



ANTIOCH COLLEGE

STUDENT HANDBOOK

2018 - 2019

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Message from the Office of Student Life

Dear Fellow Antiochians, On behalf of current students, staff, and faculty, we welcome you to the Antioch College community. We also want you to know that we are here to make your education both enjoyable and successful. The Antioch College Student Handbook is intended to be a guide to the principles, resources, and policies that shape and regulate our community and help you navigate the Antioch experience. Students who matriculate at Antioch College have entered into a unique educational community, dedicated to the pursuit of knowledge through scholarship, experiential learning, community participation, and social justice.

By joining this community, you are expected to understand and abide by the principles and policies that enable us to thrive as members of the Antioch community. Residing on campus is a unique living-learning experience, which comes with necessary responsibilities. Many of these responsibilities are detailed in this handbook. We will share others with you through campus publications and in community meetings. The College may, from time to time, adopt additional rules regulating aspects of community life not covered here. This handbook is updated bi-annually.

There are some things that may change between the time of this writing and having this book in your hands. We will make every attempt to keep you current with any changes. As you read this handbook and other documents, you will notice that the Antioch College Honor Code is repeated several times. This statement forms the basis of our educational community and the policies with which you should become familiar. In addition to the Honor Code, you will become familiar with the Mission and Vision of the College.

We are pleased that you have chosen to be a member of our unique campus community. Should you have any questions, please contact us in the Office of Student Life, located on the 4th floor of South Hall. We are here to make your years at Antioch memorable, successful, and fun! Again, we welcome you to Antioch College.

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.

Vision

Antioch College will be the place where new and better ways of living are discovered as a result of meaningful engagement with the world through intentional linkages between classroom and experiential education.

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 evolved since then with our 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 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.

Governance at Antioch College

Board of Trustees

Last Updated: Spring 2018

The duties of the Board of Trustees shall encompass but not be limited to periodic consideration of the mission, purposes, and goals of the College, and the Board shall: conduct, as needed, a presidential search process; support the president and review annually his or her performance; consult 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; and review for approval 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).

The Board shall also review the work of and consider for approval the recommendations of its standing and ad hoc committees; act on recommendations of the president regarding College policies related to academic freedom and the faculty, and student responsibilities and rights; and consider for approval the president's recommendations related to the disposition of all assets acquired in the form of bequests, gifts, deferred gifts, and any other forms of donation subject to legal provisions and the specifications of donors.

It shall be the responsibility of each member of the Board of Trustees to provide, in accordance with one's means, financial support for the College and to contribute to the work of identifying, cultivating, and recruiting donors and potential members of the Board of Trustees.

The President

Last Updated: Spring 2018

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.

Tom Manley, President

A native of Baltimore, Md., Tom's career in higher education now spans forty years as a teacher, scholar, program designer and administrator. Prior to his appointment at Antioch College (2016), he served as president of the Pacific Northwest College of Art in Portland, Oregon, where he lead successful fundraising, building and graduate program efforts credited with transforming the institutions regional and national profile. At the Claremont Colleges, where he earned his M.A. in Asian Studies and his Ph.D. in Education, Tom was centrally involved in the development of Pitzer College's signature international and community service programs. His teaching and research interests range from Japanese history, culture and politics to intercultural education, experiential learning and pedagogy, and poetry. He has an undergraduate degree in History and Education from Towson University in Maryland.

Senior Leadership

Last Updated: Spring 2018

The senior leadership of the College serves at the discretion of the president, reviewing, revising and recommending approval of administrative policies as required.

The College is currently reconsidering its approach and structure to administrative work and leadership and it is likely that significant changes will be implemented in the 2018-2019 academic year. For an up to date list of senior leaders and their titles please go to <https://www.antiochcollege.edu/about/senior-leadership>.

Faculty Assembly

Last Updated: Spring 2018

The organization of the faculty is outlined in the Antioch College Faculty Handbook. The Faculty Assembly is the primary body governing—either directly or by committee—faculty affairs as they pertain to all aspects of the curriculum, including:

- Review and approval of new courses, course descriptions, syllabi, curriculum-related policies, degree requirements, majors requirements, program requirements, learning outcomes at all levels, and academic petitions;
- Oversight of assessment and the use of its results for improvement;
- Monitoring student learning progress;
- Determination of standards for admission and graduation;
- Approval of graduation list;
- Providing recommendations to the vice president for academic affairs and/or to the president on personnel decisions, policies and practices such as faculty contract renewal, tenure, promotion, faculty hiring, leaves of absence, and appeal.

The president of the College, with Board approval, appoints a vice president for academic affairs who serves as the College's chief academic officer holding administrative oversight for the educational programs of the college. In discharging these responsibilities, the vice president for academic affairs works closely with the faculty (and the committees by which the faculty administers its responsibility for curriculum) to make faculty personnel recommendations on such matters as appointment, contract renewal, promotions, and tenure.

Community Governance

Community Council (ComCil) is the governing body at Antioch College. The system of shared governance underwent a thorough review during the 2017-18 academic year, and in early fall term of 2018, community members reached consensus to return to the ComCil system of governance and bylaws. An election committee formed and elections were held during the fall term of 2018. ComCil bylaws from the college archives are found below:

Antioch College Community Council By-Laws

Last Updated: August 11, 2016

Last Ratified: [August 16, 2016]

Governmental Organization

I. Bylaws

- A. The Community Council President, with the Community Facilitator or their designee, shall publish any changes or additions to ComCil constitution or bylaws, in conjunction with Antiochiana shall maintain a file of all past editions of the constitution and bylaws, and will make appointments for members of subcommittees and standing committees, subject to the approval of Community Council.

II. Jurisdiction

- A. The legislative body of ComCil shall be called the ComCil (ComCil).
- B. ComCil will consider policies and issues in all areas pertaining to the non-academic life of the College in which students, faculty, and/or staff share community concern. Though the jurisdiction of the ComCil is non-academic, the body reserves the right to make recommendations or present a position on academic and administrative issues as they affect the community.
- C. On matters in which ComCil has interest but no legal or financial accountability, it may recommend actions to the Senior Leadership Team through its representative to that body or to the President and involved parties.
- D. In cases where consensus cannot be reached between ComCil and the Senior Leadership Team, or ComCil and the President; ComCil may elect to issue a public resolution stating its view on the appropriate action the College should take on a particular issue or policy.

III. ComCil Structure

- A. Each collective body of ComCil¹ shall be populated by representatives of students, faculty and staff who will serve for one year with an alternate serving at that time when a primary representative is off campus or unable to attend.
- B. ComCil shall consist of two student members, two faculty members, two staff members, three at-large community members (whom may serve in any capacity at the college), and the ComCil President. The Community Facilitator or their designee is an ex-officio, non-voting member of ComCil.
- C. Each Primary representative will be elected along with an alternate. This alternate will assume the responsibilities of the primary representative when said primary representative is off campus and/or unavailable.
- D. Only one (1) primary candidate and their alternate[s] may fill each vacant seat on ComCil, meaning one person per ComCil seat during every term may have a vote.
- E. If any group of the community feels disenfranchised or not represented, that group will be allowed to petition to join that collective body of ComCil for a representative to fill an additional seat on ComCil via the ComCil President(s) and the Elections Committee.

IV. Meetings

- A. Community Meetings
 - 1. Shall be held weekly and be open to the whole community.

¹The collective body of ComCil is defined as: every member of ComCil, both primary and alternate representatives, elected for a given academic year (Summer-Spring)

- a) In the event of unforeseen circumstances, at the request of the community or ComCil, a special community meeting may be held in addition to the normal weekly meeting. Such meetings must be publicized to the entire community.
2. Shall be used in the capacity that is deemed necessary by the ComCil President for the community and could include, but is not limited to presentations, announcements, and community building dialogue/activities.
3. Shall be facilitated by the ComCil President.
4. Shall be held in an accessible location.

B. ComCil Meetings

1. Shall be held weekly, alternating between one and two hour meetings. All meetings, save for closed sessions, are open to the community.
 - a) In the event of unforeseen circumstances, at the request of the ComCil President, the duration of the ComCil meeting may be extended or a special ComCil meeting may be held in addition to the normal weekly meeting. Such meetings must be publicized to the entire community.
2. Shall be used to review and approve policies drafted by any ComCil committee, institutional department or body, or member(s) of the Antioch community.
3. Shall be used to fulfil the other mandated obligations of ComCil as articulated herein.
4. Shall be facilitated by the ComCil President.

V. Procedures

- A. The ComCil President shall convene and preside over Community Meeting, and will formulate the agenda for Community Meetings in consultation with the Community Facilitator or their designee. (The President's full responsibilities are elaborated below in section 10. D.)
- B. The quorum for business meetings of ComCil shall be a majority of the voting members.
- C. Regular decisions will be made by consensus when a quorum is established unless the ComCil President calls for a special vote, at which time motions receiving a two-thirds vote shall carry, as per Robert's Rules of Order.
- D. All legislation of ComCil shall have passed consensus of ComCil at two separate, but not necessarily consecutive, meetings. Between readings of proposed legislation, the Administrative Assistant shall check the consistency of the proposed legislation with the bylaws. If deemed necessary, the proposed legislation may be publicized to the community through the most accessible medium.
 1. Insignificant changes made to policies (i.e. when a policy is reviewed by another body and then returns with minute changes to wording or word choice) may be approved with only one meeting.
- E. ComCil will archive all records online. Such documents will be maintained by the Administrative Assistant. At the end of each term, the Administrative Assistant will download the documents and deliver them for further archiving via Antiochiana.

VI. Officers

- A. The ComCil President
 1. shall be a matriculating student at Antioch College in good academic and community standing.
 2. an alternate shall be elected every Spring to a one year term by an open vote of all Antioch College community members, beginning in Summer quarter and continuing through the next election when possible.
 3. must have read and be familiar with the ComCil by-laws and the Constitution before running for office.
 4. shall be employed by the College through the ComCil budget, and will be expected to work 15 hours per week and paid a rate in accordance with Antioch College's wage policies and guidelines.
 5. shall serve as an ex-officio voting member of ComCil with one vote.

6. is a permanent member of the Senior Leadership Team. In the ComCil President's absence a designee from the member body will be selected by ComCil to attend Senior Leadership meetings.
7. as the proxy of ComCil, the ComCil President is responsible for overseeing and coordinating the various goals, ongoing and temporary, undertaken by ComCil.
8. shall form agenda, convene and preside over meetings of ComCil.
9. is responsible for arranging report outs to ComCil from all employees, ad hoc committees and standing committees when necessary, and for ensuring that clear documentation is maintained.
10. shall form agenda (with the potential assistance of the Community Facilitator or their designee and any other member of ComCil), convene and preside over Community Meetings.
11. shall make meeting agendas available to the community.
12. shall be responsible for keeping the community informed about the proceedings of ComCil.
13. shall call special meetings of ComCil on their initiative or on the request of any member.

B. The ComCil Treasurer:

1. shall be appointed by consensus of ComCil from within its membership.
2. shall facilitate all meetings of the Budget Committee.
3. shall be responsible for creating the ComCil budget for the following fiscal year (beginning in the Winter quarter, to be completed in the Spring quarter) along with the Budget Committee.
4. shall track the ComCil budget, provide regular education to the community at large about the funding process, and make appropriate forms available.
5. shall, in collaboration with the ComCil President, prepare a quarterly financial statement for the members of ComCil.
6. shall be responsible for updating the Treasurer training manual quarterly.

VII. Responsibilities of ComCil Members

- A. ComCil members must have read and be familiar with the ComCil By-laws and the Constitution before running for a seat on ComCil.
- B. Attendance at Community Meeting is a responsibility of all ComCil members. Regular attendance at, and contribution to, Community Meeting is strongly encouraged.
- C. Sitting ComCil members are required to attend all ComCil meetings. If members are unable to attend they must notify the ComCil president prior to their absence and, if possible, send their alternate in their place. After three absences from Community Meeting or ComCil meetings during a session², the absent representative will forfeit their seat and a special election will take place. The ComCil President and Community Facilitator or their designee have the authority to override this action at their discretion.
- D. ComCil members must show respect for other members, be on time, and bring necessary materials (such as laptops or notebooks and relevant policies) to meetings.
- E. ComCil members must accept responsibility of sharing in the business at hand when a meeting convenes. Participation is essential as well as awareness of the value of the contribution of other members, providing the opportunity for everyone to speak.
- F. ComCil members must give constant, active attention to the group's activity during the meeting.
- G. ComCil members must know the purpose of the meeting by reviewing agenda and previous minutes/other relevant documents.
- H. ComCil members must earn the right to give constructive criticism freely by accepting it.
- I. ComCil members must take on a leadership role in one or more ComCil committees, organized meetings, or activities. 'Leadership role' can be understood as, but not limited to: Chairing a

² Session is defined as a single 11 week term (i.e. fall, winter, spring, summer)

committee, managing independent groups or providing administrative support for a committee (by being a scribe, treasurer or liaison).

- J. ComCil members must attend trainings and other special meetings or activities as scheduled
- K. ComCil 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, the College President, the Community Facilitator or their designee, Assistant Directors of Residence Life and Education, and Resident Assistants, as well as other interest groups such as the alumni and the village of Yellow Springs.
- L. If the Community Facilitator is unable to fulfill this role (according to the established absence policy [section 3. D]), their designee must assume the responsibility. In the event that both the Community Facilitator and their designee are unable to serve as ex-officio member on ComCil, Community Life will appoint another representative.

ComCil Committees, Personnel & Independent Groups

I. Structure of Standing Committee

- A. Closed Committees shall have a set membership as specified below. Committees 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 ComCil President, ComCil shall approve members of these committees.
- B. Open committees shall have no set membership. ComCil 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 Life office.
- C. The respective committee chairs are responsible to ComCil, and shall be responsible for submitting written progress reports to the ComCil President 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.
- D. Copies of minutes shall be saved in committee's folder in the *ComCil* Google Drive.
- E. 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.
- F. Chairs, when not appointed by ComCil, shall be elected from the at-large membership.
- G. Regular decisions will be made by consensus when a quorum is established unless the committee chair calls for a special vote, at which time motions receiving a two-thirds vote shall carry, as per Robert's Rules of Order.

II. ComCil Personnel

A. Employment Standards

- 1. All employees of ComCil must be matriculating students of, or currently on, a Cooperative Education quarter from Antioch College. ComCil may vote to make exceptions to this rule under special circumstances.
- 2. All student employees of ComCil must be in good academic and community life standing. Students with a GPA of 2.0 or higher who are without current academic warning or probationary status are in good academic standing. Students who are without current Community Life warning or probationary status are considered in good Community Life standing.
- 3. All employees of ComCil must preside over their given duties with a high degree of individual responsibility and accountability.

B. Hiring Procedures

- 1. Hiring should be done near the end of each academic quarter to fill positions at the beginning of the ensuing quarter. Specific application deadlines will be set by the ComCil

President. Hiring will be done as needed; positions may extend the length of time a student is on campus without needing to be rehired.

2. An online application process will be maintained for students returning from co-op. Application procedures by mail will be made available upon request.
3. Applications must be submitted to a member of ComCil along with a resumé.
4. ComCil will review all applications in closed session. At this juncture ComCil may prevent any application from moving forward in the hiring process.
5. Applicants approved by ComCil will be interviewed by at least, the ComCil President, the Chair of Nominations Committee, and the Administrative Assistant. All applicants will be asked an identical set of questions, and answers will be recorded in written summary.
6. The team which conducted the interviews will be responsible for hiring based on consensus according to section A of this article, Employment Standards. If consensus is not reached, the decision will fall to ComCil in a closed session.
7. The Record Editor must be hired by the Record Advisory Board, according to procedures outlined in Article V of this document.

C. Supervision and Payment of ComCil Employees

1. Employees of ComCil will be delegated control over their areas of responsibility by ComCil, and thus ultimately accountable to ComCil.
2. The Community Facilitator or their designee will be responsible for signing the timesheets of employees.

D. Administrative Assistant

1. This will be a paid position, in accordance with the College's pay guidelines and policies, for 12 hours a week.
2. The Administrative Assistant is responsible for attending all Community Meeting and ComCil meetings each week.
3. They will be responsible for managing the logistical functions of the ComCil, including
 - a) All files and filing, including management of the ComCil electronic presence
 - b) Assisting the ComCil President with the coordination of the other ComCil employees
 - c) Assisting the ComCil President with the coordination and implementation of Community Meeting
 - d) Overseeing of the formation of new standing committees and subcommittees
 - e) Solicitation of reports from standing committees and subcommittees
4. During quarters when the seated ComCil President and their alternate are both on campus, the Administrative Assistant position will be filled by the alternate ComCil President unless ComCil grants an exception, allowing for greater functional continuity between a seated ComCil President and their alternate.
5. Creates greater availability of the ComCil President (or seated alternate) for policymaking, creation of constructive dialogue, agenda setting, and representation.
6. During quarters when the alternate of the ComCil President is seated, the Administrative Assistant will be hired from among the student body according to normal hiring procedures, with first preference given to the alternates of other members of ComCil. This position shall be hired, as needed, before the start of the quarter in which they will be working.

E. Events Committee Coordinator

1. The Antioch College Events Committee Coordinator is responsible for overseeing and coordinating all events funded by ComCil.
2. This will be a paid position, in accordance with the College's pay guidelines and policies, for 10 hours a week.
3. Events Coordinators are hired for the year spanning Summer to Spring.
4. Events Coordinators must apply with an alternate for the quarters they will be unavailable.

5. Events Coordinators may apply as a collective of two students, splitting the hours at their own discretion.
6. The coordinator(s) will assist the performance of events by Independent Groups and others on campus. Such events may include: dances, fundraisers, dinners, field trips, speakers, performances, workshops, residence hall activities, symposia, etc.
7. The Events Committee Coordinator(s) will work to ensure the Events Committee hears proposals from the community for events on campus or events affiliated with the Antioch College Community.
8. The coordinator(s) will work to ensure that the Events Committee educates the community about the process of obtaining funding, coordinating publicity with communications and producing events effectively.
9. The coordinator must provide monthly reports on the status of funds and proceedings to the Events Committee and ComCil.
10. If the Event Coordinator(s) fails to meet the job requirements, they forfeit their term, at the discretion of the ComCil President and/or Community Facilitator.

F. Student Space Coordinator

1. The Antioch College Student Space Coordinator works with the office of Community Life, ComCil and the Events Committee to maintain an orderly and enjoyable student space, and to support student events on campus when needed.
2. This will be a paid position, in accordance with the College's pay guidelines and policies, for 10 hours a week.
3. Student Space Coordinators are hired for the year from Summer to Spring. Hiring occurs by mid-Spring quarter to allow for training.
4. Student Space Coordinators must apply with an alternate for the quarters they will be unavailable.
5. Student Space Coordinators may apply as a collective of two students, splitting the hours at their own discretion.
6. The Student Space Coordinator will be responsible for planning and conducting all Student Space initiatives and special projects such as fostering campus art spaces and installations, creating affinity group spaces, and connecting with the Volunteer Work Project.
7. The Student Space Coordinator may be required to help with organizational tasks, filing, and research to assist the office of Community Life and/or ComCil as needed.
8. The coordinator must work with independent groups to coordinate the use of temporary student space, and with the ComCil President to allot permanent space for standing committees.
9. If the Student Space Coordinator(s) fails to meet the job requirements, they forfeit their term, at the discretion of the ComCil President and/or Community Facilitator.

G. Record Editor

1. The editor works with interested community members to regularly produce a newspaper reflecting current events of the Community.
2. They must be a current student of Antioch College.
3. Editors applying as individuals should be on a co-op quarter.
4. Editors applying as collectives may be two students on academic quarter, two students on co-op quarter, or one of each. (Note that collectives of co-op students currently must have at least one member with a second job arranged. This is the case whenever the editor budget is insufficient to support two full-time co-op students).
5. Duties and Responsibilities include but are not limited to:
 - a) To assume financial responsibility of the operation, including:
 - 1) Supervision of the use and maintenance of all Record equipment and archives
 - 2) Attendance at ComCil Budget Committee meetings as necessary
 - 3) Solicitation of advertisements from town businesses

- 4) Solicitation of donations from alumni through the Annual Fund
- 5) Supervision of Record staff payment through advertising and donation funds
- 6) To attend Community Meeting and ComCil. The editor is allowed in closed session ComCil meetings, except on issues of personnel, but is not permitted to report on the details of conduct.
- 7) To expand the scope of the Record's reporting to cover all aspects of College life including Senior Leadership meetings, Faculty meetings, Alumni Board meetings, and meetings of the Board of Trustees to the extent possible.
- 8) To produce the Record as often as possible given personnel and financial circumstances and ensure high standards of journalism (as articulated in The Record mission statement), including:
 - a. supervision of the Record staff and volunteers
 - b. making editorial decisions
 - c. getting copies of each issue to Antiochiana
 - d. maintaining electronic copies in the Record office
 - e. updating the Record webpages
 - f. ensuring adequate distribution of the paper
6. To be responsible for an orderly and accessible office with regular, posted office hours.
7. To take an active role in the training and orientation of the editor(s) hired for the following term, including the keeping and updating and transition documents to be passed from editor to editor.
8. To convene the first meeting of the Record Advisory Board (RAB) by the third week of the term, actively solicit RAB members, and regularly attend RAB.
9. To handle any other tasks necessary to keep the Record running, and to add those tasks to this job description alongside RAB, when necessary.
10. Students who co-op as editor shall be evaluated by RAB using the criteria set by RAB.

III. Independent Groups

- A. Independent Groups (IGs) are formed by 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 to rules of behavioral conduct as outlined in Antioch's Mission Statement, Honor Code, and Civil Liberties Code.
- B. Any member of the Antioch Community may start (or restart) an Independent Group.
- C. Criteria for beginning an Independent Group:
 1. All IGs must register with ComCil by filling out an IG petition.
 2. IG proposals shall include the name of the two person(s) who will be the recognized coordinators for the term.
 3. IG proposals must bear the signatures of 15 people who support the existence of the IG.
 4. A statement of intent shall be included on the petition by the proposed IG. This statement shall include the purpose, goals, and intentions of the proposed IG.
 5. All IG petitions shall be public documents.
 6. All new IGs must follow this process for getting registered with ComCil. In addition, all continuing IGs must follow the same process at the end of every fiscal year, in order to maintain their registration.
 7. Although an IG does not need to be officially register in order to have meetings, no unregistered groups will be allowed to request funding or community 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 IGs shall ultimately assume responsibility and accountability for the actions of their IGs, and as such will be expected to answer for their groups' actions in the event of any policy violations or irresponsible activities.
 10. IGs are not required to furnish an official list of members for ComCil.

D. Space for Independent Groups

1. All registered IGs shall be eligible for community space, as it is available.
2. The ComCil President shall be responsible for allocating available space to registered IGs. This space will be assigned for a specific period of time, not to exceed the term of the ComCil President.
3. Establishing a “Permanent” Space - Independent groups that feel they have a need for continuous space from term to term may request that space be allocated to them “permanently.” For the purposes of this policy, the word permanent shall be defined as “permanent” until overturned by ComCil following the guidelines stated below.
4. An independent group shall be eligible to be classified as eligible for “permanent” space if they meet the following criteria:
 - a) Have been an Independent Group for three or more consecutive terms.
 - b) Have items that need permanent storage space (supplies, books, files, etc.)
5. Groups wishing to apply for permanent space should write a proposal to ComCil stating the reasons they feel their group is qualified, as well as providing a petition of 25 or more signatures from community members who agree to provide ongoing support for this IG.
6. ComCil must vote in order to accept a permanent space petition. If approved, the proposed space shall be granted to that IG until ComCil votes to remove that IG from that space and/or assign another IG to that space. This may only be done if that IG has been inactive for more than two quarters.
7. IGs with permanent spaces must still register each quarter to be eligible to receive ComCil funds, but shall be considered IGs in all other ways.
8. Independent Groups as Standing Committees
 - a) An independent group shall be eligible for status as a standing committee when its stated areas of interest align with its proposed committee purpose.
 - b) An IG which serves as a standing committee may be repeatedly delegated authority over decisions which apply to its area. ComCil should specify the nature of this authority on a case by case basis.
 - c) Groups wishing to act as standing committees should write a proposal to ComCil stating the reason why they feel they are qualified to fulfill the role in question, and specifying whether they intend to act as an open or closed committee.
 - d) Proposals for standing committee status should include the group’s decision making methods and organizational structure.
9. Money for Independent Groups
 - a) All registered IGs shall be eligible to receive funding for individual events through the Events Committee.
 - b) Receipts must be provided for all purchases on or before the end of the next to last week of a term.
 - c) IGs may receive funding for sustained projects, or may be allocated sustained budgets for ongoing duties through Budget Committee. Budget Committee must approve sustained funding.
10. Guidelines for Independent Groups
 - a) All IGs shall abide by Antioch’s Mission Statement, Honor Code, Civil Liberties Code, and any other Community Agreements.
 - b) All IGs shall be responsible for abiding by Community Standards.
 - c) All IGs shall be responsible for any damages that occur during, or as a result of, their meetings or events they have sponsored.
 - d) All IGs shall be responsible for cleaning up after themselves when they have sponsored an event in a community space.
 - e) If an IG is allocated space by ComCil, the IG is responsible for maintaining that space in a reasonable manner.
 - f) Damage caused by the members of an IG may result in a fine, assessed by the Community Standards Board, if a complaint is filed against the IG for damages or cleaning costs.
 - g) ComCil reserves the right to revoke the registration of any IG if there has been a serious violation of community standards.
 - h) ComCil must notify the community if it has revoked the registration of an IG.

Antioch College Student Judicial Process

Last Updated: Spring 2018

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.

Antioch College Honor Code

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.

The Student Judicial Process 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 judicial 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.

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

Authority and Jurisdiction

When our behaviors fall short of the Honor Code, there are processes in place to correct behavior and hold community members accountable. The Student Judicial Process described herein pertains to situations in which students are accused of possible violations of the Antioch College 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.

Not all disputes are appropriately and effectively handled through the Student Judicial Process, 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 Judicial Process.

In instances where a faculty or staff members behaviors could be in violation of the Antioch College 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.

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 Antioch College 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 Antioch College 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 Judicial

Process, students are defined as 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, who are currently suspended for any reason, or students who otherwise still maintain a relationship with Antioch College. Note that students accused of committing criminal acts may face criminal charges through external court systems in addition to resolution through the Student Judicial Process.

The Office of Student Life has the overall responsibility for implementation and administration of the Student Judicial Process as directed by the Dean of Students. The Dean of Students holds ultimate authority over the Student Judicial Process including the creation of interim actions, adapting processes, delegation of responsibilities, updating or altering procedures, and determining severity or egregiousness. The Provost is responsible for all final appeals. At the Dean of Students' or his/her 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. At the discretion of the Dean of Students or his/her designee, a hold may be placed upon a student's account until an incident is resolved.

Violations

While the Antioch College Honor Code guides the Student Judicial Process 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 Antioch College 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 Judicial Process. 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 Antioch College Honor Code.

Community Standards

- **Disruption to the Community**

Behaviors that contribute to or constitute a disruption to the community are considered a violation of the Antioch College 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 Antioch College Honor Code and Community Standards.

- **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 Antioch College 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.

- **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.

- **Harm**

Severe, persistent, or pervasive behaviors that cause mental, physical, or emotional harm to another individual are considered a violation of the Antioch College 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 of 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.

- **Laws**

Any behavior found to be in violation of applicable local, state, federal, or international laws is considered a violation of the Antioch College 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.

- **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 Antioch College 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.

- **Cooperation with College Staff**

Failure to respond to reasonable requests from staff members, including Resident Assistants, is considered a violation of the Antioch College 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 Judicial Process or failing to abide by other contracts or expectations set forth by Antioch College.

Student Policies

- Alcohol and Drug Policy
- Firearms and Dangerous Ordnance Policy
- Horace Mann Fellowship Agreement (If breach of community standards, and not academic standards)
- Residence Occupancy Contact
- (Technology) Responsible Use Policy
- Student Social Media Policy
- Smoking Policy

Student Rights

Every student has the following rights as they pertain to the Student Judicial Process:

- The right to be notified of alleged violations.

Students who are charged with an alleged policy violation under the Antioch College 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.

- 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.

- 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.

- 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 CSB hearing in accordance with the procedures outlined in the Student Judicial Process. Students who are serving as complainants have the right to request and attend any such CSB 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 Judicial Process, a hearing may be held without a student being present.

- 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.

- The right to identify support persons.

Parties to any hearing within the Student Judicial 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.

- The right to choose not to respond to accusations in the Student Judicial Process.

Students who are accused of a policy violation may choose not to respond to accusations verbally and/or in writing within the Student Judicial Process. 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.

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

All parties involved in the Student Judicial Process 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 judicial proceeding, 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.

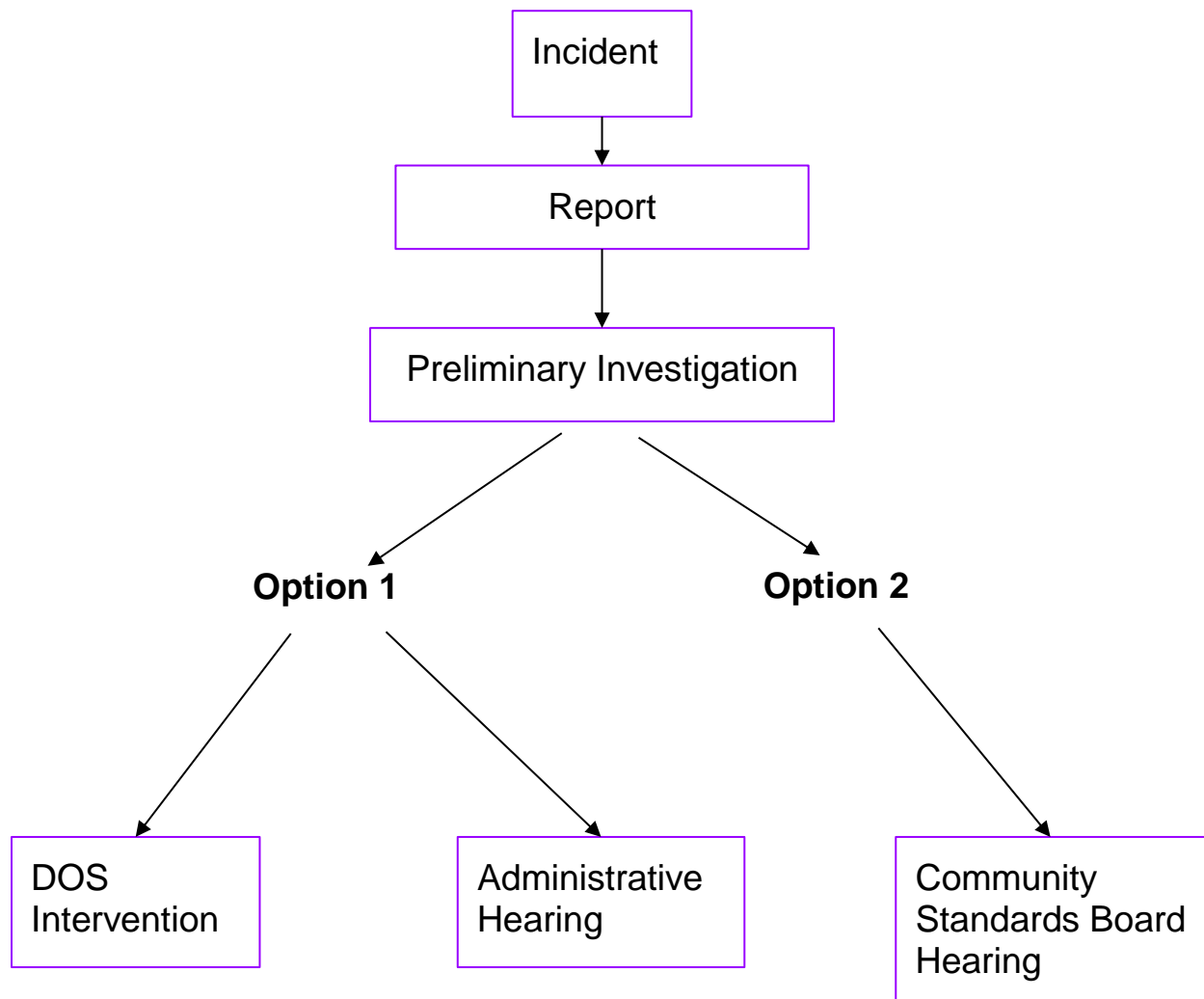
- The right to appeal.

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

- 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



1. The Incident

- An incident is defined as behaviors which result in a possible violation of the Antioch College Honor Code, and Community Standards and Student Policies listed below.
- 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.
- 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 Life, 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.
- We highly recommend that criminal activity be immediately reported to Public Safety, or to the Yellow Springs police department.

2. Incident Report

- Any community member, or the institution as a whole, may report possible violations of the Honor Code, or Community Standards and Student Policies listed below to the Office of Student Life. 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.

- The party who reports an incident will be referred to as the “complainant,” while the accused student will be referred to as the “respondent.”
- Based upon the content of the report, the Dean of Students or his/her 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.
- 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.
- All notifications regarding the Student Judicial Process will be sent to students via their Antioch College email account.
- 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.

3. Investigation and preliminary interview

- Once a report has been submitted, the Office of Student Life will investigate the report as directed by the Dean of Students or his/her designee. This may involve following-up with or interviewing those who submitted the report, or identifying if others were present to witness the incident.
- This investigative process and preliminary interview is intended to provide for the collection of evidence to either support allegations that a student’s behavior violates the Antioch College Honor Code or to demonstrate that there is not enough information to move forward within the Student Judicial Process. Any statement provided, including during a preliminary interview, or other evidence gathered may be used to determine whether a student’s behaviors could be in possible violation of the Antioch College Honor Code, Community Standards, or Student Policies, in addition to being used in any possible future hearing regarding those behaviors to determine responsibility.
- Regardless of the scope of the investigation, any student whose actions are accused of violating policy will be invited to a preliminary interview prior to any official charges being advanced through the conduct process.
- The 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.
- The complainant and the respondent have the opportunity to recommend which judicial 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 judicial options depending on the actions conducted:
 - If the incident falls under harassment or causes major disruption within the community; they will likely be facing the CSB
 - If the incident only warrants a conversation or attention drawn to the issue, it may be a Dean of Students’ Intervention
 - Administrative Hearings are usually for incidents that happen within the Residence Halls
 - The Dean of Students’ decision for a course of action is in accordance with the approval of the complainant and the respondent.
 - 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.
- All effort will be made to schedule preliminary interviews at a time amenable to a student’s schedule. However, if it is deemed by the Dean of Students or their designee that a student is intentionally delaying the process or that a student chooses not to attend their Preliminary Interview, the student may be charged with violations without this opportunity.

- **Preliminary Findings**

The standard of evidence used in the Student Judicial Process 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 Antioch College 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.

- 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.
- 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.
- If the respondent is found responsible, the process can either proceed with Option 1 or Option 2.
- Notification: Respondents and complainants will be given three (3) business days to respond to the notification of Preliminary Findings with their choice of resolution (Dean of Student Intervention, Administrative Hearing, or Community Standards Board hearing) and any other information requested.
- Students who are found not responsible may be charged later if new evidence is obtained regarding the incident.

Option 1

1A. Dean of Students Intervention

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.

- 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 Antioch College Honor Code or Community Standards.
- 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.
- 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 most likely result in a Community Standards Board hearing.
- 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 Antioch College 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.
- Any modifications to or termination of an existing agreement should be determined by the Dean of Students.

1B. Administrative Hearing

An administrative hearing is a meeting in which respondents meet with an Office of Student Life staff member to review information included in the report and investigation of an incident, respond to the accused violations, and discuss the context for their actions:

- 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.
- A respondent may request that the Dean of Students assign a new hearing officer 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.

- 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.
- 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.
- 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.
- 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 2

2. Community Standards Board

A Community Standards Board hearing is a formal hearing comprised 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 at the request of a respondent or complainant, or 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. For further information regarding the community standards board, please refer to the Community Standards Board procedures in the Student Handbook.

- After the presentation of evidence, the CSB will break to 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 CSB Chair's discretion, this process may take up to two business days. To determine responsibility, a majority of the CSB 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.
- Once a decision by the CSB 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.

Possible Consequences

- **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.
- **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.
- **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.
- **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.

- **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. 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. Communication includes speaking to or about an individual, messages to or about an individual, including any sort of electronic or social media to communicate to or about an individual. This also includes the use of intermediaries or other third party individuals and may impact class schedules. 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 Life staff member, a no contact order may be issued immediately.

- **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.

- **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.

- **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.

- **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 his/her 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 his/her designee.
- Appeals can be submitted by either the respondent or any complainants.
- Within five (5) business days upon the appeal being submitted, the Provost or his/her 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.
- A submitted appeal will only be considered actionable if it contains:
 - New evidence that was unavailable at the time of the original hearing.
 - Demonstrated errors within the process that could have impacted the findings or sanctions.

- Is full and complete upon submission including the basis for the appeal and rationale for why the appeal should be considered
 - Concerns regarding the severity of sanctions
- 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.
- 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.
- Corrective actions that may be taken include:
 - 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 his/her designee, students may or may not be included in this meeting.
 - 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.
 - Determination to directly alter any decisions or sanctions.
 - Determination that the information obtained through the appeals process would not impact the original findings in the resolution process.
- Any decisions regarding the appeals process will be communicated to the respondent and complainants within 3 business days.
- Decisions rendered in the appeals process are final and there are no other appeals or avenues for further consideration of the issue.

Records

- All records regarding accused violations of the Honor Code, Community Standards, or Student Policies will be kept within a student's Student Life file.
- These records may include the incident report, notifications sent to the student, and/or any agreement created from a Dean of Students' Intervention.
- 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.
- 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.
- All student judicial proceedings are confidential, and therefore, hearings are closed to anyone not directly involved in the case. Any account of the results of a judicial 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.
- 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.

Tips for Managing the Community Standards Board process

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:

- Remain calm when notified of a CSB hearing.
- Review the Letter of Charges from the CSB Chair to know with what you have been charged.
- Review the Letter of Charges to learn details of the CSB hearing process.
- Find a Support Person and Hearing Advisor to support you through the process.
- Gather and secure physical evidence that will support your case if available.
- Identify witnesses that support your case and ask if they will speak on your behalf at the CSB hearing.

- Arrive at the CSB hearing on time and be ready to begin at the assigned time.
- Listen to the instructions given by the chairperson and ask for clarification if needed.
- Be prepared to ask questions of the CSB members, complainant, respondent, or any witnesses.
- Be prepared to be asked questions by the CSB members, complainant, or respondent.
- Take notes during the hearing to help you ask questions when it is your turn to present questions or comments.
- Be respectful to all parties in the hearing.
- To learn more about the CSB process, see Community Standards Board document in the Student Handbook.

Resources at Antioch College

Student Success Services (South Hall 403)

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.

1. 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.
2. 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.

3. 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.

Emotional Support Animals

The most up-to-date policy and forms can be found online: <https://www.antiochcollege.edu/academics/center-academic-support-services/disability-services>

The Olive Kettering Library

Last Updated: Spring 2018

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 dialog, 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:

- Wi-Fi
- JSTOR Collection (digital library of academic journals, books, and primary sources)
- Academic Search Premier (EBSCO research database)
- Couches, pillows, blankets, snacks & soft drinks
- Private Study Group Room
- Classroom/Lecture area
- 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: wciccone@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.

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 behind the front desk. 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.

Community Bikes

Last Updated: Spring 2018

Antioch has a fleet of community bicycles available for student to ride. They are painted red and can be found around campus. The bike shop is located in the Physical Plant Garage (behind Sontag Fels). Contact the Director of the Physical Plant for further information regarding this program.

Computers at Antioch

Last Updated: Summer 2018

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.

Coretta Scott King Center for Cultural and Intellectual Freedom

Last Updated: Summer 2018

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 regular trainings and courses in Kingian Nonviolence Conflict Reconciliation.

Counseling Services

Last Updated: Spring 2018

For many, issues facing college-aged students can be overwhelming and difficult to navigate. Therefore, Antioch offers counseling services to empower students to cope in healthy and growth-promoting ways that are self-identified.

Examples of potential issues that may be addressed throughout the therapeutic process include, but are not limited to:

- Depression
- Anxiety
- Crisis management

- Racial/Ethnic Traumatic Stress
- Time management
- Relationship issues
- Drug and alcohol abuse
- Conflict management
- Stress management
- GLTBQQIA Issues
- Sexual Assault/Partner Violence
- Adjustment Disorders
- Career Counseling
- And more

Counseling Services employs a Solution-Focused Brief Therapy (SFBT) counseling model. This form of therapy involves first developing a vision of one's future and then determining how internal abilities can be enhanced in order to attain the desired outcome. Students are allowed a limited number of sessions per term. With SFBT, students resolve behavioral challenges in a short period of time.

Referrals and linkages to community resources are also available, should a student need to obtain medication or more intensive services. Counseling Services staff can assist students in making appropriate referrals.

Diversity Committee

Last Updated: Summer 2018

A standing committee of Antioch College Community Government, the Diversity Committee addresses issues of diversity, inclusion and equity on campus, advocates for marginalized identity groups and reviews related policies such as the Racial Discrimination Prevention Policy. The committee collaborates with other committees and departments responsible for diversity and inclusion initiatives.

Farm

Last Updated: Spring 2018

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 Ecology Institute

Last Updated: Spring 2018

Phone: 937-769-1902

Glen Helen 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.

The Glen Helen Ecology Institute, which manages the preserve, publishes a quarterly calendar of public programs, hikes, lectures, and classes. Most programs are free for current Antioch College students. Within the Glen, students will also 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.

See the Antioch College catalog for further information.

Health Insurance

Last Updated: Summer 2018

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 with CHP (Consolidated Health Plans) 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

Last updated: Summer 2018

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.

Antioch College Accounts

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, and 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).

Responsible Use Policy

Updated Summer 2018

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 any and all technology by Antioch Community Members

This covers any and 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 Life (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 Life, 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 (from the U.S. Dept. of Education)

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.

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).

Antioch Kitchens

Last Updated: Spring 2018

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 2018

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

LGBTQ Resources

Last Updated: Summer 2018

The Antioch College Queer Center is an Independent group through Community Government. Currently, the college is working to identify space on campus to house the center.

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

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

Medical Resources

Last Updated: Spring 2018

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

Duty Phone

Phone: 937-471-0517

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

Recycling At Antioch

Last Updated: Spring 2018

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.

Office of the Registrar

Last Updated: Spring 2018

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

Public Safety

Last Updated: Spring 2018

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 Life 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.

Weston Hall: Student Space

Weston Hall is a building renovated by alumni volunteers that now serves as a designated space for Antioch students to hold meetings, dances and poetry readings, and other social gatherings. It is also used as quiet study space and houses the Antioch Record newspaper and the Alternative Library. On occasion, campus community gatherings are also held in Weston Hall. It is conveniently located between North and Birch residence halls.

Tornado and Severe Weather Information

Last Updated: Spring 2018

Tornado Warning System

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.

Voter Registration Information

Last Updated: Summer 2018

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.

The Writing Institute

Last updated: Summer 2018

McGregor Hall 205, E-mail: writing@antiochcollege.edu

Brooke Blackmon Bryan, E-mail: bbryan@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.

Spirituality and Religion

Last Updated: Spring 2018

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 Life 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

Society of Friends
238 Northwood Drive
Yellow Springs, OH 45387
Call: 937-767-5921 or 937-767-7973

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

St. Paul Catholic Church Catholic
308 Phillips Street (at Elm)
Yellow Springs, OH 45387
Call: 937-767-7450

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

Unitarian Fellowship
228 U.S. Route 68 North
Yellow Springs, OH 45387
Call: 937-767-7016

Grace Bible Fellowship of Yellow Springs OH, Inc.
108 Dayton Street, Suite I
Yellow Springs, OH 45387
Call: 937-776-2549

Unitarian Universalist Fellowship
2884 U.S. Route 68 S
Yellow Springs, OH 45387
Call: 937-767-1603

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

Yellow Springs Apostolic Church
324 E. Dayton-Yellow Springs Road
Yellow Springs, OH 45387
Call: 937-416-2686

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

Yellow Springs Baha'i Community
502 Dayton Street
Yellow Springs, Ohio 45387
Call: 937-767-7079

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

Yellow Springs Christian Association
171 E. Hyde Road
Yellow Springs, OH 45387
Call: 937-767-7739

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

Yellow Springs Dharma Center
Buddhist meditation 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: 937-767-7560

Emergency Procedures

Phone Numbers

Updated: July 2018

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 Life On-Call Duty Phone: 937-471-0517
- Facility Manager (Jackie Ashworth): 937-319-6065 ext. 9201

Important Phone Numbers:

- Campus Public Safety Officer on Duty 937-776-0660.
- Public Safety Administrative Office 937-319-0141
- Title IX Coordinator 937-319-6161
- Title IX Deputy Coordinator: 937-319-0141
- 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 force of security officers. Its primary function is to protect the people and property 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 law enforcement procedures. 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.

Fire Reporting, Policies and Procedures

Updated: July 2018

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.
- Generally speaking, 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 FOR STUDENTS, FACULTY, AND STAFF

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.

Tornado and Severe Weather Information

Updated: July 2018

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.

Bomb Threat Procedures

Updated: July 2018

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.

Policies and Procedures

Alcohol and Drug Policy

Passed by Council of Conveners 5-2-12

Revised by Comcil Winter 2013

Additional Revisions Summer 2016

Mission Statement

The goal of Student Life 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.

I. 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 regular mandatory “Teach-in” programming that provides information on the health and psychological effects of alcohol use, abuse and dependence as well as addressing issues related to specific groups (i.e. women), health risks, sex and substances, and risks associated with alcohol abuse. Teach-ins are interactive and are open to students, staff and faculty.

Challenges perceptions of peer usage of alcohol and other substances as well as notions of substances as social lubricants or as empowering to students.

Contributes to a well-informed student body, staff and faculty through ongoing training throughout the school year.

Creates a culture of personal responsibility and compassionate accountability as articulated in the Honor Code.

II. Jurisdiction

The Antioch Alcohol & Drug Policy is to be followed at all times while on campus, within all buildings on campus, and all buildings owned and/or operated by Antioch College. All visitors are expected to follow the policy and community members are responsible for their respected guests. "While off campus, community members are expected to abide by the Alcohol and Drug policy as well as to (follow laws)." While on co-op, whether national or international, community members are expected to follow that countries laws regarding alcohol and drugs.

III. Alcohol Use on Campus

A. 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 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 choose not to or are uncomfortable confronting a situation may contact Residence Life staff or appropriate on call Student Life staff to assist. Residents should also feel comfortable contacting Antioch College Public Safety at 937-361-0782 or 911 when a situation arises where they are needed.

Residents should hold one another accountable for the quality of their living environment.

The Antioch College Alcohol and Drug policy, as well as state law, permit that students have the opportunity to declare their residential space 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. In order to help with the enforcement of this policy, the residence life staff and members of the Community Standards Board (CSB) will be fully informed of which rooms have been declared “alcohol tolerant” and which have been declared “alcohol free.” To declare a residential space “alcohol tolerant,” residents must show a legal form of identification to a Residence Life Staff or the Dean of Students, 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, kitchens, or computer/study rooms in the Residence Halls.
- 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. These can lead to trash problems and create a breeding ground for pests and insects. They are also considered acceptable evidence of consumption.
- Advertisements, artwork or displays that include alcohol or drugs are prohibited in common areas. If a community member has a complaint regarding these displays they can contact the Dean of Students or Residence Life Staff.
- 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.

Residents and guests of “alcohol tolerant” spaces must abide by these policies:

- 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.
- Only beer and wine are permitted in ‘alcohol tolerant’ dorm rooms. No liquor will be permitted, in residential spaces.
- At any one time, community members are permitted to possess no more than a standard six pack of beer, hard cider, malt beverage or wine coolers; or the equivalent of one standard (750 ml) bottle of wine, per person present, per alcohol tolerant room. While it is understood that alcohol content varies depending on the beverage, alcohol by volume of beverages may not exceed 15%.
- Bulk containers holding more than one liter of alcohol (i.e. kegs, party balls, pony kegs, multiple cases of beer, and large quantities of wine) are not permitted.
- “Beer Bongs” along with 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 State issued 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 under aged person is under the influence of alcohol they and the person of age are subject to state law which carry the maximum penalties of \$1,000 in fines and/or 6 months in prison. Students are also subject to Antioch College Sanctions.

Residents and guests of “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.

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, though liquor is prohibited in all campus spaces with the exception of Folkmanis house, Case Commons and Faculty/staff housing.

IV. Event Registration

For alcohol to be present, an event must be registered the Office of Student Life no fewer than five days prior to the event. A gathering is considered to be an event if it takes place on the campus has been publicized through campus communications office or Student Life, student or community members are invited, if it has been publicized to the general public, or if the number of attendees is expected to exceed 15. Only beer and wine may be supplied at any college event. 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 community life. 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 insure compliance with the Antioch College Alcohol and Drug Policy and to manage concerns that arise. Organizers of the event need to complete an Alcohol Tolerant Event Registration Form and submit it to the Office of Student Life. 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.

Alcohol Service Courses are scheduled at least once every term and consist of an online training through Serv-safe as well as a session on the specific policies, culture, and values of Antioch College, provided by Student Life.

For beer and wine to be sold at an event it must be must registered with the state of Ohio for a temporary alcohol license (state laws apply).

V. Responsible Alcohol use Policy

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. Responsible drinking focuses on the behavioral, health, and social consequences of drinking and seeks to minimize and/or eliminate any harm associated with alcohol intoxication and abuse. 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 drinking means drinking in a way that does not adversely affect an individual’s legal, social, and value obligations and does not negatively impact their health, academic or job performance, or quality of life.

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

- Knowing your limit on alcohol to avoid intoxication or choosing not to drink if under 21 or driving.
- Respecting other’s 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 lead to 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.
- Inter-personal strife or anti-social 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.

VI. Medical Assistance Amnesty Policy

In order to ensure that students receive prompt and appropriate attention for 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 (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 well-being and the well-being of the Campus Community or unless the incident results in criminal charges (or damages to College property). Alcohol or drug-related elements within SOPP/Title IX charges will be similarly protected by the SOPP and Title IX.

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, Yellow Springs 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.

VII. 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. In addition, faculty who believe a student to be intoxicated by alcohol or drug use while the student is in the classroom will direct the student to leave the class. Co-op faculty will refuse to meet with students who come to appointments intoxicated. Behavioral incidents associated with this policy may have further sanctions.

Both state and federal laws prohibit the use, possession or offering the 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 colleges educational mission the sale of illegal substances on campus may result in expulsion from the college. It is also illegal to share, sell or traffic prescription medication that is prescribed to another.

Antioch is bound to the law and has no special protection from the police or other law enforcement officers. Law enforcement officers, who present a search warrant issued by a municipal, state or federal Judge have a legal right to search any and all buildings on campus without prior notice to anyone at the College. College officials may also choose to search rooms because drug trafficking interferes with the safety of our students at the College.

Violations of the Alcohol, Drug and Intoxication 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.

- A. First Offense. The appropriate combination of consequences to be determined through the Community Standards Process and may consist of the following recommendations:
 - 1. Written Warning.
 - 2. Online screening that will help the individual evaluate his or her personal patterns of alcohol and drug use and/or requirement to read a relevant booklet followed by writing a reflection paper, and/or (an) other appropriate educational intervention(s).
- B. Second Offense. The appropriate combination of consequences to be determined through the Community Standards Process and may consist of the following recommendations:
 - 1. Mandated alcohol or drug assessment with campus counselor or off campus resource
 - 3. Immediate Student Life Probation or Probation for a period of less than one year.
 - 4. Parental notification if student is under 21.
 - 5. Circle process facilitated by Community Standards Board and Residence Life.
 - 6. Other appropriate educational sanctions may be determined.
- C. Third Offense. The appropriate combination of sanctions is to be determined by the Community Standards Board and may consist of the following recommendations:
 - 1. Assessment by a state certified treatment center in Ohio or in student's home state. * This assessment must be completed within the period of time specified by the Community Standards Board and paid for by the student.
 - 2. Parental notification if student is under 21.

3. Immediate Student Life Probation of one year or more including College or Residence (potential lengths ranging from probation for the remainder of the semester to probation until graduation).
 4. Circle Process regarding the impact of use on fellow students facilitated by Community Standards Board and Residence Life.
- D. Fourth and Subsequent Offenses.
1. Loss of housing privileges.
 2. Suspension.
 3. Enrollment in ongoing treatment as condition of maintaining housing privileges.
 4. Dismissal as determined by Dean of Student Life with the President of the college
- E. Failure to Comply. Student's failure to complete or comply with sanctions by prescribed date may be subject to either one or more of the following:
1. Further and more serious sanctions.
 2. A student hold will be placed on student records. A student hold does not allow a student to register for classes.
 3. Withholding College services: All services including registration and housing assignments may be withheld. In addition, students may be prohibited from maintaining their campus or co-op employment.

VIII. 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 Life 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 Life 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 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 twenty-one 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 sixty days, or both. (Third degree misdemeanor).

Section 4301.69: No person shall sell intoxicating liquor or beer to a person under the age of twenty-one years, or buy intoxicating liquor or beer for, or furnish it to, a person under the age of twenty-one 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 3 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 .1 0%.
- 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 St. 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 6 months in jail and a fine of up to \$1000.

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 6 to 12 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. This also includes the sale, trafficking or sharing of prescription medication. 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 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 Public Safety 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 Public Safety 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 Dean of Students office and the Office of Housing & Residence Life. Students will be invited to write a statement as well

Appendix C: Resources

TCN (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

AA (Alcoholics Anonymous) Meeting in Yellow Springs

Monday, 8:00 p.m., the Jackson Road Group - Open Discussion, The Methodist Church, 202 S. Winter Street (corner of Winter & Dayton Streets)

Tuesday, 7:30 p.m., the Step Heads – Closed, The Methodist Church, 202 S. Winter Street (corner of Winter & Dayton Streets)

Wednesday, 7:00 p.m., Young People/Beginners AA - Open Discussion at Rockford Chapel, Antioch College campus

Thursday, 7:00 p.m., the No Name Group – Open Discussion, The Presbyterian Church, 314 Xenia Avenue

Sunday, 8:00 p.m., the Yellow Springs Group – Open Lead, The Presbyterian Church, 314 Xenia Avenue

AL-ANON

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

Fellowship Club

1303 Kenton Street

Covenant Presbyterian Church

201 North Limestone Street

Fairborn First United Presbyterian Church

Highview & Broad Streets

Yellow Springs Friends Care Center

150 East Herman Street

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:

1. 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 and social, blood alcohol content and responsible drinking.
2. Hall Meetings: At least one hall meeting a term will be devoted to discussion and education on alcohol and substances.

3. Other public spaces such as bulletin board, community meeting, 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.

All Resident Advisors will receive training in the following:

1. Signs of alcohol overdose and what to do
4. Peer education practices
5. Sober supports

Community Bartenders will be trained via ServSafe online training as well as staff in Student Life who will educate about the specifics of the Antioch College Alcohol and Drug Policy.

Counseling Services will employ an assessment tool such as AUDIT or CRAFFT to assist students in determining if their use is clinically significant.

All Gender Restroom Resolution

The following is a resolution adopted by Comcil on July 30, 2013. It was adopted by Senior Leadership Team on August 27, 2013.

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.

Civil Liberties Code

Last Updated: 2015

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 he/she concurs fully with them, as long as the agreements are in place.

Firearms and Dangerous Ordnance Policy

Last Updated: June 2017

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.

Section 1. *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 shall apply to all students, employees, vendors, customers, visitors, and invitees on the premises.

Section 2. *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.

Section 3: Judicial 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 Ordinance 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.

Student Grievance Policy and Procedure

Last Updated: Spring 2018

Student Grievance Policy and Procedure

Overview

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:

- a) The name and position of the party or parties against whom the grievance is filed,
- b) The date of filing,
- c) A concise statement of the nature of the grievance,
- d) The stated rule, policy, procedure, or regulation which the College has allegedly misapplied or misinterpreted,
- e) How it was misapplied or misinterpreted, and
- f) 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 Life: Complaints regarding general policies, procedures, governance, residence life, or any other functions of the Office of Student Life 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 he/she/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 Life. 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.

Antioch College Student IT Policy

Last Updated: Summer 2018

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.

Media Relations Guidelines

Last updated: 2015

Scope of Policy

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 Life 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 chooses to ignore campus community standards, the College reserves the right to ask that visitor to leave campus.

Antioch College Student Social Media Policy

Last updated: 2015

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 off line, 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.

The Antioch Public Notice Policy

Last Updated: 2015

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.

Sexual Offense Prevention Policy (SOPP)

Last updated: 2/05/2018

Preface

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 (SOPP). The SOPP is Antioch College's formal attempt at ending sexual violence and sexual harassment while fostering a campus culture of positive, consensual sexuality.

Policy:

The Sexual Offense Prevention Policy (SOPP) is a campus wide policy of Antioch College. All sexual interactions at Antioch College must be consensual. Affirmative Consent means verbally asking and verbally giving or denying consent for all levels of sexual behavior. Non-consensual sexual behavior, verbal and physical sexual harassment are not tolerated at Antioch College. Antioch College strongly encourages students, faculty, staff and visitors to report any violations of local, state, and federal law or conduct deemed inappropriate under this policy, to the college's Title IX Coordinators, or when appropriate, to law enforcement officials.

Affirmative Consent is defined as the act of willingly and verbally agreeing to engage in specific sexual conduct. The following are clarifying points:

- Affirmative Consent must be obtained each and every time there is sexual activity.

AFFIRMATIVE CONSENT understanding of the sexual activity:

- The person who initiates sexual conduct is responsible for verbally asking for the affirmative consent of individual(s) involved.
- The person with whom sexual conduct is initiated must verbally express affirmative consent or lack of "consent."
- Each new level of sexual activity requires affirmative consent.
- 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.
- 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).
- In order for affirmative consent to be valid, all parties must have unimpaired judgment and a shared understanding of the nature of the act to which they are consenting, including the use of safer sex practices.
- A person cannot give affirmative consent while sleeping.
- Silence conveys a lack of affirmative consent.
- At any and all times when affirmative consent is withdrawn or not explicitly agreed to, the sexual activity must stop immediately.
- All parties must disclose personal risk factors and known STIs.

Violations of Policy

The SOPP is violated whenever there is an incident of non-consensual sexual conduct or physical or verbal sexual harassment on the Antioch College campus, during an Antioch College sanctioned event, or between two Antioch College students, regardless of location. If an act of sexual violence or sexual harassment occurs off campus in the context of an educational program or activity of the school, it must be responded to in the same manner as an on campus incident of sexual violence or sexual harassment.

Violations are defined as follows:

- Sexually based gestures
- Sexually based touching
- Sexually based 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.
- Sexually based stalking
- Violence as related to dating or a domestic partnership.
- Sexually based forms of nonconsensual communication, whether verbal, written, via telephone, or through electronic or social media.

- Failure to disclose STIs and other personal risk factors.
- Failure to use safer sex practices unless otherwise agreed upon verbally.
- Harassment of any kind based on sexuality, gender identity or gender expression.
- Any act of retaliation in response to an allegation of a SOPP violation.
- Non-consensual conduct that is not sexually based is a violation of the Student Conduct Code and Honor Code and should be referred to the Dean of Student Life.

Education: Antioch College believes that education is key to understanding and utilizing the Sexual Offense Prevention Policy. The College is therefore committed to offering education and training activities through the Office of Student Life at least twice a year, and during orientation of incoming students every Fall term. These educational offerings will vary based on the needs and desires of the Community, the resources available, and specific events that require response. In addition to orienting students, the Office of Student Life and Title IX Coordinator will also orient faculty, staff, visitors and guests of the college as part of the SOPP educational curriculum. Statistical information including numbers and types of complaints will be made available to the community and to the general public as an ongoing part of campus security reporting, in compliance with the Clery Act.

Support: Antioch College is committed to offering support to survivors of sexual violence, sexual harassment and domestic violence. This support is provided through Counseling Services and linkages to local resources through the Office of Student Life, Human Resources and by the Title IX Coordinators. Support includes immediate response and advocacy for survivors, individual counseling, linkages to health services and advocacy. Options will be reviewed including criminal, civil and SOPP complaint processes. Services are also available to those seeking support who have been involved in a sexual violence, sexual harassment or domestic violence situation but are not the survivor.

SOPP Complaints: Any community member or visitor may report a complaint to the college Title IX Coordinator, Dean of Students or identified Title IX Deputy Coordinator when an alleged violation has occurred. To ensure confidentiality, the individual who makes a formal complaint is referred to as the Primary Witness or complainant. The person against whom the complaint has been filed is referred to as the Respondent. The Title IX Coordinator or appointed Title IX investigator and or deputy are responsible for discussing available options with both the Primary Witness and the Respondent, including those of the Antioch Community as well as other options.

Violations of Policy: If a complaint involves a non--community member, the Title IX Coordinator shall also discuss options available to ensure the safety of the individual and the college community. If the Complainant, Respondent or the Title IX Coordinator is concerned about the safety of the parties involved, the Title IX Coordinator is responsible for addressing the safety of all community members.

Types of Complaints: There are four types of complaints that can be filed. Person(s) wishing to remain anonymous fill out the complaint form without signing the form and it is then submitted to the college Title IX Coordinator. Persons who are willing to sign the complaint can indicate that they want the remedies to be informal or formal. Third party complaints may be filed by anyone other than the Primary Witness or Respondent regarding an SOPP violation.

Remedies: Remedies are determined, in part, by the type of the complaint filed. Persons may file a complaint and state they do not want to pursue any remedy. Remedies are developed, whenever possible, with the intent to increase educational awareness for all parties involved.

Anonymous complaints are investigated by the Title Coordinator in conjunction with Title IX investigators to determine if any action can be taken or if there are any patterns of sexual violence of concern. Actions may include offering additional training for a specific group and/or issuing a campus wide alert.

Signed Complaints:

All signed complaints are investigated by the Title IX Coordinator in conjunction with an appointed Title IX Investigator and or deputy.

Informal complaint remedies are not permissible under Title IX Regulations. Any reports of violations of the SOPP or Title IX criteria must go through a formal investigation and Community Standards Board Hearing if the evidence supports that a respondent is Responsible of committing a SOPP/Title IX violation.

Formal complaints filed against a Community Member involves an investigation to determine if there is sufficient evidence to establish a violation of the college's SOPP policy. If a sufficient evidence is established the case is then released to the Community Standards Board for a formal hearing. The remedies may include support and educational activities for either or both parties, and disciplinary action for the respondent who is found to have violated the Policy.

Third Party complaints are reviewed by the Title IX Coordinator to determine if further action can be taken. The Primary Witness in a third party complaint may choose whether or not to participate in the complaint. Support and services are offered regardless

of their decision. Multiple third party complaints about the same incident and/or Respondent are given stronger consideration and may warrant a stronger response, depending on the nature of the allegation.

Complaint Procedures:

The Title IX Coordinator and Office of Human Resources are responsible for the complaint process.

All SOPP/Title IX Complaints may be reported to the Title IX Compliance Office:

Joanne Lakomski, Title IX Coordinator/Human Resources Director
jlakomski@antiochcollege.edu.
937-319-6161

Roger D. Stoppa, Deputy Title IX Coordinator/Public Safety Coordinator
rstoppa@antiochcollege.edu.
937-319-0141

Mandatory Reporters:

In addition, all faculty, staff and RAs are Mandatory Reporters. This means that you may report a violation of the SOPP and/or Title IX to them, but they are required under Antioch College policy to report your identity and details reported to them to the Title IX Coordinator or Deputy Title IX Coordinator.

If you wish to remain anonymous, you may report a violation to any counselor, college nurse, Doctor or file a complaint anonymously online at: TitleIX@antiochcollege.edu.

Complaint Process:

- SOPP Forms are available at the Counseling Office, Human Resources, Office of Student Life and Residence Life staff as well as online at: TitleIX@antiochcollege.edu.
- You may file a complaint independently or with the assistance of Faculty, Staff or peer.
- Complaints should be filed with the college's Title IX office located in the Human Resources office on the 2nd floor of South Hall or online at: TitleIX@antiochcollege.edu.
- The Title IX Coordinator and Deputy Title IX Coordinator review all complaints and will appoint an investigator when appropriate.
- The Title IX Coordinator and Deputy Title IX Coordinator will work on anonymous complaints to determine what further action should be taken.
- The Title IX Coordinator and/or Deputy Title IX Coordinator will respond to informal, formal and third party complaints by contacting the person who filed the complaint. Issues of personal safety and health will be addressed, then the complaint will be reviewed and possible remedies discussed.
- The IX Coordinator will appoint an investigator when indicated and appropriate. If an investigation establishes a violation of the college's SOPP by the standard of a preponderance of evidence, the complaint will then be sent to the Community Standards Board who will hear the formal complaint. The Chair of Community Standards Board is charged with contacting the Complainant and the Respondent to schedule separate meetings within five days of receiving a formal complaint.

Confidentiality:

Confidential information will be disclosed only as authorized by the relevant individual or as permitted by law. In order to adequately provide for the safety and welfare of the Antioch Community, Antioch may notify the local police department of a sexual offense. If an individual who has been negatively affected by sex discrimination reports the incident and requests confidentiality or asks that the complaint not be pursued through the Student Conduct Process, Antioch will still take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue the investigation. Antioch must evaluate all requests for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. In doing so, 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 complaints about the same alleged perpetrator, and the alleged perpetrator's rights to receive information about the allegations if the information is maintained by Antioch as an "education record" under FERPA. Accordingly, 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. Community members including students, staff, faculty and administration, must respect confidentiality in matters relating to the Sexual Offense Prevention Policy. If confidentiality is violated, the Dean of

Students or any other party involved may make a complaint about the violation to the Community Standards Board, which may sanction the parties involved. 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. Any evidence used to reach a decision in the context of a hearing is confidential unless there is an appeal.

Emergency Procedures:

The Title IX Coordinator and Dean of Students works closely with Resident Life Coordinators, Counseling and the Coordinator of Public Safety to provide immediate response for those in an emergency situation.

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/legal exam.)
- Contact the On Call Phone (937-471-0517) or Antioch Public Safety (937) 776-0660
- The Dean of Students, Residence Life Staff and Public Safety will provide immediate assistance with safety issues such as relocation to a safe place.
- Student Life staff will support you throughout the emergency situation. They will work with you to advocate for your needs, assist you with filing a criminal, civil and/or SOPP complaint (if desired), and connect you with health care and counseling services.
- Obtaining help through the Student Life staff is voluntary.
- All services will remain confidential. In the event of a violent sexual assault, college authorities will contact the Yellow Springs Police Department. The Complainant 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.

*****ALWAYS CALL 911 OR GO TO THE LOCAL EMERGENCY ROOM ASAP AFTER THE ASSAULT OCCURS*****

Antioch College Resources:

- Yellow Springs Police: 911 or 937-767-7206
- Campus Public Safety: 937-776-0660-24 hours 7 days a week
- Antioch Duty Phone: (937) 471-0517-24 hours 7 Days a week
- Counseling Services:

Nzingha Dalila: 937-319-0070
ndalila@antiochcollege.edu.

Community Resources

- Exam by a Sexual Assault Nurse Examiner (SANE) at a Hospital

A Sexual Assault Nurse Examiner (SANE) is a registered nurse (RN) who has received special training in order to provide comprehensive care to the sexual assault patient, and who has been specially trained on collecting forensic evidence (evidence that is suitable for use in court). At the local hospital, the SANE will discuss what happened, do an exam looking for injury, may provide medication to decrease the chance of getting sexually transmitted infections, and may test for pregnancy and sexually transmitted diseases (one test on the first visit to the SANE and a second test at a later date to determine if sexual assault resulted in pregnancy or sexually transmitted diseases). In addition to medical treatment and forensic evidence collection, the SANE can provide the names of other professionals available for follow-up care. If a student believes they have been sexually assaulted it is best not to bathe, shower, douche, smoke, change clothes, or brush your teeth after the assault since some evidence may be lost. Even if these have been done, the individual should still see the SANE as an exam can still be performed. It is best to contact SANE as soon as possible after the assault. A SANE nurse is available through the following area hospitals:

- Greene Memorial Hospital (937) 372-8011 ext. 5106
- Springfield Regional Medical Center (937) 328-9372
- Miami Valley Hospital (937) 208-8042

The Antioch College Public Safety officers are available to transport or arrange for the transport of victims of sexual assault to a local hospital of the victim's choosing. The services of a SANE nurse are provided free of charge to victims. More information is available by calling the local hospitals listed above.

- Filing a Police Report or Pursuing Criminal Charges

Students may contact the Yellow Springs Police Department to file a police report or to talk with a police officer about the possibility of filing a police report. The Yellow Springs Police Department emergency number is 911, the non-emergency number is (937) 767-7206.

Local Crisis and Support Providers:

Family Violence Prevention Center Greene County
380 Bellbrook Avenue, Xenia, OH 45385 (937) 376-8526 or (937) 426-65

Planned Parenthood:

Springfield: 1061 North Bechtle Avenue, Springfield, OH 45504 – (937) 325-7349

Dayton: 224 N. Wilkinson St., Dayton, OH 45402 – (937) 226-0780

Offers complete gynecological exams; pelvic and breast exams; testing and treatment of sexually transmitted diseases, vaginitis, and urinary tract infections; cancer screening; PMS consultation; mid-life services; family planning and educational services.

Green County Prosecutor's Office Victim/Witness Advocacy:

61 Greene Street, Suite 200, Xenia, OH 45385 (937) 562-5087

The Victim/Witness Division of the Greene County Prosecutor's Office was created in 1982 and provides support, advocacy, and crisis intervention assistance to all felony crime victims and witnesses. The Division, which operates with a professional staff and a group of trained volunteer advocates, provides 24-hour assistance free of charge.

Project Woman

1316 E High St., Springfield, OH 45503 – (937) 328-5308

24-Hour Crisis Hotline 1-800-634-9893

Offers a 24-hour crisis line, 16 beds for women and children, victim advocacy and victim services, community outreach, community support, group and individual counseling, hospital advocacy.

Justice League of Ohio

3956 N Hampton Dr. Powell, OH 43065 (614) 848--8500

Greene Memorial Hospital

1141 N. Monroe Dr., Xenia, OH 45385 – (937) 372-8011 ext. 5106

Rape kit and referrals.

Family Violence Prevention Center

380 Bellbrook Ave, Xenia, OH 45385

24 Hour – (937) 426-2334 or (937) 372-4552

The mission of the Family Violence Prevention Center is to reduce family and relationship violence and its impact in Greene County through prevention, intervention, safe--housing and collaborative community programs.

Artemis Center for Alternatives to DV

310 West Monument Ave., Dayton, OH 45402 – (937) 461-5091

24-Hour Domestic Violence Hotline: (937) 222-SAFE (7233)

Artemis Center provides support and information for victims of domestic violence and their children. This includes the following services: crisis intervention and support services, advocacy, assistance with the legal process, children's therapy program, support/education programs, referrals to Crime Victims Compensation and other community resources, workplace safe from Domestic Violence Program, and community education.

Free legal representation to victims of violent crime throughout Ohio to ensure their constitutional and statutory rights are enforced and protected from the time a crime is first reported throughout the criminal justice process.

Additional Services:

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 LGTBQ youth/young adults): 866-488-7386

Poison Control (800) 222-1222

RAINN (National) (800) 656-HOPE: Sexual Assault Hotline

Racial Discrimination Prevention Policy (RDPP)

Last Updated: 2018

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 an inclusive and diverse 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.

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.
- B. Ongoing workshops and administrative, curricular and co-curricular policy strategies aimed at preventing racial discrimination.
 1. 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
- 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. Policy Guidelines

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

A. Communication Guidelines

All community members should have an equal voice. 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 communication tools may help in fostering and enhancing 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 racist acts, unintentional or not, when discussing how not to be 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 community life requires appreciation of difference (not simply tolerance), as a positive value in personal, work and community interactions.

B. Community Guidelines

The intention of this policy is to bring about concrete actions. Community guidelines under this policy are:

- 1) Taking personal responsibility for active involvement in creating and maintaining an anti-racist environment.
- 2) Challenging racism when we witness it individually and collectively.

- 3) Intentionally pursuing the goals of recruiting and retaining qualified students, faculty, staff and administrators of color, at least reflective of the diverse society at large.
- 4) Supporting activities that affirm, reflect and celebrate anti-racist and inclusive values.

C. Institutional Commitment

Institutional commitment is a cornerstone of this policy. The institution, in particular Human Resources, the Provost, the Dean of Students and the Office of Diversity and Inclusion, will be responsible for maintaining resources to administer the RDPP.

- 1) Orientation, training and ongoing educational experiences for students, staff, faculty and administrators.
- 2) Promoting the recruitment and retention of faculty, staff and students of color, and assessing annually mechanisms for such retention.
- 3) Abiding by, supporting, and periodically reviewing relevant policies such as the Equal
- 4) Employment Opportunity Policy, in accordance with the goals of the RDPP.
- 5) Developing annual operating plans with individual administrative and academic areas to address anti-discriminatory and inclusive objectives.
- 6) Continual improvement and support for building an anti-discriminatory and inclusive environment.

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.

A. 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 to bring that issue to the attention of the entire community:

- Work with the Dean of Students, the Vice President for Diversity & Inclusion, the Office of Public Safety the Office of Human Resources, the Office of Academic Affairs, and the Cooperative Education Program to identify and report potential patterns seen in the community.
- Work with Comcil to organize a community discussion at Community Meeting.
- Work with the Vice President for Diversity & Inclusion to organize trainings to address the situation.

Regardless of how an individual chooses to respond to a racially charged 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 Vice President for Diversity & Inclusion and/or their designee. The Vice President for Diversity & Inclusion 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 Vice President for Diversity & Inclusion should notify the Dean of Students, Human Resources, the Provost, 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 Vice President for Diversity & Inclusion 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 Vice President for Diversity & Inclusion is notified when an online complaint is submitted.
2. The Vice President for Diversity & Inclusion decides the appropriate office and/or staff to review the complaint.
3. When the alleged offender is a student, the complaint is referred to the Dean of Students.
4. When the alleged offender is a faculty member, the complaint is referred to the Provost.
5. When the alleged offender is a staff member, the complaint is referred to the Human Resources.
6. There may be instances where collaboration between or among offices are necessary.
7. 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.

8. The staff who are investigating the complaint may meet with assigned members of the Diversity and Inclusion Committee to review the evidence and discuss appropriate remedies.

When anonymous reports are submitted, the Vice President for Diversity & Inclusion, 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 Vice President for Diversity and Inclusion 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 Vice President for Diversity and Inclusion, the reviewing office will begin their investigation.

Within 60 days of receiving the referral, the case will be resolved 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 Dean of Students will be the Provost, then the President. The appellate for cases handled by the Provost or Human Resources will be the President.

VIII. 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, Vice President for Diversity & Inclusion, the Office of Student Life, and the Provost.

Policy enactment recommendations will be submitted at the end of the review process to the Human Resources Office, Vice President for Diversity & Inclusion, the Office of Student Life, and the Provost. Any and all revisions are subject to approval by Community Council and the Senior Leadership Team.

Next Review Summer 2019

Nondiscrimination on Basis of Disability Policy Statement

Last Updated: 2015

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. Redesigning equipment or the facility after case review.
 - b. Providing appropriate signage.
 - c. Reassigning classes, staff, or services to accessible sites.
 - 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 factual 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.

Nondiscrimination Policy

Last Updated: Summer 2018

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.

Non-Fraternization Policy

Last updated: Summer 2018

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.

Smoking Policy

Last Updated: Summer 2016

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 Community Life. Violations occurring in residence halls are considered to be serious safety hazards, and Residence Life will be notified as well.

Antioch College respects the diversity of personal experiences and thus it is never the college's intentions to shame community members for their choices. While there are many reasons why people choose to smoke, Antioch College recognizes that some people smoke due to an addiction to nicotine. Antioch College is committed to helping those who want to stop smoking quit through the on-going support for cessation programs and educational opportunities through Human Resources and/or Community Life.

Designated smoking areas will be determined in conjunction with College administration, Operations and Facilities, and the Office of Community Life. The specified areas will be at least 30 feet away from doorways and vents. When adequate funding can

be identified, designated smoking areas will be covered to protect individuals from snow and rain and promoted with signage to increase awareness of their location. Solar lights will be installed for safety purposes and to encourage the use of designated smoking areas by making them more comfortable.

The Residence Life Advisory Board should review the smoking policy annually, ensure that complaint processes are in place, review progress towards providing adequate smoking areas, and that cessation programs are offered.

Vehicle Ownership and Operation

Last Updated: January 2017

The following standards and regulations apply to all community members who own and/or operate a motor vehicle on campus. Vehicles owned by community members must be registered with the Department of Public Safety and display an Antioch College Parking Permit.

- A. Vehicles may not be parked for extended periods in the College parking lots without the permission of the Public Safety Coordinator. Vehicles left on campus without said permission, will be removed. Vehicles may not be left on jacks or blocks.
- B. Vehicles are not allowed to be parked on campus that are in a state of disrepair.
- C. Motorcycles, motorbikes and motor scooters are not to be stored in any campus buildings for fire safety purposes.
- D. Motorcycles, motor scooters and motorbikes must be registered with the Department of Public Safety, but a parking permit is not required.
- E. Parking in fire lanes, restricted areas or marked no-parking areas is forbidden. In addition, 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.
- F. Violators are subject to tickets, fines and/or towing at the owner's expense.
- G. Motor vehicles of any kind may be driven on roads or driveways only, not on the grass or sidewalks. The exception to driving on grass/sidewalks will be for college owned tractors and golf carts that are being used for official college business.
- H. All posted speed limits are to be adhered to at all times.
- I. All vehicles will be kept in a condition that ensures safe operation.
- J. Antioch College is not responsible for motor vehicle thefts or items stolen from motor vehicles.
- K. Using Antioch College parking lots or other areas of the Antioch College campus is prohibited due to environmental concerns and aesthetic purposes. The exception to this policy is the Vehicle Club that uses a college approved space.
- L. To obtain an Antioch College Parking Permit, you will need to stop by the Public Safety office located in South Hall Suite 409 between the hours of 7:30am-4:00pm Monday-Friday.

Facilities Information

Updated: Spring 2018

Facilities Information

The Antioch College physical plant is one of the largest liberal arts educational real estate footprints in the U.S. The College owns and operates 1,100 acres of contiguous property, which includes 32 buildings comprising approximately 600,000 square feet of enclosed space. The buildings, generally built between 1852 and the 1950s, are energy inefficient and reflect the typical conditions found on many campuses of similar vintage.

In the fall of 2011, the College began a search for a professional group to assist with the development of a new master plan – one that translates its strategic goals and objectives into a physical plan that identifies where the College should focus its resources to meet future demands on facilities. The College remains committed to reinventing the way the community lives, learns, and behaves, while remaining environmentally sustainable and economically prudent.

To that end, much work has already been accomplished, including the renovation or restoration of five campus buildings since the College regained its independence in the fall of 2009. The Olive Kettering Library was the only College building to remain open after the 2008 closure. Crumbling bricks on the building's south facing wall were replaced. In January 2010, College leaders rededicated South Hall after the building's interior was renovated for use as the College's central administration building. The Birch Hall dormitory and the McGregor Hall classroom/office building were both renovated in preparation for the arrival of students and faculty. In October 2011, the Board of Trustees authorized the College to move ahead with plans for a \$5.7 million renovation of North Hall, one of the three original buildings, which will serve as additional dormitory space for future Antiochians.

The Antioch College physical plant is one of the largest liberal arts educational real estate footprints in the U.S. The College owns and operates 1,100 acres of contiguous property, which includes 32 buildings comprising approximately 600,000 square feet of enclosed space. The buildings, generally built between 1852 and the 1950s, are energy inefficient and reflect the typical conditions found on many campuses of similar vintage.

In the fall of 2011, the College began a search for a professional group to assist with the development of a new master plan – one that translates its strategic goals and objectives into a physical plan that identifies where the College should focus its resources to meet future demands on facilities. The College remains committed to reinventing the way the community lives, learns, and behaves, while remaining environmentally sustainable and economically prudent.

To that end, much work has already been accomplished, including the renovation or restoration of five campus buildings since the College regained its independence in the fall of 2009. The Olive Kettering Library was the only College building to remain open after the 2008 closure. Crumbling bricks on the building's south facing wall were replaced. In January 2010, College leaders rededicated South Hall after the building's interior was renovated for use as the College's central administration building. The Birch Hall dormitory and the McGregor Hall classroom/office building were both renovated in preparation for the arrival of students and faculty. In October 2011, the Board of Trustees authorized the College to move ahead with plans for a \$5.7 million renovation of North Hall, one of the three original buildings, which will serve as additional dormitory space for future Antiochians.

Antioch Hall (currently closed)

Opened in 1853 and designed by A.M. Merrifield, Antioch Hall is one of the College's oldest buildings. Antioch Hall, or Main Building, went largely unchanged until 1910 when its chapel was converted into a gymnasium. The building completed a major renovation in 1962, when its original three-story interior was gutted and enlarged to four stories, and a new front entrance was installed on what was once the rear of the building. Most recently, Antioch Hall served as an auditorium, classroom, and administrative office building.

Antioch Hall's lofty appearance and cross-shaped layout embodies the spirit and aims of Antioch's founders, the Christian Connexion. The architecture is reminiscent of the Gothic and Romanesque revival styles popular in the mid nineteenth century. So familiar are its towers that the building is often erroneously attributed to James Renwick, architect of the Smithsonian Institution.

Birch Hall

Completed in 1948, Birch Hall was designed as the first of many new buildings in a campus master plan conceived by world-renowned architect Eero Saarinen, whose credits include the Gateway Arch in St. Louis and the former TWA Terminal of Kennedy International Airport in NYC. Though the rest of his plan was not followed, Birch Hall is an outstanding example of the modern Cubist style of post-WWII architecture. The building was named after Hugh Taylor Birch, a 1929 alumnus who donated Glen Helen to Antioch College to honor the memory of his daughter.

The inaugural class of students currently resides in Birch Hall, one of the College's two functioning dormitories, which can house 108 residents.

Campus Farm

Situated on the approximately 35-acre former golf course on the southeast side of campus, the Antioch College Farm is a working laboratory that provides the opportunity for active participation in learning, experimenting, and applying best management practices in organic and ecological agriculture methods.

A perfect supplement to Antioch College's new Global Seminars, the farm serves as an experiential classroom where students and faculty will search for the inherent interrelationships between conscious stewardship, the use of natural resources, and the resultant impact on the health and vitality of the local and global environment.

Case Commons

Case Commons, located behind the Coretta Scott King Center, is used to house visiting alumni, faculty, and parents, as well as other guests of the College, on a temporary basis.

Curl Gymnasium (now Wellness Center)

Curl Gym, constructed in 1928, served for many decades as a site for community physical recreation and fitness activities. The gym was shuttered in 2008. Curl Gym reopened in the summer of 2014 as the Wellness Center for Antioch College and the village of Yellow Springs.

Foundry Theatre

Located on Corry Street, on the edge of campus, the theatre building was once a foundry. Renovated in 1955, it houses a mainstage, an experimental black box theatre, a dance studio and scene shop. It will reopen in the summer of 2014 and house performance classes as well as Yellow Springs community theatre projects.

McGregor Hall

McGregor Hall, constructed in 1969, was designed by two Antiochian architects, Richard Cooke '59 and Max Mercer '44. Today, McGregor houses classrooms, faculty and administrative offices, and the Writing Institute. The Gerber Seminar Room was dedicated in October 2011. Named for alumnus Peter H. Gerber '69, the space also honors the memory of Richard "Micky" McCleery, a long time professor of political science and Gerber's mentor.

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.

Olive Kettering Library

The Olive Kettering Library, built in 1954, is named in memory of the wife of the late Charles F. Kettering, Antioch trustee, inventor, and engineer, who developed the automobile self-starter and high-octane gasoline. The library houses a collection of more than 375,000 volumes, including an extensive collection of bound periodicals.

Pennell House

Home of Rebecca Pennell, Horace Mann's niece and the first female professor in the United States to have the same rank and pay as her male counterparts, Pennell House now houses the offices of Counseling and Medical Services.

Arts and Science Building

Originally built in 1930, the Science Building was modified in 1959 after a fire destroyed the attic. A fourth floor was added and the current flat roof put in place. It was built entirely with funds provided by inventor and business leader Charles F. Kettering to provide not only modern lab and classroom space for the college, but also to conduct his photosynthesis research, a project that became the Kettering Foundation. The Science Building is one of the largest on campus and will be renovated in phases.

South Hall

South Hall was built in 1852-1854 as a men's dormitory, a role it performed until it was closed in 1965. The building underwent a massive renovation beginning in 1989, however, and in 1994 it reopened as an academic facility. South Hall was rededicated on January 14, 2010, as the headquarters of the new Antioch College. Today, the building houses the Herndon Gallery, along with the offices of Admission and Financial Aid, Cooperative Education, Faculty, and Student Life.

Facilities and Services: Residence Life

Laundry Facilities

Updated: August 2018

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

Maintenance Issues in Residence Halls

Updated: August 2018

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.

Parking/Cars

Updated: 2018

Antioch College assumes no responsibility for damages that may result to any cars or personal property stored in cars parked in any Campus parking lots. All damages should be reported to Public Safety. Parking lots adjacent to housing complexes are for residents and their invited guests only.

Cars may not be parked on the grass or sidewalks at any time. All cars parked in any campus parking lot MUST have a valid Antioch College parking permit. Permits are free of charge can be obtained from the Public Safety office. Boats and other recreational vehicles may not be parked in residence hall lots. With approval from the Director of Facilities, parking boats or recreational vehicles may be permitted in other lots.

Unregistered cars may be towed at the owner's expense. Unauthorized vehicles and/or inoperable vehicles also may be towed.

Pest Control

Updated: August 2018

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

Updated: August 2018

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

Updated: July 2018

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.

Residential Living Policies and Procedures

Last Updated: Summer 2018

Introduction to Residence Life

MISSION

The mission of the Residence Life Program is to provide a sense of home to a diverse student population, while empowering them with life skills that translate beyond the walls of the residence hall. Residence Life emphasizes building a culture of respect and compassion in students' living spaces, a sense of stewardship towards facilities, and the development of civic responsibility and leadership skills that are essential for success academically and overall in the educational experience.

WELCOME TO THE RESIDENCE HALLS

We currently have three Residence Halls open: North Hall, Case Commons, and Birch Hall. On the first floor of each is a kitchen and dining hall (Antioch Kitchens) where fresh local food is prepared by a wonderful staff and the members of the building dine together. Case Commons is upper level student apartment style living with single rooms, shared bathrooms and a large common/kitchen area. All buildings are wheelchair accessible and completely smoke-free. Common areas on each hall provide space for our bi-weekly hall meetings, study groups, and socializing. The Residence Life Coordinator is reachable in each hall and on the fourth floor of South Hall.

CULTURE OF RESPECT

While you are at Antioch, the residence halls are your home. The same halls are also home to people very different from you. The Residence Life Program provides support to enable you to appreciate and flourish in this diverse and exciting atmosphere. Our Residence Life Program provides you with a safe, clean, and well-maintained living environment that intentionally promotes involvement in educationally purposeful activities. Take advantage of the opportunities to learn from one another in formal and informal dialogue, and engage in training sessions and workshops offered to you by the Office of Student Life and other departments on campus. The ability to bridge differences through dialogue across difference may not be something everyone who comes into this community is able to do, but it is a skill we expect you to own and utilize before you graduate. We encourage all members of the campus community to treat one another with courtesy, dignity, and respect.

Residence halls are living-learning centers. Your residence hall is your home, a place to relax and enjoy yourself. It is important, however, that an atmosphere for studying be maintained. Quiet study spaces and peer tutoring are available, and courtesy hours and quiet hours are enforced. You will find living on campus unlike any experience you have had, because at all times, you must be cognizant of what you are doing and how it may affect others who are living around you.

Your acceptance of and respect for the diversity, in all aspects, of your fellow students, along with your regard for standards of good citizenship, will assure that this positive community is achieved.

RESIDENCE LIFE COORDINATOR

The Residence Life Coordinator (RLC) is a full-time professional staff member who lives on campus to ensure that a healthy, safe, living environment is maintained, and that students can access emergency support 24/7. The RLC responds to community issues and facilitates education about, and the observance of, community standards. They are essential educators and mentors in creating a supportive and enlivening culture within the residence halls. The RLC works with the Assistant Director of Residence Life in supervising Resident Assistants, together providing a team of both professional and peer support for students. Here at Antioch, The RLC is integral to various community-building efforts on campus, participating in governance, ensuring representation on committees, and providing social support and mentorship to students. The RLC can be reached via the Student Life duty phone line at 937-471-0517, or by e-mail: reslife@antiochcollege.edu. The Residence Life Coordinator Office is located on the fourth floor of South Hall.

RESIDENT ASSISTANTS

Resident Assistants (RAs) are full-time Antioch College students responsible for supporting student life and safety in specific residence halls or buildings.

RAs assist the Residence Life Coordinator and Assistant Director in developing community, communicating important information, encouraging the development of leadership skills, forming a community environment, providing social and developmental programs, and maintaining an atmosphere conducive to academic pursuits. RAs are hired during each summer quarter.

RESIDENCE LIFE COMMUNITY

Residence Life believes that negotiating living within a community of peers is an essential skill and a valuable aspect of the residential College experience. In no other community do 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 students begin to navigate the sometimes challenging and always engaging relationships that form in the halls. All enrolled students are expected to live in the residence halls during academic terms for all four years. On-campus housing is available for the duration of a student's education, and students are encouraged to participate in our residential community. In keeping with the objectives of sustainable living, all students will be expected to live in double rooms regardless of their class year. To file for exemption to the four-year residential requirement, students must fill out the Off-Campus Housing Petition. For an exception to the roommate requirement, the Single Room Request Form must be filled out. (Additional costs will be incurred for single residency, unless the request is based on medical need.) The College reserves the right to fill its residential facilities before granting exemptions from on-campus housing.

BUILDING POSITIVE ROOMMATE RELATIONSHIPS

Roommates are matched using the Housing Preference Forms, and are re-assigned during each transitional period such as upon entrance to the College, and before students depart for co-op. Living with a roommate is a rewarding, yet sometimes challenging experience. To start the year off right, residents should get to know their roommates and set ground rules for shared space and devise strategies for effective communication. Roommates should discuss a cleaning schedule, conditions for sleeping and studying, guidelines for borrowing personal items, and times for allowing visitors. If you are experiencing difficulty with your roommate and/or need assistance with setting the above guidelines, please contact first your RA, then your RLC.

EXPECTATIONS FOR RESIDENTS

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 an RA or RLC to assist. Residents should also feel comfortable contacting Public Safety at 937-776-0660. In the event of an emergency, dial 911. The **Residence Life team is here to help foster a healthy living environment for all.**

SAFETY AND SECURITY

Crime can happen on campus just as it can happen in the community. Do not take chances and do not take your safety for granted. You can protect yourself against crime by taking simple precautions:

1. Keep your door locked at all times.
2. Always find out who is knocking before opening the door. Look through the peephole or ask who it is before opening the door.
3. Never leave your room or building door propped open.
4. Always close the room windows when you leave. Do not leave any valuables within reach of an open window.
5. Keep your keys safe. Do not lend your key out to anyone and do not leave keys unattended.
6. If your room key is lost or stolen, report it to Residence Life immediately so the lock can be changed.
7. Have your keys ready as you are going out to your car or coming back in to your residence.
8. Always report any suspicious activity or persons to the Antioch College Public Safety Officer, the Residence Life Coordinator and/or the Dean of Students.
9. Do not walk alone, especially at night.
10. Avoid dark paths, shortcuts, and the nature trails after dark. Always use public walkways.
11. Carry photo identification at all times.
12. Let your roommate(s) know where you are going and when you will return.
13. If you are a victim of a crime, report the incident to the Public Safety Officer, the Residence Life Coordinator and/or the Dean of Students. immediately.

RESIDENCE LIFE POLICIES AND PROCEDURES

All individuals with signed Residence Occupancy Contracts and their guests are responsible for abiding by all Community Standards and College policies, which include the following Office of Student Life Residence Life Policies and Procedures. These regulations are published to provide students with general notice of prescribed conduct. They should be read broadly, and are not

designed to define misconduct in exhaustive terms. Also, all students are responsible for being familiar with and abiding by all policies contained within Antioch College publications.

Violations of Student Judicial policies and standards of conduct governing residential housing on campus, or violation of the Residence Occupancy Contract may result in disciplinary action, including, but not limited to the termination of the Residence Occupancy Contract.

Residents who have knowledge of policy violations and/or who choose to remain present during such violations may be reported, and may be found responsible for the violation(s) being documented.

In the event of a residence life policy violation, the Residence Life Coordinator is empowered to file a letter of concern, issue a warning, or invoke probation via the Office of Student Life. In addition, Residence Life staff reserves the right to forward any violations of community standards to the Dean of Students who will take the appropriate disciplinary action or refer to the Community Standards Board for remedy.

1.0 Alcohol and other drugs

Alcohol is permitted only in rooms designated Alcohol Tolerant through the Residence Life Alcohol Tolerant Room Designation Form. All other spaces within the residence hall are alcohol-free unless temporarily being utilized for an alcohol- tolerant event, as registered through Comcil Events Board. Alcohol may not be stored in community kitchens. (See Antioch College Alcohol and Drug Policy)

The possession, distribution, delivery, sale, and/or use of controlled substances is illegal and grounds for criminal prosecution and may result in immediate removal from the campus. The possession, delivery, distribution, sale and/or use of prescription drugs without a prescription is prohibited. The possession, distribution, delivery, or sale of illegal drugs is prohibited. Depending on the individual circumstances which constitute the violation of this policy, the College is prepared to take disciplinary action, up to and including expulsion from the College.

2.0 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.

3.0 Antennas and satellite dishes

External antennas and satellite dishes of any type are prohibited.

4.0 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.

Approved Appliances

- 4.1 Antioch College promotes sustainable living. As such, use of personal refrigerators are strongly discouraged as they increase our energy consumption.
- 4.2 Small appliances, such as curling irons, blow dryers, and irons are – with proper usage – permitted in student rooms.
- 4.3 Indoor electric grills (George Foreman 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.
- 4.4 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.
- 4.5 Residents may use toasters, toaster ovens, and indoor electric grills in kitchens or kitchenettes only.
- 4.6 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. The following items are strictly prohibited: Hibachis powered by propane, hot plates, space heaters (except those provided by Residence Life), electric skillets, soup warmers, electric grills, and gas grills. Deep fat fryers and smoke machines are not allowed.

- 4.7 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.
- 4.8 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.

5.0 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. Each is painted red, has a basket, and is marked with a “Property of Antioch College” tag. For more information, contact Jackie Ashworth, the Director of Facilities, or the Office of Students. We recommend you keep your bike locked up when not in use.

Bicycle Registration

- 5.1 All bicycles on campus must be registered with the Antioch College Bicycle Shop and Public Safety Office within two weeks of the bicycle’s arrival on campus. Registered bicycles will enter a database that lists color, brand, owner, and contains a photograph of the bike. Registered bicycles are eligible for repairs in the bicycle shop (though the ability or timeliness of bike repair is not guaranteed, and parts must be supplied or paid for by the bike owner), and receive a numbered registration sticker that must be placed on the bicycle in a visible location.

Non-registered bicycles on campus will be given a warning tag and photographed by the student bicycle shop employee and/or volunteers for future entry into the database. If the bicycle is not registered within two weeks of receiving a warning tag, the student employee is empowered to move the bicycle to long-term bicycle storage in Spalt Hall or elsewhere. Bicycles moved to long-term storage will be entered in the campus bicycle database and eligible for full registration when claimed by the owner.

Unregistered bicycles left in long-term storage for seven (7) months become property of the Community Bicycle Program. Bicycles which are falsely claimed may be returned to their rightful owner after a case is brought to the Community Standards Board.

Bicycle traffic rules

- 5.2 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:
 - Never ride double.
 - Never ride through red lights.
 - Never ignore STOP signs.
 - Never ride out of alleyways and driveways without stopping.
 - Never ride attached to the back of a vehicle.
 - Never do trick riding in the street.
 - Never ride at night without a headlight.
 - Your bicycle MUST have reflectors at night.
 - Never ride on sidewalks.

Bicycle storage

- 5.3 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 staircase, railings, or walkways. If your bicycle is missing or confiscated, contact residence life. 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.

Bicycle Theft

- 5.4 Bicycles are sometimes stolen from Antioch College property. 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).

6.0 Check-In/Check-out

Students are responsible for having a member of the residence life team check them into (and later out of) their rooms. Failure to follow proper procedure may result in disciplinary action and/or a minimum charge of \$50, which will be applied to your account. (See Residence Life Operations Policies Check-In/ Check-Out for details).

7.0 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.

8.0 Children/dependents

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

9.0 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/Abandoned Property

- 9.1 Trash must be placed in designated bins/dumpsters and may not be left in hallways, lounges, or on balconies.
- 9.2 Personal bags of trash should not be placed in community trash bins, such as public bathrooms, courtyards, lounges, etc. Dumpsters are available at each residence hall for personal trash disposal.
- 9.3 Residents are not permitted to leave trash or excess items in hallways or on balconies. Residents are required to remove item from the premises as requested by staff. (See Trash/Abandoned Property)

Dishware

- 9.4 Dishware is NOT to 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.

10.0 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.

11.0 Cooperation with College staff

All students are expected to respond to reasonable requests from staff members, including requests from Resident Assistants (RAs). Any form of non-compliance, including, but not limited to, verbal abuse of staff members will not be tolerated and may result in disciplinary action.

- 11.1 Failure to attend a scheduled meeting or to comply with the requests, decisions, or sanctions rendered by the Dean of Students and their designee, or the Community Standards Board is prohibited.
- 11.2 Providing false information, withholding information, or providing misleading information to a College staff member – including RAs, the RLC, Dean of Students, or Community Standards Board members – is prohibited.
- 11.3 Acting on behalf of another person, group, or the College without authorization of prior consent is prohibited.

12.0 Damages/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.

Common Areas

- 12.1 Students or student groups utilizing rooms or common areas will be held responsible for any damages. (This includes replacement and labor costs.)
- 12.2 When blame 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.

13.0 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 of rent.

14.0 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.

Scotch-brand removable mounting putty and 3M Command-brand hanging strips and hooks are permitted materials for mounting items on the wall.

Decoration Guidelines

- 14.1 Students are welcome to decorate their residences as long as they follow the guidelines below.
- Extreme care should be taken when hanging posters and/or picture: only use recommended materials.
 - Neither staples or nails are permitted on doors, walls, ceilings, closets, or any other surface, due to the extensive damage caused upon removal.
 - Items may not be hung from the ceiling or sprinkler heads at any time or in any fashion.
 - No alcohol packaging – including bottles and cans – may be displayed in common areas.
 - Students are not permitted to paint, paper, or panel the walls, woodwork, or ceiling, nor refinish any of the furniture.
 - Contact paper is not permitted on any surface. The use of this material will result in damage to the walls or cabinets.
 - 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.
 - Live or cut trees are not allowed in student rooms.
 - Carpet may not be affixed to the floor surface.

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

Public displays

- 14.2 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. (You may not sell property out of your room or apartment).

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

15.0 Disorderly/disruptive behavior

Maintaining a community environment conducive to learning, academic success, good citizenship and positive relationships is dependent upon the cooperative efforts of all community members. Any student who interferes with the rights of others, disrupts the community, and/or damages property is subject to disciplinary action.

Disorderly and/or disruptive behavior includes the use of offensive or abusive language, intimidation, inappropriate behavior or a pattern of behavior (either in a succession of closely-related disruptive acts or a series of actions over a period of time) which disregards the rights of individuals and/or the community, causes physical damage to property, or interferes with the normal functioning or safety of the community.

16.0 Doors/Locks

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.

17.0 Door Propping

It is prohibited for fire doors, lounge doors, and interior as well as exterior doors in all Residence Hall Buildings to be propped open.

18.0 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.

19.0 Endangerment

Physical violence toward another person, group, or animal is prohibited, as are actions that endanger the health, safety, or welfare of a person, group or animal. Interference with the freedom of another person or group to move about in a lawful manner is prohibited.

20.0 Fire safety and fire safety equipment

During all fire alarms, all students and guests MUST leave the building immediately and go to the designated safe zone. Failure or refusal to leave may lead to fines or arrest. Students are not to re-enter the building until instructed to do so by the Yellow Springs Police, Miami Township Fire/Rescue, or Student Life staff and/or Antioch College Public Safety. Students and guests refusing to vacate, or returning before they are told to do so by a College official, are subject to disciplinary action and/or a fine from the Office of Student Life.

Any student who activates a false alarm or tampers with fire or safety equipment (such as fire extinguishers, smoke detectors, sprinklers, and door alarms) is placing the lives and safety of their fellow students in danger. This is one of the most severe violations of College policy. Any student who in any way misuses fire or safety equipment is subject to severe College disciplinary action and prosecution under Ohio statutes, and will be subject to a minimum \$100 fine.

Being found responsible for misuse of fire or fire safety equipment or threatening the safety of others is grounds for criminal prosecution and immediate removal from housing.

21.0 Fireworks

See policy 13.0 Dangerous Materials.

22.0 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.

- 22.1 No lofts (other than those provided by the College) or homemade bunk beds are permitted. Students can rent lofting equipment from the College for \$75 per quarter.
- 22.2 Waterbeds, pools, and Jacuzzis are not permitted.
- 22.3 Due to limited space and health and safety reasons, students are discouraged from bringing in additional furnishings. The Residence Life staff reserves the right to have students remove personal furnishings from a room if those furnishings are believed to pose a safety risk, roommate conflicts, impede movement within the room, or pose a fire hazard.
- 22.4 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.

23.0 Halogen Lamps

The use or possession of halogen lamps in the residence halls/apartments is strictly forbidden.

24.0 Harassment

All students and College employees are to be treated with respect. Use of abusive language, including, but not limited to, profanity and threats of physical contact are considered harassment and will be dealt with severely as violations of both residential life and College policies. Students who harass other students or staff members can face conduct probation, dismissal from housing, suspension or expulsion from school.

- 24.1 Bullying is defined as conduct intended to cause either physical or psychological harm; is unprovoked; and may continue over a long period of time. Bullying is any behavior which is intended to hurt someone in any way or make someone feel uncomfortable or unhappy. It may be further defined as the deliberate and repeated attempt to humiliate, threaten, frighten, or hurt someone by means of verbal or physical abuse. It could encompass racial, religious, cultural, sexual/sexist, homophobic, sexual orientation, special education needs, disability and cyber- (conveyed through social websites, mobile phones, text messages, photographs and email) bullying. Antioch College recognizes the potent harmful effects of bullying, such as psychological damage and even suicide. Although bullying is not a specific criminal offense, there are criminal laws which apply to harassment and threatening behavior. Bullying is not tolerated within the residence life community and will be met with appropriate disciplinary and remedial action by the Office of Student Life. (See the Honor Code and Community Standards Board.)

25.0 Identification

All residents and their guests are required to carry an Antioch College ID card or other picture identification at all times. This ID must be presented upon request of a College official, including Student Life staff. Presenting a false name and/or ID or impersonating a College official is prohibited. Student IDs may not be lent to anyone else.

26.0 Inspection of Rooms

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.

- 26.1 Health and safety inspections of all rooms will take place at least once per academic term.
- 26.2 Access to rooms is limited to residents, staff performing assigned duties, and approved College officials concerned for the health, safety, and welfare of students.

27.0 Keys

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.

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. Students must be registered through the Antioch ACCESS system in order for their key card to remain activated. If the student is not registered by the ADD/DROP date, their key card will be deactivated.

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

Residents are required to report a lost or stolen key immediately to the Residence Life Coordinator so a new key can be issued. A replacement room key carries a fee of \$50, however if the core needs to be replaced, an additional \$100 fee will be assessed. If the key is found within 10 calendar days, the charge may be removed from the student's account. A lost key card carries a charge of \$50. A key card that needs to be replaced due to normal wear and tear can be replaced for \$10. Room keys must be returned during the room check-out process to avoid fines. (See Room Check-Out Procedure.)

- 27.2 Using your key to try to gain access to any lock not assigned to you is prohibited.

28.0 Littering

Students may not litter in any form on College grounds, courtyards, or facilities. This includes, but is not limited to: food, cigarette butts, flyers, cans, bottles, etc.

29.0 Lockouts

Residents are allowed three lockout incidents per academic term. For each incident thereafter, a lockout fee of \$10 will be assessed to the student's account. Upon being locked out of their rooms, students should:

1. Call the Student Life Duty Phone at 937-471-0517, or
 2. Call Public Safety at 937-776-0660 during after hours
- (Monday – Friday, 6 PM – 6 AM, any time Saturday or Sunday)

30.0 Lofts

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.

31.0 Motorcycles or other Motorized Vehicles

Riding motorcycles, scooters, or other motorized vehicles in rooms/apartments, hallways, balconies, courtyards, lounges, and lobbies is prohibited.

- 31.1 Motorcycles, motorbikes, scooters, and any other motorized vehicle must be parked in parking lots with proper decals. Motorized vehicles may not be stored in rooms, apartments, hallways, entry areas, stairwells, bike racks, or balconies. Improperly stored vehicles will be removed at the owner's expense.

32.0 Information technology

Networking services are provided throughout the residential community. Computer misuse is strictly prohibited. Antioch College grants College students, faculty, and staff access to its computer systems and networks in order to promote legitimate educational, research, and administrative efforts. This access imposes certain responsibilities and obligations and is granted subject to College policies and local, state, and federal laws. It is also subject to Antioch's agreements with its internet service provider.

Appropriate use is always ethical, reflects academic honesty, and shows constraint in the consumption of shared resources. Users are expected to demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance. Users may not use the Antioch College network for commercial purposes for financial gain of any kind.

Copyrighted files and software may not be shared over Antioch College's network. Sharing files containing copyrighted materials or sharing copyright-protected software over the network is a violation of federal copyright law: See www.loc.gov/copyright

Examples of copyrighted materials include: audiovisual works such as radio and television productions and transmissions, motion pictures, and music and sound recordings.

33.0 Pets/Animals

The Antioch College Pet Ban has been in effect since 1979. The only pet you may have in your room (provided your roommate consents) is fish in a bowl or small aquarium. The Dean of Students reserves the right to require immediate removal of any pet and/or pet habitat, and to levy fines for violations, as well as charge residents for all costs incurred for pet removal and temporary housing. If the Pet Ban is violated, the students may face charges in front of the Community Standards Board (CSB) and/or fines of \$100 per day. College staff and/or an outside agency can remove the pet at any time. If a pet is discovered in a room (or apartment), the Residence Life staff or Facilities staff will assess the room (or apartment) and bill for inspection, cleaning, and/or carpet replacement.

- 33.1 The only exceptions to this policy are Service Animals and Emotional Support Animals. Emotional Support Animals must be petitioned for and registered with the Student Success Services Coordinator and Residence Life, and approved by the Dean of Students. The student must honor all aspects of the Emotional Support Animal Contract, or the animal will be removed immediately and fines and/or disciplinary action will ensue. (See Emotional Support Animals.)
- 33.2 Pets may not visit the residential community at any time without the written consent of the Dean of Students. Any cost associated with the possession of an illegal pet (e.g., damaged furniture, cleaning, pest control) will be charged to the responsible party.
- 33.3 Any pet-related items, including pet food, habitats, etc., for any restricted pets are also prohibited.
- 33.4 Feeding stray animals (geese, ducks, rabbits, raccoons, cats, dogs, etc.) is strictly prohibited within the residential area.
- 33.5 Under no circumstances are residents or guests allowed to harass, injure, or kill wildlife on campus (i.e., squirrels, geese, turtles, ducks, rabbits, raccoons etc).

34.0 Projectiles

Students may not throw or launch any object or substance which could damage or deface College or private property or cause personal injury or disruption.

This includes throwing objects or athletic equipment inside the residence halls, throwing snowballs or water balloons in or near halls. Residents may be held responsible for damage to windows and doors of rooms even if the source of damage is unknown.

35.0 Property and Facilities offenses

Theft, malicious destruction, defacement, damage, or misuse of College or private property or common area facilities may be reported to Public Safety, the Resident Life Coordinator, and/or Dean of Students for appropriate disciplinary action to be taken. Replacement and repair costs will be charged to the responsible party(ies).

36.0 Quiet Hours/Courtesy Hours

Loud talking or music, bouncing a ball, or other disruptive activities in rooms, courtyards, lounges, stairways, 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.

- 36.1 Quiet Hours are enforced regardless of holidays or semester breaks
 - Sunday - Thursday 11:00 PM - 9:00 AM
 - Friday - Saturday 1:00 AM - 9:00 AM

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

37.0 Railings, Balconies, Roofs and stairwells

Climbing, jumping from, or hanging from a balcony, railing, stairwell, or roof is prohibited. Sitting or standing on a railing, stairwell, or roof is prohibited. Clothing, bikes, banners, signs, plants, grills, trash and/or other items may not be placed outside of rooms or apartments, or hung from balconies, roofs, or windows.

Clothing should be dried in a laundry room dryer, on designated College clothesline or a clothing rack within a resident's room. Under no circumstance is a clothing line to be constructed outside a student's room. This includes, but is not limited to, balconies, courtyards, and/or railings.

38.0 Restricted Areas

Some areas in the residential community are restricted and not for general student use. These include electrical and mechanical rooms or closets, air conditioning units, telephone units, custodial maintenance rooms, and storage rooms. Residence Life staff, Public Safety, Facilities, and the Dean of Students may designate other areas as restricted. Students are not allowed on any roof or overhang. All abandoned/closed buildings are restricted. Any unauthorized persons found there will be considered trespassing.

39.0 Sales, Solicitation, and Canvassing

Door-to-door solicitation, sales, surveys, and canvassing are not permitted in any area within the residential community. Door-to-door distribution of flyers or leaflets, as well as the placement of these items on doors or cars is prohibited. Students may not engage in any sales or business activities from their room or within any public area of the residential community.

40.0 Sexual Offense Prevention Policy (SOPP) in Residence

This policy educates and protects students and visitors from sexual assault and unwanted sexual encounters. All campus visitors must sign the policy, acknowledging their understanding and agreement. See Sexual Offense Prevention Policy in Campus-Wide Policies Section.

41.0 Skateboards, Rollerblades, Bicycles, and Scooters

Skateboarding, rollerblading, bicycling, and scooters are not permitted in the courtyards or near the entrances or exits of any residential building. Residents are not allowed to skateboard, rollerblade or use scooters in any of the rooms/ apartments, hallways, balconies, elevators, lounges, or lobbies. At any time, residents may be asked by Residence Life staff members to cease skateboarding, rollerblading, using scooters or indo boards in the residential area. Ramps of any kind are not allowed in resident rooms/apartments.

42.0 Smoking

Smoking is not allowed in any of the residence halls or in any building on campus. Smoking is permitted in designated smoking areas only. See College Smoking Policy.

43.0 Social Gatherings

Social gatherings, parties, and meetings in individual rooms are subject to all municipal, state, and federal laws, as well as Student Life 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:

Unit type	Maximum occupancy allowed
2 bed units	6 people
1 bed unit	4 people
8 bed unit (Case Commons)	16 people

Approved and advertised Residence Life events are not subject to the above conditions.

44.0 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.

45.0 Theft

Any student who takes Antioch College property for personal use will be reported to the Dean of Students and appropriate disciplinary action will be taken. Removing furniture from a common area of any College building may subject the individual to relocation fees and/or student conduct sanctions. Theft of personal property should be reported immediately to RLC and/or the Office of Public Safety.

The College does not assume any responsibility for the loss of, damage to, or theft of a student's personal property anywhere in the residential facilities, whether by fire, theft, or otherwise. The College also cannot be held responsible for direct or consequential damages arising from the loss of, or interruption of, any utility service provided by Antioch College or any other person or organization in connection with residence services. The student assumes all risk of all such losses.

It is strongly recommended that each individual secure insurance coverage for all items of personal property and keep their doors locked at all times.

46.0 Trash Removal & Abandoned Property

All residents are responsible for depositing their trash in the dumpsters provided outside the halls.

- 46.1 A minimum of \$40 dollars per bag for removal of trash left in and/or outside of resident rooms, apartments, public bathrooms, lounges, lobbies, or any other common areas. All residents of the room/hall may be charged.
- 46.2 Community charges may result if trash cannot be traced to a specific room or individual.
- 46.3 Items left in common areas for more than 24 hours may be treated as abandoned property and will be disposed of as trash.

47.0 Trespassing

Guests, residents, and individuals who are not authorized, licensed, or invited to enter the residential area are subject to arrest for trespassing if they fail to leave after being directed to do so. Solicitors are considered to be trespassing. Knowingly hosting persons under trespass notice is prohibited. Attempts to enter any private space in the residential community besides your assigned room are not permitted. Individuals found trespassing will be arrested on sight.

Individuals suspected of involvement in untoward activity may, without warning, be issued a trespass notice by the Office of Public Safety or authorized staff. This notice states the individual is not to return to campus and/or residential areas at any time.

47.1 Abandoned/Closed Buildings

All unauthorized individuals entering closed or abandoned buildings will be considered trespassing, and prosecuted to the fullest extent of the law.

48.0 Visitor Policies

Resident Host 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.

1. Residents must inform their guests about the Honor Code, the Sexual Offence Prevention Policy, the Racial Discrimination Prevention Policy.
2. 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 1 a.m. and 7 a.m. on weekends. The email should include the guest's name, and the expected duration of their stay.
3. Guests may stay a total of four nights during a seven day period. Longer stays may be allowed with permission from the RLC received 48 hours in advance, or under unforeseen complicating circumstances.

4. 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.
5. Should a guest who engages in volatile behavior be a student at another college or university, Antioch College Residence Life reserves the right to report that individual's behavior to their home institution.
6. Guests are not to sleep in common areas or other public spaces.
7. Residents may not have overnight guests under the age of 18 unless the guest is accompanied by a legal guardian.
8. Students must receive explicit permission from their roommate before hosting a guest.
9. Any guests over the age of 21 who intend to drink while on campus must show valid ID to an RA or RLC, and be informed of the alcohol policy. Failure to do so will result in removal and potential ban from campus.
10. Guests are required to pay for all meals eaten at the Antioch Dining Halls. Meal costs are \$5 Breakfast; \$7 Lunch; \$10 Dinner. Meals may be paid for at meal time by giving money directly to Chefs, or meal tickets may be bought in advance from the Business Office.

RESIDENCE LIFE OPERATION POLICIES

Residence occupancy Contract & terms and Conditions

By accepting a Residence Occupancy Contract (ROC) from a student, the Office of Residence Life agrees to attempt to provide the student with a space (on a space-available basis) within the residences and to provide the service detailed in the contract terms and conditions.

Assignments are made for each academic term. While every effort is made to satisfy individual preferences, the Office of Student Life makes no guarantee as to a particular assignment location, roommate assignment, or other such preferences.

Assignments are made without regard to race, religion, national origin, sexual orientation, or disability.

By signing the contract (ROC) the student agrees to abide by all obligations in the terms and conditions, make all required rental payments in a timely fashion, maintain proper care of the facilities, and abide by all the policies set forth by the Office of Student Life and Residence Life. Residence Life reserves the right to change room assignments in the interest of order, discipline, health, safety, security, maximum utilization of facilities, or for the occupant's failure to pay rent. Students may also be required to change housing locations as the result of disciplinary action and/or such disciplinary action. Such action may necessitate the termination of the contract (ROC).

If a resident's contract (ROC) is terminated at any point during the academic year as the result of disciplinary action, the resident will still be fully responsible for all rent due for all contracts.

Note: Please read all materials distributed to you. You will be held responsible for knowing all policies and procedures and adhering to them.

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 of people of color, gender-specific, and gender-neutral change from term to term, depending on the needs of the current student body.

Antioch College offers both gender-specific and gender-neutral housing and restrooms. The gender-free housing option recognizes that not all students feel comfortable rooming with a person of their same legal gender, and offers the option for persons of the same or different legal sex (regardless of gender identity) to share a room. Gender-free halls have restrooms that are shared by all residents regardless of sex or gender identity. This option must be requested, and will not be defaulted to at any point.

Room assignments for Antioch College residents are generally made on the basis of the student's priority date, and the discretion of the Residence Life Coordinator.

A resident's priority date is the date from which they entered as a full-time matriculating student. Therefore, class rank and accumulative credits are used for priority housing assignments. Other factors include date of receipt for housing preferences (first come-first served) and sometimes age. Building preference, roommate choice, and the availability of accommodations are taken into account at the time of assignment. No preferences are guaranteed. Submitting a Housing Preference Form means that you

are willing to live in any of the residential facilities and are willing to share a room if needed. 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. (Note: co-op students are housed last without use of housing rank.)

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. This enrollment must continue each semester of occupancy in order to remain eligible to live on campus.

Vacant spaces

Vacant spaces (double room with one resident) 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 Residence Life Coordinator and/or Resident Assistants, each resident must sign the Residence Occupancy Contract, (ROC) 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 the RLC/RA within 24 hours of check-in. All residents are required to complete a Residence Occupancy Contract (ROC) and a Room Condition Form (RCF) with the RLC 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 Residence Life Coordinator ahead of time to receive further instruction on check-in protocol. When residents check in they will receive a key, an ROC, and RCF, and other pertinent information from Residence Life staff. Residents who fail to check in properly with Residence Life staff may be assessed a minimum charge of \$50 for improper check-in.

Consolidation

During the semester, 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. The Office of 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

Residents are encouraged to meet with their Resident Assistant or Residence Life Coordinator regarding roommate conflicts. However, if a resident wants to request a change in assignment, they need to do the following:

1. Complete a Room Change Request Form, which is available from Residence Life Coordinator.
2. Return the completed form to the Resident Life Coordinator.
3. Wait to hear if the request has been approved. Do not attempt to change assignments without written approval from the Residence Life Coordinator.
4. Once a resident submits a Room Change Request Form, the student must be prepared to move immediately if the room change request is approved.
5. Most residents are given 48 hours to transfer their belongings and clean their previous room.
6. Residents are required to check out of their previous assignment in compliance with the check-out procedure. In order to avoid charges, the Room Condition Form (RCF) must be completed, the room cleaned, and the key received. Residents are required to complete a new RCF when accepting a new room assignment. Check-out and check-in are the student's responsibility.

Off-Campus Housing

On-campus residency is a critical component of the Antioch experience, and campus life is often the laboratory in which complex social theory is tested and refined. Even students who feel fully connected to the Antioch community often report feeling isolated from the community experience when living off-campus.

All students are expected to live on campus all four years. Students may petition to live off-campus if they meet criteria listed below. Students who wish to petition for off campus housing must meet with the Business Office and the Financial Aid office to discuss the financial implications of living off campus. These meetings are meant to be informative and are not determining of outcome. Students must complete an Off-Campus Housing Petition and submit a statement addressing the reason for their

petition. Students must then meet with the Assistant Director of Residence Life to present their petition and statement. All petitions must be approved by the Dean of Students and the Assistant Director of Residence Life. Petitions are due the seventh week of the term previous to the desired start of off-campus housing. no petitions will be considered after seventh week.

To be considered for Off-Campus Housing, students must meet one of the following criteria:

- Students who over 23 years of age
- Students who are in a long-term domestic partnership.
- Students who are married.
- Students with dependent children.
- Veterans.
- Students with special needs that are documented by off-campus health professional.
- Other extraordinary circumstances that warrant an alternative living situation.

On-Campus Housing during Co-op term

Limited on-campus housing is available for students with on-campus or local co-ops. Students must fill out the Co-op Housing Request Form and return it to the Assistant Director of Residence Life. Requests will be accommodated according to space available. Room assignments and housing preferences will be made for co-oping students after all other housing assignments have been filled. Students will be charged additional amounts for room and board, equivalent to those for a study term.

Single Rooms

Students wishing to live in a single room will need to fill out a Single Room Request Form and file it with the Office of Residence Life. Students in single rooms will be assessed an additional charge (double the standard room cost) per quarter and will need to reapply each term for single rooms. A person with medical needs may apply for an exemption from this fee. In the event that space is not available, the College may decline the request for single room occupancy. Smaller student rooms may be deployed at the Assistant Director of Residence Life discretion for students with extenuating circumstances.

Liability

For the protection of personal belongings, students are encouraged to maintain insurance on the items they bring to campus.

Antioch College and the Office of Residence Life 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 and/or injuries, or other circumstances that may occur.

Residents are encouraged to secure their own personal property loss insurance. To obtain insurance, take the following steps:

1. 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.
2. 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).

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 Assistant Director of Residence Life. Subleasing 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 Residence Life maintains full control of occupancy within residential facilities.

Closing a Facility

If it becomes necessary to close a room, hall, floor, or to completely vacate a building, the Office of Residence Life 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.

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:

- A. 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.
- B. Make an appointment with your Resident Assistant to complete the Room Condition Form check-out component:
 - The RA will inspect the room and furnishings for cleanliness and damage.
 - 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.
- C. Depart room & return keys
 - Close windows, turn heat/AC off, lock your door.
 - Return room keys to RA or place in secure RA mailbox.
 - 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 minimum \$50 charge (plus \$100 core charge if applicable).

Failure to follow the check-out procedure listed above will result in a minimum \$50 fee 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 the Assistant Director of Residence Life or their designee) will be assessed a daily additional fee, plus the \$50 improper check-out fee and any other fees applicable to the situation.

Academic Term Breaks

All residence facilities are closed during breaks between academic terms. All residents are responsible for making their own living arrangements during these times. Exceptions may be made for those who submit a written request to the Assistant Director of Residence Life in a timely manner. If exception is granted, residents will be required to move to 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 semester breaks.

The Office of Residence Life staff may not be available during College Holidays and Breaks. The Office of Public Safety will be able to assist residents during this time. Residents should be aware that normal College services, such as meal service, will not be available to them during semester breaks. The Office of Residence Life reserves the right to close facilities as needed.

Cancellation of Residence Occupancy Contract

The Dean of Students or their designee reserves the right to remove and/or cancel a Residence Occupancy Contract at any time.

Reasons for such termination may include, but are not limited to, the following: the resident has failed to keep their accounts current; the resident has failed to remain formally enrolled in Antioch College; the resident has been involved in actions or activities detrimental to the health, safety, and welfare or security of themselves or other residents; the resident has engaged in conduct that is disruptive to the residential community; the resident has failed to comply with College policies or with the terms of the Residence Occupancy Contract.

In order to request to be released from a Residence Occupancy Contract, a resident must complete (in writing) a cancellation request and submit it to the Assistant Director of Residence Life.

Unless the Residence Occupancy Contract is cancelled prior to established deadlines as set forth in the contract terms and conditions, the Residence Occupancy Contract may not be terminated without approval of the Dean of Students or their designee. Contract releases are rarely granted.

If a resident moves out without approval, the resident's obligation to pay rent will continue as long as the resident is enrolled at Antioch College or during the Contract period (academic term).

A resident is not released from their contractual obligation until a) they receive written notification from the Office of Residence Life that the cancellation request has been approved, and b) they have completed check-out procedures with a Resident Life Coordinator or RA (removal of items from room, completed Room Condition Form, and returned key(s)). Residents should not sign any off-campus agreements until they have been notified in writing by the Office of Residence Life that they have been released from their on-campus Contract. If a release from the Residence Occupancy Contract is granted, a \$300 cancellation fee may be required.

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 \$50 extra cleaning fee for each area (e.g., kitchen area, living area) and/or disciplinary action.

Cleaning of College Furnishings

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.

Cleaning of walls, windows, and door surfaces

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.

Removal of all Trash and Garbage

All trash, personal belongings, and garbage must be removed from the room. Trash should be brought directly to the dumpster.

Kitchen Area

The oven must be cleaned of all residues. The stovetop, including burner pans, must be cleaned. The sink and counter tops must be cleared of all dishes and cleaned. 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.

Bathroom Area

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.

Halls, Landings, and Steps

All personal belongings, trash, and garbage must be removed from these areas.

Common Area Damage

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. 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 Life.

Fee structure for damages and/or Cleaning

These fees are in addition to the \$20/hour minimum cleaning fee.

Kitchen	\$25
Counter	\$25
Cabinet	\$15
Floor	\$35
Wall	\$30
Stove/oven	\$45
Refrigerator	\$45
Sink	\$20
Chair (or bench)	\$15
Trash removal	\$40/bag

Cleaning Furniture (all areas)

Chair	\$35
Loveseat	\$50
Sofa	\$65
Desk	\$20
Desk chair	\$15
Dresser	\$30
Table	\$15
Bed	\$20
Mattress	\$20

Cleaning Charges (building structure)

Interior door	\$25
Exterior door	\$35
Wall	\$30
Window	\$10

Furniture Removal/ Abandoned Property

Furniture	\$200
Other items	\$40/bag

Maintenance Charges (to replace damaged property)

Entry/exit door	\$210
Peep hole	\$30
Hole in wall 1" - 4"	\$25 each
Hole in wall 4" - 6"	\$50 each

Hole in wall over 6"	\$100 each
Light covers	\$35
Louver door	\$85
Interior doors	\$225
<i>Bottle caps, stickers on wall or door</i>	
Room door (stickers, tape glue)	\$75
Tape/sticky tape on walls, dart holes	\$75
Telephone/ethernet jack	\$15
Switch covers	\$8
Window screen	\$45
Blinds	\$75
Paint job - entire room	\$500
Toilet roll	\$15
Toilet roll bracket	\$35
<i>Furniture (replacement)</i>	
Chair (lounge)	\$210
Love seat (lounge)	\$295
Sofa (lounge)	\$700
End table (lounge)	\$195
Coffee table (lounge)	\$190
Desk	\$300
Desk chair	\$75
Dresser	\$340
Table	\$165
Bed (metal)	\$50
Bed (wooden)	\$250
Mattress	\$85
Wardrobe	\$760
<i>Fire safety equipment</i>	
Smoke detector tampering, covering, or damaging	\$500
Fire extinguisher recharge	\$65 to \$500
Fire extinguisher replace	\$65 to \$500
<i>Other Residence Life Charges and Fees</i>	
Improper check-in / check-out	\$50
Lost room key	\$75

Replaced key if lock core change is necessary	\$100
Key card replacement normal wear and tear	\$10
Key card replacement lost key card	\$50
Furniture temporary removal and storage	\$50
Bed lofting equipment rental	\$75/term
Room lockouts (fees imposed after 2 incidents per term)	\$10/each

