

ANTIOCH COLLEGE

STUDENT HANDBOOK

2021 – 2022

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COVID-19

Antioch College is committed to the shared prioritization of community health and safety. College Council and leadership, supported by the COVID-19 Safety Team, are continually monitoring the situation and adjusting protocol as necessary.

All community members are expected to sign a community agreement and abide by evolving COVID-19 safety measures. Effective August 2, 2021 all students, staff, and faculty were required to be vaccinated barring an approved medical or religious exemption.

Regular status updates will be provided via intra-campus communication. You can also visit: <https://antiochcollege.edu/novel-coronavirus/>

Land Acknowledgment

A land acknowledgment is an important path and a first step to dismantling racial and colonized oppression within our spaces. Indigenous Nations have always formally welcomed and acknowledged land territories when hosting visitors and when traveling to neighboring communities. The land is not just merely space that bodies occupy; it is a depository of culture, story, history, and tradition, and it is with these traditions in mind that we reflect and center ourselves and our thoughts toward respect.

Please join us as we acknowledge and honor that the word Ohio comes from the Iriquian word ohi-yo', for "good rivers" and was a place of gathering and ceremony, trade and exchange, food growing, sharing and story, and respect for culture. The Irriquoian, Siouxian, and the Algonquin speaking peoples are still here. We can never separate the people from the land—for this land longs for its people. We acknowledge the homeland of the Shawnee, Delaware, Potawatomi, Miami, Wyandot, Seneca, Chippewa, Ottawa and the Wapaghkonnetta (waa puh kuh net uh). Over 39 historic Nations and bands call this land home. Today we are gathered on the land that was unceded and stolen. I ask you to acknowledge these communities, their elders both past and present, as well as future generations.

- We are committed to the process of working to dismantle the ongoing legacies of settler colonialism.
- We acknowledge that this place was founded upon exclusions and erasures of Indigenous knowledge about how to care for these lands.
- We are obligated to support and educate each other with accurate information about the true history of this land.
- Decolonization means that we will strive to be in service of the water and the rivers and the animals in relational solidarity with them. And as people now on this land we must do what we can to provide nature and wildness with protection and defense.

This land acknowledgment was authored by Shane Creepingbear (Kiowa) in collaboration with Chief Ben Barnes of the Shawnee Tribe- based in Miami, Oklahoma, whose people were forcibly removed from Ohio areas around Wapakoneta in 1831. Other contributors include Dawn Knickerbocker (Anishinaabe), Jheri Neri (Dine) and support from the Greater Cincinnati Native American Coalition (GCNAC).

Welcome

Welcome to Antioch College! To those of you returning from a Cooperative Education fieldwork term, welcome home. To those of you who are new to the community, we sincerely hope you will find home here soon enough. This handbook is a living document created to support your time at Antioch. You will find our Honor Code, an extensive overview of Community Government, support services, policies and procedures, and more. The continuous, active engagement of community members means that our policies and protocols are subject to change—we will do our best to communicate when that happens. We want to instill you with a sense of place, a sense of warmth, and to provide you with all of the resources necessary to thrive.

Antioch is a small community with big aspirations. The Honor Code, together with our mission and vision statements, offer the guiding principles of our community practice. Living out our principles and being in intentional relation with one another is a critical foundation of our commitment to social justice and experiential learning. At Antioch, we claim the immense and life-affirming responsibility of caring for one another. Thank you for being a part of this community and a part of this work.

General Information

Antioch College Honor Code

The Antioch College Community has been guided by an Honor Code since the presidency of Horace Mann. Naturally, the Honor Code has since evolved with the current iteration being articulated in the mid-20th century. Our shared life at Antioch College is guided by respect for the Honor Code, which provides community members relationships of trust and mutual respect that shape all aspects of academic and community life. By virtue of being a member of the Antioch Community, each of us agrees to become familiar with and respect the Honor Code and all College policies and guidelines, thus creating and protecting a sense of honor in our lives.

Antioch College is a community dedicated to the search for truth, the development of individual potential, and the pursuit of social justice. In order to fulfill our objectives, freedom must be matched by responsibility. As a member of the Antioch College Community, I affirm that I will be honest and respectful in all my relationships, and I will advance these standards of behavior in others.

History

Horace Mann, first president of Antioch College, was an abolitionist and educational visionary. He was the father of Antioch College and of American public schooling. We celebrate his role in leading the College and for providing generations of Antiochians with the ethical direction to win victories for humanity.

In the spirit of Horace Mann, Antioch College believes a healthy democratic society requires institutions that act as catalysts for change and laboratories for invention. This is a role that Antioch College has played throughout its history; the effort to restore it is among the most significant and compelling opportunities in higher education today.

Antioch College has been a pioneering and values-driven secular institution since it was founded in 1850. The College was among the first nonsectarian educational institutions in the United States. It was the first coeducational college in the nation to offer the same educational opportunities to both men and women and it was the first to appoint a woman to its faculty and to its Board of Trustees. It was also among the first to offer African Americans equal educational opportunities. Throughout the generations, Antioch College faculty, students, staff, and alumni have committed themselves to important causes. Consistent with its curriculum of study and work, Antioch College has always given equal weight to understanding theory, to engage in practice and to taking action.

In the 20th century, Antioch College redefined liberal arts education by initiating an entrepreneurial and experiential curriculum through the development of its hallmark cooperative work program. Many of the now-common elements of today's liberal arts education – self-designed majors, study abroad, interdisciplinary study, and portfolio evaluation – had an early start at Antioch College. The College was also among the first to make a commitment to community governance and the authentic participation of students in institutional decision-making.

Mission

The Mission of Antioch College is to provide a rigorous liberal arts education on the belief that scholarship and life experience are strengthened when linked, that diversity in all its manifestations is a fundamental component of excellence in education, and that authentic social and community engagement is vital for those who strive to win victories for humanity.

Governance at Antioch College

Behind the “Laboratory in Democracy”

Community governance plays a vital educational role at Antioch College. As a “laboratory for democracy,” Antioch College seeks to provide students with an unusually holistic and rewarding learning experience through participation in shared governance and responsibility for community life. Students learn about deliberative action, intercultural awareness, and social engagement –three important liberal arts learning outcomes of the College. Participation through voting, serving on committees, and keeping informed is important not only for learning the responsibilities of democratic life, but also for keeping College life vital. This active role in the community empowers students with the vision and skills necessary to effect important change in the world. This is an evolving model that is sure to expand as the student body grows. In addition to being involved in the Community Council, College Council, and The Board of Trustees, students also help plan events; participate in faculty searches, committees, and task groups as needed; and sit on the Community Standards Board.

Community Government

Community Government (CG) is the part of Antioch that manages community activities. The name Community Government may be misleading since CG staff members, in theory, do very little actual “governing”. CG is like a campus activities office and a student government put together. However, the synergistic mixing creates an organization that tries to cover all kinds of needs of all members of the Community - not just students.

If you have ideas about what should go on at Antioch, go up to the CG office and talk to a staff person about it. CG has money, energy, and ways of getting a hold of lots of kinds of resources. Community Government is yours. Get it to do what you need.

Community Government Staff

Each quarter, students work with CG in various ways. Usually, there is a Community Manager, an Administrative Assistant, a Treasurer, an Events Coordinator, and a Space Coordinator. Talk to the Community Manager if you have creative ideas or are interested in a position.

The Community Manager

The Community Manager (CM) is elected in a community-wide vote, with the process covering most of the winter quarter and some of the spring quarter. Details of the process can be found in the Community Council Bylaws in the Community Government shared drive or in this handbook. The CM is an organizer, a student representative to the administration (in some instances), is responsible for using CG money according to ComCil’s guidelines and is something of an ombudsperson and resource person. Think of them as facilitators-at-large. The CM is your employee. Ask them questions, give them feedback on programs, and get help for your ideas.

Community Meeting

Community Meetings are weekly, public meetings held Tuesdays from 2:30 – 3:30 pm. in McGregor 113. The Community Manager facilitates these meetings, and everyone is invited and encouraged to take this time to keep in direct contact with the issues and topics that are going on in the Antioch community.

In past years, important, sensitive issues like the college’s educational mission, drug and alcohol use on campus, and community spaces were discussed at Community Meetings. This year, again, there will be many issues to discuss, debate, and resolve.

If people turn out for Community Meetings, differing opinions can be heard; and if lots of people turn out, decisions can be reached. The more effective our Community Meetings are, the more effective the rest of our governmental structures will be. If there is an issue that you would like brought up in a Community Meeting, contact your CM.

Board of Trustees

The Board of Trustees is the ultimate authority about anything related to Antioch College. The duties of the Board of Trustees include the periodic consideration of the mission, purposes, and goals of the College. The Board does the following:

- Conducts, as needed, a presidential search process.
- Supports the president and review annually his or her performance.
- Consults with faculty and College governance bodies in reviewing new degree and certificate programs for approval.
- Annually review for approval the establishment of degree and certificate programs brought to its attention by the president following consultation with faculty and College governance bodies.
- Reviews the president's recommendations regarding faculty appointments, promotion, and tenure; the appointment of senior College officers; tuition, fees, and institutionally funded aid policies; the awarding of all earned and honorary degrees (with faculty recommendations considered).
- Reviews the work of its standing and ad hoc committees.
- Acts on recommendations of the president regarding college policies related to academic freedom and the faculty, and student responsibilities and rights.

The President

The president is the chief executive officer, chief administrative officer, and a member of the faculty of the College; is responsible for the general and active management, control, and direction of the educational activities, financial operations and other affairs of the College; and has the general powers and duties usually vested in the office of the president of a college.

President Jane Fernandes

A native of Worcester, Mass., Dr. Fernandes has three decades of experience in higher education, including seven years as president of Guilford College in Greensboro, North Carolina, where she was also a tenured member of the faculty. She has provided senior leadership and has held tenured faculty positions at other distinguished higher education institutions, including UNC Asheville, and Gallaudet University.

She has dedicated her career to making educational excellence accessible to all students by welcoming the fantastic range of human diversity to campus, including every voice in decision-making, and providing support, accommodations, and reparations to achieve equitable education through differences. She knows we learn more about ourselves in a rich environment open to everyone and works to ensure that no one is so defined by their circumstances as to be denied the options and space needed to explore and find their authentic selves.

Dr. Fernandes earned a B.A. in French from Trinity College, and an M.A. and Ph.D. in Comparative Literature from The University of Iowa.

College Council

The College Council serves as the primary on-campus body advising the College President on the review, revision, and approval of administrative policy. The College Council utilizes various standing and ad hoc committees to care for various aspects of ongoing and special matters. College Council delegates authority to these committees, receiving reports of sub-committee activities in the form of minutes. College Council's thirteen members make recommendations to the President on issues like personnel policies, the campus judicial process, and even meal plan offerings. The faculty has final jurisdiction over any academic policy or plan, but proposals can go through the College Council.

Bringing an issue to College Council

College Council meets every two weeks in the South Hall Conference Room or virtually. To add an item to the College Council agenda, speak with the Executive Assistant to the President, the College Council Secretary, or any other officer of College Council. You should document your proposal on paper following the guidelines in the Policy on Developing, Revising, and Organizing Policies. Putting this together a week before the meeting and sending it to a College Council Officer allows you to be on the next available College Council agenda.

College Council Bylaws

ARTICLE I

Section 1.1 Name The name of this body is the College Council.

Section 1.2 Purpose Community Government at Antioch is designed to provide an operating structure of genuine self-government, based upon the widest achievable participation, for these inseparable purposes:

1. Practically, to further the interests and meet the needs of the Community and its members as judiciously as possible; and
2. Educationally, to aid in the development of the individual as a citizen in a democratic society.

Community Government, then, helps to maintain a context within which individuals learn both to make responsible use of those opportunities for self-expression and self-development that the community provides and to honor their consequent obligation to the community and its members. So educated, they may be better motivated and equipped for effective membership in any other community of their subsequent choice. For these purposes to be best satisfied, any governmental structure should pursue the following guiding principles:

1. Accessibility, to allow every capable and willing person to participate, no matter one's institutional connection. position, or social outlook.
2. Transparency, which requires those with the capacity to create policy, or to prevent the policy from being enacted, explain their methods and reasons for doing so.
3. Sustainability, which provides for adherence to ideas present at the structure's inception, while allowing adjustment to changing circumstances.

Section 1.3 Function The College Council serves as the primary on-campus body advising the College President on the review, revision, and approval of administrative policy. The College Council may utilize various standing and ad hoc committees to care for various aspects of ongoing and special matters. The College Council may delegate authority to these committees, receiving reports of sub-committee activities in the form of minutes distributed to all members of the College Council. The President of the College has final authority on administrative policies.

Section 1.4 Definitions

1. The term "Ex Officio" means an individual serves on the College Council by virtue of holding another office, e.g., the President of the College and the Vice President for Academic Affairs/Chief Academic Officer
2. The term "Student" shall mean any person who is a degree-seeking student (full time or less than full time)
3. The term "Staff" refers to full-time, non-instructional staff who are not officers of the college as defined in the College Corporation's Amended Code of Regulations
4. The term "Faculty" refers to anyone who holds a primarily instructional position, of any type or rank.
5. The term "Administrator" refers to Vice-Presidents and Officers of college
6. The term "Constituent Representative" refers to members who are appointed, nominated and elected through their specific constituencies.
7. The term "At-Large Representative" refers to members who are elected by community-wide vote.
8. The term "Community Member" refers to
 - a. All registered degree-seeking students of full-time or less-than-full-time status certified by the Registrar.
 - b. All persons having the rank of faculty
 - c. All other persons who work as Part Time or Full Time as employees of Antioch College in Yellow Springs, Ohio.
9. The term "good academic standing" refers to students with a cumulative GPA of at least 2.0, a completion rate of at least 67%, and without current academic warning, probationary, or suspended status.
10. The term "Administrative Policy" refers to non-academic policies governing the operations of the university.

11. The term "Academic Policy" refers to policies that aim to serve the academic function of the college. (i.e. Academic Honesty Policy).

ARTICLE II

Section 2.1 Membership: College Council shall have thirteen (13) standing members. Each representative may only hold one (1) elected position at a time (Faculty, Student, Staff, Administrator) and each voting member will have one (1) vote. All members listed in Art. 2.2(a) through Art. 2.2(g) are voting members. The membership is distributed as follows:

1. The Chief Executive Officer (CEO): Currently, The President of Antioch College
2. The Chief Academic Officer (CAO): Currently, Vice President for Academic Affairs
3. One Administrative representative appointed by the Chief Executive Officer from among the supervisors named in Art. 2.1(d) of these Procedures.
4. Two Faculty representatives elected by the Faculty
 1. Faculty representatives shall be elected by the Faculty Assembly.
 2. The Executive Committee of the Faculty shall facilitate the election.
 3. Membership shall be confirmed by the President.
5. Two Student representatives elected by the student body
 1. Student representatives must be degree-seeking students in good academic standing with the College as determined by the Registrar.
 2. No ballot for a College Council election shall contain the name of any student who fails to meet these standards at the time of balloting. In the case of any dispute about the standing of a candidate or member-elect, the Dean of Students, in consultation with the Registrar, shall determine whether the student meets the criteria.
 3. Student representatives shall be elected by the Students.
 4. The College Council Elections Committee shall facilitate the election.
 5. Membership shall be confirmed by the President.
6. Two Staff representatives elected from the staff
 1. Staff representatives must be full-time, non-instructional staff who are not officers of the college as defined in the College Corporation's Amended Code of Regulations
 2. The Elections Committee shall facilitate the election
 3. At least one (1) of the Staff representatives must be a non-exempt (hourly) employee
 4. Membership shall be confirmed by the President
7. Three At-Large Representatives -- one Student, one Faculty, one Staff -- elected by community-wide vote:
 1. The Elections Committee shall facilitate the election.
 2. Membership shall be confirmed by the President.
8. The Community Manager shall serve as non-voting, ex officio member
9. Non-Standing, non-voting members are appointed by the President

Section 2.2 Term of Office

1. The Administrative representative shall serve one-year terms, effective at the beginning of the academic year following their selection.
2. Faculty representatives shall serve one-year terms, effective at the beginning of the academic year following the election. Faculty may not serve more than four consecutive years on College Council.
3. Student representatives shall serve one-year terms, effective at the beginning of the academic year following the election. Students may not serve more than four consecutive years on College Council.
4. Staff representatives shall serve one-year terms, effective at the beginning of the academic year following the election. Staff may not serve more than four consecutive years on College Council.
5. Non-voting, ex officio members and non-standing, non-voting members shall serve as long as the President of the College desires.

Section 2.3 Vacancies: In the event of a vacancy in the membership, the following procedure shall be used to fill the vacancy. Partial terms count as a full year when referring to term limits of representatives.

1. Administrative Representatives: In the event of the long-term inability of an administrative representative to fulfill their obligations as a member of the College Council, The Chief Executive Officer (CEO): Currently, the President shall appoint a new administrative representative from the supervisors listed in Art. 2.1(d) .

2. Faculty Constituency Representatives: The Vice President for Academic Affairs (CAO) shall nominate a successor from the faculty who shall serve until the election and qualification of a replacement. A faculty election shall be called for immediately after a vacancy has occurred.
3. Student Constituency Representatives: The Community Council student representatives shall nominate a successor from amongst themselves who shall serve until the election and qualification of a replacement. An election shall be called for immediately after a vacancy has occurred.
4. Staff Constituency Representatives: The Community Council staff representatives shall nominate a successor from amongst themselves who shall serve until the election and qualification of a replacement. An election shall be called for immediately after a vacancy has occurred.
5. At-Large Representatives: In the event of the resignation or a long-term inability of an At-Large representative to fulfill their obligations as a member of the College Council, the first runner-up from the election will take the vacant seat. If the runner ups decline the seat on College Council, an election shall be called for.
6. Non-standing non-voting Members: Seats vacated by non-standing members of the College Council shall remain unfilled barring action of the President of the College.

ARTICLE III: Responsibilities of Members

Section 3.1 Members and substitutes are expected to serve as follows:

1. Be present at all regular or special meetings whenever possible.
2. Inform the executive assistant to the president if the member cannot be present at a meeting.
3. Inform themselves as fully as possible prior to the meeting of all matters on the agenda.
4. Maintain the purpose of the College Council by furthering the total program rather than by assuming a parochial position.
5. Maintain confidentiality of sensitive information as designated by the request of the College Council.
6. Serve on committees whenever appointed.
7. Contribute and participate in the work of the College Council.
8. If a member is unavoidably absent from a meeting, they forfeit their vote for that meeting. The Council shall be notified prior to the meeting about any absences.

ARTICLE IV: Officers

The College Council shall have the following officers:

Section 4.1 Chair: The President (CEO) shall serve as the chair of the College Council. It shall be the duty of the Chair to preside at all meetings of the College Council and to refer any appropriate College Council matters to the Antioch College Board of Trustees.

Section 4.2 Vice-Chair: It shall be the duty of the vice-chair to act as the College Council's Parliamentarian and to act in the place of the chair when the chair is unable to fulfill their duties. In addition, the Vice-Chair shall perform other such duties as shall be assigned by the chair. The vice-chair shall be elected by a simple majority vote of the standing members of the College Council.

Section 4.3 Secretary: It shall be the duty of the secretary to record all the proceedings of the meetings of the College Council in the form of minutes (which shall be electronically archived) and perform other such duties as may be assigned by the chair. The secretary shall be elected by a simple majority vote of the standing members of the College Council.

Section 4.4 Where the Chair and Vice-Chair are absent from a meeting, the Chair and/or Vice-Chair may designate a member of College Council to facilitate the meeting.

ARTICLE V: Meetings

Section 5.1 Standing meetings shall be held every two weeks and are open to members of the Antioch College community. The day and time for such meetings shall be included in the administrative calendar.

Section 5.2 Any member may submit items to the executive assistant to the president for inclusion on the agenda. Items requiring Council action must be submitted three business days prior to the meeting. Items must include specific action to be taken by the College Council and relevant background information that would aid in decision-making, including a clear purpose, rationale, and implications. Meeting agendas will be circulated by noon, two days prior to the meeting.

Section 5.3 The Chair may call Special Meetings when they deem such action desirable.

Section 5.4 The Chair may, at their discretion, cancel a meeting. In the event of a cancelation, members would be notified no less than two business days before the scheduled meeting time.

Section 5.5 A simple majority of all members and at least one representative from every constituency (Student, Staff, Faculty, Administration) of the College Council shall constitute a Quorum.

Section 5.6 Minutes will be shared with the College Council and the College Council Secretary and shall be considered public unless deemed confidential by the President.

ARTICLE VI: Committees

Section 6.1 Elections Committee oversees and facilitates elections of some Constituent and all At-Large members of College Council and conducts the balloting for referenda, recall, and other procedures requiring a vote as requested by College Council including community-wide votes. Membership will be appointed annually from College Council and the community at large to include individuals who are not seeking election to College Council.

1. The College Council shall nominate one student, staff and faculty member and two community members to the Elections Committee. The Elections Committee will have a total membership of five (5) and will then elect a Chair from its membership.
2. The Chair will report results of Elections to the President, College Council, and the Community at Large within twenty four (24) hours of the time the ballots are counted.
3. The President shall confirm the results of the election as well as membership of constituent representatives at the first regular meeting following an election.
4. All ballots and voter lists are to be preserved for at least two years, unless otherwise specified by the College Council, to be made available for research at the discretion of the Community Manager.
5. The Elections Committee will submit a full evaluation of election procedures to College Council at least once per year.

Section 6.2 College Planning and Finance Committee (CPFC) evaluates structural and operational matters having a direct impact on the College budget. CPFC is a representative body with membership elected from the Faculty, Students, and Staff of the College. The Vice President for Business and Operations and the CFO, currently Controller co-convene College Planning and Finance Committee.

Section 6.3 Community Council (ComCil) serves as an on-campus elected body that considers policies and issues in which students, faculty, and staff share concerns. is Council reserves the right to make recommendations or present a position on college policy and issues as they affect the community. This body is also responsible for:

1. The social, cultural, political and community life on campus.
2. Budgeting and allocating the funds of the Community Government budget.
3. Planning and managing student spaces and campus events.

Section 6.4 Diversity Committee Promote the goals of diversity, equity, and inclusion at Antioch College. The responsibilities of Diversity Committee include:

1. Periodically review and make recommendations with respect to the Racial Discrimination Prevention Policy (RDPP) and other Discrimination Policies.
2. Assist the college achieving its diversity goals as identified in the Strategic Plan for Diversity.
3. Interface with other campus diversity groups.

Section 6.5 Ad hoc Committees Ad hoc Committees shall be appointed by the Chair as they shall deem necessary to carry on specified items of the work of the College Council.

ARTICLE VII: Decision-Making Rules: Consensus

Section 7.1 Regular decisions will be made by Consensus when a quorum is established (meaning all members must consent for a decision to move forward).

Section 7.2 When Consensus can not be reached, proposals under consideration will be tabled to the next scheduled meeting, at which time decisions will be made by a Majority Vote. Proposals can be carried by a simple majority vote.

Section 7.3 The chair, vice-chair or an entire representative constituency (All representatives from the Students, Staff, Faculty, or Administration) are authorized to call for a Majority Vote at any time.

ARTICLE VIII: Amendment and Interpretation of Procedures

Section 8.1 Amendment These procedures can be amended at any regular meeting of the College Council by a simple majority vote of those present and voting, provided that the proposed amendment has been submitted in writing by the chair, vice-chair, or secretary to each member of the College Council at least three business days prior to the meeting.

Section 8.2 Interpretation The College Council is the ultimate interpreter of these procedures. Sections pertaining to At-Large elected members shall be interpreted by the Elections Committee. Sections pertaining to faculty-elected members shall be interpreted by the Executive Committee of the Faculty.

ARTICLE IX: Effective Date

Section 9.1 This Policy was effective September 22, 2015. Last reviewed in November 2019; January 2020.

Community Council (ComCil)

ComCil is the body of the Antioch College Community Government responsible for the social, cultural, political and community life on campus. The ComCil Bylaws are the governing policy for the ComCil jurisdiction and decision-making process. ComCil is responsible for recommending and maintaining community policies and the various committees, policies, and procedures detailed in it. ComCil works with the College Council and its committees, and they are jointly responsible for various policies including the SOPP, the Civil Liberties Code, and Community Standards. ComCil approves the CG budget, helps decide on expenditures, and approves CG hiring.

ComCil is composed of 10 elected members, five students, two staff members, and two faculty members: one Community Manager as an ex-officio voting member, and the Dean of Students as an ex-officio non-voting member.

Bringing an issue to ComCil

ComCil meets on Tuesdays at 5:00 pm in McGregor 218 or virtually. To add an item to the ComCil agenda, speak with the ComCil President, the Community Manager, or any other member of ComCil. It is suggested to document your proposal on paper including the arguments for your proposal and any necessary materials to support it. Putting this together several days before the meeting allows ComCil members plenty of time to read it.

Community Council Bylaws

ARTICLE I

Section 1.1 Name The name of this body is "Community Council".

Section 1.2 Purpose Community Government at Antioch is designed to provide an operating structure of genuine self-government, based upon the widest achievable participation, for these inseparable purposes:

1. Practically, to further the interests and meet the needs of the Community and its members as judiciously as possible; and
2. Educationally, to aid in the development of the individual as a citizen in a democratic society.

Community Government, then, helps to maintain a context within which individuals learn both to make responsible use of those opportunities for self-expression and self-development that the community provides and to honor their consequent obligation to the community and its members. So educated, they may be better motivated and equipped for effective membership in any other community of their subsequent choice. For these purposes to be best satisfied, any governmental structure should pursue the following guiding principles:

1. Accessibility, to allow every capable and willing person to participate, no matter one's institutional connection, position, or social outlook.
2. Transparency, which requires those with the capacity to create policy, or to prevent the policy from being enacted, explain their methods and reasons for doing so.
3. Sustainability, which provides for adherence to ideas present at the structure's inception, while allowing adjustment to changing circumstances.

Section 1.3 Function Community Council is the body of Community Government that is responsible for the social, cultural, and community life at Antioch. Community Council serves as an on-campus body that considers policies and issues in which students, faculty, and staff share concerns. Community Council reserves the right to make recommendations or present a position on college policy and issues as they affect the community. This body is also responsible for budgeting and allocating the funds of Community Government. Community Council uses its funding for campus activities, Community Government Staff, and other areas to serve the Antioch community. This council reports to the College Council on policy matters.

Section 1.4 Definitions:

1. The term "ex officio" means an individual serves on the Community Council by virtue of holding another office, e.g., the Dean of Students

2. The term "Student" shall mean any person who is a degree-seeking-student (full time or less than full time)
3. The term "Staff" refers to college employees whose primary role is to serve a non-instructional function
4. The term "Faculty" refers to anyone who holds a primarily instructional position, of any type or rank.
5. The term "Community Members" or "Community" refers to
 1. All registered degree-seeking students of full-time or less-than-full-time status certified by the Registrar.
 2. All persons having the rank of faculty
 3. All other persons who work as Part Time or Full Time as employees of Antioch College in Yellow Springs, Ohio.
6. The term "good academic standing" refers to students with a cumulative GPA of at least 2.0, a completion rate of at least 67%, and without current academic warning, probationary, or suspended status.
7. The term "College Policy" refers to all policies at Antioch College
8. The term "Administrative Policy" refers to non-academic policies governing the operations of the university.
9. The term "Academic Policy" refers to policies that aim to serve the academic function of the college. (i.e. Academic Honesty Policy).
10. The term "Representative" refers to members who are elected through community-wide elections
11. The term "Student Space" refers to the Student Union building, student fire pits and any other non-academic, non-residential areas where mainly students congregate.
12. The term "Special Election" refers to any election that occurs off of the designated election sequence.
13. The term "Special Vote" refers to a simple majority vote (50% + 1)

ARTICLE II: Membership

Section 2.1 Membership: Each collective body of Community Council shall be populated by ten (10) voting members who will serve with an alternate serving when a primary representative is off-campus or unable to attend. Each representative may only hold one (1) voting position at a time (Faculty, Student, Staff). Representatives shall serve one-year terms, effective at the beginning of the fall term. Elections shall be facilitated by the elections committee. If any group of the community feels disenfranchised or not represented, that group will be allowed to petition to join that collective body of Community Council for a representative to fill an additional seat on Community Council via the Chair(s) and the Elections Committee. The membership is distributed as follows:

1. One (1) Community Manager elected by the community-at-large
2. Two (2) voting faculty representatives elected by the community-at-large
3. Five (5) voting student representatives and their alternates elected by the community-at-large
 1. Student representatives must be current matriculants who are full-time, degree-seeking students in good standing.
4. Two (2) voting staff representatives elected by the community-at-large
 1. Staff representatives must be nominated and elected from among non-instructional staff who are not officers of the college as defined in the Antioch College Corporation Amended Code of Regulations.
 2. At least one (1) of the Staff representatives should be an hourly employee.
5. Alternate representatives shall serve as standing, non-voting members until their primary representative is off-campus or unable to attend.
 6. The Dean of Students shall serve as a non-voting, ex officio member
 7. Non-members are welcome during open sessions and will be asked to leave during a closed session.

Section 2.2 Vacancies: In the event of a vacancy in the membership, the following procedure shall be used to fill the vacancy:

1. Primary Representatives: The alternate of the vacant representative will serve in their place. If the alternate of the vacant member is unavailable, any alternate from the same constituency may serve in their place with full voting rights. If no alternates from the same constituency are available to attend than a special election shall be called for immediately after a vacancy has occurred.

2. Alternate Representatives: In the event of the long-term inability of an alternate representative to fulfill their obligations as a member of the Community Council, the alternate's primary representative will appoint a replacement. This alternate's position will be approved or denied by the Community Council.
3. Non-Standing, non-voting members: Seats vacated by non-standing members of the Community Council shall remain unfilled barring action of the Community Council.

Section 2.3 Responsibilities of Members: Members are expected to serve as follows:

1. Be present at all general meetings, community meetings, and special meetings whenever possible. Give constant, active attention to the group's activity during the meeting.
2. Arrive at least five minutes before meetings begin and must bring the appropriate materials.
3. Be familiar with the Community Council By-law
4. Inform themselves as fully as possible prior to the meeting of all matters on the agenda.
5. Maintain the purpose of the Community Council by furthering the total program rather than by assuming a parochial position.
6. Maintain confidentiality of sensitive information as designated by the request of the Community Council.
7. Contribute and participate in the work of the Community Council and serve on committees whenever appointed. Along with participation, knowing when to take a step back and provide others with the opportunity to be involved is also important.
8. Take on a leadership role in one or more Community Council committees, organized meetings, or activities. 'Leadership role' can be understood as, but not limited to: Chair(s)ing a committee, managing independent groups or providing administrative support for a committee.
9. If a member is unavoidably absent from a meeting, they must notify the Community Council Chair(s) prior to their absence and, if possible, send their alternate in their place.
10. After three absences or an inability to adequately participate during a single 11-week term, the representative will forfeit their seat and a special election will take place. The Community Council Chair(s) has the authority to override this action at their discretion.

ARTICLE III: Meetings

Section 3.1 Regular meetings shall be held once a week and will be facilitated by the Chair(s) of Community Council. The first Community Council meeting each fall will be facilitated by the Community Manager. The date and time for such meetings shall be included in the meeting agenda. All meetings, save for closed sessions, are open to the community.

Section 3.2 Any member may submit items to the Chair(s) or the Administrative Assistant for inclusion on the agenda. Such items must be submitted at least three business days prior to the meeting. Items must include specific action to be taken by the Community Council and relevant background information that would aid in decision-making. Meeting agendas will be circulated by noon on the day prior to the meeting.

Section 3.3 The chair may call special meetings, meetings that are not on the regular meeting schedule, when they deem such action desirable. Such meetings must be publicized to the entire community.

Section 3.4 The chair may, at their discretion, cancel a meeting. In the event of a cancellation, members would be notified no less than two business days before the scheduled meeting time.

Section 3.5 A simple majority of all voting members and at least one representative from each constituency (Student, Staff, Faculty) of the Community Council shall constitute a Quorum.

Section 3.6 Meetings may be used to review and approve policies drafted by any member of the Antioch community and fulfill the other mandated obligations of the Community Council.

ARTICLE IV: Employment Procedures

Section 4.1 Employment standards are as follows:

1. All employees of Community Council must uphold the Antioch Honor Code

2. All employees of Community Council must be matriculating, degree-seeking students of Antioch College. Unless the entire constituency of student representatives declines the position of Chair(s). In this case, a member from any constituency may be hired.
3. All employees of Community Council must be in good academic standing. Students with a cumulative GPA of at least 2.0, a completion rate of at least 67%, and without current academic warning or probationary status are considered to be in good academic standing.
4. All employees of Community Council must be in good community standing. Community members who are without an outstanding SOPP, RDPP or, community standards violation and do not have a current community warning or probationary status are considered to be in good community standing.

Section 4.2 An online application process will be maintained for students returning from a co-op. Application procedures by mail will be made available upon request.

Section 4.3 Community Council will review all applications in closed session. At this juncture, Community Council may prevent any application from moving forward in the hiring process. Applicants approved by Community Council will be interviewed by a hiring committee and all applicants will be asked an identical set of questions.

Section 4.4 The hiring committee that conducted the interviews will be responsible for hiring based on consensus according to the employment standards listed in Article 4.1. If consensus is not reached, the decision will fall to Community Council in a closed session.

Section 4.5 Employees of Community Government will be delegated control over their areas of responsibility by Community Council, but the employees are ultimately accountable to the Community Manager.

Section 4.6 Each quarter, Community Council will review its preferred goals for the CG Employees for the next quarter and associate preferred results in terms of units of performance. (For example, the Events Coordinator must plan four campus activities). Community Council will also specify desired results from each individual and committee.

Section 4.7 The Community Manager will identify measures to evaluate if and how well the CG employee results were achieved. These measures provide information to evaluate the accomplishment of results. Measures are usually specified in terms of quantity, quality, timeliness or cost. For example, measures for the Treasurer might be the number of budget updates in a quarter. Measures toward the employees achievement of goals may change as the goals change.

Section 4.8 Employees of Community Government will be given clear well-documented performance goals. These goals must be:

1. Specific: For example, a goal to generate three types of financial statements, including cash flow, budget-versus-actual and income statement.
2. Measurable: For example, to be able to assess if the three types of statements were generated or not.
3. Achievable: For example, the goal would be irrelevant if the person had no access to the financial information from which to generate the statements.
4. Relevant: For example, the goal would not be useful if the organization has no plans to ever make decisions based on the financial statements.
5. Timely: The statements should be generated by a certain deadline, for example, in time for the Board to review and approve the statements.
6. Extending capabilities: Ideally, the goal involves the person's learning more than they already knew about generating statements.
7. Rewarding: Ideally, the activities of generating the financial statements would be fulfilling for the person to accomplish. If goals seem insurmountable to the employee, then break goals down into smaller goals, or sub-goals or objectives.

Section 4.9 The Community Manager should provide balanced feedback on what is being done well as well as what could be improved. This feedback can also be given formally through a performance appraisal. Performance appraisals be: job-related and valid; based on a thorough analysis of the job; standardized for all employees; not biased against any race, color, sex, religion, or nationality; and performed by people who have adequate knowledge of the person or job. Performance appraisal meetings should be done during week four and at the end of each 11-week quarter. Nothing should be surprising to the employee during the appraisal meeting. Any performance issues should have been addressed as soon as those issues occurred.

Section 4.10 The Community Manager should make notes about the first appraisal meeting and its results, and keep the performance appraisal in a file for yourself. Depending on the situation, appraisals should be reported to Community Council in closed session. This note may become useful later on if the performance problem persists. Community Council will be a precious and objective asset to dealing with this situation, especially if things with the employee get worse. If the problem occurs again over the next two weeks, immediately issue them a written warning. Also, update the Community Council. In the memo, clearly specify what you saw, mention the previous meeting and its date, say the behaviors have not improved, warn them that if this occurs again over some period (e.g., the next two weeks), they will be promptly terminated. Meet with them to provide them with the memo. Attempt to have this meeting on other than on a Friday. Otherwise, employees are left to ruminate about the situation without ready access to you for at least two days. On the third occurrence, consider firing the employee.

ARTICLE V: Employee Job Descriptions

Section 5.1 The Community Council shall select or hire the following positions. The community members filling these positions will be paid by the Community Government department and must preside over their given duties with a high degree of individual responsibility and accountability.

Section 5.2 Community Manager: The Community Manager is responsible for supporting Community and Shared Governance at the College. They work with all branches of governance at Antioch to foster transparency, inclusion, and empowerment for all community members. The Community Manager's duties and responsibilities include but are not limited to:

- A. Understand Antioch policies relevant to Community Governance.
- B. Maintain a file of all important documents related to Community Governance with the help of the Administrative Assistant. Consolidate all records with Antiochiana at the end of each quarter.
- C. Ensure that the procedural requirements relating to Community Governance are met.
- D. Attend all meetings of the Community Council and the College Council.
- E. Offer suggestions and proposals to the Community Council and other college bodies for strengthening mechanisms of community governance at the College.
- F. Work with the College Council and Community Council to maintain and improve the dispersal of pertinent information to the Community.
- G. Plan and facilitate Community Meetings. These meetings shall be used to present information, and discuss issues of concern.
- H. Plan Community Day events each quarter with the help of the Events Coordinator
- I. Supervise and Evaluate Community Government Employees.
- J. Facilitate Community Council meetings until a Chair(s) is able to Facilitate.
- K. Call special meetings of Community Council on their initiative or on the request of any member of the Community Council.
- L. Hold the Community Governance Credit Card that can be used for any purchase approved by the Community Council.
- M. Nominate community members to Committees and Boards, subject to Community Council's approval.
- N. Communicate and Publish any changes or additions relating to Community Governance
- O. Revise and Publish the Community Governance Handbook and Community Manager Training Manual once every year.

Section 5.3 Community Council Chair: The Chair(s) shall be elected by a majority vote of Community Council members from the current student representatives voted into office. This vote will happen at the commencement of the fall quarter and when the former chair is on co-op or absent. If no student representative is willing to serve as Community Council Chair(s), a member from any constituency may be selected. This position will be paid a stipend of \$500 each quarter that they serve. If the Chair(s) fails to meet their responsibilities, they forfeit their term or receive a partial payment based on the performance of the individual. This decision can be made at the discretion of the Community Council. The Chair(s)'s duties and responsibilities include but are not limited to:

- A. Will be expected to work from anywhere from five to ten hours per week.
- B. It shall be the duty of the Chair(s) to form agendas convene, and preside at all meetings of the Community Council.
- C. Recognize and identify where problems may occur and properly deal with them.
- D. Is a permanent non-voting ex-officio member of the College Council. In the Community Council Chair(s)'s absence, a designee from the membership will be selected to attend the College Council Meetings.
- E. Be responsible for overseeing and coordinating the various goals, ongoing and temporary, undertaken by the Community Council.

- F. Shall call special meetings of Community Council on their initiative or at the request of any member.

Section 5.4 Treasurer: The Treasurer position can be hired by a nomination from the Community Manager or a campus-wide hiring process. Applicants can apply with an alternate that will serve during the quarters they will be unavailable. The Treasurer shall be hired for one (1) year and will be paid a stipend of \$500 each term that they serve. If the Treasurer fails to meet their job requirements, they forfeit their term or receive a partial payment based on the performance of the individual. This decision can be made at the discretion of the Community Council and the Community Manager. The Treasurer's duties and responsibilities include but are not limited to:

- A. Will be expected to work from anywhere from five to ten hours per week.
- B. Is responsible for creating the Community Council budget for the following fiscal year. (beginning in the Winter quarter, to be completed in the Spring quarter)
- C. Shall facilitate all meetings of the Budget Committee.
- D. Shall track the Community Council budget and provide quarterly updates to Community Council.
- E. Appropriately assess school funds for individual projects and events.
- F. Will work to ensure that all funds are used appropriately and that a broad cross-section of the community is represented with equal opportunities.
- G. Work closely with Independent Groups and others to coordinate proper funds and supplies when necessary.
- H. Shall be responsible for updating the Treasurer training manual.
- I. Shall be responsible for any other duties relating to the Community Council budget

Section 5.5 Administrative Assistant: The Administrative Assistant can be hired by a nomination from the Community Manager or a campus-wide hiring process. Applicants can apply with an alternate that will serve during the quarters they will be unavailable. The Administrative Assistant shall be hired for one (1) year and will be paid a stipend of \$500 each term that they serve. If the Administrative Assistant fails to meet their job requirements, they forfeit their term or receive a partial payment based on the performance of the individual. This decision can be made at the discretion of the Community Council and the Community Manager. The duties and responsibilities of the Administrative Assistant include but are not limited to:

- A. Will be expected to work from anywhere from five to ten hours per week.
- B. Record and distribute the minutes of the Community Council and select committee meetings.
- C. Managing the logistical functions of the Community Council, including but not limited to:
- D. Management of the Community Council electronic presence
- E. Regularly check the Community Council email and organize the inbox as necessary
- F. Assisting the Community Council Chair(s) with the coordination of the other Community Council employees
- G. Assisting the Community Council Chair(s) with the coordination and facilitation of Community Council meetings
- H. Coordinate the release official statements by Community Council to the public.
- I. Overseeing of the formation of new standing committees and ad hoc committees
- J. Distribute necessary forms to the community. These forms include but are not limited to: Independent Group Registration Forms and Funding Request Forms.
- K. Assisting Community Council and the Chair(s) with any other necessary task.
- L. Updating the Administrative Assistant training manual.

Section 5.6 Events Coordinator: The Events Coordinator position can be hired by a nomination from the Community Manager or a campus-wide hiring process. Applicants can apply with an alternate that will serve during the quarters they will be unavailable. The Events Coordinator shall be hired for one (1) year and will be paid a stipend of \$500 each term that they serve. If the Event Coordinator fails to meet their job requirements, they forfeit their term or receive a partial payment based on the performance of the individual. This decision can be made at the discretion of the Community Council and the Community Manager. The duties and responsibilities of the Events Coordinator include but are not limited to:

- A. Will be expected to work from anywhere from five to ten hours per week.
- B. Is responsible for overseeing and coordinating at least four (4) events each academic term funded by Community Council. Such events may include dances, fundraisers, field trips, performances, workshops, and residence hall activities.
- C. Promoting events by creating flyers, posters, and handouts for Community Council events.
- D. Will assist the performance of events by Independent Groups and others on campus. Such events may include dances, fundraisers, field trips, performances, and workshops
- E. Will work to ensure the Events Committee hears proposals from the community for events on campus or events affiliated with the Antioch College Community.

- F. Must provide monthly reports on the status of funds and proceedings to the Events Committee.
- G. Ensure each member of the Events Committee is accurately informed of their responsibilities
- H. Make certain the Antioch Community is accurately informed on the procedure to propose an event
- I. Shall be responsible for updating the Events Coordinator training manual.

Section 5.7 Student Space Coordinator: The Student Space Coordinator position can be hired by a nomination from the Community Manager or a campus-wide hiring process. Applicants can apply with an alternate that will serve during the quarters they will be unavailable. The Student Space Coordinator shall be hired for one (1) year and will be paid a stipend of \$500 each term that they serve. If the Student Space Coordinator fails to meet their job requirements, they forfeit their term or receive a partial payment based on the performance of the individual. This decision can be made at the discretion of the Community Council and the Community Manager. The duties and responsibilities of the Student Space Coordinator include but are not limited to:

- A. Will be expected to work from anywhere from five to ten hours per week.
- B. Work with Community Council and Space & Events Committee to maintain an orderly and enjoyable student space, and to support student events on campus when needed.
- C. Will be responsible for planning and conducting all Student Space initiatives and special projects such as fostering campus art spaces and installations, and connect with the Volunteer Work Project.
- D. Work with Independent Groups, Committees, and other groups to allot permanent and temporary space for meetings, events, and any other activities.
- E. Will work to ensure the Space Committee hears proposals from the community for on-campus projects or projects affiliated with the Antioch College Community.
- F. Must provide monthly reports on the status of funds and proceedings to the Space Committee.
- G. Ensure each member of the Space Committee is accurately informed of their responsibilities
- H. Shall be responsible for updating the Student Space Coordinator training manual.

ARTICLE VI: Committees

Section 6.1 Closed Committees shall have a set membership and should represent a diversity of viewpoints and identities that reflect a balance of gender, race, ethnicity, sexual orientation, and interests that reflect the Antioch community. Upon hearing recommendations from the Community Manager, Community Council shall approve members of these committees.

Section 6.2 Open committees shall have no set membership. Community Council will appoint the members of these committees, but it may appoint any number that it sees fit. Individual sign-up sheets to determine interest for each committee will be made available during registration and will be available in the Community Manager's office.

Section 6.3 The respective committee chairs are responsible for submitting written progress reports to the Community Council Chair(s) at the end of each term. Reports shall include a concise summary of activities, financial conditions to date and suggestions for the future direction of the committee. Copies of minutes shall be saved in the committee's folder in the Community Council Google Drive.

Section 6.4 Meeting times and agendas shall be publicized and minutes released to the community at large except when involving specific personnel matters. All meetings, except those involving personnel decisions, will be open to all community members.

Section 6.5 Budget Committee evaluates structural and operational matters having a direct impact on the Community Government budget. A membership of at least two will be appointed annually from Community Council. Budget Committee reserves the right to accept Finance Requests equal to or less than \$500. The Community Council Treasurer convenes the Budget Committee. This is a closed committee.

Section 6.6 Space & Events Committee is responsible for overseeing and coordinating student spaces and Community Council-funded events each academic term. Such events may include dances, fundraisers, performances, and workshops. The Events Coordinator and The Student Space Coordinator convene Space & Events Committee. This is an open committee.

Section 6.7 Elections Committee oversees and facilitates elections of members of Community Council. Membership will be appointed annually from College Council and the community-at-large to include individuals who are not seeking election to College Council or Community Council. The Elections Committee also conducts other community-wide

elections as needed. Members of this committee advertise elections, arrange candidate forums, and count ballots. Elections Committee shall also develop, maintain, and publish clear explanations of its procedures, including descriptions of the graded point system of balloting. This is a closed committee.

Section 6.8 Policy Committee is a designated committee with goals of ensuring the college has policies and procedures in place that are in line with the goals of the community at large. Membership of the Policy Committee is reviewed by Community Council. This is an open committee.

Section 6.9 Record Advisory Board (RAB) is the body of first resort for community members who have concerns regarding The Record, the Antioch Community newspaper, with unresolved concerns forwarded to Community Council. RAB is responsible for informing Community Council of the Record editor(s), or collective of editors hired as well as the use of community allocated Record funds and equipment. RAB does not have the authority to exercise prior editorial review or oversight.

Section 6.10 Ad hoc Committees Ad hoc Committees shall be appointed by the Chair(s) as they shall deem necessary to carry on specified items of the work of the Community Council.

ARTICLE VII: Independent Groups

Section 7.1 Independent Groups can be formed by any and all community members for political, social, recreational, or academic purposes. Members of the community shall have the right to associate freely with individuals and groups. Also, community members shall have the right to organize and conduct their own meetings, in accordance with rules of behavioral conduct as outlined in Antioch's Mission Statement, Honor Code, and Civil Liberties Code.

Section 7.2 Criteria for creating an Independent Group:

1. All Independent Groups must register with Community Council by filling out an Independent Group petition.
2. Independent Group proposals shall include the names of the two people who will be the recognized coordinators for the term.
3. Independent Group proposals must bear the signatures of 15 people who support the existence of the Independent Group.
4. A statement of intent shall be included on the petition by the proposed Independent Group. This statement shall include the purpose, goals, and intentions of the proposed Independent Group.
5. All Independent Group petitions shall be public documents.
6. All new Independent Groups must follow this process for getting registered with Community Council. In addition, all continuing Independent Groups must follow the same process at the end of every fiscal year, in order to maintain their registration.
7. Although an Independent Group does not need to be officially registered in order to have meetings, no unregistered groups will be allowed to request funding or apply for meeting spaces.
8. No secret organizations, societies, fraternities, or groups that are involved in clandestine or suspicious activities are allowed to congregate on campus.
9. Coordinators of Independent Groups shall ultimately assume responsibility and accountability for the actions of their Independent Groups, and as such will be expected to answer for their groups' actions in the event of any policy violations or irresponsible activities.
10. Independent Groups are not required to furnish an official list of members for Community Council.

Section 7.3 All registered Independent Groups shall be eligible for community space, as it is available. The Student Space Coordinator shall be responsible for allocating that space for a specific period of time.

Section 7.4 All registered Independent Groups shall be eligible to receive funding for individual activities through the Community Council budget. Receipts must be provided for all purchases before the end of the term.

Section 7.5 Guidelines for Independent Groups:

1. All Independent Groups shall abide by Antioch's Mission Statement, Honor Code, Civil Liberties Code, and any other Community Agreements.
2. All Independent Groups shall be responsible for abiding by Community Standards.
3. All Independent Groups shall be responsible for any damages that occur during, or as a result of their meetings or events, they have sponsored.

4. All Independent Groups shall be responsible for cleaning up after themselves when they have sponsored an event in a community space.
5. If an Independent Group is allocated space by the Community Council, the Independent Group is responsible for maintaining that space in a reasonable manner.
6. Damage caused by the members of an Independent Group may result in a fine, assessed by the Community Standards Board if a complaint is filed against the Independent Group for damages or cleaning costs.
7. Community Council reserves the right to revoke the registration of any Independent Group if there has been a serious violation of community standards
8. Community Council must notify the community if it has revoked the registration of an Independent Group.

ARTICLE VIII: Decision-Making Rules: Consensus

Section 8.1 Regular decisions will be made by Consensus when a quorum is established (meaning all members must consent for a decision to move forward).

Section 8.2 When Consensus can not be reached, proposal(s) under consideration will be tabled to the next scheduled meeting, at which time decisions will be made by a special vote. During a special vote, proposals can be carried by a simple majority vote.

Section 8.3 The chair or an entire representative constituency (All representatives from the Students, Staff, or Faculty) are authorized to call for a Special Vote at any time.

Section 8.4 A "Consent Agenda" will be used to facilitate approval of item(s) as deemed appropriate by the Representatives on Community Council. It may contain any number of items to be subject to consideration by Representatives. If any Representative wishes an item to be tabled and debated on for separate consideration, they must make a motion to do so. Said item(s) will then be tabled and reconsidered at the next available meeting.

ARTICLE IX: Communication & Archiving

Section 9.1 Community Council shall make a serious effort to do community outreach in order to best address the needs of the community. This should include but is not limited to, maintaining regular contact with students, staff and faculty, as well as other interest groups such as the alumni and the village of Yellow Springs.

Section 9.2 The Administrative Assistant and the Community Manager shall publish new legislation to the community through the most accessible medium.

Section 9.3 Community Council will archive all records online. Such documents will be maintained by the Administrative Assistant. Each term, the Administrative Assistant will deliver the documents to the Community Manager. The Community Manager will add the documents to their Community Council archive and the archive in Antiochiana.

ARTICLE X: Elections Procedure

Section 10.1 General and Special Elections: Each election ballot shall abide by the following:

1. Each Community Member shall have one vote.
2. All ballots shall have a "write-in candidate" option.
3. All ballots will be counted using a graded point scale
4. A clear and concise explanation of the voting and tallying process.

Section 10.2 After totaling points for all candidates, the names of the top candidates and the name of the first runner up should be provided in case of resignation by one of the elected members. The candidates with the highest point values shall fill all available seats in order.

Section 10.3 Community Manager Elections: The Community Manager shall be elected each year during the spring term. Community Council shall interview applicants and determine the eligible candidates. Noting the subjectivity of an interview process, Community Council shall prepare detailed and personalized explanations of denial of candidacy. Any candidate who has been determined ineligible may ask Community Council for an explanation. The community shall vote on the candidates determined eligible by Community Council. Elections Committee members applying for the position of Community Manager must vacate their seats before the election procedure begins.

Section 10.4 The Elections Committee, in conjunction with Community Council and the current Community Manager, will be responsible for announcing and advertising the availability of this position as well as ensuring that the application and decision processes are well explained to all Community Members. Official results of all elections and balloting must be publicized within 24 hours of the time the ballots are counted. For the election of candidates, winners' names are included in the official results.

Section 10.5 Community Council will examine the following criteria during the Community Manager application evaluation process. This process will be conducted in a closed session, keeping in mind that this is an application process and that Community Council is recommending these applicants to the community for selection;

1. A review of the candidate's co-op and other job evaluations.
2. A review of the candidate's community involvement and accountability.
3. Any community member may submit written comments, either in support of or against any or all applicants to be reviewed by Community Council. These comments will be reviewed during this process.
4. Answers to the interview questions concerning the ability to fulfill the Community Manager job description as stated in the legislative code.

Section 10.6 Candidates vying for the position of Community Manager must have been attending Antioch full time for at least one full year at the time of their candidacy. Exceptions to this rule may be made by Community Council for special circumstances.

Section 10.7 Applications for the Community Manager position must include the following documents:

1. A cover letter or a statement of intent.
2. An updated résumé.
3. The record of any punitive actions taken against each individual including letters from the appropriate board explaining the violation that occurred.
4. Other documents an applicant wishes to include.

Section 10.8 A candidates' forum shall be held during a regularly scheduled Community Meeting. Candidates shall answer questions asked by community members at the forum. Other forums deemed appropriate by the Elections Committee can be held.

Section 10.9 If a Community Manager resigns or is rendered otherwise incapable of performing the duties of the job, then the candidate who won the election is no longer filling the position, and Community Council shall publish a job description for the Community Manager position and will interview and hire an applicant.

ARTICLE XI

Procedures for Community and Student Spaces

Section 11.1 It is expected that all Community Council spaces, Independent Group spaces, and Student Spaces will be left clean and undamaged when each term ends. For the purposes of this policy, the word "damage" is defined as any accidental or purposeful alteration made to any part of a room that hampers its purpose.

Section 11.2 Community Members issued new keys who move into a space that is in poor condition should notify the Space Coordinator immediately. If damages are not reported immediately, the new occupants of the room will be held responsible for the condition of the room.

Section 11.3 Keys should be returned to the Space Coordinator or to the Community Manager. If for some reason a community member is not able to return keys at the end of the term, it is expected that they will mail the keys to either of these people as soon as possible.

Section 11.4 Community Members are responsible for the use of any keys issued to them. If any community member lends their keys to anyone else and they lose the key, leave the door open or cause any damage, the person who had the key issued to them is still responsible for that space and that key and they will be charged.

Section 11.5 At no time should any office or Independent Group space be used as a temporary residence or guestroom.

ARTICLE XII: Amendment of Procedures

Section 12.1 These procedures can be amended at any regular meeting of the Community Council by a two-thirds vote of those present and voting, provided that the proposed amendment has been submitted in writing to the chair or administrative assistant three business days prior to the meeting.

ARTICLE XIII: Effective Date

Section 13.1 This Policy was effective, Fall 2012. Last reviewed in Spring 2019; September 17th, 2019.

The Faculty Assembly

Faculty Assembly (commonly referred to as Faculty Meeting) is a meeting of all members of the Faculty and invited guests, where matters of curriculum, policy, and faculty life are discussed and approved by a consensus-based process. Faculty Assembly has several major subcommittees dedicated to selected aspects of its business, such as Curriculum Committee (CC), the Faculty Personnel Review Committee (FPRC), the Faculty Personnel Policy Committee (FPPC), the Academic Policy and Review Committee (APRC), and the Executive Committee of the Faculty (ECF), to name a few.

Committees

Committees are an intricate part of Antioch's governance process. The Council's recognize that they cannot be intimately aware of every aspect of Antioch life, and so they invest some of their authority into committees. Participating in the committee process is one avenue to empower yourself and gain a voice.

As a student sitting on a committee may be one of the most educational things you do in Yellow Springs. This important activity brings you in close contact with how groups make decisions, how diverse interests get balanced into policies, and how you individually work within a group process. Being on a committee gives you an opportunity to with faculty members and other students in an entirely different setting from the classroom, co-op office, or dorm.

In recent years, there has been a persistent dearth of students willing to sit on committees. This represents a lot of missed opportunities but more importantly, it means that many decisions have been made without student input. Of course, the committee process is not one of immediately realized satisfaction of goals or efficient use of time. This may be frustrating because you want to see something happen. Many committees are created essentially for the purpose of making sure someone is watching a particular issue. However, others are charged with advertising, education, and policymaking functions. It is in this capacity that you can make the committee more active and effective.

Curriculum Committee (CC)

Review and approve courses, course descriptions, syllabi, curriculum-related documents, degree requirements, major's requirements, program requirements, institutional learning outcomes, and other curricular duties as needed or assigned. Two students selected by ComCil sit on this Committee. This committee reports to the Faculty Assembly.

Academic Affairs Assessment Committee (AAAC)

Oversees all aspects of assessment within the Office of Academic Affairs, including training, implementation, data collection, data processing, reporting, and process improvement. One student who has achieved third-year standing or higher serves on this Committee. This committee reports to the Faculty Assembly.

Faculty Personnel Review Committee (FPRC)

Review faculty, including contract renewal, tenure, and promotion reviews. The committee reports and makes recommendations to the president of the College on matters pertaining to contract and tenure review. One student of fourth-year standing serves on this committee. This committee reports to the Faculty Assembly.

Academic Honesty Committee

At the beginning of each academic year, ComCil shall create a pool of up to twenty students, who have been at Antioch College for at least one full academic year. All members of the pool will be trained appropriately, including in the procedures for hearing academic honesty cases, on how to maintain strict 202 integrity and confidentiality, etc. The Office of Academic Affairs and ComCil will jointly decide how the training is to be conducted. No student who has been found guilty of an infraction of academic honesty may be a member of the pool. Two members of the pool will be selected for each case.

Elections Committee

Oversees and facilitates elections of some Constituent and all At-Large members of College Council and conducts the balloting for referenda, recall, and other procedures requiring a vote as requested by College Council. Membership will be appointed annually from College Council and the community at large to include individuals who are not seeking election to College Council or Community Council. The College Council nominates at least one student to the Elections Committee. This committee reports to the College Council.

College Planning and Finance Committee (CPFC)

Evaluates structural and operational matters having a direct impact on the College budget. CPFC is a representative body with membership elected from the Faculty, Students, and Staff of the College. The Vice President for Business and Operations and the CFO, currently Controller co-convene CPFC. This committee reports to the College Council.

Diversity Committee

Promotes the goals of diversity, equity, and inclusion at Antioch College. The responsibilities of the Diversity Committee include the periodic review of Racial Discrimination Prevention Policy (RDPP) and other Discrimination Policies. Assist the college achieving its diversity goals as identified in the Strategic Plan for Diversity. Interface with other campus diversity groups. This committee reports to the College Council.

CG Budget Committee

Evaluates structural and operational matters having a direct impact on the Community Government budget. Membership of at least two will be appointed annually from Community Council. The ComCil Treasurer convenes the Budget Committee. This committee reports to ComCil.

Space & Events Committee

Responsible for overseeing and coordinating student spaces and Community Council-funded events each academic term. Such events may include dances, fundraisers, performances, and workshops. The Student Space Coordinator convenes Space & Events Committee. This committee reports to ComCil.

Policy Committee

A designated committee with goals of ensuring the college has policies and procedures in place that are in line with the goals of the community at large. This committee reports to ComCil.

Record Advisory Board (RAB)

RAB is the body of first resort for community members who have concerns regarding The Record, the Antioch Community newspaper. RAB is responsible for informing ComCil of the Record editor(s), or collective of editors hired as well as the use of community allocated Record funds and equipment. RAB does not have the authority to exercise prior editorial review or oversight.

How do I get on a committee?

1. Read through the committee descriptions, talk to people, and decide which one you would most like to be on.
2. Early in the quarter, at check-in or registration, sign up for the committee(s) in which you are interested.
3. If a committee has limits on its membership, the Community Manager makes suggestions to College Council and ComCil for the membership of the committee
4. Members are notified through email and are usually asked to submit their preferences for meeting times. RESPOND TO THIS EMAIL!
5. If you have not been notified by the third week, talk to the Community Manager. Go to the meetings, talk to people about the issues you are discussing.
6. Many of the committees are chaired by incredibly busy faculty members. Please don't expect them to remind you of the meeting times or to make sure you show up! If you decide to join a committee, take it as a serious responsibility and commitment. If you decide not to continue on a committee, notify the committee chair or the CM.

CG Events

How to make an events proposal

To access funds from CG (the lines being Events, Diversity, Community Owned Funds, and Conference Funds), you must follow this process:

1. Obtain a Community Funds Request form from Community Government and complete as much as possible. If you have questions about which budget lines are appropriate for your proposal, see the CMs or a member of the Community Activities Board.
2. Make a copy of the proposal for your reference.
3. Announce the proposal in Community Meeting (Tuesdays at 3 p.m. in McGregor 113) and answer any immediate questions about your proposal. Your announcement should include the amount you are requesting, which funds you are requesting money from, and the approximate date and time of the event.
4. Turn in the completed form to the Events Coordinator. The form is due by noon on Wednesday.
5. Attend the Space & Events meeting (Wednesdays at 4 p.m) to answer any further questions from the Board and Community members. You must be present to have your proposal heard.
6. The committee will meet and may:
 - 1) Approve the proposal as submitted
 - 2) Approve the proposal with revisions
 - 3) Deny the proposal altogether
 - 4) Table the decision (You will be notified of the committee's decision by no later than Friday.)
7. If the proposal is approved, you will then need to discuss with the Events Coordinator and the Treasurer how-to receive funds.
8. If a proposal is tabled, it will be heard again the next week.

Semi-regular events

Movies, films, and videos are often shown in the Cinema Room in ASB. The Space Coordinator facilitates the screening of movies and videos in the Cinema Room.

Dances are frequently held in the Dance Space on the first floor of Weston. DJs are mostly students, and interested people can sign up in CG. There are regularly scheduled dances every quarter or year: DIV, an end of the term dance thrown by CG; and Genderfuck.

Because Antioch takes a proactive position discouraging alcohol abuse, many dances and social events will be alcohol-free, but alcohol may be served at some events to members of the community who can show that they are 21 or older. Glass containers are not allowed in the Dance Space.

Visitor passes are required at all events that are not open to the public. Please refer to the Visitor Policy.

Groups

Any member of the Antioch Community can start or restart an Independent Group at Antioch. Some groups exist intermittently or for a single quarter; others have continued over the years, establishing themselves as virtually a permanent presence at the college. If you have an idea for a group, Community Government can help you with organizing, events, fundraising, publicity, brainstorming, etc.

The group must register with Community Government every two years and give the name of at least one person who will serve as the recognized coordinator. Independent Groups that have registered by the end of the second week of a given quarter may qualify for funds from CG to support programs, publicity, and the operation of an office.

Antioch Environmental Coalition

The mission of the Antioch Environmental Coalition is to improve sustainability practices on campus and give students the opportunity to get involved in activism in regards to sustainability.

Gaming Club

The mission of the Game Intro Group is to help new gamers improve their skills.

Anime Club

Anime Club is a group that specializes in having a casual, welcoming, and friendly environment for introductory level and above, anime fans. They meet once a week for about 2-3 hours to watch several episodes or one anime movie and hold a discussion over it.

It's the Write Time

This group was conceived for the means of providing a safe and focused space on campus dedicated to multiple genres of writing. Every week, the coordinators provide a scheduled prompt that an individual can write to and then bring it to a weekly meeting for the revision process. In the meeting, we will discuss the works and provide constructive feedback. We aim to give people a structured and fun process to motivate continued improvement in creating writing by means of regular practice.

Black Student Union

The Black Student Union is a student-based organization focused on the cultural, social, and academic needs of Black identifying students attending Antioch College. It seeks to build cultural and community bridges in the general context of the academic and community environment. The BSU is involved with the planning of events during each academic year: The BSU is open to all students, regardless of race, creed, color, religious affiliation, or sexual orientation. Membership in the BSU requires a commitment to the mission of the BSU. The BSU is committed to the development of cross-cultural ties with all groups on campus and in the community at large.

Prison Justice Initiative

The Antioch College Prison Justice Initiative (PJI) was founded as an Independent Group of ComCil (Community Council) in 2014-15 by Dr. Emily Steinmetz and a group of dedicated students and staff. It soon became one of the most successful models at Antioch for combining meaningful action for justice with dedicated teaching and learning. Now in its sixth year, PJI is a collaborative of Antioch College faculty, students, staff and the Coretta Scott King Center for Intellectual and Cultural Freedom (CSKC).

Community engagement is at the heart of PJI and has been the engine of prison justice action, new initiatives, student-faculty research opportunities, oral history projects, and service-learning. PJI efforts include classes, community actions, service projects, cooperative education opportunities, cultural collaborations, programs and partnerships across Ohio and nationally.

Through these efforts, PJI works to support, render visible, uplift and transform individuals, families, and communities impacted by incarceration. PJI invites understanding and participation in how all of us are implicated in the carceral state and interconnected in the work towards anti-racist liberatory futures. PJI is committed to developing dialogue and understanding about the impacts of the criminal justice system. Through collaboration between students, staff, faculty, and the Yellow Springs community, PJI activities connect our community to meaningful engagement with incarcerated people, issues relating to mass incarceration, the reintegration process of formerly incarcerated people into society, and human rights violations.

Some of the **current and recent projects** of the PJI, include:

- The Prison Justice Library books-to-prisoners program.
- ANTH 380 Inside Out course – as part of the national Prison Exchange Program, this course is offered at Dayton Correctional Institution with Antioch College and incarcerated students.

- States of Incarceration National Dialogue – Ohio: Life Sentences: Death Penalty on the Installment Plan? How Much Time is Enough Time? Featuring action research of Antioch's PJI led by Dr. Emily Steinmetz in a national exhibition.
- The Symbolic Interruption – a newspaper written by students of the Inside Out class of Antioch College and Dayton Correctional Institute.

C-Shop

C-Shop was the campus coffee shop. It has not been functioning well in recent years but C-Shop will continue to be worked on. It was located on the first floor of the Student Union. C-Shop was managed and staffed by students. All profits returned to CG for operation and supplies.

C-Shop was a good place to hang out, meet friends and study. The hours and menu varied by term but often the C-Shop was open early in the morning and late into the evening. Bagels and coffee were frequent fares. Group meetings, classes, poetry readings, open mic nights, and forums were held there. Students also gathered there to watch popular television shows.

The Record

The Record is Antioch College's student-run newspaper. Since its beginning in the 1930s, The Record has had many iterations, but has always remained the number one source of news on campus. Following a three-year hiatus in 2018, The Record made a resurgence in the Spring of 2021 and has been publishing quarterly since.

The Record is always looking for student-written stories, columns, art, op-eds and more, which will be fairly compensated. You can get in contact with The Record at therecord@antiochcollege.edu, or follow us on Instagram @theantiochrecord."

Policies and Procedures

Alcohol and Drug Policy

The goal of Student Affairs at Antioch College is to create a supportive community conducive to academic success, personal growth, and a healthy lifestyle. Antioch College considers all of its members – faculty, staff and students – to be mature persons and, accordingly, the decision to use alcohol legally and responsibly is an individual one, with possible community implications. The College, through an emphasis on wellness and education, will provide its members with information on responsible alcohol use and the dangers of overuse, and seeks to teach students how to live healthy and balanced lives.

We acknowledge, however, that the problems associated with alcohol abuse on college campuses have become startlingly acute and troubling. Binge drinking is notorious and widespread. Destructive vandalism is often linked to alcohol abuse. Sexual assault and other forms of physical and emotional violence usually involve alcohol or drugs. As a community, the College aspires to help those who are abusing alcohol and other substances. The college is committed to offering information about sources of help, refusing to enable people to continue in harmful patterns, and working to create a non-judgmental environment, free from addictive practices.

At Antioch, we encourage students to be able to manage their relationship with alcohol in responsible ways. We hope to achieve the minimization of high-risk drinking and to empower students who choose not to drink.

Prevention and Harm Reduction Education

Antioch College is dedicated to actively investing in proactive initiatives that promote the health and wellness of its students, particularly as related to alcohol, tobacco, and drug use. As an educational institution, Antioch College is committed to alcohol use education that:

- Presents information about alcohol and substance use that is accurate, factual, balanced and grounded in evidence.
- Encourages all community members to express their ideas and opinions freely.
- Sponsors yearly programming that provides information on the health and psychological effects of alcohol use, abuse and dependence.
- Challenges perceptions of peer usage of alcohol and other substances as well as notions of substances as social lubricants or as empowering to students.
- Creates a culture of personal responsibility and compassionate accountability as articulated in the Honor Code.

Alcohol Use: Student Residential Housing

- Antioch College students who elect to consume, provide, or serve alcohol, with an understanding of the responsibilities imposed by Ohio state law, are expected to do so with a sense of accountability and concern for self and others. Students have the personal responsibility to take action and address others whose behavior, while under the influence of alcohol, negatively affects their own welfare and the welfare of other members of the Antioch College community. Residents who are uncomfortable confronting a situation should contact the Residence Assistant on duty or Public Safety.
- The Alcohol and Drug policy, as well as state law, permit that students can declare their residential space (dorm room) as either “alcohol tolerant” or “alcohol free.” Each room is then required to abide by the policies established for each type of space (see below) for the following academic term. Students may adjust this declaration at the outset of each academic term.
- Only students 21 years of age or older can live in alcohol tolerant rooms. To declare a residential space “alcohol tolerant,” residents must show a legal form of identification to a Residence Life Coordinator, this status will be a part of his/her “Residence Life Agreement” form. This process can only take place after all residents living in that dorm room have reached the age of 21. In addition, the following applies to all Campus property:

- There will be no alcohol consumption in common spaces, hallways, restrooms, utility closets, or kitchens unless the space is registered for an alcohol-tolerant event.
- There will be no alcohol consumption in any campus vehicle.
- No open containers of alcohol may ever be carried or transported anywhere on campus or outside of the “alcohol tolerant” residential space.
- Empty alcoholic beverage containers must be disposed of no later than 24 hours after consumption. Empty and/or open alcoholic beverage containers are also considered acceptable evidence of consumption.
- Advertisements, artwork or displays that include alcohol or drugs are discouraged in common areas. If a community member has a complaint regarding these displays, they can contact a Resident Life Coordinator.
- Residents who choose to be present during policy violations and/or have knowledge of policy violations may be documented as present and may be found responsible for the violations being documented.

Alcohol Tolerant Rooms

- Any gathering in an individual student room where alcohol is present may not exceed the legal room occupancy. If the capacity exceeds the legal room occupancy, students must disperse.
- Bulk containers holding more than one liter of alcohol (i.e. kegs, party balls, pony kegs, multiple cases of beer, large quantities of wine) are not permitted.
- Beer bongs, drinking games, and any other form of mass consumption are prohibited.
- In the event that underage drinking is occurring in an alcohol tolerant room, any resident of that room present at the time of the offense will be held responsible.
 - All persons in the space (residents and their guests) consuming and/or possessing alcohol must have a valid ID on their person, which contains their date of birth, while consuming alcohol. Members of the community who are underage are allowed to be in the presence of alcohol as long as someone of age is present and it is in an alcohol tolerant space. If said underage person is under the influence of alcohol they and the person of age are subject to Antioch College Sanctions.

Alcohol-Free Rooms

Cannot have any alcohol present in the room at any time, even if one or more of the residents living there are 21 years of age.

Alcohol Use: Faculty and Guest Housing

There are a number of residential spaces on campus where guests reside. Guests may include visiting faculty, speakers, alumni, volunteers, artists in residence, etc. These spaces include Case Commons and Folkmanis House. Alcohol is permitted in these spaces.

Alcohol Use: Non-Residential Campus Space

Alcohol use is not permitted in any non-residential campus space, including, but not limited to; McGregor, Weston, ASB, OKL, CSKC, Wellness Center, South Hall, and Pennell. With the exception of a registered event.

Alcohol-Tolerant Event Registration

For alcohol to be present, an event must be registered through the proper college division managing events (e.g., Student Affairs and CG for student events, or Operations and Facilities for staff-managed events). To register, organizers of the event need to complete an Alcohol Tolerant Event Registration Form and submit it to the appropriate office. The nature of the event, date, start time and end time, location, number of expected guests, and identification of the official bartender are

needed in order for the proposal to be registered. If all the information is not included, the event will not be considered as officially registered. If the duration of the event exceeds 2 hours, two official bartenders will need to be assigned.

- Bring your own beer (BYOB) style is not allowed.
- The event must have someone, 21 or older, working the door to check I.D.s and a wristband system must be in place to easily distinguish between those who are 21 and older and those who are younger. Persons serving alcohol must be an "official bartender".
- An official bartender is an employee of a professional catering company, or a staff member or student who is over 21 and has successfully completed a course in "alcohol service" offered by Student Affairs.
- Alcohol tolerant events also require a staff coordinator who is a member of staff or faculty at the college and is working with the sponsor to ensure compliance with the Antioch College Alcohol and Drug Policy and to manage concerns that arise.
- For beer and wine to be sold at an event it must be registered with the state of Ohio for a temporary alcohol license (state laws apply).

Responsible Alcohol Use

Antioch College promotes a responsible alcohol use policy that promotes both safety and well-being of individuals and the community.

All members of the Antioch College community are expected to behave responsibly and to uphold the standards of the community. The use of alcohol at Antioch College is premised on the expectation that students will take responsibility for their own decisions surrounding the use and abuse of alcohol and/or drugs, and that they will accept the consequences of those decisions.

Alcohol consumption is often associated with negative personal and community consequences. If drinking is causing distress, is a risk for self or others, or causes an individual to act in violation of their values, then they are not acting responsibly.

Responsible Use of Alcohol includes (but is not limited to):

- Knowing your limit on alcohol to maintain a safe level of intoxication if choosing to drink.
- Not drinking if under 21 or driving.
- Respecting others choices and responsibilities, including their choice not to drink.
- Knowing the potential consequences of your actions, both for yourself and the community.
- Seeking help if you have difficulty controlling alcohol use.

Failure to drink responsibly can facilitate disruptive or harmful behavior including (but not limited to):

- Failure to meet academic and work obligations
- Intoxication that results in noticeable impairment to speech or movement
- Driving while intoxicated
- Unprotected or unwanted sex
- Blacking out
- Interpersonal strife or antisocial behavior
- Unnecessary risk taking.
- Potential short-term and long-term health risks.

Because of the consequences associated with failure to drink responsibly, any alcohol or other substance related use or behavior that may be reasonably judged to represent significant potential harm to self or others is a violation of the Antioch College Alcohol and Drug Policy.

Medical Assistance Amnesty

To ensure that students receive prompt and appropriate attention for unsafe intoxication and also that there are no impediments to seeking such assistance, the College has instituted a Medical Assistance Amnesty Policy. In these instances in which a student calls 911 or College officials (including Residence Life staff) for assistance, neither the individual calling nor the student in need of assistance will be charged with violations of this policy. No formal judicial action will be taken against the individuals in need or the persons reporting the incident unless the individuals involved demonstrate a repeated lack of care concerning their wellbeing and the wellbeing of the Campus Community or unless the incident results in criminal charges (or damages to College property). Alcohol or drug-related elements within SOPP charges will be similarly protected by the SOPP.

When 911 is called from Campus or anywhere in the Village, Miami Township Fire Rescue will send the squad. They practice confidentiality regarding a student's condition. However, YS police will always arrive on the scene. In the event law enforcement is required to assist in the situation, that situation could be made public and college officials will defer to the reasonable protocols of the municipal officers.

Disciplinary Sanctions

- While the Antioch community stresses a supportive response to members with substance abuse problems, violations of this policy on campus, (or the use of alcohol or any other substance that interferes with or is prohibited by an on-campus or off-campus co-op job site or job-related activities or field program activities) will be subject to disciplinary action.
- Both state and federal laws prohibit the use, possession, sale or offering for sale of hallucinogens, narcotics, cocaine and marijuana and Ohio law prohibits the improper possession or sale of amphetamines and sedatives. Because of the potential danger to the community and to individuals and out of concern for abuse interfering with the college's educational mission, the sale of illegal substances on campus may result in sanctions.
- Antioch is bound to the law and has no special protection from the police or other law enforcement officers. Law enforcement officers, when armed with proper documents, have a legal right to search any and all buildings on campus without prior notice to anyone at the College.
- Violations of the Alcohol and Drug Policy include but are not restricted to; offenses of illegal substance use and/or open containers and/or underage drinking and/or intoxication/drug impairment. The following sanctions should be considered as guidelines.

Alcohol & Drug Abuse & Dependency Resources

Antioch is committed to providing support to community members with substance abuse problems. This includes encouragement for students to be assessed for the level of their alcohol use or relationship with other substances through Counseling Services. Supportive services and additional resources are available through the Dean of Student Affairs as well as local providers and support groups. Confidential Counseling is available through Counseling Services. Voluntary and mandated referrals to more intensive treatment or other counseling services can be coordinated through these campus resources. For other local treatment agencies and organizations contact the Dean of Student Affairs or Counseling Services to assist with referrals. The College is not financially responsible for any treatment mandated beyond what is available through on-campus Counseling Services.

APPENDIX A: SUMMARY OF OHIO ALCOHOL LAWS AND SANCTIONS.

The following is a brief synopsis of select laws. For detailed information on the laws of the State of Ohio, please consult the 1999 Ohio Liquor Laws and Rules or the Ohio Revised Code. Given that Antioch College students live in different states over co-ops, remember that states have different laws pertaining to drugs and alcohol.

- Ohio Revised Code Governing Alcoholic Beverages Sale or Purchase of Alcohol

Section 4301.22(A): No intoxicating liquor or beer shall be sold to or handled by any person under 21 years of age. The penalty for violation of this section provides for a fine of not more than \$500 and imprisonment of not more than 60 days, or both (third-degree misdemeanor).

Section 4301.69: No person shall sell intoxicating liquor or beer to a person under the age of 21 years, or buy intoxicating liquor or beer for, or furnish it to, a person under the age of 21 years, unless given by a physician in the regular line of

his practice, or by a parent or legal guardian. The penalty for violation of this section provides for a fine of not more than \$1,000 or imprisonment of not more than six months, or both (first-degree misdemeanor).

- **Driving Under the Influence**

No person shall operate any vehicle. Within this state, if the person is under the influence of alcohol, a drug of abuse, or alcohol and a drug of abuse, the penalty for a first offense is a minimum of three days in jail, a fine of \$375 and suspension of driver's license for six months.

- A person can be arrested and convicted even if the breath alcohol content is below .10%.
- A person can be arrested for DUI on private property.
- The behavior of the driver, not necessarily the breath alcohol content, determines whether the person is under the influence. Refusal to take the test results in an automatic one-year driver's license suspension.

- **Open Container (Ohio Revised Code§ 4301.62)**

Except where allowed by permit, no person shall have in the person's possession an opened container of beer or intoxicating liquor in any public place (ex: Antioch is private property, but Livermore Street is not.).

- **Underage (Ohio Revised Code§ 4301.69)**

No person under the age of 21 years shall order, pay for, share the cost of, or attempt to purchase any beer or intoxicating liquor, or consume any beer or intoxicating liquor, either from a sealed or unsealed container or by the glass or by the drink, or possess any beer or intoxicating liquor in any public or private place. Anyone who allows an underage person to remain in a public or private space while the underage person possesses or consumes beer or other alcoholic beverages can be punished for up to six months in jail and a fine of up to \$1,000.

- **Misrepresentation (False ID) (Ohio Revised Code§ 4301.63)**

No person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining or with the intent to obtain beer or intoxicating liquor.

- **Illegal drugs**

- Possession of any amount of cocaine (powder or crack), LSD, crystal methamphetamine, or heroin is a fifth-degree felony, which carries a possible prison term of six to twelve months, up to a \$2,500 fine, and a mandatory operator's license suspension of six months (minimum) up to five years.
- Trafficking, which is possession for the purpose of selling, the actual selling of, or merely offering to sell drugs, carries criminal penalties including jail time. The severity of the penalty depends upon the nature of the drug and the amount held for sale. The minimum penalty is a fifth-degree felony.
- Convictions for drug-related offenses will generally make an individual ineligible for employment requiring special licensing, such as attorneys, physicians, nurses, aviation pilots, law enforcement, etc., as well as for industrial positions requiring some level of security clearance, such as engineering, computer, and aerospace technology. Such convictions may also prevent the obtaining of many types of educational grants and other tuition assistance.

- **Ohio Revised Code Governing the Reporting of a Felony**

Section 2921.22: No person, knowing that a felony has been or is being committed, shall knowingly fail to report such information to law enforcement authorities.

- **Prescription Drugs**

Use of or dispersal of any prescription drug in a manner inconsistent with its medically prescribed intended use, or under circumstances where use is not permitted is illegal.

- **Dram Shop Liability**

The state of Ohio also has a set of laws known collectively as the “Dram Shop” laws that impose institutional and individual liability where property damages, personal injuries, or fatalities result from the illegal or irresponsible provision of alcohol to others. If you provide a friend with alcohol or are a party organizer and a person hurts themselves or someone else, you could be held liable in a civil suit.

APPENDIX B: SECURITY DRUG ENFORCEMENT PROCEDURE

The College has developed the following drug enforcement procedures that both meet legal criteria and recognize that the College is a private institution. The procedures have been recognized by legal authorities and take into account the unique position College Security officers (or other College administrators) may find themselves in when confronted with the presence or use of controlled substances.

- **Confiscation**

Seeing in plain view what she/he believes to be a small quantity of an illegal drug (and related paraphernalia found in the presence of drugs), generally defined as typical individual use (and not to fall under the felonious categories outlined below), the College Security officer has the obligation to notify local law enforcement to come to campus, confiscate the material, and issue a citation or arrest, dependent upon the nature and amount of the substance found. If marijuana is located or discovered, any amount exceeding 200 grams constitutes a felony. (One plastic sandwich bag 6” x 5” will hold approximately 40 grams of marijuana).

Drug discoveries such as cocaine, LSD, heroin, hashish, excluding marijuana, and all controlled substances under Schedule I, II, III, IV, and V (prescription drugs) of the Ohio Revised Code are not to be confiscated but are to be immediately reported to the local police after the area has been secured.

The College Security officer may not physically engage any person believed to be in possession of an illegal drug, except as needed for self-protection or to prevent the person from harming him/herself or others. A written report will be made and forwarded to the Office of Student Affairs. Students will be invited to write a statement as well.

APPENDIX C: RESOURCES

The Community Network Behavioral Health Services

425 West Market Street
Xenia, OH 45385
937-376-8700

AA Drug Rehab & Alcohol Rehab 24-hour Helpline (in Beavercreek)

937-431-5184

AL-ANON

Alano Club
1557 East Main Street, Springfield, 937-322-0255

Fellowship Club

1303 Kenton Street

Covenant Presbyterian Church

201 North Limestone Street, Springfield

First United Presbyterian Church

Highview & Broad Streets, Fairborn

Friends Care Center

150 East Herman Street, Yellow Springs

Appendix D: Education

The educational component of the Antioch College Alcohol and Drug Policy reflects best practices for prevention of abuse of substances on college campuses, a harm reduction approach and the recognition that the most effective measures taken to support healthy use of alcohol are targeted to the entire student body.

There are three main arenas in which education will take place for all students:

- New student orientation: Entering students will attend a session on the safe use of alcohol that will include information on norms of use, the interaction of alcohol with other substances, impact of alcohol on several domains including physical mental and social, blood alcohol content and responsible drinking.
- Hall Meetings: At least one hall meeting a term will be devoted to discussion and education on alcohol and substances.
- Other public spaces such as bulletin boards, community meetings, the Bulletin, One Morgan Place and the Record: Articles and announcements related to the college policy and emergent trends and findings in higher education will be shared with the community via these resources.
 - A. All Resident Advisors will receive training in the following:
 1. Signs of alcohol overdose and what to do
 2. Peer education practices
 3. Sober supports
 - B. Community Bartenders will be trained via ServSafe online training as well as staff in Student Affairs who will educate about the specifics of the Antioch College Alcohol and Drug Policy.
 - C. Counseling Services will employ an assessment tool such as AUDIT or CRAFFT to assist students in determining if their use is clinically significant.

Bomb Threat Procedures

In the event of a bomb threat, the following procedures should be followed:

The switchboard operator, upon receiving a bomb threat, should immediately begin to identify the caller, take notes of sounds in background and collect as much information as possible from the caller.

The switchboard operator should then contact Antioch College Public Safety immediately and inform them of the bomb threat along with details as to where the bomb may be located, if the caller was male or female and anything the caller stated to them. Public Safety personnel will immediately call 911 and share information with both the police and fire departments.

In the event a bomb threat is received after normal working hours, it will be handled by the campus public safety officer(s).

The College public safety officer or designee will evacuate the building(s) where the bomb(s) are reported to be until such time that Emergency Personnel give the "All Clear." The police and emergency bomb squad will conduct a search the search for the bomb(s). Neither College staff nor students are permitted to assist in or make any searches.

NOTE: All bomb threats must be reported to the police and a full report must be sent to Antioch College administration.

Civil Liberties Code

Antioch College, as an educational institution, is dedicated to the search for truth and to the development of individuals for their roles in society. This educational function demands a community in which mutual tolerance and understanding flourish. It depends upon freedom of speech, freedom of the press, freedom to assemble, freedom of conscience and opinion, the right of members to the same freedoms that all citizens have in carrying beliefs into action, the right of privacy, and the right to fair hearings. We regard these as fundamental necessities of genuine education, individual worth and dignity, and democratic government. The nature of the Antioch College community demands these freedoms and obligates its members to maintain them in practice and to observe the responsibilities that go with these freedoms in all phases of the Antioch College experience.

1. Community members, individually and in groups, shall be free to state and discuss their opinions openly. They shall be free to publish and to distribute their own publications, posters, and handbills.
2. Community members shall have the right of free association with individuals or groups and the right to organize and conduct their own meetings.
3. Community members and recognized groups shall be free to invite speakers of any persuasion to campus.
4. Community members shall be free to reach, hold, and state their own beliefs: religious, moral, political, economic, and educational.
5. Entirely consistent with the openness of the Antioch College community is its respect for privacy. In addition to public communication there must be confidential communication, which may be regarded as privileged.
6. Community members shall have the right to take lawful social or political action to express or further their beliefs.
7. Community members shall have the right to participate in groups for the purpose of furthering their beliefs. While such groups shall not be required to furnish lists of their membership or participants, the openness of the community requires that there shall be no secret organizations, and the welfare of the community requires that it know at all times the responsible leaders of all groups that use campus facilities.
8. Individuals and groups, in the exercise of civil liberties, are expected to act in accordance with community standards and are accountable to the Antioch College community for their actions.
9. Community members and groups shall have the right of fair hearings at all levels of the community's due process. When a person joins the Antioch College community, he or she implicitly agrees to abide by community agreements, whether or not they concur fully with them, as long as the agreements are in place.

Emergency Procedures

Notification Telephone Numbers

In the event of disaster or other emergency, the following emergency personnel are to be contacted:

- Miami Township Fire and Rescue: 911
- Police Department: 911
- Antioch Public Safety: 937-776-0660
- Director of Public Safety: 937-319-0141
- Student Affairs On-Call Duty Phone: 937-471-0517
- Facility Manager: 937-319-6065 ext. 9201

Important Phone Numbers:

- Campus Public Safety Officer on Duty 937-776-0660.
- Public Safety Administrative Office 937-319-0141
- SOPP / Title IX Coordinator 937-319-0135
- SOPP Advocate: 937-319-0075
- Antioch College Counseling Services: 937-319-0070
- Yellow Springs Police: Non-emergency #937-767-7206 Or 911 for Emergencies
- Miami Township Fire and EMS: 911

- Family Violence Prevention Center (Domestic Violence and Sexual Assault Support) Xenia, OH
- 24 hour Hotline: 937-372-4552- Office: 937-426-6535
- Greene County Victim/Witness Program: 937-562-5087
- State of Ohio Crime Victim Services: (800) 582-2877
- Federal Office for Victims of Crimes: www.ovc.gov. (800) 363-0441
- TCN Crisis Hotline (937)376-8701
- National Suicide Prevention Hotline: 1-800-273-TALK (8255)
- TREVOR Lifeline (suicide hotline for LGBTQ youth/young adults): 866-488-7386
- Poison Control (800) 222-1222
- RAINN (National) (800) 656-HOPE: Sexual Assault Hotline

Antioch College is committed to providing its students, faculty, staff and visitors a safe and welcoming learning environment. Over the years, Antioch College has developed an outstanding reputation and record for campus safety, and we are dedicated to advancing that reputation in the years to come.

Antioch College is privileged to have an Office of Public Safety that is comprised of dedicated, diligent and trained officers who go above and beyond daily to protect and serve everyone on campus.

However, we each play a role in keeping our campus safe. Please read this safety guide thoroughly, as it provides a wealth of information about many safety programs and activities. We ask that you always remain vigilant, and if you see anything out of the ordinary, please do not hesitate to call Antioch's Office of Public Safety at 937-776-0660. There are always officers on campus who are willing and ready to respond.

The Public Safety Officers at Antioch College would like to welcome you to our campus. It is our desire that your stay be safe, rewarding and enjoyable. The Antioch College Office of Public Safety is a professional group of security personnel. Its primary function is to protect the people of Antioch College. While the security office itself is open only during regular business hours, security officers are on duty 24 hours a day, seven days a week, and can be reached by calling Antioch College's Office of Public Safety at 937-776-0660. To report a life-threatening emergency, please dial 911 to reach the Miami Township Fire Department and the Yellow Springs Police Department.

The Antioch College Office of Public Safety is *not a commissioned law enforcement agency, nor do personnel within the Office have arrest authority*. Rather, the Office is designed to keep the likelihood of criminal activity to a minimum and to keep the campus community aware of any safety and security issues. Antioch College Public Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Antioch College. Public Safety officers also have the authority to issue parking tickets. Criminal incidents are referred to the local police who have jurisdiction on campus. The Office of Public Safety maintains a highly professional working relationship with the Yellow Springs Division of Police as well as other local, state, and federal agencies. Antioch College's Office of Public Safety does not have any Memoranda of Understandings with any agency.

Antioch College's Public Safety staff is trained in the areas of safety, security, and crisis intervention. Public Safety staff members have as their goal a crime-free and comfortable setting on campus, and are available to assist the Antioch community in a variety of safety and security related areas, including CPR and first aid, safety escorts, crime prevention information, vehicle registration and parking permits, ID Cards, incident reporting, lost and found, battery jumper service, assistance with contacting a vehicle unlocking service and other areas of general assistance to the campus community.

If you have any questions regarding our services or suggestions on how we can improve our operations, please call 937-776-0660.

Emotional Support Animal Policy

Introduction

Antioch College recognizes the importance of “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA), and of Emotional Support Animals (ESAs), supported by the Fair Housing Act. It is acknowledged that some members of the Antioch community with disabilities may require the use of an Emotional Support Animal (ESA) while at Antioch College. Antioch is also committed to allowing ESAs, necessary to provide individuals with mental health disabilities an equal opportunity to use and enjoy college housing. This Policy explains the specific requirements applicable to an individual’s use of an ESA in college housing. Antioch College reserves the right to amend this Policy as circumstances require, with or without notice. Members of the Antioch College community who are students and require the use of an ESA should contact the Student Success Services Coordinator. Members of the Antioch community who are faculty or staff and require the use of an emotional support animal should contact the Human Resource Office. This policy applies solely to ESAs that may be necessary in college housing. It does not apply to “service animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA).

Although it is the policy of Antioch College that individuals are generally prohibited from having animals of any type in college housing, Antioch College will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an ESA that is reasonable and necessary because of a mental health disability. The question in determining if an ESA will be allowed in College housing is whether or not the ESA is necessary because of the individual’s disability to afford the individual an equal opportunity to use and enjoy college housing and its presence in college housing is reasonable. However, no ESA may be kept in college housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this Policy. Any requests for animals in residence for individuals with disabilities that are neither service animals nor ESAs should be directed to the Student Success Services Coordinator.

Definitions

- A. **Emotional Support Animal (ESA):** An Emotional Support Animal (ESA) is an animal that provides therapeutic emotional support for an individual with a diagnosed mental health disability. The animal provides emotional support which alleviates one or more identified symptoms or effects of a person’s disability.
1. There must be an identifiable and medically indicated relationship between the individual’s disability and the assistance the animal provides. Unlike service animals that are trained to perform specific tasks that are important to the independence or safety of their disabled handler, ESAs are generally not trained to perform disability-specific tasks.
 2. ESAs are not pets, but they typically are animals commonly kept in households as pets. An ESA may be a dog (most common), cat, small bird, rabbit, hamster, gerbil, fish, or other small, domesticated animal that is traditionally kept in the home for pleasure.
 3. Under guidelines from the U.S. Department of Housing and Urban Development, reptiles, barnyard animals, monkeys, and other non-domesticated animals are not considered common household animals. Exceptions to these guidelines regarding animals serving as ESAs will be considered on a case-by-case basis.
 4. However, even if the individual with a disability establishes necessity for an ESA and it is allowed in college housing, an ESA is not permitted in other areas of the college (e.g. dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, individual centers, etc.).
- B. **Owner:** The owner is a member of the Antioch College community (staff, faculty, or student) with a disability who has received approval for use of an emotional support animal as an accommodation on the Antioch College campus.

Responsibilities

- A. Owner

If the College grants an Owner’s request to live with an Emotional Support Animal, the Owner is solely responsible for its custody and care. The owner must be in full control of their animal at all times. Emotional Support Animals in Antioch

College housing may not be left for extended periods of time either unattended or to be cared for by someone other than the owner. Owner responsibilities are as follows;

1. Annual Exam: Submit annual exams for the animal from a licensed veterinarian that do not identify health or behavioral issues sufficient enough to prevent the animal from providing the necessary assistance. Dogs must wear a current rabies vaccination tag.
2. The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the Owner's responsibility to know and understand these ordinances, laws, and regulations. The College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The College reserves the right to request documentation showing that the animal has been licensed.
3. The Owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner. Always carry equipment sufficient to clean up the animal's waste and immediately remove and dispose of the waste. All waste should be bagged, secured, and disposed of in an outside dumpster. At no time should any pet waste be disposed of inside of any building on campus. Members of the Antioch College community who are not physically able to pick up and dispose of animal waste are responsible for making all necessary arrangements for assistance. Antioch College is not responsible for this task.
4. The Owner is required to ensure the animal is well cared for at all times. The owner is expected to insure the health, safety, and humane treatment of their animal. Antioch College personnel shall intervene if the animal is found unattended, in need of care, or is causing a disturbance. Any evidence of mistreatment, neglect, or abuse may result in immediate removal of the Emotional Support Animal and/or discipline for the responsible individual.
5. Antioch College will not ask for or require an individual with a disability to pay a fee or surcharge for an approved Emotional Support Animal.
6. An individual with a disability may be charged for any damage caused by their Emotional Support Animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The owner's residence may be inspected to ensure it is being properly cleaned and that sanitary and safe conditions are being maintained. If required, the owner will be billed for the expense of the additional cleaning required. The owner's residence may be inspected for physical damage during the regularly scheduled housing inspection. The owner will be billed for the expense of any damage to the Antioch College residence or Antioch College furnishings within the residence that are caused by the animal.
7. The Owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary as part of the College's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a College-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The College shall have the right to bill the Owner's account for unmet obligations under this provision.
8. The Owner must fully cooperate with College personnel with regard to meeting the terms of this Policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of waste, etc.).
9. An Emotional Support Animal may not be left overnight in College Housing to be cared for by any individual other than the Owner. If the Owner is to be absent from their residence hall overnight or longer, the animal must accompany the Owner. The Owner is responsible for ensuring that the Emotional Support Animal is contained, as appropriate, when the Owner is not present during the day while attending classes or other activities.
10. The Owner agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause

difficulties/disruptions for individuals who reside there. Disruptive/ destructive behavior includes, but is not limited to, jumping on people, barking, growling, intimidating behavior, chewing, scratching on items other than designated toys, or taking personal belongings of individuals other than the owner.

11. The animal is allowed in College housing only as long as it is necessary because of the Owner's disability. The Owner must notify the Student Success Services Coordinator in writing if the Emotional Support Animal is no longer needed or is no longer in residence. To replace an Emotional Support Animal, the new animal must be necessary because of the Owner's disability and the Owner must follow the procedures in this Policy when requesting a different animal.
12. Antioch College personnel shall not be required to provide care or food for any Emotional Support Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.
13. The individual must provide written consent for the Student Success Services Coordinator to disclose information regarding the request for and presence of the Emotional Support Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.
14. Emotional Support Animals shall not be bathed in any location in any building on campus, including, but not limited to, the residence halls.

Emotional Support Animal Determination Criteria

1. College housing is unique in several aspects including the possibility of roommates. To ensure that the presence of an Emotional Support Animal is not an undue administrative burden or fundamental alteration of college housing, Antioch College reserves the right to assign an individual with an Emotional Support Animal to a single room without a roommate.
2. However, for all requests for an Emotional Support Animal, the Student Success Services Coordinator shall nonetheless consult with Residence Life in making a determination on a case-by-case basis of whether the presence of an Emotional Support Animal is reasonable. Determination of reasonable accommodation will include, but is not limited to, whether or not the presence of the animal: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters college housing policies; and/or (3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including college property.
3. Antioch College may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable in the making of housing assignments for individuals with an Emotional Support Animal:
 1. The space needed for the cage/crate in which the animal will be housed is too large for available assigned housing space.
 2. The animal's presence would force another individual from individual housing (e.g. serious allergies);
 3. The animal's presence otherwise violates individuals' right to peace and quiet enjoyment;
 4. The animal is not housebroken or is unable to live with others in a reasonable manner. Generally, a dog must be at least 10 months of age to live on campus to assure that the dog is reliably housebroken, not disruptive to other residents and has all of the shots necessary to make it safe to be around humans and other animals that may be in residence;

5. The animal's vaccinations are not up-to-date;
 6. The animal poses health risks from zoonotic diseases or safety concerns regarding confinement that cannot be sufficiently mitigated for inclusion in the communal living setting.
 7. The animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others;
 8. The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.
4. Antioch College will not limit room assignments for individuals with an Emotional Support Animal to any particular building or buildings because the individual needs an Emotional Support Animal because of a disability.

Access to College Facilities by Emotional Support Animals

A. Emotional Support Animals

An Emotional Support Animal must be contained within the Owner's privately assigned individual living accommodations (a residence hall room or a single room within a suite) except to the extent the individual is taking the animal out for natural relief. When an Emotional Support Animal is outside the private individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. Emotional Support Animals are not allowed in any College facilities other than College residence buildings to which the individual is assigned.

B. Dominion and Control

Notwithstanding the restrictions set forth herein, the Emotional Support Animal must be properly housed and restrained or otherwise under the dominion and control of the Owner at all times. No Owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from college housing.

Removal of Emotional Support Animal

1. Antioch College may require the Owner to remove the Emotional Support Animal from campus if any of the following occurs:
 1. The animal is not under the direct control of the owner;
 2. The animal's behavior is disruptive or destructive to its surroundings or any individual on the Antioch College campus;
 3. The animal poses a direct threat to the safety of others or causes substantial property damage to the property of others;
 4. The animal's presence fundamentally alters the nature of a College program or activity;
 5. The owner fails to comply with the Owner's Responsibilities set forth above.
2. Any member of the Antioch College community may submit a complaint about an Emotional Support Animal, identifying one or more concerns in the areas listed above. Persons with concerns are to contact a member of the Residence Life Staff. A statement will be taken. An investigation will be commenced by the appropriate department and a determination will be made with respect to any alleged violations of this policy. The determination will be provided to the owner. If the investigation determines that any provision of this policy has been violated by a student, the matter will be referred to the student conduct process consistent with the provisions of the Student Handbook. If the investigation determines that any provision of this policy has been violated by an employee, the matter will be referred to Human Resources for further investigation. In addition to the warnings and sanctions outlined in the Student Handbook, a finding substantiating the violation of the policy may lead to the exclusion of the animal.

3. The College will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Student Success Services Coordinator and may be appealed to the Dean of Students. The Owner will be afforded all rights of due process and appeal as outlined.
4. Should the Emotional Support Animal be removed from the premises for any reason, the Owner is expected to fulfill their housing obligations for the remainder of the housing contract.

Managing disability conditions and concerns Community Members

- A. Within Antioch College facilities, members of the Antioch community with medical conditions(s) that are affected by dogs or cats (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Student Success Services Coordinator or Human Resources if they have a health or safety related concern about exposure to an animal in the Antioch College facility and require accommodation.
- B. Within all Antioch College housing, the health and well-being of all roommates, suitemates, and building occupants will be considered.
 1. Students are encouraged to contact the Student Success Services Coordinator as early as possible to afford adequate time to make other housing arrangements if needed.
 2. Changes in housing placements for students who make requests after the Friday of the seventh week of the term prior to the term in which a student wishes to bring an Emotional Support Animal will be subject to availability.
 3. Roommates/suitemates will be made aware of the planned presence of an Emotional Support Animal in their residence by Residence Life staff. They will be asked to sign an acknowledgement stating that they understand they will be living in the presence of an Emotional Support Animal and are aware of how to address concerns if needed.

Emergency Response

- A. In the event of an emergency, every effort will be made to keep the owner and their Emotional Support Animal together. Relevant parties should keep the following in mind:
 1. Just as with humans, animals can become disoriented from smoke, fire alarms, sirens, etc., and act outside their usual manner. In such instances, the animal may bark, appear nervous or act in a protective manner regarding its owner. The animal should be viewed as acting in the appropriate manner given an emergency and should not be considered harmful. Emotional Support Animals that are evacuated during an emergency should be in an animal carrier or controlled by a leash or harness.
 2. While all reasonable efforts should be made to keep the owner with the Emotional Support Animal, the emergency responders' first responsibilities will be toward the owner and other students/employees, which could necessitate leaving the animal behind in certain evacuation circumstances.
- B. To assist Public Safety and Student Affairs in the event of an emergency, community members with an Emotional Support Animal should provide contact information for an animal boarding facility and the animal's veterinarian. The Owner should provide the name and contact information for two emergency contact care takers who are able to remove the animal from campus in the event the owner is incapacitated. Emergency contacts may not reside in the residence halls and must be able to assume care of the animal immediately after being notified. Emergency contact information should be updated each academic term; this will be coordinated by Student Affairs staff.

Non-retaliation Provision

Antioch College will not retaliate against any person because that individual has requested or received a reasonable accommodation in College housing, including a request for an Emotional Support Animal.

Requesting an Emotional Support Animal in College Housing

- A. Members of the Antioch College community who are students and require the use of an ESA should contact the Student Success Services Coordinator. Members of the Antioch community who are faculty or staff and require the use of an emotional support animal should contact the Human Resource Office. Antioch College will determine on a case by case basis and in accordance with applicable laws and regulations whether the animal is a reasonable and appropriate accommodation for the identified disability. Students are encouraged to place their request for use of an ESA in Antioch College residences by the Friday of the seventh (7th) week of the term PRIOR to the term in which a student wishes to bring an ESA to campus to afford adequate time to make arrangements. Changes in housing placements for students who make requests after the time frame stated above will be subject to availability. However, no ESA may be kept in college housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this Policy.
- B. The Antioch College Student Success Services Coordinator and/ or Human Resources will require documentation on the letterhead of a treating physician or qualified mental health provider which permits Antioch College to determine that (1) the individual has a disability, (2) the animal is necessary for the individual to have an equal opportunity to use and enjoy their Antioch College residence, and that (3) there is an identifiable relationship between the disability and the assistance that the animal provides. Antioch College also provides disability verification forms as a courtesy that a provider may complete in lieu of submitting a letter.
- C. Generally, the sequence of steps includes the following:
 - 1. Submit documentation on letterhead (or a completed Request for Information: Emotional Support Animal form) from a treating physician or mental health provider.
 - 2. Provide up-to-date medical and vaccination records for a requested animal.
 - 3. Complete the Emotional Support Animal Registration and Agreement form.
 - 4. Meet with the Student Success Services Coordinator and/or the Residence Life Coordinator (or Human Resources, if an employee) to discuss your request, as needed.
 - 5. Students: If approved, the Student Success Services Coordinator will provide a final Verification of Individual Student Accommodations (VISA) with approved housing accommodation.

Firearms and Dangerous Ordnance Policy

Antioch College is committed to the safety and health of all students, employees, and invitees while on campus. To this end, the College has adopted the following policy related to the possession of firearms and other dangerous ordnance.

Prohibitions

No person, other than law enforcement officials or those specifically authorized by the College, shall possess, conceal, have under one's control, convey, or attempt to convey any deadly weapon, firearm, explosive device, incendiary device, or other dangerous ordnance onto College premises or at a College event at any time, even if the person has been licensed to carry a concealed handgun under the laws of Ohio or any other state of jurisdiction. Under Ohio Law Antioch College can and does ban the carrying of weapons on campus property including but not limited to residence halls, classrooms, all buildings and property owned by the college, including the Glen Helen as well as any outside open

In accordance with the December 2016 Ohio Senate Bill 199 that was signed into law by Governor Kasich that allows concealed carry on college/university campuses, the law allows colleges and universities to not allow conceal carry of firearms or other weapons on their property, providing that the college Board of Trustees votes to ban conceal carry on their property. On March 11, 2017, the Antioch College Board of Trustees voted to not allow the carrying of firearms and other weapons on campus whether concealed or openly carried. However, those who hold a current Concealed Carry License from the State of Ohio, may responsibly secure their firearm in their vehicle while parked on college property: ORC: 2923.126.

The carrying of a small container of OC Spray or Mace is acceptable for personal protection. The size of the canister should be limited to no more than 2 ounces. OC Spray or Mace is not to be displayed openly, used as a toy or used to intimidate someone who is not a threat to your well-being. OC Spray and/or Mace is only to be used as a self-defense tool when your physical well-being is in jeopardy in the form of causing bodily harm including sexual assault.

This policy applies to all students, employees, vendors, customers, visitors, and invitees on the premises.

Definitions

For purposes of this policy, the following definitions shall apply:

- A. "Deadly weapon" means any instrument, device, or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried, or used as a weapon. "Deadly weapon" shall include, but is not limited to firearms, knives, ballistic knives, hunting knives, explosives, or incendiary device.
- B. "Explosives" shall mean any device designed or specially adapted to cause physical harm to persons or property by means of an explosion and consisting of an explosive substance and a means to detonate it. "Explosive" shall include, but is not limited to, any bomb, blasting cap, fireworks, or any incendiary device.
- C. "Incendiary device" means any firebomb or any device designed or specially adapted to cause physical harm to persons or property by means of fire and consisting of an incendiary substance or agency and a means to ignite it.
- D. "Dangerous ordnance" shall mean, without limitation, any firearm, explosive, deadly weapon or incendiary device as defined above as well as any firearm muffler or silencer, or any weapon designed and manufactured for military purposes or any ammunition for such weapons. For purposes of this policy, "dangerous ordnance" shall also include, but not be limited to, the following items:
 - Air rifles or gas-powered BB and pellet guns
 - Slingshots
 - Bows and arrows, and cross bows
 - Knives and blades exceeding four inches
 - Switchblades or spring-loaded blades
 - Brass knuckles, chains; martial arts weapons
- E. "College premises" shall mean all property owned, leased, and/or operated by Antioch College, including, without limitation, all buildings, offices, parking lots, athletic facilities, grounds, and College-owned or leased vehicles.

- F. "Possess" shall mean being on one's person or belonging to that person, being in that person's room, locker, book bag, clothing, or other personal belonging of that Section 3.

Conduct Process

Sanctions: Students who violate this policy will be subject to disciplinary sanctions, including possible suspension or expulsion from the College. Employees who violate this policy will be subject to appropriate disciplinary action via the Human Resources Department, including possible termination of employment.

- A. All violations of the Firearms and Dangerous Ordnance Policy will be taken very seriously and addressed immediately through the Antioch College Community Standards Board process for students or by the Human Resources Department for faculty and staff.
- B. Local law enforcement will be notified of any felonies that may have been committed in relation to the policy and additional charges may be filed with the local prosecutor's office by the Yellow Springs Police Department.
- C. Violations referred to the Community Standards Board may carry serious consequences such as probation, suspension or expulsion.

Fire Reporting, Policies and Procedures

Fire Log

The Antioch College Office of Public Safety maintains a log of all fires reported within College owned or controlled housing. The fire log is available for public view at the Antioch College Office of Public Safety business offices and website. The fire log for the most recent sixty days is available during business hours (8:00 AM to 6:00 AM Monday through Friday). Fire logs for periods older than sixty days are available during business hours and require two business days advance notification.

Fire Drills in Student Housing Facilities

The Antioch College conducts one regular, mandatory, supervised fire drill per academic quarter for each traditional residence hall and apartment building. Non-resident hall buildings are on a schedule of supervised drills once annually. Fire drills are provided upon request for houses. When the fire alarm is activated, all residents must immediately evacuate the building by following the fire evacuation procedures outlined in the College's Emergency Response Plan as well as in the Student Handbook. Failure to vacate the building during a fire alarm is a violation of College policy.

Fire Safety Related Student Housing Policies

The following behaviors are inconsistent with fire safety and are prohibited at the Antioch College:

Appliances: Any use or possession of electrical appliances and cooking devices in residence halls and suite facilities other than those provided by the College

Failure to Evacuate: Failure to leave a building during a fire alarm or a scheduled fire drill or failure to immediately vacate the general vicinity (all sidewalks, streets, alleys, yards and porches within a one block or 50 yard radius) of a house fire, street fire, yard fire, trash container fire or dumpster fire.

False Alarms: Activating false fire alarms or the improper use of the fire safety equipment (e.g. fire sprinkler heads, fire extinguishers, smoke detectors, exit signs, fire hoses, etc.).

Igniting: Any student identified or apprehended on campus in the student residential neighborhood for igniting or attempting to ignite a fire. This includes, but, is not limited to an interior fire, yard fire, street fire, trash container fire or dumpster fire;

contributing in any way to an existing fire; abetting a fire (including providing material or accelerants to feed a fire); or by impeding attempts by College or city personnel to extinguish a fire.

Open Flame: The burning of candles, incense, smoking products or any other material in residence facilities.

Risk/Disregard: Any action that places a facility or community at risk for fire is strictly prohibited. This includes intentionally or unintentionally causing a fire, failure to immediately report a fire and/or an individual tampering with fire safety equipment/systems.

Tampering: Deactivating, damaging, obstructing and/or destroying fire safety equipment and/or systems.

Fire Alarms and Evacuation

- Evacuation Procedure
- Consider all fire alarms to be a result of a real fire.
- Evacuate the building immediately using one of the predetermined evacuation routes. Do not use elevators.
- Close the door behind you if you are the last one out.
- If you see flames or smoke in your path, use the alternate planned route for evacuation.
- If you must exit through the smoke, get down low on the floor and crawl under the smoke until you are past the threat.
- Gather outside, away from the building at the predetermined meeting place so everyone can be accounted for. Remain at the assembly area until released by police or fire officials.
- If you see fire, immediately call Antioch College Office of Public Safety at 937-361-0782 from a cellular telephone, or 8-911 from a campus telephone, and relay all information about the location and type of fire.
- If the fire is small and contained, you may locate a fire extinguisher and attempt to extinguish the fire.
- Do not spend more than one minute attempting to extinguish the fire. If the fire is not extinguished within one minute, sound the fire alarm and evacuate the building.
- If the fire is not contained and is larger than a waste can, DO NOT ATTEMPT TO EXTINGUISH IT. Sound the fire alarm and evacuate the building.

If a Fire is Already Extinguished

- We are required to report all fires in student residential facilities, even if there is no damage.
- If you see evidence, or hear, that a fire has occurred in a student residential, or other, facility, please contact the Antioch College Office of Public Safety at 937-361-0782. Antioch College Office of Public Safety personnel will record the information and ensure the location is checked by a fire official to ensure resident safety.

Fire Prevention and Preparedness

- Do not tamper with, cover up, or otherwise interfere with the functionality of a smoke alarm. Keep the area around your smoke alarms clean and clear of dust, cobwebs, paper, decorations, etc.
- Know where the closest fire extinguisher is located and the type of fire it is designed to extinguish.
- Keep exit doors and escape routes free from obstruction.
- Know at least two routes to evacuate your building in case of fire and establish a designated assembly area outside of the building.
- Do not use elevators during a fire emergency.
- Keep trash and debris in your living area at a minimum and do not store flammable products and substances in your area except as prescribed by the product manufacturer on its label.
- Observe common areas in your building and immediately report any fire hazard or safety issues to Facilities Management at: (937) 478-2704
- Keep high temperature items (light fixtures, appliances, irons, etc.) away from flammable items.
- Do not burn candles or incense in any building on campus.

Fire Safety Education and Training

The Safety Committee provides periodic training for selected students, employees, faculty and staff. This training includes protocols for reporting fire, procedures for evacuating a building, use of fire extinguishers, and how to respond to other emergencies.

An Emergency Response Procedure Quick Reference Guide is also posted in campus buildings for reference.

Residence Life and Safety Team staff members receive training on their roles and responsibilities and should communicate this information to the students under their supervision. Residence Life and Safety Team staff members are also invited to participate in fire drills so they can assist in providing feedback to the students.

Future Improvements to the Fire Safety Systems

All fire alarm systems are maintained at their present capabilities and tested in accordance with current NFPA regulations. Improvements are planned and implemented concurrently with facility renovations.

IT & Communications Policies

Student IT Policy

The Department of Information Technology and Media Services (ITAMS) at Antioch College serves the faculty, staff, and students in need of technical support. Students requesting assistance understand that any requested technical support must be related to their ability to perform work required by college curriculum. This kind of support includes basic computer functionality, connections to campus wireless networks, access to printers, etc. Students are encouraged to install anti-virus/anti-spyware software (i.e., Avast Free Antivirus) on their personal computers and use sound judgment when browsing the internet to minimize the chances of malware infections. Students are prohibited from accessing, sending, or storing any fraudulent or harassing material, as well as material that is in violation of any local, state, federal, or international law. All students will abide by copyright law (see publication Copyright Law of the United States and Related Laws Contained in Title 17 of the United States Code, October 2011). Interference with the normal operation of any College equipment including computers, network equipment, printers, wiring, etc. is strictly prohibited.

Students must also understand that priorities will be set in technical support matters based on the order they occur. Every effort will be made to offer assistance to students in need but may be delayed depending on the current workload. Restore disks/Windows or Mac operating system disks and disks of any currently installed software should be kept by the student in a safe place in case the need arises to format their drives to reinstall an operating system. Students are encouraged to regularly backup their data to a secure location (ex. External hard drive, Cloud-based disk space, etc.). Antioch College is NOT responsible for lost data or damages incurred by irresponsible behavior, mishandling, power outages, blackouts/brownouts, or natural causes. Google GSuite users (all active students, faculty and staff) have access to unlimited Google Drive for file storage and the Google Drive Backup and Sync tool can be used to save documents from the computer to the cloud.

Responsible Use Policy

Responsible use of college technology includes many rules designed to protect both individual users and the College as a whole from the dangers of technology. Specific rules discussed below are divided into three categories. The categories are followed by an outline of the sanctions for violation of copyright law. Any violation of these rules may be eligible for receiving the most severe disciplinary action possible.

Responsible use of college-provided equipment and systems

This covers College-provided computers and peripherals, such as those used in classrooms, the library, or public labs; other College-provided equipment such as printers/copiers, faxes, telephones; and College-provided systems, such as our e-mail

system and other Google Apps, Access, Canvas, and any other College-administered accounts, even when accessed from private devices and networks.

- Account passwords are never to be shared. Do not give your password to anyone else, including any other member of the College community. As the Office of ITAMS will never ask for your password, be wary of “phishing” e-mails and other attempts by criminals to gain access to your Antioch accounts by impersonating Antioch administrators.
- Under no circumstances are you permitted to log in, or attempt to log in through legitimate or illegitimate means, to another Antioch community member’s account, nor are you permitted to knowingly allow another person to access your Antioch account through any such means.
- You may not impersonate any other member of the Antioch community in online systems (such as by, for example, attempting to send e-mails that appear as though they originate from another user’s e-mail account, or by taking an online quiz on another student’s behalf) and must immediately report any known attempt by one party to impersonate another using campus technology.
- You may not use College systems to propagate any information that is inappropriate, illegal, libelous, etc. (For example, you may not sending out spam via a campus e-mail address.)
- You are expected to maintain strong passwords for all campus technology. At minimum, a strong password should be no fewer than 8 characters (ideally more); will use a combination of uppercase and lowercase letters, numbers, and permitted symbols; will not contain a word found in the dictionary; and will be updated frequently. Most College systems will enforce some of these minimum guidelines and may indicate the strength of your password.
- You should avoid logging onto college systems and accounts from any untrusted network or (especially) an untrusted computer.

Responsible use of technology connected to the campus network

This covers all technology, whether College- or student-owned, that is connected to any network operated by Antioch College or that creates a network with any College-owned or -operated device.

- Your network bandwidth will be controlled in order to preserve network stability and guarantee fair use for all users. Any attempt to circumvent these controls is considered a violation.
- You may not run any software (such as “bots,” malware, viruses, etc.) that uses the network for an illegitimate end, such as attempting to self-propagate, attempting to access other users’ data, attempting to transmit undue volumes of data, sniffing network traffic, etc. Any user that discovers that their computer has been infected by such software must immediately report to the Office of ITAMS before the device can be returned to the network.
- You may not share your Internet connection (such as by creating network bridges between devices) or in any way attempt to alter the network topology. You may not run software, such as distributed computing software, that may generate undue network traffic.
- You may not use peer-to-peer (“P2P”) software to upload/download/share files, as this may lead to violation of copyright. You must request and be approved for any use of P2P software for legitimate purposes by the Office of ITAMS before use begins.
- You may not use proxies or any related technique to obscure attempts to violate any of the above rules.

Responsible use of all technology by Antioch Community Members

This covers all technologies used on- or off-campus by Antioch students, staff and faculty, including everything in the above two categories.

- All technologies used by Antioch students, staff or faculty whether on- or off-campus, extending to all private devices, networks, etc., should follow the Honor Code. This extends to your use of social media websites, multiplayer video gaming, online forums, video websites, and more, and extends across the above categories as well. The role of technology is immaterial in evaluating Honor Code violations.
- You are strongly encouraged to contact the Office of ITAMS through the Office of Student Affairs (students), or through the Office of Human Resources (staff or faculty) if you have any questions about whether a possible action may constitute a violation of any of these policies.

Sanctions for Copyright Infringement

The use of Antioch College's resources for illegal downloading or distribution of copyrighted materials is prohibited, and violators of this policy are subject to disciplinary action, up to expulsion or termination from the College. Student violations of this policy are addressed by the Office of Student Affairs, and employee violations are addressed by the Office of Human Resources.

In addition, downloading or distributing copyrighted material, including through peer-to-peer file sharing, without the permission of the copyright owner is against the law. Each user is responsible for their own compliance with the law. The use of the Antioch College network does not protect users from potential civil or criminal penalties. Illegal downloading or distribution of copyrighted materials can result in the user being prosecuted in criminal court and/or being sued for damages in civil court (see following section).

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Copyright Infringement Acknowledgement for Restoration of Network Access

Antioch College Community Member:

Your computer's access to the Antioch College network has been blocked by our managed service provider, Miami Valley Educational Computing Association (MVECA). MVECA was contacted by the copyright holder of some licensed product. Your computing equipment was observed using a bit torrent or some other application to copy and/or distribute an asset that you did not have legal rights to. As a matter of compliance with the law, MVECA is obligated to disable the device(s) used to commit this violation from accessing the network that they are responsible for managing. The copyright holder contacts the owner of the public facing IP address (MVECA) and the IP address owner must take action to protect itself. Currently, your computer cannot be used on the Antioch College network. In order to restore access, you must sign this acknowledgment indicating your understanding of the circumstances and your understanding that you will be held personally liable for future continued infractions should the copyright holder decide to pursue legal remedies for subsequent violations.

Media Relations Guidelines

Antioch College supports freedom of speech and of the press as outlined in the First Amendment of the United State Constitution. This policy was established to describe the College's position with respect to interacting with members of the press. For the purpose of this policy, "members of the press" shall refer to representatives of newspapers, magazines, newsletters, online publications (such as news blogs), television stations and programs, and radio stations and programs.

Guidelines

- Community standards – as codified in the Honor Code and Student Handbook – apply to everyone on campus, including members of the press. These standards apply at all times, under every circumstance. It is expected that all interactions between members of the press and community members be conducted in a respectful manner.

- Students and College employees with no public relations responsibilities are under no obligation to submit to interviews with members of the press.
- It is the responsibility of the Office of Advancement to initiate and/or respond to requests from members of the press and to manage those interactions. When a member of the community is contacted by the members of the press who are reporting on Antioch College, the community member must immediately notify the Office of Advancement.
- All members of the press must contact the Office of Advancement prior to arrival on campus. Campus interviews, photography, and videography must be arranged through the Office of Advancement. While on campus, all members of the press are required, when appropriate, to wear press badges that can easily be seen. Student journalists must identify themselves as such and wear press badges when they are covering campus events or issues.
- Photographs, audio, and video may be taken on the College campus in consultation with the Office of Advancement. To take photographs, shoot video footage, record audio, and/or conduct any interview inside College facilities, members of the press must be accompanied by communications staff or a College representative designated by the Office of Advancement.
- To gain access to a residence hall or classroom, members of the press must request authorization from the Office of Advancement at least 24 hours prior to the intended visit. Communications will work with the Office of Student Affairs to seek student consent when appropriate and will notify students of the presence of media representatives in the residence hall. For access to classrooms, the Office of Advancement will seek the consent of the individual members of the faculty.
- Antioch College complies with the Federal Educational Rights and Privacy Act, as well as state laws, regarding the retention and release of personal and/or educational records of all current employees and students.
- The College must obtain authorization from those whose photographs are taken with the intent to publicize the institution. Their consent allows the College to incorporate these photographs in situations appropriate to the image of an academic institution, including release to members of the press.
- Should a visitor choose to ignore campus community standards, the College reserves the right to ask that visitor to leave campus.

Nondiscrimination Policy

Antioch College is committed to the goal of achieving equal opportunity for all. Accordingly, Antioch College does not discriminate on the basis of actual or perceived race, creed, color, religion, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, or status as a disabled veteran of the Vietnam era. The College complies with federal and state legislation and regulations regarding nondiscrimination. This policy applies to faculty and staff, applicants for faculty and staff positions, students and applicants for educational programs and activities. Inquiries concerning this policy should be addressed to the Office of the President.

Nondiscrimination on Basis of Disability

Antioch College is committed to making individuals with disabilities full participants in its programs, services and activities through its compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The Board of Regents recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the college's programs, services and activities.

It is the policy of the Antioch College that no otherwise qualified individual with a disability shall be denied access to or participation in any program, service, or activity offered by the college. Individuals with disabilities have a right to request accommodations. Individuals will receive appropriate accommodations to their needs in order to fully participate in or benefit from the college's programs, services, and activities in a non-discriminatory, integrated setting. Antioch College and any of its agents shall not coerce, intimidate, retaliate against, or discriminate against any individual for exercising a right under the ADA or Section 504, or for assisting or supporting another to exercise a right under the ADA or Section 504.

Antioch College will not give significant assistance to an agency, organization, or person that discriminates on the basis of disability in providing any aid, benefit, or service to beneficiaries of the College's programs.

Definitions

- A. Disability means, with respect to an individual:

1. a physical or mental impairment that substantially limits one or more of the person's major life activities;
 2. a history of such an impairment; or
 3. being regarded as having such an impairment.
- B. A qualified individual with a disability is someone who (with or without accommodations) meets the essential eligibility requirements for participating in programs, services, and activities provided by the college.
- C. Accommodation means adjustments including reasonable modifications to rules, policies, or practices; environmental adjustments such as the removal of architectural, communication, or transportation barriers; or auxiliary aids and services. Examples of accommodations include, but are not limited to: alternative testing, extended time, scribe, interpreter, environment free of distractions, braille material, taped lectures, and computer-assisted instruction.
- D. Essential eligibility requirement means the academic or other technical standards required for admission to or participation in the college's programs, services, or activities which an individual must be able to meet with or without accommodation.
- E. Individual means any person applying for admission to or participation in a program, service or activity of the college, or any person currently participating in a program, service or activity of the college.

Responsibilities

- A. Antioch College
4. 1. The president of Antioch College shall designate one or more individuals to coordinate its efforts to comply with and fulfill its responsibilities under Title II of the ADA and Section 504 and to investigate any complaints alleging the institution's non-compliance with Title II of the ADA and Section 504.
 5. 2. Antioch College shall adopt and make readily available in suitable formats (e.g., enlarged, Braille, audio-taped):
 - a. a procedure that allows an individual, including both prospective and current students, to disclose a disabling condition and request accommodations believed needed to obtain equal access to and participation in College programs, services and activities;
 - b. a procedure for confirming an individual's disability and assessing the appropriateness of the requested accommodations;
 - c. a procedure for sharing, storing and protecting confidential medical information;
 - d. a procedure for providing accommodations.
 6. Antioch College will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the costs of measures that are required to comply with the provisions of Section 504 and the ADA.
 7. Antioch College shall provide periodic in-service training for faculty and staff to develop their awareness and understanding of the needs of individuals with disabilities and legal compliance issues.
- B. Individuals with Disabilities
1. 1. Each individual is responsible for making timely and complete disclosures and specific requests regarding accommodations to meet their particular needs in order to enable Antioch College to provide an appropriate response. It is strongly recommended that requests for accommodations be made at least eight weeks prior to the date they would be needed to avoid delays that could affect participation in a program, service, or activity.
 2. Each individual seeking accommodations based on a disability shall demonstrate initiative in obtaining and arranging accommodations. If requested, institutions will assist an individual in making the necessary applications for funding from other agencies.
 3. Each individual is required to submit documentation verifying his or her disability and limitations that is appropriately current and prepared by a qualified professional. Individuals submitting incomplete information may be asked to provide additional verifying documentation. Individuals may be required to participate in additional evaluations needed to determine the individual's eligibility for an accommodation or what constitutes an appropriate accommodation.
 4. The College shall not require an individual with a disability to accept an accommodation, aid, service, opportunity or benefit under any circumstances.
 5. Students with disabilities are expected to abide by the student conduct code in the same manner as all students.

Facility Accessibility

A. Existing Facilities

1. Structural changes in existing facilities are not required when other methods provide program accessibility. Existing facilities shall be made readily accessible to qualified individuals with disabilities, through such means as:
 - a. a. Redesigning equipment or the facility after case review.
 - b. b. Providing appropriate signage.
 - c. c. Reassigning classes, staff, or services to accessible sites.
 - d. d. Delivering health, advisory, and support services at accessible sites.
2. Remodeling projects that affect the usability of a facility or any part of a facility shall, to the maximum extent feasible, be completed in such a manner that the facility is readily accessible to and usable by persons with disabilities.
3. Evacuation procedures shall be developed for individuals with disabilities.

B. New Construction

Each facility or part of a facility constructed by, on behalf of, or for the use of the College must be designed and constructed in such a manner that the facility is readily accessible to and usable by persons with disabilities.

C. Off Campus

Contractual or lease agreements for the use of off-campus facilities should reflect efforts to secure accessibility. Any program, service, or activity in that facility must be accessible.

Educational Programs and Activities

A. Admissions or Enrollment

1. No information regarding an applicant's disability may be solicited to determine admission to the college. However, such inquiries may be made after an individual has been admitted for purposes of providing appropriate accommodations.
2. The number or proportion of individuals with disabilities who will be admitted or enrolled may not be limited solely on the basis of disability.
3. Tests administered for purposes of admission, enrollment, or placement may not discriminate.

B. Testing

Before tests are selected and administered, campuses first should confirm that assessments do not discriminate by ensuring that:

1. Tests are selected and administered so the results reflect aptitude or achievement level, or whatever other factor the test purports to measure, rather than the applicant's disability, unless the existence of a disability must be determined to allow an individual access to a program, services or activity established for individuals with disabilities.
2. The tests administered to individuals with disabilities are available as regularly and in as timely a manner as are other admissions tests. The individual is responsible for making special needs known in a timely manner.

C. Off-campus Activities

If a program is not wholly operated by the College but requires student participation (for example, internships, co-op, and student teaching assignments), the institution shall attempt to assure that these activities, as a whole, provide an equal opportunity for the participation of individuals with disabilities.

Prospective enrollees for the College outreach programs are responsible for making requests for any special modifications or auxiliary aids. Registration forms and program announcements must allow applicants to identify special needs and request accommodations.

D. Accommodations

1. Academic Requirements: Academic requirements shall be modified, as necessary, so they do not discriminate against qualified individuals with disabilities.

2. Program Examinations And Evaluations: Examinations or other procedures for evaluating an individual's academic achievements should, where necessary, be adapted to permit evaluating the achievement of individuals who have a disability, rather than reflecting the individual's disability.
3. Academic Support Services: No participant with a disability in a College program or activity shall be denied the benefits of, be excluded from participation in, or be otherwise discriminated against in the provision of educational support services available to all individuals in general.

All auxiliary aids, services, or other accommodations used by individuals with disabilities to provide access to College programs, services, and activities need not be on hand or present at all times.

The College does not provide individuals with disabilities with personal devices or assistance for personal use, including but not limited to: wheelchairs, eyeglasses, recording devices, hearing aids, personal assistance for eating or dressing, or readers for personal use.

Accommodations shall not fundamentally alter the nature of the program, service, or activity; require waiver of essential program or licensure requirements; violate accreditation requirements; unnecessarily intrude on academic freedom; or pose an undue fiscal or administrative burden on the college.

The College retains authority in determining appropriate accommodations after giving consideration to the wishes of the individual, the documentation provided, and institutional expertise in working with individuals with disabilities.

E. Physical Education, Athletics, and Related Activities

The College shall require that all physical education courses, intercollegiate and intramural athletics, and related activities, taken as a whole, provide an equal opportunity for the participation of qualified individuals with a disability. Individuals who cannot participate in standard physical education courses or compete in athletic programs with or without accommodation because of a disability may be offered alternates that are separate or different, provided that the programs and activities are operated in the most integrated setting appropriate. If accommodations are not possible in a required course, a procedure for requesting a substitution should be available.

F. Insurance

The College shall afford any health services or benefits it might offer to qualified persons with disabilities in a manner consistent with the ADA.

G. Housing

1. On-Campus Housing: Where the College provides on-campus housing/food services, it shall provide comparable, convenient, and accessible services at the same cost to individuals with disabilities.
4. Off-Campus Housing: Where a listing of private off-campus housing is provided by the College office, it should identify those units that are accessible to individuals with disabilities.

H. Financial Aid

Financial aid awards may take into account the special needs of individuals with disabilities. Adjustments to awards as allowed by the rules or regulations governing the financial aid program may be made by the financial aid service.

I. Student Employment

Antioch College complies with Title I of the Americans with Disabilities Act and Section 504 so that students with disabilities have an equal opportunity to participate in institutional employment opportunities.

J. Advising, Counseling and Placement Services

The College shall not counsel or advise qualified individuals with disabilities toward more restrictive career objectives than non-disabled individuals with similar interests. This does not preclude providing information about licensing and certification requirements that may present obstacles to individuals with disabilities in their pursuit of particular careers.

K. Social Organizations

Before providing official recognition or assistance to fraternities, sororities, or other campus organizations, the College shall request and obtain assurance that the organization does not permit actions prohibited by this policy.

Non-Fraternization Policy

Antioch College is committed to providing its students with an educational environment conducive to learning. The faculty/staff-student relationship, however warm and caring, inherently involves disproportionate power and influence on one side and is thus liable to abuse.

In order to promote the education goals of the College and to avoid misunderstandings, supervision problems, complaints of favoritism, morale problems, questions regarding academic achievement, and possible claims of sexual harassment, College employees are prohibited from entering into romantic or sexual relationships with students.

Faculty, administrators and staff members are strictly prohibited from dating, pursuing to date, pursuing or having romantic or sexual relationships with students. Additionally, Antioch faculty and staff should not place themselves into situations that could result in misunderstood actions. i.e. living in the same household when the student is not a dependent of the faculty/staff member. This list is not exhaustive and other forms of conduct may result in a violation of this policy.

A sexual relationship between a faculty or staff member and a student may not only exploit the disproportionate power and influence, but also distort and inhibit the learning environment. For these reasons, it is the agreement of the Antioch College faculty and staff that sexual relationships between Antioch College faculty members or staff and Antioch College students are unacceptable and constitute professional misconduct.

College employees who are found to be in violation of this policy will be subject to appropriate disciplinary procedures, up to and including termination of employment.

Parking and Vehicles Policy

Parking is provided on campus to meet the needs of the campus community and visitors to the extent feasible. This policy explains the basic rules governing parking and the use and allocation of parking permits.

Parking Permits

- To obtain an Antioch College Parking Permit, you will need to stop by the Public Safety Office. The Public Safety Office is located in McGregor Hall - Suite 232 and is open from 7:30 am to 4:00 pm, Monday through Friday.
- Parking permits are available for Antioch College student and employee motor vehicles.
- Having a permit does not guarantee a parking place but provides the right to park in any vacant and appropriately designated parking space.
- In accepting a parking permit, the permit holder agrees to abide by campus parking policy.

Campus Parking

- Vehicles may not be parked for extended periods in the parking spaces that are designated for short-term visitor parking.
- Antioch College prohibits college-owned vehicles and discourages other vehicles from idling while on the campus, except when necessary.
- Vehicles may not be parked for extended periods in the College parking lots without permission from the Public Safety Department. Vehicles may not be left on jacks or blocks.
- Parking is prohibited in the following areas:
- Marked no-parking and restricted areas

- Designated fire lanes (in front of McGregor, South and North Hall)
- Grass (Causes damage to area)
- Motor vehicles are not to be stored in any campus buildings for fire safety purposes.
- Handicap accessible spaces are only to be utilized by persons that have a current state issued placard. Only the person the placard is issued to may display the placard and park in an accessible parking space.
- Vehicles are not allowed to be parked on campus that are in a state of disrepair. This includes vehicles left on jacks or blocks.
- Using campus parking lots to make repairs is prohibited due to environmental concerns and aesthetic purposes. The exception to this policy is the Vehicle Club that uses a college approved space.
- Bicycles brought on campus must be parked in designated bicycle parking areas only.
- Violators of this policy may be ticked, fined and/or towed at the owner's expense.
- Antioch College is not responsible for vehicle thefts or items stolen from vehicles. Users are encouraged to take the necessary precautions when leaving their vehicles unattended.

Driving on Campus

- All posted speed limits are to be adhered to at all times.
- Motor vehicles may only be driven on roads or driveways only, not on the grass or sidewalks. College-owned vehicles are the exception.
- Drivers are required to give right-of-way to pedestrians.

Public Notice Policy

Antioch College supports freedom of speech and of the press as outlined in the First Amendment. Antioch College also believes that its staff, faculty, and students should abide by the Honor Code, which affirms that,

Antioch College is a community dedicated to the search for truth, the development of individual potential, and the pursuit of social justice. In order to fulfill our objectives, freedom must be matched by responsibility. As a member of the Antioch College community, I affirm that I will be honest and respectful in all my relationships, and I will advance these standards of behavior in others.

Using the Honor Code as its guide, ComCil, a group representing the staff, faculty, and students of Antioch College has worked to develop a Public Notice Policy for the College at the request of the Dean of Community Life and Senior Leadership. The Public Notice Policy seeks to allow for the search for truth and the pursuit of social justice within a framework of honesty and respect.

The Public Notice Policy is only intended to deal with public notices posted on public space that is the property of Antioch College, a private, non-profit 501(c)(3) educational corporation, and it should in no way infringe on or regulate issues of academic freedom, communicate on in electronic media, or posted notices outside the public spaces owned by Antioch College. This policy does regulate the shared spaces in residence halls, but dorm rooms and staff and faculty offices are not considered "public space" by this policy.

Posters, notices, handbills, and other literature distributed to the community at large should bear contact information, such as phone number or email. Event posters will be taken down after the event date has passed. This is primarily to ensure that interested individuals can contact the organizers of events and that posters can be taken down after the events have occurred. Public notices may be posted by individuals or Independent Groups. Individuals or groups who may not want to disclose their identity on a public notice can register their notice with Office of Community Life as their point of contact. Due to safety issues, public notices are not permitted on entryways or doors. Use of the Antioch logo on any public notice must be approved by the Communications department.

We encourage posters to include the following text for persons with disabilities: This flyer may be available in alternative formats upon request. Please contact Student Success Services at 937-319-0093 or studentsupport@antiochcollege.edu to make a request.

If individuals or groups feel that posters, notices, or handbills with the proper contact information are in violation of the Antioch College Honor Code, they are encouraged to use the contact information to contact the person or group who put up the posting.

Alternatively, individuals or groups may contact Community Life to arrange for an informal conversation. If the disagreement cannot be informally resolved within four days, individuals or groups may go to the Community Standards Board for a decision as to whether the poster should be taken down. Antioch College community members are asked to follow this policy with regards to posters with the correct contact information, and not to take down posters with the appropriate contact information on their own. In exceptional circumstances, posters with extreme content, such as hate speech, may be taken. In cases such as these, it is expected that a wider community discussion will ensue.

Posters, notices, and handbills that do not bear any contact information can be taken down by any member of the community.

This policy is only intended to cover postings, not “art.” Individuals who object to certain works of “art” in campus public spaces are encouraged to talk to the artists involved, the Arts Faculty of the College, or to bring this issue to the Community Standards Board for a decision.

Residence Life Policies

Residency Requirements

On-campus residency is a critical component of the Antioch experience due to the experiential learning that occurs when living with peers. Campus life is often the laboratory in which complex social theory is tested and refined. Negotiating living within a community of peers is an essential skill and a valuable aspect of the residential college experience. In no other community, students have the opportunity to participate so deeply in a social environment as diverse and intentional as a residence hall. The interactions that students have in their residence hall will enhance their personal, social, and academic outcomes as they begin to navigate the sometimes challenging and always engaging relationships that form in the halls.

Enrollment Requirement

To be eligible to live on campus, an applicant must be accepted, registered, and enrolled in a minimum of 12 credit hours at Antioch College during each academic term unless approved for part-time status by Academic Policy Review Committee. This enrollment must continue each semester of occupancy in order to remain eligible to live on campus.

Duration

Students are required to live in residence on campus for all terms designated as study terms in which they are taking 12 or more credit hours for the duration of their time as a student at Antioch College. During co-op terms, it is anticipated that students will live off-campus. Any student living on campus will be required to also have a board plan. Exceptions can be approved by the Dean of Students.

On-Campus Housing during Co-op terms

Limited on-campus housing is available for students with on-campus or local co-ops. Students can complete a Co-op Housing Request Form and return it to Residence Life. Requests will be

accommodated according to the space available. Students will be charged room and board equivalent to a study term. Antioch College scholarships and aid applied to room and board costs will likely not be applicable during co-op terms.

Break Housing

All residence facilities are closed during breaks between academic terms. All students are responsible for identifying their own living arrangements during these times. Exceptions may be made for those who submit a petition for break housing to Residence Life. If the exception is granted, residents may be required to move to the residence hall(s) designated for occupancy during the break. The College reserves the right to impose charges and/or require participation in volunteer work projects for students who remain in residence during term breaks. The Office of Student Affairs staff may not be available during College Holidays and breaks. Antioch Public Safety will be able to assist residents during this time. Residents should be aware that normal College services will not be available to them during semester breaks. The Office of Student Affairs reserves the right to close facilities as needed.

Waiver of the Residency Requirement

Although on-campus residency is an important aspect of the Antioch College experience, there are circumstances in which it can be advantageous for students to live off-campus. Students may petition to live off-campus if they meet the criteria listed below.

1. Students who wish to petition for off-campus housing must meet with a representative from the Finance Office, the Financial Aid office, and the Antioch Kitchens to discuss the implications of living off-campus. These meetings are meant to be informative and will not determine whether a petition is approved or denied.

2. Students must complete an Off-Campus Housing Petition and submit a rationale addressing the reason for their petition or a medical VISA waiving the campus residency requirement. Students must then meet with the Associate Director of Residence Life to present their petition and rationale. All petitions must be approved by the Associate Director of Residence Life.
3. Decisions about students' residency requirements may be appealed to the Dean of Students.
4. Petitions are due the seventh week of the term prior to the desired start of off-campus housing. No petitions will be considered after the seventh week of the term prior to the start of the term in which off-campus housing will start.
5. Students approved to live off-campus may return to on-campus housing at any time provided that there is space available by contacting Residence Life.
6. To be considered for Off-Campus Housing, students MUST meet one of the following criteria:
 1. Students who are over 23 years of age
 2. Students who are within one calendar year of their expected graduation date
 3. Students who are in a long-term domestic partnership who intend to live with their partner
 4. Students who are married
 5. Students with dependent individuals
 6. Veterans
 7. Documented medical needs that require the waiver of the residency requirement
 8. Other extraordinary circumstances that warrant an alternative living situation

Housing and Occupancy

Room Assignment Procedure

Room assignments are made using the information provided on the Housing Preference Form. This form is distributed to new students before their arrival on campus for new student orientation, and to returning-to-campus students at least three weeks before the end of each co-op. Hall designations may change from term to term, depending on the needs of the current student body.

Antioch College offers both all-gender and gender-specific housing and restrooms. All-gender halls have restrooms that are shared by all residents regardless of sex or gender identity. Students who choose to live in gender-specific housing must request to do so on their Housing Preference Form. Students may request to room with any other student regardless of gender identity but will be placed with another student who shares their legal recorded gender if there is no other information to inform a housing placement.

Restroom preference, identified roommates, medical accommodations, and the availability of accommodations are taken into account at the time of assignment. No preferences are guaranteed, but Residence Life is committed to providing for students' desired restroom preferences. Students who are co-oping on campus or locally and request to live on campus must submit the signed on-Campus Co-op Housing Request form before housing assignments are made.

Residence Life may identify other room assignment procedures for specific living experiences that may utilize a different process such as for Case Commons or Affinity Housing. If a different process for room assignments is utilized, Residence Life will communicate this process to all students. Additionally, regardless of how housing assignments are determined, students assigned to housing are required to follow all Residence Life policies.

Vacant Spaces

At any given time, it is likely that there will be a number of rooms on campus that are completely vacant. While these may seem like prime options for students looking to change rooms, there are a variety of reasons as to why Residence Life would not assign students to these spaces. Negotiating living within a community of peers is an essential skill and valuable aspect of the

residential college experience. In no other community do students have the opportunity to participate so wholly in a social environment as diverse and intentional as a residence hall. The interactions that students have in their residence hall will enhance their personal, social, and academic outcomes as students begin to navigate the sometimes challenging and always engaging relationships that form in the halls. In addition, Antioch College places sustainability as a core tenant of our mission. The increased use of electricity, heat, and other utilities negatively impacts our efforts of working towards sustainability. While there may be a given number of vacancies, due to the way coop interacts with the academic calendar, Residence Life may be reserving those spaces for an anticipated number of students returning to campus. This is especially important as to manage long term occupancy in a responsible way with classes of varying size, need for medical accommodations, and reserving spaces for emergency needs.

Vacant spaces in a double room may be assigned to a student at any time during the term. Notification will be provided as quickly as possible if a vacancy is filled in a room to the student who is already in the room, however, room changes can at times happen very quickly. Students are encouraged if they have a vacancy in their room to identify someone who could potentially move in with them, but there is no requirement to do so. Students in a double room where there is a vacancy will not be billed a different rate for any period of time that a vacancy is present unless they opt to “buy-out” the space.

Vacant spaces may be filled at any time by the assignment or reassignment of current, new, or transferring students. Residents must ensure that the unassigned space is available and clean at all times for occupancy. Failure to make a room available for immediate occupancy may result in moving and cleaning fees.

Check-In

During the required check-in process with the Residence Life Coordinator and/or Resident Assistants, each resident must sign the Housing Occupancy Contract, receive their room key, and complete a Room Condition Form (RCF). The Room Condition Form (RCF) is required each

time a resident checks in to a new room and at the start and end of each term. This form provides residents the opportunity to record the condition of the room at the time of check-in. It is the resident’s responsibility to survey the room, record its state of upkeep on the RCF, and return the form to Residence Life staff. All residents are required to complete a Housing Occupancy Contract and a Room Condition Form (RCF) within 24 hours, or their spaces may be reassigned. If arriving outside of the officially-stated check-in hours, it is the student’s responsibility to contact the Resident Life staff ahead of time to receive

further instruction on check-in protocol. When residents check in they will receive a key, a Housing Occupancy Contract, and RCF, and other pertinent information from the Office of Residence Life. Residents who fail to check in properly with Residence Life staff may be assessed a minimum charge of \$50 for improper check-in.

Check-Out

Residents must check-out of their rooms within the time period stated on the Academic Calendar. Residence Halls normally close at noon two days after the end of classes. The Residence Occupancy Contract ends the day the residence halls close. Failure to comply with this check-out process may result in charges and additional daily fees. Residents who take a leave of absence or withdraw from the College must check-out within 24 hours of withdrawal from the College. Failure to do so may result in charges and additional daily fees.

The following procedures are to be followed for checking out of the residence areas:

- Pack, clean your room, and move out.
- Each resident who checks out is responsible for the cleanliness of the room.
- All trash and personal items must be removed prior to check-out. The room must be in clean condition with all the required furniture. Failure to clean incurs a minimum charge of \$20 per each hour that the cleaning crew is there (with 1 hour minimum). Other charges may apply.

- Make an appointment with the Residence Life staff to reserve a check out time or make arrangements with the Residence Life Coordinator for an express checkout.
- Residence Life staff will inspect the room and furnishings for cleanliness and damage.
- Students will return their key.
- Residents will be charged for any remaining items that need removal or replacing, and for any damage to the room or its contents. The room must be in clean condition without damage and with all its required furniture.
- Close windows and turn heat/AC off.
- Keep your key card/student ID: you will need it upon returning to campus.

Failure to return room keys at time of check-out will result in a charge to replace the lock.

Failure to follow the established check-out procedure will result in a charge for improper check-out. Additional fees will be charged where applicable.

Late Check-out

On rare occasions, residents may receive approval to delay check-out beyond the published date. Residents who receive written approval to check out late will be assessed an additional fee based on the assigned location. Residents who fail to check out on the established check-out day and are not approved for late check-out (by Resident Life Coordinator or Dean of Students) will be assessed a daily additional fee, plus an improper check-out fee and any other fees applicable to the situation.

Storage

Storage space is for students who are currently registered and/or who are leaving campus to co-op or study abroad. Trunk room storage is not available for students who live off-campus or who are on leave. Students who live on-campus can request storage space if available and approved by the Residence Life professional staff. Storage is limited to three trunks per student. No furniture is allowed in the storage space. Contact Residence Life professional staff for Storage registration guidelines.

Consolidation

During the term, certain rooms may have vacant spaces. Residence Life reserves the right to consolidate rooms by requiring residents without roommates to move into other rooms with vacancies. All empty spaces must be available for immediate occupancy by new, returning and/or transferring residents at all times. Residence Life will determine who needs to move. Failure to cooperate may result in a minimum improper check-out fee of \$50, and/or disciplinary action.

Room Change Requests

There are many reasons why a student may wish to change room assignments. To start the room change process, a student should meet with Residence Life staff to discuss the reason why they want to change rooms, complete a room change form, talk through the process, and to identify what spaces are available. Once a room is identified, the student will need to check-in to the new space with a staff member, complete a Room Condition Form for their new assignment and collect their new key. Once the student has completed the check-in for their new assignment, they will have 72 hours to check-out of their old assignment with a staff member, returning the Room Condition Form and key for their old room.

Cohabitation

Cohabitation is strictly prohibited. For the purpose of on-campus housing, cohabitation is defined as: the housing of unauthorized individuals in the student's room for more than four consecutive days. Refer to the Visitor Policy for more information.

Single Rooms

In general, students will not be assigned to single rooms unless medical accommodations are needed. However, if space allows, students may be given the option to “buy-out” a vacant space in a double room. The charge for opting to “buy-out” a space is double the standard room rate. Doing so will ensure that another student will not be placed with them in the room. Students with medical accommodations will not be asked to “buy-out” their spaces but will be assigned to smaller student rooms. Smaller student rooms may also be assigned at the discretion of Residence Life.

Closing a Facility

If it becomes necessary to close a room, hall, floor, or to completely vacate a building, the Office of Student Affairs will determine the appropriate steps that are necessary. If such action is warranted, the affected residents will be notified and given special priority for alternative housing accommodations.

Unauthorized Occupancy and Subleasing

Any unauthorized occupancy which violates the Residence Occupancy Contract is strictly prohibited. This restriction includes any alterations to housing assignments without the consent of the Resident Coordinator. Sub-leasing in any form (including unauthorized room changes) is strictly prohibited. Storing personal property for others is also not permitted. Violations to this policy may result in contract termination and/or disciplinary action.

The Office of Student Affairs maintains full control of occupancy within residential facilities.

Resident Expectations

Residents should hold each other accountable for their living environments. It is expected that all residents will attend all hall meetings, orientations, and special workshops that build community and provide the necessary tools for engaging conflict in positive ways. Residents who choose not to or are uncomfortable confronting a situation may contact Residence Life staff to assist. Residents should also feel comfortable contacting Public Safety. In the event of an emergency, dial 911. The Residence Life team is here to help foster a healthy living environment for all.

Requests for exceptions to these policies must be submitted in writing to Residence Life and approved prior to residents making any changes.

Children and Dependents

Children (non-Antioch College students under the age of 18) may not live on campus. A parental guardian waiver must be signed for any overnight guest under the age of 18. For further information, refer to Housing Occupancy Contract.

Quiet Hours

Loud talking or music, bouncing a ball, or other disruptive activities in rooms, courtyards, lounges, stairwells, hallways, or lobby areas is prohibited. Stereos, radios, TVs, instruments/equipment and other sound systems should not be played so loudly that it disturbs others. Failure to comply or continued disturbances may result in the immediate removal of any of the above items from the residential community. Speakers may not be placed in windows or doorways. Residents are responsible for turning down sound systems or discontinuing noisy activity if requested to do so by another person or staff member at any time. Students in violation of Quiet Hours/Courtesy Hours policy may receive verbal or written warnings, educational sanctions, or fines. Repeated violations and continued disruptive behavior could lead to removal from housing.

A. Quiet Hours are enforced regardless of holidays or term breaks:

Sunday - Thursday 11:00 PM - 9:00 AM

Friday - Saturday 1:00 AM - 9:00 AM

B. Courtesy Hours are enforced 24-hours a day. At no time should residents' noise level interfere with the academic pursuit in the residential community.

C. Approved Emotional Support Animals' (ESAs) behavior may not be disruptive to its surroundings or other members of the Antioch College community. Noise disruptions caused by ESAs can be reported to Residence Life and may result in an animal being excluded from the campus and can lead to disciplinary action.

D. Amplified and other musical Instruments

Students living on-campus are entitled to an environment conducive to sleep and study. Amplified instruments prohibit students from sleeping and studying and are therefore not allowed to be used in individual student rooms, apartments, or public residence areas. Other instruments must be played at a level unable to be heard outside the room. Amplifiers may be stored but may not be used.

Sports

In order to create a safe environment, playing or participating in sporting events in rooms, hallways, balconies, courtyards, lounges, and lobbies is prohibited. The use of athletic equipment in rooms or apartments is also prohibited, due to disruption and possible damage.

Furniture

All rooms and apartments are furnished, and residents are responsible for all furnishings provided in their room. Furnishings may not be removed from assigned locations. Alterations and/or damage to furnishings will result in charges for replacement or restoration to original condition. Antioch College furniture may not be placed outside of the room. Placing furniture outside of the room will result in a minimum \$50 relocation fee for each piece of furniture, each time an incident is noted, and may result in disciplinary action.

A. Residents are not permitted to elevate furniture, including by use of wood, cinder blocks, or any other material without the explicit written consent of the Resident Life Coordinator. No lofts (other than those provided by the College) or homemade bunk beds are permitted.

B. Waterbeds, pools, and Jacuzzis are not permitted.

C. Due to limited space and health and safety reasons, students are discouraged from bringing in additional furnishings if those furnishings could pose a safety risk, roommate conflict, impede movement within the room, or pose a fire hazard. Student Affairs staff reserves the right to have students remove personal furnishings from a room. Examples could include, but are not limited to, large pieces of furniture like couches, cloth decorations covering walls which could constitute a fire hazard, anything that covers a smoke detector, and/or decorative items that could cause a conflict in the room.

D. Community/lounge furniture may not be removed or relocated. If community/lounge furniture is found within a room, the residents will be fined a minimum \$50 charge for its retrieval and are subject to disciplinary action. The Antioch College Office of Public Safety may be contacted, and the student may be charged with theft.

Damages and Vandalism

In order to avoid fines, student rooms must be in the same condition upon check-out as when they were first occupied. Residents are responsible for any damage beyond normal wear and tear. Upon check-out, all damages detected in individual rooms will be checked against the Room Condition Form (RCF), and any damages not noted there will be billed to the residents who lived in those rooms.

- External antennas and satellite dishes of any type are prohibited.
- Any alteration, damage, or misuse of existing telephone facilities is prohibited.

- Common Areas

Damages, additional cleaning, or vandalism to the common areas (hallways, lounges, community baths, courtyards) of the residential facilities that cannot be assessed to an individual will be charged to all residents in that area. Students or student groups utilizing rooms or common areas will be held responsible for any damages. (This includes replacement and labor costs.) When responsibility for damages cannot be assigned to an individual or group, all members of the hall, floor, or building may be assessed a community damage fee. Examples include but are not limited to: excessive trash, pranks involving food and/or liquid, damage to community furniture, damage to elevators, and damage to fire safety equipment.

Residents are responsible for paying any common area damages billed to them while they are members of the residential community. Please help us prevent these types of charges by respecting College property. You can also help by reporting persons responsible for common area damage to the Office of Student Affairs.

Decorations

Students are encouraged to decorate their rooms in a way that will be pleasing to them. However, residents will be charged for any damages to their rooms resulting from the use of tape, glue, paste, nails, tacks, chalk, staples, plant hangers, picture hooks, or screws mounted to the walls, furniture, doors, woodwork, or glass.

- A. Scotch-brand removable mounting putty and 3M Command-brand hanging strips and hooks are permitted materials for mounting items on the wall.
- B. Extreme care should be taken when hanging posters and/or pictures: only use materials recommended by Residence Life or facilities.
- C. Staples and nails are not permitted on doors, walls, ceilings, closets, or any other surface, due to the extensive damage caused upon removal.
- D. Items may not be hung from the ceiling or sprinkler heads at any time or in any fashion.
- E. No alcohol packaging – including bottles and cans – may be displayed in common areas.
- F. Students are not permitted to paint, paper, or panel the walls, woodwork, or ceiling, nor refinish any of the furniture.
- G. Contact paper is not permitted on any surface. The use of this material will result in damage to the walls or cabinets.
- H. Use of installation of wood paneling, wood structures (including lofts) and/or tile is prohibited. Shelves or other items are not to be attached to walls or ceilings. Plastic tape around windows or closet areas is not permitted, as it damages the paint when removed.
- I. Live or cut trees are not allowed in student rooms.
- J. Carpet may not be affixed to the floor surface.

Public Displays

The following items are permitted on public displays that can be seen from the exterior of room doors, windows, and balconies:

- Any logo, crest, motto, or slogan of any Antioch College-recognized organization.
- Any mascot or logo of any collegiate or professional sports team (includes international teams).
- Any flag (printed on fabric or paper) of any country, state, or Antioch College-recognized club.
- Any recognized calendar holiday decorations (dimensional or on paper) or any Antioch College-related events.

- Any artistic rendering or posting from a commercially and/or professionally animated (cartoon) character which is seen on TV and/or in the newspaper comic strip series.
- Any drawings or decorations that promote involvement in any Antioch College-recognized event (elections, candidate endorsements, banners, etc.).

The following are not permitted on displays that can be seen from the exterior of room doors, windows, or balconies:

- Any signs, flyers, or messages that slander, threaten, intimidate, harass or embarrass any member of the Antioch College community.
- Any message which elevates one group above another.
- Any message that incites violence, uses profanity, or promotes sex, or any harassing or “hate” language symbols.
- Any message that promotes drugs or alcohol or use thereof.
- Any business, highway, city, state, community, or College sign or property that has been illegally obtained.
- Any commercially sold or personal business-related product advertisement or promotion.

The Office of Student Affairs will review any resident or staff complaints regarding offensive or questionable decorations. Appeals of decisions will be at the discretion of the Dean of Students or their designee.

Student-run Businesses

Students are not permitted to utilize college resources to operate, run, or promote any personal business which could include utilizing space in a residence hall room or common area, utilities paid for by the college, or inviting people into the residence hall that create a disruption to the community. Students are not permitted to solicit in the residence halls without prior authorization from Residence Life staff.

Cleanliness

Students are required to maintain their assigned room in a clean and sanitary manner. Dishes must be promptly washed, food must be put away, and laundry must be washed regularly.

Trash and Abandoned Property

- Trash must be placed in designated bins/dumpsters and may not be left in hallways, lounges, or on balconies. Personal bags of trash should not be placed in community trash bins, such as public bathrooms, courtyards, lounges, etc. All residents are responsible for depositing their trash in the dumpsters provided outside the halls. Residents are required to remove items from the premises as requested by staff.
- Trash should not be left in or outside of resident rooms, apartments, public bathrooms, lounges, lobbies, or any other common areas.
- Community charges may result if trash cannot be traced to a specific room or individual.
- Items left in common areas for more than 24 hours may be treated as abandoned property and will be disposed of as trash.

Dishware

Dishware should not be removed from Antioch Kitchens under any circumstances. Dishware from Antioch Kitchens is not allowed in residential areas. Any dishware or cutlery found in residential common areas or students’ rooms will be returned to the kitchen. If the problem behavior persists, fines or disciplinary action may ensue.

Cleaning standards and expectations for check-out

Residents are to have their rooms/apartments thoroughly cleaned in accordance with the established cleaning standards. If a room is not cleaned to the outlined standards, all residents of the room may be held equally responsible for the charges associated with the extra cleaning. Failure to thoroughly clean the room to the specified standards will result in a minimum of \$20 extra cleaning fee for each area (i.e., kitchen area, living area) and/or disciplinary action. Students may be billed a community charge if there is significant damage or trash left at check-out.

- The furniture and the tops and insides of the closets, shelves, and drawers in the rooms are to be cleaned so that all dirt, items, and/or dust is removed.
- The baseboards in all rooms are to be cleaned. Walls in all rooms are to be cleaned to remove any tape, dirt, and/or marks. Spider webs are to be removed from the ceiling areas. Room blinds, windows, and windowsills are to be cleaned. Both sides of the doors (closets, entry/exit) must be cleaned of all tape, residue, chalk, mildew, or other marks.
- All trash, personal belongings, and garbage must be removed from the room. Trash should be brought directly to the dumpster.
- All personal belongings, trash, and garbage must be removed from halls, landings, and steps.
- The bathrooms are to be free of all personal items. Mirrors, sinks, and countertops should be wiped down. All trash and garbage must be removed.
- In the kitchenettes, the oven must be cleaned of all residues. The stovetop, including burner pans, must be cleaned. The sink and counter tops must be spotless. The floor must be swept. The doors and shelves of the upper and lower cabinets must be wiped down. The inside and outside of the refrigerator must be cleaned thoroughly and emptied of all food contents. The refrigerator drawers must be emptied and cleaned. Mildew around the door gaskets is to be removed.

Housing Fees

Students may be charged fees to their student account for damages and/or cleaning that is required above standard housekeeping or maintenance. Any student charged a fee for cleaning or damage will be provided with documentation to demonstrate the need and/or justification for the charge.

- Community charges

Students may be billed collectively in a community charge if a specific individual cannot be identified who is responsible for specific damages. Community charges will be billed to all students in an area consisting of a room, apartment, floor section, floor, or residence hall based upon the area within which damage occurs at the discretion of Residence Life.

Sustainable Living Statement

Antioch College is committed to an environmental policy that reflects an understanding of our local, regional, and global environmental issues and the impact our college operations have on them. We will strive to reduce this impact by establishing sustainable policies, programs, and practices that ensure we are conducting our operations in an environmentally sound manner. Visit <https://antiochcollege.edu/about/sustainability/> to learn more.

All Gender Restroom Resolution

All Gender Restroom Resolution: In keeping with the College's mission that diversity in all its manifestations is a fundamental component of excellence in education, and that authentic social and community engagement is vital for those who strive to win

victories for humanity, Antioch College is committed to providing All Gender restroom facilities in buildings on campus utilized by faculty, students, staff and the community at large, with the exception of Glen Helen and the Outdoor Education Center. All Gender facilities shall be visible, clearly marked, and accessible in order to ensure equity for all members of the 31 community. This standard will be implemented in the design and renovation of new buildings on campus and, whenever possible, incorporated into our existing buildings.

Safety and Security in Residence Halls

Personal Precautions

Do not take chances and do not take your safety for granted. You can protect yourself against crime by taking simple precautions listed below. If you are a victim of a crime, report the incident to Residence Life staff, Public Safety or Dean of Students immediately.

- A. Keep your door locked at all times.
- B. Always find out who is knocking before opening the door. Look through the peephole or ask who it is before opening the door.
- C. Never leave your room or building door propped open.
- D. Always close the room windows when you leave. Do not leave any valuables within reach of an open window.
- E. Keep your keys safe. Do not lend your key out to anyone and do not leave keys lying around.
- F. If your room key is lost or stolen, report it to Residence Life immediately so the lock can be changed.
- G. Have your keys ready as you are going out to your car or coming back into your residence.
- H. Always report any suspicious activity or persons to the Antioch College Public Safety Officers, Residence Life staff and/or the Dean of Student Affairs.
- I. Public Safety is accessible through the Public Safety telephone number. 937-776-0660
- J. Do not walk alone, especially at night.
- K. Avoid dark paths, shortcuts, and the nature trails after dark. Always use public walkways.
- L. Carry photo identification at all times.
- M. Let your roommate(s) know where you are going and when you will return.

Fire Safety

Residents are expected to abide by all expectations set forth in the Code of Conduct as it pertains to Fire Safety. In addition, residents are expected to evacuate the residence halls during any fire alarm.

- A. If a student lives in Birch, they should evacuate to the North Hall kitchen
- B. If a student lives in North, they should evacuate to the Birch Hall kitchen
- C. If a student lives in Case, they should evacuate to the North Hall kitchen
- D. Students may gather at McGregor Hall Room 113 during any situation in which they cannot evacuate to the primary evacuation area or if they have an Emotional Support Animal
- E. Students should not attempt to re enter the building until permission has been given by college staff and by the emergency personnel who are responding.
- F. The following are prohibited inside residence halls to reduce the risk of fire emergencies:
 - 1. Candles/incense: Due to fire hazards, residents are not permitted to burn candles and/or incense in any campus residence hall. Even with the wick removed, candles may not be used as decoration, and are not permitted in any student room.

2. Smoking: Students are not permitted to smoke in any building on campus, including the residence halls. Doing so may trigger a fire alarm or cause a fire that could cause injury or death.
3. Dangerous materials: Possession, storage, and/or use of dangerous articles or substances is not permitted anywhere in the residential area, and may violate state law. Included in this classification are: firearms; weapons (BB guns, knives, bows and arrows, and martial art implements); ammunition; fireworks; and combustible materials (including lighter fluid, propane, and dangerous chemicals). Violations of this policy may result in immediate removal from the residence without refund

Elevators

Tampering with, damaging, misusing or rewiring elevators is prohibited. Jumping, spitting, and/or smoking in the elevator is prohibited. Elevators may not be used during building evacuations. Never enter or exit an elevator that is stuck between floors. An elevator could move at any time causing significant harm to anyone caught in the door. Utilize the elevator call button or call the Public Safety phone if trapped in an elevator.

Emotional Support Animal Evacuation

In the event of a fire alarm, students with Emotional Support Animals should evacuate to Pennell House. If Pennell House is locked, students may contact the Public Safety at 937-776-0660 to be allowed access to Pennell House or McGregor 113.

Please note that Public Safety's primary response will be to responding to the alarm, so access to Pennell House may be delayed. Students are encouraged to take their Emotional Support Animals with them when they evacuate the building. Emotional Support Animals that are evacuated during an emergency should be in an animal carrier or controlled by a leash or harness.

While all reasonable efforts should be made to keep the owner with the Emotional Support Animal, the emergency responders' first responsibilities will be toward the owner and other students/employees, which could necessitate leaving the animal behind in certain evacuation circumstances. Prior notice to students with Emotional Support Animals will be made notifying them of fire drills in order to allow students to take care of their animal during the drill.

Appliances

Care should be taken not to overload electrical circuits. Even approved appliances can be dangerous when not used properly. Students should unplug appliances after use and should be especially careful not to leave appliances unattended.

A. Approved Appliances

Antioch College promotes sustainable living. As such, use of refrigerators is strongly discouraged as they increase our energy consumption. However, refrigerators that do not exceed 4.3 cubic feet are allowed. Rooms are permitted a maximum of two refrigerators.

1. Small appliances, such as curling irons, blow dryers, and irons are – with proper usage – permitted in student rooms.
2. Indoor electric grills and other similar items may be utilized in kitchens only as long as grease is disposed of properly (i.e. not down any drain). The use of these items is not permitted in any student room.
3. Charcoal grills are allowed on campus, but while in use, they must be 25 feet from any housing structure. Grilling is not permitted in any of the housing courtyards or on any balconies. Lighter fluid is also strictly prohibited and may not be stored or used within the residence areas.
4. Residents may use toasters, toaster ovens, and indoor electric grills in kitchens or kitchenettes only.

5. Any appliance with an open heating coil or element (e.g. water boilers, hot plates and coffee coils) is a fire hazard, and as such, is absolutely prohibited in residence hall rooms.
 1. Hibachis powered by propane
 2. Hot plates
 3. Space heaters (except those provided by Residence Life)
 4. Electric skillets
 5. Soup warmers
 6. Electric grills
 7. Gas grills
 8. Deep fat fryers
 9. Smoke machines
 10. Halogen lamps
6. Rewiring of student rooms by non-College employees is not permitted, nor is the use of extension cords (due to fire hazard). Surge protectors are permitted.
7. Students must closely attend to their food during cooking. Students may not leave any cooking food unattended in rooms, lounges, kitchens and/or grilling areas. Residents are not permitted to fry with oil on the stovetops.

Keys

All residents are required to have a key (and present it upon request from Student Affairs or Public Safety staff). A key is issued to each resident at check-in, after signing the Residence Occupancy Agreement.

- A. Residents are required to lock their doors at all times. College officials reserve the right to lock any doors in the residence areas found unlocked. Doors and locks may not be tampered with in any way that interferes with the use of keys or prevents locking/unlocking of doors. Blocking any exit (door or windows) is prohibited and may result in immediate removal from housing. Locks may not be changed or replaced.
- B. Do not loan or give away your room or building key. All room keys are the property of Antioch College and should be returned upon check-out.
- C. In buildings with key card access, locks can be audited at any time to determine who has accessed or attempted to access a lock. Keys will only be programmed for one term at a time. If the student is not registered by the ADD/DROP date, their key card will be deactivated.
- D. Residents are required to report a lost or stolen key immediately to Residence Life staff so a new key can be issued. Residents will have 3 days to find their key if it is lost before a lock change will be requested. If the key is lost, a fee will be assessed to the student's account in order to pay for the lock change.
- E. Students who lose their key card will be charged a replacement fee. A key card that needs to be replaced due to normal wear and tear can be replaced at no charge.
- F. Room keys must be returned during the room check-out process to avoid fees associated due to lock changes. (See Room Check-Out Procedure.)
- G. Using your key to try to gain access to any lock not assigned to you is prohibited.
- H. It is prohibited for exterior doors in all Residence Hall Buildings to be propped open.

Lockouts

Students should keep their keys with them at all times. However, there may be times when a student is locked out of their room. Upon being locked out of their rooms, students should identify one of the following resources to assist them in being let back into their room:

1. 8 am - 5 pm Contact Administrative Residence Life Staff
2. 8 pm - 8 am (9 pm on Saturday and Sunday) Contact Public Safety
3. 8 am (9 pm on Saturday and Sunday) - 8 pm Contact the RA on Duty

Contact Public Safety 24/7 if you cannot contact the appropriate person or during college breaks.

Please note that students may be asked to provide ID in order to ensure that they are only being allowed into their room. Depending upon the circumstances, this may be done after they are allowed into space. Under no circumstance will a lockout be done to allow students into another student's room.

Room Inspections

1. College representatives have the right to inspect student rooms at any time for the proper operations of the hall, for reasons of health and safety, and when necessary in cooperation with local, state, and federal law enforcement officials. Whenever possible or practical, the College will provide 24-hours notice of room inspections.
2. Health and safety inspections of all rooms will take place at least once per academic term.
3. Access to rooms is limited to residents, staff performing assigned duties, and approved College officials concerned for the health, safety, and welfare of students.

Bicycles

Bicycles are a great way to get around campus and to explore the local area. Be sure to check out the "Bike Path" an 80-mile trail network that extends from eastern Cincinnati to Buck Creek State Park near Springfield. Community bikes are available for use across campus. For more information, contact the Facilities Manager, or the Office of Student Affairs. We recommend you keep your bike locked up when not in use.

A. Bicycle traffic rules

1. Bicyclists must obey all laws that apply to any vehicle on the streets. Yellow Springs Police have the power to pull you over and issue citations. All bicyclists must obey the following rules:
 1. Never ride double.
 2. Never ride through red lights.
 3. Never ignore STOP signs.
 4. Never ride out of alleyways and driveways without stopping.
 5. Never ride attached to the back of a vehicle.
 6. Never do trick riding in the street.
 7. Never ride at night without a headlight.
 8. Your bicycle MUST have reflectors at night.
 9. Never ride on sidewalks.

B. Bicycle storage

Bicycles may not be hung in any way in or around any room (or apartment). Bicycles may not be attached to balconies in any way, and may not be stored or attached to stairways, railings, or walkways. If your bicycle is missing or confiscated, contact Public Safety. Bicycles may be stored in rooms or apartments (though not hung from hooks anchored into a wall)

or kept in bicycle racks near the residence halls. Bicycles should only reside in racks at other campus buildings when their owner is near the building in question.

C. Bicycle theft

Bicycles are occasionally stolen from campus. Always lock your bike while on- and off-campus. Always lock your bicycle frame to an immovable object and lock your wheels and frame together. Be certain not to block ramps and/or stairways. We suggest that you invest in a high quality lock (U-bar lock or thick chains work best).

Visitors

1. The resident hosting a visitor is responsible for the actions of their guest(s) in the residence hall in which the host resides and will be held accountable for any violations of College/ Residence Life policy and/or for any theft, injury to person or property resulting from the behavior of their guests.
2. Residents must inform their guests about the Honor Code, the Sexual Offence Prevention Policy, the Racial Discrimination Prevention Policy.
3. Residents must alert the residence life staff via email if hosting a guest between the hours of 10 p.m. and 7 a.m. on weekdays, and between 1a.m. and 7 a.m. on weekends. The email should include the guest's name, and the expected duration of their stay.
4. Guests may stay a total of four nights during a seven day period. Longer stays may be allowed with permission from Residence Life staff received 48 hours in advance, or under unforeseen complicating circumstances.
5. Matters involving the problematic behavior of a guest may be managed through administrative actions (eg. Classification of guest as Persona Non Grata), through the Community Standards process, or may be referred to local law enforcement when deemed appropriate.
6. Residence Life reserves the right to report a guest, who is a student at another college or university, to their home institution should they engage in volatile behavior.
7. Guests are not to sleep in common areas or other public spaces.
8. Residents may not have overnight guests under the age of 18 unless the guest is accompanied by a legal guardian. Exceptions may be granted by Residence Life.
9. Students must receive explicit permission from their roommate before hosting a guest.
10. Any guests over the age of 21 who intend to drink while on campus must show valid ID to Residence Life staff, and be informed of the alcohol policy. Failure to do so will result in removal and potential ban from campus.
11. Guests are required to pay for all meals eaten at the Antioch Dining Halls. Meal costs are posted in the dining halls. Meals may be paid for at meal time by giving money directly to Chefs.

Social Gatherings

- A. Social gatherings, parties, and meetings in individual rooms are subject to all municipal, state, and federal laws, as well as Student Affairs and the Residence Life Program Policies. The Residence Life staff reserves the right to disperse a gathering in any location at any time within the residential community when residents or guests are in violation of any College or Residence Life or Housing policy. The number of people (including residents) in a given room/apartment is limited as follows:
 1. Unit type Maximum occupancy allowed

2. 2 bed units 6 people
3. 1 bed unit 4 people
4. 8 bed unit (Case Commons) 16 people

B. Approved and advertised Student Affairs events are not subject to the above conditions.

Liability

- A. For the protection of personal belongings, students are encouraged to maintain insurance on the items they bring to campus.
- B. Antioch College and the Office of Student Affairs are not liable for damage to or loss of personal property, or interruptions or failure of utilities and other infrastructure services. The College will not reimburse for losses created by theft, fire, water damage, mold, unforeseen accidents or injuries, or other circumstances that may occur.
- C. Residents are encouraged to secure their own personal property loss insurance. To obtain insurance, take the following steps:
 5. If you are a dependent, speak to your parent(s) or guardian(s) about whether personal property loss insurance can be added to existing policies while you are enrolled as a student.
 6. Compare insurance companies that provide student personal property insurance plans. Ask if the insurance plan includes replacement cost value or only actual cost value (which accounts for depreciation).

Smoking Policy

Antioch College complies with Ohio state law in not permitting smoking within campus buildings or within areas where smoke can enter buildings through doors or ventilation systems. Smoking is permitted only in designated smoking areas. All employees and students are empowered to learn the smoking policy and share their knowledge with their peers.

Complaints about non-compliance regarding staff or faculty should be taken to the Office of Human resources. Complaints about non-compliance regarding students, visitors, or other community members should be taken to the Dean of Students. Violations occurring in residence halls are considered to be serious safety hazards, and Residence Life will be notified as well.

Student Conduct Policy

Introduction

The Antioch College Community has been guided by an Honor Code since the presidency of Horace Mann. Naturally, the Honor Code has evolved since then with our current version of the Honor Code first being articulated in the mid-20th century. Our shared life at Antioch College is guided by respect for the Honor Code, which provides all community members with relationships of trust and mutual respect that shape all aspects of academic and community life. By virtue of being a member of the Antioch Community, each of us agrees to become familiar with and respect the Honor Code and all College policies and guidelines, thus creating and protecting a sense of honor in our lives.

A. Purpose

The Student Conduct Policy at Antioch College is designed to promote a community culture of accountability and respect as articulated in the Honor Code. Restorative justice is a foundational philosophy of the College's conduct processes, promoting an understanding of the underlying causes of an offense, the effects on those who have been harmed, and concern for all parties' needs for healing and reparation. Students are encouraged to work through conflict, and support will be provided for students to do so.

- B. The Antioch College Student Conduct Policy supports the civil liberties of students; Antioch fully respects and encourages your Constitutional rights as expressed through the Civil Liberties Code and works together to provide support for student agency while identifying behaviors that may negatively impact the community as a whole.

Definitions

1. **Students** are anyone who has registered with the College for any form of instruction beginning at the time of registration and continuing through the completion of any relevant coursework or program. This includes students on leave, on a Cooperative Education term, or who are currently suspended for any reason, or students who otherwise still maintain a relationship with Antioch College.
2. An **incident** is defined as behaviors which result in a possible violation of the Honor Code, Community Standards and Student Policies listed below.
3. **Confidential Reports** are standard at Antioch College and it means that information gathered during the conduct process cannot be divulged to third parties. As cases progress it is less likely that information will remain confidential especially when considering third parties must be involved for Community Standards Board Hearings.
4. The **Complainant** is the party who makes the community standards complaint.
5. The **Respondent** refers to the student alleged to have violated community standards.
6. **Contact (No-contact orders):** For the purposes of the no contact order, contact can be defined as any communication or being within physical proximity with those specified in the no contact order.
7. **Communication (No-contact orders):** Communication includes speaking to or about an individual, messages to or about an individual, including any sort of electronic or social media contact to or about an individual. This also includes the use of intermediaries or other third party individuals and may impact class schedules.

Authority and Jurisdiction

- A. When our behaviors fall short of the Honor Code, there are processes in place to correct behavior and hold community members accountable. The Student Conduct Policy described herein pertains to situations in which students are accused of possible violations of the Honor Code, including violations of certain Student Policies and the Community Standards outlined below. This policy is intended to provide structure for the resolution of an accused violation of the Honor Code, inform students of their rights as they move through the process, as well as provide clarity on behaviors that would be considered violations of the Honor Code.
- B. Not all disputes are appropriately and effectively handled through the Student Conduct Policy, such as violations of the Sexual Offense Prevention Policy, the Racial Discrimination Prevention Policy, or academic policies. Students accused of violating the Academic Honesty Policy will have their incidents resolved through the protocol described in the Academic Honesty Policy, although violations that include violations of Community Standards or other Student Policies may be resolved through the Student Conduct Policy.
- C. In instances where a faculty or staff member's behaviors could be in violation of the Honor Code or Community Standards outlined below community members are encouraged to contact Human Resources the individual's supervisor or file a complaint through the grievance process. Guidelines for faculty and staff behavior and the processes for resolving accusations regarding faculty or staff conduct may be found in the Antioch College Employee Handbook.
- D. Antioch College strives to create a community of learning that challenges students to think of their role not only within the college community, but also within the local and global communities. In order to accomplish these goals, the Honor Code and Community Standards apply to students regardless of whether a student is on leave, on a study term, on an experiential education term off campus, is an admitted student prior to orientation, or physically present on campus. As such, Antioch College reserves the ability to seek resolution for incidents that could constitute a violation of the Honor Code or

Community Standards regardless of where the incident occurs. This also includes behavior that occurs in electronic format such as on social media. For the purposes of the Student Conduct Policy, Note that students accused of committing criminal acts may face criminal charges through external court systems in addition to resolution through the Student Conduct Policy.

E. The Office of Student Affairs has the overall responsibility for implementation and administration of the Student Conduct Policy as directed by the Dean of Students.

1. The Dean of Students holds ultimate authority over the Student Conduct Policy including the creation of interim actions, adapting processes, delegation of responsibilities, updating or altering procedures, and determining severity or egregiousness.
2. At the Dean of Students' or their designees' discretion, incidents that occur while students are off campus, such as on a leave or during a term in which they are not registered, may be resolved upon the return of the student to campus.
3. At the discretion of the Dean of Students or their designee, a hold may be placed upon a student's account until an incident is resolved.

Violations

While the Honor Code guides the Student Conduct Policy and is ultimately the paradigm by which students should guide their actions, it can at times be abstract and difficult to apply to specific behaviors. In order to provide clarity and transparency to what may be deemed as violations of the Honor Code, the following list of Community Standards has been developed, along with a list of certain Student Policies. Violations will be handled through this Student Conduct Policy. This list is not intended to be exhaustive, but rather to provide examples of conduct which Antioch College will not condone and would be considered violations of the Honor Code.

Community Standards

1. Disruption to the Community

Behaviors that contribute to or constitute a disruption to the community are considered a violation of the Honor Code and Community Standards. These behaviors include, but are not limited to: vandalism, defacing and/or damaging college property, negatively impacting other community members' abilities to live and/or work in the community, which may include social media posts, behaviors that compromise the operation of the college, and keeping animals on campus that are not registered Emotional Support Animals or service animals. Unauthorized solicitation on campus and/or utilizing college resources for personal business interests are also considered violations of the Honor Code and Community Standards.

2. Safety and Security

Behaviors that compromise either individual safety and security or which could result in harm to the physical property of the college are considered a violation of the Honor Code and Community Standards. These behaviors include, but are not limited to, tampering with fire safety equipment, setting or causing a fire, intentionally disabling or bypassing campus security systems including door locks, accessing areas without authorization such as balconies, roofs, closed buildings, and/or restricted areas, and smoking in areas that are not designated smoking areas.

3. Guests

Students are responsible for their guests' behaviors on campus at all times, whether the guest is a registered visitor or not. If a guest's behaviors violate any Antioch College policy or the Honor Code, the hosting students will be held responsible for the guest's behavior. Guests whose behavior has a significant negative impact may be removed from Antioch College property at the discretion of Public Safety in conjunction with the staff member holding the Duty Phone at that time.

4. Harm

Severe, persistent, or pervasive behaviors that cause mental, physical, or emotional harm to another individual are considered a violation of the Honor Code and Community Standards. These behaviors include, but are not limited to, harassment, physical abuse, fighting, stalking, the targeting of specific social identities, bullying, threats, intimidation, extortion, theft, libel, slander, and other behaviors which may cause harm regardless of the medium. Behaviors that have not caused harm but pose significant risk of harm or may endanger the safety of others are also prohibited. In situations involving physical altercations, self-defense may be considered as a mitigating factor if there is evidence of immediate physical harm, there was no other way to prevent or remove oneself from the situation, and that the individual claiming self-defense immediately removed themselves from the situation if possible. Self-defense may not be used as a mitigating factor if it was determined to be retaliatory.

5. Laws

Any behavior found to be in violation of applicable local, state, federal, or international laws is considered a violation of the Honor Code and Community Standards, except for instances where such a violation would otherwise be contrary to the stated policies and the philosophies of Antioch College.

6. Misrepresentation

Any behavior that intentionally misleads or misconstrues the truth to another individual or misrepresents one's relationship with Antioch College is considered a violation of the Honor Code and Community Standards. This includes, but is not limited to: lying to college officials, including RA staff; filing a knowingly false report or misrepresenting Antioch College's or another individual or group's interests, including entering into an agreement as a representative of Antioch College without proper authorization and consent.

7. Cooperation with College Staff

Failure to respond to reasonable requests from staff members, including Resident Assistants, is considered a violation of the Honor Code and Community Standards. This includes but is not limited to: producing one's student ID upon request, failure to attend a scheduled meeting with Antioch College staff or College administration, failure to abide by the requests, decisions, or consequences rendered through the Student Conduct Policy or failing to abide by other contracts or expectations set forth by Antioch College.

Student Policies

1. Alcohol and Drug Policy
2. Civil Liberties Code
3. Firearms and Dangerous Ordnance Policy
4. Residence Occupancy Contact
5. Responsible Use Policy
6. Student Social Media Policy
7. Smoking Policy

Student Rights

Every student has the following rights as they pertain to the Student Conduct Policy:

A. The right to be notified of alleged violations

Students who are charged with an alleged policy violation under the Honor Code, Community Standards, or Student Policies will receive written notification that details the specific charge(s) of which they are accused of violating as a result of their behavior.

B. The right to have decisions regarding accused policy violations based upon a preponderance of evidence standard

Respondents in any disciplinary proceeding, including the Preliminary Interview, Dean of Student Intervention, Administrative Hearing, or Community Standards Board Hearing, have the right to have decisions regarding whether their behaviors were in

violation of the Honor Code, Community Standards, or Student Policies based upon a preponderance of the evidence. Preponderance of evidence is a standard by which a behavior will be determined to be a violation if the evidence presented demonstrates that it is more likely than not that there was a violation.

C. The right to access case materials

Students who are accused of alleged policy violations have the right to have reasonable access to the case materials, as appropriate and consistent with FERPA, which will be reviewed as part of the disciplinary process. Case materials may include copies of the incident reports, statements from involved parties or witnesses, or other relevant materials. Physical copies of materials provided to the student will be redacted in order to protect the confidentiality of any parties involved.

D. The right to request a Community Standards Board hearing

Students found responsible for alleged policy violations after the Preliminary Interviews have a right to request a Community Standards Board hearing in accordance with the procedures outlined in the Student Conduct Policy. Students who are serving as complainants have the right to request and attend any such Community Standards Board hearing as well. Although all efforts will be made to schedule meetings amenable to student schedules, should a student not attend a hearing or it be determined that a student is intentionally delaying the Student Conduct Policy, a hearing may be held without a student being present.

E. The right to provide evidence in their defense.

Students found responsible with alleged policy violations may provide evidence on their own behalf including, but not limited to, written statements, oral accounts, witnesses or witness statements, and may question any evidence provided in a hearing, including witnesses.

F. The right to identify support persons

Parties to any hearing within the Student Conduct Policy process have the right to support persons who may be a party's friend, or another individual of the party's choice. A support person may not provide legal counsel within the scope of any hearing they are participating in, provide evidence in a hearing, or speak for the student that they are supporting.

G. The right to choose not to respond to accusations in the Student Conduct Policy

Students who are accused of a policy violation may choose not to respond to accusations verbally and/or in writing within the Student Conduct Policy. Exercising this right will not be taken as an indication of responsibility, however, decisions of responsibility will be made based upon other evidence provided. Please note that exercising this right will not constitute a criterion for appeal if the student was able to provide evidence in a hearing and chose not to do so.

H. The right to be notified of any findings and/or consequences.

All parties involved in the Student Conduct Policy will be notified in writing within three (3) business days after deliberations concluding the Preliminary Interviews/ Investigation, and within three (3) business days following any other conduct proceedings, including Dean of Students Intervention, Administrative Hearing, or Community Standards Board hearing. Complainants submitting incident reports that did not lead to a Preliminary Investigation will also be notified within three (3) business days.

I. The right to appeal

Parties have the right to appeal the decisions within the Student Conduct Policy based in accordance with the appeals process. See Page 13 for additional information on the Appeals Process.

J. The right to file a police report

Any student who is the victim of any crime has the right to file a police report at any time. At the student's request (via email or in person), Public Safety may assist in filing a criminal report. Yellow Springs Police Department may be reached at the following telephone numbers: Emergency: 911. Non-Emergency: 937-767-7206.

The Process

The Incident

1. Antioch College can only hold students accountable for their actions if the College is made aware of a possible violation. Incidents that are not reported compromise the ability of Antioch College to determine potential responsibility of those involved. Students may be held responsible for incidents that constitute a violation of College policies regardless of how the incident is reported.
2. Antioch College recognizes students' agency and places high value in encouraging students to resolve conflicts prior to engaging the conduct system. Students may reach out to the Office of Student Affairs, Residence Life, or others to seek assistance in this regard. However, there is no requirement that a student should attempt to resolve a situation prior to reporting it as an incident, and there are many situations where reporting an incident immediately is the most appropriate response.
3. We recommend that criminal activity be immediately reported to Public Safety, or to the Yellow Springs police department.

Incident Report

1. Any community member, or the institution as a whole, may report possible violations of the Honor Code, Community Standards and Student Policies listed below to the Office of Student Affairs. Staff members within Residence Life and Public Safety are charged with reporting any possible violation through their positions. Additionally, violations of the SOPP or RDPP can be reported through those respective processes.
2. The party who reports an incident will be referred to as the "complainant," while the accused student will be referred to as the "respondent." Third party reports are accepted.
3. Based upon the content of the report, the Dean of Students or their designee will make a determination as to whether there is evidence that a student's actions could be in violation of policy and whether to move forward with a Preliminary Investigation.
4. Anonymous reports or second-hand accounts which indicate suspected violations will be investigated. However, without corroboration, it will be difficult to determine that such reports or accounts will result in charges of violations.
5. All notifications regarding the Student Conduct Policy process will be sent to students via their Antioch College email account.
6. Accusations that are deemed retaliatory in nature may not be pursued at the discretion of the Dean of Students or their designee, and the student making such accusations risks being found in violation of the Honor Code.

Preliminary Interviews

1. Once a report has been submitted, the Office of Student Affairs will conduct preliminary interviews with the complainant and respondent. These interviews should be conducted separately.
2. The Respondent preliminary interview is a meeting in which students who are accused of violating policy or standards will review the conduct process, their rights within the conduct process, have the opportunity to respond to any information included in the report or investigation, and discuss possible options for resolution.

3. Any statement provided during a preliminary interview may be used to determine whether a student's behaviors could be in possible violation of the Honor Code, Community Standards, or Student Policies, in addition to being used in any possible future hearing regarding those behaviors to determine responsibility.

Investigation

1. Once the preliminary interviews have been conducted, the Office of Student Affairs will investigate the report as directed by the Dean of Students or their designee. This may involve following-up interviews with those who submitted the report, or identifying if others were present to witness the incident.
2. This investigative process is intended to provide for the collection of evidence to either support allegations that a student's behavior violates the Honor Code or to demonstrate that there is not enough information to move forward within the Student Conduct Policy. Any statement provided or other evidence gathered may be used to determine whether a student's behaviors could be in possible violation of the Honor Code, Community Standards, or Student Policies, in addition to being used in any possible future hearing regarding those behaviors to determine responsibility.
3. The complainant and the respondent have the opportunity to recommend which conduct process the respondent should go through, but the Dean of Students has the final decision on which path to move forward. The Dean will generally favor the following conduct options depending on the actions conducted:
 1. If the incident falls under harassment or causes major disruption within the community; they will likely be facing the Community Standards Board
 2. If the incident only warrants a conversation or attention drawn to the issue, it may be a Dean of Students Intervention
 3. The Dean of Students' decision for a course of action is in accordance with the approval of the complainant and the respondent.
 4. If both parties agree to an administrative hearing, it will go to the administrative hearing. If both parties do not agree, the case will go to the Community Standards Board if requested by either the complainant, the respondent, or the College.

Potential Findings

1. The standard of evidence used in the Student Conduct Policy is "preponderance of evidence." The preponderance of evidence standard requires that it be shown to be "more likely than not" that a violation occurred in order to hold someone responsible for the violation. Students are not presumed to be responsible for any alleged violation. Rather, all of the evidence provided contributes to whether an individual will be held responsible or not responsible for an alleged violation. Any statement, regardless of whether it is made as part of an incident in the investigation process or in a hearing is considered evidence that may be reviewed in determining responsibility, as is anything else that relates to the incident or behavior that can be used to establish whether a behavior violated the Honor Code, Community Standards, or Student Policies. Any anonymous or second-hand account will be considered dubious unless it can be verified through other evidence. Preponderance of evidence is based upon the credibility of the evidence, not upon the amount of evidence. For any alleged policy violation, a student may be found responsible or not responsible. The same standard of evidence (preponderance of evidence) also applies to SOPP and Title IX violations.
2. Responsible: A responsible finding is a finding in which the evidence provided demonstrates that it is more likely than not that a student's behavior violates policy or community standards.

3. Not responsible: A finding of not responsible is a finding in which the evidence provided does not demonstrate that a violation occurred. Note that this does not mean that a behavior is condoned by the college or that policy or community standards were not violated, but rather that the evidence provided did not meet a preponderance of evidence standard.

Adjudication

Option 1: Dean of Students Intervention

1. At the Dean of Students discretion, when both the complainant and respondent agree, an incident may be resolved by the creation of a written agreement between student(s) involved and the Dean of Students.
2. Incidents that may result in a Dean of Students Intervention should present with extenuating circumstances, or be incidents in which an accusation that a student's behavior violated the Honor Code or Community Standards.
3. A Dean of Students Intervention should not be utilized in situations in which the complainant wishes to be involved in the resolution of the incident or in situations where an incident supports a clear pattern of behavior on the part of the student(s) involved.
4. The Dean of Students has the final authority to determine whether an incident may be resolved through a Dean of Students Intervention. Students may choose not to participate in a Dean of Students Intervention. At that point the incident will be referred to an Administrative Hearing or Community Standards Board as decided by the Dean of Students.
5. A Dean of Students Intervention may result in a written agreement regarding future behavior with the student(s) involved. If a student breaks the agreement, the student will be in violation of the Honor Code, Community Standards, or Student Policies, at the Dean of Students' discretion. Although the Dean of Students is responsible for the creation of any agreement with the student(s), other parties may be included in its creation.
6. Any modifications to or termination of an existing agreement should be determined by the Dean of Students.

Option 2: Administrative Hearing

1. An administrative hearing is a meeting in which respondents meet with a member of the Student Conduct team to review information included in the report and investigation of an incident, respond to the accused violations, and discuss the context for their actions.:
2. Once an administrative hearing has been decided, the Dean of Students or their designee will identify a hearing officer to meet with the respondent. This could be, but will not necessarily be, the same staff member who the student met with in the preliminary hearing depending upon staff availability and the details of the incident.
3. A respondent may request that the Dean of Students assign a new hearing officer if the one assigned presents a conflict of interest. to their case for any reason. If a hearing officer cannot be identified for a respondent, they may be forwarded to a Community Standards Board.
4. The hearing officer will make every effort to schedule the administrative hearing at a time amenable for the respondent to meet. However, if the respondent does not come at the agreed time or is deemed to be delaying the process, a hearing will be conducted in their absence.
5. The hearing officer will provide the respondent with information regarding their rights and will make a determination of findings regarding whether a student's actions are in violation of Community Standards or not based upon the preponderance of evidence.

6. If a respondent's actions are found to be in violation of Community Standards, the hearing officer will determine appropriate sanctions as outlined within established college policies or as appropriate to the circumstances.
7. Once a hearing has concluded, respondents will be notified of the outcome of their hearing in writing including findings of responsibility, sanctions, and any relevant timelines for the completion of their sanctions.

Option 3: Community Standards Board Hearing

1. A Community Standards Board Hearing is a formal hearing composed of community members to review an incident to determine whether a respondent's actions constitute a violation of policy or community standards. Community Standards Boards are convened to address egregious behavior which could result in suspension or expulsion. Instances in which a student would have no other option other than a Community Standards Board include, but are not limited to, accusations which include a violation of SOPP or Title IX, instances that involve harm to another individual in which the individual wishes to be involved in the process, or behaviors which constitute a major community disruption.
2. After the presentation of evidence, the Community Standards Board will determine whether a respondent's actions constitute a violation of Community Standards based upon a preponderance of evidence standard and if so, what sanctions will be provided. At the Community Standards Board Chair's discretion, this process may take up to two business days. To determine responsibility, a majority of the Community Standards Board members, excluding the chair, must agree that a respondent's actions violate Community Standards. A student's conduct history may not be used to determine responsibility, but may be used to determine appropriate sanctions.
3. Once a decision by the Community Standards Board has been reached, all parties will be notified of the findings and sanctions within three (3) business days. Notification will be provided to the respondent(s) and complainant(s) of the findings and sanctions as well as any other relevant pieces of information.

Community Standards Board Hearing Procedure

1. Welcome by Chair
2. Notice of Recording
 - a. The hearing will be recorded.
 - b. If the complainant or respondent wishes to listen to the recording, they need to contact the Dean of Students.
3. Introductions
4. Name and role (Community Standards Board member, support person, witness).
 - a. Identifying the respondent's alleged policy violations
 - b. Chair states what is in charge letter and which policies were allegedly violated-reads the policies aloud as they appear in the charge letter.
5. Complainant Statement
 - a. If a complainant is present, they can provide a statement.
 - b. After their statement, Community Standards Board members may ask questions of the complainant.
 - c. The respondent may ask questions of the complainant.
 - d. The statement may also include any witnesses who wish to speak on the complainant's behalf.
 - e. Witnesses may also be asked questions by the board.

6. Respondent Statement

- a. If a respondent is present, they can provide a statement.
- b. After their statement, Community Standards Board members may ask questions of the respondent.
- c. The complainant may ask questions of the respondent.
- d. The statement may also include any witnesses who wish to speak on the respondent's behalf.
- e. Witnesses may also be asked questions by the board.

7. Closing Statement

- a. The respondent may make a closing statement at this time, if any.

8. Deliberation

- a. Once all testimony is delivered, everyone except the Community Standards Board members will be excused, and thanked for their time so that the Community Standards Board members may deliberate on the findings.
- b. Community Standards Board members need to determine whether or not a student's actions were in violation of the policies in the charge letter.
- c. This determination should only be based upon the evidence provided, and should meet a "preponderance of evidence" standard. This means that it is more likely than not (51% likely) that a student's behavior(s) violated a policy.
- d. Students may not be found responsible for violating policies they were not accused of violating (i.e., additional allegations).
- e. Once a determination of responsibility has been determined by a majority vote, the Community Standards Board may then make determinations of relevant consequences.
- f. A student's conduct history may be reviewed at this point to determine relevant consequences.
- g. If the Community Standards Board needs additional time, the Community Standards Board chair may reconvene the board within 24 hours.
- h. Once deliberations conclude and relevant consequences are determined, the respondent will be notified, in writing, within 3 business days of the date of the Community Standards Board hearing.

Sanctions

A. Warning

A warning is a notice by Antioch College that a student's behaviors in a given incident are not in line with the College's mission or values, and that further incidents could result in more significant consequences. Antioch College encourages reflection on behaviors that resulted in a warning to help students learn and grow.

B. Intervention and/or assessment

Educational interventions are provided for the student during the resolution of an incident to allow for structured reflection, opportunities to learn more or engage the campus in different ways, and/or allow for a student to reconnect with the campus community after an incident as part of the resolution of an incident.

C. Restrictions

Restrictions are specific requirements placed upon students for a defined period of time following the resolution of an incident and may consist of the student being unable to enter specific buildings, removal from housing, accessing specific resources, or other criteria to provide for the safety of the campus community while still allowing the student to continue to pursue their education.

D. Fines

Monetary fines will be assessed to a student's account in the resolution of an incident to provide restitution to the College for any damage or harm done. Please note that Antioch College cannot and will not provide consequences to a student to provide restitution to another student for any reason, unless it is a mutually agreed upon resolution reached during any conduct process.

E. No contact order

A no contact order will be immediately issued when a physical altercation or a violation of the SOPP takes place. A no contact order can also be issued for other violations or conflicts such as; bullying, harassment, violations of the RDPP or other bias-related incidents. A no contact order is a specific restriction placed upon students for an undefined time period, and can be extended at the discretion of a Community Standards Board, the Dean of Students, or their designee. While the order stands, they are to not have any contact with other students specified in the no contact order. The parties involved in the no contact order are responsible for communicating any violation of the no contact order. Any decisions regarding when a no contact order should be lifted are at the determination of the Dean of Students or their designee, and only after the students involved have petitioned, in writing, to have the no contact order lifted. A No Contact Order can be issued as soon as the incident is investigated and has been determined accurate through the Preliminary Investigation. If witnessed by the Dean of Students, Public Safety, or any Student Affairs staff member, a no contact order may be issued immediately.

F. Conduct Probation

Conduct Probation is an official sanction from Antioch College restricting activity or behavior. Probation will be assigned for a prescribed time period. Further violations will result in increased consequences, including suspension or expulsion.

G. Suspension

Suspension is a complete separation for a defined period from all College classes, activities, events, and services and may include a trespass notice to prevent the student from being on campus owned property or buildings. This defined period may last for a specific period of time and/or until specific conditions are met.

H. Expulsion

Expulsion is the permanent termination of the student's relationship with the College. This includes being barred from classes, activities, and/or events and may also consist of a trespass notice to prevent access to campus or buildings. Expulsion precludes any future enrollment at Antioch College.

I. Interim actions

Interim actions are temporary measures that are put in place at the discretion of the Dean of Students or their designee until an incident can be resolved and may include suspension, no contact orders, restrictions, or other administrative actions.

Appeals Process

Any desire to appeal decisions determined in a Community Standards Board or administrative hearing needs to be communicated to the Dean of Students or their designee within five (5) business days of the delivery of decisions and sanctions and needs to include a rationale for why the decision is being appealed. The Dean of Students or their designee will ensure that the appeal is delivered to the Provost or their designee.

- A. Appeals can be submitted by either the respondent or any complainants.
- B. Within five (5) business days upon the appeal being submitted, the Provost or their Designee will notify the appellant acknowledgement that the appeal has been received. The appeal is not able to be considered actionable if not designated as following the below guidelines. If appeals are actionable, the Provost will send a response outlining the appeals process moving forward.
- C. A submitted appeal will only be considered actionable if it contains:
1. New evidence that was unavailable at the time of the original hearing.
 2. Demonstrated errors within the process that could have impacted the findings or sanctions.
 3. Is full and complete upon submission including the basis for the appeal and rationale for why the appeal should be considered
 4. Concerns regarding the severity of sanctions
- D. Submission of an appeal suspends the imposition of consequences with the exception of any interim action that was put into place prior to a hearing such as the no contact order.
- E. At the discretion of the Dean of Students or designee, they may meet with students, hearing officers, or reconvene the Community Standards Board to review the appeal for investigative purposes.
- F. Corrective actions that may be taken include:
1. Determination that the original Community Standards Board or hearing officer reconvene or reschedule to consider the new evidence or information. At the discretion of the Dean of Students or their designee, students may or may not be included in this meeting.
 2. Determination that the incident be resolved in a new process starting at the preliminary interview. Any decisions of finding or consequence from the original hearing will be overturned.
 3. Determination to directly alter any decisions or sanctions.
 4. Determination that the information obtained through the appeals process would not impact the original findings in the resolution process.
- G. Any decisions regarding the appeals process will be communicated to the respondent and complainants within 3 business days.
- H. Decisions rendered in the appeals process are final and there are no other appeals or avenues for further consideration of the issue.

Records

1. All records regarding accused violations of the Honor Code, Community Standards, or Student Policies will be kept within a student's file.
2. These records may include the incident report, notifications sent to the student, and/or any agreement created from a Dean of Students' Intervention.
3. Records regarding accused incident reports may be used to determine appropriate consequences but not to determine whether an accused student's behavior was in violation of policy.

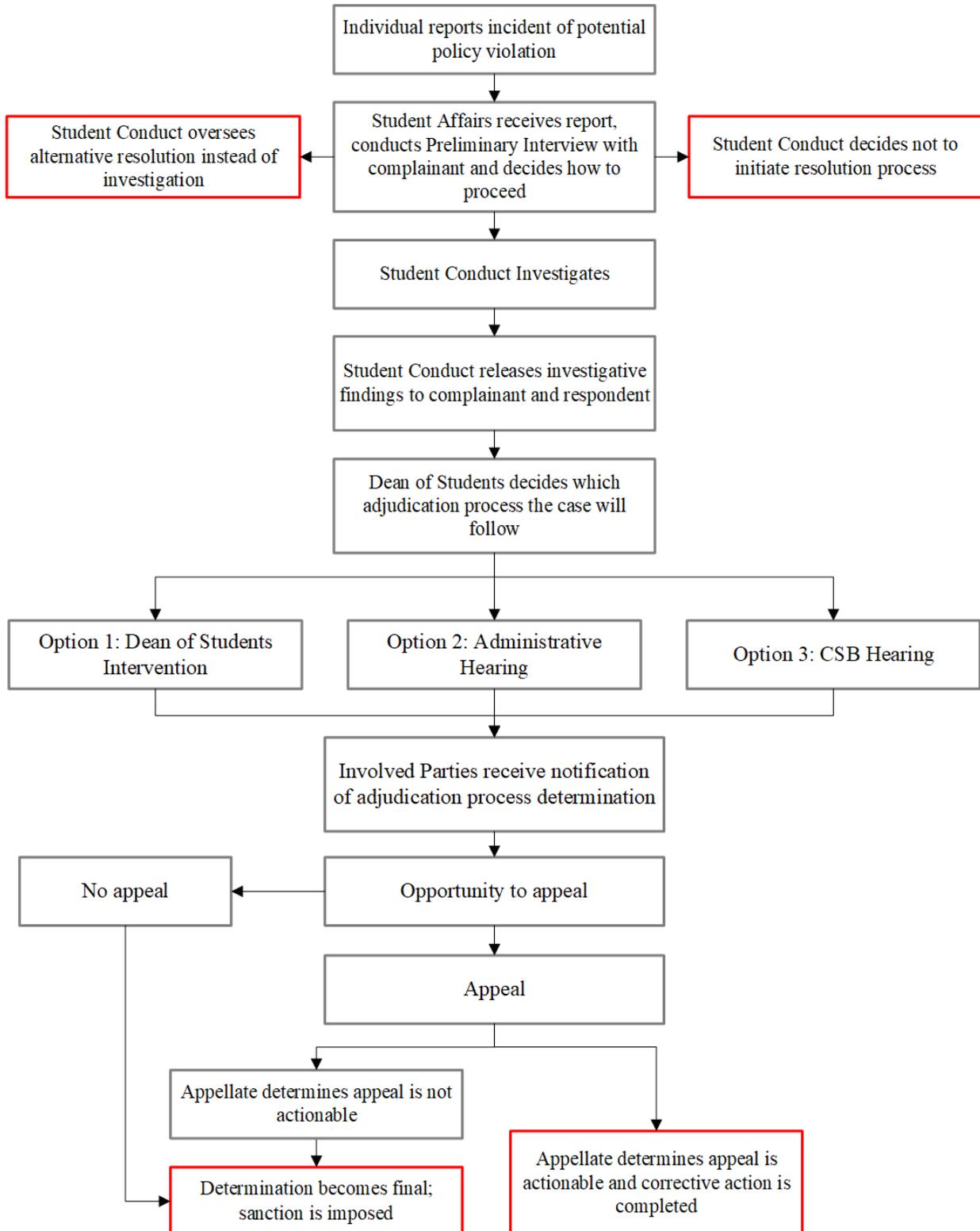
4. These files will be maintained for up to seven (7) years after a student leaves Antioch College and redacted files will be available upon request by the student to the Dean of Students or their designee. Any other entity seeking access to these files will need to have a waiver from the student allowing access unless otherwise instructed for release by law.
5. All student conduct proceedings are confidential, and therefore, hearings are closed to anyone not directly involved in the case. Any account of the results of a conduct proceeding must respect the privacy rights of those involved, and must comply with the restrictions imposed by the Family Educational Rights and Privacy Act of 1974 (FERPA) with regard to information relating to individual students. Unless otherwise compelled by an applicable exception to FERPA, the College will not release specific information about conduct hearings involving charges against students.
6. Students seeking recordings of Community Standard Board hearings will not be given electronic copies. Depending upon the request, a student may be provided with a transcript, allowed to listen to the recording in a private space, or provided with a physical copy of the recording at the discretion of the Dean of Students or their designee.

Managing the Community Standards Board process

- G. The experience of being notified of a possible violation of the Honor Code, Community Standards, or a Student Policy, can be an overwhelming experience, especially if it involves a Community Standards Board hearing. In order to help manage the process, please keep the following in mind:
- H. Remain calm when notified of a Community Standards Board hearing.
 - I. Review the Letter of Charges from the Community Standards Board Chair to know what you have been charged with.
 - J. Review the Letter of Charges to learn details of the Community Standards Board hearing process.
 - K. Find a Support Person and Hearing Advisor to support you through the process.
 - L. Gather and secure physical evidence that will support your case if available.
 - M. Identify witnesses that support your case and ask if they will speak on your behalf at the Community Standards Board hearing.
 - N. Arrive at the Community Standards Board hearing on time and be ready to begin at the assigned time.
 - O. Listen to the instructions given by the chairperson and ask for clarification if needed.
 - P. Be prepared to ask questions of the Community Standards Board members, complainant, respondent, or any witnesses.
 - Q. Be prepared to be asked questions by the Community Standards Board members, complainant, or respondent.
 - R. Take notes during the hearing to help you ask questions when it is your turn to present questions or comments.
 - S. Be respectful to all parties in the hearing.
 - T. To learn more about the Community Standards Board process, see the Community Standards Board document in the Student Handbook.

Student Conduct Process Flowchart

This chart is a simplified overview of the Student Conduct Process. For RDPP or Title IX processes, see those sections of the handbook.



Racial Discrimination Prevention Policy (RDPP)

I. Preface: History of the RDPP

Since its student-initiated inception in 1997, the Racial Discrimination Prevention Policy (RDPP) was the work of students, staff, faculty, and administrators at Antioch College prior to the closure in 2007. The college's Sexual Offense Prevention Policy inspired the idea for a policy designed to support an anti-racist college environment. Procedural components to address prevention are also included in the policy as part of the mediation and resolution process. The College's Administrative Council approved this policy in 2006.

At its reopening in 2009 the College chose to re-adopt this policy in recognition of the extensive work and research of past Antiochians to create it and the continued need that it addresses in our culture. It is our belief that there is a need on every campus across the nation to support a diverse, equitable, inclusive and anti-racist community. The Antioch College Diversity Group reviewed the policy in Spring of 2012 and Community Council and Senior Leadership Team reaffirmed institutional commitment to the policy with minor revisions. The Diversity Committee reviewed this policy during the Fall of 2019. The revisions made by the Diversity Committee were then approved by the College Council on March 10th, 2020.

II. Introduction

Antioch College is committed to being an inclusive community in which all persons have an equal opportunity to pursue academic excellence and participate in governance and community life. The educational mission of the college includes a proactive commitment to increase our knowledge, to develop our ability to question, and to develop intellectual consciousness regarding ourselves and the society in which we live.

Antioch College – students, faculty, staff, and administrators – has as its goal to create and sustain an anti-discriminatory environment, as articulated in existing anti-discrimination statements and legal obligations. Moreover, through this Racial Discrimination Prevention Policy (RDPP), the college actively commits to being an anti-racist, multicultural institution. The college will achieve this through:

- A. Education, orientation, and training for all community members with the purpose of creating awareness of individual and collective accountability. Education is the key to understanding and utilizing the Racial Discrimination Prevention Policy. The College is therefore committed to offering mandatory education and training activities at least twice a year and during new student and employee orientation. These educational offerings will vary based on the needs of the Community and the resources available. Visitors and guests of the college will receive information about the RDPP and be required to sign a statement of understanding.
- B. Ongoing workshops and administrative, curricular, and co-curricular policy strategies aimed at preventing racial discrimination.
 - a. Faculty will incorporate educational strategies in their curricula and classes as fully as possible in accordance with the existing faculty personnel policy relative to academic freedom.

That policy reads:

“Freedom of inquiry and freedom of communication are essential to human dignity and progress and to self-government. That freedom is won at great cost and can be maintained only with courage and vigilance, especially during times of great stress, such as may be ahead.

“The Board of Trustees of Antioch College takes this occasion to assure the faculty and students of Antioch College that it shares with them this commitment to freedom of inquiry and of expression, and will support them in maintaining it.

“The value of a college is that it supplies leadership and equips men and women for leadership in citizenship. It is not enough that a college meet the minimum standards of citizenship. Members of the College community should be expected to meet reasonable standards of propriety and good taste, and to have a decent respect for the opinions of mankind.

“The dangers of freedom in inquiry and of expression are not only from without. Abuse of such freedom by members of a college community would be one of the surest ways of undermining it. The members of the college community, therefore, by acting with good will, good taste and with a sense of fitness, greatly contribute to maintaining and strengthening the heritage of freedom.” Adopted by the Board of Trustees, May 1941, and reaffirmed, May 1948.

- C. Establishing processes for dealing with offenses and violations of community standards having to do specifically with racial discrimination.

III. Antioch Statement on Diversity

In the Winter of 2015 Antioch College adopted an official statement regarding diversity that had been put forth by the Task Force on Diversity. That statement is as follows:

As an educational community dedicated to the pursuit of social justice, Antioch College defines diversity as the active inclusion of and support for the identities, cultures, perspectives, and experiences of individuals and groups from a wide variety of backgrounds, including but not limited to: race, ethnicity, class, gender identity, sexual orientation, sexuality, physical and mental ability, age, religion, and national origin.

Antioch College acknowledges and seeks to end the existence of systemic inequity in terms of access to power, resources, and privilege, and works to develop access and equity within the community.

Within this context, Antioch seeks to build authentic engagement across diversity, ensure systems of support for historically and currently marginalized groups, and promote safety in challenging dialogues and exchanges. Diversity enhances learning and our individual and collective ability to manifest positive change. The College devotes resources to support our commitment to these ideals and initiatives.

Antioch College affirms diversity that respects and resonates with our core values as expressed in such documents as the Honor Code, the Civil Liberties Code, the Racial Discrimination Prevention Policy, the Sexual Offense Prevention Policy, the All-Gender Restroom Resolution, the Non-Discrimination on Basis of Disability Policy, and the Non-Discrimination Statement.

IV. Glossary of Terms

For a clear understanding of this policy, terms below are defined as follows:

Race: A social construct that artificially divides people into distinct groups based on characteristics such as physical appearance (particularly color), ancestral heritage, cultural affiliation, cultural history, ethnic classification, and the social, economic and political needs of a society. Racial classifications subsume ethnic classifications. (source: Teaching For Diversity and Social Justice: A Source. NY. Routledge: 1997.)

Racism: A system of advantage based on race and supported by institutional structures, policies, and practices that create and sustain advantages for the dominant white group while systematically subordinating members of targeted racial groups. This relative advantage for Whites and subordination for people of color is supported by the actions of individuals, cultural norms and values, and the institutional structures and normative practices of society (source: Teaching for Diversity and Social Justice: A Source. NY. Routledge: 2007.)

Within a global context racism is a global system of material and symbolic resource management that subordinates members of targeted racial groups. According to the United Nations International Convention on the Elimination of All Forms of Racial

Discrimination, racial discrimination is defined as, “Any distinction, exclusion, restriction, or preference based on race, color, descent, or national or ethnic origin which has the purpose or effect of nullifying or impairing the recognition, enjoyment, or exercise, on equal footing, of human rights and fundamental freedoms in the political, economic, social, cultural, or any other field of public life.” (source: U.N. The International Convention on the Elimination of All Forms of Racial Discrimination.)

Institutional Racism: The network of institutional structures and practices that create advantages and benefits for those whom the power structure favors, and discrimination and disadvantage for people from targeted social groups. (source: Teaching For Diversity and Social Justice: A Source. NY. Routledge: 2007.)

Individual Racism: The beliefs, attitudes, and actions of individuals that support or perpetuate racism. Individual racism can occur at both an unconscious and conscious level, and can be both active and passive. Examples include telling a racist joke, using a racial epithet, or believing in the inherent superiority of Whites (source: Teaching for Diversity and Social Justice: A Source. NY. Routledge: 2007.)

Active (Explicit) Racism: Actions that have as their stated or explicit goal the maintenance of the system of racism and the oppression of those in targeted racial groups. People who participate in active racism advocate the continued subjugation of members of targeted groups and protection of “the rights” of members of the advantaged group. These goals are often supported by a belief in the inferiority of people of color and the superiority of white people, culture, and values (source: Teaching for Diversity and Social Justice: A Source. NY. Routledge: 2007.)

Passive (Implicit) Racism: Conscious and unconscious beliefs, attitudes, and actions that support the system of racism, racial prejudice, and racial dominance and contribute to the maintenance of racism, without openly advocating violence, discrimination, or an ideology of white supremacy (source: Teaching For Diversity and Social Justice: A Source. NY. Routledge: 2007). It should be noted that passive racism does not diminish the impact on the targeted group.

Discrimination: A decision-making process that results in differential allocation of goods, resources and services, and access to full participation in society based on perceived identification with a particular social group. (source: Teaching For Diversity and Social Justice: A Source. NY. Routledge: 1997.)

Harassment: a wide range of behaviors of an offensive nature intended to disturb or upset and is characteristically repetitive. In the legal sense, it is intentional behavior which is found threatening or disturbing. Racial harassment targets individuals because of their race or ethnicity.

Implicit Bias: Unlike explicit bias (which reflects the attitudes or beliefs that one endorses at a conscious level), implicit bias is the bias in judgment and/or behavior that results from subtle cognitive processes (e.g., implicit attitudes and implicit stereotypes) that often operate at a level below conscious awareness and without intentional control.

Microaggressions: are the everyday verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to target persons based solely upon their marginalized group membership.

Person of Color: (plural: People of Color) – sometimes abbreviated POC, is a commonly understood term, used primarily in the United States to describe any person who is not white. The term encompasses all non-white groups, emphasizing common experiences.

White Privilege: The concrete benefits of access to resources and social rewards and the power to shape the norms and values of society that Whites receive, tacitly or explicitly, by virtue of their position in a racist society. Examples include the luxury to be unaware of race, the ability to live and work among people of the same racial group as their own, the security of not being pulled over by the police for being a suspicious person, the expectation that they speak for themselves and not for their entire race, the ability to assume that a job hire or promotion will be attributed to their skills and background and not to affirmative action (McIntosh, 1988).

Prejudice: preconceived opinion that is not based on reason or actual experience; an unfavorable opinion or feeling formed beforehand or without knowledge, thought, or reason.

For Ohio laws regarding racism and discrimination please review the Ohio Revised Code which can be found at <http://codes.ohio.gov/>.

V. Prevention

It is expected that the institution, as a whole, and each community member, will strive individually and collectively to achieve the following:

A) Individual and Community Responsibility

The intention of this policy is to bring about concrete actions. It should be acknowledged that conversations and confrontations (personal, group and institutional) surrounding race and racism are often uncomfortable, and discomfort in these exchanges often leads to growth. The following actions may help foster and enhance respectful dialogue, discussion, and conversation.

1. Acknowledging the likelihood that one may not completely understand another person's perspective.
2. Acknowledging the discomfort of confronting racism.
3. Acknowledging the danger and potentiality of racists acts, unintentional or not, when discussing how to be anti-racist.
4. Asking questions to enhance one's understanding of another person's perspective, while acknowledging that it is not the sole responsibility of people of color to educate about racism or to be singled out as representative of their racial group.
5. Acknowledging that healthy community life requires appreciation of difference (not simply tolerance), as a positive value in personal, work, and community interactions.
6. Taking personal responsibility for active involvement in creating and maintaining an anti-racist environment.
7. Challenging racism when we witness it individually and collectively.
8. Intentionally pursuing the goals of recruiting and retaining students, faculty, staff and administrators of color, at least reflective of the diverse society at large.
9. Supporting activities that affirm, reflect and celebrate anti-racist and inclusive values.

B) Institutional Commitment

Institutional commitment is a cornerstone of the RDPP. The institution, in particular the Offices of: the President, Academic Affairs, Admissions, Diversity, Equity and Inclusion, Human Resources, and Student Affairs, will be responsible for maintaining resources to administer and uphold the RDPP to support an anti-racist and inclusive environment.

1. Orientation, training and ongoing educational experiences for students, staff, faculty and administrators.
2. Intentionally pursuing the goals of recruiting and retaining students, faculty, staff and administrators of color, and assessing retention efforts annually.
3. Abiding by, supporting, and periodically reviewing relevant policies such as the Equal Employment Opportunity Policy, in accordance with the goals of the RDPP.
4. Administrative and academic areas will annually review the RDPP to ensure alignment with departmental goals and operations.

VI. Offenses

Offenses of racism and racial discrimination, both individual and institutional, by anyone enrolled at or employed by Antioch College, are those behaviors that contribute to the maintenance of the oppression of targeted racial groups. It should be noted that the intentions of one's actions may or may not diminish the impact of those actions on others. Within the Antioch College Community, individual or institutional behaviors considered offensive, and their consequences, are defined, but not limited to:

- A. Verbal, physical, written or pictorial communication relating to race, color, and ethnicity which has the purpose or effect of unreasonable interference with an individual's performance, or which creates a hostile, offensive or intimidating atmosphere for members of the target group is considered an offense subject to disciplinary action. The College will not tolerate any acts of intimidation, or any behaviors that demean, slur or stereotype, or exclude an individual or group on the basis of race, color or descent, or national or ethnic origin.
- B. While some examples of racial and/or ethnic harassment, such as physical and verbal assaults, are easily identified, more frequent and generalized instances, such as blatant and subtle graffiti and insensitive use of language—including epithets and "humor"—often go unacknowledged. All of the above instances are demeaning and violate the spirit of this policy, as well as the educational mission of the College. (Source: Kansas State University policy.)

VII. Racial Discrimination Complaint Procedure

Every complaint, whether formal, informal, third party or anonymous, will be treated confidentially, unless disclosure is necessary to protect the legal rights or safety of others or the institution, and will be documented by the appropriate office. No community member shall be subjected to dismissal, suspension, discipline, harassment, or any form of discrimination having in good faith utilized or assisted others in using the racial discrimination complaint procedures.

The RDPP is in place to resolve issues that involve discrimination on the basis of race, color, descent, or national or ethnic origin. Thus, any community member claiming to be aggrieved by an alleged discriminatory act or practice, or having witnessed such an act or practice, in violation of the RDPP, the Antioch College Honor Code, the Non-Discrimination Policy, as well as other policy, federal, state or municipal law with regard to racial discrimination at Antioch College may bring forward a complaint.

Responding to RDPP Incidents

The purpose of this policy is to prevent and address issues of racism within our community. However, it is understood that how community members choose to respond to an incident of bias is influenced by many factors. Below outlines various options for response under two categories: individual and institutional. These types of responses are not mutually exclusive and community members can utilize strategies listed in both sections.

Individual Incidents:

If a community member believes that they have been the target of a bias incident, they may but are not required to take the following actions. However, if you witness a bias incident, the witness is obligated to address the target of the bias incident, and attempt to move forward through the following actions together. If the target of the bias incident does not wish to have any action taken on their behalf, the incident may be reported anonymously for record keeping.

- Directly confront the alleged offender. By naming the offending behavior, the individual targeted may directly address the nature of the issue. Those involved in the situation may decide on a route to resolution amongst themselves.
- Individuals who believe they have been targeted can attempt to resolve the situation by engaging the alleged offender in a mediated conversation where the individuals involved identify a third-party mediator. Community members may decide to utilize campus resources as the mediating party for this conversation. Depending on the nature of the situation, staff may ask the individual targeted to file a Bias Incident Report Form at <http://www.antiochcollege.edu/campus-life/rdpp-incident-report-form>.

- File a Bias Incident Report Form. (If physically or emotionally harmed, inform a trusted party immediately and a Bias Incident Report can be filed on your behalf).
- Report the incident to the Office of Public Safety and/or the Yellow Springs Police Department if the incident is of a criminal nature.
- Have no action taken on your behalf.

Community-wide Incidents

Individuals who believe they have identified a community-wide issue may consult with the following offices and bodies to bring that issue to the attention of the entire community.

- Work with the Office of the President, Academic Affairs, Cooperative Education, Diversity, Equity and Inclusion, Human Resources, Public Safety and/or Student Affairs to identify and report potential patterns seen in the community.
- Work with ComCil to organize a community discussion at Community Meeting.
- Work with the Chief Diversity Officer to organize training to address the situation.

Regardless of how an individual chooses to respond to a potentially racist incident, they should prioritize their safety and well-being. It is not the responsibility of targeted members of our community to educate those who hold privilege.

Institutional Response: To register a complaint with Antioch College, community members can file a report through the Bias Incident Report Form. Engaging in one of the individual strategies listed above does not preclude an individual from also registering a complaint using the Bias Incident Report Form. A complaint may be withdrawn or resolved before the procedure is completed.

Filing a Bias Incident Complaint Form

Community members can utilize the Bias Report Form to submit complaints as the individual directly targeted, as a third-party witness, or anonymously. Complaints filed through the Bias Incident Report Form are sent directly to the Chief Diversity Officer and/or their designee. The Chief Diversity Officer is responsible for making the community aware of ongoing issues related to racism. Once a pattern has been identified as a result of the filing of Bias Incident Reports, the Chief Diversity Officer should notify the Head of Student Affairs, Human Resources, the Vice President of Academic Affairs, and the President, as well as work with the Coordinator of Public Safety to notify the campus.

When a formal complaint has been submitted, the Chief Diversity Officer and/or their designee is responsible for deciding the appropriate offices and/or staff to review the complaint. The incident must have already occurred and not be merely anticipatory or speculative. While there is no time limit on filing a complaint, the timeliness of any given complaint could influence the availability of witnesses and other supporting information. See Section B, below, for a detailed timeline.

Steps taken when a Bias Incident Report is filed

1. The Chief Diversity Officer is notified when an online complaint is submitted.
2. The Chief Diversity Officer decides the appropriate office and/or staff to review the complaint. Complaints are referred to one of three administrative offices as outlined below. The administrator or their designee will determine if a Community Standards Board (CSB) hearing is necessary based on the complexity and circumstances of the complaint.
 1. When the alleged offender is a student, the complaint is referred to the Head of Student Affairs or their designee.
 2. When the alleged offender is a faculty member, the complaint is referred to the Head of Academic Affairs or their designee.

3. When the alleged offender is a staff member, the complaint is referred to the Head of Human Resources or their designee.
 4. There may be instances where collaboration between or among offices is necessary.
3. Individuals identified in the report are asked to meet with the staff who are reviewing the complaint. This step allows staff to gain more information from all parties involved.
 4. The staff who are investigating and/or adjudicating the complaint may meet with assigned members of the Diversity, Equity and Inclusion Committee to review the evidence and discuss appropriate remedies.
 5. When anonymous reports are submitted, the Chief Diversity Officer, on behalf of the College, is obligated to follow up if accused person(s) are named. However, the detail of information provided in the report may impact the College's ability to respond to or pursue appropriate action against the accused person(s).

Timelines and Notification of Outcome/Remedy

Every effort will be made to address bias incidents as quickly as possible.

Within 48 hours of receiving a Bias Incident Report, the Chief Academic Officer will acknowledge receipt of the complaint to the affected parties and refer it to the appropriate adjudication parties.

Within 3 days of receiving the referral from the Chief Diversity Officer, the reviewing office will begin their investigation.

Within 60 days of receiving the referral, the case will be resolved and all parties involved will be notified.

Remedies

If the person charged in the complaint is found to have violated the RDPP, remedies may range from prescribed educational training to various levels of disciplinary action deemed appropriate by the staff or office reviewing the case.

Any appeals process will be available through the channel by which the disciplinary action was brought. The appellate for cases handled by the Head of Student Affairs will be the Chief Academic Officer, then the President. The appellate for cases handled by the Chief Academic Officer or Human Resources will be the President.

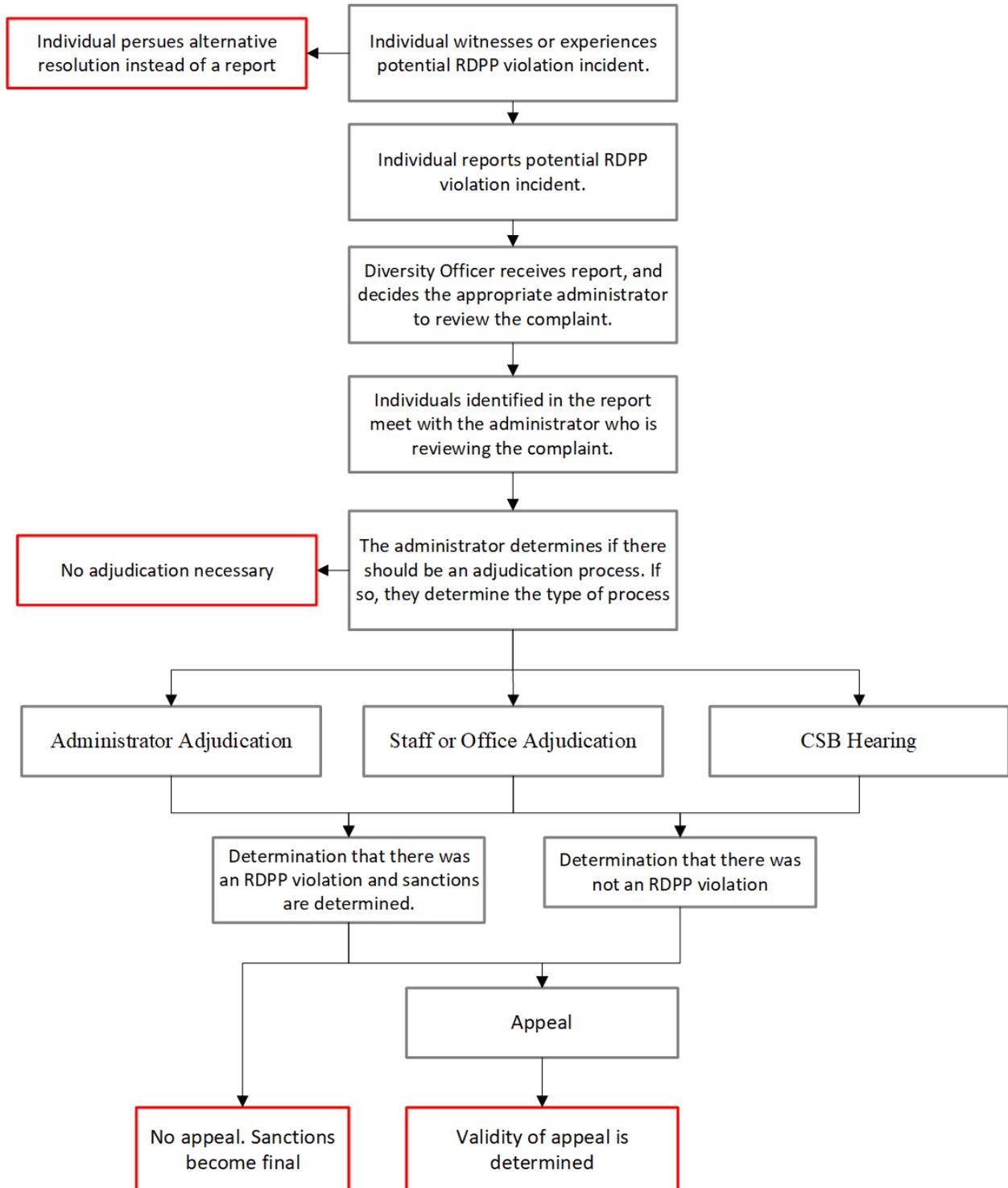
VII. Policy Review

The RDPP will be presented for community review every two years through an open format. The review is to ensure that the policy remains a viable document that meets community needs, and that its procedures and commitments are up to date and upheld in practice. The Review process will be facilitated by Community Council through its Diversity Committee in collaboration with the Human Resources Office, Chief Diversity Officer, the Office of Student Affairs, and the Chief Academic Officer.

Policy enactment recommendations will be submitted at the end of the review process to the Human Resources Office, Office of Diversity, Equity & Inclusion, the Office of Student Affairs, and the Office of Academic Affairs. All revisions are subject to approval by the Diversity Committee and the College Council.

RDPP: Student Adjudication Flowchart

This chart is a simplified overview of the RDPP student adjudication process, and it only applies to cases where RDPP regulations are allegedly violated. For Student Conduct or Title IX processes, see those sections of the handbook.



Sexual Harassment and Discrimination Policy

Introduction

1. Antioch College is committed to fostering an environment free of discrimination in all its forms, including any form of sex-based discrimination and misconduct, including acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the Antioch College community are expected to conduct themselves in a manner that does not infringe upon the rights of others.
2. This policy is intended to define community expectations in regard to sex discrimination and to establish a mechanism for determining when those expectations have been violated. Antioch College recognizes its responsibility to increase awareness of such misconduct, prevent its recurrence and investigate reports of misconduct with integrity as well as support the campus community including students, faculty, staff and campus guests, which includes vendors, contractors and visitors who have experienced sexual harassment and discrimination. Antioch College also recognizes the responsibility to respond to all known allegations in a timely manner consistent with the deeply held values of the Antioch College community.
3. Members of the Antioch College community can choose to pursue criminal and civil procedures, in addition to or instead of the College's processes if they believe they have experienced a form of sexual harassment and/or discrimination.
4. The Antioch College Sexual Harassment and Discrimination policy seeks to operationalize the SOPP document created in 1991 to provide greater guidance and ensure that the college remains compliant with all relevant state and federal laws including Title IX of the Education Amendments of 1972.
5. If at any point a community member believes there has been a lack of response or the SOPP has not been upheld, please contact the office of Title IX in the division of Diversity, Equity and Inclusion or Human Resources. Any Antioch College member may seek guidance on any of the policies and guidelines listed throughout this document, by contacting the division of Diversity, Equity and Inclusion or the office of Human Resources.

Jurisdiction

1. This policy supersedes all previous college policies on sex-based discrimination and misconduct, except where noted.
2. This policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom.
 1. If a topic pertaining to sexual harassment and discrimination occurs within the classroom setting that is seen as offensive or uncomfortable language or actions to class attendees, there are supportive resources available to any student that may experience adverse effects from course content.
 2. If there is a pattern of behavior that extends beyond the boundaries of academic freedom or that creates a hostile environment as defined in this policy, contact Human Resources or the Office of Diversity, Equity and Inclusion. For more information on the academic freedom policy, please refer to the academic policies on Antioch College's webpage.
 3. By virtue of being a member of the Antioch College Community, each member of the Antioch College community agrees to become familiar with and respect the Honor Code and all College policies and guidelines, thus creating and protecting a sense of honor in our lives.
 4. Members and visitors are responsible for upholding these values through signing the Statement of Understanding document upon their arrival on campus. See Appendix.

5. All sex discrimination and gender-based discrimination and misconduct reports can be made online at <https://antiochcollege.edu/campus-life/sexual-offense-prevention-policy-title-ix/> **or** directly to the Title IX Coordinator via email at titleix@antiochcollege.edu

Definitions

1. **Affirmative Consent:** The act of willingly and verbally agreeing to engage in specific sexual conduct. Affirmative consent must be obtained each and every time there is sexual activity. An individual cannot affirmatively consent under duress, mental or physical coercion, while sleeping or incapacitated.
2. **Coercion:** The act of being forced verbally, physically, or through undue pressure to unwillingly engage in sexual activity without affirmative consent.
3. **Complainant:** An individual who is alleged to be the victim of conduct that could constitute sexual harassment.
4. **Dating Violence:** Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 2. Dating violence does not include acts covered under the definition of domestic violence. We caution that differences in the culture of different people and their use of terms may mean that a reporting party may describe a dating relationship using different terms from how an institutional official might describe "dating." When the reporting party asserts that there was a dating relationship, you should assume that the victim and perpetrator were in a dating relationship to avoid incorrectly omitting incidents. The victim's use of terms such as "hanging out" or "hooking up" rather than "dating," or whether or not the relationship is described as "monogamous" or "serious" should not be the determining factor. No matter who reports the incident, whether it is the victim or a third party, it is the responsibility of the institution to determine whether the incident should be included as Dating Violence.
5. **Domestic Violence:** Domestic Violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 1. To categorize an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship. An act of verbal, physical or coercive violence committed by a current or former intimate partner with whom an individual shares a child in common, is currently or has cohabitated with as an intimate partner or spouse.
6. **Force:** The physical action of force upon another person(s) with the intent to harm them.
7. **Formal complaint:** A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.
 1. The phrase "document filed by a complainant" means a document or electronic submission (such as by e-mail or through an online portal provided for this purpose by the school) that contains the complainant's

physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

8. Intercourse: Includes vaginal or anal penetration by a penis, object, tongue or finger and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.
9. Intimate Partner Violence: Intimate Partner Violence is an umbrella term that includes dating and relationship violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with a partner and where the existence of such a relationship can be reasonably determined by the persons involved through various forms of interaction ie: electronic communication, photos, etc., including confirmation of the type of relationship and the frequency of interaction between the persons.
10. Non-Consensual Sexual Contact: Any intentional sexual touching, however slight, with any object or without, by a person upon another person, that is without affirmative consent and/or by force or coercion.
11. Non-Consensual Sexual Intercourse: Any sexual intercourse, however slight, with any object, by a person upon another person that is without consent and/or by force.
12. Preponderance of Evidence: The preponderance standard “requires demonstrating that the existence of the contested fact is more probable than its nonexistence.” Stated differently, the preponderance standard requires evaluators to consider whether “the evidence presented ... is more likely to be true than not”
13. Quid Pro Quo Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another, when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program. Examples of quid pro quo:
 1. Student Resident Assistant seeking sexual favors from a student resident in exchange for some benefit or to avoid a consequence, such as reporting behavior related to a residential policy.
 2. Student seeking to get into a specific campus organization and organization leader, or organization member seeks sexual favors in exchange for membership to campus organization.
 3. Professor or Teaching Assistant seeking sexual favors from a student in exchange for a better grade.
14. Reasonable Person: Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
15. Retaliation: Retaliation is defined as any action taken with malicious intent against a person participating in a protected activity because of that person’s participation in that protected activity. Retaliation against an individual for sex-based discrimination allegations for supporting a reporting or responding party, or for assisting in providing information relevant to an allegation is a serious violation of the Antioch College retaliation policy.
16. Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment
17. Sex and Gender - Based Hostile Environment: A hostile environment is created when an act of sex-based discrimination is sufficiently severe, or persistent or pervasive, and objectively offensive that it unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from the college’s educational and/or employment, social and/or residential program.
18. Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. This includes:

1. Forcible Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
 2. Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will or not forcibly or against the person’s will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 3. Sexual Assault with An Object – To use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will or not forcibly or against the person’s will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 4. Forcible Fondling – The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person’s will (non-consensually) or not forcibly or against the person’s will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 5. Sex Offenses, Nonforcible – Nonforcible sexual intercourse where consent was not given.
 6. Incest – Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Ohio law.
 7. Statutory Rape – Nonforcible sexual intercourse with a person who is under the statutory age of consent of 16. In Ohio, it is illegal for an adult (someone 18 or older) to have sex with a minor (someone younger than 16), even if the sex is consensual. Those who break the law have committed statutory rape.
19. Sexual Contact includes: Intentional contact with the breasts, buttocks, groin, or genitals, or touching others with any of these body parts, or making others touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.
20. Sexual Exploitation: Occurs when one person takes the non-consensual or abusive sexual advantage of others for self-serving advantage or benefit, or to benefit or advantage anyone other than the one being exploited and that behavior does not otherwise constitute one of other sexual misconduct offenses. – *can this sentence be deleted?* others.
Examples of sexual exploitation include but not limited to:
1. Invasion of sexual privacy;
 2. Prostituting another person;
 3. Non-consensual digital, video, or audio recording of nudity or sexual activity; this includes sharing consensual private videos with someone other than individual (s) outside of agreed upon party to whom engaged in consensual activity.
 4. Engaging in voyeurism;
 5. Going beyond the boundaries of affirmative consent, i.e.: sharing video or audio record of nudity or sexual activity to someone outside of agreed upon party.
 6. Knowingly exposing someone to or transmitting an STI, STD, or HIV to another person;
 7. Intentionally exposing one’s genitals in non-consensual circumstances or inducing another to expose their genitals; and

8. Sexually-based stalking and/or sexually- based bullying may also be forms of sexual exploitation.
21. Sex and Gender-Based Stalking: A course of repetitive and menacing conduct of a sex or gender-based nature, directed at a specific person, that is unwelcome, AND would cause a reasonable person to feel fear, safety or harm.
22. Stalking: Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition:
 1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 3. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.
23. Supportive measures: Individualized services reasonably available that are nonpunitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

History and Scope

History

1. In 1991, a group of women of Antioch began a campaign to promote a culture free of sexual violence at Antioch College. Through this effort, a document was created which became known as the Sexual Offense Prevention Policy or SOPP.
2. The SOPP was the College's formal attempt at ending sexual violence and sexual harassment while fostering a campus culture of positive, consensual sexuality.
3. The Antioch College Sexual Harassment and Discrimination Policy seeks to operationalize the SOPP document created in 1991. Additionally, it seeks to provide greater guidance and ensure that the College remains compliant with all relevant state and federal laws, including Title IX of the Education Amendments of 1972.

Scope

1. Whenever there is an incident of non-consensual sexual conduct or sexual harassment on the Antioch College campus, during an Antioch College sanctioned event, or between two Antioch College students, faculty or staff regardless of location, any member of the Antioch community has a right to file a report or not to file a report with the Title IX coordinator or Human Resources.
2. If an act of sexual violence or sexual harassment occurs off campus in the context of an educational program or activity of the college, the College's Title IX officer will respond in the same manner as an on-campus incident of sexual violence or sexual harassment.
3. Guests and visitors that come onto the Antioch College campus are subject to the same policies outlined herein. Although there may be limited action the College can take against a guest (s), it is the College's expectation that all individuals including visitors and guests adhere to the policies outlined throughout this document.

4. If at any point a community member believes there has been a lack of response or College policy has not been upheld, please contact the Title IX coordinator or Human Resources.
5. Any Antioch College member may seek guidance on any of the policies and guidelines listed throughout this document, by contacting the division of Diversity, Equity and Inclusion or the office of Human Resources.

Standard of Evidence

1. Antioch College uses the preponderance of the evidence standard (also known as “more likely than not” or 50.1%) as the standard for proof of whether a violation occurred in campus resolution proceedings.
2. Legal terms, such as “guilt, “innocence, and “burdens of proof,” are not applicable.
3. Antioch College never assumes a responding party is in violation of college policy.
4. Campus resolution proceedings are conducted to take into account the totality of all evidence available from all relevant sources.
5. Under this policy, “no” always means “no,” and “yes” may not always mean “yes.” Anything but a clear, knowing, and voluntary, affirmative consent to any sexual activity is equivalent to a “no.”

Overarching Community Goals: Affirmative Consent

Affirmative Consent

1. Affirmative Consent is defined as the act of willingly and verbally agreeing to engage in specific sexual conduct.
2. Affirmative consent must be obtained each and every time there is sexual activity.
3. An individual cannot affirmatively consent under undue pressure, mental or physical coercion, while sleeping or incapacitated.
4. The person who initiates sexual conduct is responsible for verbally asking for the affirmative consent of individual(s) involved. Use of agreed upon forms of communication such as gestures or safe words is acceptable but must be discussed and verbally agreed to by all parties before sexual activity occurs.
5. The person with whom sexual conduct is initiated must verbally express affirmative consent or lack of “consent.” Silence and the absence of clear nonverbal communication conveys a lack of affirmative consent.
6. Each new level of sexual activity requires affirmative consent be obtained by the individual initiating the new level of sexual activity.
7. Affirmative Consent is required regardless of the parties’ relationship, prior sexual history, or current activity (e.g., grinding on the dance floor is not consent for further sexual activity.)
8. In order for affirmative consent to be valid, all parties must not be under any undue pressure, incapacitated or under any mental or physical coercion or sleeping. Affirmative consent has to be mutual with a shared understanding of the nature of the act to which they are consenting, including the use of safe sex practices, such as using prophylactics, condoms, dental dams, and all forms of birth control.
9. At any and all times when affirmative consent is withdrawn or not explicitly agreed to, the sexual activity must stop immediately.
10. All parties must disclose personal risk factors and known STIs prior to engaging in any form of consensual sexual contact with each other. All parties must disclose any known personal risk factors in a reasonable amount of time to

any/all parties prior to engaging in consensual sexual contact in order for affected parties to make an informed decision.

Examples of Behavior Contrary to Affirmative Consent

1. Unwelcome and non-consensual sexually based gestures
2. Unwelcome and non-consensual sexually based touching
3. Unwelcome and non-consensual penetration of a body opening by any means, including but not limited to vaginal penetration, anal penetration, and oral sex. Penetration, however slight, includes the insertion of objects or body parts.
4. Sex or gender-based stalking
5. Violence as related to dating or domestic partnership.
6. Sexually based forms of nonconsensual communication, whether verbal, written, via telephone or through electronic or social media.
7. Failure to disclose or dishonesty about disclosing STIs and other personal risk factors prior to engaging in consensual sexual contact.
8. Failure to use safer sex practices, such as using prophylactics, condoms, dental dams, and all forms of birth control unless otherwise agreed upon verbally.
9. Harassment of any kind based on sex or gender.
10. Any act of retaliation in response to an allegation of a SOPP violation or other forms of sex or gender-based discrimination.
11. Non-consensual conduct that is not sex-based could be a violation of other College policies and should be referred to appropriate college personnel or office.

Community Standards

1. Non-Harassment

1. It is Antioch College's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, person's gender, gender identity, gender expression, sex, sexual orientation, age, race, nationality, class status, religion, disability, pregnancy, predisposing genetic characteristics, military status, criminal convictions, domestic violence status, familial status, or other protected status. The purpose of this policy is to ensure that in the workplace, and educational setting, the environment is open and free from all forms of discrimination.
2. If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your supervisor or the Office of Human Resources. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level manager.
3. If your supervisor or next level manager is the person toward whom the complaint is directed, you should contact any higher level manager in your reporting chain.
4. Every report will be preliminarily investigated to establish if there is sufficient evidence that could present a violation of a college policy or policies.

5. Upon conclusion of a preliminary investigation, or a full investigation, corrective action will be taken where appropriate.
6. Finding of responsibility for violation of this policy by a member of this community, will result in disciplinary action, up to and including discharge.
7. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed.
8. The College will not allow any form of retaliation against individuals who, in good faith, report unwelcome conduct to management or who cooperate in the investigations of such reports. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Workplace Harassment

1. It is Antioch College's policy to prohibit harassment of any employee by any Supervisor, employee, student or vendor on the basis of sex or gender.
2. Prohibited behavior includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments.
3. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and/or hostile working environment.
4. If you feel that you have been subjected to conduct that violates this policy, you should immediately report the matter to your Supervisor or to Human Resources. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level manager.
5. If your Supervisor or next level manager is the person toward whom the complaint is directed you should contact any higher level manager in your reporting chain. Employees may also contact the Office of Human Resources if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate.
6. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed.
7. The College will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Sexual Assault

1. Security officers, staff, administrative and faculty follow clear processes, both in Yellow Springs and on off-campus programs (subject to the laws and policies of particular countries and host institutions), when responding to a report of sexual assault.

2. Antioch College supports any members of our community who become victims of sexual assault. We will offer immediate help and referrals to appropriate persons and organizations, often including but not limited to, local police, hospitals, advocacy groups and counseling and crisis centers.
 1. Whenever possible, members of off-campus programs receive a list of resources available at or near their program site and in advance of the program.
 2. In the aftermath of a sexual assault the College works to create and accommodate alternative living, working and academic arrangements as appropriate.
3. Antioch College supports education to the community about sexual assault on Antioch's campus. This is accomplished by making the entire Sexual Assault Policy document, a resource for referral and education, available to all members of the community.

Non-Fraternization

1. Antioch College is committed to providing its students with an educational environment conducive to learning. The faculty/staff-student relationship, however warm and caring, inherently involves disproportionate power and influence on one side and is thus liable to abuse. A sexual relationship between a faculty or staff member and a student may not only exploit this imbalance but also distort and inhibit the learning environment. For these reasons, it is the agreement of the Antioch College faculty and staff that sexual relationships between Antioch College faculty members or staff and Antioch College students are unacceptable and constitute professional misconduct. Please see the College's Non-Fraternization Policy (02.007)

Sex Discrimination and Gender-Based Misconduct

1. Sex and gender-based misconduct includes a broad range of behaviors focused on sex and/or gender that may or may not be sexual in nature. If a member of the Antioch College community is discriminated against on the basis of sex in an Antioch College educational program that denies them the benefit or access of an educational program, such behavior may constitute a violation of this policy and other relevant policies.
2. If a member of the Antioch College community experiences sex and gender-based discrimination that denies them the benefit of or access to an educational program, that action may also constitute a violation of this policy, other relevant policies and/or state and federal laws. To constitute a violation, the conduct must be severe, pervasive and/or create a hostile environment that denies a member an educational benefit.

Pregnancy or Pregnancy-Related Conditions

1. Antioch College is committed to creating and maintaining a campus community where all individuals are free from discrimination, including individuals who are pregnant, experience termination of a pregnancy, recently experienced childbirth or recovery therefrom. Faculty, staff and College personnel should work with impacted students and/or employees who seek accommodation, so long as deemed necessary by the individual's physician, in the form of writing.
2. Information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Title IX Coordinator or designee who will maintain all appropriate documentation related to accommodations.
3. Antioch College and its faculty, staff, and other employees will not require students to limit their studies as the result of pregnancy or pregnancy-related conditions. The benefits and services provided to students affected by pregnancy will be no less than those provided to students with temporary medical conditions. Students with pregnancy-related

disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so that they will not be disadvantaged in their courses of study or research and may seek assistance from the Title IX office.

4. As long as students can maintain appropriate academic progress, faculty, staff, or other Antioch College employees will not require them to take a leave of absence, or withdraw from or limit their studies as the result of pregnancy, childbirth, or related conditions, but nothing in this policy requires modification of the essential elements of any academic program.

Lactation Breaks

1. The College will provide a reasonable amount of break time to accommodate an employee or student desiring to express breast milk for the employee's or student's infant child, in accordance with and to the extent required by applicable law.
2. The break time, if possible, may run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.
3. The College will make reasonable efforts to provide employees with the use of a room or location other than a bathroom for the employee to express milk in private. This location may be the employee's private office, if applicable.
4. Please consult the Office of Human Resources or the office of Diversity, Equity and Inclusion if you have questions regarding this policy. Please advise management if you need break time and an area for this purpose. Employees and/or students will not be discriminated against or retaliated against for exercising their rights under this policy.

Title IX Regulations

Statement of Federal Compliance

Antioch College follows the most recent U.S. Department of Education Final Rules as they relate to the investigation, response, and reporting of Title IX violations.

Sexual Harassment

1. Sexual harassment includes any of below three types of misconduct on the basis of sex.
 1. Any instance of quid pro quo harassment by a school's employee;
 2. Any unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access;
 3. Any instance of sexual assault as defined by the Clery Act, dating violence, domestic violence, and stalking as defined by the Violence Against Women Act.
2. Sexual harassment is further defined as unwelcome sexual advances, requests for sexual contact, and other verbal, written, online, physical, or visual conduct of a sexual nature. Sexual harassment may be disciplined under this policy or other relevant college policies when it takes the form of quid pro quo harassment, retaliatory harassment, or creates a hostile environment.
3. Sexual Harassment Examples include but are not limited to:

1. Sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, particularly after indication that such behavior is unwelcome that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access.
2. Sexual joking, vulgar or offensive conversation or jokes, commenting about an individual's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of a person's gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment that a reasonable person would find objectively offensive that it denies a person equal educational access.

Mandatory Response Obligations: The Deliberate Indifference Standard

1. The College must respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable considering the known circumstances. Schools have the following mandatory response obligations:
 1. The Title IX Coordinator must promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
 2. The College must follow a grievance process that complies with the Final Rule before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent.
 3. The College must not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX.
 4. The Final Rule requires the College to investigate sexual harassment allegations in any formal complaint, which can be filed by a complainant, or signed by a Title IX Coordinator.
 5. The Final Rule affirms that a complainant's wishes with respect to whether the school investigates should be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.:
 6. If the allegations in a formal complaint do not meet the definition of sexual harassment in the Final Rule, or did not occur in the school's education program or activity against a person in the United States, the Final Rule clarifies that the school must dismiss such allegations for purposes of Title IX but may still address the allegations in any manner the school deems appropriate under the school's own code of conduct.

Rights of Involved Parties

All parties involved in Title IX complaints of sexual harassment have the following rights:

1. To be treated equitably throughout the process
2. To be provided information on supportive measures and other campus and non-campus related resources.
3. To have a required process Advisor and up to one Advocate of choice as deemed necessary by appropriate college officials.

1. The College will make available a list of trained Advocates and Advisors for parties involved in the resolution process. An Advocate or Advisor can be anyone you trust with the exception of the list of individuals that cannot serve in any of the support roles listed in Section X.4 of this policy.
4. To provide and review information during an investigation and respond to the investigative report.
5. To suggest witnesses who may have relevant information
6. To review the investigative report and provide comment up to 10 business days upon receipt of the report and before final adjudication and review through a community standards board.

Amnesty

1. Antioch College encourages reporting all forms of sexual misconduct and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward.
2. Antioch College recognizes that an individual who has been drinking alcohol or using drugs at the time of an act of sex discrimination may be hesitant to make a report because of potential consequences for their own conduct. An individual who reports sexual misconduct, either as a Complainant or a third-party witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. Antioch, may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or use of other drugs.

Minor Students

1. When a report is received involving an enrolled student at Antioch College under the age of eighteen:
 1. The Title IX Coordinator or Human Resources Director or designee will assess safety measures for the involved student and take corrective action, as well as to identify the student's legal guardian;
 2. The student and the student's guardian will meet with appropriate college personnel to begin the investigation process.
 3. The Title IX Coordinator or designee will work directly with the guardian in reviewing Antioch College's policies and procedures regarding sexual harassment and discrimination and resources available to the student, including supportive measures on and off campus.
 4. The student and guardian are advised of the privacy of student records in accordance with the Family Educational Rights and Privacy Act, and that the student's records and decisions transition to the student when they turn eighteen.

Roles and Responsibilities

1. Title IX Coordinator: Title IX coordinator plays an essential role in helping to ensure that every person affected by the operations of Antioch College—including students, their parents or guardians, employees, and applicants for admission and employment—is aware of the legal rights Title IX affords and that Antioch College and its officials comply with their legal obligations under Title IX.
2. Mandatory Reporters: In addition to the Title IX Coordinator or designee, all staff, faculty and RAs are Mandatory Reporters. This means that any individual may choose to report a violation of the sex discrimination policy but, mandatory reporters are required under Antioch College policy to report the identity and details reported to them directly to the Title IX Coordinator.

3. Confidential Reporters: If you wish to maintain confidentiality, you may discuss a violation to any campus counselor, Doctor or employee whose office is located in the Health Center (Pennell House) or you may file a complaint anonymously online at <https://antiochcollege.edu/campus-life/sexual-offense-prevention-policy-title-ix/report-form/> and do not include your name under person providing information tab.
4. Advisors and/or Advocates: The role of an Advisor or /Advocate is to support the Reporting and Responding parties through the sex discrimination process through accompaniment to any and/or /all investigation meetings including accompaniment to the Community Standards Board hearing. If the alleged violation falls within the jurisdiction of Title IX, the advisor/advocate will serve as the liaison between individual parties during cross-examination.
 1. The Advisor/Advocate should also provide resources to the Reporting and/or Responding parties as well, be well-versed in the College disciplinary resolution process.
 2. The Advisor/Advocate is there to support the Reporting and Responding parties only and does not have an active speaking role during any College proceedings unless the alleged violation falls under the jurisdiction of Title IX. This includes investigation interviews and the community standards board hearing. Other exceptions may also apply as directed by the Title IX Coordinator or lead investigator or Chair.
 3. Advisors and/or Advocates may include Friend/Relative/Staff/Faculty Member that does not create a potential conflict of interest; Family Violence Prevention Center Sexual Assault Response Coordinator (Confidential Advocate); on-campus resources such as academic/student life support personnel; off-campus resources; campus-assigned sex discrimination advocate (Confidential Advocate).
 4. Staff that cannot serve as Advisors/Advocates include: Any student, staff/faculty who presents bias or may pose a conflict of interest/concern, cannot serve as an Advocate or Advisor to a reporting party or responding party.
 1. For example, a public safety director cannot serve as an advocate for a reporting party or responding party due to their specific role on campus requiring them to serve as neutral individuals for the entire campus community.
 2. The President of Antioch College and members of the President's Cabinet; Title IX Coordinator; Deputy Title IX Coordinators; Public Safety personnel

Confidentiality

1. All sexual harassment and discrimination reports will be kept private to the extent possible, but confidentiality cannot be guaranteed. Private information will be disclosed only as necessary to provide appropriate remediation or support, as authorized by the relevant individual(s) or as permitted by law. In order to adequately provide for the safety and welfare of the Antioch Community, or threat of harm to the Antioch Community, Antioch may notify the local police department of a sexual offense.
2. Antioch must evaluate all requests for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment for all community members.
3. If an individual who has been negatively affected by sex or gender-based misconduct reports the incident and requests confidentiality or asks that the matter not be pursued through the sex discrimination policy process, Antioch will take all reasonable steps to investigate and respond to the information consistent with the request for confidentiality or request not to pursue the investigation.
 1. Antioch will weigh the request for confidentiality against the following factors: the seriousness of the alleged discrimination, the ages of the persons involved, whether there have been other reports about the alleged Respondent, and the alleged Respondent's rights to receive information about the allegations if the

information is maintained by Antioch as an “education record” under FERPA or rights under other state or federal policies including Title IX.

2. Antioch cannot guarantee absolute confidentiality in response to every request but will inform the person requesting confidentiality if it cannot ensure confidentiality in light of the foregoing factors.
4. Community members including students, staff, faculty, and administration, must respect privacy in matters relating to the sex discrimination policy.
 1. If confidentiality is violated, appropriate personnel or any other party involved may make a complaint about the violation to the office of Title IX or Human Resources and if applicable, a Community Standards Board, which may sanction the parties involved.
 2. The accusation of the commission of a sexual offense under this policy without following the appropriate procedures is a violation of the Antioch College Honor Code and will be addressed through the processes of the Community Standards Board if applicable or the offices of Title IX and/or Human Resources. Any evidence used to reach a decision in the context of a hearing is confidential unless there is an appeal.

Appendix A: Resources

Options for Care:

You have the right to call 911, Yellow Springs Police Department or emergency room care as well as the right to decline to report anything to law enforcement or other local agencies.

- If you have been sexually violated: If possible, find a safe environment away from your attacker (it need only be temporary) When possible, ask a trusted person to stay with you and assist you with getting help.
- To obtain immediate medical care or contact the police, phone 911 for emergency services. (To provide proof of a criminal offense, evidence must be preserved. For best preservation of evidence, an individual should not use the toilet, douche, smoke, bathe, brush teeth or change clothing prior to a medical examination.)
- Contact the On-Call Phone: 937-471-0517 or Antioch Public Safety 937- 776-0660
- Student Affairs staff including Public Safety will provide immediate assistance with safety issues such as relocation to a safe place.
- Student Affairs staff will support you throughout the emergency. They will work with you to advocate for your needs, assist you with locating resources to help you with filing a criminal, civil or sex discrimination complaint (if desired), and connect you with health care and counseling services.
- Obtaining help through the Student Affairs staff is voluntary.
- All services will remain confidential to the extent possible. In the event of a violent sexual assault, college authorities will contact the Yellow Springs Police Department. The reporting party can choose whether they wish to press charges at that time.
- Services and linkages to additional resources may be requested at any point after an incident of sexual violence has occurred.

Emergency Medical Care – If you or someone you know has experienced a physical or sexual assault; it is urged that you seek immediate medical care. Ideally, within 96 hours (4 days) of the incident for evidence collection. For emergencies, call 911 or go to the nearest hospital emergency department listed below.

Area Hospitals (listed in order of closest distance)

- Greene Memorial Hospital (49 bed hospital, part of the Kettering Health Network)
1141 North Monroe Drive, Xenia, OH 45385 (8 miles from Antioch College)
937-352-2000
- Soin Medical Center (118 bed hospital, part of Kettering Health Network. Our Campus Physician has admitting privileges here)
3535 Pentagon Blvd, Beavercreek, OH 45431 (12 miles from Antioch College)
937-702-4000
- Springfield Regional Medical Center (259 bed hospital, part of Community Mercy Health Partners, a Catholic health organization)
100 Medical Center Drive, Springfield, OH 45504 (12 miles from Antioch College)
937-523-1000
- Miami Valley Hospital (900 bed hospital, part of Premier Health Partners; the regional Level One Trauma Center, Burn Center, High-risk OB/L&D Unit, with 3 Careflight helicopters)
One Wyoming Street, Dayton OH 45409 (20 miles from Antioch College)
937-208-8000

Please Note

Sexual Assault Nurse Examiners (SANE) are available at all of the hospitals listed above.

According to the Human Rights Campaign's, "Healthcare Equality Index," Miami Valley Hospital and Springfield Regional Medical Center are the only local hospitals to have visitation policies explicitly granting equal visitation rights to LGBT patients and visitors. Those hospitals of the Kettering Health Network do not.

Our local EMS paramedic squad, Miami Township Fire Rescue, will transport to any of these hospitals, upon patient request.

Counselors, Advocates and Advisors (on and off campus) – Confidential Counseling and/or support services are available to help a person make informed decisions regarding what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling, and reporting to authorities. Information, support, and advisement of options are available for anyone who wishes to discuss issues related to offenses, whether or not an offense has occurred and whether or not the person seeking information believes they may have been assaulted, may be accused of assault or has concern for the wellbeing of another person(s).

On-campus confidential counseling services is located on the 2nd floor of Pennell House.

SOPP Advocates and Advisors are also confidential employees here to help you through the sexual harassment and discrimination process. For a list of Advocates and Advisors, please visit the Antioch College website at: www.antiochcollege.edu

Campus Counseling and Health Services

Antioch College Campus Counselor
Pennell House, 2nd floor
XXXX@antiochcollege.edu
Office: 937- 319-0070
Mobile: 513-549-0512

Antioch College Campus Nurse
Pennell House, 1st floor
nurse@antiochcollege.edu
Office: 937- 317-0073

Additional Campus Resources:

Antioch College Public Safety 937- 361-0782

Antioch College Duty Phone for Student Affairs 937-471-0517

External Resources:

- Yellow Springs Police (non-emergency) 937-767-7206 or 911 for emergencies.
- Family Violence Prevention Center (Domestic Violence and Sexual Assault Support) Xenia, OH
 - 24-hour Hotline: 937- 372-4552
 - Office: 937- 426-6535
- Greene County Victim/Witness Program: 937- 562-5087
- Ohio Sexual Violence Helpline: (844) OHIO-HELP
24/7 confidential support (844) 644-6435
- National Suicide Prevention Hotline: 1-800-273-TALK (8255)
- TREVOR Lifeline (suicide hotline for LGBTQ youth/young adults): 866-488-7386
- State of Ohio Crime Victim Services: (800) 582-2877
- Federal Office for Victims of Crimes: www.ovc.gov. (800) 363-0441
- The Community Network (TCN) Crisis Hotline 937- 376-8701
- Poison Control (800) 222-1222
- RAINN (National) (800) 656-HOPE: Sexual Assault Hotline

Supportive Measures:

There are a number of supportive measures that we may be able to provide for you during the investigation and sexual harassment and discrimination process regardless of if you file an official complaint or not. Below, is a list of examples for potential supportive measures.

Residential (changes in living assignments upon request and if reasonably available)

- We can immediately provide you with a temporary safe space within College residence halls.
- We can make changes in residential assignments so that you and the involved parties do not share the same residence hall.

Academic (changes in your academic conditions upon request and if reasonably available)

- We can make changes in class assignments so that you and the involved parties do not share the same classes.
- We can provide support services (e.g.: tutoring, etc.).

On-Campus Employment (changes in your on campus working conditions upon request and if reasonably available)

No Contact Directives (temporary no contact orders can be issued by the College upon request and if deemed appropriate by proper personnel)

Supportive measures may also include:

- counseling
- extensions of deadlines or other course-related adjustments
- modifications of work or class schedules
- campus escort services
- mutual restrictions on contact between the parties

- leaves of absence
- increased security and monitoring of certain areas of the campus

Filing with the Police:

For any incident that took place on or off campus, you may file a criminal report with the Yellow Springs Police Department directly by calling 937- 767-7206 (or 911 from a campus phone). Campus safety and/or any employee on duty, can assist you in notifying the local police if the assault occurred on or off-campus.

Antioch College Public Safety will respond quickly and with sensitivity upon notification of an incident. The Yellow Springs police will assist obtaining necessary medical/counseling services and navigating the legal system. The Public Safety Department makes these promises to people involved in these situations:

- Meet with you privately, at a place of your choice, to take a report.
- Treat you professionally, with courtesy, sensitivity, dignity, and respect.
- Consider your case seriously regardless of gender identity or the suspect's.

Clery Reporting

By federal law, Antioch College is required to document any/reports of crime for general Clery Act statistical and emergency notification and timely warning purposes. We will not release your name as part of any Clery Act crime alert or emergency notification.

SOPP and Title IX Coordinator Contact Information

Ariella J. Brown, Assoc. Director of Gender Equity and Programs, SOPP/Title IX Coordinator

Office Phone: 937- 319-0135

Email: Ariella.brown@antiochcollege.edu

Title IX Email: titleix@antiochcollege.edu

Appendix B: Statement of Understanding

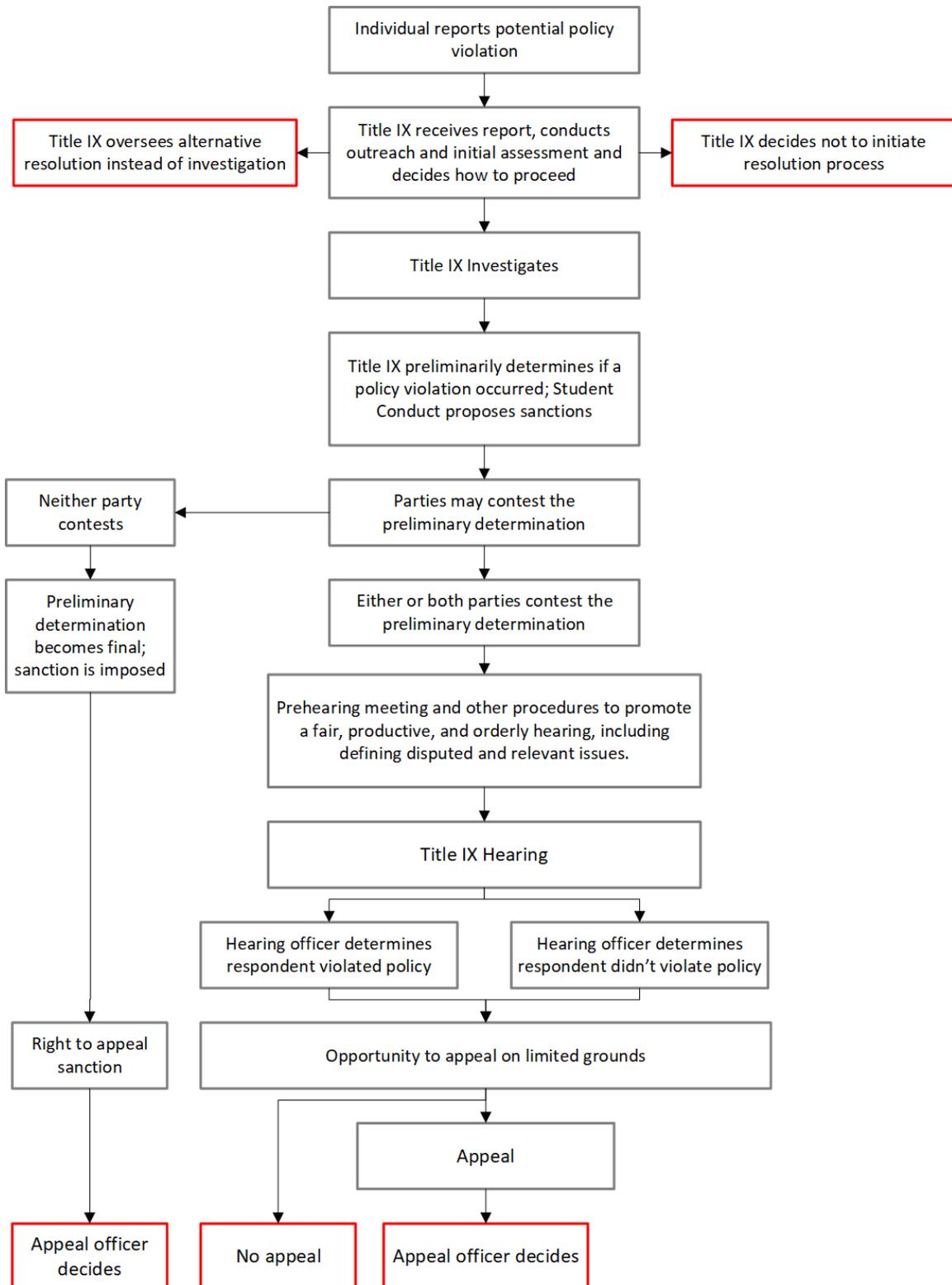
The Sexual Harassment and Discrimination Policy provides a community foundation of mutual respect. The remainder of this policy document outlines College policy for students, faculty, staff and guests of the Antioch College community.

Statement of Understanding:

As a member/visitor of Antioch College, I verify that I have read, understood, and agree to uphold the Antioch College Sexual Harassment and Discrimination Policy. The Sexual Harassment and Discrimination Policy is a campus wide policy of Antioch College and is supported by the Title IX Compliance Office (TitleIX@antiochcollege.edu) and in summary states: All sexual interactions at Antioch College must be consensual. Consent means verbally asking and verbally giving or denying consent for all levels of sexual behavior. Silence or a No answer is never considered consent. If either party has consumed any amount of alcohol, consent cannot be given. The use of alcohol or drugs to impair another is a violation, as is taking advantage of a person with limited cognitive ability. Both instances may be grounds for criminal prosecution under the Ohio Revised Code. Non-consensual sexual behavior as well as verbal and sexual harassment are not tolerated at Antioch College.

Title IX: Student Adjudication Flowchart

This chart is a simplified overview of the Title IX student adjudication process, and it only applies to cases where Title IX regulations are allegedly violated. For Student Conduct or RDPP processes, see those sections of the handbook.



Social Media Policy

Antioch College seeks to promote free and open discussion on social media sites, subject to its existing codes and policies. While all members of the community, students, staff, and faculty are expected to adhere to codes of conduct reflective of the values of the college, both on and offline, the Antioch College Student Social Media Policy recognizes that employees of the College are governed by contractual agreements and personnel policies that may use different guidelines for using social Media.

The following guidelines govern student communications on college administered social media sites: (This policy does not apply to the students' use of personal social media sites.)

- The Antioch College Honor Code, Civil Liberties Code and other policies apply online just as they would offline.
- Antioch College has no duty to monitor and will not take on the duty to monitor any social media sites, including, but not limited to those administered by college personnel.
- Notwithstanding this, the College reserves the right to take down posts on pages administered by college personnel when considered to be necessary, including, but not limited to, violations of the College's codes and policies.
- The College also reserves the right to block individual's access to social media sites administered by college personnel when they have been found to have engaged in violations of the College's codes and policies on such sites.
- Conduct online, including on social media sites, otherwise can be subject to discipline in accordance with the College's codes and policies.

Concerns about conduct online should be reported to the appropriate College office/personnel. Contact information for the appropriate personnel to be notified will be posted on all social media sites administered by the college.

Student Grievance Policy and Procedure

The grievance process is used when a student has a complaint about a policy or procedure, other than academics, that the student believes is fundamentally unfair. Academic complaints are governed by the Academic Complaint Policy. In addition, complaints of discrimination can be resolved through the grievance process if they cannot be addressed through other channels such as the College policy on sexual harassment, the Sexual Offence Prevention Policy, Bias Complaint process, or the Racial Discrimination Prevention Policy. It is intended that the grievance procedures provide a problem-solving atmosphere which emphasizes "resolution" and reflects the best interests of the grievant and the College.

Definitions

Student: A student is defined as any person currently enrolled at Antioch College.

Grievance: A grievance is defined as a complaint or dispute of a student regarding the College with respect to the following: I. The interpretation and application of the policies and regulations of the College other than academics. II. Acts of reprisal as a result of utilization of the grievance procedure. III.

Complaints of discrimination lodged against staff or faculty on the basis of the protected rights of race, color, creed, political affiliation, age, disability, national origin, or gender. IV. Acts of malicious intent to violate the constitutional rights of individuals.

Student Grievance Process

It is assumed that most student concerns or complaints can be resolved informally through direct communication between the student and the appropriate College personnel. Recognizing that grievances should be raised and settled promptly, a grievance should be raised within fifteen (15) work days of occurrence (a work day is defined as any day the College is in operation as specified in the College calendar) following the event giving rise to the grievance.

As a first step, the student should meet with the College employee with whom the student has a complaint or dispute. In a situation where the grievance does not concern a specific employee, the student should contact the College employee with

administrative responsibility for the policy, procedure, or regulation. Every reasonable effort should be made to resolve the matter informally.

In the event that the matter cannot be resolved informally to the student's satisfaction, the student should present a typed, signed letter to the appropriate person.

The following information should be included in a grievance letter:

- The name and position of the party or parties against whom the grievance is filed,
- The date of filing,
- A concise statement of the nature of the grievance,
- The stated rule, policy, procedure, or regulation which the College has allegedly misapplied or misinterpreted,
- How it was misapplied or misinterpreted, and
- The specific redress being sought by the student.

Academic advisement: Complaints regarding academic advisement should be filed with the Vice President for Academic Affairs.

Student Affairs: Complaints regarding general policies, procedures, governance, residence life, or any other functions of the Office of Student Affairs should be filed with the Dean of Students.

Cooperative Education: Complaints pertaining to a student's co-op job or co-op employers should be filed with the Dean of Cooperative Education.

College staff, consultants, or part-time personnel: Complaints regarding College staff, consultants, or part-time personnel should be filed with the Director of Human Resources.

Admissions: Complaints regarding admissions should be filed with the Dean of Admission and Financial Aid.

Senior-level administrators: Complaints regarding senior-level administrators should be filed with the Office of the President.

After receiving the written grievance, the appropriate administrator will schedule a meeting with the grievant and the person about whom the complaint is made. The grievant and the complainant may each, if they choose, be accompanied at the meeting by legal counsel, but the administrator must be notified in advance if counsel is to be present. The administrator may be assisted at the meeting by someone designated by the president, including the College attorney. At the meeting the grievant should make a statement regarding their grievance, ask questions and present any documentary evidence they wish(es), including signed written statements from other parties. The person who is the subject of the complaint, likewise, will be allowed to make a statement regarding the grievance, ask questions of the grievant, and present any documentary evidence he or she wishes, including signed written statements from other parties. The parties may bring witnesses to the meeting to give information on relevant facts and circumstances. The meeting may be adjourned and rescheduled at the discretion of the administrator, and the administrator reserves the right to set limitations as to the length of the meeting. Within ten work days of the meeting, the administrator will provide a written response on the grievance to the parties. Whenever the subject of the complaint is a Vice President, Dean, or Executive Director, the President will designate some other member of the administration to receive and hear the grievance. Letters of complaint will be kept for a period of seven years and will be available to accrediting agencies.

A Student Grievance Log will be maintained within the Office of Student Affairs. All departments that have been subject to a grievance will notify the Dean of Students and provide the nature of the grievance and its outcome to be maintained in the log. Student Grievance Logs will be reviewed annually by the President and the Vice Presidents for Academic Affairs and Finance.

Tornado and Severe Weather Information

The Village of Yellow Springs will sound an alarm (siren) ONLY if a tornado is in the immediate vicinity. When you hear it, TAKE COVER. The Fire Department siren will be blown as follows: Continuous steady siren for 15 seconds, silence for 15 seconds, siren for 15 seconds, silence for 15 seconds, etc. for three minutes. The all-clear will be two 30-second signals separated by a 30-second silence. The alarm (siren) is tested at noon on the first of each month.

Preparing for a Tornado. For safety updates during tornado watches or warnings, contact Public Safety at: 937-776-0660.

Resources at Antioch College

Student Success Services

Academic Support

Student Success Services at Antioch College is committed to supporting all students throughout their time at Antioch College in accomplishing their personal and academic goals. The Student Success Services Coordinator is available to assist students with a variety of academic needs for those who would like some additional guidance outside of the classroom.

Students frequently meet with the Coordinator for their time management and organization needs as it relates to current academics, grad school preparation, communication strategies, encouragement, accountability, testing/ study skills, strategies for focus and more. Sometimes this is one meeting and other times this is an established coaching arrangement throughout the term where students meet with the coordinator, create a success plan, and then regularly meet to review their progress towards their goals or desired outcomes for the quarter.

Early Alert

Another way that Student Success Services aims to support students is through the Early Alert Notifications which are submitted by faculty. Early Alert notifications identify areas in which students can be supported early in the term to help encourage student success. Once an Early Alert is submitted, the student and their academic advisor will be contacted along with the Dean of Students. The Early Alert Notification form can be found here:

<http://www.antiochcollege.org/academics/center-academic-support-services>. Once the form is complete, faculty should e-mail it to first-care@antiochcollege.edu.

Antioch College Peer Tutoring Program

The Antioch College Peer Tutoring program is designed for students to support fellow students in their academics. Tutors are selected by full-time faculty by division/ course on a quarterly basis. Most faculty require peer tutors to have successfully passed the course for which they wish to serve as a peer tutor. The areas in which there are most frequently tutors are: math, sciences, writing, media, languages (sometimes not a peer tutor). There is some flexibility for other areas to have peer tutors based on need.

Student Success Services requires all tutors to hold an overall GPA of 3.0 or higher to serve as a peer tutor. Additionally, all tutors must complete a training at the beginning of each quarter and submit the required forms to Student Success Services and Human Resources before beginning to tutor for the quarter. If a student is interested in serving as a peer tutor, they should reach out to a faculty member in their respective area of interest around mid-term of the current term to be considered as a tutor for the following term.

Academic Accommodation Due to Disability

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Antioch College offers reasonable accommodations to students with documented learning, physical, and/or psychological disabilities. Student Success Services is dedicated to providing equal access to educational opportunities for students with disabilities. If a student has one or more documented disabilities that affects their ability to learn, they are asked to provide documentation to the Student Success Services Coordinator. The information provided will be reviewed with the student to determine accommodations and approaches for effective learning. Students are required to identify their needs and register with Student Success Services in order to be considered eligible for reasonable accommodations at Antioch College.

Registering as a Student with a Disability

The student contacts the Student Success Services Coordinator to register as a student with a disability. No student should delay in meeting with the staff out of concern for not having appropriate paperwork.

The student then meets to discuss the determination of disability status, and appropriate accommodations. All accommodations are determined on a case-by-case basis. The presence of disability does not automatically guarantee accommodations.

PLEASE NOTE: In order to receive accommodations, the student must register and request accommodations in a timely manner. For example, faculty need at least a one week notice to arrange for alternate testing locations and extended time. Students needing alternative texts are encouraged to present their requests as soon as possible before or during the quarter. Obtaining alternative texts may take up to 4 weeks. The sooner they are requested, the better. Student Success Services wishes to encourage student self-advocacy and expects an interactive process where students participate in the accommodation process.

Student Responsibilities

- To request accommodations using the listed procedures and to do so in a timely fashion (by the end of week 2).
- To arrange specific details of requested accommodations with faculty and staff members.
- To maintain the same academic standards required of all Antioch College students, including timely completion of academic work.
- To abide by the Antioch College Student Code of Conduct and the Student Handbook for matters such as academic honesty and behavior.

Definitions:

Accommodation: “any modification made for a person or within an environment to minimize the discriminatory effect of a person's physical, emotional, or learning disability.” (Boston University)

Reasonable accommodations: “those adjustments within a work or school site that allow an otherwise-qualified individual with a disability to perform the tasks required.” (B.U.)

Functional Limitations: Refers to activities that individuals may have trouble doing or tasks they may have difficulty carrying out, due to the specific nature of their disability.

Accommodations Must:

- Be based on the specific diagnosis
- Be based on the functional limitations of the disability upon the specific individual
- Be subject to modification if the impact or symptomatology of the disability changes\
- Be subject to modification based on the exigencies of medication trials and adjustments
- Be preceded by disclosure of the disability to the Student Success Services Coordinator with appropriate documentation.

Accommodations Cannot:

- Cause undue burden on the setting or the institution
- Significantly alter the academic requirements of the course
- Significantly alter the course content

Who is Eligible for Accommodations?

There are several academic resources available to all Antioch College students. However, students who request accommodation on the basis of a diagnosed disability must register with Student Success Services. The Student Success Services Coordinator meets with students on an individual basis in order to plan the appropriate accommodations.

Registering with Student Success Services:

Appropriate and reasonable accommodations are best determined through an interactive process that includes the student with the disability, the Student Success Services Coordinator, course instructors, and other faculty or staff members as appropriate. Students are expected to make accommodation requests in a timely fashion.

2. Contact the Center for Academic Support Services. Requests for accommodations is made to the Student Support Services Coordinator who can be reached at 937-319-0093 or at studentsupport@antiochcollege.edu.
3. Meet with Student Success Services Coordinator to discuss determination of the status of the student as a person with a disability. If the student is a person with a disability, Student Success Services will determine the necessary accommodations. The student receives a letter (VISA) verifying the student's disability status and needed accommodations. At this point, the student is responsible for presenting the letter (VISA) for accommodations to the faculty member. The student may request that a member of disability services staff contact the faculty member for an initial introduction.
4. Discuss details of the accommodations with faculty and staff members as appropriate. It is the student's responsibility to follow-up to arrange specific accommodations. For testing accommodations, students must make arrangements with faculty one week prior to test/exam.

Guidelines for Instructors of Students with Disabilities

1. Appropriate and reasonable accommodations are best determined through an interactive process that most often includes the student with the disability and the Center for Academic Support Services staff. Occasionally faculty or staff members will be asked to join in the discussion as the situation warrants.
2. Please refer students who identify themselves as students with disabilities to the Office of Student Success Services and feel free to call to discuss any questions or concerns (South Hall 403, ext. 3303).
3. Information is sent to faculty only at the request of a student. Even if a student has documented a disability, he or she must request that a letter of accommodation be provided for your class.
4. Student Success Services is responsible for determining which students are eligible as students with disabilities.
5. It is suggested that you include a statement in your syllabus that encourages students with disabilities to use the process. This ensures that we are providing students with effective notice of the availability of reasonable accommodations.
6. If a student requires an accommodation in your classroom, Student Success Services will provide a letter for the student to present to you. That document will detail the accommodations to which the student is entitled. Accommodations should not alter the fundamental nature of the program of study. If you are concerned that an accommodation will fundamentally alter the nature of your course, please contact the Student Success Services Coordinator.
7. Although accommodations are non-negotiable, details about how the accommodations will be provided are generally arranged between the faculty member and the student. If you need assistance arranging appropriate accommodations, please contact Student Success Services.
8. Confidentiality: Absolute confidentiality is essential. Please do not make any reference to a student's disability in class or in front of other students, faculty, or staff members. The student may opt to tell you about his or her disability, and you are free to ask for details about the ways that the disability impacts on class performance and learning once the student has disclosed to you.

For more information please contact studentsupport@antiochcollege.edu.

Mail

The correct mailing address format for residents living on campus is as follows:

[Student's Full Name]
Antioch College
One Morgan Place
Yellow Springs, OH 45387

Mail can be retrieved in the bookstore / mailroom in the Olive Kettering Library, First Floor. Residents receiving packages will be notified via e-mail. Packages must be signed out by recipient. Tampering with or removing mail addressed to another person is prohibited. Mail addressed to anyone other than the current occupant of the box should be returned to the mailroom.

The mailroom is open Monday– Friday, 10 AM – 3:45 PM. Mailboxes are reassigned in the fall.

Mail during Co-op and Other Off-Campus Programs

The US Postal Service classifies Antioch College as a business address, meaning federal change of address forms cannot be used to forward mail from campus. When leaving campus for co-op, leave, or graduation, please provide the Co-op, Finance department, and the mailroom with a current forwarding address. Packages cannot be forwarded, but can be re-shipped at the cost of postage to the recipient. Magazines, third-class bulk mailings, and any mail bearing standard or non-profit postage cannot be forwarded. If you do not provide a forwarding address for co-op, your mail will remain in your mail slot.

Post Office

A U.S. Post Office is located in Yellow Springs at 120 Corry Street, 937-767-7458.

Computers at Antioch

Help Desk, E-mail: support@antiochcollege.edu, Phone: 937-319-1148 Students are expected to bring their own laptop computer to campus to facilitate learning. Communal desktop computers are also available in the Olive Kettering Library, in the Writing Institute on the second floor of McGregor, in labs in McGregor 146 and McGregor 052 and in the residence halls.

Counseling Services

Life experiences can lead to challenges that become difficult to navigate and impact mental health. The stress and transitions associated with college life can create or exacerbate these difficulties. Therefore, Antioch College offers counseling services to empower students to cope and grow in healthy ways.

Examples of potential issues that may be addressed through counseling include, but are not limited to:

- Depression
- Anxiety
- Crisis management
- Racial/ethnic traumatic stress
- Time management
- Relationship barriers
- Drug and alcohol misuse
- Conflict resolution
- Stress
- LGBTQIA+ challenges
- Sexual assault
- Partner violence

Counseling services at Antioch College are free and confidential for all students. They can be accessed through contacting the Director of Counseling Services. If a student needs specialized care that Antioch College is unable to provide, we will help connect students with appropriate care options through external resources and referrals.

Student Health Insurance

All students enrolled at Antioch College are required to have health insurance that provides benefit coverage beyond emergency coverage when the student is outside of the region or outside of the United States. Students can purchase health insurance called Wellfleet through Antioch College at the start of the academic year. Once enrolled, students will be billed within the payment plan they choose, with payments prorated across the year. Students will be billed automatically unless they complete an online waiver before or during orientation. Students must have existing/alternate insurance information available in order to complete the waiver, and the waiver must be accepted by CHP. Students may not enroll in the plan except during the enrollment period just prior to the academic year and cannot leave the plan until after one year is completed. Current students should notify the Dean of Students if they wish to enroll. New students should speak with their Admission Counselor.

Information Technology (IT) at Antioch College

Email

All faculty, staff, and students have been assigned an e-mail that consists of some part of their name followed by their last name (all lowercase letters, no spaces or periods) @antiochcollege.edu. Example: Louise Smith = lsmith@antiochcollege.edu. College email is the preferred and official method of communication between students, faculty, and staff at Antioch College.

Google

Antioch College uses Google Apps for Education (GSuite) to power our e-mail system and offer related services. Each student receives an account through the College that can be used for e-mail as well as for accessing Google Apps, which include web based office productivity applications such as a calendar and word processor, plus unlimited secure online storage. By entering their e-mail address (username@antiochcollege.edu) and password, students can login to nearly any Google site. Online storage and apps are easily accessible via drive.google.com. Most Google services are accessible through the Antioch College Google account.

Access and Canvas

Antioch College uses systems called Access and Canvas to power registration and related functions and to facilitate the learning process. Access, a web-based portal to the CAMS Student Information System, provides the ability to review course offerings and register, view final grades, review housing assignments, accept financial aid, and pay outstanding balances. Canvas, the campus Learning Management System (LMS), offers a location for course documents, the ability to submit assignments and collaborate with other students online, and more. These systems are accessible at access.antiochcollege.org and canvas.antiochcollege.edu, respectively.

What to bring to the College

Antioch College has a “bring your own device” policy for students, meaning the College does not require or specify any particular type of computer, operating system, or software. However, students should be aware of these general principles:

Students and staff commonly use both laptops and desktop computers running Apple OS X or Microsoft Windows. Choosing another platform such as Linux may result in a significantly different user experience.

- In most cases, it is easier to connect wirelessly to the campus network than to connect via an Ethernet cable. Mobile devices (such as laptops and tablets) in particular should have 802.11 support in order to connect to the campus wireless network and to use Internet resources without a physical connection.
- As discussed above, through Google Apps students have access to essential office productivity software for purposes such as e-mail, calendar, word processor, spreadsheets, presentation designer, etc. However, some students, depending on technical experience and other personal factors, may prefer to install other software. At this time the College does not sell any software directly.
- Students are expected to take appropriate precautions to prevent viruses and other malware from infecting their computers when connecting to the campus network (to access the Internet, for instance) or sharing files. Vulnerability to viruses, malware, etc., will vary based on operating system and software, types of computer use, and other factors. To assess risk and answer specific questions, students should consult with the computer or software reseller or the Antioch Department of ITAMS.
- Public computers are available in multiple campus for those who do not have their own computers. There is ample access; however, these computers and printers are typically only available when the respective building is open. Public access computers can be found in Olive Kettering Library, McGregor Room 146, McGregor Writing Institute. Labs are available by granted security access in McGregor 052 and Arts and Science Building 115 and 218.
- ITAMS supports College systems including the campus network, e-mail, public-use computers, and more, but cannot provide full support for student-owned devices. The IT Help Desk in Olive Kettering Library's second floor offers tech support within its scope of expertise on a first-come, first-serve basis.
- All use of technology is subject to the Responsible Use Policy (below).

Members of the College community are encouraged to contact the Office of IT with any IT support questions by emailing support@antiochcollege.edu or from campus via the local "911 IT" support number: 31-911-IT (937-319-1148).

LGBTQ Resources

The Antioch College Queer Center is an Independent group through Community Government.

LGBTQA resources can be found at local colleges and in the greater Miami Valley.

Dayton LGBT Center

- Websites: daytonlgbtcenter.org, pridedayton.com, E-mail: info@daytonlgbtcenter.org, Phone: 937-274-1776

Gender Program of Central Ohio

- www.genderprogram.com/services.html, E-mail: crane@genderprogram.com, Phone: 614-451-0111

Medical Resources

On-Campus Medical Resources:

Antioch College Medical and Mental Health Services are located within Pennell House. Our Mental Health Counselor is on the second floor and our Campus Nurse and Campus Physician are located on the first floor, first door on the right. Our physician and nurse hold open clinic hours and these are posted on the Antioch College Web site:

http://www.antiochcollege.edu/sites/default/files/08312016_nurseanddoctor_schedule-s5.pdf and also on the First Aid boxes located throughout campus, including just inside the residence halls' entrances.

Questions about availability, services offered or medical questions may be emailed to: Nurse@AntiochCollege.edu. Urgent after-hours needs may also be called to the Duty Phone: (937) 471-0517. For emergent medical needs, please call 911 immediately.

All consultations, lab testing, STI testing, PAP/Gyn exams, in-office testing and treatments by our Campus Nurse and Physician are covered by the general student services fee, thus students incur no additional charges for care. There are only three exceptions, which would be charged to a student's health insurance with that student's consent: 1) any student requested immunization injections (except for the flu shot, which is free). 2) Nexplanon implanted birth control device. 3) Genesite DNA testing for mental health medication guidance. Also, the cost of any prescribed medications are the students' responsibility at the pharmacy.

The medical services offered at Pennell House are designed to assist students in managing most acute or chronic medical, injury, sexual health or mental health concerns, including:

- Consultations that are both confidential and sensitive to the diversity of each student's individual needs.
- Acute injuries or illnesses.
- Helping with the care and management of any chronic or ongoing conditions.
- STI testing and treatment. Please see the Antioch College document, "STI Testing at Antioch," for more detailed information. Note: HIV testing is done on campus free-of-charge once per term by the Greene County Health Department.
- All modalities of birth control, including counseling to assist students in choosing the method best for one's individual needs.
- Gynecological testing and health; any GYN/pelvic examinations will include a female chaperone to accompany you during the exam. Please see the Antioch document, "Gynecological Exams at Antioch," for specific details.
- Mental and emotional health medication management.
- Immediate-result testing for pregnancy, Urinary Tract Infections (UTI) and strep throat, as well as blood and other lab specimen collections.
- Referrals to area medical specialists and complementary practitioners as needed.

Our campus nurse is accessible to students via, Nurse@AntiochCollege.edu. He is available, by appointment, to care for students in Pennell House outside of scheduled clinic hours, including some evenings and weekends.

Other physicians, women's health providers, chiropractors, acupuncturists, massage therapists, health food/herbal providers and other healthcare providers may be found in the Yellow Springs, "Red Book Phone Directory," and our Campus Nurse is also able to assist students with referrals as needed.

Local Gynecology and Women's Health Services Resources:

- Planned Parenthood of Dayton; Kettering Philips Center; 224 N. Wilkinson Street, Dayton, Ohio 45402. PlannedParenthood.org (937) 226-0780 (20 miles from Antioch College)
- The Woman's Center of Dayton; 1401 E. Stroop Road, Dayton, Ohio 45429; womensmed.com (937) 293-3917 and (800) 672-6810 (20 miles from Antioch College)
- Keith Watson MD (OB/GYN); 100 Kahoe Lane, Yellow Springs, Ohio 45387 (937) 767-7311. (1.2 miles from Antioch College)

Hospitals (listed in order of closest distance)

Note #1: Sexual Assault Nurse Examiners (SANE) are available at all of the following hospitals.

Note #2: According to the Human Rights Campaign's, "Healthcare Equality Index," Miami Valley Hospital and Springfield Regional Medical Center are the only local hospitals to have visitation policies explicitly granting equal visitation rights to LGBT patients and visitors. Those hospitals of the Kettering Health Network do not.

Note #3: Our local EMS paramedic squad, "Miami Township Fire Rescue," will transport to any of these hospitals, upon patient request.

- Greene Memorial Hospital (49 bed hospital, part of the Kettering Health Network); 1141 North Monroe Drive, Xenia, Ohio 45385. (937) 352-2000 (8 miles from Antioch College)
- Soin Medical Center (118 bed hospital, part of Kettering Health Network. Our Campus Physician has admitting privileges here); 3535 Pentagon Blvd, Beavercreek, Ohio 45431. (937) 702-4000. (12 miles from Antioch College)

- Springfield Regional Medical Center (259 bed hospital, part of Community Mercy Health Partners, a Catholic health organization); 100 Medical Center Drive, Springfield, Ohio 45504. (937) 523-1000 (12 miles from Antioch College)
- Miami Valley Hospital (900 bed hospital, part of Premier Health Partners; the regional Level One Trauma Center, Burn Center, High-risk OB/L&D Unit, with 3 Careflight helicopters); One Wyoming Street, Dayton Ohio 45409 (937) 208-8000 (20 miles/29 minutes from Antioch College)

Urgent Care Centers:

Hours of operation vary, call to determine. Bring student’s driver’s license, Antioch ID, health insurance card and expect a co-pay.

- Doctor’s Urgent Care; 2131 Gateway Drive, Fairborn, Ohio 45324. (937) 873-9500. (6.8 miles from Antioch College)
- Kettering Urgent Care of Beavercreek (part of Kettering Health Network); 3371 Kemp Road, Beavercreek, Ohio 45431. (937) 458-4200. (11 miles from Antioch College)
- Kettering Urgent Care of Xenia (part of Kettering Health Network); 50 N. Progress Drive, Xenia, Ohio 45385 (937) 352-2850 (11 miles from Antioch College)

Mental Health Resources (note: our Mental Health counselors in Pennell House are able to assist you in appropriate referrals to best match your ongoing care needs):

- Crisis 24 Hour Hot Line (through TCN): (937) 376-8701
- TCN Behavior Health Services, Inc of Xenia; 452 West Market St, Xenia, Ohio 45385. (937) 376-8700
- TCN Behavior Health Services, Inc of Fairborn; 600 Dayton-Yellow Springs Road, Fairborn, Ohio 45324. (937) 879-3400

Student Affairs Duty Phone

Phone: 937-471-0517

Antioch College provides students with 24-hour access to a Student Affairs or residence life staff member who can be of assistance in an emergency.

Public Safety

Public Safety Phone: 937-776-0660

Public Safety is on duty on campus 24/7 365 days a year. There is usually one Public Safety officer on-duty per shift. Public Safety can assist you with getting into a locked building, your room, or with any concerns you have about safety for yourself or someone else. Antioch Public Safety works closely with the office of Student Affairs and Residence Life to ensure our campus is safe for all.

You can assist Public Safety and help protect yourself and your valuables in the following ways:

1. Be sure to bring your ID card with you when you leave your room.
2. Lock your room whenever you leave for more than a few minutes.
3. DO NOT prop open doors to the residence halls.
4. Alert Public Safety if you are staying late in a building to work.
5. If there are unknown person(s) in the residence halls, contact Public Safety and/or the Antioch On-Call Phone.

Recycling at Antioch

Phone: 937-319-6065

Our recycling program is an important aspect of how we enact our commitment to sustainability on campus. As the College re-opened, we switched from multi stream recycling (everything mixed together) to single stream (keeping items separate). Every floor of every building should have multiple receptacles to accommodate the following items:

- Aluminum cans
- Plastic bottles
- Glass
- White paper (8 ½ x 11) no colors or envelopes, etc.
- Office mix (Colors and envelopes)
- Cardboard
- Trash

Please do not throw trash in the recycle bins! Discard liquids and food before putting recyclables in their bins.

Voter Registration Information

The 1998 re-authorization of the federal Higher Education Act includes a 126 requirement that higher education institutions make a “good faith effort” to make voter registration forms available to all enrolled students. In light of Antioch’s history in the fight for social justice and intellectual freedom, the new Antioch continues to answer the call to greater service for a greater community. We are committed to supporting and facilitating the voting process for college students. Antioch also furthers the cause of civic awareness by recognizing the annual Celebrating Constitution Day, held September 17 of each year. Electronic voter registration forms are distributed annually and paper voter registration forms are available in the mailroom and the Registrar’s Office.

Facilities and Services: Residence Life

Laundry Facilities

Laundry Facilities are available on the first floor of both North Hall and Birch Hall. Report malfunctioning machines to the Residence Life staff immediately.

Maintenance Issues in Residence Halls

When a maintenance problem occurs, a resident should inform their RA and fill out a Facilities Request form (available at RA offices). Work orders are responded to on a priority basis (safety issues=immediate response). Once a facilities maintenance request is filed, maintenance personnel may enter the room at any time between 10:00 AM and 4:00 PM Monday through Friday. Residents need not be present for work to be performed. Students should notify the Resident Life staff if the work is not performed within one week.

Pest Control

Professional exterminators check rooms regularly in order to control pests. Residents can help in this effort by following sanitation guidelines. When a continual or extreme problem with pests exists, residents should contact the Residence Life staff to arrange for a special inspection and resolution.

Interruption of Services

Be advised that throughout the year there may be a need to interrupt services (water, electricity, ethernet connections, etc.). When the Office of Residence Life has adequate notice from inside and outside agencies (Physical Plant Department, Village of Yellow Springs, etc.) flyers and/or e-mail notices will be distributed to notify residents about the interruption of services at the earliest opportunity. There may be times that the Office of Residence Life will be unable to notify you prior to interruption (emergency situations, weather-related, etc.). Interruption of services will not result in a refund of rent.

Storage

While living on campus storage of personal belongings is limited to closets and drawers within the room. No other storage is available, so residents should plan accordingly. You will be moving frequently to accommodate your co-op schedule. Belongings that remain in any room at the end of a contract period will be treated as abandoned property and will be removed (and discarded) at the expense of the residents. Storage space is for students who are currently registered and who are leaving campus to co-op or study abroad. Trunk room storage is not available for students who live off-campus or who are on leave. Storage is limited to one trunk with additional bicycle storage. In order to prevent the breakout of bed bugs and to head off other health and safety concerns, no furniture is allowed in the storage space. Contact Residence Life staff for Trunk Space Storage registration guidelines.

Spirituality and Religion

Religious and spiritual beliefs and practices continue to be important to a large majority of Americans. Over 90% of American citizens state that they believe in God or Higher power. 84% of the world population self-identify as having faith in a power greater than themselves. Many individuals describe religion and spirituality as a vital aspect of their lives that provides them with strength, hope, and meaning. Like other areas of life, spiritual beliefs and practices are complex and can have a different meaning depending on the person's culture, value system, and personality.

Most people experience their own physical, mental, and spiritual well-being as interrelated and desire to be understood and treated by their physicians, mental health professionals, and clergy as a whole and integrated person. At Antioch College, Student Affairs staff are committed to viewing religion and spirituality as important aspects of human diversity. And we strive to create an environment that is respectful of the various faith perspectives represented among Antioch College students.

Places of Worship in Yellow Springs

Central Chapel African Methodist Episcopal Church

411 South High Street Yellow Springs, Ohio 45387
Call: 937-767-3061

First Baptist Church

600 Dayton Street Yellow Springs, Ohio 45387
Call: 937-767-7659

First Presbyterian Church

314 Xenia Ave, No.1
Yellow Springs, OH 45387
Call: 937-767-7751

Grace Bible Fellowship of Yellow Springs OH, Inc.

108 Dayton Street, Suite I Yellow Springs, OH 45387
Call: 937-776-2549

Masjid al-Madina

1800 South Burnett Road Springfield, Ohio 45505
Call: 937-322-3266

Masjid An-Nur

743 W. Liberty Street Springfield, Ohio 45506
Call: 937-322-4909

Pleasant Grove Missionary Church

491 W. Hyde Road Yellow Springs, OH 45387
Call: 937-767-8011

Rocky Point Chapel

3928 Old Mill Road Yellow Springs, OH 45502
Call: 937-322-5763

Society of Friends

238 Northwood Drive Yellow Springs, OH 45387
Call: 937-767-5921 or 937-767-7973

St. Paul Catholic Church Catholic

308 Phillips Street (at Elm) Yellow Springs, OH 45387
Call: 937-767-7450

Unitarian Fellowship

228 U.S. Route 68 North Yellow Springs, OH 45387
Call: 937-767-7016

Unitarian Universalist Fellowship

2884 U.S. Route 68 S Yellow Springs, OH 45387
Call: 937-767-1603

Yellow Springs Apostolic Church

324 E. Dayton-Yellow Springs Road
Yellow Springs, OH 45387
Call: 937-416-2686

Yellow Springs Baha'i Community

502 Dayton Street Yellow Springs, Ohio 45387
Call: 937-767-7079

Yellow Springs Christian Association

171 E. Hyde Road Yellow Springs, OH 45387
Call: 937-767-7739

Yellow Springs Dharma Center

502 Livermore Street Yellow Springs, OH 45387
Call: 937-767-9919

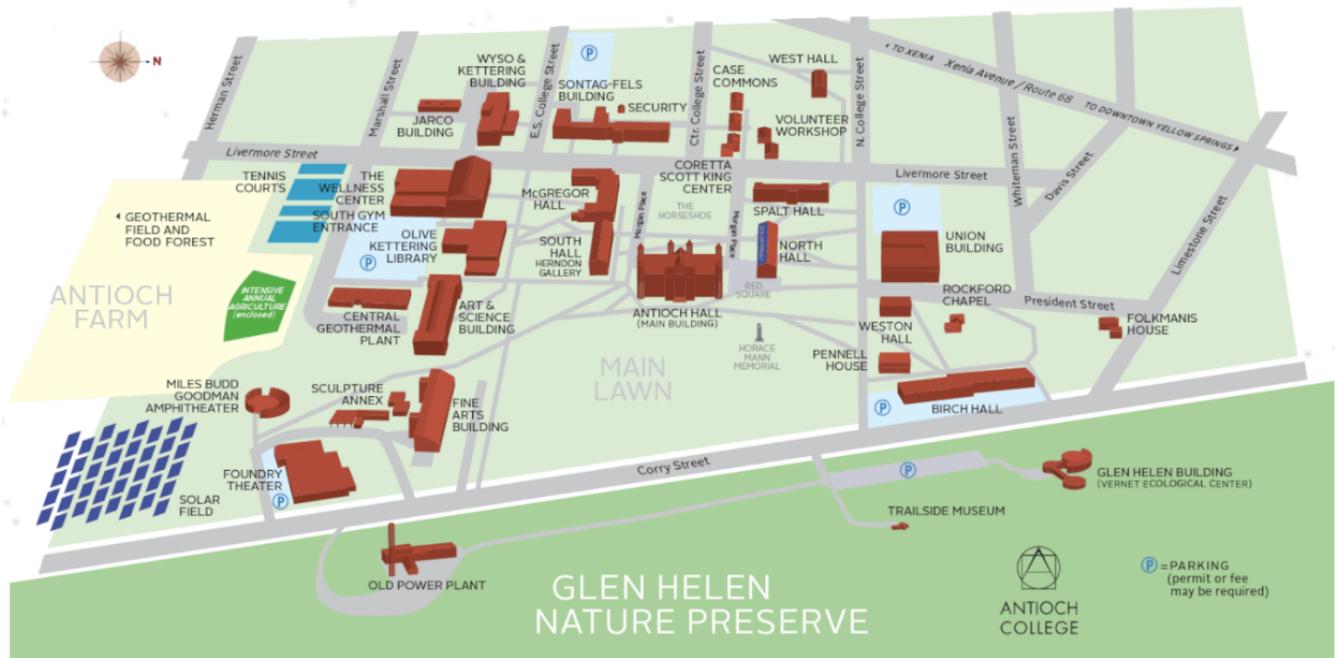
Yellow Springs Havurah

Yellow Springs, OH 45387
Call: 937-767-7549

Yellow Springs United Methodist Church

212 South Winter Street Yellow Springs, OH 45387
Call: 937-767-756

Campus Map: Buildings



McGregor Hall

The Writing Institute

McGregor Hall 205, E-mail: writing@antiochcollege.edu

Robin Littell, E-mail: rlittell@antiochcollege.edu

The Writing Institute at Antioch College is an innovative hub for multimodal composition and inspired practice of the writing craft. Faculty, Writing Fellows, and Peer Tutors provide focused support and mentorship through individual meetings with students writing in any genre or disciplinary convention across the Antioch curriculum. The Writing Institute also offers drop-in consulting for quick feedback on works-in-progress, resources for overcoming writer's block, and online live-editing sessions.

The Writing Institute works to help scaffold writing skills across the curriculum, and offers printed resources and workshops that support writing projects common to the Antioch experience, including the *Life Aims Paper*, the self-design major *Statement of Inquiry*, Senior theses, and the *Senior Reflection Paper*— as well as technical writing support for the co-op resume, cover letter, and digital portfolio. Writing mentorship includes faculty consultations, peer tutoring, the Alumni Writers Program, student-led writing groups, and faculty-led write-ins. The Writing Institute and program at Antioch College also fosters opportunities in multimodal composition and the Digital Liberal Arts, creative nonfiction, reportage, literary journalism, writing immersions, public readings, Writers-in-Residence, and community outreach.

Office of the Registrar

McGregor Building, 2nd Floor, Office Hours: Monday – Friday, 8:30 AM – 5:00 PM

Registrar Services

Registrar services provide a comprehensive approach to functions relating to the development of the permanent record of each student at Antioch College in compliance with the Family Educational Rights and Privacy Act (FERPA) guidelines. Services listed below represent a sampling of support for prospective, current, and graduate students:

- Academic Policies
- Student Registration
- Grade Monitoring and Reporting
- Designation of Enrollment Status
- Monitoring of the Academic Calendar
- Degree/Enrollment Verifications
- Articulation of Transfer Credit
- Transcripts
- Student FERPA Rights
- Security Maintenance and Monitoring of Student Records

The Record Office

McGregor Building, 1st Floor

The Record is Antioch College's student-run newspaper. Since its beginning in the 1930s, The Record has had many iterations but has always remained the number one source of news on campus. Following a three-year hiatus in 2018, The Record made a resurgence in the Spring of 2021 and has been publishing quarterly since. The Record's mission is

1. To serve the information needs of the Community in a continuous fashion.
2. To provide all members of the Community with access to their newspaper.
3. To serve as a reliable instrument for recording the college's history.
4. To serve as an instrument for education in civic and journalistic responsibility.

The Record is always looking for student-written stories, columns, art, op-eds, and more, which will be fairly compensated. You can get in contact with The Record at therecord@antiochcollege.edu, or follow us on Instagram @theantiochrecord.

Arts and Sciences Building

Originally built in the 1930's, and renovated as part of the reopening, The Arts and Sciences Building houses classrooms, labs, the painting studio, sculpture studio, and wood shop. Referred to as ASB, the building is also home to the Cinema Room.

Pennell House

Medical Services

1st Floor

Nurse: Michelle Tritschler, nurse@antiochcollege.edu

Counseling Services

2nd Floor

Director of Counseling Services: Kelsey Hofer, khofer@antiochcollege.edu

The Peaceful Place

Located on the 1st Floor of Pennell House, the Peaceful Place is quiet space for students to study or relax.

North Hall

One of the three original buildings at Antioch College, North Hall is centrally located near academic buildings and administrative offices. In 2011, a \$5.7 million renovation project was launched to incorporate features that combine comfort and sustainable living.

In fall 2012, the College unveiled the newly renovated North Hall. Its first residents were the entering class of 1853.

Birch Hall

Birch Hall is named after Hugh Taylor Birch an 1869 alumnus who donated Glen Helen to Antioch College to honor the memory of his daughter. It was designed by Eero Saarinen who also designed the St. Louis Gateway Arch. Birch Hall is considered an outstanding example of the modern Cubist style of post WWII architecture and was completed in 1948. Each room features:

- Large double rooms
- Wall-to-wall windows
- Built-in closets and dressers with mirror; originally designed for two students
- Built-in desks
- Twin bed
- All rooms newly painted
- Air conditioning individually controlled for comfort

Antioch Kitchens

The Mission of Antioch Kitchens It is the mission of Antioch Kitchens to provide quality meals and service to the community. Antioch Kitchens seeks to support and engage the scholastic and life experience of the community by providing quality meals of integrity, creating an environment of experiential learning, and providing attentive, caring service. The Kitchens strive to support the ideals of Antioch College by being mindful of products, the people who produce them and the way in which they are produced. The Kitchens seek to create healthy nurturing relationships that enrich lives, and thus uphold Horace Mann's decree to win victories for humanity.

Antioch Kitchens aim to provide a comforting and relaxing environment in which guests can seek refuge. They prepare our meals with this in mind. They want their food to make people feel welcome, invigorated, and alive.

Birch Hall Kitchen, Hours of Operation:

Fall 2021

Monday-Friday

Breakfast: 8:00 AM - 9:30 AM

Lunch: 12:00 PM - 2:00 PM

Dinner: 5:00 PM - 7:00 PM

Saturday-Sunday

Brunch: 11:00 AM -1:00 PM

Dinner: 5:00 PM - 7:00 PM

Case Commons

Reserved for second year students and above, Case Commons provides apartment-style living for students. Up to eight students can live in each of the three Case Commons Units. Each Unit has eight rooms, two restrooms and a shared living room/kitchen. Students living in Case Commons are expected to follow all Residence Life policies as stated in the Student Handbook.

Weston Hall: Student Union

Weston Hall is a building renovated by alumni volunteers that now serves as a designated space for Antioch students to hold meetings, dances, poetry readings, and other social gatherings. It is also used as quiet study space and houses the Alternative Library. On occasion, campus community gatherings are also held in Weston Hall. It is conveniently located between North and Birch residence halls.

Coretta Scott King Center for Cultural and Intellectual Freedom

The Coretta Scott King Center for Cultural and Intellectual Freedom (CSKC) facilitates learning, dialogue and action to advance social justice. The CSKC is the site of trainings, speakers and other programs that educate the community about social justice, human rights and diversity. Annual events include a Social Justice Symposium, Martin Luther King Commemoration, Coretta Scott King Celebration, and the

Coretta Scott King Legacy Luncheon. The CSKC is home to the Friday Forum, a program designed to share different perspectives on complex society issues that stimulate meaningful dialogue and promote understanding. The CSKC is at the heart of Antioch's practice of Deliberative Democracy, Social Justice and Diversity and offers trainings and courses in Kingian Nonviolence Conflict Reconciliation.

The Olive Kettering Library

Phone: 937-286-3689

The Olive Kettering Library provides a firm foundation for development of a modern College library to support the mission of Antioch College. Students use the library to consult or check out an array of research materials and enjoy the services of a robust online collection of resources made available through strong library consortium relationships.

We are a noisy library. While there are plenty of spaces to find quiet and solitude, the Olive Kettering Library fosters connection, collaboration, and creativity. We not only encourage free conversation and dialogue, we instigate it.

The Olive Kettering Library has 300,000 items in its collection and provides the following services:

Instructional Support: Are you searching for the "right" resource? We are available for classes or one-on-one instruction to sharpen your information seeking skills and inform you of library collections and services.

Collection Development: Collection building is a shared responsibility with faculty, staff, students, and librarians. Community comments and suggestions on the collection or any other aspect of the library are welcome and actively sought out.

Circulation and Reserves: the Information Services Desk is your place for information on circulation, library borrowing and check out/returning of materials, course reserves, electronic document delivery, holds and search requests and renewals.

OhioLINK: OhioLINK is a cooperative of 90 public and academic libraries with over 50 million items available to borrow. If an item is not available through the Antioch College catalog, it may be requested through OhioLINK from either on or off-campus.

Library Highlights:

- JSTOR Collection (digital library of academic journals, books, and primary sources)
- Academic Search Premier (EBSCO research database)
- Couches, pillows, blankets, snacks & soft drinks
- The Joe Cali Room – media room with a 50" TV, turntable, and 3,500+ vinyl records
- An experienced and really nice staff

Antiochiana

Olive Kettering Library, Second floor

Scott Sanders, College Archivist

E-mail: ssanders@antiochcollege.edu

Known as "Antiochiana," a term coined as early as 1898, the archives of Antioch College are over one hundred years in the making. Established in 1905 by College librarian Bessie Ladley Totten, class of 1900, Antiochiana has grown into an expansive repository of primary source materials—artifacts, rare books, manuscript collections, photographs, and official records and publications of Antioch College—all available for scholarly research.

Bookstore / Mailroom

Olive Kettering Library, First floor

Wakka Ciccone, Mailroom and Merchandise Coordinator

E-mail: wcciccone@antiochcollege.edu

The Bookstore / Mailroom is located behind the front desk of Olive Kettering Library

Hours are limited: 10 AM – 3:45 PM weekdays. The bookstore is closed on weekends. A variety of Antioch College merchandise may be purchased here, along with some college-related reading materials and basic school supplies.

The Antioch Farm

The Antioch Farm is a working farm and learning laboratory located on Antioch College's south campus. Started in 2011, the Farm includes an annual growing area with a hoop house, two food forests, a composting site and grazing areas for chickens, ducks and sheep. Students are integrated into every aspect of the farm through courses, volunteer opportunities, part-time employment during study terms and full-time work during coop terms. All food produced on the Antioch Farm is used on campus. Contact: farm@antiochcollege.edu

Glen Helen Nature Preserve

Phone: 937-769-1902

The Glen Helen Nature Preserve is the legacy of alumnus Hugh Taylor Birch, who, in 1929, donated the wooded glen to Antioch College in memory of his daughter, Helen. Additional gifts expanded the preserve, which now encompasses 1,000 acres, all accessible from a 15-mile network of footpaths. On even a short walk, visitors can view spectacular wildflowers, 400-year-old trees, limestone cliffs with waterfalls **and** overhangs, and the beautiful Yellow Spring for which the town is named. The preserve is open to students and the public, 365 days a year, during daylight hours.

Within the Glen, students will find the Raptor Center, which conducts wildlife rehabilitation and public education around birds of prey; the Outdoor Education Center, which provides residential environmental learning programs to thousands of schoolchildren each year; and Trailside Museum, the gateway to the preserve constructed by Antioch students in the 1950s. Each of these areas of work provides opportunities for student part-time and co-op employment.

In September 2020, Glen Helen Association, a non-profit organization, reached a \$2.5 Million agreement with Antioch College and assumed ownership and responsibility for operating the preserve and its programs.

See the Antioch College catalog for further information.