and a variety of food. Hours are Monday through Thursday 6:30 am - 9:00 pm, Friday 6:30 am - 9:00 pm, Saturday 7:00 am - 9:00 pm, and Sunday 8:00 am - 9:00 pm.

Visit their web-site at [www.thehubcoffeehousecafe.com](http://www.thehubcoffeehousecafe.com) or they may also be found on twitter and facebook. Students may deposit money into their account for use at The Hub Coffee House & Café. These dollars are referred to as Centre Bucks.

### **CAMPUS POST OFFICE**

The Campus Post Office window hours are:

Monday - Friday 7:30 am – 12:00 noon and 1:00 pm - 5:00 pm

Stamps and envelopes are sold and packages may be mailed from the Campus Post Office. In addition to all mail services, United Parcel Services (UPS) and insured and certified mail services are also available.

All Federal Express (FEDEX) packages must be at the Centre Post Office no later than 1:00 pm on the day of the desired shipment. All UPS packages must be at the Centre Post Office no later than 3:00 pm. Envelopes and labels for UPS, FEDEX and PRIORITY MAIL are available at the Centre Post Office.

The Post Office will not accept for distribution leaflets, pamphlets, or any other similar material promoting a product or service unless distributed by an officially recognized campus organization which has received permission from the Student Life Office (see Sales/Solicitation Policy in this section of the Handbook).

Student mailboxes are color-coded by class. For mass mailings intended for everyone in a certain class (or classes), individual student names do not need to be on each piece.

The Centre Post Office is closed on certain holidays officially recognized by the College.

The student's campus box number and name should be used as the return address on all mail. **Do not put** "P.O." before the box number, as campus mail will become confused with the Danville P.O. box numbers. (Ex: your name, Centre College, 600 W. Walnut Street, Danville, Kentucky 40422)

Florists may make deliveries to the Centre Post Office, Monday - Friday during normal operating hours. Students are called to pick up flowers. This service is not available on weekends or holidays.

Campus mail does not require a stamp. Please fold all mail, put in alphabetical order, and secure with a rubber band. Campus Mail must be at most 2" wide. Drop all mail in the mail slot; DO NOT leave mail on the counter. **Mailboxes should be checked at least once each day.**

Students who are not returning to school should have all magazine subscriptions changed. The United States Post Office will no longer forward magazines and due to postage costs we cannot mail them. Also, students who are not returning need to fill out a change of address form, available at the Centre Post Office, so their mail will be sent to their new address. Students receive a different mailbox each year.

### **CENTRE DOCUMENT SERVICES (COPY CENTER)**

The Centre Document Services hours are: Monday – Friday 8:00 am – 12:00 noon and 1:00 pm – 5:00 pm

Services offered are color copies, black & white copies, folding, padding, binding, as well as a variety of paper products. A hard copy or an electronic file on a disk or CD may be



brought to the Center, or the job can be submitted via e-mail to the Copy Center at [eds@centre.edu](mailto:eds@centre.edu). The job request may also be submitted through interoffice mail. The telephone number is 859-238-6999.

## **CENTER FOR TEACHING AND LEARNING (CTL)**

The Center for Teaching and Learning is located in the basement of Crouse Academic Center. CTL staff office hours are Monday-Friday, 8 am - 12 noon and 1 pm - 4:30 pm. The hours for the CTL editing lab are Monday-Friday, 8 am - 5 pm (open lab) with various student-staffed evening lab times available throughout the academic year. Evening and weekend lab schedules will vary as class-related needs apply. Hours will be advertised.

The CTL offers a variety of instructional technology support services and equipment to Centre students. In particular, they assist students with assignments requiring the use of technology. On occasion, a member of the staff will come into a class to teach various skills, such as presentation techniques, audio editing and recording, and collaborative group work, just to name a few. In addition, CTL staff members are available to help students further develop an assigned class project.

In addition to any instructional technology support students might need, the CTL has equipment available for checkout at no charge to the student. Examples of equipment available for checkout include: laptops (both PC & Mac), LCD projectors, projection screens, digital video cameras, digital video camcorders, tripods, and digital voice recorders. **All reservations for equipment checkout must be made online at least two days in advance using the CTL reservation system at <http://ctl.centre.edu>. All equipment MUST be picked up and returned between the hours of 8 am - 12 noon and 1 pm - 4:30 pm, Monday through Friday. The CTL is not open on the weekends.**

**Fines for Late Return of Checkout Equipment:** Since there is not a large quantity of equipment to satisfy the demand, it is necessary to impose fines on students who do not return the equipment in a timely manner. For each hour a piece of equipment is late, you will be assessed a charge of \$1.00. All late fees are due to the CTL in cash or by check, or a hold will be placed on your student account. You will be charged the full replacement value of the equipment not returned after you have been sent three notices by the CTL.

**Room Reservations:** If you need to reserve a room in the evening or during non-class hours, like common hour, you can make these reservations online through the CTL reservation system at <http://ctl.centre.edu>. The CTL office works together with the Department of Public Safety to ensure the rooms you reserve are unlocked. Should you have any special technology needs for your meeting or event, make your equipment requests via the online system at <http://ctl.centre.edu> at least two days in advance. If you require additional assistance, contact the CTL **two weeks** before your event to discuss the possibility of special arrangements.

## **COLLEGE COMPUTER NETWORK**

The College maintains a campus computing network which provides technology resources including shared computers with access to the internet, a Centre College e-mail account for each student, access to the library automation system, the CentreNet portal for access to an individual's personal information, and various software environments for research and study purposes including word processing, statistical analysis, and software development.

### **General Policy**

In addition to the computers available to students in classrooms, laboratories, and study areas, students may connect their personally-owned computers to the Centre College

network as well. All residence hall rooms will provide one Ethernet network port per student. The College will maintain and certify the readiness and functionality of each existing network port. Each residence, academic, and administrative building also fully supports Wi-Fi networking. For residents of Rodes House and all 5th Street, Grant Street, and College Street apartments, network access is available through wireless only. The “Wireless Networking Policy” is available on the ITS wiki at [http://wiki.centre.edu/its.index.php/Wireless\\_Networking\\_Policy](http://wiki.centre.edu/its.index.php/Wireless_Networking_Policy).

To access the campus network with a personally owned unit, a student must first register the device. Personal computers must be fully updated and running anti-virus/anti-spyware software before students will be permitted to register their machines on the campus network. Additionally, portable devices such as tablets, smartphones, and game consoles may also be registered on the campus network, these devices having less stringent restrictions due to their limited capabilities. See section entitled “Connecting Your Computer to the Network” for details.

Members of the ITS staff provide technical support and maintenance for the campus network. In addition, student technicians – trained by department staff – provide assistance with the network registration process and malware issues.

Every student is provided with a network account with e-mail, regardless of their decision to connect to the network with a personally-owned computer. **Any and all official College correspondence will use only the Centre e-mail address.**

## **HARDWARE RECOMMENDATIONS**

Centre College recommends a computer running Windows XP, Vista, or 7 (hereinafter referred to as Windows) or a Macintosh computer running Max OS X. **Note: Mac OS 9 (and earlier) and Windows 95, 98, 2000, and ME or XP are not recommended for use on our network and are not supported.**

A computer using the campus network should have at least two gigabytes (GB) of Random Access Memory (RAM) and a hard drive with at least 120 GB of storage. Memory requirements will increase over time and students purchasing new computers should consider machines with more RAM (8.0 GB or more is suggested, along with the ability to upgrade) and larger capacity hard drives.

In order to connect to the campus network, a computer must have a network interface card (NIC) or a wireless (Wi-Fi) adaptor. All computers purchased in the last 5 years should have one preinstalled; however, it is the responsibility of the student to ensure this functionality exists. All residence halls on campus use RJ45 network ports. Those wishing to use a hardwired connection to the network may purchase a Category-5 or Category-6 network cable at any major retailer.

The College is not responsible for repair of hardware (CPU, keyboard, monitor, memory, drives, gaming systems, etc.) failure of student computers and cannot provide assistance with these matters. Therefore, it is important to fully understand any warranties that come with the purchase of a new computer. **ITS recommends purchasing a 3 year, or longer, manufacturer’s warranty.**

**Mac Laptop Users:** It is strongly recommended that you purchase, from Apple, the **VGA** adapter for any laptop if it does not already contain one. Using one’s Mac for class presentations will require this adapter!

## **CONNECTING YOUR COMPUTER TO THE NETWORK**

Connecting to the network on campus is straightforward and ITS encourages you to attempt to register your own machine using the directions for registration found online at [http://wiki.centre.edu/its/index.php/Network\\_Registration](http://wiki.centre.edu/its/index.php/Network_Registration) or go to <http://helpdesk.centre.edu> and find “Network Registration” in the **Help & Info for Students** drop down menu. If any problems are encountered in the registration process,

students may bring their computers to the ITS office in McReynolds Hall for assistance.

Students may elect **not** to connect to the College's network and use their own stand-alone computer hardware and software.

## **PASSWORD POLICY**

To ensure the security of all accounts on campus, the College requires users to change their passwords every 210 days. New passwords must be 7 characters long, cannot match the previous two passwords and cannot contain your name or username. Users receive e-mail reminders that a password is about to expire beginning 14 days prior to expiration. A password, which remains unchanged for the full 210 days, will expire and require the user to reset it before s/he can login. Instructions for changing a password can be found here:

[http://wiki.centre.edu/its/index.php/Changing\\_Your\\_Password](http://wiki.centre.edu/its/index.php/Changing_Your_Password).

ITS recommends passwords be longer than 8 characters and contain a mixture of letters (upper and lower case), numbers, and symbols (\$, @, \*, etc.). For more security, consider creating a passphrase, or short sentence, as opposed to a password.

## **STUDENT PRINTING POLICY**

Network printing is available using shared printers located in the academic labs. ITS and Centre Document Services (CDS) staff maintain the shared printing equipment. Students may also configure their personal computer to print to one of these shared printers, or they may connect a personal printer directly to their computer. Instructions on configuring one's computer to use a campus printer can be found at [http://wiki.centre.edu/its/index.php/How\\_do\\_I\\_print\\_from\\_my\\_own\\_computer\\_to\\_campus\\_printers%3F](http://wiki.centre.edu/its/index.php/How_do_I_print_from_my_own_computer_to_campus_printers%3F).

To support student use of the shared printer environment, students are allocated \$33.00 – the equivalent of 550 black and white printed pages for the entire academic year. Half of the allocation (\$16.50) is provided during Fall Term and the remainder is made available in January for the rest of the academic year. Students may supplement their initial allocation by depositing funds for additional printing at the rate of \$0.06 per B/W page. When using the printers in the labs, it is necessary to swipe one's student ID card and select the print job to release it for print.

Your account is debited the appropriate amount for the charges once the document is printed, not before; however, any discrepancies with charges should be reported as soon as the event occurs to ensure ITS can validate the claim.

There is a modest discount for duplex printing. Discounts are also available for print jobs scheduled with Centre Document Services.

## **ACADEMIC PORTAL**

Centrenet, located at <https://centrenet.centre.edu>, is the college academic portal where students can access both academic services (registration, schedules, grades, degree planning, etc.) and other important college services (Financial aid acceptance, student billing, vehicle registration, convocation attendance tracking, etc.). Technical support for Centrenet is provided by ITS to Centre students. Any support requests you have should be submitted online to the technology helpdesk at <http://helpdesk.centre.edu>.

## **ACCEPTABLE USE POLICY**

Centre College provides computing and networking services for Centre students, faculty, and staff. Members of the Centre College community are provided with a network account that will be used to access all services (shared computers, e-mail, Centrenet, etc.). Computer and networking services are provided to users in accordance with the principles of free speech and free and open access to information and communication. Centre College does not filter or monitor what services a student accesses while online; however,

some services, such as Peer-to-Peer file sharing, are blocked to ensure the stability of the College network and to ensure the College is compliant with all applicable copyright laws.

A Centre College network account is a privilege, and the following usage guidelines have been established for this system.

1. Users are expected to act ethically, responsibly, and legally or risk forfeiture of their network accounts. Unacceptable conduct may include:
  - a. Maliciously interfering with normal ability of others to use computer and network resources
  - b. Masquerading as another user
  - c. Violating the privacy of others' files and accounts
  - d. Violating software copyright and/or licensing agreements
  - e. Abusing computing facilities or devices at other locations through network connections from Centre College
2. Use of a Centre College network account must comply with all federal, Kentucky, and other applicable law; all applicable contracts and licenses; and College policies as articulated in the Student, Faculty, and Staff handbooks. These laws, contracts, licenses, and policies include the laws pertaining to defamation, privacy, civil rights, copyright, trademark, obscenity and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking," and similar activities; and the College's sexual harassment policy.
3. Centre College respects the privacy of all electronic communications. However, the College cannot guarantee confidentiality. Due to limitations in technology, electronic messages and stored data are inherently insecure. In order to maintain, repair, or develop the campus network, ITS staff will have reasonable access to the information in files and messages when necessary. Such access will be governed by the normal expectations of professional conduct.
4. When there is an indication that a misuse of computer facilities has occurred, the Director of Information Technology Services is authorized to investigate the incident and take appropriate action, including referring the issue to other college authorities.

## **DEACTIVATION OF STUDENT NETWORK ACCOUNTS**

Student accounts remain active as long as a student is enrolled and in good standing according to the Registrar's Office. This includes students who are on an Academic or Medical Leave of Absence. It also includes students who have been suspended and are eligible to apply for readmission. However, the e-mail account will be terminated 270 days following the effective date of the suspension (per Registrar's Office records) if the student has not been readmitted to the College. When a student's enrollment status changes, the network and e-mail environment will be deactivated based on the following schedule:

- Graduates: The account of any student who graduates will become inactive on June 1, one full calendar year following the degree grant date (not the date when graduation requirements are completed) officially assigned by the Registrar.
- Non-graduates: The account of any non-graduate who withdraws from the College will be terminated 30 days after the effective date, as assigned by the Registrar, of the change in status.

## **HARDWARE AND SOFTWARE DISCOUNTS:**

Centre students are entitled to various software and hardware discounts through a number of third party resellers. More information can be found on each reseller and the kinds of discounts available on the ITS Helpdesk page at

[http://wiki.centre.edu/its/index.php/Hardware\\_and\\_Software\\_Discounts](http://wiki.centre.edu/its/index.php/Hardware_and_Software_Discounts) **NOTE:** Centre College does not endorse any particular vendor, and these discounts are extended to you as a courtesy. All sales, returns, support and inquiries with these vendors are completely between you and the company, as Centre does not have access to their business sites.

## **REQUESTING TECHNOLOGY ASSISTANCE**

From time to time students will require assistance with issues concerning the College's network environment. There are several ways to request help:

- ITS suggests that the primary method one employs for non-emergency issues is to enter a helpdesk call directly. One can access the online Helpdesk at <http://helpdesk.centre.edu>. The online entry will automatically be captured by the database, which is checked regularly by ITS staff.
- Another method is to e-mail the Helpdesk at [helpdesk@centre.edu](mailto:helpdesk@centre.edu). E-mailed requests will automatically be imported into the database.
- Users can also report problems to the ITS department by telephone – ext. 5575. Placing such a call does not guarantee that a technician is available to resolve a problem immediately. This process only provides an alternate method for entering a call into the database. You may be asked to bring your computer and power supply to the ITS offices or to enter an online call, depending on the nature of the issue.
- Students may call ext. 6666 or visit the ITS office at McReynolds Hall for assistance. It may be necessary to leave your computer and power supply. All issues are addressed in the order they are received and repair can take several days to complete.

**For laptop systems, one must bring the power supply.**

To ensure a prompt response when opening a ticket, include as much information as possible. If you receive an error, try to copy the information or provide a screen shot if possible. If you are using a lab machine, please indicate, to the best of your ability, which machine the issue occurred on. The more information you are able to provide, the faster ITS will be able to provide a solution.

## **DINING SERVICE**

The Cowan Dining Commons provides the central dining service to the College community and is managed by Sodexo, considered by the industry as the leading college dining service provider. Three meals are served each weekday and two meals each on Saturday and Sunday. In addition to normal meal service, there are special meals and events offered for the student body throughout the academic year.

Centre Dining will provide Sodexo's own award-winning dining program, ensuring individual servings of restaurant style menus and dining for our students. This program will provide a wide array of fresh food choices at each meal. Vegetarian and vegan offerings will be available at one or more food stations at every meal. Our residential dining program features The Balanced Way, a value-added program that offers students an easy way to select delicious, nutritious and satisfying meals. It makes healthy eating simple and delicious for you. Centre Dining will also provide special services to student groups for meetings and special events. Arrangements for these services should be made with Centre Dining General Manager.

There are five meal plan options available for 2013-2014: (1) Carte Blanche which allows unlimited meals at the main dining hall and has \$75 in Flex Dollars (flexible spending dollars); (2) 16 meals per week with \$320 Flex Dollars; (3) 13 meals per week with \$400 Flex Dollars; (4) 10 meals per week with \$640 Flex Dollars; and (5) Block Plan which is 200 meals per year (90 Fall term, 20 CentreTerm, 90 Spring term) and \$775 in Flex Dollars. Flex Dollar availability is split 45% for fall term, 10% for CentreTerm, and 45% for spring term. Flex Dollars not spent in a term will be carried over to the next term but any Flex Dollars not spent by the end of the academic year will be forfeited. Addi-

tional Dining Dollars may be purchased at the main dining hall at any time during the year.

On each meal plan, any meal eaten over the plan limit requires cash payment or Flex Dollars. There is no credit given if fewer meals are taken than your meal plan allows. Students may change their meal plans only during the first two weeks of the Fall and Spring terms. Students with any of the meal plan options must have a valid Centre I.D. card to enter the main dining hall during meal times and this card must be scanned at each meal. The I.D. card must also be used to make purchases with Flex Dollars at campus retail dining locations listed below.

**Hall of Fame Café** is located on the second floor of Sutcliffe Hall. Students can get a wide variety of coffee selections featuring espressos, cappuccinos, and frozen drinks. Fair trade whole bean coffee is available also. Other food choices include deli sandwiches, fresh bagels, special salads, and gourmet desserts. Gift sets are available year round. Hours of operation are Monday-Thursday 7:00 am – 10:00 pm; Friday 7:00 am – 8:00 pm; Saturday 12:00 pm – 6 pm; and Sunday 12:00 pm – 8:00 pm.

The **Everyday Café** located on the first floor of the Campus Center offers an array of dining options. Hours of operation are Monday-Thursday 7:00 am – 1:00 midnight; Friday 7:00 am

– 12:00 midnight; Saturday 1:00 pm – 12:00 midnight; and Sunday 1:00 pm – 1:00 am. Regular hours of operation for the Cowan Dining Commons are listed below.

Monday - Friday	Breakfast	7:00 am – 9:30 am
	Continental	9:30 am – 11:00 am
	Lunch	11:00 am – 1:30 pm
	Lite Lunch	1:30 pm – 5:00 pm
	Dinner	5:00 pm – 8:00 pm
Saturday	Continental	8:00 am – 11:00 am
	Brunch	11:00 am – 2:00 pm
	Dinner	5:00 pm – 7:00 pm
Sunday	Continental	8:00 am – 11:00 am
	Brunch	11:00 am – 2:00 pm
	Dinner	5:00 pm – 8:00 pm

## DISABILITY SERVICES

Centre College is committed to fostering respect for the diversity of the College community and the individual rights of each member of that community. In this spirit, and in accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and expanded by the Americans with Disabilities Act (ADA), Centre College seeks to provide disabled students with support services and other reasonable accommodations needed to ensure equal access to the programs and activities of the College. While the College provides a number of services to support the academic work of all its students (including tutoring), this statement outlines a variety of additional services provided specifically to students with mobility, visual, hearing, or learning disabilities.

Support services for physical disabilities of students at Centre College are coordinated by the Student Life Office and the Assistant Dean for Advising. Individual students who have appropriate documentation of a disability are counseled to determine appropriate accommodations and identify resources and referral to the appropriate faculty member. All other disabilities are coordinated by the Assistant Dean.

All incoming students are invited to register documentation of a physical or learning disability. Arrangements for services, equipment, modification of course material, class-

room and housing assignments, and other reasonable accommodations may require several weeks advance notice. Applicants indicating the need for special services are encouraged to contact the Student Life Office and the Assistant Dean immediately upon acceptance to make timely provision of needed services possible. Please refer to the section on Residence Life and Counseling in this Handbook for more information.

## **FACILITIES MANAGEMENT**

Facilities Management provides services to all areas of the Centre College community including maintenance of all structures, electrical distribution, heating and air conditioning, plumbing, custodial services, lock maintenance, and those services that are required to keep the physical assets of the college in good operation and repair. In addition to maintenance, Facilities Management provides services that help in the day-to-day operation of all departments on campus. These services include scheduled custodial services, moving services, shipping and receiving, pest control, special setup arrangements, trash removal/cleanup, and assorted other tasks that are necessary in the daily operation of college activities. Grounds maintenance includes maintenance of all lawns, fields, trees and shrubs, sidewalks, streets, and parking lots.

Normal business hours of the Facilities Management office are Monday through Friday, 8:00 am

to 4:00 pm. Custodial crews are scheduled to work 6 days per week.

In addition to the above-mentioned services, Facilities Management is involved with construction and renovation projects, energy conservation, compliance with government regulations in areas of asbestos containment, PCB regulations, and air and water quality standards compliance. We also have a strong involvement in public safety programs, such as the Americans with Disabilities Act, Occupational Health and Safety Act, and a variety of “life safety” compliance codes and regulations.

Custodial services are provided to all common areas of residence halls, as well as all academic and administrative areas on campus. In the residence areas, custodians will collect trash daily, except Sunday, and clean halls, stairs, bathrooms, and lounge areas. Custodians will **NOT** enter student rooms nor will they unlock doors without specific authorization from the Student Life Office. Major work like shampooing carpets, refinishing tile floors, wall and window cleaning, etc., is completed during break periods when the student population is low.

The Resident Assistants and House Managers have authority to report maintenance needs in student rooms. Proper reporting procedure will be discussed with the RA staff and Greek House Managers prior to the start of the Fall Term during training sessions. Maintenance requests should be reported by using the on-line work order system through Maintenance Direct. All authorized individuals will receive information regarding the use of this new on-line work order system. After the request is entered it is instantly delivered to the Facilities Management Department. All requests are sorted and completed according to priority. So that we may better serve you in a timely manner be sure your request is complete, describes the issue as clear as possible, and make sure a location is specified. During office hours **emergency** requests should be reported by calling the Facilities Management office at ext. 5550. Charges may be assessed when the work is out of the normal area of maintenance, or it is the result of damage or similar non-routine circumstances.

**Emergency situations** during evening and weekend hours should be reported to the Department of Public Safety at 236-HELP (4357). Officers on duty will determine whether the assistance of the Facilities Management office is required. This procedure is used strictly for true emergencies such as loss of heat in a building, broken water lines, severe flooding, electrical power outage, and similar occurrences that, if left unattended, would put an individual at risk or would cause further property damage.

The administration of the Facilities Management office welcomes any relevant, written

comments students may have that will contribute to providing the best services at the least possible cost. We will do our best to give students a satisfactory environment in which to live and study.

## **FAX MACHINES**

Fax machines are available for student use at Doherty Library. Cost is \$1.00 per page.

## **I.D. CARDS**

Each student must have a Centre I.D. card that is issued through the Student Life Office. If your I.D. card is stolen, contact the Department of Public Safety immediately. Replacement I.D. cards are made in the Student Life Office located on the second floor of the Campus Center, Monday-Friday, 8:30 am - 4:30 pm. There is a \$25 charge for a replacement I.D. If a student misplaces their ID card, a temporary ID card may be issued for ten days to allow the student time to locate their ID card before purchasing a new one. A Centre I.D. card is necessary for eating meals on campus, use at the library, etc. **Students should be prepared at any time to present a Centre I.D. to officials of the College as form of identification.** Students who withdraw from the College for any reason, including academic or disciplinary suspension, must turn in their student I.D. card to the Office of the Registrar within 48 hours of withdrawal.

## **KEYS**

Each student is issued one room key upon arrival for the academic year. Loss of the key during the year or failure to return the key will result in the assessment of a \$25 charge. Students who withdraw from the College for any reason, including academic or disciplinary suspension, must turn in their room key to the Student Life Office within 48 hours of withdrawal.

## **LIBRARY SERVICES AND POLICIES**

The Grace Doherty Library offers Centre College students, faculty, and staff access to more than 375,000 volumes of books and periodicals as well as 28,000 electronic journals, 32,000 electronic books, and a wide variety of scholarly databases. In addition, the Reference Librarians offer not only classroom research instruction but individual instruction as well. The librarians also provide a chat reference service that is staffed from 9:00 am – 12:00 midnight Monday through Thursday; 9:00 am – 6:00 pm on Friday; and 4:00 pm – 12:00 midnight on Saturday. The library provides subsidized interlibrary loan and document delivery service. Students have remote access to all online research tools. The library is open 103 hours weekly, providing a comfortable and inviting space for work, research, and reading. Students may reserve study rooms on the Library home page. Simply click on “Study Room Reservation.” Students may also reserve the viewing/presentation room to watch a film or practice a presentation. The room is equipped with a camera so that the presentation may be recorded and downloaded for later review and critique.

Students have full access to the collection and services of the library. All patrons must present a current Centre I.D. card in order to check out books. Students are responsible for returning library materials when due. Failure to do so will result in overdue fines. Fines are:

- 1) Books - .10 cents per book per day.
- 2) Interlibrary loan books - \$1.00 per day
- 3) Open and Closed reserve materials -.25 cents per hour per item.
- 4) DVDs and CDs - \$1.00 per day per item.
- 5) Laptop computers - \$2.50 per hour.
- 6) Power cords - \$2.50 per hour.



The library is protected by an electronic security system. The College views any unlawful removal of library materials with the utmost seriousness. If someone triggers the alarm system accidentally, that person will be reminded to check out the materials in the appropriate manner. However, a person who is willfully removing library materials in an improper manner will be prosecuted.

Any violation of library security will be reported to the Department of Public Safety and the Associate Dean of the College. The College considers violations of library security as acts of academic dishonesty and may refer cases to the Student Judiciary for appropriate punishment.

## **NORTON CENTER FOR THE ARTS**

From each student's comprehensive fee, an amount is allotted to the Norton Center for the Arts, which entitles students to attend most performances in the Norton Center Series at no additional charge as long as seats are available. **The Norton Center reserves a number of tickets to shows in Newlin Hall and the Weisiger Theatre for Centre student use each year.**

When these student tickets have been exhausted, additional tickets may become available. For Norton Center Series shows that free student tickets are not offered or Norton Center-sponsored special events and non-Series performances, a special ticket price for Centre students may be offered as well as a designated timeframe to acquire tickets. All Centre College student tickets will be marked as such and are not transferable.

### **The Norton Center Series**

Student tickets for Norton Center Series performances, including the Newlin Hall Series and Club Weisiger (in Weisiger Theatre), are distributed approximately three weeks before each event on a first-come, first-served basis. Tickets not claimed by students during the published three-day pickup period are released for sale to the general public and may no longer be available for students to pick up. In addition to his/her own ticket, each student may pick up a ticket for up to three additional Centre students by presenting each student's valid Centre identification cards. No student tickets will be released unless a valid I.D. is shown to box office personnel when the tickets are picked up. Student tickets may be picked up at the Norton Center box office weekdays between 9:00 am and 4:00 pm or as instructed. Notices will be posted in various locations on campus and publicized in *Notesworthy* to remind students of the designated pickup dates. If tickets are still available within the week prior to a performance date, the Norton Center may re-open the ticket pickup period for Centre students who had not picked up a ticket during the three-day pickup period. If this occurs, Norton Center staff will notify students with instructions. While many of the Norton Center Series performances are available for convocation credit, a show may sell out and tickets beyond what were offered during the pickup period may not be available, so please plan accordingly.

Norton Center Series performances are public events with audience members that include Centre faculty and staff, public officials, community leaders, parents, prospective students with their families, donors, and others who have paid full ticket price to participate. Students should represent Centre College with high esteem by dressing appropriately; not texting, using an electronic device, chewing gum or talking during a program; not entering or exiting the theatre or clapping at incorrect times; and respecting those around them. Inappropriate behavior could result in immediate removal from an event, loss of convocation credit and/or a student's not being welcome to attend future Norton Center events.

## **OFFICE OF COMMUNICATIONS**

The Office of Communications, located on the third floor of the Combs Center, provides information about Centre to both on- and off-campus audiences, including news media, alumni, friends of the College, and prospective students. The Office of Communications

produces student recruitment publications, the weekly online campus newsletter *Notesworthy*, coordinates the College's website, coordinates marketing and promotional activities, provides information to print and electronic media, and produces *Centrepiece*, Centre's alumni magazine.

Communications staff members routinely send news about students to their hometown papers and welcome suggestions for feature stories about students, faculty, staff, or activities at Centre. Communications also encourages the Centre community to make suggestions for enhancing the College's website. In addition, the staff is happy to assist student groups seeking publicity for events or awards.

### **Notesworthy (online campus newsletter)**

*Notesworthy* is a weekly campus-wide electronic publication designed and edited by the Office of Communications. *Notesworthy* publishes campus-related notices, meetings, faculty and staff news, and convocations.

Guidelines for submitting notices for publication include:

1. The Office of Communications will accept submissions via e-mail: [marykav.jones@centre.edu](mailto:marykav.jones@centre.edu).
2. Submissions should be concise and kept to one paragraph. All submissions must end with the name of the person submitting the item. It is also helpful to provide a telephone number. The right to edit is reserved by the Office of Communications.
3. Informational notices that pertain directly to the College are preferred. Submissions ordinarily run once with the exception of Newlin Hall Series, Convocations, and College test dates.
4. All submissions must be received at the Office of Communications absolutely no later than noon on Mondays. Any submission submitted after this time cannot be published in that week's edition of *Notesworthy*.

## **RECYCLING**

Everyone in the College community is strongly encouraged to support the College's recycling program. We recycle:

1. **Mixed Paper** (White & Colored Paper, Envelopes, etc.)
2. **Steel & Aluminum cans**
3. **Mixed 1 & 2 Plastics** (Soda/Water Bottles, Milk Jugs, Grocery bags, etc.)
4. **Cardboard**
5. **Fiberboard** (Cereal Boxes, Manila Folders, etc.)
6. **Newsprint** (Newspaper and Inserts)
7. **Glossy Paper** (Magazines, Catalogues, etc.)
8. **Books**

Mixed Paper, Steel & Aluminum cans, and Mixed 1 & 2 Plastics containers are located in most residence halls, academic buildings, and central offices. Cardboard, Fiberboard, Newsprint, Glossy Paper, and Book containers are located in a few designated academic buildings and central offices (Boles Hall, Young Hall, etc.) Please remember to empty and rinse all cans and bottles and sort all paper products before recycling them. Also please keep food, liquids, and garbage out of the recycling containers. By supporting recycling in this way, everyone at Centre contributes to solving our country's major solid waste disposal problem. The Centre College Environmental Coordinator is in charge of the recycling program and he/she directs a staff of work-study students. Groups or organizations wishing to assist in this worthy program through volunteer projects should contact the Environmental Coordinator for information.

## STUDENT HEALTH INSURANCE

All students are strongly encouraged to have health insurance. Parsons Student Health Center requests that each student provide a copy of their insurance card with the Health History form. Most Centre students have health insurance through a family member's plan. Under the Affordable Care Act, if a parent's health insurance plan covers children, the parent can add or keep the child on their policy until they turn 26 years old. See [www.healthcare.gov](http://www.healthcare.gov) for more information. Individual health insurance policies are available from private insurers. There are many options for young adults. The following websites may be helpful in starting a search for affordable health care: [www.acsa.com](http://www.acsa.com) (American College Student Association) and [www.collegiaterisk.com](http://www.collegiaterisk.com) (Collegiate Risk Management). These companies offer domestic as well as international policies. They also offer additional benefits such as vision insurance, dental insurance, a nurse line, and more.

## STUDENT HEALTH SERVICES

The mission of the Parsons Student Health Center is twofold: first, to diagnose and treat common illness; second, to assist students in developing high levels of wellness. As members of the American College Health Association, the staff adopts these standards and seeks to enhance the health, and affirm the value, worth, and dignity of each individual. The staff recognizes the importance of confidentiality and is careful to protect the integrity of confidential interactions, information, and records.

Parsons Student Health Center is a small medical clinic located on Centre's campus. Patients are seen on a walk-in basis. Parsons is open when classes are in session, August through May. **Two physicians, specializing in Family Practice, provide direct patient care four hours per week: Monday, Tuesday, and Friday 7:30 am – 8:30 am and Wednesday 8:00 am – 9 am.** A physician's assistant, a registered nurse, and a secretary provide full time services to students. Parsons Student Health Center is open for patient care on **Monday, Tuesday, Wednesday, and Friday, 7:30 am - 4:00 pm, closing from 12:00 noon – 1:00 pm for lunch. On Thursdays, Parsons is open for patient care from 7:30 am – 12:00 noon. The counseling offices are also located in Parsons Student Health Center.**

Please read "Absences Related to Illness" found in the Academic Services section of this Handbook.

Non-emergencies will seldom need attention outside of the designated student health center hours. However, there are three walk-in health care facilities in Danville. The Bluegrass Immediate Care is located at 478 Whirl-A-Way Drive, Suite 200, and is open Monday-Saturday from 9:00 am – 5:00 pm and Sunday from 12:00 noon to 5:00 pm. You may contact them at 859-236-3208. The Weekend Walk-in Clinic is located at 109 Daniel Drive is opened Saturday from 8:00 am – 4:00 pm and Sunday from 9:00 am – 4:00 pm. Their phone number is 859-239-6522. Baptist Express Care is located in Wal Mart and is open on Monday-Friday from 8:00 am – 7:00 pm, Saturday from 8:00 am – 6:00 pm and Sunday from 11:00 am – 5:00 pm. Their phone number is 859-236-4224.

Emergencies should go directly to Ephraim McDowell Regional Medical Center located two blocks from campus. If a student is admitted to the hospital, please notify Parsons Student Health Center. If extensive nursing care is required upon discharge, the student is advised to seek medical assistance at home or through a home health nursing service.

Centre College reserves the right to notify a student's parent or guardian in the event of a medical emergency or imminent danger, medications, diagnostic tests, and vaccinations are available at Parsons Student Health Center at or near cost. Payment can be made at the time of service or applied to the student's college account. Allergy shots are available at Parsons. Students should bring their allergy vials and dosage sheets, provided by their allergist, to Parsons Student Health Center or have them mailed directly from the

allergist office.

A meal plan must be purchased by all students whether living on-or off-campus unless there is a serious health problem with nutritional requirements that cannot be met through the plan. To receive exemption from the meal plan, a statement is required from the student's primary care physician or from another MD who specializes in an applicable field. The student must then meet with the Food Service General Manager to see if they can meet their dietary requirements. The Food Service General Manager will notify Parsons Student Health Center of the decision.

## **COUNSELING**

For Mental Health and Substance Use Counseling: College Counseling Services for students experiencing mental health, substance abuse, and relationship problems are located in Parsons Student Health Center. Free and confidential counseling is provided for a wide range of needs and problems which students typically encounter. The intent of this counseling is to assist students in identifying and utilizing resources, and developing strategies to solve their specific, individual problems. Two licensed mental health professionals are available by scheduled appointment to see students who are experiencing such problems as adjustment to college life, general stress, anxiety, depression, eating disorders, family and relationship issues, grief and loss, and alcohol and drug use problems. Parsons medical staff is available to prescribe some mental health medications; referrals for other medication and psychiatric consults are made by Counseling Services staff to outside providers. Any off-campus mental health services to students are the financial responsibility of the student and parents. Counseling Services staff also provides referrals to off-campus self-help programs and groups. Educational programs for residence halls and campus groups are available on a variety of mental health, substance abuse, and wellness topics. Mental health and substance use educational brochures and other printed materials are available in Parsons. Counseling appointments may be made by calling 859-238-5740 or 859-238-5760. If a student has an afterhours mental health emergency, they may reach a member of the Counseling Services staff, by calling the Department for Public Safety at 859-236-4357, or 859-238-5740 to receive a Counseling on-call #. Students may also choose to call the following Suicide Prevention Lifeline: 1-800-273-8255, or the local "911" number.

The College reserves the right to mandate counseling for any student threatening self-harm, or who is behaving in a manner that causes community disruption or may cause considerable harm to others. In those situations, if a student is required to seek professional counseling, and refuses to attend counseling, and/or cannot maintain their personal safety and/or physical and mental health, or who is a threat to others in the Centre community, the College reserves the right to remove the student from the residence halls, and/or the College. The College also reserves the right to contact the student's parents or guardian in these serious situations.

For Academic Counseling: Each student is assigned an academic advisor from the faculty or staff who helps with the planning of a sound academic program. Each First Year student also has a student Orientation Assistant who serves as a liaison with the advisor and assists the new student in other ways in adjustment to college life. The entire Orientation Assistant staff is listed in the Academic Services and Policies section of this Handbook. If there are questions about a specific course, the student is also encouraged to seek the advice of the course instructor. If the student is still confused or unsure about an academic matter, the Associate Dean of the college or the Registrar is available to help. The Office of Advising # is 859-238-5223.

For Financial Aid Advising: The Office of Financial Aid assists students, especially those receiving financial aid, in budgetary planning and responsibility, and in campus employment placement. The # for the Financial Aid office is 859-238-5365.

For Spiritual Counseling: The College Chaplain in the Office of Religious Life, is available to provide spiritual assistance, at 859-238-5342.

For Peer Counseling: All of the Residence Directors and Resident Assistants are trained and available for peer counseling assistance and referrals to other campus resources.

## **TELEPHONES**

If your residence has phone capability, it is the student's option to provide a phone. Students are reminded that as community residents, it is their responsibility to monitor the proper care and use of the phone line assigned to their room. Telephone usage is governed by State and Federal Laws, and regulations are outlined in the local telephone directory provided in each residence hall room. Additionally, the following regulations apply:

1. Students are not permitted to accept collect calls on their phones. Any charges resulting from such use will be charged to the person(s) whose assigned number accepted the call.
2. Using "800" (toll-free) numbers to access "900" (toll charged) numbers **is not permitted**. Any charges resulting from such use will be charged to the room in which the phone is located.
3. Making threatening, obscene, or nuisance calls is a violation of State law. Harassing communications is considered a Class B misdemeanor.
4. All long distance charges made from a student telephone line are the responsibility of the student assigned that line, whether the charges are billed directly to the student, or billed to the College.

Violations of any of these or other related regulations will result in disciplinary action, potential fines, and/or possible prosecution.

## **DANVILLE AREA CONGREGATIONS**

### **African Methodist Episcopal**

#### **St. James A.M.E. Church**

124 E. Walnut

(859) 236-3241

Rev. William Jenkins

Sunday School: 9:30 am

Worship: Sunday 11:00 am

Youth: Wednesday 7:00 pm

Bible Study: Thursday 6:00 pm

### **Assemblies of God**

#### **Cornerstone Assemblies of God**

2035 Old Lexington Rd.

(859) 236-9058

Rev. Tom Lane

Sunday School: 9:30 am

Worship: Sunday 10:30 am

Bible Study: Wednesday 7:00 pm

### **Baptist**

#### **Calvary Baptist Church**

401 Waveland Avenue

(859) 236-5350

Brent Rowe, Sr. Pastor  
Sunday School: 9:30 am  
Worship: Sunday 10:45 am  
Wednesday 6:30 pm

**First Baptist Church (SBC)**

1570 N. Danville By-Pass  
(859) 236-2276

Dr. J. Timothy Mathis  
Sunday School: 9:30 am  
Worship: Sunday 10:45 am  
Wednesday 6:30 pm

Discipleship Training: Sunday, 5:00 pm  
(fall/spring)

**First Baptist Church (NBC)**

200 W. Walnut  
(859) 236-4615

Dr. Derrick Briscoe  
Sunday School: 9:30 am  
Worship: Sunday 8:15 am & 11:00 am  
Bible Study: Wednesday 12:00 noon &  
6:00 pm

**Gethsemane Baptist Church**

123 Quisenberry Ave.  
(859) 236-2581

Sr. Pastor Steve James  
Sunday School: 9:45 am  
Worship: Sunday 11:00 am and 6:00 pm  
Wednesday 7:00 pm

**Lexington Avenue Baptist Church**

339 W. Lexington Ave.  
(859) 236-3565

Dr. Tommy Valentine  
Sunday School: 9:30 am  
Worship: Sunday 10:45 am  
Fellowship: Wednesday 6:00 pm  
Bible Study: Wednesday 6:45 pm

**Catholic**

**Saints Peter and Paul Catholic Church**

117 E. Main St.  
(859) 236-2111

Fr. Tom Ferrell  
Worship: Saturday Mass 4:15 pm  
Sunday Mass 8:15 and 11:15 am

## **Christian**

### **First Christian Church**

555 E. Lexington Rd.

(859) 236-4006

Rev. Jerry Shepard

Sunday School: 9:45 am

Worship: Sunday 8:30 and 10:45 am

Van Service Available

### **Southside Christian Church**

Hwy. 127, Harrodsburg, Kentucky

(859) 734-6927

Rev. Matthew Robins

College-age Pastor: Matthew Riley

Sunday School: 10:15 am

Worship: Sunday 9:00 and 11:15 am

Wednesday 7:00 pm

Meal 6:00 pm

### **Indian Hills Christian Church**

516 Grabuck

(859) 236-7575

Rev. Lance Ladd and Mike Crowe

Sunday School: 9:45 am

Worship: Sunday 8:30 am & 11:00 am

Wednesday 6:30 pm

### **Second Street Christian Church**

(859) 236-6564

Rev. Dale Smith

Sunday School: 9:30 am

Worship: Sunday 11:00 am

Bible Study: Wednesday 6:30 pm

## **Church of Christ**

### **Danville Church of Christ**

385 E. Lexington

(859) 236-4204

Rev. Scott Vifquain

Sunday School: 11:15 am

Worship: Sunday 10:00 am and 6:00 pm

Wednesday 7:00 pm

### **West End Church of Christ**

3040 Perryville Rd.

P.O. Box 0971 (mail)

(859) 236-9575

Rev. Eric Hicks

Sunday School: 10:00 am

Worship: Sunday 11:00 am and 6:30 pm

Bible Study: Wednesday 7:00 pm

**Church of Jesus Christ of Latter Day Saints**

**Church of Jesus Christ of LDS**

400 Meadowbrook Dr.

(859) 236-8354

Rev. Doyle Halloway

**Church of God**

**Alum Springs First Church of God**

3758 Alum Springs Road, Junction City

(859) 236-4859

Rev. Keith Willoughby

Sunday School: 9:30 am

Worship: Sunday 10:30 am & 6:00 pm

Wednesday 6:30 pm

**Danville Church of God**

516 S. Fourth St.

(859) 236-4018

Rev. Bryan Montgomery

Worship: Sunday 10:30 am & 6:00 pm

Wednesday: 7:00 pm

**First Church of God**

3220 Harrodsburg Rd.

(859) 236-4700

Rev. J. Michael Cox

Sunday School: 9:45 am

Worship: Sunday 10:45 am & 6:00 pm

Wednesday 7:00 pm

**Episcopal**

**Trinity Episcopal Church**

320 W. Main St.

(859) 236-3374

Rev. Amy Meaux

Sunday School: 9:45 am

Worship: Sunday 8:30 am & 10:30 am

Healing Service: Wednesday 12:00 noon

**Jehovah's Witnesses**

**Kingdom Hall of Jehovah's Witnesses**

104 Breathitt Avenue

Donald Mudge, Congregational Overseer



(859) 854-5000

Meeting Times: Sunday 1:00 am

Tuesday 7:00 pm

### **Jewish**

#### **Ohavay Zion Synagogue (Conservative)**

2048 Edgewater Court, Lexington

(859) 266-8050

Rabbi Moshe Smolkin

Worship: Shabbat morning service

Saturday 9:30 am

Traditional services: Friday 5:45 pm,

Rabbi Tish services 8:00 pm, Kids' Shabbat

5:15 pm; Young Professionals' Shabbat

Dinners 6:00 pm

Minyan: Tuesday and Thursday 5:45 pm

#### **Temple Adath Israel (Reform)**

124 N. Ashland, Lexington

(859) 269-2979

Rabbi Marc Kline

Worship: Friday 7:00 pm

#### **U.K. Jewish Student Organization/Hillel Fellowship**

Karen Petrone

UK Hillel, PO Box 613, University Station

University of Kentucky, Lexington, KY 40506

(859) 278-2530 or (859) 257-7531

### **Lutheran**

#### **Our Savior Lutheran Church**

(Missouri Synod)

285 Hill-N-Dale Dr.

(859) 236-2970

Rev. David Witten

Sunday School: 10:45 am

Worship: Sunday 9:30 am

### **Methodist**

#### **Centenary United Methodist Church**

1441 Perryville Rd.

(859) 236-4800

Rev. Quentin Scholtz, Sr. Pastor

Sunday School: 10:00 am

Worship: Sunday 9:00 & 11:15 am

### **Missionary**

#### **Christ the Head Missionary Church**

Pastor Samuel Oleka  
845 E Main St.  
(859) 936-7300  
Sunday School: 10:00 am  
Worship: Sunday 11:00 am  
Prayer Meeting: Wednesday 6:30 pm

### **Muslim**

#### **Islamic Society of Danville**

104 Ponder Court, Suite B  
Imam: Mamdouh Ali  
Friday Jumah: 1:45 pm

### **Non-Denomination**

#### **Greater Harvest Ministries**

440 W. Fourth St., Perryville  
PO Box 423, Danville  
Elder C.R. and Evangelist Teresa Payne  
Sunday School: 11:00 am  
Worship: Sunday 10:00 am

#### **Southland Christian Church**

Danville Campus  
1001 Ben Ali Drive, Suite 2  
(859) 224-1600  
Dave Rizer, Campus Pastor  
Worship: Saturday 5:30 pm  
Sunday 9:30 am & 11:15 am

### **Presbyterian**

#### **Grace Presbyterian Church (PCA)**

180 Bold Venture  
(859) 236-9137  
Shane Terrell, Pastor  
Worship: Sunday 10:00 am

#### **The Presbyterian Church (PCUSA)**

500 W. Main St.  
(859) 236-6692  
Rev. Jim Stewart  
Sunday School: 9:30 am  
Worship: Sunday 8:30 am  
(communion) & 11:00 am  
Fellowship: Sunday 10:30 am  
Wednesday 7:30 pm (choir)  
Get Centred: Sunday during school 10:00 pm

## RESIDENCE LIFE

The Director of Residence Life is responsible for coordinating programs in the campus residences, and for the selection, training, and supervision of the staff of Residence Directors and Resident Assistants.

Residence Directors (RDs) are experienced, highly regarded former Resident Assistants who live in and oversee specified residences or groups of residences. Resident Assistants (RAs) are a select group of students who live in specific areas and have primary responsibility there, under the direction of a Residence Director. In Greek housing, the House Manager and officers assist the Housing Office and Office of Greek Life in a similar fashion.

Resident Assistants are selected based upon application. The Director of Residence Life will give notification of the opening of the application process in the CentreTerm. The entire Residence Life staff for 2013-2014 is listed at the end of this section.

## RESIDENCY

Students are required to reside in college residences and to take their meals in campus dining facilities. Exceptions to that requirement are: (1) students may live at home with parents in or near Danville; (2) married students are expected to arrange their own off-campus housing. **All other students will be required to have a meal plan whether living on or off-campus.** If additional permission to live off-campus is granted by the housing office, it will be on a seniority basis. It is unlikely that anyone other than a limited number of seniors will be granted permission to live off-campus. All students applying for off-campus housing are required to complete an application and attend a meeting regarding such. **Permission to live off-campus is granted on an annual basis and is not guaranteed from year to year.** It is expected that requests for off-campus housing will be approved only in rare cases. It is the student's responsibility to check with the Financial Aid office to learn what impact living off-campus will have on his/her aid award. Federal College Work Study and Perkins Loans are not awarded to off-campus students. **Do not sign a lease. You will be responsible for the room charge and your off-campus rent if you sign a lease without permission to live off-campus.** Those students who will be granted permission to live off-campus are notified on or by August 10.

## QUIET HOURS

Students are expected to be considerate and responsible residents. They enjoy the freedom to make their own decisions provided they do not violate others' rights or undermine the well being of the community. This means that one should be careful of unreasonable noise, observe quiet hours, attend hall meetings, etc. Special consideration to fellow students should be observed during final exam periods. Students, along with the RAs and RDs, are responsible for determining and implementing guidelines promoting hall environments conducive to study and to good relationships on the floor. **RDs and RAs have the authority to exclude from campus residences for a specified time period any individual whose behavior or citizenship disturbs the good order of the residence.** The College also reserves the right to change a student from one room to another if housing requirements make it necessary.

The minimum quiet or consideration hours for all residences, student rooms, and corridors (including fraternity and sorority houses) are:

Sunday-Thursday                      10:00 pm - 10:00 am

Friday-Saturday                        11:00 pm - 10:00 am

Our lives together at Centre have several components, among which are academic, social, and personal activities. It is important to recognize that the primary mission of the College is an academic one. Because of that, respect for the peace and quiet of residence hall

corridors and rooms is an important quality of our community success. Social activities which may occur either spontaneously or as a result of previous plans and which occur during quiet hours must not be conducted in such a way as to disturb the peace and quiet of residence hall corridors and rooms. During the minimum quiet or consideration hours, a resident who feels that nearby social activity is creating a disturbance may, after making an effort to quiet the disturbance themselves, request assistance from an RA or DPS. On Friday and Saturday nights, social activities in and around campus must not become so loud as to create a disturbance for people not involved in the activity and not located in the immediate vicinity of the activity. Details of a noise control policy can be found in the section on Risk Management Policies of this Handbook.

## **VISITATION**

Visitation is defined as social visiting by members of the other gender in student rooms by invitation of the resident(s). Either roommate may deny the privilege of visitation in his/her room to any person. The housing of guests of the other gender overnight or longer is a violation of College regulations. All residents must assume responsibility for the general observation of the visitation rules. The purpose of this regulation is to protect the privacy and rights of room and hall mates. Persons cited for breaking any of the visitation regulations are automatically fined a minimum of \$25. Repeated violations may result in a withdrawal of the visitation privilege or more serious consequences.

1. Upon approval by the Residence Life Staff and the Student Life Office, first-year students are granted the visitation hours listed below after three weeks from the beginning of the Fall Term. The maximum visitation hours for first-year students during the remainder of the first term are:

Sunday-Thursday            10:00am - 12:30 am

Friday-Saturday 10:00am - 2:00 am

First-year students will be granted 24-hour visitation once they have a full-term “under their belts,” so to speak, and have had the opportunity to adjust to the academic rigor of Centre. Additionally, this will allow students to get to know their roommate better during the first term.

2. No person may enter another individual’s room except in their company or by invitation of the resident.
3. Visitors of the other gender may not use the restroom facilities on the halls at any time. Breck, Yerkes, Bingham, Brockman, and Pearl and other north campus residences have public restroom facilities on the ground level and Nevin has facilities on the lower level. For co-ed halls, visitors must use the appropriately labeled restroom facility.
4. All persons who participate in visitation must be either Centre students, family members of Centre students, or at least 18 years of age. Visitors under 18 years of age must be approved with permission from the Student Life Office or the Admissions Office.
5. All upper class students shall have 24-hour visitation privileges in their residence hall rooms. As the SGA resolution regarding the 24-hour visitation policy stated, it “does not include cohabitation,” and is “with the purpose of fostering a more mature and adult College environment.” The Student Life Office reserves the right to rescind this privilege if abused – either by hall or campus wide.
6. All public lounges and living rooms in residence halls and apartments and the living rooms and basements of the Greek Houses have 24-hour visitation privileges. Such privileges can be rescinded by a majority vote of the residents or due to abuse of the privilege or behavioral problems.
7. As mentioned under the section of this Handbook on Campus Safety/Security, stu-

dents are responsible for their guests and the actions of their guests at all times. It is the responsibility of the Centre host to inform their non-Centre visitors of pertinent College rules and regulations. Specifically, any overnight guests are limited to a **three consecutive night stay**. Guests must sleep in same gender residence hall rooms and residents of a double occupancy room are limited to two overnight guests at any one time. This policy is intended to protect the rights of roommates, as well as to promote a conducive living/learning environment within the residence halls. The College cannot be responsible for the safety and welfare of individuals staying as guests of our students in residence halls or houses unless such guests have been registered in advance with the Department of Public Safety. Students must sign guests into the log provided by the RA.

8. Residence Directors and Resident Assistants, facilities staff, and other officials of the College have the right of access to any room at any time for the purpose of supervising conditions regarding damage, safety, health, and compliance with College and residence hall regulations.

## SMOKING

In accordance with fire code regulations and reasons of public health, the College became smoke free on August 1, 2005. This policy extends to all Centre buildings including, but not limited to classrooms, studios, offices, residential facilities, break rooms, restrooms, administrative buildings, and dining facilities. Smoking is also prohibited in College owned or leased vehicles. **All smoking is limited to the outdoors and at least ten (10) feet away from exits and entranceways.**

## DAMAGE

Each student is responsible for the care of the keys and room assigned, as well as the common areas (lounges, halls, bathrooms, furnishings, etc.) of the residence unit. At the end of the academic year or immediately following early departure from the College, all campus residences will be rechecked for damage, and the cost of any repair and/or replacement will be assessed to the resident's bill. It is the responsibility of the student to respect facilities of the College. Incidental wear and damage resulting from normal use is a matter for the routine maintenance procedures of the Facilities Management department. *The prevention and reporting of vandalism or wanton damage to residence halls (including fraternity/sorority houses), academic buildings, or any other campus facility is the expressed obligation of every individual in the Centre community.* Activity or behavior associated with such damage could result in danger for members of our community and is unacceptable.

**For damage incidents or excessive clean-up in residence units in which the individual(s) responsible cannot be identified, each resident of that unit must pay an equal share toward the cost of repair and/or cleaning.** If repeated incidents of major damage in the same residence unit occur and if the individual(s) responsible cannot be identified, social privileges of the residence unit occupants may be revoked until such time that the residents demonstrate a commitment to appropriate behavior and can give reasonable assurance that no further damage will occur.

If the individual(s) responsible for damage can be identified, accountability will be assigned accordingly and will include restitution plus a fine. If the individual(s) is/are involved in a subsequent incident resulting in damage, the individual(s) is/are subject to suspension from the College unless or until a commitment to responsible behavior can be demonstrated. It is ultimately the responsibility of the Student Judiciary and/or the Dean of Student Life to determine whether a student should be suspended or if some other sanction should be imposed.

(See the section on Risk Management Policies in this Handbook for Additional Student Government Association actions.)

## **PORCH ROOFS**

Several residence halls and Greek houses have small roofs over entry porches, etc. Because of concerns for safety, damage to roof structures, and general liability, students must not go out on these roofs for any reason. There will be a \$500 for anyone getting on any roof for any reason.

## **PETS**

**Pets are not allowed in the residence halls, houses, or any other Centre meeting space.** Pets not allowed include cats, dogs, hamsters, snakes, birds, iguanas, lizards, rabbits, etc. Centre accepts no responsibility for, but will allow one 20 gallon or smaller aquarium containing fish per room. Any damage incurred to the residence hall room or unit (i.e., the tank breaks) is the responsibility of the owner. Students found in violation of this policy will be fined a minimum of \$50.00 and the pet will immediately be removed from campus.

## **HOUSING AND HOUSING ASSIGNMENTS**

The Housing Office is responsible for the management of campus residences. This office handles duties such as providing standard residence furnishings and determining opening and closing dates and times for the residences.

The Admission Office and Student Life Office make first-year students and transfer student-housing assignments; returning students' housing is based on the room draw and selection the previous spring. The room draw is a lottery, in order of anticipated year of graduation, in which every returning student will be assigned a randomly drawn number. This number determines the order in which a student picks a housing location for the next year. Separate lotteries are held for men and women. By room selection time, each student with a lottery number must have chosen a roommate, unless he or she has secured a single room in the special room draw. In lowest to highest numerical order, the roommate with the lowest number chooses a room from the available options. Students assigned a room are obligated to pay the room charge for all terms in which they are enrolled. There is an extra fee for available single rooms or for living in a double room without a roommate.

Should roommates desire a room change, it is our policy that the roommate desiring the change moves. However, should both roommates desire a change and cannot agree who will move, the Housing Office will toss a coin to determine who moves.

## **HOUSING AND SECURITY POLICY FOR STUDENTS WITH SPECIAL NEEDS**

Any student who has a medical condition that necessitates special housing consideration must provide detailed documentation, dated and signed by their physician, delineating reason(s) for the request for special consideration. A medical review committee comprised of health services and the housing committee will make the final determination for approvals.

Centre College is committed to provide those students with special needs a safe environment in which to live and study. During safety drills and emergencies, alarms, and in some cases flashing lights, will alert students to potential and/or imminent danger. In those areas of special housing such as campus apartments, the Department of Public Safety is in contact with those students at the beginning of each term to provide safety instructions in the event of an emergency. Although these special housing units are not equipped with building fire alarms, each room is equipped with individual smoke detectors as is the case in all campus residences.

It is the responsibility of the student to inform the Disability Services office in the Academic Dean's Office in advance if evacuation assistance will be needed in an emergency situation. The Department of Public Safety, the Residence Life staff, and the Housing

Office will assist persons with disabilities who may require assistance evacuating a building during an emergency. These departments will keep a list of the students who may need assistance and their room assignments. This information will be shared with external rescue personnel if needed.

Limited on-campus residence hall accommodations are available for students with special needs. Centre College will give priority for first floor housing to students who notify the College of their special needs. The Housing Office, Student Health Center, and the Disability Services Office will respond to requests for appropriate and reasonable housing accommodations in a timely manner.

Any returning student who has a special need condition that necessitates special housing consideration must provide detailed documentation by filling out the special housing consideration form by March 1st, dated and signed by their health care provider, delineating reason(s) for the request of special consideration. The campus health center will review any special needs single/off-campus requests and assign them to a category; A, B, or C in order of priority based on need. Based on that information the "A's" will be assigned first, followed by "B's" and "C's", until all spaces or off-campus slots are filled. When all space is gone, a waiting list (by category) is created.

If for any reason, a student or the student's parent(s) or advocate, believe that the College's policy or student's housing assignment does not reasonably accommodate the student's disability or endangers the student's safety or health, he/she may request reconsideration. This request must be written and filed with the Housing Office within 15 days after the assignment. If an appeal is necessary, the physician or health care provider can submit additional information to the health center for further review. A student may then appeal this decision within 15 days of notification and a special needs review committee comprised of the health services and the housing committee will make the final determination for approvals. Once the committee has met, they shall notify the student in writing within 10 days of their decision.

## HOUSING CONTRACT

A copy of the housing contract is included here for general information. Each residential student is expected to sign a copy of this contract annually as an indication of understanding of and commitment to policies and regulations of on-campus housing.

This contract is an agreement between Centre College and separately with each student signing below. It entitles the student to use his/her assigned accommodations only as set forth in this contract and in accordance with regulations published elsewhere in the Student Handbook under Housing and Housing Assignments and under Student Life Standards and Policies.

1. Each residence hall room includes an individual bed, mattress, chest, desk, chair, mirror, closet space, and mini-blinds. Students provide their own blankets, sheets, mattress pads, bedspreads, pillows, study lamps (excluding halogen lamps), etc.
2. At the time of initial occupancy, the student will complete the "check-in" portion of the Room Inventory Checklist.
3. The College will not be responsible for any alterations to the room or its contents and such is strongly discouraged. **Students are responsible for reversing any alterations and returning the room to its original condition and appearance (e.g. returning College furniture to proper locations).** Should the College find it necessary to restore the room to its original condition and appearance after occupancy has been terminated; the student will be assessed whatever charges accrue to that restoration.
4. Personally supplied beds or mattresses may not be used in residence hall rooms. Lofted beds or bed risers may not be constructed for use in residence hall rooms. Store bought bed risers are allowed.

5. Electric appliances and other items such as, but not limited to, hotplates, George Foreman type grills, toaster ovens, frying pans, waffle irons, portable heaters, microwave ovens (over 900 watts), refrigerators (over 6 cubic feet), self-installed ceiling fans, halogen lamps, five-light floor lamps, candles, live Christmas trees, and air conditioners may not be used in any residence hall room.
6. No externally viewable signage/flags may be placed in college windows without prior approval of the Dean of Student Life.
7. Window screens should not be removed from windows. Doing so would result in a safety violation.
8. **Smoking is not allowed inside any student residential facility belonging to or leased by the College.**
9. All students living in Centre residence halls are required to comply with the fire regulations as listed in the Campus Safety and Security and Risk Management sections of the Student Handbook.
10. No fireworks, firearms, or any other items, which could be considered weapons, may be kept in student rooms. See further explanation as stated in the Campus Safety and Security and Risk Management Policies sections of the Student Handbook.
11. Pets are not allowed in the residence halls or houses at Centre. Violation of this policy will result in a minimum fine of \$50 and the immediate removal of the pet from campus.
12. **New students may occupy their rooms no earlier than Wednesday, August 28, 2013. Returning students may occupy their rooms beginning with check-in on Saturday, August 31, 2013 from 11:00 am - 1:00 pm and Sunday, September 1, 2013 from 11:00 am - 1:00 pm, but are not to interfere with any new student orientation events. The first contract meal for upper-class students will be dinner, Sunday, September 1, 2013. Any exceptions to these dates must be prearranged with the Director of Student Life & Housing.**
13. **The residence halls will be closed during the December break.** We realize that there are a few students who live such a long distance away from Centre that they are unable to leave during this break. If they are unable to go home with a friend or make other arrangements, we will accommodate these students if arrangements are made at least two (2) weeks in advance with the Housing Office. **There are no meals served during this break.** From a safety, financial, and liability standpoint, we cannot have students staying in various residence halls across campus, thus the move to a centralized campus location. Additionally, Facilities Management must have access to rooms to perform routine maintenance and needed repairs without trying to work around students. **Damage charges and fines are tripled during any College break, during finals, and for summer residents.**
14. **The residence halls/houses will close for the summer at 6:00 pm on May 21, 2014; however, students are expected to leave campus 24 hours after their last final. Students are also expected to make other off-campus housing arrangements when the College is closed.**
15. Students are expected to take every precaution that communal property is not abused. **When damage does occur in or to communal property, and the responsible party cannot be identified, all occupants of that residence or hall will be assessed damages on a prorated basis.**
16. Students are not to switch rooms without prior written authorization from the Housing Office.
17. A student whose roommate departs or does not return for whatever reason during the



first two weeks of any long term is responsible for accepting the charge for a private room, or establishing a new roommate relationship. This new relationship may be established directly by the student or with the assistance of the Housing Office. Failure to consolidate in the time stated (to accept a roommate or move to another room) will require assessment of a single occupancy charge to the student's bill.

18. The College reserves the right of access to student rooms at any time for the purpose of supervising conditions regarding damage, safety, health, and compliance with College and residence hall policies and regulations. Personnel with such authorization are Residence Directors, Resident Assistants, facilities management staff, public safety officers, and Student Life Office staff. Rooms may be entered and inspected, but personal belongings will not be inspected or searched without prior authorization from the Dean of Student Life or other designated College officials. The Housing Office reserves the right to restrict the use of any furniture deemed unsafe or inappropriate in any College owned residence or Greek house. This includes any furniture/structure intended to be used as or that could be construed to be a serving area for alcohol.
19. Failure to comply with the terms and conditions of this contract may result in the immediate revocation of the Housing Contract, termination of residency and loss of any and all housing fees. The College will remedy the noncompliance and assess necessary charges to cover expenses incurred as a result of the violation. All students who test positive for Latent TB must be treated or they will not be allowed to reside in Centre housing.
20. Upon termination of occupancy, the student is expected to complete the "check out" portion of the Room Inventory Checklist, unless they choose Express Check Out at the closing of school in May.

Each student is asked to sign a copy of this contract as an indication of intention to exercise appropriate care in the residence hall.

## **STORAGE**

All of the residence hall storage areas are to be used for sealed and labeled boxes only (no rugs, book shelves, carpets, etc.). Storage rooms are open by contacting Public Safety or the building RD. Only boxed, labeled items are to be stored in the storage rooms over the summer. Items not complying with these regulations will be discarded during the summer or during periodic school year inspections. The College will not be responsible for any damaged or stolen items stored in these rooms. Each student leaving items for the summer will be required to list the items being stored. All bicycles must be stored in the bicycle sheds during the year and will be disposed of as abandoned property if left at the end of the academic year. For further information, contact the Student Life Office or the Department of Public Safety. Students are encouraged to rent a storage unit with a local rental company for the summer.

## **LAUNDRY FACILITIES**

Laundry facilities operated by ASI Campus Laundry Solutions are located in the basements of Yerkes, Breck, Evans, Caldwell, Bingham, Nevin, Pearl, Brockman Community Building, and LaMotte/Tyler; on the 1st floor of the Ruby Cheek House and Stuart Hall, on the 2nd floor of McReynolds, and on the 2nd and 3rd floors of Wiseman. There are also washers/dryers in the laundry rooms of Hillside and the Combs Center Annex. All machines are Maytag. Each load is \$1.25 to wash and \$1.00 to dry. A change machine is provided for student use in Nevin and Yerkes. Any maintenance problems in these areas should be reported immediately to the Student Life Office.

## **RESIDENCE LIFE STAFF – 2013-2014**

### **Residence Directors**

CJ Donald, Lauren Fall, Jennifer Hormell, Alex Hurley, Jake Matano, Stephen Metcalf, Jack Schafer, Caroline Washnock, and Kristin White

### **Resident Assistants**

Katrina Ayoub, Dennis Barrett, Ashley Boerrigter, Kaitlin Boldt, Sarah Brown, Sarah Bugg, Seth Carmichael, John Coogan, Cody Cook, Sarah Cornett, Nick Do, Maddy Duplessis, Ashley El Rady, Kiana Fields, Monica Fitch, Devon Freeman, Nicki Frost, Michael Fryar, Alex Gardner, Matthew Gilbert, Shelby Gregory, Heath Haden, Michelina Henskens, Rachel Ison, Audrey Jenkins, Brent Joplin, Johnny Kehr, Olivia Kernekin, Blake Martin, Grace Anne Martin, Daniel Miller, Sara Morency, Nick Niehaus, Micahel Orr, Cristin Palmer, Mikayla Paolini, Marie Poirier, Lydia Prevost, Erica Ribenboim, Woody Rini, Aubrey Russak-Pribble, Barrie Schmitt, Ricky Shear, Jordan Shewmaker, Melissa Stravitz, Isaac Toney, Jacob Trumbull, Amber Ustinovich, Quynh Vu, Luke Wetton, Gray Whitsett, Daniel Wicker, Brian Wright, and Cyrus Xi

Associate Dean & Director of Residence Life: Sarah Scott Hall 859-238-6035

Assistant Director of Residence Life: Jacob Raderer 859-238-6035

Area Coordinator and Shuttle Coordinator: Jane Goatley 859-238-6033

Director of Student Life and Housing: Ann Young 859-238-5471

### **COSTS, PAYMENT PLANS, AND REFUND POLICIES**

Student assessments provide approximately 70% of the annual income required to support the College operating budget. Other funding is provided by endowment income, corporate, foundation, and government grants, and by contributions from alumni and friends of the College.

### **2013-2014 COMPREHENSIVE FEE & OTHER CHARGES**

The comprehensive fee is \$45,100 and includes a double room and choice of meal plans. Students choosing to live at home with parent(s) will be given a room credit and, if they wish, a meal plan credit. Other students granted permission to live off-campus will receive a room credit only, as they are required to participate in a meal plan.

There is a non-refundable surcharge for long-term residential study abroad programs, and an additional charge for CentreTerm study abroad opportunities.

During the course of the year additional charges may be assessed for various miscellaneous items such as library fines, parking fines, health service fees, and room damages. Monthly statements will be sent to the student's permanent address indicating any additional charges assessed in the prior month, which are due upon receipt of the statement. Additionally, there are course fees assessed for applied music courses and certain art courses, as well as the student initiated \$20 annual green fee. A \$300 non-refundable deposit will be expected in the Spring for those students who plan to return for the Fall 2014 Term.

A single room occupancy charge is assessed for any academic term that a student does not have a roommate unless the Dean of Student Life or Director of Student Life and Housing informs the Finance Office that an exception should be made. The charge is \$900 for each fourteen-week term.

### **PAYMENT PLANS**

**Term Plan** – The net charges for the Fall Term are to be paid in full by **August 13, 2013**. The Spring Term net charges are due by **December 21, 2013**. There is no carrying fee associated with this plan.

**The TuitionPay Plan** – This plan offers a 12, 11 or 10 month payment option. This program is interest free with the first payments due on April 27, May 27 or June 27, depending on which plan option is selected. Monthly payments are made to TuitionPay based on the amount contracted. There is a \$55.00 annual enrollment fee.

**CAUTION:** Contracting with TuitionPay for the incorrect amount of tuition and fees may result in additional amounts being owed.

## **REFUNDS**

If a student withdraws from the College, a refund/reduction of charges will be made based on the following schedule for the respective fourteen-week terms:

<b><u>Fall Term</u></b>	<b><u>Spring Term</u></b>	<b><u>Percent Refund</u></b>
Sept. 2-8	Feb. 5-Feb. 11	80%
Sept. 9-15	Feb. 12-18	60%
Sept. 16-22	Feb. 19-25	40%
Sept. 23-29	Feb. 26-Mar. 4	20%
Sept. 30 & After	Mar. 5 & After	0%

Institutional and Kentucky financial aid credits may be adjusted as a result of any decrease in charges based on the above table due to withdrawal from the College. If a student violates the terms and conditions of the student housing contract or other College regulations, and such violation results in disciplinary action which includes some form of suspension or expulsion, this refund policy does not apply and the student will be held liable for the full charges for that term. Recipients of federal and state financial aid are subject to the federal "Return of Title IV Funds" policy, which mandates how funds are to be refunded. A copy of this policy is available in the Finance Office.

## **OTHER FINANCIAL INFORMATION**

Student billing statements are mailed to the student at his/her permanent address. If a campus or alternate billing address is required, a form containing such information must be completed by the student in the Registrar's Office.

Interest will accrue at the rate of one and one-half percent a month on the unpaid balance. This does not apply to those students who have contracted with TuitionPay and are paying by the terms of the contract, unless the contracted amount is significantly understated. A student's account must be paid in full before any monies are accepted for the next year's CentreTerm trip deposits. Exceptions are any amounts contracted with TuitionPay.

A student cannot receive official certifications, including transcripts and grades, from the College if he/she is delinquent with any financial obligation to the College. Additionally, a student will not be permitted to participate in any pre-registration activities if there are unpaid balances owed to the College. If an unpaid balance remains after the student has graduated or withdrawn, the student will be responsible for all attorney fees and other reasonable collection costs and charges necessary for the collection of the unpaid balance.

Normally, the comprehensive fee is assessed for all regular, degree-candidate students, including students permitted by the Associate Dean and the Dean of Student Life to drop to part-time status. (See the "Classification of Students" section under "Academic Services and Policies" for restrictions on part-time enrollment). An appropriate part-time tuition rate is assessed for part-time students (fewer than 12 credit hours in the long term) only under the following circumstances:

1. For special students (non-degree candidates);
2. For regular, degree candidates enrolled for a ninth long term or longer following eight long terms of full-time enrollment; and
3. For non-traditional, degree candidates who cannot enroll full-time due to family or work obligations. For the purpose of this policy, "non-traditional" is defined as students 24 years or older not living on campus or with parents/guardians.

**NOTE:** Part-time students are ineligible for, or face restrictions on, certain types of fi-

nancial aid and loans, including Centre aid and awards. Students should consult the Financial Aid Office before enrolling part-time.

Enrollment of readmitted students and of students returning from a leave of absence is subject to clearance from the Finance Office to make certain that the student has no outstanding financial obligations to the College. In addition, the payment of a \$300 non-refundable deposit is to be made to the Finance Office.

Personal checks are accepted on campus and Visa, MasterCard and American Express are accepted in the Bookstore and the Finance Office. There is a \$25 charge for all returned checks. Personal checks up to \$100 may be cashed at the Finance Office by showing a current student ID card. The cashier's window is open from 8:30am – Noon and from 1:00pm - 4:30pm, Monday - Friday.

An elective tuition refund plan is available through A.W.G. Dewar, Inc. This insurance plan provides tuition protection should a medical problem force a withdrawal during a semester. Information from the company is provided prior to the start of the academic year. As this plan is being independently offered and administered, please read their materials carefully before electing enrollment to be certain you understand the coverage and terms.

An elective health insurance plan is available through an independent company. For more information visit the Parsons Student Health Center web-page.

Students are responsible for the individual or family insurance coverage of personal belongings and automobiles brought to the campus. Centre College will not assume any liability for accidental loss or damage incurred.

## **FINANCIAL AID**

Need-based financial aid is awarded to every student who demonstrates financial need and who meets Centre's application deadline (January 31st for the following academic year). The Financial Aid Office, through an analysis of each applicant's family financial circumstances determines financial need. The analysis determines what funds are reasonably available from the family to pay for a college education. It is likely that a student's aid will change from year to year because Centre's charges may change and/or the family's ability to contribute may change. Some factors that affect the family's ability to contribute are: salary increases/decreases or siblings begin, or graduate from, college. Each student must maintain satisfactory academic progress to be eligible for continued financial aid.

Students receiving Federal Pell grants and/or state KTG and CAP grants must enroll in a minimum of 12 hours per fourteen-week term to retain the maximum award. Performing Arts and Language Award recipients, and Legacy recipients must enroll full-time.

A financial aid package may contain grant, loan and/or campus job components. A grant is gift money to the student; and the remaining self-help portion of aid is money borrowed or earned by the student (loan(s) and/or campus job). Please remember that the College will not replace the self-help portion of aid should a student choose not to take a loan or work the necessary number of hours in a campus job. A work-study placement contract is emailed to the students who qualify in early spring. Students are paid monthly by check for hours worked the previous month. For more information about financial aid, including work-study, contact the Financial Aid Office.

## **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY**

Federal regulations required that all students who received any federal or state financial assistance make satisfactory academic progress toward a degree at Centre College. Satisfactory Academic Progress will be required for the following types of financial aid: Federal Pell Grants, Federal Supplemental Educational opportunity Grants, KHEAA State Grants, Federal Work-Study, Federal Perkins Loans, Federal Stafford loans, Federal

PLUS Loans, other aid involving Title IV funds, or any other aid for which satisfactory progress is a requirement. These policies apply only to eligibility to receive financial aid and not to academic status. The satisfactory academic progress of students will be monitored at the end of each spring semester.

Recipients of Centre College endowment funds – other than merit scholarships – must meet the Standards of Satisfactory Academic Progress below. However, these funds will only be awarded for a maximum of ten (10) long terms.

Satisfactory Academic Progress is measured in three ways:

- Students must progress qualitatively by earning the required grade point average.
- Students must progress quantitatively by completing the required minimum number of credits each year (Pace).
- Students must complete their program of study within a reasonable time period.

## **Standards of Satisfactory Academic Progress**

### **1. Qualitative Measure (GPA)**

Students receiving financial aid must meet the following cumulative grade point average, based on long terms completed.

1 long term:	1.650 grade average
2 long terms:	1.750 grade average
3 long terms:	1.850 grade average
4 long terms:	1.930 grade average
5 long terms:	1.970 grade average

6 or more long terms: 2.00 grade average

### **2. Quantitative Measure (Pace)**

Students receiving financial aid must also satisfactorily complete 67% of all hours attempted. All attempted hours will be totaled and multiplied by 67% (.67) to determine the number of credit hours a student must have earned. Grades of U, WU, WP, I, W, AU, NC, and transfer hours are counted as attempted hours and will NOT count as earned hours. Repeated courses will be included in the attempted hour's total. Centre College does not offer remedial courses, so they are not included in either the hours attempted or the hours earned.

### **3. Maximum Time Frame**

The maximum time frame in which a student must complete his or her degree cannot exceed more than 150% of the length of their academic program. Centre College requires a minimum of 110 credit hours to complete the degree. Centre students can therefore attempt up to 165 hours and still be eligible for aid. Once 165 hours are exceeded, aid would be suspended. All repeated courses, failed courses, withdrawals, courses taken from a change in major and transferred hours will count as credit hours attempted toward the maximum time frame.

## **Financial Aid Suspension**

Students who fail to meet the minimum Satisfactory Academic Progress Requirements will be placed on financial aid suspension. Students on financial aid suspension are NOT eligible to receive federal, state, or institutional financial aid. The mere passage of time will not restore eligibility to a student who has lost eligibility for failure to make satisfactory academic progress.

## **How to Regain Eligibility**

### **1. Qualitative/GPA**

To regain eligibility, complete courses at your own expense at Centre College and

raise your cumulative GPA to the acceptable standard.

## 2. **Quantitative/Pace**

To regain eligibility, take courses at your own expense in a subsequent term or terms and meet the standards according to the cumulative credit hours completion ratio outlined above under the heading Quantitative measure (Pace).

## 3. **Maximum Time Frame**

Students who exceed the maximum time frame are not eligible to regain eligibility.

### **Right to Appeal**

If there were extenuating circumstances that prevented you from meeting the standards of our Satisfactory Academic Progress Policy, then you have a right to file an appeal with the Committee for Financial Aid Satisfactory Academic Progress Appeals. This appeal must be a detailed appeal letter and MUST include the following:

1. The reasons why you did not meet Satisfactory Academic progress, and
2. The dates and time periods involved, and
3. An explanation of how your situation has changed and how these changes will allow you to make satisfactory academic progress at the next evaluation.

The appeal may not be based upon the need for financial aid assistance or the lack of knowledge that the financial aid assistance was in jeopardy. A student may appeal more than once if the student is placed on SAP suspension more than once. However, the basis for the subsequent appeal must be a substantially different circumstance than the prior appeal.

Appeals may be mailed to The FA Satisfactory Academic Progress Appeals Committee, Financial Aid Office, Centre College, 600 W. Walnut St., Danville, KY 40422 or E-mail: [finaid@centre.edu](mailto:finaid@centre.edu) or FAX: 859-238-8719.

### **Appeal Decisions**

- Require approximately 3 weeks.
- Notification will be emailed to the student's centre.edu address. Decisions of the FA Satisfactory Academic Progress Appeals Committee are final.

### **Approved Appeals and Satisfactory Academic Progress Probation**

Students whose appeals are approved may be placed on a FA SAP Academic Plan or on Financial Aid Satisfactory Academic Progress Probation for one long term only. (Financial Aid Satisfactory Academic Progress Probation is for financial aid purposes only and is separate from academic probation.)

#### **Students placed on 'FA Probation' or FA SAP Academic plan regain eligibility for financial aid if:**

- The student placed on FA probation meets ALL of the Standards of Satisfactory Academic Progress by the end of one subsequent long term enrollment.
- The student has been placed on a FA SAP Academic Plan and is making progress in their academic plan after being reviewed at the end of the next long term. Subsequently, students making progress in their academic plan will be reviewed for continued progress annually at the same time as all students are reviewed for SAP. The FA SAP Academic Plan will lead to graduation and, if followed, ensures that the student is able to meet all the Standards of Satisfactory Academic Progress by a specific point in time.

Students who have met one of the standards above will be placed in 'Meets SAP' status at the conclusion of the probationary or FA SAP Academic Plan review period. Students who do not meet all of the Standards of Satisfactory Academic progress or academic plan requirements while on 'FA Probation' will be placed on 'FA Suspension.' **This policy**

**is subject to change without notice in order to remain compliant with federal regulations.**

## **MERIT SCHOLARSHIPS**

Merit scholarships are awarded to incoming students based on their academic and leadership achievement, regardless of the family's financial circumstances. A scholarship recipient may also be eligible for additional need-based financial aid. The Associate Dean of the College has been designated counselor for merit scholarship recipients and is available to answer further questions. In particular, merit scholarship recipients must maintain a minimum grade point average to retain their scholarship. Information on minimum requirements is available from the Associate Dean's Office. Such requirements are communicated to the student in the original scholarship notification in the spring of the student's high school senior year. Scholarship recipients must enroll full-time and must live on campus unless living at home with their parents in the local area. Exceptions may be made by the Dean of Student Life. Loss of a merit scholarship for failing to meet the minimum grade point average is not automatic; students in this situation will be permitted to petition the Academic Standards Committee for exception based on credible reasons.

## **CENTRE COLLEGE ALCOHOL AND DRUG POLICY**

The Federal Drug Free Schools and Communities Acts Amendments of 1989 require all public and private institutions of higher education to develop, distribute, and publicize a policy establishing standards of conduct regarding drugs and alcohol. It is the intention of that legislation and, in complying, it is the intention of this Centre policy to address the problem of underage and irresponsible drinking and/or use of illicit drugs on our campus should such problems arise.

The College's policy regarding the use of alcoholic beverages by students is derived from its general philosophy of student life. Centre students are regarded as persons who are morally and legally responsible for their own conduct within the context of the norms and values of an educational community and as responsible residents of the local community in which the College is located, with respect for the laws of the state and community. As part of its overall educational program and mission, the College provides counseling and educational programs related to alcohol and drug use and abuse.

The College regards intoxication as irresponsible behavior both because of its effects on an individual's ability to exercise sound judgment and because of its potential threats to health and safety. Not only do students incur serious risks for themselves and others when they drink to excess, but also they make themselves legally liable to prosecution, as well as morally responsible, when they contribute to irresponsible consumption by others and dire consequences ensue.

Students who are clearly in a state of intoxication, or who represent a possible threat to their own health and safety or to that of others, or who appear prone to disorderly conduct, are subject to sanctions through the College's judicial system. In cases of disorderly conduct or vandalism connected with the abuse of alcohol, the fact that the offender had been drinking will not be treated as a mitigating circumstance in meting out sanctions. The Department of Public Safety and other College officials are authorized to issue citations to those who are intoxicated.

The College campus is not immune from the intervention of law enforcement officers and the College and its officials do not exercise the role of law enforcement officers regarding the personal use of alcohol by students or their guests. The use of alcoholic beverages by students is a matter of individual choice and involves the student's acceptance of responsibility for whatever legal and personal consequences may ensue. The College does not accept legal liability for student violations of the law.

Whenever the use, possession, or sale of alcohol would represent a potential legal liability to the institution, the College is required to prohibit its availability. College officials

cannot serve alcohol to students in violation of the law, nor can alcohol be used in places to which the public has ready access, such as athletic contests, in the dining hall, or in other locations that the College may stipulate from time to time.

Federal and State laws prohibit the illegal possession or misuse of drugs such as marijuana, barbiturates, amphetamines, prescription tranquilizers, LSD compounds, mescaline, psilocybin, DMT, narcotics (including cocaine), and opiates. Centre College will not condone the illegal possession or use of drugs and cannot and will not protect students from prosecution under State and Federal laws. In addition, possession on campus of paraphernalia for the use of drugs is a violation of College regulations and sufficient reason for disciplinary action against those who are responsible for its presence or allow it in their rooms or vehicles.

Centre intends to send a “zero tolerance” message regarding illegal possession or misuse of drugs, or knowingly being in the presence of those who possess or misuse drugs. Students found to be in violation of this policy are subject to immediate administrative suspension. An example of “knowingly being in the presence of” someone possessing or misusing drugs is standing in a discernable group of people where one or more persons is using drugs when observed by a College official, giving rise to the inference that all those in the group were participating in a drug activity. This is only one example, but there could be many such situations, so students must be sure to dissociate themselves from those possessing or misusing drugs.

It is widely acknowledged that there are significant health risks associated with the use of drugs and abuse of alcohol. Physical and psychological dependence; damage (in many cases irreversible) to vital organs such as brain, liver, lungs, heart, kidneys, and pancreas; heart attack, high blood pressure and strokes; birth defects; immunosuppression and increased susceptibility to infectious disease; coma; and death have all been attributed to use of illicit drugs or abuse of alcohol. Other less life threatening ill effects, but nonetheless serious in the college environment include nausea, convulsions, insomnia, delirium, depression, nervousness, loss of concentration, and fatigue.

During new student orientation each fall, educational programs about drug and alcohol abuse are presented. Topics of these programs include:

- Health Risks
- Federal, State, and Local Laws
- College Policy and Sanctions for Violation of Policy
- Availability of Counseling and Treatment

Centre offers confidential counseling services for alcohol and drug abuse through Campus Counseling Services located in Parsons Student Health Center. Appointments for counseling may be made by calling 859-238-5740. In addition, the Director of Counseling Services can refer students to off-campus treatment resources, and self-help groups in the community. Any cost of off-campus treatment is the financial responsibility of the student and parents. In addition, Residence Directors and Resident Assistants are annually provided with training in peer counseling and intervention techniques. Alcohol and drug education and prevention programs are available to be provided by Parsons Student Health Center and the Campus Counseling staff.

Students who violate the standards of this drug and alcohol policy will be subject through the usual channels to disciplinary sanctions including possible suspension or expulsion from the College. In addition, violators may be subject to prosecution or imprisonment and/or referral for mandatory treatment/educational services under established laws, which make such violations misdemeanor or felony crimes.

The College chooses to inform students of the laws of the United States and the Commonwealth of Kentucky regarding the use, sale, and possession of alcoholic beverages in



Kentucky, and the local option provisions of Boyle County, and also to warn them of the serious legal penalties to which they may be subject if they violate the laws. (Refer to the section on Federal, State, and Local Regulations in this Handbook.)

## **GOOD SAMARITAN & MEDICAL AMNESTY POLICY**

In order to promote the safety of all Centre students in situations involving medical risk from alcohol or drug consumption, any student who calls DPS or the Student Life Office to assist another student needing emergency and/or medical attention will not be cited for any offense under the alcohol or drug policy. The student needing emergency and/or medical attention will not be cited for any offense under the alcohol or drug policy but will be required to attend Alcohol Education, will receive a substance abuse assessment, or will be assigned other remedial activities deemed appropriate by DPS with the approval of the Vice President and Dean of Student Life. If a student violates any other college policy while intoxicated, those infractions are subject to citation. If the student is taken to the hospital, the College reserves the right to contact the student's parents/guardian. An individual needing emergency and/or medical attention is protected under this policy only once during his or her Centre career. After this limit is reached, normal consequences according to Centre's alcohol and drug policy apply. The implementation of this practice rests within DPS' jurisdiction.

## **SOCIAL POLICY REGULATIONS**

To maintain a safe social environment, Centre College requires that each social Greek-Letter organization and other registered campus organizations follow specific guidelines when hosting social functions. All events must be registered with the Student Life Office prior to their implementation and, if necessary, with the social fraternity's or sorority's inter/national headquarters. All guests are required to present their Centre College student identification card or another form of photo identification at the door of each registered event where alcohol may be present. Centre College students may also be asked to present photo identification at events where alcohol is not present. At events where alcohol may be present each attendee will be marked as 'over' or 'under' twenty-one years of age. Appropriate age identification may take place via Centre College identification cards being swiped through an electronic card reader, which registers attendee age based on an official database provided by the College. Age may also be determined via a guest a sign in sheet where attendees are required to place their signature alongside their name and birth date on an official printout provided by the College. The hosts of social events are expected to maintain compliance with the above guidelines. The Centre College Greek community has established more specific risk management guidelines based on each respective inter/national fraternity's and sorority's rules and regulations. Failure to comply with this policy will result in disciplinary action. The Department of Public Safety periodically patrols all registered campus social events. Students may not host or participate in parties in residence halls. This includes all rooms and public spaces. The president's room and the rooms on the second floor of fraternity/sorority houses are considered residence hall rooms for this purpose.

The residents of the room in which the citation has been issued will be fined \$100 per person. If the residents of a room are cited for a second offense, they will be fined \$100 per person plus \$10 per guest.

Large, single-source or community supplies of alcohol are not allowed on the campus. This includes kegs and/or centrally located, large supplies of alcoholic beverage, which are by inference to be made available to groups of individuals. Kegs in any form or use are prohibited. Possession of small quantities of alcoholic beverage for private or personal use by individuals of legal age is acceptable. No activity should encourage rapid consumption of alcohol. Furthermore it is prohibited for students to participate in drinking games, such as beer pong. Any student who is in the room when a drinking game is taking place is subject to being cited. The residents will be held responsible for the drinking game/table

even if they are not present. Students may be cited for possession of any table/board that could be construed as a beer pong table.

It is the responsibility of every Centre student to familiarize him/herself with the College social policy and alcohol policy and discuss it at chapter meetings and residence hall floor meetings at the beginning of each school year.

## **REGISTERED GREEK EVENT TIMES**

Greek organizations are only permitted to register events where alcohol is present on Friday and Saturday nights throughout the year and only in locations approved by the Student Life Office. Under special circumstances, organizations may apply for an exception to the Student Life Office. All registered social events must occur between 11:00 pm – 2:00 am.

## **SOCIAL RESPONSIBILITY FOR NOISE VIOLATIONS**

This policy applies to noise from any social event.

- 1. Speakers, whether they belong to a group or to an individual, must not be placed in windows and directed outward or on the front porch. The speaker(s), and thus the sound, should always be directed to the interior of the building.**
- 2. During a social event, the music should be kept to a level at which it is enjoyed only by those in attendance at the indoor event.** *The Danville City Noise Ordinance* prohibits unnecessary or excessive noise in a residential area between the hours of 10:00 pm and 7:00 am. Social events that are registered through the Director of Campus Activities or the Director of Greek Life are granted a special permit by the city to extend this time until midnight on Friday and Saturday nights and 11:00 pm on all other nights. At the above times, noise must be at a point that it can only be heard indoors. The special permit does not guarantee the status of the event. At any time that music or noise is creating a disturbance as indicated by a registered complaint with the Department of Public Safety or other College officials, the hosts of the function must reduce the noise level or the event will be terminated. Repeated violations of the noise ordinance will result in disciplinary action. During 24 hour quiet hours, warnings will not be given for noise violations.
- 3. Outdoor social events must be approved by the Director of Campus Activities or the Director of Greek Life and the Directors of Public Safety through the usual event registration process.** In accordance with the city noise ordinance, all outdoor events must conclude by midnight on Friday and Saturday nights and 11:00 pm on all other nights. Registration of an outdoor event does not guarantee the status of the event. If the music or noise is creating a disturbance as indicated by a registered complaint from someone on campus or in town, the hosts will be asked to reduce the noise level. Failure to resolve the situation will result in the termination of the event by the Department of Public Safety or other campus official. It is important to note that the Danville Police Department has the jurisdiction to revoke the special noise permit if they receive complaints.

Our academic mission requires us to assure every student a reasonably peaceful and quiet residential life at Centre. Even during those times when social events are occurring, the sound from these events cannot be allowed to project beyond the general proximity of the event's location. Cooperation among Greek organizations, occupants of residence halls, Resident Assistants, the Department of Public Safety, and the Student Life Office is essential to our successful management of this potentially difficult problem.

## **CENTRE COLLEGE HAZING STATEMENT**

Centre College views any form of hazing as contrary to the mission and purpose of the institution as stated in this Handbook. No individual or group may haze another at any time including initiation into any organization or at the time of affiliation with an organization. In

accordance with the Fraternity Executives Association, the North-American Interfraternity Conference, and the National Panhellenic Conference, Centre College defines hazing as any act or behavior whether physical, emotional, or psychological, which subjects a person, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment, embarrassment, or intimidation, or which may in any fashion compromise her or his inherent human dignity. At Centre, respect for the personal dignity of each student, faculty, and staff member is crucial to our enterprise.

Along with the Association of Fraternity/Sorority Advisors, the Fraternity Executives Association, the North-American Interfraternity Conference, and the National Panhellenic Conference, the College endorses the hazing policies of the Fraternity Information and Programming Group.

The College's endorsement of the National Collegiate Athletic Association (NCAA) "Principle of Ethical Conduct" extends this concept of hazing to all athletic teams. The "Principle" states that "Student-Athletes of a member institution and individuals employed by, or associated with, that institution shall deport themselves with honesty and good sportsmanship. Their behavior shall at all times reflect the high standards of honor and dignity that characterize participation in competitive sports in the collegiate setting."

The Student Life Office is committed to appropriate personal, social, and intellectual development of all Centre students and seeks to foster an environment that promotes a positive collegiate experience. Hazing is viewed as detrimental and contradictory to these objectives and will not be tolerated. Any member of the College community who observes a hazing incident should report it immediately to a staff member in the Student Life Office, the Director of Athletics, or the Department of Public Safety. Individuals or groups found guilty of hazing are subject to penalties, which may be as severe as expulsion from the College.

## **SOCIAL RELATIONS WITH STUDENTS/FACULTY/STAFF**

### **Fraternization Policy (approved 4/23/2013)**

**With Students:** In all of their interactions with students, members of the Faculty and Staff must exercise discretion, honor, professional responsibility, and common sense. In particular, the College prohibits dating and intimate relationships between students and any members of the Faculty or Staff. Even consensual relationships present real or perceived conflicts of interest and jeopardize the impartiality with which members of the Faculty and Staff are expected to carry out their responsibilities.

Should someone begin work at the College while already engaged in a dating or intimate relationship with a student (i.e., in the case that a recent graduate becomes a Faculty or Staff member), the new Faculty or Staff member must alert the Vice President for Academic Affairs (for Faculty) or the supervisor (for Staff) at the time of his/her employment so that present or future conflicts of interest can be avoided.

### **Fraternization Conflict of Interest Policy (approved 4/23/2013)**

**With Faculty or Staff:** Conflicts of interest, real or perceived, can arise in relationships between members of the Faculty or Staff and persons over whom they have a supervisory or evaluative relationship. No member of the Faculty or Staff is permitted to be in a position where he or she may influence, directly or indirectly, the salary, promotion, work assignments, or other working conditions or evaluate the performance of work, scholarship, or teaching of another member of the Faculty or Staff with whom he or she has a dating or intimate relationship. Real or perceived conflicts of interest can arise even in consensual relationships and jeopardize the impartiality with which members of the Faculty and Staff are expected to carry out their responsibilities. Because of the perceived or real imbalance of power and influence between the parties involved, these situations also pose a real or perceived danger of sexual harassment, as defined by the policies of the College. (See Sexual Harassment Policy in the *Faculty Handbook* or *Staff Handbook*). Persons who are in

positions of authority or influence at the College must be especially careful to avoid these conflicts. For example, a conflict would arise for a Staff supervisor who is in a relationship with a member of the Staff they supervise. Likewise, it would be a conflict for two members of the Faculty to be in a dating or intimate relationship where one party serves on the Tenure and Reappointment Committee or as a Division Chair and is, therefore, in a position to review the performance of the other party in the relationship.

Where a conflict of interest arises (or reasonably could arise) between any members of the Faculty or Staff who are in an intimate or dating relationship, they must disclose this conflict of interest (whether actual or reasonably anticipated) to (in the case of Faculty) the Vice President for Academic Affairs, or (in the case of Staff) his or her supervisor. Once the Vice President for Academic Affairs (in the case of Faculty) or a supervisor (in the case of Staff) becomes aware of a conflict as it exists or reasonably could exist, the Vice President or the supervisor may take or recommend action to correct or mitigate the situation, including reassigning professional roles to one or both parties or removing one of the parties from a position of influence over the other party.

It is especially incumbent upon those who are in positions of authority or influence to avoid these conflicts and to disclose them if they arise. Any member of the Faculty or Staff who should disclose his /her own potential conflict under this policy, but fails to do so, will be subject to appropriate disciplinary action, up to and including termination of employment.

## SEXUAL HARASSMENT POLICY

### Policy and Definition

No member of the Centre College community may engage in sexual harassment of another. Any employee or student of Centre College will be subject to disciplinary action by the College for violation of this policy.

Centre College's definition of sexual harassment is based on the Equal Employment Opportunity Commission guidelines, modified by the bolded phrases below:

*Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly **a requirement of employment or participation in an academic program or activity**, 2) submission to or rejection of such conduct by an individual is used as the basis for employment or **academic** decisions affecting the individual or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or **academic** performance or creating an intimidating, hostile, or offensive working, **academic, or campus environment**. (29 C.F.R. 1604.11 (a) 1988; underlined parts are modifications.)*

The College recognizes two types of sexual harassment. The first type is quid pro quo ("something for something") harassment, where sexual activity is demanded in exchange for an actual, tangible job or academic benefit; the second type is hostile environment harassment, where there is not necessarily a loss or gain to a tangible job or an academic benefit, but where the conduct creates an environment that may impair another individual's academic or professional performance, or hinder his or her ability to function within the community.

Examples of unacceptable verbal expression or physical conduct that may constitute sexual harassment include, but are not limited to:

1. direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
2. intimidating conduct which exerts pressure for sexual favors, including inappropriate behavior or offensive advances (e.g., sexual propositions when the other person has made it clear that he or she is not interested) without threat of punishment for

non-compliance and without promise of reward for compliance;

3. a pattern of conduct in class, in the work-place, or in the general campus environment that a reasonable person would identify as creating a sexist atmosphere, that is, an atmosphere that demeans or oppresses people simply by virtue of their sex. Examples of such patterns of conduct might include persistent denigration of women or men through sexist humor or remarks, assignment according to gender of tasks that are not gender-specific, or other activities that, by alienating or discouraging members of one sex, tend to impair their academic or professional performance or their ability to function within the community (e.g., hanging of signs in the dining hall which depict women/men in a derogatory manner, yelling sexist remarks from windows as men/women walk by);
4. behavior that would discomfort or humiliate a reasonable person through one or more of the following: i) inappropriate touching, patting, hugging, or brushing against a person's body, ii) remarks of a sexual nature about a person's clothing or body, iii) remarks about sexual activity or speculation about previous sexual experience or sexual orientation, or iv) other sexually suggestive remarks or insults.

The purpose of this policy is to reaffirm the College's commitment to respect the individual and to enhance the College community's level of consciousness regarding gender issues. This policy is not intended to limit claims of academic freedom. In particular, the policy does not limit classroom teaching concerning sexual topics legitimately related to the content or purposes of a course, even though such topics may elicit discomfort in some class member. Nor is this policy intended to limit scholarly research, publication, or public speaking on gender-related topics.

This policy applies to all college-related activities, both on campus and off.

### **Procedures**

Complaints of sexual harassment may be pursued as formal grievances according to the established procedures of the College. A Sexual Harassment Advisory Committee has been formed.

The Sexual Harassment Advisory Committee consists of seven members representing the following three groups: two students, appointed by the President in consultation with the Dean of Student Life; two faculty members, appointed by the President in consultation with the Dean of the College; one member of the professional staff; one member of the hourly staff; and one member of the Student Life Office staff, all appointed by the President.

Attempts will be made to have one male and one female from each of these groups (students, faculty, and staff). Members of the committee will be appointed for a minimum of two years and should be appointed in such a manner that the continuity of the membership is ensured. The Director of Human Resources & Administrative Services serves as a consultant to the committee.

The Sexual Harassment Committee's primary purpose will be to educate the College community about sexual harassment and the sexual harassment policy and procedures. Should a person seek committee member's assistance, the member may serve as an advocate for that individual, for example during the reporting process, if the complainant so desires. The committee will also periodically review and recommend any changes to the policy, based on new or changing interpretations of the laws.

The members of the Sexual Harassment Committee, along with those individuals identified to accept formal complaints, will receive training in the College's policy and procedures regarding sexual harassment. The Human Resources Department will provide training on an annual basis.

This policy seeks to encourage students, staff, and faculty to express freely, responsibly,

and in an orderly manner, their concerns regarding sexual harassment. Any act of retaliation by a College employee, student, or representative of the College which interferes with or penalizes an individual for exercising his/her rights to file a complaint, will result in appropriate and prompt disciplinary action, including possible termination or expulsion.

Students seeking to discuss incidents or situations may receive confidential, free counseling through the Student Counseling Services at Parsons Student Health Center. No report of a sexual harassment incident made to a College counselor in Counseling Services will be communicated to College authorities, unless the student releases the counselor to do so in writing, or unless there is an immediate risk of life-threatening harm. Students may also request a referral by the Director of Counseling to an outside counseling resource, at their own expense.

In an effort to provide clear and specific reporting procedures, and to ensure fairness and consistency to all parties, the Sexual Harassment Committee has outlined the following steps for addressing sexual harassment complaints:

1. Individuals may contact any member of the Sexual Harassment Committee for general information, for further explanation of the Sexual Harassment Policy, or to discuss the possibility of filing a complaint.

Once a College representative (including any member of the Sexual Harassment Committee) receives allegations of sexual harassment containing sufficient details to identify the accused, a formal investigation must ensue. Because the College is required by law to investigate these matters, the representative must report that information to an appropriate College official. The Committee member will assist the complainant in contacting Human Resources or the appropriate designated College representative as outlined in section two (2) below.

Once a formal investigation has begun, complete confidentiality may not be possible. Complete confidentiality could handicap the investigator's ability to conduct a thorough investigation of the allegations and could also damage the rights of the accused to respond to the allegations. Attempts will be made to preserve confidentiality and only those in the administration with a legitimate need to know shall be kept apprised of the details of an investigation. In addition, the complainant, the accused, and any third-party interviewees shall be advised of the need to preserve confidentiality.

2. As an alternative to contacting a Committee member, the complainant may go directly to the designated College representatives listed below. An individual may contact a designated College representative to gain information about the process and/or to file a formal complaint with the College.

**Students** should report all formal complaints to the Dean of Student Life. **Staff** should report formal complaints to the Director of Human Resources & Administrative Services. **Faculty members** should report formal complaints to the Vice President for Academic Affairs or Associate Dean.

Alternatively, the complainant has the option of contacting **any** of the designated College representatives listed above with whom he/she feels most comfortable.

When the designated College representative receives an allegation of sexual harassment, written or unwritten, he/she shall discuss the matter with the Director of Human Resources & Administrative Services to determine the appropriate action and to ensure that the allegation is properly investigated since the College is required by law to take action consistent with its policy and procedures.

3. Those individuals designated to accept a formal complaint should request the complainant to submit a detailed written statement of the alleged incident(s). The formal statement must be signed and dated.
4. The Director of Human Resources & Administrative Services and a designated College

representative will initiate an investigation upon receipt of a complaint. The investigators shall strive to maintain a neutral, objective, and unbiased investigation in obtaining all pertinent facts.

Should either the Director of Human Resources & Administrative Services or a designated College representative be either the complainant or the accused party, the College legal counsel may serve as an alternate.

5. Withdrawal of a complaint will not necessarily result in the termination of the College's investigation into the allegations.
6. False and malicious charges may result in sanctions being imposed against the complainant by the College, and may lead to charges being filed against the complainant by the accused.
7. At the conclusion of an investigation, both the complainant and the accused will be apprised of the results. If there is a finding of inappropriate behavior, prompt disciplinary action, including possible termination or expulsion, will be taken.
8. Should disciplinary action be taken, the following guidelines should be followed:  
**Student** disciplinary action will be taken by the Vice President and Dean of Student Life; **Professional and Support Staff** disciplinary action will be taken by the immediate supervisor and the Director of Human Resources & Administrative Services; **Faculty** disciplinary action will be taken by the Vice President for Academic Affairs.
9. After a judgment has been rendered, either party may choose to avail himself/herself of the established grievance procedures:  
Procedures for judicial action for **students** are fully described in this Handbook.  
Grievance procedures for **professional and support staff** are fully described in the Staff Handbook.  
Grievances involving **faculty** members are fully described under the Review Board section in the Faculty Handbook.
10. Final appeals should follow the grievance procedures outlined above.
11. When any investigation of a complaint of sexual harassment is completed, the file containing all documentation relating to the complaint will be maintained in the Human Resources Department in a separate confidential file.  
Documentation on any disciplinary action will be maintained in accordance with the following guidelines:
  - (a) Documentation will be maintained in the Student's file, which resides with the Dean of Student Life.
  - (b) Documentation will be maintained in the Staff's personnel file, which is maintained in the Human Resources Department.
  - (c) Documentation will be maintained in the Faculty's personnel file in the Human Resources Department and within the office of the Vice President of Academic Affairs.

## **SEXUAL ASSAULT POLICY**

### **Position of Centre College**

Sexual assault is a criminal offense. Centre College realizes colleges cannot and should not hold themselves as an alternative to the criminal justice system. It is the intention of Centre College in complying with the Ramstad Amendment of the Higher Education Act of 1992, which requires institutions to develop and distribute a sexual assault policy describing prevention programs and procedures, to make a strong statement regarding sexual assault. Because it is incompatible with the philosophy supportive of a community of learning, sexual assault will not be tolerated on this campus. Students, faculty, staff, and

guests are expected to conduct themselves as responsible citizens and as members of a community of learning, where respect for others, personal integrity, and civility are essential elements. Departures from this standard may result in suspension, expulsion, or other disciplinary actions.

**Definition of Sexual Assault**

Sexual assault is defined as sexual intercourse or sexual contact with another person by forcible compulsion or without consent. Absence of protest is not consent. Acts of sexual assault include rape, oral or anal intercourse, and other sexual acts not involving intercourse to which participants are not both consenting.

**Lack of Consent**

Lack of consent occurs when:

- A. A person is forced to submit through use of forcible compulsion.
- B. The person does not expressly or implicitly acquiesce in the accused’s conduct under circumstances other than forcible compulsion or incapacity to consent.
- C. A person is deemed to be incapable of consenting because he/she is less than 16 years old, is mentally retarded, suffers from mental illness, or is physically helpless.
- D. A person is deemed incapable of consent because he/she is totally incapacitated. A person is rendered temporarily incapable of appraising or controlling his/her conduct as a result of a controlled or intoxicating substance administered to him/her with or without his/her consent.
- E. A person is unable to consent when he/she is unconscious or for any other reason is physically unable to communicate unwillingness to act.

**Notification Process**

If a student is a victim of sexual assault, he/she is advised to follow these procedures:

- 1. **Go** to a safe place.
- 2. **Call** someone that you trust - a good friend, your family, a Resident Assistant, or one of the following:

	<u>Office</u>	<u>After Hours</u>
Rape Crisis Center	859-236-4445	1-800-656-HOPE or 859-253-2511
Counseling Services	859-238-5740	859-238-5740 to receive an emergency number
College Nurse	859-238-5530	contact DPS to reach a nurse after hours

Ephraim McDowell  
 Reg. Medical Center      859-239-1000 (24 hours a day)  
 Dept. of Public Safety    859-236-4357 (24 hours a day)  
 Danville Police Dept.    859-238-1220 (24 hours a day)

- 3. **Seek** medical care as soon as possible at any emergency medical facility, such as Ephraim McDowell Regional Medical Center Emergency Room or the University of Kentucky Emergency Room. It is important to have a medical exam to check for physical injuries and disease, to dispense pregnancy information and prophylaxis if necessary, and to collect evidence should you decide to prosecute. The medical exam is free to victims of rape. You may have the exam and then decide not to prosecute. If you have already removed clothing, put it in a paper bag and bring it with you.

**DO NOT** bathe, douche, urinate, or defecate prior to arriving at the Emergency Room.



**DO NOT** change clothes. **DO** bring extra clothes, as clothing will be held as evidence.

**DO** ask for someone you trust or a staff member from Centre to come with you.

4. **Report** assault to campus authorities and/or local police department. Campus authorities include any member of the Department of Public Safety, the Dean of the College, the Associate Dean of the College, or any member of the Student Life Office. Once a crime is reported it will be listed on the Centre College Crime Log and included in the annual crime statistics of the College.

**Students are strongly encouraged to voluntarily come forward to report an assault and to receive appropriate professional counseling. All information received will be kept in confidence. A sexual assault is a criminal act and is a violation of Federal and State laws and may be treated as a violation of College regulation and dealt with administratively.**

### **Counseling Services and Other Assistance**

Student Counseling Services are available to students involved in a sexual assault. Through these services, the College seeks to provide necessary emotional and psychological support necessary for victims to heal following an incident. The Director of Counseling may also assist victims in receiving necessary outside services. Additionally, College officials will, on request of the victim, make adjustments in academic or living arrangements affecting on or both of the parties. In all likelihood, the student accused of a sexual assault may live in the same area as the alleged victim. The College may institute a permanent or temporary relocation for the safety and security of all involved. Similar arrangements may also be made by the College if the victim and the accused have classes schedule together, if an alternate course section is available.

### **Educational Programs Available**

Educational programs on sexual assault prevention are available for all residence halls, Greek organization, and other student groups through Parsons Student Health Center ext. 5530, Student Counseling Services ext. 5740, and the Bluegrass Rape Crisis Center (859-236-4445). Programs on self-defense and personal safety are available through the Department of Public Safety and the local police department. In addition to these programs, the topic of sexual assault and personal safety is covered in first-year student orientation and in the training program for all Resident Assistants. For information or assistance in setting up one of the above programs, contact the Parsons Student Health Center at ext. 5530.

### **FIRE SAFETY REGULATIONS AND POLICIES**

- A. Smoking is not allowed inside any student residential facility belonging to the College, including individual rooms.
- B. Electric appliances and other items such as, but not limited to, hotplates, George Foreman type grills, toaster ovens, frying pans, waffle irons, portable heaters, microwave ovens (over 900 watts), refrigerators (over 6 cubic feet), self-installed ceiling fans, halogen lamps, five-light floor lamps, candles, live Christmas trees, and air conditioners may not be used in any residence hall room.
- C. No more than one over-stuffed chair or one sofa may be placed in any residence hall room.
- D. Extension cords may be used on a limited basis but must be UL approved, heavy-duty 14-gauge wire, and may not be located under a bed or rug.
- E. Motorcycles and bicycles may not be kept in the residence hall/house rooms, hallways, stairwells, or in any other location which would interfere with fire exits from the building or cause a safety hazard for others. Locked bicycle sheds are located at three locations on campus.

- F. All Christmas or other decorations must be fire proof and the lights UL approved and must be taken down before students leave for break. Live Christmas trees are not permitted.
- G. Candles, oil lamps, or other open-flamed items for decorations or for any other use are prohibited.
- H. Halogen lamps, five-light floor lamps, and incense are strictly prohibited.
- I. Fog/Smoke machines are not allowed in campus buildings without prior consent from the Directors of Public Safety.
- J. Access to and from residence hall/house rooms (doors and windows) must be kept clear. Clothing, trash, books, etc. must not be placed in such a manner as to inhibit easy entrance to or exit from the room.
- K. All carpet must be fire resistant.
- L. Strategically located fire extinguishers must be used only in accordance with the instructions listed on the side of each extinguisher.
- M. Fires may be burned in outdoor grills only under the following conditions:
  1. When a specific person fills out in advance a registration form available from the Department of Public Safety and takes responsibility for assuring safe conditions and seeing that the registered fire is extinguished;
  2. When a fire extinguisher is kept nearby;
  3. At times prior to midnight.

A copy of regulations and procedures will be provided by the Department of Public Safety to any person(s) requesting permission to build such fires.
- N. The use or possession of fireworks anywhere on campus at any time is prohibited. Violation of this policy will result in disciplinary action.
- O. Flammable materials may not be stored in any residence unit. Contact the Department of Public Safety for authorized areas of storage. For further information concerning storage, see the section on Residence Life in this Handbook.
- P. Safety inspections for every residence hall room are conducted during fall break. Safety violations and/or fire hazards are noted and those students found to be in violation are notified. A re-inspection of those rooms found to be in violation is conducted during Thanksgiving break. Students who have not made corrections are held responsible and are fined for a safety violation and for their lack of compliance.
- Q. Please refer to the Standard Fines listing in this section of the Handbook for any of the previously mentioned violations.

## **FIRE EVACUATION PROCEDURES**

- I. If you are in the hallway:
  - A) Leave by the nearest exit.
  - B) Pull the alarm on the way out.
- II. If you are in your room:
  - A) Put on shoes and grab a towel.
  - B) Feel door and knob for heat.
    - If knob or door is hot**
    - 1) STAY IN ROOM.
    - 2) Stuff towel or clothing under door to prevent smoke from entering.
    - 3) Go to window to notify fire fighters that you are in the room. Wait for the fire fighters to affect a rescue.

- III. If you can leave your room (knob or door is not hot):
- A) Open door cautiously and exit room.
  - B) Close door behind you.
  - C) Leave building in a quick but orderly fashion by designated exit. If the exit is blocked by smoke or fire, proceed to alternate exit. Get completely out of the building.
  - D) Make sure all fire doors are closed behind you.
  - E) Meet with the rest of the residents of the living unit at a designated meeting place outside of the building. This meeting place will be determined by each living unit at the beginning of each school year.
- IV. If fire is in your room:
- A) Exit room immediately.
  - B) Close door behind you.
  - C) Pull nearest fire alarm.
  - D) If fire is containable, use nearest fire extinguisher.
  - E) Call the Danville Fire Department (9-911 or 238-1220).
  - F) Notify the Department of Public Safety HELP (4357 on campus or 236-4357 off-campus) and your RA whenever there is a fire in the building regardless of whether or not the fire department is called.

## **SOCIAL RESPONSIBILITY AND STUDENT CONDUCT REGULATIONS**

Students are expected to conduct themselves as responsible citizens and as members of a community of learning, where respect for others, personal integrity, and civility are essential elements. If a student violates the terms and conditions of the student housing contract or other College regulations, and such violation results in disciplinary action which includes some form of suspension or expulsion, the College's refund policy does not apply and the student will be held liable for the full charges for that term. Recipients of Federal and State financial aid are subject to the Federal "Return of Title IV Funds" policy. Neither the College nor any of its officers shall be under any liability for such exclusion.

### **Misconduct**

Misconduct for which students are subject to disciplinary action includes, but is not limited to:

1. Dishonesty, such as cheating, plagiarizing, or knowingly furnishing false information to the College.
2. Forgery, alteration, or use of College documents, records, or instruments of identification with intent to defraud.
3. Intentional obstruction or disruptions of teaching, research administration, disciplinary proceedings, or other College activities on College premises.
4. Physical, mental, verbal abuse, or conduct, including, but not limited to abuses on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age and disability, of any person on college premises or at College-sponsored or College-supervised functions, which threatens or intimidates, or endangers the health or safety of any person.
5. Sexual harassment or coercive sexual advances and/or activity. (As defined in this section of the Handbook.)
6. Hazing. (As defined in the Centre College Hazing Statement of this section of the

Handbook).

7. Indecent exposure.
8. Theft from or damage to College premises or theft of or damage to property of a member of the College community on College premises.
9. Failure to comply with directions of College officials acting in performance of their duties.
10. Disrespect (harassment, true threats, defamation, obscenity, incitement) for a College official while carrying out their official job responsibilities.
11. Violations of published College regulations, including but not limited to published rules governing College residence halls, including regulations relating to entry and use of College facilities and any other regulations, which may from time to time be enacted.
12. Possession and/or discharge of fireworks.
13. Intoxication.
14. Disorderly conduct.
15. Illegal provision of alcohol by any individual or group to another individual or group either for a monetary charge or free of charge.
16. Illegal provision, merchandising, possession, or consumption of illegal drugs on campus, or possession on campus of paraphernalia for the use of drugs.
17. Possession of, or threatening use of, deadly weapons. (See definition of weapons in this and in the Campus Safety and Security section of this Handbook.)
18. Arson or other intentional setting of fires.
19. Fighting.
20. Violation of College Computer Network “Acceptable Use Policy” found in this handbook.
21. Unauthorized use of building.
22. Hosting a party in a residence hall.
23. Any conduct, which could be construed as a violation of any Federal, State, or local laws, may be treated as a violation of College regulation, particularly when it affects the College community’s pursuit of its proper educational purposes.

The administration may also regard actions off-campus, which threaten or harm larger community welfare as occasions for disciplinary action either through normal judicial proceedings or administrative decision. The College may, for example, hold students living off-campus responsible for their behavior if their behavior causes neighbors to complain to the College.

### **Sanctions and Penalties**

Sanctions or penalties, which may be imposed by the administration or under the judicial process for offenses, include, but are not limited to the following:

1. *Admonition*. An oral statement to the student offender that he or she has violated College rules.
2. *Warning*. Notice to the student orally or in writing that continuation or repetition of the conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
3. *Censure*. Written reprimand for violation of a specific regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any College regulation within a period of time stated in the letter of reprimand.
4. *Disciplinary probation*. Exclusion from privileges or participation in extracurricular College activities for a specified period of time and under such conditions as set forth

in the notice of disciplinary probation. Release from disciplinary probation status is at the sole discretion of the College.

5. *Restitution.* Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
6. *Fine.* Monetary penalty apart from restitution.
7. *Suspension.* Exclusion from classes, campus residences, and/or other privileges or activities for a definite period of time and under such conditions as set forth in the notice of suspension. When suspension includes exclusion from classes, this action results in a notation on the student's permanent record. Students under suspension may be considered for readmission by the Deans after the specified period of suspension and once stated conditions have been met. Readmission, however, is not automatic; students must show persuasive evidence of ability and desire to do satisfactory work and to behave responsibly at Centre College. Readmission to Centre is at the sole discretion of the College.
8. *Expulsion.* Termination of student status for an indefinite period. The conditions of readmission, if permitted, shall be stated in the order of expulsion and are solely at the discretion of the College. This action results in a notation on the student's permanent record.

### **Temporary Suspension**

Although students are ordinarily disciplined through the judicial process involving the Student Judiciary or the executive/judicial committees of the Panhellenic Association or the Interfraternity Council, the College administration may invoke sanctions, including suspension from the College, in certain circumstances. Upon verbal or written notification of charges, a student may be suspended pending the hearing and determination thereof, only when the continued presence of such student would constitute an immediate danger to the safety of person or property on the premises of the College. In the event of such a suspension, the student upon request shall have the right to a hearing before the Student Judiciary within five days after said demand with respect to the basis for such suspension.

A student who is dismissed is immediately denied use of any campus services or facilities and may not participate in campus-sponsored activities. Keys belonging to the College, especially to the residence hall room, must be turned in at the Student Life Office, the student I.D. card and vehicle decal must be returned to the Registrar's Office, and the premises must be vacated within 48 hours of dismissal. The Dean of Student Life must authorize any exceptions. Failure to complete this process will jeopardize readmission to the College.

### **SENIOR DAYS**

The days between the last day of finals and commencement eve are traditionally known as Senior Days. During Senior Days only those students who are graduating, registered guests of graduates, or those who have a role in closing or commencement should be on campus. Attendance at Senior Days is a privilege, and therefore students' actions throughout the school year may impact their ability to remain on campus and participate in Senior Days. Any citations related to alcohol or vandalism will disqualify a student from participating in Senior Days. Any behavior that is deemed to be detrimental to the Centre community, or is not consistent with Centre College policies may also, at the discretion of the Student Life Staff, disqualify a student from participation in Senior Days.

### **STANDARD FINES FOR CERTAIN POLICY VIOLATIONS**

The College reserves the right to fine students for noncompliance with college regulations. Below is a listing of possible minimum fines. This list is intended to be a guide for

the Student Judiciary and College officials when such assessment is necessary. It does not preclude the right of the institution to give greater or lesser fines for violations listed or for violations not listed. **Damage charges and fines are tripled during any College break, during finals, and for summer residents.** Each case will be dealt with on an individual basis by the appropriate College official. Periodically, the Dean of Student Life, in consultation with the Student Government Association, and the Student Life staff, will review and update the Standard Fine List.

**POLICY VIOLATIONS**

**FINES**

**Alcohol Violations (refer to the Alcohol Matrix)**

Alcohol Intoxication	\$100 and Alcohol Education
Alcohol in dining areas or on athletic fields	\$50
Display of an original container*	\$25
Possession of alcohol by a minor	\$50
Communal source of alcohol	\$200
Drinking games	\$50 per person minimum

**Fire Violations**

Arson or other intentional setting of fires	\$500
Falsely pulling fire alarms	\$500
Discharge of a fire extinguisher	\$100
Disconnecting smoke alarms	\$100
Failure to register a fire	\$100
Tampering with a fire control device	\$100
Possession of a candle	\$100
Fireworks possession	\$50
Removing fire door signs	\$50
Propping open fire doors	\$50
Removing or damaging ceiling tiles	\$25
Smoking Violation	\$25

**Other Violations:**

Bottle Throwing	\$100
Disorderly Conduct	\$100
Fighting	\$100
Indecent Exposure	\$100
Driving on Campus Grounds	\$100
Possession of College Furniture	\$50
Pet Policy Violation	\$50
Quiet hour violation	\$25
Unauthorized access to a building, a roof, or construction sites	\$500
Party in a residence hall*	\$100
Visitation Violation	\$25

Destruction of property\*\*...restitution plus or 50% of value of property, whichever is higher \$100

**During breaks, and finals all disciplinary fines will be tripled.**

\*See “Party in a Residence Hall” in the Campus Safety and Security section.

\*\*See “Additional Student Government Association Actions” in this section.

**APPEAL PROCESS FOR CERTAIN POLICY VIOLATIONS**

An appeal form is available on the Department of Public Safety web-page at [http://www.centre.edu/student\\_life/dps.html](http://www.centre.edu/student_life/dps.html).

**ALCOHOL POLICY VIOLATION MATRIX**

This matrix is provided by way of example to show how the College typically deals with violations of the Campus Alcohol Policy. Depending upon circumstances surrounding the incident of misconduct, additional sanctions may apply. All alcohol violations are cumulative during a student’s time at Centre College.

<b><u>Original Container (OC) and Possession of Alcohol by a Minor (PAM)</u></b>			
	<b><u>1st offense</u></b>	<b><u>2nd offense</u></b>	<b><u>3rd offense</u></b>
First-year Students	PAM Meet w/DPS \$50	PAM Meet w/DPS Alcohol Education Write letter to parents \$75	PAM Meet w/Dean Mail letter to parents Alcohol Assessment \$100
Under 21	PAM \$50	PAM Meet w/DPS Alcohol Education \$75	PAM Meet w/DPS Alcohol Assessment \$100
21 & Over	OC \$25	OC \$50	OC Meet w/DPS Alcohol Education \$75

<b><u>Public Display of Alcohol (PDA)</u></b>			
	<b><u>1st offense</u></b>	<b><u>2nd offense</u></b>	<b><u>3rd offense</u></b>
First-year Students	PAM Alcohol Confiscated Meet w/DPS \$50	PAM Alcohol Confiscated Meet w/DPS Write letter to parents Alcohol Education \$75	PAM Alcohol Confiscated Meet w/Dean Mail letter to parents Alcohol Assessment \$100
Under 21	PAM	PAM	PAM

	Alcohol Confiscated \$50	Alcohol Confiscated Meet w/DPS Alcohol Education \$75	Alcohol Confiscated Meet w/DPS Alcohol Assessment \$100
21 & Over	PDA No Fine	PDA \$50	PDA Alcohol Education \$75

<b><u>Alcohol Intoxication (AI)</u></b>			
	<b><u>1st offense</u></b>	<b><u>2nd offense</u></b>	<b><u>3rd offense</u></b>
Under 21	AI Meet w/DPS Write letter to parents Alcohol Education \$100	AI Meet w/Dean Mail letter to parents Alcohol Assessment \$125	AI Student Judiciary
21 & Over	AI Meet w/DPS Alcohol Education \$100	AI Meet w/Dean Write letter to parents Alcohol Assessment \$125	AI Mail letter to parents Student Judiciary

*\*Alternative sanctions will apply to those who have already attended Alcohol Education*

**STUDENT GOVERNMENT ASSOCIATION ACTIONS REGARDING ALCOHOL/ORIGINAL CONTAINERS**

The Student Government Association declaration regarding original containers reads as follows: “The display on campus of any alcoholic beverage in the original container by anyone, regardless of age, is prohibited.” This “unoriginal container” rule means that no beer cans, bottles, etc. should be carried in public places (residence hallways included). Failure to comply with the Student Government Association ruling will minimally result in a citation and/or a \$25 fine.

**VANDALISM**

The Student Government Association declaration regarding *destruction of College property, personal property, and theft* reads as follows:

**Preventative**

1. Students will have an incentive to report incidents of vandalism and theft. Vandalism is considered an act of intentional destruction of property or willful negligence of the preservation of property. A reward will be offered, in verifiable circumstances, for those who report such behavior. Such compensation will be available once the offender is caught. Confidentiality is of utmost importance in this matter.
2. Student Government Association members will encourage a policy of peer condem-



nation toward such offensive behavior. Vandalism and theft harm the entire Centre community and force each member to pay for the incidental expenses.

### **Punitive**

1. Those that are found accountable for destruction of College or personal property or theft are responsible for the damages incurred. The offender pays the full amount of the damage (including labor) + \$100 or 50% of the value of property (whichever is higher). In cases where a reward is necessary, the reporter of the destruction will receive \$25 or 25% of the total (whichever is higher). The reward is taken from the payment by the offender. If the offender willfully cooperates, there is a possibility for reduction of fines incurred.
2. When damage expenses total over \$200, the violator is subject to a mandatory Student Judiciary hearing. Should the offender have multiple violations which add up to \$200 or more, a mandatory Student Judiciary hearing is also required. At this point, the Student Judiciary will decide if further sanctions are required and have the right to pursue any related infraction of student conduct regulations.
3. The Student Life Office retains the right to remove and relocate an offender from any particular residence hall. An offender may also be banned from entering any residence hall per the Student Life Office.

### **DEPARTMENT OF PUBLIC SAFETY**

It is the goal of the Department of Public Safety (DPS) to make every effort to provide a safe and secure environment for each student, faculty, staff, and visitor to our campus. The College maintains a staff of Public Safety Officers who monitor the campus and respond to calls for assistance. The officers do not have arrest powers nor do they carry weapons. Their authority is established and defined by the administrative officers of the College. There is at least one officer on duty around the clock, seven days a week. The officers are trained in various areas of general security and fire safety. They do not limit their efforts to criminal activities, but will respond to any matter involving the personal safety of someone within the Centre College community.

**NOTE: All Department of Public Safety personnel are considered official representatives of the College. Students, other members of the community, and visitors are expected to obey any lawful directive given by these officers. Failure to comply is automatically considered a violation of College policy. Students, in particular, should at any time be prepared to present an official College I.D. to officials of the College as form of identification.**

### **DEPARTMENT OF PUBLIC SAFETY LOCATION**

The Department of Public Safety is located on West Walnut Street on the first floor of the Walnut House. The office may be reached twenty-four hours a day by dialing HELP (4357) on campus or 236-HELP (236-4357) on all other telephones. The extension numbers for the Directors' offices are ext. 5534 and 5535.

### **EMERGENCY PROCEDURES**

#### **Emergency Response Plan**

A campus wide Emergency Response Plan is located at the both Public Safety office. The mission of the plan is to provide a coordinated, effective response in the event of a natural or man-made disaster on or around the Centre College campus, to provide for the health and safety of all affected individuals within the Centre community, to minimize property damage, and to return Centre College to normal operating conditions following such an emergency. Designated safe places and other pertinent information regarding severe weather and other safety evacuation procedures are posted in all campus buildings.

#### **Emergency Mass Notification System**

The Department of Public Safety has implemented a campus-wide emergency mass notification system. In the event of an emergency, this system will simultaneously e-mail, call, and text all students, faculty, and staff with information concerning the emergency. In order to receive this notification, students, faculty, and staff must sign up for the service at the beginning of the academic year.

The Department of Public Safety has installed five large LED emergency notification signs in Crouse, Sutcliffe, Chowan, and in the Campus Center. These devices will allow the department to notify members of the campus community during an emergency in these areas where cell phones may not be readily available. The signs have a flashing strobe light, emit an audible alarm, and provide scrolling text messages when activated. They will work in conjunction with the smaller emergency notifications boxes that have been installed in the classrooms. The devices will only be activated in the event of an actual emergency where further action is necessary. These until will supplement the emergency mass notification text-messaging system.

### **Help Number**

The on-campus emergency telephone number is HELP (ext. 4357), or if calling from an off-campus location, 236-HELP (236-4357).

### **Emergency Telephones**

Emergency telephones are at the following locations on campus: the northeast corner of Yerkes, the southeast corner of the Jones Visual Arts Center, on a post in front of Chowan, and outside the east entrance to the Ruby Cheek House. Pressing the red button (dialing is not necessary) located on the front of the telephones provides direct line access to the officer on duty. There is also a courtesy phone located inside the red international phone booth next to the Walnut House. DPS may be contacted by dialing ext. 4357.

### **Severe Weather/Tornado Warning**

If a severe weather situation or emergency arises, the Department of Public Safety will alert the entire campus by activating the Emergency Mass Notification System. In the event of a tornado watch, a mass e-mail will be sent to alert everyone to be aware of changing weather conditions.

### **General Disasters**

If a disaster situation arises in the area, the Department of Public Safety will take the necessary steps needed to notify all members of the College community of the disaster. At this time the department will inform the College community of any procedures and precautions which need to be taken as a result of the emergency situation.

### **Mental Health Emergencies**

A student experiencing a mental health emergency may contact the Department of Public Safety at 859-236-4357 to access an on-call member of the Counseling Services staff, or 859-238-5740 for an on-call phone number. Students may also call "911" or go to the Emergency Room of Ephraim McDowell Regional Medical Center. The recommended Suicide Prevention Lifeline number is 1-800-273-8255.

### **Maintenance Emergencies**

In the event there is a maintenance emergency after normal business hours or on weekends, the Department of Public Safety should be notified. The safety officer on duty will contact the on-call Facilities Management employee and he/she will respond to the situation as needed.

### **Dialing "911"**

In the event of a serious emergency requiring the response of local emergency personnel, dial 9-911 from a campus extension, and also contact the on-duty campus safety personnel immediately at ext. 4357(HELP).

## **PARKING REGULATIONS**

### **Vehicle Registration**

All motorized vehicles must be registered when they are brought to campus. Students must register their vehicle online through the Department of Public Safety web page. Owners will be issued a decal indicating the lot(s) in which they are authorized to park. An annual \$50 registration fee will be assessed to the student's bill. Temporary decals may be purchased at the Department of Public Safety for \$2 per week. For those students who do not live in Centre College residences, a commuter decal must be purchased for \$10. Visitor permits are free of charge and may be obtained at the Public Safety Office by calling ext. 4357. **Parking on the streets surrounding the campus does not exempt students or faculty/staff from registration and the acquisition of a decal.**

Centre College will be implementing a 20% parking decal discount to those students whose vehicles have achieved a minimum green score of 40 according to the annual vehicle rating guide of the American Council for an Energy Efficient Economy or are classified as zero-emission vehicles by the California Air Resources Board and who live in the Brockman Residential Commons. A list of eligible vehicles may be found at [www.Centre.edu/greencars.html](http://www.Centre.edu/greencars.html). Contact the Department of Public Safety if you are eligible for this discount.

### **Parking Decal Placement**

The static cling decal should be placed on the inside of the driver's side rear window. If the windows of the vehicle are heavily tinted, the decal should be placed on the inside of the driver's side front window.

### **Designated Parking Areas for Students**

Students with a current decal are authorized to park in the following areas: the lot at the corner of Grant and College streets; the lot to the east and north of the Hillside units; the lots adjacent to Acheson-Caldwell, Cheek-Evans, Yerkes, and Pearl Hall; the lot behind Bingham excluding the area designated for faculty/staff; the lot behind Brockman Residential Commons; the designated lots on Beatty Ave; the designated areas of the lot next to the Post Office; the lot under the viaduct; the lot behind Stuart Hall; the lot behind Ruby Cheek House; and the designated areas of the lot to the west of Harding Street (near Facilities Management).

**The only legal parking spaces on campus are those marked with lines. Students are allowed to park in Faculty/Staff lots after 5pm until 7am during the week and during the weekend until 7am on Monday morning. This policy is in effect during breaks, as well. Students are prohibited from parking in visitor lots at any time.**

### **St. Mildred's Court**

Students who live in College residences on St. Mildred's Court (Rodes, Fox Hall) are required to sign an agreement to park in the lot behind the Academic Dean's home which is across from Fox Hall as outlined in the agreement. **Only residents of St. Mildred's Court may park in this area.**

### **Faculty/Staff**

Faculty/Staff must register their vehicle online through the Department of Public Safety web page. There is no charge for Faculty/Staff decals. Faculty/Staff with a current decal are authorized to park in the following areas: the lots behind the Horky House and the Alumni House; designated sections of the Bingham Lot; designated short-term spaces in the McReynolds lot, the lots behind and adjacent to the Breeze House; the lot beside Boles Natatorium; the lot behind the Norton Center/Grant Hall; and the lot to the south of LaMotte/Tyler.

### **Parking Appeals Process**

In order to more consistently and efficiently address questions concerning fines, the De-

partment of Public Safety has established a written appeals process. Appeals must be filed in writing within seven working days from the date of issuance on the citation. Appeal forms are available on the Department of Public Safety web-page at [http://www.centre.edu/student\\_life/dps.html](http://www.centre.edu/student_life/dps.html). Persons filing appeals will be notified by campus mail regarding the outcome.

Appeals based on the following will not be recognized as a valid reason for appeal:

- A. Ignorance of the regulations
- B. Late arrival for classes, meetings, appointments, etc.
- C. Inability to find a convenient legal parking space
- D. Inclement weather

All decisions are final.

### **Booting Policy**

If any member of the Centre community receives three parking tickets within the academic year, she/he will receive a notice stating that if she/he parks in an unauthorized area again, the vehicle will be immobilized with a portable boot device. Once a vehicle has been booted, the owner will be notified and they must contact Public Safety to have the boot removed. If the owner fails to have the boot removed within 24 hours, an additional fee of \$25 per day will be assessed. If the vehicle is once again parked illegally, it will be ticketed and the owner's parking privileges will be rescinded for the remainder of the academic year. If the vehicle is parked in an area in which the boot cannot be used, or if the boot is already in use, the vehicle will be towed.

### **Parking Fines**

No decal displayed, fire lane, restricted area, yellow zone, or on the grass \$50; Handicapped Area - \$75; Booting Fee - \$50

### **Frequently Asked Questions**

***Do I have to purchase a decal if I only intend to park on the city streets?*** Yes. All currently enrolled students who bring a vehicle to campus must register that vehicle.

***Can DPS ticket my car on St. Mildred's Court even though it is a city street?*** Yes. Students who live in the residences on St. Mildred's sign a special agreement concerning parking in the area. Those who do not abide by these regulations are subject to citations, even though St. Mildred's is a city street.

***Can I park in visitor spaces after hours and on weekends?*** No. Only visitors are allowed to park in these spaces.

***Where do I tell people visiting me to park?*** Visitors should obtain a free parking pass from DPS by calling ext. 4357 (HELP). This pass allows them to park in any parking lot on campus.

***What should I do if I get a citation?*** Pay the fine, and don't park there again. Fines may be paid at the DPS Office located in the Walnut House. Unpaid fines are periodically sent to the Finance Office. If you feel you were ticketed in error, you may file a written appeal within seven working days from the date of the citation. Appeal forms may be picked up at the DPS Office or at the web site link listed in the above section.

### **CRIME PREVENTION/PERSONAL SAFETY**

Crime prevention at Centre is a top priority of the Department of Public Safety. Every reasonable effort is made to help people avoid becoming crime victims. This focus is evident in the crime prevention efforts of the Public Safety Department and the Student Life Office through which it reports. Information concerning Public Safety on campus is provided during orientation. The educational process continues periodically in residence hall meetings conducted by the Residence Directors and/or Resident Assistants. Personal

security issues are brought to the students in a variety of ways during these sessions. In addition, the Department of Public Safety conducts crime prevention/public safety talks throughout the year or upon request.

For a number of reasons including respect for individual privacy, vehicle safety, and maintaining an attractive campus, the placing of handbills on automobiles or distribution of fliers or other advertisements in residence hall rooms is prohibited.

The Department of Public Safety provides crime statistics annually as mandated by the Federal Jeanne Clery Act, and the state law known as the Michael Minger Act. This law requires the College to provide specific information about criminal activity on the Centre College campus. This information must be published and distributed to the students, faculty, and staff, as well as prospective students or employees requesting it. The report is published on the calendar year and does **not** coincide with the academic calendar.

## **UNAUTHORIZED USE OF BUILDINGS**

Any student found in campus buildings after normal operating hours without authorization, or found on any roof will be fined \$500. Students found inside constructions fences on campus will be fined \$500.

## **PARTY IN A RESIDENCE HALL**

Students may not host or participate in parties in residence halls. This includes all rooms and public spaces. The president's room and the rooms on the second floor of fraternity/sorority houses are considered residence hall rooms for this purpose.

The residents of the room in which the citation has been issued will be fined \$100 per person. If the residents of a room are cited for a second offense, they will be fined \$100 per person plus \$10 per guest.

## **RAILROAD PROPERTY**

Students are prohibited from entering railroad property. This includes parking lots, access roads or any other property owned by the railroad. Students found on railroad property are subject to arrest for trespassing. Student vehicles parked on railroad property are subject to be towed by railroad personnel.

## **SAFETY TIPS**

1. Use the escort service. (A 24-hour escort service is provided by the Department of Public Safety for students who live on campus.)
2. Never walk alone. (Travel in pairs using well-lit routes.)
3. Keep your residence hall door locked at all times.
4. Immediately report lost or stolen ID cards.
5. Immediately contact the Public Safety Office when a suspicious person is noticed anywhere on College property.
6. Keep your automobile locked at all times.
7. Keep valuables in a safe place.
8. Do not hide or loan out your door key.
9. If using alcohol, do so in moderation.
10. REMEMBER-CALL 236-4357 for HELP

## **WEAPONS**

One of the most important responsibilities of a community is to provide for the safety and well being of its members. We take this charge seriously.

No person may possess, use, sell, or store, while on campus or on property under the control of Centre College, any dangerous or deadly weapon (operational or decorative),

firearm, ammunition, explosive device (including fireworks), or any other potentially harmful or destructive device.

“Weapons” include, but are not limited to, martial arts weapons, knives (other than those necessary for cooking or approved College activities, including ROTC), bows and arrows, air guns, shot guns, BB guns, paintball guns, and “deadly weapons” as defined by KRS 500.080(4).

A “destructive device” means any explosive, incendiary or poison gas bomb, grenade, mine, rocket, missile, or similar device and includes the unassembled components from which such a device can be made. (Reference KRS 237.030(1))

This includes possession of such items in residence halls, in vehicles, in any College building or facility, or anywhere on the grounds of the campus. **Possession of weapons is in itself grounds for dismissal.**

This policy applies to every student, faculty member, employee, and guest at the College.

## **GUESTS**

Guests of students are welcomed at Centre College. A guest includes prospective students, friends that do not attend Centre College, siblings, etc. Guest’s vehicles must be registered with the Department of Public Safety. Host students are responsible for accommodations for and the conduct of their guests. Students are responsible for their non-Centre guests and the actions of these guests at all times. Guests to campus should be apprised of pertinent College rules and regulations by their Centre host. (See the section on Residence Life and Counseling in this Handbook for the complete policy.) The Centre host may be held responsible for the same offense if their guest does not follow College policies and incurs a citation.

## **LOST AND FOUND**

Items that are turned into or found by the Department of Public Safety may be retrieved by identifying the item at the DPS Office in the Walnut house. It is highly recommended that a report be made to the Department of Public Safety of all lost property. Several lost and found boxes are maintained in classroom buildings as well.

## **HOUSING AND SECURITY POLICY FOR STUDENTS WITH SPECIAL NEEDS**

See the sections on Residence Life and Housing for the full text of this policy.

## **FIRE SAFETY REGULATIONS AND POLICIES/FIRE EVACUATION PROCEDURES**

See the section on Risk Management Policies in this Handbook.

## **VIOLATIONS OF COLLEGE RULES & REGULATIONS - STUDENT CONDUCT REGULATIONS/CITATIONS**

For a complete listing of these regulations/citations, see the sections on Risk Management Policies and Campus Life and Services in this Handbook for typical standard fines for certain policy violations.

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **CENTRE’S POLICIES ON THE CONFIDENTIALITY OF STUDENT RECORDS AND ACCESS TO RECORDS**

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law, which states that a written institutional policy must be established and made available. The law provides that the institution will maintain the confidentiality of student education records. Centre College accords all the rights under the law to students. No one outside the institution shall have access nor will the institution disclose any information from students’

education records without the consent of students except to personnel within the institution, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to organizations conducting certain studies for educational purposes for or on behalf of the College, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. Anyone to whom a record is disclosed is prohibited from further disclosing the record except in accordance with the law and this policy. Under the Act, a college cannot release education records to a parent unless the parent has provided evidence that the student is a dependent of the parent for tax purposes. A parent can send to the Office of the Registrar a written request for the release of records along with a copy of the relevant portions of the parent's most recent federal tax filing showing the student is claimed as a dependent. These documents will be kept in the Office of the Registrar.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including public safety personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include: student name, local and permanent address, Centre College network e-mail address, local and permanent telephone number, date and place of birth, major and minor fields of study, dates of attendance, anticipated graduation date, degrees and awards received, student photograph, the most recent previous educational institution attended by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, and religious affiliation when voluntarily provided. Students may withhold directory information by notifying the Registrar in writing. New students must indicate their request to withhold directory information the summer prior to enrolling at the College. Returning students must inform the Registrar's Office by May 30 if they wish to withhold directory information. Forms for making such requests are available in the Registrar's Office. Requests for nondisclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Registrar's Office.

**NOTE: The College reserves the right to verify the enrollment status and degrees earned by any student at any time.**

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Registrar at Centre College has been designated by the institution to coordinate the inspection and review procedures for student education records.

Student records are kept in several offices on campus. Appropriate admission records are transferred to the Registrar's Office upon enrollment at the College. Academic records and entrance testing records are maintained in the Registrar's Office. Financial records are maintained in the Finance Office and the Financial Aid Office. Student health records are maintained in the Parsons Student Health Center. The Registrar maintains records of academic or social disciplinary actions that require withdrawal, suspension, or expulsion. Other disciplinary records are maintained by the Dean of Student Life or Associate Dean

for five years beyond graduation and will be consulted in response to requests from professional schools, graduate programs, licensing agencies, or potential employers when such requests contain or are accompanied by student's signed release. NOTE: Records created and maintained by the Department of Public Safety for the purpose of law enforcement are not education records and may be released to law enforcement officials and others at the College's discretion.

Students wishing to review their education records should make their requests to the appropriate office, listing the item or items of interest; a written request may be required. Records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions, (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). These copies would be made at the student's expense at the rate of ten cents a page. Education records do not include: records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; certain student health records; certain employment records; or alumni records. Physicians of the student's choosing, however, may review health records. Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admission, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Registrar's Office of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Dean of the College who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearings.

Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The Academic Standards Committee will adjudicate such challenges.

Decisions of the Academic Standards Committee will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned.

The education records will be corrected or amended in accordance with the decisions of the Academic Standards Committee, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the Academic Standards Committee. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the College to aid them in filing complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C.



## **GRAMM-LEACH-BLILEY ACT**

The Federal Trade Commission (FTC) requires financial institutions, including colleges and universities, to establish policies and procedures for safeguarding customer financial information by complying with the Gramm-Leach-Bliley Act of 1999 (GLB). The law protects consumers or customers who obtain financial products or services to be used primarily for personal, family, or other household purposes. Centre College has implemented an Information Security Plan to comply with the requirements of the Act. GLB also includes specific requirements regarding the privacy of customer financial information. The FTC has ruled that being in compliance with the Family Educational Rights and Privacy Act (FERPA) satisfies the privacy requirements of GLB.

## **JEANNE CLERY ACT**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly known as the Campus Security Act) was signed into law in November 1990 and amended in 1998. It requires that all institutions of higher education report annually to students and employees on specific campus crime statistics and security policies and procedures. Campuses must also issue timely warnings to the campus community concerning serious crimes on campus and must file their crime statistics electronically with the Department of Education on an annual basis. It also requires that institutions maintain a daily campus crime log, which must be available for daily inspection. This publication meets the requirements of that law and demonstrates compliance with the Federal and Drug Free Schools and Communities Acts Amendments of 1989 to the Higher Education Act of 1965.

## **MICHAEL MINGER ACT**

This Kentucky state legislation was passed in response to the death of Michael Minger, a Murray State student who died in his college dorm room as a result of arson. The legislation is designed to provide greater security for students attending postsecondary education institutions in the Commonwealth. It mirrors the Clery Act in many ways with a few exceptions. One of the differences of this regulation is that the crime log must be available on computer networks. Centre's electronic log may be accessed at <http://www.centre.edu/web/studentlife/dps.html>

The Minger Act also clarifies issues with the jurisdiction of the state fire marshal and requires campus officials to notify the state fire marshal of any fire or threat of fire on campus. This includes all fire alarm activations. Information concerning either of these laws can be obtained by contacting the Department of Public Safety.

## **LAWS AND PENALTIES REGARDING ALCOHOL AND OTHER CONTROLLED SUBSTANCES**

(Information from Kentucky Revised Statutes and Kentucky Penal Code)

Chapter 244.085(KRS) - Minors not to purchase liquor or to misrepresent age.

- (1) No person under 21 years of age shall enter any premises licensed for the sale of alcoholic beverages for the purpose of purchasing or receiving any alcoholic beverages.
- (2) No person under 21 years of age shall possess for his or her own use or purchase or attempt to purchase or have another purchase for him or her any alcoholic beverages. No person shall aid or assist any person under 21 in purchasing or having delivered or served to him or her any alcoholic beverages.
- (3) No person under 21 years of age shall misrepresent his or her own age for purpose of inducing any licensee, or other employee of any licensee, to serve alcoholic beverage to such person.

Chapter 244.020(KRS) - Drinking or being under the influence of alcohol prohibited in a

public place

- (1) No person shall drink any alcoholic beverage in any public place, in or upon any passenger coach, streetcar, or other vehicles commonly used for the transportation of passengers, or in or about any depot, platform, or waiting room.
- (2) No person shall be under the influence of alcoholic beverages on any public or private road, in any passenger coach, streetcar, or other public place or building or at any public gathering.

Chapter 242.230(KRS) - Traffic in alcoholic beverages in dry county prohibited

- (1) No person in a dry territory shall sell, barter, loan, give, procure for or furnish another, or keep or transport for sale, barter, or loan, directly or indirectly, any alcoholic beverage.
- (2) No person shall possess any alcoholic beverage unless it has been lawfully acquired and is intended to be used lawfully, and in any action the defendant shall have the burden of proving that the alcoholic beverages found in his possession were lawfully acquired and were intended for lawful use.

Chapter 242.250(KRS)

- (1) No person, while representing either the buyer or seller, shall distribute, solicit or receive contracts, proposals or orders for the purchase or sale of any alcoholic beverages, or distribute any handbills or posters advertising them in dry territory.

Chapter 242.370(KRS) - Search and seizure

When an officer or reputable citizen files an affidavit with any circuit or district judge, describing premises or vehicle where alcoholic beverages are sold, disposed of or possessed in violation of this chapter, the judge shall by his warrant cause the premises or vehicle to be searched for the detection of any alcoholic beverages which are possessed, or kept for disposition, in violation of this chapter.

These statutes make it clear that purchase or possession of alcohol by anyone under the age of 21 is illegal everywhere in Kentucky. Boyle County is a "dry territory" and also subject to the prohibitions for such territories set out by the local option statutes of KRS Chapter 242. The provisions of KRS 244.020 are interpreted by the courts to prohibit the drinking of alcoholic beverages in any public place, including motor vehicles on public roads. Persons convicted of violations of these statutes face the possibility of fines and/or imprisonment and will have a permanent criminal record. Legal liability could arise as well through the illegal sale or provision of alcohol to a person who is then harmed or harms someone else in an alcohol-related accident. In addition, any contribution to the irresponsible drinking of others can be grounds for personal and group liability. Students are also reminded that the legal sanctions for operating a motor vehicle while under the influence of intoxicants are severe.

Chapter 189A.010(KRS) - Operating a Motor Vehicle while under the influence of alcohol or other substance which may impair driving ability is prohibited.

1st offense

\$200-\$500 fine\*

48 hours-30 days in jail\*

2-30 days community service in lieu of fine/jail if no injury

License suspended 6 months\*

(30 days if education program completed\*)

\$150 service fee\*

If driving on license suspended for DUI,

\$250 fine,\*

90 days in jail\*

2nd offense

\$350-\$500 fine\*

7 days-6 months in jail\*

License suspended 1 year\*

If driving on license suspended for DUI, \$500 fine,\*

1 year in jail\*

3rd offense

\$500-\$1,000 fine\*

30 days-1 year in jail\*

License suspended 2 years\*

If driving on license suspended for DUI, \$10,000 fine\*

1-5 years in jail\*

\*Cannot be probated

Chapter 525.100(KPC) and Chapter 222.202(KRS) - "A person is guilty of public intoxication when he appears in a public place manifestly under the influence of alcohol/controlled substance to ...the degree that he may endanger himself or other persons or property or unreasonably annoy persons in his vicinity."

Chapters 218A.990 and 222.990(KRS)-prescribe penalties for violation of public intoxication and controlled substance laws. A summary follows:

Public Intoxication

1st or 2nd offense - not less than \$25

3rd offense - \$25 to \$100 and/or imprisonment 5 to 90 days and/or education programs for 6 months

Controlled Substance

1st offense - 1 to 10 years imprisonment and/or  
\$3,000 to \$10,000 fine

Any subsequent offense - 5 to 20 years imprisonment and/or \$5,000 to \$20,000 fine

(Please refer to the section on Campus Services and Policies in this Handbook for more information on Centre's Drug and Alcohol Policy.)

## **SERVICES FOR THOSE WITH A DISABILITY AT CENTRE**

Please refer to the section on Academic Services and Policies in this Handbook for more information on the codes and regulations. Also, refer to the section on Housing for students with physical disabilities and the Academic Advising section for student with learning disabilities.

## **GRADUATION AND COMPLETION RATES**

Under provisions in the Student Right to Know and Campus Security Act, all colleges must disclose graduation rates.

Centre's entering class of 2006 had a graduation rate of 87% after six years. Centre's entering class of 2011 had a one-year persistence rate of 91%. These rates compare favorably with national averages.