

# RIPON COLLEGE

# STUDENT HANDBOOK

## **Mission Statement, Vision, Core Values**

### **Mission Statement**

Ripon College prepares students of diverse interests for lives of productive, socially responsible citizenship. Our liberal arts curriculum and residential campus create an intimate learning community in which students experience a richly personalized education.

### **Vision Statement**

Ripon envisions itself as a venerable, prosperous, and widely respected liberal arts college that is proud of its history and confident about its future.

An intense engagement with and concern for the academic, artistic, and personal development of students have defined Ripon since its founding on the Wisconsin frontier and will always be enduring characteristics of the college.

Vigorous and healthy growth will place Ripon in a distinctive class of intentionally sized, intellectually vibrant, and civic-minded colleges. Ripon will attract students, faculty and staff of excellent character, great potential and high quality, and the college will be increasingly appealing to its alumni. Ripon will interact conscientiously with the local community and will extend its reach to the nation and the world at large.

Ripon College will command broad interest, recognition, support, and respect. A burgeoning spirit of optimism and opportunity, accessibility and possibility will emanate from the college and will inspire it to imagine--and to do--great things.

### **Core Values**

We are committed to:

#### *Serious Intellectual Inquiry*

A standard of academic excellence fosters scholarly and artistic achievement and promotes lifelong learning.

#### *Integrity*

Ethical conduct guides the college. Decisions and actions reflect the principles of honesty, fairness, candor, respect, responsibility, trust, inclusiveness, and openness.

#### *Diverse Community*

Differences of perspective, experience, background, and heritage enrich the college. Relationships are sincere, friendly, welcoming and supportive.

#### *Stewardship*

Ripon College is a responsible steward of its mission, traditions, and resources.

#### *Service*

Service within and beyond the campus enables effective governance, encourages community engagement, and creates leadership opportunities.

## **Campus Services**

### **Bovay's Study Bar & Mercantile**

Bovay's Study Bar & Mercantile, located at 329 Watson Street, is the official retailer of Ripon College and Red Hawks apparel. Bovay's includes a 30-person high-tech classroom, a late night coffee bar and ample study space. Hours of operation during the academic year are Tuesday through Friday 1 p.m. to 11 p.m., Saturday 10 a.m. to 4 p.m., and Sunday 1 p.m. to midnight. Special campus and community events are held at Bovay's throughout the year.

In addition to apparel and gifts, students may rent or purchase textbooks and course materials from Ripon's virtual bookstore via a kiosk located in Bovay's or from any web browser. Methods of payment accepted at Bovay's are Rally Dollars, cash, MasterCard, Visa, American Express and Discover. Personal checks are accepted with a valid driver's license or ID card with picture. Visit [ripon.edu/bovays](http://ripon.edu/bovays) for more information.

Students now have access to buy textbooks directly from Ripon College's e-Campus virtual bookstore by logging into the MyRipon portal or visiting [ripon.ecampus.com](http://ripon.ecampus.com) from any device. When visiting the MyRipon portal, click on the My Textbooks tab and it will take you directly to a personalized page that displays the textbooks and course materials required for your courses. After signing in with your Ripon email address and password, you will be able to rent or purchase your books directly from this site and select the on or off-campus shipping option that works for you.

### **Break Transportation**

There will be transportation provided to Ripon College students at specific times during the academic school year. A College vehicle will be used to transport students to or from Chicago's O'Hare International Airport, Madison's Dane County Regional Airport, and Milwaukee's General Mitchell International Airport according to the schedule below. Contact the student activities office to make reservations. A fee of \$20 is charged for transportation to or from Madison and Milwaukee. A fee of \$30 is charged for transportation to or from Chicago. Because vehicles and space are limited, advance registration is required. We recommend students contact the student activities office BEFORE making flight arrangements.

### **Beginning of Year**

*Saturday, August 19 – new students*

*Sunday, August 20 – returning students*

**Fall Break**

*Friday, October 13*

*Sunday, October 22*

**Thanksgiving Break**

*Wednesday, November 22*

*Sunday, November 26*

**Winter Break**

*Thursday, December 14*

*Saturday, December 16*

*Sunday, January 14*

**Spring Break**

*Friday, March 9*

*Sunday, March 18*

**End of Year**

*Monday, May 7*

*Wednesday, May 9*

**Career and Professional Development**

Ripon College career and professional development provides students with curriculum focused individualized career counseling through innovative hands-on opportunities that measurably prepare students for life after Ripon. Students encounter a proactive approach to career and professional development through a variety of innovative programs, curriculum and events in which they practice using their strengths, resources and liberal arts education to develop a strong story focused on career goals and real experiences. We focus on four impact areas:

**Curriculum Integration:** We provide curriculum-based sessions throughout a student's four years enhanced with classroom workshops and activities. Students sign into CareeRed, our online career pathway tool and job posting center. We also visit each and every Catalyst class, are active in the junior year experience and work closely with each senior seminar course.

**Co-curricular Experience:** We provide opportunities that enhance a student's discovery and participation in career-building skills development including Pop-Up Career Shop advice and assistance, Take a Student to Work Day, CareerTrex, the annual Professionals Dinner, and BYOBriefcase.

**Extra-curricular Support:** We provide activities and opportunities that supplement students' career discovery through a variety of on- and off-campus adventures including career fairs, testing support, conferences, professional development and on-campus employer recruitment and interviews.

**Outcomes Measurement:** We provide accurate and thorough data and outcomes-related results that demonstrate both satisfaction and success. We also belong to the National Association of Colleges and Employers and the Wisconsin Independent and Private Colleges Career Consortium and follow best practices based on industry-leading research.

### **Center for Diversity and Inclusion**

The center for diversity and inclusion is the central hub for all things diversity and inclusion on our campus. The center is a brave space where students can find community building and congregation with peers of like or shared experience based on their cultural identity. Also, it is a place where saliency in one's identity is respected and cross-cultural dialogue is encouraged. The center is equipped with a welcome desk for our student interns, the Jerry Thompson study room, lounge spaces, a resource library, cultural artwork, cable TV and a DVD player. Why does Ripon have a diversity center, you may ask? Well, the center demonstrates our commitment to diversity on campus and that we are invested in providing spaces on campus for all students to grow. More than anything, the center will serve as a place where anyone on campus can relax, find social connections, and challenge those who visit to become more inclusive in their everyday walk as Ripon College students, and global citizens.

### **Computer Services**

Information technology services (ITS), located in Kemper Hall, supports the mission of the College by providing access to and support of information resources and technologies that enhance teaching, learning, and living in the College community. Open-use computer labs are available for student use in Lane Library, Kemper, Rodman, and Todd Wehr. Specific resources and services can be found on the College's website at [www.ripon.edu/itservices](http://www.ripon.edu/itservices). Users of the College's information resources agree to the terms set out in the document entitled "Ethical Use of Technology at Ripon College," which can be found at [my.ripon.edu/ICS/ITS/ethical](http://my.ripon.edu/ICS/ITS/ethical).

The computing resources at Ripon College support the academic and administrative activities of the College. Use of resources for academic and administrative objectives takes precedence over personal reasons. Use of any Ripon College computing resource is considered a privilege, and all users are expected to adhere to the following acceptable use policy. This policy applies to any person or organization utilizing Ripon College computing resources.

Appropriate computer use respects the rights, sensitivities and resources of others. The following are guidelines for the appropriate use of computing facilities.

- Ensure the security and confidentiality of all College data and information. Violations include: unauthorized entry into a file to use, read or change the contents, or for any other purpose; unauthorized transfer of a file; using another person's account or attempting to capture/guess other users' passwords; circumventing normal resource limits, log-on procedures, and security regulations.
- It is prohibited to use College computing system/network resources to store, access or send material that is obscene, illegal, discriminating, or intended to defame or harass others, or to interfere with their work on the computer. "Computing system/network resources" include but are not limited to all computers, networks, voice, video, email, and other applications.

- It is prohibited to share Ripon College log-in credentials with others. All users are responsible for activities carried out with the use of these credentials.
- Comply with all federal, state, and other applicable laws including copyright regulations.
- Intentional unauthorized use is prohibited, including: use of computing facilities or capabilities to interfere with normal operation of the College computing system.

There should be no expectation of privacy with regards to information on the College's computer or computer system. The College reserves the right to monitor computer activity to ensure compliance with our policies.

Use of any Ripon College computing resource constitutes full acceptance of the terms and conditions of College policies, including this Computer Use Policy. Violations of the terms and conditions of this policy could result in revocation of system privileges and may result in further disciplinary actions up to and including termination from the College.

### **Counseling Services**

On-campus personal counseling, consultation, educational programming and referral are services provided by the counseling services staff. Licensed, masters level counselors utilize a brief counseling model and generally see students for 6-8 sessions (or less) in a semester. Currently enrolled students may access confidential, no-cost counseling services weekdays during the academic year. Counseling services is located on the third floor of Bartlett Hall.

Sometimes personal and academic concerns intersect with one another. In this case, on-campus referrals may be made to student support services, the office of career and professional development, the registrar's office, or a student's faculty advisor. Off-campus referrals may be made for specialized counseling services. Fees for off-campus referrals will be the responsibility of the student.

Students may access anonymous online screenings for depression, alcohol use and eating disorders on the Ripon College counseling services web page: [www.ripon.edu/administration/health](http://www.ripon.edu/administration/health). Workshops and wellness activities encompassing the areas of time management, art, writing, and relaxation are offered on a regular basis.

### **Financial Aid**

The office of financial aid administers scholarship, grant, loan and student employment programs. All related questions should be directed to the office located on first floor of Smith Hall. The office is open between 8 a.m. and 5 p.m. Monday through Friday during the school year.

### **Food Service**

#### **The Spot**

The Spot is located in Harwood Memorial Union. All of your favorite grill items are prepared to order, so they're always fresh. Enjoy a juicy, home-style burger, or a tender

grilled chicken breast sandwich accompanied by an order of crispy seasoned fries. Hours are Monday - Friday 10 a.m. - 11 p.m. and on Sunday 6 p.m. – 11 p.m.

### **Willmore Center Micro Market**

Located in the Willmore Center lobby, the Micro Market is our newest dining venue. The Market offers a selection of sandwiches, salads, wraps, beverages and other on the go meal options. Hours are anytime the building is open during the academic school year.

### **“We Proudly Serve” Starbucks**

Our "We Proudly Serve" Starbucks coffee shop is located in the lower level of Pickard Commons. Starbucks features many of the signature gourmet drinks. In the showcase we feature our homemade bakery items, as well as Starbucks merchandise. Hours are Monday - Friday 7:30 a.m. - 7 p.m., and Saturday - Sunday 11 a.m. - 2 p.m.

### **Pickard Commons**

Sodexo campus services is proud to provide dining services for the students, faculty, and staff of Ripon College. The Commons is the main dining hall on campus. We recognize the value of choice in meal plans, menus, convenience, and nutritional content. Our objective is to offer variety, great service and a quality dining experience, which is why we have designed a choice of plans to satisfy everyone's needs. The Commons dining hall is an “all you care to eat” and continuous dining location from open to close each day.

#### *Hours of Operation:*

Monday – Friday: 7 a.m. – 7 p.m.

Saturday: 7:30 a.m. – 7 p.m.

Sunday: 11 a.m. – 7 p.m.

### **Special Diets**

The dining team will make every effort to provide specific diets to students with special dietary needs. Please contact the food service office at 920-748-8332.

### **Meal Plan Options**

All students living on campus are required to have a meal plan. Students living off campus are welcome to purchase any of our meal plans, or just Rally Dollars, providing access to great food at a great price for the whole semester. You may select one of the following plans that fits your timetable and lifestyle.

Open Access with \$50 Dining Points per semester

220 Block Meal Plan with \$150 Dining Points per semester

150 Block Meal plan with \$450 Dining Points per semester

90 Block Meal Plan with \$1000 Dining Points per semester

Apartment Meal Plan Options (Only available to students in the campus apartments)

80 block meal plan with \$40 in Flex Dollars, per semester

60 block meal plan with \$150 in Flex Dollars, per semester

### **Campus Red Hawk Identification Card**

The one card office is responsible for issuing your Red Hawk identification card (ID). This card serves as your photo identification card, gives access to your residence hall, and operates like a debit card at dining locations—each time you use it at any of the food locations, a meal or meal points are deducted from your meal plan account. Students or guests can also add Rally Dollars to a student's Red Hawk ID card. Rally Dollars can be used to purchase laundry cycles, items from on-campus vending machines, printing, meals, at select locations in downtown Ripon, or a la carte items in each dining location.

The One Card office is located in 101 Bartlett Hall. Office hours are Monday through Friday 8 am. – 4 p.m. Replacement cards can be obtained at this location for a fee. It is the responsibility of the student to notify the One Card office of the loss of their card by calling 920-748-8111 or emailing [onecardoffice@ripon.edu](mailto:onecardoffice@ripon.edu). If the lost card is not reported and Rally Dollars are lost because of it, no money will be refunded.

### **Guests**

Guests of students are welcome in Pickard Commons and may purchase meals on a cash basis or a student can use Dining Points or Rally Dollars.

### **Health Services**

Student health services provides basic health care to the student community within the limits of its professional, technical and physical resources. Included are acute care for illness and emergencies, health and wellness promotion, and opportunities to participate actively in your own health care.

Health services is located on third floor of Bartlett Hall. For emergencies, care is provided through the emergency service of Ripon Medical Center. Physician services are available in the community on a fee-for-service basis.

### **Library**

Lane Library has over 315,000 physical and digital resources to support student work, a digital media lab, and many areas available for classes, tutoring, group meetings, individual studying, and socializing. The library is open over 100 hours per week, and librarians are available for personalized research assistance from 7:30 a.m. through 5 p.m. Monday through Friday.

Lane Library was built in 1930 and expanded in 1974 with the addition of the Wehr Learning Resources Center. Physical resources within Lane include books, government publications, films, microforms and periodicals. Students may check out a variety of devices, such as chromebooks, cameras, graphing calculators, DVD drives, jump drives, charging cables, tripods, and microphones. The catalog, available on the library's web site, provides access to the library's collection, including 100,000 e-books, and access to other library catalogs worldwide via WorldCat. Subscriptions to online databases provide access

to academic and popular journals and newspapers; they are available on and off campus. The free interlibrary loan service allows Ripon College community members to check out books and articles from across the United States.

The main floor of the library has areas for speakers, classes, tutoring, group meetings, individual studying, and socializing, an information commons with computer clusters, and a digital media lab with a 3-D printer, scanners, and two Macs and one PC computer with digital production software. There are two conference rooms on the top floor, one is reservable; each has a large, flat-screen television, which can be mirrored with students' laptops, whiteboard, table, and chairs. On this floor is the Silent Study Room, which has a cozy, living room-like atmosphere. The library houses the Waitkus computer lab with 20 computer stations, teacher's station, projector, ELMO, three whiteboards, and a blackboard wall. The rest of the library is for quiet study. Wireless internet access is available throughout the library.

A federal depository since 1982, the library receives approximately 11 percent of the materials published by the Government Printing Office, including many online titles. Lane Library became a depository for Wisconsin documents in 2002 and now receives around 1,500 state publications per year.

In addition to Lane Library, Ripon College has two other resource centers on campus. The Rodman Center contains music and art slide collections. A curriculum resource center with K-12 textbooks, periodicals, teaching materials and multicultural curriculum resources is available in Todd Wehr Hall.

### **Lost and Found**

All lost items should be reported and any found articles should be turned in to the dean of students office, Bartlett Hall 101 (ext. 8111). You may claim your items there.

### **Mail Center**

Mail to students on campus must be addressed to:

Student's Name

600 Campus Drive, Unit #

Ripon, WI 54971

The combination to each student's mailbox can be found on the portal, and the mail center staff can help you locate it and open your mailbox.

U.S. mail is distributed Monday through Friday, except on holidays.

The Ripon College mail center is located on the ground floor of Harwood Union. The mail center provides mail service to all Ripon College students, faculty and staff. Packages that are too large for mailboxes are housed in the mail center. Students will receive a package slip in their mailbox notifying them that a package has been delivered. Students must present the package slip along with their student ID to the mail center staff to receive their package.

The mail center also serves as a shipping point for U.S. mail. Packages over one pound may be shipped from Grant Pack-n-Ship at 117 Watson Street in Ripon or the post office at 220 Blackburn Street in Ripon.

Flyers promoting Ripon College activities for distribution in mailboxes will be allowed only in special circumstances and they must be preapproved by the dean of students for student mailboxes or the dean of faculty for faculty and administration mailboxes. Please check with the mail center for number of copies needed. All items to a select group of students must have their unit number on and be in numerical order. The mail center is not available to non-affiliated Ripon College groups or businesses for promotion or advertising purposes.

Fax machine services are available in the mail center for a nominal fee.

If you have questions concerning the services or policies of the mail center, please call 920-748-8166.

### **Office of Marketing and Communications**

The office of marketing and communications (OMC) is the full service in-house creative agency of Ripon College, offering expertise in marketing and advertising, public relations, brand identity, design, photography, editorial, and internal and external digital communications, including: videography, social media, and the web. OMC works with units throughout the College to ensure strategic campus priorities are executed with the highest integrity and draw the highest return on investment. To begin a project with us, please fill out the online request form at [ripon.edu/request-service](http://ripon.edu/request-service). Please submit all questions to our departmental email address: [publications@ripon.edu](mailto:publications@ripon.edu).

### **Participation in Commencement**

Commencement at Ripon College is held once a year, in May. Students who have received or will receive the degree may participate in the ceremony. Students who will not be receiving the degree must submit a petition to participate in the commencement ceremony. For information, contact the office of the registrar.

### **Physical Plant Department**

The physical plant department performs a variety of services in connection with the capitol project improvements, facility maintenance, housekeeping, grounds maintenance, event set-up, and safety functions associated with all campus buildings and grounds. Student organizations should request the event set-up services through the campus events committee by submitting a scheduling form with set-up information at <http://www.ripon.edu/schedule/>.

Students requiring maintenance or housekeeping services should go through their hall director to prepare a work order request. In case of emergency, students should call the physical plant at 920-748-8142 between 7:30 a.m. and 4:30 p.m. Monday through Friday or the after hours emergency number, ext. 8703 (920-748-8703). This will connect you to a

radio paging system. Follow the directions at the voice prompt. Press “1” for maintenance and security, or press “2” for housing. The radio system call time is limited to 20 seconds, so give a brief, concise statement or contact number to insure follow-up.

### **Registrar**

The registrar supervises the enrollment of new students, registers all students, transcribes all records of students during the period of their enrollment at Ripon, schedules classes and examinations, certifies students for graduation and prepares and mails transcripts upon the written request of the student within the guidelines of the Family Educational Rights and Privacy Act. Refer to the section on confidentiality of student records in this handbook for more information.

Transcripts may be ordered in three ways: online, by mail, or in person. Please consult the Ripon College web site ([ripon.edu/transcripts](http://ripon.edu/transcripts)) for more details. Normally requests can be processed within 48 hours. Allow at least 10 days at the end of term. Transcripts will be issued when all financial obligations to the College are fulfilled.

The registrar is responsible for maintaining the computer database for all undergraduate academic records. The registrar also is responsible for the reservation of rooms in the College’s academic buildings for classes.

It is important that students provide the registrar with up-to-date information about address changes and/or marital status for themselves and their parents. To make a change, contact the office of the registrar.

### **Student Support Services**

Student support services is a United States Department of Education/TRIO-supported program that provides numerous academic, personal and career services to a large percentage of students on the Ripon College campus. The goal of the program is to assist students with the transition to college and improve academic performance, retention and graduation rates. Students qualify if they are first generation (neither parent graduated from a four-year college or university) or are considered to be lower income or hold documentation of a physical or learning disability. A portion of the qualifying students can receive free services.

Many students regularly use the program on a drop-in or appointment basis and benefit from the following services and opportunities: academic success strategies, tutoring services, resume assistance, personal and career guidance, educational and cultural trips, summer research and graduate school opportunities, free laptop computer availability, accommodations for students with disabilities, peer contacts, computer stations and workshops on various topics including financial literacy.

### **McNair Scholars Program**

The United States Department of Education TRIO division awarded Ripon College with a second, five year grant in 2012 to prepare qualified sophomore, junior, and senior students for graduate school and achievement of a graduate degree (M.S. or PhD), with many

students going on to their PhD degree. Students potentially qualify for the McNair scholars program if they are motivated and achieving students, first generation (neither parent graduated from a four year college) and low income, or are members of a group (African American, Hispanic American, Native American) that is traditionally underrepresented in graduate school.

The McNair program will serve selected students from Ripon College, St. Norbert College in De Pere, WI, and Lawrence University in Appleton, WI in a unique collaborative venture. Students will participate in a variety of activities including paid research projects, mentoring from faculty, visits to graduate schools, presentations of papers at conferences, teaching opportunities, career guidance, GRE preparation and assistance with applications to graduate programs. To date 88 McNair Scholars have gone on to graduate school at many prestigious institutions including UW-Madison, University of Minnesota, Washington State, University of Iowa, University of Nebraska, UCLA, City College of New York, University of Missouri, University of Wyoming, Illinois Institute of Technology, Purdue University, UW-Milwaukee, University of Oregon, Notre Dame, Duke University, University of Oklahoma, The University of Michigan, Florida International University, Arizona State University and many more schools.

### **Study Rooms**

In addition to the library, the Todd Wehr lounge area on the first floor (near the elevator) will be open for study Sunday through Friday until approximately 10 p.m., with hours extended during final examinations.

## **Student Activities and Organizations**

### **Athletics**

Ripon is a member of the National Collegiate Athletic Association (NCAA) Division III and the Midwest Conference, an association of 10 colleges in Iowa, Illinois and Wisconsin. The other colleges in the conference are Beloit, Cornell, Grinnell, Illinois College, Knox, Lake Forest, Lawrence, Monmouth and St. Norbert. First-year students are eligible for participation in all varsity sports.

Conference competition for men includes football, cross country, soccer and cycling in the fall; basketball, indoor track, and swimming in the winter; and outdoor track, baseball, and tennis in the spring.

Conference competition for women includes volleyball, tennis, cross country, soccer and cycling in the fall; basketball, indoor track, and swimming in the winter; and outdoor track and softball in the spring.

Intramural sports are also competitive at Ripon. These sports are organized by students and funded by the student activity fees.

Varsity sports also include the Red Hawks Dance Team. Intramural sports for men and women are scheduled throughout the year. Sports may include flag football, basketball, bowling, racquetball, innertube water polo, volleyball, softball, ultimate Frisbee, tennis, indoor soccer, kickball, floor hockey, Zumba and yoga. Contact the fitness center and intramural office at ext. 7202 for more information.

### **Committees of the College**

Ripon students have the opportunity to participate in a large number of diverse committees. Participation in these groups is a valuable personal experience, as students actively take part in decisions affecting the operation of the College.

Two faculty committees have one student member each, selected by the student senate. They are the educational policy committee, charged with the overview of and policy formation for the educational program, including the library and computer facilities; and the academic standards committee, charged with the overview of and policy formation in all areas of academic standards. Three students are also appointed as voting representatives to faculty policy meetings.

The board of trustees invites student participation on its committees as relevant issues arise. Student input is particularly important on the committee on student life which considers policies, problems, and issues related to the quality of student life.

Other key committees made up completely or partly of students:

- Interfraternity Council — manages and promotes interfraternity affairs on campus, including the coordination and regulation of recruitment week and bid day. It consists of two members from each fraternity.
- Panhellenic Council — serves as the governing body of the sororities on campus. It is made up of elected members from each sorority, a delegate from each group, and each president.

### **Diversity Student Organizations**

Black Student Union's purpose is to promote acceptance, a sense of belonging, and to create cultural awareness on campus through a variety of programming for the Ripon community.

The Cultural Diversity Club's purpose is to promote the foreign languages and cultures through a number of traditional programs throughout the year.

The Queer Straight Alliance's purpose is to create an accepting and supportive environment that accepts all sexual orientations and gender identities.

The purpose of La Unida is to bring a diverse community of students together that educates others on the different aspects of Latin American cultures while serving as a platform and support system for those who share an interest and/or a background of Hispanic culture.

The purpose of Ripon College Feminist Club is to promote greater understanding of gender, advancement of women and minorities, diversity and matriarchy.

L'alliance Francophone is an organization geared towards informing and encouraging understanding of the French language/culture.

DREAM is an advocacy and support group that focuses on a variety of disability issues both on and off the Ripon campus. We are open to everyone regardless of disability status, and focus on chronic and mental illness as well as physical disabilities.

### **Fine and Performing Arts**

The theatre department presents three major productions per year in October, November and March, and a student-directed one-act play festival in April. Auditions and crew calls for the fall shows are from 7-10 PM on the first two days of classes and auditions and crew calls for the spring show are in late November or early December. Auditions and crew calls for the one-act plays are the week before spring break. Acting roles, stage management, construction crews and running crews are open to all students regardless of major. Interested students should contact a theatre faculty member or a student involved in the theatre production program. <http://www.ripon.edu/theatre/>

The music department offers a number of activities for students including orchestra, choral union, chamber singers, jazz ensemble, symphonic wind ensemble and various chamber ensembles. All students, not just music majors, are encouraged to participate in these musical groups.

Plays and concerts are free to students with their College ID cards.

The Caestecker fine arts series brings well-known music acts and art exhibits to campus twice per academic year. Events are offered at no charge to Ripon College students because of the generosity of Ripon College Honorary Life Trustee Tom Caestecker.

The international film series weekly screens critically acclaimed cinema from around the world. Movies are free and generally shown on Sunday afternoons.

### **Greek Council**

Greek council is an organization on campus dedicated to advancing Greek life at Ripon. The council exists to promote cooperation between individual Greek organizations and independent students, to inform and educate students on Greek life, to sponsor all campus events, and to create a forum in which all Greek organizations have input on Greek related issues.

### **Greek Groups**

- Theta Sigma Tau (local, coed) — Mapes
- Interfraternity Council Members:
  - Phi Delta Theta — Mapes
  - Phi Kappa Pi (local) — Anderson

- Sigma Chi — Brockway
- Theta Chi — Brockway
- Panhellenic Council Members:
  - Alpha Chi Omega — 3rd Johnson
  - Alpha Delta Pi — 4th Johnson
  - Kappa Delta — 1st Johnson

At Ripon, formal recruitment takes place during the first week of the second semester. Information on recruitment is available during the first semester from the student activities office.

Order of Omega is an academic leadership honor society for members of fraternity and sorority organizations. Membership is open to juniors and seniors who have exemplified high standards in scholarship, leadership and involvement.

### **Lectures and Symposia**

The campus programming board (Ripon Live) presents prominent speakers on campus each semester. Academic departments and other groups also sponsor speakers as guest professors, Phi Beta Kappa visiting lecturers, endowed lecture programs and participants in student-faculty conferences and symposia.

### **Legal Services**

Jahns Law Office, 400 Watson Street, Suite A, 745-2555. For the convenience of college students, the student senate pays a retainer fee to Tammy Liska Jahns. Although she is not paid by the senate to represent anyone in court, she may be consulted for legal advice free of personal charge for the initial conference.

### **Media**

There are several student media organizations on campus. The College Days is the official student newspaper, published biweekly. The Crimson is the Ripon yearbook. Parallax is a collection of poetry, prose, artwork and photos published each spring. RPN-TV works with video and television production and WRPN-FM is the campus radio station that broadcasts online.

### **Ripon Live**

The campus programming board, a standing committee of the student senate, plans a variety of all-campus cocurricular activities to foster social, cultural and educational development. Participation in Ripon Live provides opportunities for students to develop leadership and program-planning skills. Ripon Live hosts movies, speakers, magicians, musicians, comedians, and other variety acts. They are also the organization that plans the annual springfest every spring. Ripon Live membership, meetings and events are open to all Ripon College students.

### **Special Graduate Trustee**

Each spring students elect a member of the senior class to serve two years as a full member of the board of trustees. This year's special graduate trustees are Winona Holmes-Robbins

'17 and Matthew Schultz '16. As the board is the final authority on campus, this position is important as it helps communicate student opinions and ideas to the board.

### **Student Activities and Orientation Office**

The student activities and orientation office at Ripon College stresses the importance of cocurricular activities as a complement and supplement to course work. These activities contribute greatly to a comprehensive educational experience for students attending Ripon College. Participation in organizations provides opportunities for students to apply ideas and theories learned in the classroom. Group development and social interaction allow opportunities for students to experience a diverse population in a greater variety of settings and environments than are possible in the classroom.

The office is located on the lower level of Pickard Commons, and the staff works with students in the design and support of campus organizations and activities. The office staff assists in organizational development, programming, event coordination, planning and implementation.

The office also coordinates summer orientation, welcome week in August, and winter orientation. The orientation committee provides student direction and development of many orientation activities. The office develops and sponsors programs such as the intramural sports program, community service, and student leadership and development programs. It oversees all Greek organizations and activities. The office serves as a resource for supplies to promote and publicize activities and equipment to assist with programs.

### **Student Organizations**

The existence of student organizations relies on student interest and activity during any given year. In addition to the student organizations previously mentioned, Ripon College also has the following recognized organizations: Blaster Club, Campus Christian Fellowship, Circle K, College Days, Crimson, Ducks Unlimited, EGOR (Environmental Group of Ripon), English Equestrian Team, Fencing Club, German Club, International Relations Club, Lacrosse Club (men's and women's teams), Love Your Melon, Math Club, Miss Ripon College Charity Pageant, Parallax, Pep Band, Photogenesis, Pre-Law Society, Quidditch Club, Ripon College Democrats, Ripon College Republicans, Ripon Outdoor Club, Ripon People for Animal Welfare, rRRumba (Latin dance club), Society of Physics Students, Society of Pre-Health Professions, Student Education Association, Student Judiciary Board, Students for Social Justice, Student Volunteers for the Blue Mountain Project, Ultimate Frisbee Club, WRPN, and Young Americans for Freedom. Students who are interested in expanding the base of existing student organizations are encouraged to establish new student organizations. The procedures for starting a new organization are available on the Ripon portal. For more information, contact the student activities office at ext. 8112.

### **Student Senate**

The student senate exercises the legislative and executive functions of student government on campus. Among these functions are appointing students to various faculty committees, acting as the liaison between the administration and faculty on one hand and the students

on the other, and administering the total budget from student activities fees. The membership consists of representatives of the Greek groups on-campus as well as independent students representing each of the four classes (first-year, sophomore, junior, senior).

It is the responsibility as well as the right of all students to communicate opinions and ideas to their senators so the student senate can be as effective and representative as possible. Senate meetings are held weekly and are open to all students; meeting times and agendas are posted several days prior to the meetings. The senate office and chambers are located on the second floor of Bartlett Hall.

### **Voting in Ripon**

To qualify, voters in Wisconsin must be United States citizens who are 18 or older on election day and have been residents of the election district or ward where an election is being held for 10 days or more. Students cannot be legally registered in more than one place, so a choice must be made between registering in Ripon or the student's hometown.

#### **•Registering to Vote and Voting in Ripon**

To facilitate voting, students are encouraged to register at least two weeks in advance of an election day. An eligible voter who has not registered may register at the polls on election day, but registration in advance will make the voting process go much more quickly for the student. If you have changed residence halls, you will need to complete a WI Voter Registration application for change of address.

A voter may register in the City Clerk's office at City Hall, 100 Jackson Street, or they may go to [MYVote.wi.gov](http://MYVote.wi.gov) and complete a registration form, print out and either mail registration form with copy of proof of residence to City Clerk at 100 Jackson Street or bring completed registration form along with proof of residence to the clerk's office. Students living on campus should note the 600 Campus Drive is the mailing address, not the residence address. Residence address is the address of the residence hall. Anderson Hall is 608 West Thorne Street; Bovay is 612 West Thorne Street; Brockway is 604 West Thorne Street; Mapes is 600 West Thorne Street; Tri-Dorms (Shaler/Evans/Wright) is 333 Seward Street; Johnson Hall is 416 West Thorne Street; Scott Hall is 524 West Thorne Street; and the Campus Apartments is 430 Woodside Avenue. To register, students need to provide proof of residence. A Ripon College ID can be used for this proof (must include photo) ONLY if the voter provides a fee receipt dated within the last nine months or the institution provides a certified housing list, that indicates citizenship, to the municipal clerk and student lives on campus. Students living off-campus will need to provide other form of proof of residence. Valid forms of proof of residence can be found on the Wisconsin Election Commission (WEC) web site, <http://elections.wi.gov/> or the City of Ripon web site under Department, Clerk, Voting Information, <http://www.cityofripon.com/>

Beginning with the spring election in 2017, the state of Wisconsin will have on-line voter registration. If you have a valid Wisconsin driver's license, you may register at MyVote, <https://myvote.wi.gov/en-us/>. A check will happen right away to validate the information you have entered into MyVote. No need to print out the application and provide proof of

residence. The WEB will notify the municipal clerk that you have registered. If there is an error, you will need to print out the application and provide proof of residence.

Polls in Ripon are open from 7 a.m. until 8 p.m., and all polling places are located in the city building. The Ripon College campus residences are located in aldermanic district 2. The city reminds students to cancel their registration in Ripon upon leaving campus for the last time. Falsification of voter registration is a class 1 felony.

•Registering to Vote and Voting in Student Hometowns

Students who have not registered to vote in Ripon may vote in their hometowns provided they are registered there. Students may either return home to vote in person or obtain an absentee ballot by sending a written request to the city or town clerk in their hometown. Ballots must be returned to the place from which they were received by the election day.

•More Information About Voting in Wisconsin

See <http://elections.wi.gov/voters> for additional information.

## **Residence Halls**

### **Rights and Responsibilities of Residential Living**

Since a residence hall is made up of a group of individuals in a living-learning community, each person possesses certain rights and responsibilities which must be held in high regard. Mutual respect and consideration coupled with an awareness of and a sensitivity to the needs of other individuals must be the standards for group living. Students can be held responsible for policy violations that occur in their room even if they are not present. This statement is intended to define minimal expectations of rights and responsibilities of all residents, in enjoying their freedom without placing constraints upon such rights of other residents. These include:

1.The right to read, study or sleep free from undue interference in or around one's room. The responsibility to conduct oneself in a manner that does not infringe on the rights of others and to initiate action should circumstances warrant.

2.The right to recreation in and around the residence hall. The responsibility to modify recreation so that it does not interfere with the rights of others in or around the residence hall.

3.The right to personal privacy. The responsibility for the College to maintain an environment which protects personal privacy and for students to assist in this effort.

4.The right to a physical environment that is clean, healthy, safe and orderly. The responsibility for the College to maintain such an environment and for students to assist in this effort.

5.The right to recourse according to prescribed judicial procedures against anyone who unduly infringes on one’s rights or properties.

The responsibility to conduct oneself in a manner that does not infringe on the rights of others and to initiate action should circumstances warrant.

6.The right to participate in the process of self-governance (e.g., through residence hall councils).

The responsibility to be active in the process to insure voicing of one’s opinions or ideas.

The rules in effect at Ripon are those considered necessary for the orderly operation of the College and for the welfare and protection of the individuals within the community. The College recognizes that regulations do not guarantee acceptable conduct, but it does expect that members of the community will know and adhere to the regulations and conduct themselves in a manner that will lead to responsible and rewarding relationships with others.

### **Appliances**

1.If electrical circuitry permits, one compact refrigerator (not to exceed 4.3 cubic feet) will be permitted in each residence hall room. Refrigerators located in carpeted areas must be placed on a composition board pad. Because of disposal costs, refrigerators left behind by students at check-out will cost that student \$75.

2.In case of excessive problems, students may be requested to remove or refrain from using certain appliances including but not limited to large stereo systems, refrigerators, etc.

3.Small cooking appliances with open heat elements such as hot plates, pizza ovens, toasters and toaster ovens are not allowed in College residence halls. Students in possession of these types of items may be asked to remove them or be charged a \$5 per day fine until the item(s) is removed. Closed heating element appliances such as contact grills are allowed, but should be used carefully as they still can cause injury or fire.

4.Air conditioners are prohibited in all student rooms. Students found to have these appliances in their rooms without having gained the written permission of the director of residence life will be fined \$25 per day until the item is removed.

5.All halogen, quartz and similar high-intensity type lamps are prohibited.

### **Beds, Lofts**

Students who wish to loft their beds may do so using lofts from College Products, the College's official loft rental company. A rental agreement may be made with this company at any time by visiting [www.collegeproducts.com](http://www.collegeproducts.com) and using the school code RIPC. Students are cautioned to follow the guidelines provided by the loft company regarding correct set-up of the rental unit.

At no point may a student use any other type of bed lofting unit to elevate a College-issued bed. The use of homemade, pressure, or other store-purchased lofts (including bunk bed/futon combinations) is not permitted. Students found using these items will initially be assessed a \$25 charge and then \$5 per day until the item is removed.

Regular bunk beds, as provided by the College, are always permissible (when available), and may be secured by contacting a residence hall director. However, students may not alter or modify beds (typically seven feet in length) not originally constructed for optional use as bunks.

### **Christmas Trees**

Live Christmas trees are not allowed in student rooms. Some may be permitted in residence hall lounges with approval from the director of residence life. Violations are subject to a minimum \$25 fine.

### **Damages**

For the protection of all concerned, the condition of the student's room is noted on a room condition sheet at the beginning of the term for which the room is assigned and again at the end of the term or at the time of withdrawal. It is the student's responsibility to see that this procedure is completed accurately during check-in.

In an effort to promote a sense of collective responsibility for maintenance of College property, to distribute the cost of damage and to place the burden as much as possible upon those students most directly responsible, the College maintains the following policy regarding damage:

1. Determination of students to be charged for damage shall be made at the discretion of the director of residence life.
2. Individuals or groups directly involved in behavior leading to damage will be charged for such damage. In addition, intentional damage may result in disciplinary action.
3. All occupants of a particular residence hall area (floor, wing, house, etc.) may be charged for damage to that area. This is often referred to as common area damage.
4. All occupants of a particular residence hall may be charged for damage to that building.
5. Students residing in a particular campus area may be charged for damage occurring in that part of the campus.
6. Damage costs which are not chargeable to individuals or groups will be prorated and charged against the deposits of all students before the refunds of these deposits are made. This is listed as common area damage or CAD charges.

All damages should be reported to the residence hall staff at the time they occur.

### **Door Propping**

Students who prop doors will be fined \$50 and may face additional disciplinary action for repeat violations, as well as incurring some responsibility for actions of those who have entered. Opening a door during restricted access hours for a student who is not a resident of the building, or anyone else, is dangerous and compromises the College's security efforts.

As such, this behavior is considered a door propping violation and is also subject to the above fine.

A charge of \$50 will be assessed to a hall or Greek group's common area damage fund for exterior doors found propped for which no one can be found to be responsible.

### **Fire Protection**

1. Open flames, including candles and incense burning, are prohibited in residence halls. Candles may be kept in student rooms for fragrance purposes only if they have never been lit. Candles with blackened wicks found to be in student rooms will be assumed to have been burned in the residence hall, and students bearing these candles will be considered to be in violation of this policy. Offenses of candle or incense burning will result in an initial \$25 fine, with a second offense resulting in a \$50 fine, and subsequent violations being treated as a Class III judiciary board offense. Residence hall staff may confiscate any incense or candles found. Students can reclaim these items (at their initiative) at the end of the year.

2. Students should not overload electrical circuits by the use of too many electrical appliances. Damage to the building and/or individual property may result. The College will not be held liable for damage to individual property.

3. Burning cigarettes must not be put into wastebaskets, thrown out windows or doors, or thrown down a trash chute.

4. Wastebaskets should be emptied frequently.

5. Cleaning fluids should be kept tightly closed and lighter fluids may not be stored in the building.

6. Charcoal or gas grills are not to be stored in the building.

7. Students should become familiar with convenient building exits.

8. Students should know the location of the local fire alarm.

9. Students should know the location of the nearest fire extinguisher. NOTE: Not all residence hall fire alarms are connected with the local fire department. Requests for assistance must be made directly to the fire department (911).

Fire alarms, fire hoses, fire sprinklers, and fire extinguishers are considered safety equipment, provided in the interest of students' safety, and should be used only in emergencies. The sprinkler fixture and smoke alarm must not be blocked, and no item should be hung or suspended from either device. Use of any fire safety equipment must always be reported immediately to the hall director so that it may be put back into operating condition.

It is unacceptable to store anything in a hallway, lounge, or stairwell. Any student found storing personal items (such as bicycles, boxes, totes, tables, speakers, chairs, etc.) or College furniture from their room in common spaces will be subject to a \$25 fine. Items in a hallway, lounge, or stairwell could impede the flow of traffic and become a hazard in the event of a fire.

If students or student groups wish to decorate a hallway they must obtain written permission from a hall director, the director of residence life, or the dean of students. All approved decorations must be removed and the area must be returned to its original condition with 24 hours of the event.

### **Guests in Residence Halls**

The College wishes to maintain a safe environment. It is consequently expected that students will be responsible for their guests in all respects. Students' privileges to have overnight guests are subject to the following limitations:

1. Guests are not allowed the use of a student's room key and may not borrow one.
2. Visitors are not permitted to sleep in residence hall lounges.
3. Residence hall lounges are intended for the use of residents from the specific area where they are located. Visitors who do not reside in the specific area may not use these lounges unless they are guests of residents of that specific area or have formally reserved the lounge with that area's hall director.
4. Students may not pressure or force their roommate to tolerate the presence of a guest against his/her will.
5. The presence of guests must not restrict free access of legitimate occupants to all common spaces and to any private space they may have or create any situation which infringes on the right of roommates to remain undisturbed.
6. No guest may stay in a residence hall for more than four days during a consecutive seven-day period.
7. A guest may not occupy a student's room when the student is not also present.
8. Guests must be 18 years of age or older. Anyone having guests under the age of 18 visiting the residence halls must have the permission of the director of admission or the director of residence life. Students found in violation of this policy may be initially fined \$25, and then fined \$25 per day until the guest leaves the facility.
9. Student hosts incur responsibility for the conduct of their guests while on campus and are subject to disciplinary action for the behavior of their guests.

## **Guest Rooms**

A limited number of guest rooms in Johnson, Scott, and Tri-Dorms are available to friends of students at a charge of \$25 per night. Students wishing to reserve guest room space should check with staff members of the appropriate hall. Requests for beds and linen must be made in advance with the hall director. The host or hostess will be charged for the use of these items.

The College reserves the right to cancel guest room reservations at any time if it is determined that the space is needed for temporary housing or to accommodate a student facing emergency circumstances.

## **ID Cards**

Every Ripon College student with a room assignment is issued an ID card that will be active to allow entrance into all residence halls during most of the day and early evening. Access is restricted to your own residence hall at other times. Students residing off-campus do not have ID card access to the residence halls. Students are expected to carry their ID card at all times and to produce it if requested by any College employee (including Resident Assistants). Failure to produce ID when requested is subject to a minimum \$50 fine.

This ID card also serves as the student's meal card and is required to gain entry into the dining Commons. Students who produce false ID, and the student who provided the ID, are subject to a minimum \$25 fine.

Students who have lost their card should report it as being lost at that time, and a \$10 replacement charge will be issued. Replacement cards are issued by the Sodexo food service staff after the student has paid the replacement fee. ID card access is designed to add building security.

## **Keys**

Each student is issued a room key. In order to maintain security, any lost key will result in a \$35 lock change to students living in traditional halls and \$110 to students living in the campus apartments. These charges will be billed directly to the student. Lock changes are always initiated if a borrowed key is not returned within 24 hours.

Students who find themselves locked out of their room can get assistance from a member of the residence life staff. Each student can ask for this help three times from the residence life staff, but starting with the fourth lockout, the student will be charged \$15 for each additional lockout. If students habitually need assistance for a lockout, the fines for opening the door could escalate.

## **Occupancy**

1. Payment of a room deposit constitutes an agreement by students to occupy the rooms to which they are assigned for the entire academic year unless officially released from that agreement by the College. The College reserves the right to reassign a student to another

room if necessary. Payment of room deposit also constitutes an agreement by the student to abide by all College residence hall policies and to assume all responsibilities outlined by the policy provisions. The right to occupy a College room is given only to the students to whom the room is assigned. No student or other person is permitted at any time to take up residence in a College room without authorization. Charges and/or disciplinary action may be taken against room occupants for such behavior.

2. Room changes may be effected only at the direction of the hall director and must be reported to the director of residence life.

3. The student's room and board contract terminates 24 hours after one's last final examination, when residence halls close, or the day following withdrawal.

4. The College may charge students who return to campus prior to scheduled times. Accommodations may not be possible. Charges also may be assessed to students who do not check out of their room at specified times.

5. Residence halls are open for inspection by College officials at any time. The reasons for staff entries into students' rooms vary considerably, and for that reason a more detailed statement follows (see Search and Inspection of Residence Hall Rooms).

### **Pets**

Students may have no pets other than small aquarium fish in the residence halls, with the aquarium size being limited to 10 gallons per resident. Students may not keep live insects as fish food (such as crickets, grasshoppers, etc.) in residence hall spaces or rooms. Students found in violation of this policy will be assessed a \$25 per day charge until the insects are removed from the hall.

Students found with pets not specifically allowed will be initially fined \$25, and then fined \$25 per day until the pet is removed.

### **Property Loss Protection**

The College assumes no responsibility for damage, loss or theft of the personal belongings of students. This includes personal articles damaged or lost in washers and dryers. Students are urged to check their family insurance policies to determine coverage of loss or damage to personal property that may take place on the Ripon campus.

1. Students should not keep large sums of money in their rooms. It is easier and safer to open an account in a local bank.

2. Door-to-door soliciting in the residence halls is not permitted (including fundraising requests, distribution of products or flyers, sales pitches, etc.). An exception is made only when permission has been obtained from the dean of students.

3. Students are reminded that companies such as those selling linens, china, crystal, silverware, cookware, etc. must have permission from the dean of students. Beware of agreeing to make arrangements for such companies. In Wisconsin, 18 years of age is the age of majority, and a student will be held to a signed contract within the confines of

pertinent laws. Firms may make presentations to students in residence hall lounges only if a majority of the students in the group approve the request in advance.

### **Quiet Hours**

Quiet hours in and around all residence halls begin at 10:30 p.m. and continue until 8 a.m. Sunday through Thursday, and at 1 a.m. through 8 a.m. Friday and Saturday. Twenty-two hour quiet hours are established by residence hall staff during final examination periods, with a two hour release window from 5-7 p.m. nightly.

It is assumed that the most important activity that takes place in residence halls is studying. Students require low levels of distraction in order to study effectively and efficiently. Thus, students must behave in such a manner as to ensure a quiet environment. Stereos and radios should be equipped with headphones. Courtesy is expected 24 hours a day, i.e., not being disruptive to other students.

Stereos and radios not equipped with headphones should be played at a volume that is inaudible outside of a student's room (this includes outside). Fines for noise during courtesy hours or after quiet hours may be issued by residence hall staff and start at a minimum of \$20 (warnings may be issued for minor or first-time offenses at the discretion of the staff member present). Fines for finals week (starting the night before reading day) quiet hour violations begin at \$40. Alternate quiet hour periods may be enforced in the period following final exams but before commencement to allow for more flexibility for those students remaining on campus.

### **ResNet**

Ripon College residence halls are wired for use of the Internet. If you believe your Internet connection/shared drive access is out **IN YOUR ROOM** or you believe you have a virus problem affecting the campus network:

- Ensure you are connected to ResNet. (Click here for information on connecting.)
- Check that your network cable is connected to both your computer and the wall jack.
- Reboot your machine.

If this does not correct the problem, please e-mail [AAAhelpdesk@ripon.edu](mailto:AAAhelpdesk@ripon.edu) from your Ripon College e-mail account (from a friend's computer or public access computer) or call the help desk at X8327, leaving a detailed message, including the nature of the problem, your name, your room, your jack number and your phone number. You will receive a response from ITS within 36 hours.

If you believe your Internet connection/shared drive access is out **IN YOUR BUILDING**:

- Check with five or more of your friends to ensure their access to shared drives/the Internet also is down in their rooms.

- Contact your hall director/coordinator or the hall director on duty by calling X8703 between 8 p.m. and 7 a.m. They will contact the appropriate personnel to get you back online as quickly as possible.
- If only your building is out, consider using one of the six public access labs on campus to complete your work.

Ripon College students are required to have anti-virus software installed. If your system contracts a virus, ITS may require you to install virus protection before you can be reconnected to the network.

Students who do not cooperate with members of the ITS staff or who use campus ITS services for malicious/non-educational reasons may be subject to fines or disciplinary actions.

### **Restroom Policy**

Most bathrooms on residence hall floors are single sex. Visitors of the opposite sex are not allowed in those bathrooms. Each floor in the residence halls has the option of creating a bathroom notification system if a unanimous decision is made to allow visitors to the floor to use the facilities that exist. Gender neutral bathrooms are available in all residence halls and academic and administrative buildings.

### **Roof Access**

A fine of \$100 will be levied against any person on a campus roof who does not have written permission from the director of the physical plant.

### **Room Changes**

All room changes must be approved by the appropriate residence hall staff. All parties to a room change must be in full agreement and must complete appropriate paperwork with their residence hall director. Students are responsible for finding someone with whom to make a room change. In the case of unapproved room changes (i.e., switching room keys, etc.), a fine of \$50 per individual involved will be assessed. The director of residence life reserves the right to assign students to any available beds.

### **Scooters**

Gasoline powered/motorized scooters may not be used on College sidewalks. These vehicles are also not to be stored in indoor bike storage areas or in any part of a residence hall. Students found in violation of this policy will be fined \$50.

### **Search and Inspection of Residence Hall Rooms**

While the question of searching — however that may be defined — student rooms in residence halls is not one of frequent concern, the fact is that on those few occasions when staff members need to invade the privacy of residents, the issue is so acute that the following guidelines are spelled out in considerable detail and at great length. In general, residence life staff have the right to enter a room upon being alerted to a policy violation or a perceived danger to a student's health and well being.

Ripon believes firmly in the principle that students are entitled to privacy in their living quarters. At the same time, it recognizes that staff members may need to enter or inspect those premises from time to time for a variety of purposes; and it insists on freedom for all residents (including student staff members) and their guests in moving about a residence hall, in the corridors past open doors and, when appropriate, even in student rooms. A clear distinction must be made between the more formal functions of search and inspection, and such unstructured activities as walking down a hall, visiting in a student room or standing in an open doorway.

Search is narrowly defined as carefully going or looking through a room to find a specified object or examining the premises thoroughly for a particular concealed object. A search is invariably repugnant both to the searcher and to the occupant of the room. It is conducted only under conditions of some seriousness, and in each case the reason for the search and the object(s) sought must be specified in writing. Permission for such a search must be given in writing by either the president of the College, the dean of students or director of residence life. Whenever possible, the resident of the room should be present.

Inspection has to do with efforts to maintain the physical well-being of a building, its contents and its residents to assure hygienic conditions, to ascertain general room conditions at the beginning and end of a term, to determine or repair heating or electrical malfunctioning, and so forth. It does not seek to discover hidden objects located where the resident might have a legitimate expectation of privacy. If, in connection with such proper activities, contraband articles are found or evidence of activities in violation of Ripon College policy should be discovered, action appropriate to the specific circumstances may be taken. (For example, a pistol lying on a desk could be removed or a chair from a lounge could be returned.)

The natural and unstructured activities of a residence hall might bring information to the attention of a staff member by way of loud conversation from within a room, easily heard in the next room or by a passerby in the hall. Nothing within the principle of respect for privacy of residents should prevent staff use of, or response to, information obtained in this way. (This does not condone snooping, since this is inimical to the human relationships of dignity and fair play which should characterize an educational community.)

Inherent in the above is the idea that closed rooms will be inspected or searched only for the most specific reasons. Not to be condoned is any “fishing expedition” random entering of students’ rooms. At the same time, however, nothing in this policy should be taken as preventing staff members from entering rooms in cases of emergency (par ex., sounds of loud screaming coming from a room or smoke billowing out from under a door), to enforce College policy when there is specific reason to suspect a violation, or to enhance the livability of the environment by requesting that a stereo be turned down.

The principle of student privacy is hereby reaffirmed while recognizing that there may be needs for staff members to enter student rooms or to respond to certain specific situations and for the maintaining of institutional policies. Further, all residents, including those who are members of the residence halls staff, must be comfortable and free to move about their

place of residence. For the staff to do less would not only restrict their freedom but also limit their opportunities to serve other residents. Considerable limitations and safeguards are imposed in order to avoid serious invasion of privacy. These procedural safeguards are as follows:

1. Students, student residence hall staff, members of the administration and service staffs may go freely about their business in the residence halls, may enter student rooms when doors are open and may enter closed rooms for specific and proper reasons. As a matter of courtesy, staff members will knock before opening closed doors and, when possible, will receive an invitation to enter before doing so. In the event the room is locked and there is good reason for residence hall staff to address the behavior taking place in a room, a hall director has the right and authority to key into a student's room in order to address the behavior or emergency that has prompted their action.

2. Inspection of rooms, as already noted, may be conducted for a variety of reasons, most of them based on clearly seen needs and on good common sense. Those of a non-routine nature, particularly those which seek highly visible items such as lounge furniture, are controlled by more restrictive procedures. Inspections for hygienic, maintenance and similar purposes do not require written authorization but entry must be for this purpose only.

3. Search of rooms for specified and possibly concealed objects is permissible only under the most restrictive procedures. Written authorization (for each case and for each room to be searched) must be given by the president, dean of students or director of residence life. Unannounced searches are permissible, with written authorization, but the resident should be present if possible; reasonable attempts to find the resident will be made before the search is conducted.

### **Security Deposit**

A \$100 security deposit is required annually of all students who live in residence halls. In order to participate in the room lottery or be assigned housing with a Greek group for the following school year, the deposit must be made by April 1. (Deposit due dates may be set earlier for students wishing to live in theme housing groups or in the campus apartments.) The security deposit will be used to pay for damage to the student's residence hall room beyond normal wear, and for other damage charged to the student as a result of direct involvement in behavior leading to damage or as the student's share of the damage not chargeable directly to individuals or groups. This deposit also may be used for payment of other miscellaneous charges. Students wishing to contest their charges will have 60 days to do so beyond the current semester final billing statement that is sent to them, after which all charges will be regarded as final. The unused portion will be refunded between June 15 and July 1 each year. A \$10 charge per month will be added to the comprehensive fee until the room deposit is paid. Room deposits are refundable if the director of residence life is notified in writing by July 15 of a student's decision not to return.

### **Single Rooms**

Single rooms are allocated at the discretion of the director of residence life. Single-singles are an additional \$200 per semester, double-singles are an additional \$400 per semester, and apartment singles are an additional \$500 per semester. Students who receive a single-single or double-single by request or default will be charged the appropriate fee at the beginning of each semester. Students that lose a roommate may move in with another roommate of their choosing, be assigned a roommate, or may be relocated at the discretion of the director of residence life to avoid incurring a charge for a single room. Students who lose a roommate during a semester will be given a one semester grace period to find another roommate, while incurring no charge. The director of residence life reserves the right to assign students to any available beds.

### **Smoking**

Smoking is prohibited in all administrative and academic College buildings, facilities (including common areas such as hallways and lounges), residence halls, and College vehicles. Smoking is allowed outside, at least 15 feet from entrances, open windows, or air intake units/air conditioners. Students found in violation of the smoking policy are subject to a minimum \$25 fine. Tobacco paraphernalia or other devices used to smoke, i.e., hookah and e-cigs, are also prohibited on campus.

### **Sports in Residential Facilities**

No type of outdoor sport or athletic activity is permitted in residence halls. Such activities include, but are not limited to, football, hockey, playing catch, bouncing balls, rollerblading, cycling, riding scooters, Frisbee and golf. Portable swimming pools also are not to be used or stored in the residence halls. Such activities are not appropriate for inside the residence hall as they endanger others and may result in damage to the facility. Students in violation of this policy are subject to a minimum \$25 fine and restitution should any damage have occurred.

### **Storage Policies**

#### **General Policies**

It is unacceptable to store anything in a hallway, lounge, or stairwell. Any student found storing personal items (such as bicycles, boxes, totes, etc.) or College furniture from their room in common spaces will be subject to a \$25 fine. Please see the more detailed listing on summer storage in the following pages for specifics on summer storage. Students are also urged to check their family insurance policies to determine coverage of loss or damage to personal property that may take place on the Ripon campus.

Students are not guaranteed storage space. In addition, Ripon College assumes no responsibility for articles which are lost or damaged while in storage. We strongly encourage students to take home most, if not all, belongings for the summer.

All items placed in storage must be labeled with the student's name and/or Greek group. Each student must show a current College ID to gain access to the storage facility.

Motor scooters, motorcycles and automobiles may not be parked or stored in College buildings. Bicycles may be parked and stored only in areas specifically provided for this purpose and should not be chained to stairwells or stored in lounges or hallways. Bicycles found chained to stairwells will be disposed of by the physical plant.

### **Summer Storage**

1. Bovay basement will serve as the primary storage site for all of the Quad buildings. Janitors' closets, utility rooms and lounges will not be used for storage over the summer months. Johnson, Scott, Campus Apartments, and Tri-Dorms have storage space available for their residents. All residents are expected to use storage facilities in the building in which they will be living the following semester.

2. Any articles that are left in an unacceptable place (janitor's closet, hallway, lounge, student room, etc.) 24 hours past Commencement will be regarded as "junk" and removed accordingly. Students found guilty of not "properly" removing their personal furnishings will be assessed a clean-up charge in the same fashion as is used when belongings are left in individual rooms during room check-out procedures.

### **Academic Year Storage**

1. In the fall, hall directors will allow through Saturday of the first week of classes for students to remove their "summer" storage belongings. The items not removed after that time will be auctioned off or thrown away. As soon as space is open, no later than Monday, students will be allowed to make use of storage facilities for the school year. The following Monday the physical plant staff, with the cooperation of the residence life staff, will remove all remaining articles from hallways, lounges, other public areas and Quad utility rooms other than that on shelves, stairwells, etc. Personal property will be disposed of while misplaced College-owned furniture will be placed in storage. Students must remove belongings by the last day of classes. The day following the last class day will then be used to once again begin the process of summer storage.

2. Small personal items may be placed in storage. Non College-owned furniture (couches, chairs) cannot be placed in storage during the academic year. In addition, students may remove room furnishings and place them in storage as described below in #3, until the storage facilities are full. Desks, draperies, blinds, bed ends and closet doors may not be removed from student rooms. Students who make room changes or withdraw from the College will be required to return all furniture to their room before being considered checked out. Charges will be assessed accordingly. Boxes must be broken down to be placed in storage.

3. Room furnishings may be removed from student rooms according to the following guidelines:

a. Furniture may only be moved at the designated time at the beginning of the year.

b. Furniture to be moved must be labeled with its original building and room number. It may be stored only in designated storage areas (no corridors, lounges, etc.), and may not be moved off campus.

c. A student must coordinate the removal of room furniture with a residence hall staff member. This process will include signing and agreeing to a contract which includes the following:

i. Specific location about the new location of the furniture.

ii. The agreement that the furniture will be returned to its place of origin by the last day of classes (or prior to any room change that occurs).

iii. The agreement that the student assumes complete financial responsibility for damage done to the furniture or premises during the move or once stored, and that if the piece(s) is not returned, he/she will pay a \$25 charge per piece if the furniture is found in storage by a staff member, or a full replacement cost if the piece is not found. In addition, storage privileges for that person will be revoked the following year.

## **Student Rooms**

1. Students may not alter in any way the permanent structure of their rooms or residence halls. Public areas and exteriors of buildings may not be changed in any way without prior permission of the director of residence life.

2. It is suggested that students not paste, tape, nail or tack decorations on walls. Masking tape may be used on varnished surfaces. Bulletin boards, pictures and other decorations may be hung from moldings by the use of string or wire and molding hooks. Students will incur costs for damages that occur. Please see campus apartments guidelines for specifics in this area.

3. Students are not permitted to paint their rooms. Students who paint their room will be charged for the full cost of repainting the room.

4. Upon request, a student must remove within 72 hours furniture judged to be a housekeeping/fire hazard. If it is necessary for the College plant department to remove such furnishings, the student will be billed for their services.

5. Personally owned furniture must be removed from rooms before the last day of occupancy. Moving expenses incurred by the College will be billed to the student.

6. College furnishings are not to be removed from such areas as public lounges, lobbies and storage areas. No College owned furniture may be moved outside the building. A \$25 fine will be assessed per day until the furniture is returned. In addition, students are not permitted to remove or disassemble desks from their student rooms. A \$25 fine per day will be assessed until the desk is returned or reassembled.

7. Students are not to modify items of furniture by such practices as “stacking” beds or putting springs and mattresses directly on the floor in such a way as to scratch the floor or damage the carpet.

8. Waterbeds are not acceptable because of structural and physical limitations. Students with waterbeds will be charged \$25 per day until the waterbed is removed.

9. Students should not display materials deemed offensive to others on the outside of their room doors or in windows. Signs, banners, and other displays may not be affixed to the exterior of residential rooms or lounges without permission from the dean of students. Window displays visible to the public are limited to seasonal decorations. Any such item will be asked to be removed by the student. Any item not voluntarily removed will be removed and disposed of by residence hall staff.

10. Students are to be responsible for their room and its contents throughout the duration of time that they are assigned to that room. In order to protect their rights, students should lock their room doors when not at home to prevent others from entering their rooms and being a disturbance to their floor community.

### **Substance Free Housing**

By student request, select areas of residence halls have been designated as substance free living. In these areas, students are not to consume alcohol or use tobacco or other illegal drug products. A student found to be using any type of drug while living in this area will have his or her disciplinary fines doubled and may be reassigned housing at the discretion of the director of residence life.

### **Vacation Period Housing**

Students may remain in College housing during the fall and spring breaks, though the dining hall will be closed. During the semester break, permission may be granted for international students and/or student employees to stay in the residence halls. There is a per day charge to remain in the halls over the semester break and students will have to register with the director of residence life. All College policies apply over break periods.

The College reserves the right to use any residence hall during vacation or other special occasions upon reasonable notice to the occupants and without reduction in annual rental or other obligations to the occupants.

### **Window Screens/Windows**

Screens are not to be removed. Removal or damage to a room screen is subject to a minimum \$25 fine in addition to the costs associated with rectifying the problem. Anyone entering a building via a window or found throwing an article out of a window is subject to an additional minimum \$50 fine.

## **Campus Apartments**

### **Furnishings**

All Ripon College furniture and appliances that are provided must remain in the apartments with the exception of the desk chair. (Desk chairs may be placed into student storage.)

Residents wishing to loft their beds must use a loft rented from College Products or contact a member of the residence life staff to inquire about the use of a limited number of loft kits available that coordinate with the bedroom furnishings owned by the College. Wooden or metal lofts built or designed by students are not allowed in Campus Apartments.

### **Heating and Air Conditioning**

Each apartment has an individual HVAC system that is controlled by an on/off switch and thermostat. Residents are expected to keep their apartments at prudent temperatures and work cooperatively with residence life and physical plant staff to ensure comfortable settings are maintained for all residents.

### **Housekeeping**

Residents are responsible for maintaining their living, kitchen, bathroom, and bedroom areas. A vacuum cleaner, broom, dustpan, wastebasket, toilet tissue, and garbage bags are all available/provided to each resident at the office located on the ground level. Spills/stains on carpeting and furniture need to be reported immediately. Stained or damaged carpeting/flooring that cannot be cleaned or repaired will be replaced at the expense of the residents.

### **Keys and Locks**

Residents are not permitted to install padlocks or any other type of locking device on any door in their apartment. If a door key is lost, a resident should contact a member of the residence life staff immediately to process a core change. Residents will be charged to replace lost keys and/or to replace the lock core. Due to the special nature of the type of locks used in the apartments, a re-core charge is \$110.

### **Kitchens**

Residents are expected to keep refrigerator and range units in clean and working order at all times. Residents found to have refrigerators and ranges that are not clean upon check-out will be assessed additional cleaning fees as necessary. Students should use prudence and good judgment when operating personal kitchen appliances and should not overload circuits. Items with open heating elements such as toasters are permissible only in apartments when properly used or stored on kitchen counters or in cabinets. Knives used for cooking purposes may also be kept only in the kitchen area, and knife blades should not exceed eight inches in length.

### **Mechanical Systems**

Residents should not interfere with any part of the heating, electrical systems, or refrigeration units in their apartments. No outside air conditioning units may be installed. Residents are responsible for the cost of all plumbing repairs resulting from the improper use of plumbing facilities.

### **Recycling/Garbage**

Students should not allow garbage, newspapers, recyclables, or refuse to remain in their apartment for long periods of time. Each resident is responsible for disposing of his or her own garbage. All recyclable items and garbage must be bagged and taken to the designated

bins located on the first floor of the building (room 108) and placed in the appropriate containers. Boxes must be broken down. The second floor vending room should not be used for garbage collection. Students found to be dropping off their apartment's garbage here may face disciplinary action.

### **Repairs/Damages**

Repair work and any alterations to an apartment are the responsibility of the College and are not privileges extended to the residents. Students are expected to report all repair needs to a member of the residence life staff as soon as possible. Any stains on flooring or furniture should also be reported to a staff member so a skilled person can remove the stain before it becomes permanent. To maintain the quality of the apartments, damages are critically inspected and students are charged or assessed accordingly. Bedroom damage will be assessed to the person assigned to the room; public area (kitchen, living room, bathroom) damage will be assessed to all residents of the apartment unless the person responsible comes forward. All items that are damaged are replaced, not repaired, and are the financial responsibility of the residents. Apartment residents will be assessed common area damages for their individual living areas as well as for the total building common spaces.

### **Room/Area Decorating**

The College strongly recommends that residents not hang anything on the walls with any type of device that may mar the walls, including nails, hooks, screws, or "removable" hanging strips. Residents of the unit will be held financially responsible for any damage (i.e., hole in the wall, removal of paint) to the walls, ceiling, and/or woodwork. Residents should also avoid the use of glow-in-the-dark stars and similar materials as these also damage the walls and ceilings. Nailing or tacking anything to doors or any woodwork is not permitted (i.e., dartboards). Varnishing, painting, wallpapering any walls, floors, or woodwork also is not permitted. Charges for holes left from nails, screws, etc. will be assessed to residents.

### **Social Events**

Students living in Campus Apartments may not utilize their apartment to host "parties." A "party" is defined as the presence of more than two guests per present resident in an apartment where another policy violation is occurring. Residents who are discovered to be hosting parties will be subject to the College's disciplinary procedures with penalties including, but not limited to, the loss of their apartment and subsequent return to traditional housing at the discretion of the director of residence life.

## **Alcohol, Marijuana and Other Drugs**

### **Alcohol, Marijuana and Other Drugs**

As an academic community, Ripon is seriously concerned about those things which might interfere with the educational development of its students, interrupt their academic programs, injure their health or irreparably prevent their entering useful and successful careers.

For a considerable time, there has been a realization that, for many people, chemical abuse can create a constellation of problems, including a serious negative effect on academic motivation and effectiveness — not only for the user, but also, in many cases, for those around the user. Therefore, the following policies in this general area have been developed. Ripon College also adheres to the laws of the State of Wisconsin with regard to the consumption of alcohol, thereby recognizing that individuals under the age of 21 are not of legal drinking age. Given that, the majority of the student body at Ripon is under the legal age for purposes of the possession or consumption of alcohol.

### **Alcohol**

Ripon College expects its students to know and respect the statutes of the State of Wisconsin which govern the possession and use of alcoholic beverages. The most relevant laws on this subject are summarized below:

1. Wisconsin law permits the drinking of alcoholic beverages starting at age 21. The law provides, in general, that no one under legal age may possess alcoholic beverages. The law also provides that any person who sells or furnishes alcoholic beverages to a minor is in violation. The law provides fines for convicted violators (both minors and those who furnish alcoholic beverages to minors), or imprisonment, or both. In addition, the court will restrict or suspend the motor vehicle operating privileges of violators (under legal age) for any period not to exceed one year.
2. The law also provides that persons who purchase, provide or serve alcoholic beverages for those under legal age may be charged with “contributing to the delinquency of a minor.”
3. State law also prohibits misrepresentation of age or falsification of identification cards or use of another person’s identification. Those who provide others with false identification also are subject to prosecution.
4. State law also prohibits:
  - Anyone, regardless of age, from opening or drinking from a container of beer or intoxicating liquor in a moving vehicle, and
  - Anyone under legal age from having intoxicating liquor in a motor vehicle, and
  - Anyone of legal age or older from having alcoholic beverages in a motor vehicle while any minor is in such vehicle.

Because of the restriction of Wisconsin statutes, the College considers use and possession of alcoholic beverages on campus by students under legal age as a violation of institutional standards.

In addition to the expectation that students will obey the law, the College wishes to make explicit its position on the following:

1. Improper behavior arising from excessive use of alcoholic beverages will not be tolerated and may result in disciplinary action.

2. Certain non-college agencies prohibit alcoholic beverages at locations frequented by Ripon College students (e.g., Green Lake Conference Center). Students are expected to know and to observe the regulations established by proprietors of off-campus establishments.
3. Use or possession of alcoholic beverages at any College function open to the general public is prohibited. This prohibition includes on- and off-campus activities. Ingalls Field is not owned by Ripon College, and those responsible for the field, as well as the College, have a policy prohibiting the use of alcoholic beverages at that site.
4. The College does reserve the right to have residence life staff and/or deans immediately contact the local police to confront suspected violations, particularly in the case of uncooperative residents or repeated situations.
5. Publicity that promotes alcohol consumption is prohibited. Alcohol industry promotion of College events is also prohibited. Approval for either must first be granted by the dean of students or director of residence life.

#### **Alcohol in Residence Halls**

1. Ripon College students who are at least 21 years of age may possess and consume alcoholic beverages in residence hall rooms as long as minors (persons under age 21) are not present. Room doors must be closed.
2. Underage students may never be present in a room where students who are of age are consuming alcohol or where alcohol is present.
3. While consuming, or in possession of alcohol, students must have a valid proof of age in their possession and must produce it upon request.
4. Brewing and/or distilling alcoholic beverages is not permitted.
5. Kegs of beer, drinking game devices, common containers, or any alcohol paraphernalia (party balls, pony kegs, WOP containers, beer bong, beer/water pong tables, etc.) are prohibited on campus. Students found in possession of common containers or any alcohol paraphernalia may be assessed a common container sanction of \$100 as well as be held accountable for additional sanctions associated with a violation of the campus alcohol policy. The College will confiscate any unlawful or unauthorized items. Once confiscated, the items will not be returned.
6. Open intoxicants (bottles, cans, glasses, or other containers containing alcohol) are not allowed in hallways, public areas (only at pre-approved residence hall lounge events) or outside.
7. Students not using alcohol themselves, but knowingly associating with other students or student groups, who are violating the College alcohol policy, may be subject to the same disciplinary action as those students who were actually violating the College alcohol policy. This includes public places on campus; this may apply to individuals who are in a public place (i.e., hallway) with another student who is violating the alcohol policy.

8. Approved events must take place in a lounge space. Students or specific student groups who host unapproved events in hallways, lounge spaces, or in two or more student rooms are subject to disciplinary action that could include disciplinary probation, organizational probation, monetary fines, limits to future social events, loss of that group's individual housing lottery, etc.
  9. Underage students should not be in possession of alcohol, open or unopened, or the empty containers from such beverages. Additionally, underage students in attendance at or participating in any gathering where alcohol is present are considered in violation of the alcohol policy and subject to disciplinary action (except at pre-approved residence hall lounge events).
  10. Room parties: A \$100 sanction will be assessed room occupants who are responsible for hosting a "room party." A room party is defined as a gathering of 12 or more in a suite, or more than 2 guests per present resident in an apartment, 8 or more students in a double room or 5 or more students in a single room where alcohol is being consumed. A student with a single room found hosting a room party will be billed \$100. Two roommates who are present at a room party held in their room would each be billed \$100. This \$100 charge will be in addition to any sanctions associated with a violation of campus alcohol policy for which the student may also be responsible. Residence hall staff may confiscate alcohol if underage persons are present.
  11. Students may apply to host events in a residence hall lounge at which alcohol is present (limited to 70 people including hosts). Permission to host an event must be obtained whether or not alcohol is present. Application for permission to host such events must be made to the director of residence life and/or assistant director of student activities at least five days in advance using the lounge event application form, available from the residence life office. Notification of approval or disapproval of each application will be made no later than two days prior to the requested date for an event.
- \*Consumption of alcohol at these events must be restricted to persons of legal drinking age as per Wisconsin statutes, and compliance with this restriction is the responsibility of the individuals who sign the lounge event application form and the members of the group hosting the event. Alcohol may not be purchased for or provided by the student hosts. All such events will be of a "bring your own beverage" format. Specific procedures are provided on the lounge event application form.
- \*The location, duration, and frequency of such events will be managed in such a manner as to balance student needs for social activities and for a good environment in which to study. It is expected that events be limited to weekends (Friday and Saturday evenings), and may not occur during periods of final examination.
- \*Other than a pre-approved lounge event, alcohol is never allowed in common spaces (such as lounges, hallways, etc.), four or more students found consuming alcohol in a lounge will be found in violation of the College's alcohol policy as well as assessed an additional \$100 charge for participating in an unrecognized lounge party.

### **Alcohol Misuse/Abuse**

In residence halls there has always been the question of what should be a staff member's response to students possessing alcohol in areas where it is not permitted. In answer to this statement, the following guidelines are generally adhered to.

Blatant, public, and/or irresponsible behavior most often precipitates a staff member's response.

Room occupants are always responsible for the actions of their guests, both student and non-student, which the consequences stated below will reflect.

The College reserves the right to notify parents/guardians of students' alcohol policy violations.

Alcohol violations will be cumulative over the course of one's time at Ripon College. Violations during the finals period will be subject to additional penalties.

### **Alcohol Enforcement**

1. For a first time individual offense, the appropriate hall director will discuss the College policy violation with the student(s) involved, pointing out the problem and the implications of this violation. A written warning and a \$50 deferred fine will be issued. This deferred fine will not be assessed the student (and thus deferred), pending the student has no future alcohol violations during his or her time at Ripon.
2. If the above actions prove ineffective and a second violation should occur during a student's time at Ripon, the hall director or director of residence life will meet with the student(s), and a minimum \$100 penalty will be assessed in addition to the \$50 deferred fine from the first violation. Participation in an alcohol and drug online education course, paid for by the student, may also be required at the discretion of the hall director. Student(s) may also be required to participate in counseling, educational or community service projects as deemed appropriate by the director of residence life or residence hall director assigning the sanction.
3. A third infraction will lead to a \$200 penalty, and the matter will be referred to the director of residence life for consideration of additional penalties. A referral to the College counselor and/or a chemical assessment may be required. A student in this situation may also be required to participate in educational or community service projects as deemed appropriate by the director of residence life or residence hall director assigning the sanction.
4. Additional infractions will be referred to the dean of students for additional penalties, which may include but are not limited to disciplinary probation, removal from the residence halls, or suspension.

### **Emergency Alcohol Amnesty**

The emergency alcohol amnesty policy is designed to encourage students to seek help in an alcohol or drug emergency without hesitating because of worry about receiving policy violation sanctions from the College. This policy also applies to someone who has been a crime victim, who also may be intoxicated and therefore reluctant to report the crime. If in

doubt about a person's safety related to alcohol or drug use, seek help by calling 911 or security/professional residence life staff at 748-8703.

Emergency amnesty protects a student from policy violations when they are seeking help in an emergency. Judicial amnesty granted by the College for alcohol or drug sanctions will be granted to students who, in good faith, report, or experience themselves, an alcohol or drug emergency or crime victimization. However, a student will not be granted protection under this policy if campus officials (e.g., residence life staff, campus safety) intervene beforehand.

1. Students may be required to participate in an appropriate alcohol educational program depending upon their involvement in the situation. Failure to comply will invalidate protection under this policy.
2. A record of all requests for assistance under this policy shall be maintained by the dean of students. Records kept as a result of this policy shall not be noted on the student's conduct record as a policy violation. Students involved may still need to meet with residence life staff for a review of the incident, but this meeting will not result in sanctions from the College.
3. This policy does not preclude disciplinary action regarding other violations of College policy, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing, etc. Students should also be aware that this policy does not prevent action by local and state authorities.
4. Nothing in this policy shall prevent an individual who is obligated by state or federal law to do so from reporting, charging or taking other action related to the possible criminal prosecution of any student.

## **Marijuana and Other Drugs**

### **State Law**

In the statutes of the State of Wisconsin, within the "Uniform Controlled Substances Act," marijuana is one of many substances included within the Schedule I category. The act prescribes the imposition of fines up to and including \$5,000 and/or prison sentences of up to and including one year for a first offense. For a second or subsequent offense, penalties go up to \$10,000 and/or a two-year sentence. For manufacture or distribution, the penalties go up to \$25,000 and/or 15 years.

### **College Policy**

Violations of federal and Wisconsin state laws regarding drugs are also violations of Ripon College policy and are subject to disciplinary action up to and including permanent dismissal from the College. This policy applies equally to administrative, faculty, and student members of the College community.

As a guideline to students, the following statements are offered:

1. Drug misuse includes (but is not limited to) possession, using, selling, giving away, dispensing, mixing, administering, aiding or assisting others, participating with others in such activities, or being present where such activities are taking place.

2. If a drug case is initiated in civil court rather than on the campus, serious College sanctions may await disposition of the case in the court. The College's policies are, however, separate from those established by federal or Wisconsin state statutes.
3. The College does reserve the right to have residence life staff and/or deans immediately contact the local police to confront suspected violations, particularly in the case of uncooperative residents, repeated situations, if drug paraphernalia is found, or to help determine the source of a violation.
4. While empowered only to take action within its own provinces, the College will cooperate with the law enforcement agencies in accordance with statutory procedures.
5. Conversely, as an educational institution rather than a law enforcement agency, the College recognizes the appropriateness of handling certain drug problems individually and from a counseling and medical, rather than from a disciplinary, point of view.
6. Students are urged to reflect very seriously upon their own attitudes and actions with regard to drug abuse and to seek out information and counseling assistance as it may seem most appropriate to them. In the latter instances, it should be noted that information given to the College counselor (as well as to other physicians and clergy) is protected under the laws of "privileged communication."

### **Marijuana Enforcement**

The College reserves the right to notify parents/guardians of students' drug policy violations. Drug violations will be cumulative over the course of one's time at Ripon College. A student may be found in violation of the College's marijuana policy even if no physical evidence is present but rather if a hall director, the director of residence life, or the dean of students detects the odor of marijuana in the air of a student's room. The College will confiscate any unlawful or unauthorized items. Once confiscated, the items will not be returned.

1. For a first time individual offense, the appropriate hall director will discuss the College policy violation with the student(s) involved, pointing out the problem and the implications of this violation. A \$100 minimum penalty will be assessed. Student(s) will also be required to participate in an alcohol and drug education course at their expense. Failure to complete the course will result in further fines and other disciplinary action.
2. If the above actions prove ineffective and a second violation should occur during the student's time at Ripon, the director of residence life will talk with the student(s), and a minimum \$200 penalty will be assessed. Participation in an alcohol and drug education course, paid for by the student, or an AODA counseling session may be required.
3. A third infraction will lead to a \$300 penalty. The matter will be referred to the dean of students for consideration of additional penalties, which may include removal from College housing or suspension. A referral to the College counselor and/or a chemical assessment may be required. A student in this situation may also

be required to participate in educational or community service projects as deemed appropriate by the dean of students.

### **Other Drugs: Enforcement**

The College reserves the right to handle the assignment of penalties for the use, possession and sale of other drugs in a manner appropriate to the severity of the incident. This means that, in the case of certain “hard drugs” the infraction might be sent to the committee of deans for even a first violation. It also means that students found guilty of dealing may face immediate, serious consequences including suspension and/or expulsion.

Since possession of illegal drugs is also a violation of College policy, any such drugs or drug related paraphernalia that are in plain view may be confiscated by local law enforcement.

Students involved in campus disciplinary cases while under the influence of a chemical substance may be required to have a chemical abuse assessment.

## **General Regulations - Conduct**

### **Academic Policies**

The Ripon College Catalog is the most comprehensive statement of policy in this area.

### **Absences from Class**

The College expects students to attend all classes. However, illness and problems requiring personal attention may interfere with a student’s best intentions to fulfill this requirement. Students who miss classes, for any reason, are responsible for the work missed. At the earliest possible time, students shall seek out their professors to obtain information about the assignment(s) they missed. Professors are not required to duplicate class experiences missed by absent students.

Professors will establish individual attendance policies in consideration of the extent to which attendance itself constitutes a part of the learning experience and contributes to the educational integrity of a particular course. Students must be excused from classes for College sanctioned activities (e.g., participation in field trips for their other courses and athletic events). Students who will miss class due to College sanctioned activities must notify their professors in advance to arrange for make-up work.

Professors whose attendance policies impose penalties for absences must provide each student with a written copy of their policies within the first week of the semester. If an attendance policy provides for assigning a grade of F or U for excessive absences, the professor must inform the student in writing, with a copy to the registrar, at the point in the semester when the failing grade is earned. A failing grade based on excessive absences may not be recorded by the office of the registrar until after the last day for course withdrawals.

### **Academic Integrity Policy**

Ripon College’s statement of educational mission is printed in the Catalog. It notes that Ripon College is not only established as a community for liberal education but also that

Ripon College is “dedicated to the growth and development of the individual members of its community.” In order to fulfill the College’s mission as a community for liberal education dedicated to the growth and development of the individual members, a high degree of academic integrity is required. The College is concerned with developing the members of the community in their ability to use responsible inquiry; effective communication; and the other skills of analysis, understanding, and transmittal. For that development to occur, each individual must use his or her own resources; each must develop his or her own talents in cooperation with others; each must be honest with him or herself as well as with others in assessing and presenting the skills that have been developed and the information that has been accumulated. Only in this way will the maximum growth in ability occur, and only in this way will a true community of learning flourish.

Practicing, condoning, or even ignoring academic dishonesty must result from a radical misunderstanding of or disagreement with the very nature of the academic community at Ripon College. Academic dishonesty frustrates the growth, undermines the development, mocks the community, and thwarts the advancement of learning. Therefore, each member of the community has a responsibility to one’s self and to others to do all possible to maintain the highest possible level of academic integrity on campus. As much as possible, faculty members have the responsibility to design courses and assignments within courses as far as possible which require the development of skills of analysis and understanding and which limit opportunities for dishonest responses. Students have the responsibility to take their own development and achievement with sufficient seriousness that they work for honest growth rather than dishonest appearances. Members of the faculty, the administration, and the student body have the further responsibility to utilize available opportunities to present their convictions about academic integrity, to encourage others to support academic integrity, and to dissuade, by penalty if necessary, any and all instances of academic dishonesty.

### **Academic Honor Code**

The Academic Honor Code reflects Ripon College's strong commitment to academic integrity. Ripon College students have the right to live and study in a community that upholds the highest standards of academic honesty, and we expect all members of this community to adhere to those standards.

The expectations of the Honor Code are that each student has the responsibility to:

1. Strive to maintain the highest possible level of academic integrity.
2. Encourage others to support academic integrity and discourage acts of academic dishonesty.
3. Understand and support the protected nature of intellectual property.
4. Present her or his own work on all assignments and examinations and properly cite the work of others.

If a student is in need of clarification about any aspect of the Honor Code, he or she is encouraged to consult with the dean of faculty, the associate dean of faculty, or a member of the faculty.

## **Procedure**

Cases of academic dishonesty are in the first instance the responsibility of the instructor in the course who is, however, encouraged to consult with colleagues, the department chair, and the dean of faculty for advice on procedures. The faculty member has the authority to assess any penalty up to and including immediate failure in the course if convinced that academic dishonesty did occur. The usual penalty for cheating on an examination or intentional plagiarism on a major paper is dismissal from the course with an F.

Unintentional plagiarism and lesser or more problematic forms of dishonesty are usually treated with other penalties including a zero or F on the assignment or redoing the assignment.

Reasonable confidentiality about the student's identity should be exercised in all such cases, but all cases must be reported to the dean of faculty who maintains a file in case there is more than one occurrence during the student's undergraduate career. The dean of faculty has the authority to assess penalties for academic dishonesty. Instances of more than one occurrence during a student's undergraduate career are ordinarily grounds for expulsion from the College with the student's permanent transcript bearing the notation "Academic Dismissal."

The student may appeal the instructor's decision to the dean of faculty who, upon review, will a) affirm the instructor's decision, b) establish an alternative solution to that originally proposed by the instructor with the agreement of both the instructor and the student involved, or c) refer the matter to the Joint Judiciary Committee for further review with the recommendation that the instructor's penalty be revised. The decision of the dean of faculty may be appealed by the student to the Joint Judiciary Committee. The decision of the Joint Judiciary Committee may be finally appealed to the president of the College who may sustain the original decision or return it for reconsideration with a recommendation for change. In all cases the appeal procedure must be initiated within 14 days of the student's notification of the decision.

If the instructor is convinced that the incident is of such significance that more severe penalties are appropriate, the case may be referred by the instructor directly to the Joint Judiciary Committee who may exact penalties up to and including expulsion from the College with the student's permanent transcript bearing the notation "Academic Dismissal." Once the case is referred to the Joint Judiciary Committee, however, the instructor has given up all right to assess penalties for the incident.

## **Emergency Closing Policies and Procedures**

Emergencies such as severe weather conditions occasionally require closing the Ripon College campus for most teaching, administrative and public event activities.

During emergencies that may not warrant closing the College, supervisors and staff members are encouraged to be as flexible as possible in adhering to the normal work schedule while considering the safety of the staff members.

If closing the College is required, the following policies and procedures will be followed:

1. Responsibility for the decision to declare an emergency closing of the campus rests with the president, in the president's absence the vice president and dean of faculty, and in his/her absence the vice president for finance.
2. Before declaring an emergency closing, the president should make every effort to consult with the vice president and dean of faculty, the vice president and dean of students, and the vice president for finance.
3. Ripon College is a residential school and cannot close completely; the students expect and must be provided minimum services. Therefore, some staff members will be expected to work during the emergency.
4. When a closing is declared:
  - a. Classes are canceled.
  - b. Most administrative offices are closed.
  - c. All buildings/functions are closed/canceled except:
    1. Residence halls
    2. Harwood Memorial Union
    3. Physical Plant Department
    4. Lane Library
    5. S.N. Pickard Commons
    6. Willmore Center
    7. Kemper Computer Center

As soon as a decision to close has been made, the president or the president's designee will immediately notify:

1. The College community through the respective vice presidents.
2. The College community and the public through the office of marketing and communications.

When severe weather conditions may warrant closing, all faculty, staff and students should be alert for announcements.

The following pay provisions for staff members apply during emergency closings:

1. Staff members whose work schedule begins during an emergency closing will not be required to work and will be paid for their scheduled hours.
2. Staff members who are at work when an emergency closing is declared will be released and paid for their regular scheduled hours.
3. Staff members on an approved vacation or sick leave when a closing is declared will be charged for vacation or sick leave.
4. Essential services staff members will be required to work during an emergency closing and will be given compensatory straight time off for hours worked during the emergency closing.

5. Student employees are exempted from these pay provisions. Federal regulations for the work study program prohibit payment for any hours not actually worked, regardless of institutional policy.

### **Grade Disputes**

Students who are dissatisfied with the grade received in a course should consult their instructor for clarification. If the student feels, after discussion, that capricious or prejudicial evaluation has occurred, the student should discuss the matter further with the departmental chair and his or her academic advisor. Further formal procedures are possible after discussion with the instructor, the student's academic advisor, and the departmental chair; the student should contact the associate dean of faculty for further information.

Procedures from the Faculty Handbook:

#### Appeal Procedure on Final Course Grades

*Background.* Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. (From "Joint Statement on the Rights and Freedoms of Students," endorsed by the Trustees in 1969 after action by the Student Senate and faculty, printed in the Student Handbook.)

Assumptions:

1. The instructor has probably assigned the appropriate grade;
2. At the same time, the student's academic record is a very important matter and the right to appeal must be safeguarded—as a matter of both regulation and fair play;
3. In appealing a grade, a student should write out his or her case a) for consideration by the academic standards committee, b) with the student, not the instructor, bearing the burden of proof.

#### Academic Standards Committee Procedure

1. The committee will not accept an appeal later than three weeks after the start of the semester following that in which the grade was given and will not act until the student presents notes from advisor, instructor, and department chair to the effect that the student has consulted each of them concerning the grade in question. When a written appeal has been accepted, the committee will seek the services of a full-time teaching member of the Ripon faculty to act as hearing officer, giving preference to someone a) not on the committee, b) not in the department offering the course in question, c) having as close as possible knowledge of the discipline involved, d) holding tenure, e) who has not had the student in class.
2. The committee and its hearing officer will have no responsibility concerning that portion of a grade based on oral work, or on written work which is not available.
3. The hearing officer may conclude, after preliminary consideration, that the student has prima facie no case, and may so recommend to the committee. Otherwise the officer will continue conversations with the student, examination of written evidence by the student or comparable students, and—if desirable—conversation with the instructor who gave the grade. Understanding and mutual agreement should be sought.

4. Within three weeks of having agreed to review the appeal, the hearing officer will report to the committee what are the important facts of the case. Both student and instructor will then have a week within which to read the report and to give the committee written supplements. The hearing officer's recommendation, as distinguished from the report, will remain confidential within the academic standards committee.
5. The committee will make final disposition of the case reporting its decision to the faculty as an information item with names deleted.
6. After a student has presented to the committee two appeals (on two different grades) which were not sustained, any further appeal by that student will be referred to a hearing officer or otherwise further consideration only upon a two-thirds vote of the committee.

### **Bias Related Incident Protocol**

#### Ripon College Statement on Diversity and Inclusion

The official Ripon College diversity mission statement reads: Ripon College values diversity, as it is the foundation upon which a liberal arts education is built. We promote multiculturalism by providing a welcoming atmosphere that encourages social activism and inclusivity while providing the tools necessary to mold culturally competent leaders.

#### Ripon College Statement on Intolerance and Harassment

Ripon College is committed to the free speech and open exchange of ideas and views, as reflected in the institution's Core Values. This commitment requires the confrontation of challenging issues in the context of civil discourse and intellectual inquiry. However, behavior that exceeds the bounds of appropriate discourse and civil conduct will not be tolerated. Ripon College is dedicated to maintaining a community free from all forms of harassment, hostility, and intolerance.

It is the policy of Ripon College, consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the College community, that all varieties of harassment and intimidation – sexual and non-sexual, physical and non-physical, verbal and non-verbal – of employees, students, and guests at Ripon College are unacceptable forms of conduct that will not be tolerated.

Harassment includes behavior, speech, or writing that demeans or stereotypes individuals in a harmful way. Harassment may create an intimidating, hostile or demeaning environment and often has the effect of interfering with an individual's full and free participation in the life of the College.

#### Ripon College Statement on the Bias Policy

This policy recognizes that thought and expression in the context of, and in service to, our learning mission is protected, while offering a mechanism for responding to the hatred and bias that work against it. These freedoms necessarily entail a potential for encountering ideas and speech that one finds controversial and even objectionable, insulting, or offensive. Acts of hate and bias—whether or not intended—threaten to undermine individuals' or groups' engagement in the free exchange of ideas. Providing clear means by

which suspected hate acts and bias incidents can be reported aligns with Ripon College’s commitment to freedom of thought and expression as central to our academic freedom and to our teaching and learning mission.

## DEFINITIONS

Bias is...

A Bias Incident is characterized as a behavior or act—verbal, written, or physical—which is personally directed against or targets an individual or group based on perceived or actual characteristics such as: age, disability, gender identity and expression, marital status, national origin, race or ethnicity, religion, sex, sexual orientation, skin color, socioeconomic status, or veteran status. Bias incidents may or may not be intended to cause harm.

*Examples* of bias incidents include but are not limited to: jokes based on a stereotype; disparaging or demeaning language on social media; epithets or slurs; vandalism that indicates prejudice or intolerance, and avoiding or excluding individuals or groups solely on the basis of the perceived or actual characteristics listed above.

According to the Ripon College Student Handbook, some bias incidents may fall under the “Harassment/Title IX” violation. If so, they will be referred to the Title IX Coordinator.

Hate Crimes are...

According to Wisconsin State Law, Hate Crimes are *crimes* in which the perpetrator “intentionally selects the person against whom the crime is committed or selects the property that is damaged or otherwise affected by the crime in whole or in part because of the actor's belief or perception regarding the race, religion, color, disability, sexual orientation, national origin or ancestry of that person or the owner or occupant of that property, whether or not the actor's belief or perception was correct” (WI Statute 939.645 (1)(b)). I

More information can be found at:

<https://docs.legis.wisconsin.gov/statutes/statutes/939/IV/645>

*Examples* of hate crimes include but are not limited to: assault of a person or damage to property that is motivated by the real or perceived characteristics listed in the above statute.

How the Ripon College Community can support this policy:

Every member of the Ripon College community can play a role in fulfilling our vision of educational, working, and living environments free from discrimination, harassment, intolerance, and hate. Examples of ways you can participate in creating this environment:

- Speaking out against, denouncing, and/or interrupting all forms which challenge the Ripon College Diversity Statement or Harassment Policy.
- Reporting all bias incidents.
- Assisting in investigations by providing information to staff or officers when approached.

- Participating in on-campus programming around multiculturalism, diversity and social justice (Social Justice Retreat, Multicultural Programming, Diversity Workshops, Safe Zone Training, Bystander Intervention Training, etc.).
- Committing to creating a safe, welcoming, and affirming community to all at Ripon College, including guests we invite into this community.
- Engage in respectful dialogue about our differences with other members of the community.

Incident Response Team:

- Director of Multicultural Affairs – Kyonna Henry  
[HenryK@Ripon.edu](mailto:HenryK@Ripon.edu)  
(920) 748-8190
- Campus Safety Officer – Jessica Joanis  
[JoanisJ@Ripon.edu](mailto:JoanisJ@Ripon.edu)  
(920) 748-8164
- Associate Dean of Faculty and Registrar – Michele Wittler  
[WittlerM@Ripon.edu](mailto:WittlerM@Ripon.edu)  
(920) 748-8119
- Director of Residence Life – Mark Nicklaus  
[NicklausM@Ripon.edu](mailto:NicklausM@Ripon.edu)  
(920) 748-8186
- Associate Professor of Exercise Science – Mark Cole  
[ColeM@Ripon.edu](mailto:ColeM@Ripon.edu)  
(920) 748-8776

**Chalking Policy**

Permission may be received from the dean of students to use chalk on campus pavements to publicize events. Chalking may be used to publicize events or to offer educationally valid information to the community. A letter should be submitted to the dean requesting such permission which includes the name, the event being sponsored, the specific location and size of the area where chalk will be used, the length of time the chalk will remain on the pavement (usually limited to two days), and the name(s) of the individual member(s) of who will be responsible for removing the chalk. The person(s) responsible for removing the chalk should contact the director of the physical plant to make arrangements in advance for getting cleaning materials. If the chalk is not removed by the time specified in the permission request letter, the plant department may do the cleaning and bill the sponsoring student organization.

### **Check Cashing in the City of Ripon**

Whenever wishing to cash checks at local businesses or banks, College students should have in their possession and be prepared to show a current picture ID for their own and the merchant's protection. Before the end of each semester, the merchants and banks curtail check cashing.

### **Cleaning**

Messes in public areas deemed to be beyond normal may result in charges to students. Students who have vomited and/or made an excessive mess in a public area are expected to clean it up, with failure to do so resulting in a minimum \$25 fine. If responsible individuals cannot be found, cleaning charges may be added to a floor/area/building common area damage charge. Please see the section on Damages for more information.

### **College Cars**

The College maintains a small number of vehicles for the convenience of the College community. Vehicles are available for use on College business (field trips, athletic events, trips to attend meetings, etc.). The vehicles are provided with an I-Pass for the Illinois toll way system. The cost is charged to the individual department or organization. Students intending to use College cars for College business must complete the appropriate form from the finance office and receive approval. Use of College vehicles is then scheduled through the plant department. The demand for vehicles often exceeds the supply so obtaining approval may take several weeks, so students are encouraged to plan ahead. The following regulations apply to student use of College cars:

1. Students may drive College vehicles for official College business only.
2. Student drivers must be approved by the College's insurance carrier in advance.
3. Students must provide a list of occupants prior to departing campus.
4. Students should familiarize themselves with emergency information located in the glove compartment of each vehicle.
5. Students must complete a pre-use inspection and report post use damage or cleaning required. Students or student groups will be responsible for cleaning charges or vehicle misuse.

Rental vehicles are also available for student personal use or group use through the Enterprise CarShare program. Students need to become members of the CarShare program and are currently charged \$5/hour for vehicle use. Contact the business office for information on joining CarShare. The Enterprise CarShare vehicles are stored in the Woodside lot near the main entrance of campus.

### **Community Conduct**

Ripon College expects students to be mature, honest and responsible members of the campus and the larger community. Behavior that infringes upon the rights, safety, and privileges of another person, or impedes the educational process is unacceptable. Ripon prohibits conduct that interferes with the rights of others and/or demonstrates disregard for the College and surrounding community, public urination, and indecent exposure and/or lewd behavior. Violations of this policy are subject to a minimum \$50 fine.

### **Confidentiality of Student Records**

In compliance with FERPA, Ripon College faculty support confidentiality of student records with the understanding that information on academic status is defined as course grades only and action taken by the associate dean of faculty concerning academic standing. Transcripts are released only upon authorization from the student. Grade information is available to parents if the appropriate waiver forms have been submitted. The registrar will explain uses of the waiver form used for grades and transcripts.

“Directory information” is information about a student which can be released without notification to or approval of the student. Directory information at Ripon College includes name, home address and phone number, campus address and phone number, campus e-mail address, class, Greek affiliation, participation in recognized College activities, height and weight for athletes, dates of attendance, degree candidacy, and date of graduation (with major(s), minor(s), and honors). Each student may request that release of directory information be withheld by submitting the request, in writing, to the office of the registrar. Academic records are available to members of the College community (including instructors, coaches, the athletic director, academic advisors, and personnel in the Dean of Students’ Office) when there exists a need to know, based on serving the educational interest of the student. Parental information for all students is made available to administrative offices on campus. Questions should be directed to the registrar. Information about the Family Education Rights and Privacy Act can be obtained from the office of the registrar.

### **Consensual Relations Policy**

A consensual relationship as that term is used in this policy is one in which two members of the Ripon College community are engaged by mutual consent in a romantic relationship. When such a relationship involves people who differ in power within the College community, it is of special concern because of the potential for conflict of interest and/or abuse of power. Decisions that must be made free from bias or favor may come under question when made by a person who may benefit from or be harmed by the decisions. The mere appearance of bias resulting from a consensual relationship may seriously disrupt the academic or work environment. Equally important, such relationships have the potential to undermine our sense of community, mutual trust, and support.

The seeds of harassment can exist in consensual relationships of any kind that involve differences of status or power. For these reasons, Ripon College has adopted the following policy with respect to consensual relationships by a College community member with a College community member over whom he or she has authority.

Ripon College strongly discourages consensual relationships between a supervisor and an employee who is subordinate to that supervisor; an administrator and a faculty member in a unit under that administrator’s direction; an administrator and a staff member in a unit under that administrator’s direction; and a faculty, staff, or administrator and any student

enrolled at the College.

When such relationships exist, they must be reported to the respective vice president to whom the employee reports. The particular situation will be reviewed in light of all the facts regarding the evaluative roles of each of the parties and the effect of the relationship among co-workers. Reasonable steps will be taken to confirm that the relationship is fully consensual. In addition, all reasonable attempts will be made to change and eliminate the evaluative or supervisory role between the parties.

Employees in such relationships who fail to report that information to their respective vice president will be subject to disciplinary action that could include dismissal from the College.

### **Cooperation and Compliance**

Students suspected of policy violations may be confronted by College officials, including student staff members. Supplying false information, using profanity or threatening language, and/or blatant uncooperativeness will subject the student to additional disciplinary actions which can include a minimum \$100 fine.

### **Disruptive Demonstrations**

All substantive issues related to College policy are to be considered open to full discussion and debate by the College community, whether through “town meetings” or some other procedure. Individuals and organizations are free to support causes by orderly means. Furthermore, a rational and orderly examination of issues—whether local, national, or international—is fundamental to the academic process and is to be encouraged rather than repressed.

Within the broadest possible definition of freedom, there exist some limitations. Faculty and students are encouraged to utilize the established channels of communication (including direct access to the president) to discuss these limitations and to request adjustment of policies and resolution of grievances. The College wishes, however, to go on record with respect to action which is deemed disruptive of the academic process.

Among such actions are efforts by individuals or by groups to prevent speakers and other visitors to the campus from speaking, to disrupt the operations of the institution in the course of demonstrations, or to obstruct and restrain other members of the academic community and campus visitors by physical force. All of these are destructive of the pursuit of learning and, ultimately, of a free society. All components of the academic community are obligated to protect its processes from these tactics.

The president, or in his absence, his delegate, is therefore directed to maintain order and to protect the rights of all members of the academic community. The College will make every effort to resolve problems internally and only in extreme circumstances will external authority be resorted to. All members of the community who engage in disruptive

demonstrations are subject to disciplinary action which, in extreme cases, may result in separation from the College. It is, however, anticipated that problems can be resolved through communication and negotiation rather than through the application of sanctions.

### **Drones**

Use is prohibited on/over campus grounds without the permission of the president or a vice president.

### **Firearms and Fireworks**

Students shall not use, or have in their possession, fireworks or explosives of any kind. Such possession or use may lead to serious disciplinary action. Because both the possession and the use of fireworks, firecrackers and explosives are violations of College policy, any such items that are in plain view will be confiscated or destroyed. In addition, unregistered firearms and similar weapons, when discovered, will be taken and held, to be reclaimed by the owners (at their initiative) at the end of the school year.

### **Fire Pit Reservations**

A registration form is to be completed in order to reserve the fire pit by the Harwood Memorial Union, and it must be completed by the person designated to be in charge during the actual fire at least three business days before the event. The form is located online or by visiting the student activities and orientation office.

Please note that all fires must be started by the fire starter kit provided by the student activities and orientation office (SAO). All supplies must be picked up and returned when the office is open.

#### **Fire Pit Policy**

- Fire must be attended to at all times.
- Do not wave or throw burning sticks. After a stick is lit, it must stay in the fire.
- Do not put any additional sealed items in the fire (ex.- cans, cardboard, trash, etc.) These may explode and cause injuries.
- Do not put plastic in a fire. It releases dangerous fumes.
- Do not rip up grass or destroy plants/trees to put in the fire.
- Do not jump over, wrestle around or run near the fire.
- No alcohol is permitted at the fire pit at any time.
- Accelerants like lighter fluid are not permitted.
- No fire can be over three feet high.

### **Hazing**

Hazing is defined as any action taken or situation created intentionally whether on or off College premises to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include creation of excessive fatigue, physical and psychological shocks, wearing apparel publicly which is conspicuous and not normally in good taste, engaging in public stunts and jokes, morally degrading or humiliating games and activities, late night sessions which interfere with scholastic activities (1 a.m. Sunday

through Thursday), and any other activities which are not consistent with the regulations and policies of the educational institution.

Ripon College repudiates any pre-initiation or initiation practices antithetical to the law and underlying principles for which each group stands or which violate the above definition of hazing.

### **Hoverboards**

Storage or use of a hoverboard is prohibited in all campus buildings.

### **Identification Cards**

At the beginning of each school year, every student must obtain a registration packet from the business office prior to registration. Each new student that did not attend or did not have their picture taken during a summer orientation session will need to have their picture taken at the office located on the first floor of Harwood Memorial Union for the Ripon College identification card (ID). This card will serve as each student's Ripon ID and meal debit card. At the time the student is photographed for the ID card, they will also need to select a meal plan. The ID card magnetic stripe is encoded with the student ID number that is issued by the College. When the card is swiped at a register for food purchases--meals or points--that encoded number processes with the meal plan database and deducts the transaction from the meal plan balance.

If the ID card is lost, the student can call the one card office at 748-8164 and report their card lost and a hold can be placed on the account until such time that the student notifies the food service office that the card is found or they have the card replaced. To obtain a replacement card, it is necessary to go to the one card office and pay a fee for the replacement. If the lost card is not reported, and meals/points are lost because of it, no money will be refunded.

### **Missing Student Notification Policy**

Students should report to the director of residence life or dean of students any student who they believe is missing. All students will have an opportunity to register a contact person(s) for the College to notify if a student is determined to be missing (Students under the age of 18 will have their custodial parent contacted.). Notification procedures with the contact person(s) and local law enforcement authorities will occur within 24 hours of determining that a student is missing.

### **Motor Vehicle Policies**

Yearly parking registration fees are \$250 for premium lots: the O (Tri-Dorms) lot, P (Scott Hall) lot (RA parking only), the I (Thorne Street) lot, the N (Watson Street) lot and the R (Kemper) lot. Parking registration fees are \$150 for the intermediate lot: the U (Union Street) lot. Fees for the economy lot are \$100: the ST (storage at Willmore) lot. Students must complete a student vehicle parking application and pay the full amount prior to being considered for available parking permits. Students are eligible to register their vehicle using forms available on the MyRipon portal parking page. To locate the parking page, choose the Campus Life tab and click on the parking link, or go to [https://my.ripon.edu/ics/Campus\\_Life/Parking/](https://my.ripon.edu/ics/Campus_Life/Parking/). Forms must be completed and either

mailed to the Ripon College business office, P. O. Box 248, Ripon, WI 54971, or submitted on-line.

An early registration period has been established to allow returning students to request vehicle parking by class seniority on a first come first serve basis. After the designated early registration period ends then all parking will be awarded on a first come first serve basis and class seniority is lost. The completed registration form and payment must be received prior to the registration request being time stamped for the awarding process. Payment does not guarantee a specific vehicle registration request as the type or area requested may not be available. Student requests are honored if spaces are available. Students are asked to select their top three desired permit types or locations. Vehicle registration requests are awarded as determined by availability and top three requests. Payment should be submitted for highest dollar amount lot requested; if unavailable and 2nd and/or 3rd choice are a lesser dollar amount, difference will be credited to student's account.

Students leaving or arriving at the winter break will be credited half, or be willing to pay half, of the amount of yearly registration. The fee must be paid before each student will be allowed to obtain a parking permit. Students should not transfer parking pass to another student (i.e., graduating at semester, going abroad, transferring schools, etc.) without approval from the one card office as all parking fines are added to account of original owner of issued pass. Students requesting parking reimbursement must do so by January 31st of the spring semester of the school year submitting a written request and the parking pass that was issued to them to have their account credited. No credits will be given after January 31st. Students will receive a parking permit that is valid only for a specific student parking lot on campus. Parking in any other sticker-specific lot or non-student parking area (i.e., Quad circle, service drives, and Woodside lot) may result in a vehicle fine being charged to the offending student. Students are to park only in their designated lot throughout the school year which includes the school day, evening, weekend, special events and all break periods.

Vehicle registration and parking permits will only be issued to students who reside on campus. Students living off campus will not be eligible to purchase a parking permit for Ripon College parking lots and should park their vehicles on the public streets while on campus. Each resident student is limited to having only one vehicle at a time registered with the one card office (vehicles include but are not limited to: any type of passenger vehicle, pick-up truck, any motorized bike/moped/scooter). The parking permits should be placed in the bottom left corner of the rear window, on the driver's side of the vehicle (for motorized bike/moped/scooter, inquire at the one card office for pass placement). Changes in registered vehicle (temporary or permanent), or license plates, require notification at the one card office. Failure to do so may result in valid ticketing of vehicle.

Mopeds/scooters are to be parked only at the bike rack at any resident/academic/common building or any other campus facility, not in a lined vehicle parking space. Yearly

registration fee is \$50. Student to provide own chain and lock to secure moped/scooter to the bike rack when not in use. Mopeds/scooters are not to be leaned up against buildings or parked/stored inside buildings. Vehicle parking policy applies to moped/scooter owners as does ticketing for violations. Registration/payment is separate from vehicle registration/payment if student alternates between modes of transportation.

Temporary/guest parking registration permits can be issued at any time on the Campus Life tab of the myRipon portal. Temporary/guest passes are valid for use ONLY in the Merriman lot (Woodside lot is not for student parking or for guests of student at any time). Vehicles found using the temporary guest pass that are parked in lots other than those lots will be ticketed. A temporary/guest parking pass is only valid for 14 days at a time. Students are limited to two temporary/guest parking passes for their own individual vehicle.

### **Parking Locations**

- Kemper Lot - R lot
- Thorne Street Lot - I lot
- Scott Hall Lot - P lot (RA parking only)
- Tri-Dorms Lot - O lot
- Watson Street Lot - N lot
- Union Street Lot - U lot
- Storage at Willmore Lot – ST lot

Students parking in any parking lot after dark may request an escort to their residence hall if they are alone or feel threatened. They may do this by dialing 920-748-8703 from a cell phone. This will connect you to a radio walkie talkie system. Follow the directions at the voice prompt, press “001” for maintenance and security. The radio system call time is limited to 90 seconds, so give a brief, concise statement or contact number to insure security knows where you are at.

Vehicles remaining on campus during winter break periods must be parked in a break lot. This will be communicated to students via email. All student vehicles must be removed from campus during the three month summer break period. Students staying on campus during those times should call the one card office to make arrangements for parking.

When student vehicles are parked in campus lots, vehicles must be parked in designated parking spaces. Vehicles parked on the grass, straddling lines, and parked outside of lines or in areas with no marked spaces are illegally parked and are subject to citation (this includes parking motorbikes/scooters next to residence halls).

### **Snow Removal**

Every effort is made to keep sidewalks, building entrances, and parking lots clear of snow and ice. Students and guests should still wear appropriate winter footwear to prevent slips and falls. After significant snow accumulations, student parking lots may require plowing. On days when this occurs, email will be the system of notification about moving cars from lots. Vehicles will have to be moved out of the lots by 1 pm and may be returned when the lot is cleared and removal equipment gone. Vehicles remaining in lots during snow removal are subject to citation and may be towed.

### **Service Drives**

Service drives are off limits for parking at all times. They are also off limits for loading and unloading vehicles except during the following break periods as outlined below:

August 19-20, 2017 (school opening - first semester)

October 13-23, 2017 (fall break)

December 9-15, 2017 (finals week - first semester)

January 14, 2018 (school opening - second semester)

March 9-19, 2018 (spring break)

May 1-13, 2018 (finals week - second semester)

During these authorized times vehicles on service drives are limited to a 30 minute time period for loading/unloading and are required to engage their emergency flashers. Failure to abide by the above guidelines concerning service drives will result in citations being issued by Ripon College enforcement personnel. We reserve the right to call the City of Ripon Police Department to assist with enforcement issues. Vehicles ticketed by the City of Ripon Police Department may be towed at the owner's expense.

Each service drive has signs posted referencing the Wisconsin State Statute 346.55 paragraph 3 which reads: **“No person may leave or park any motor vehicle on private property without the consent of the owner or lessee of the property.”**

The areas identified as service drives are:

the Quad circle service road

the service road west of Bovay Hall

the road behind and to the west of Johnson Hall

the drive from Congress Street to the back of Merriman House

the drive to the basement and east of Scott Hall

The decorative driveway to the south and west of Harwood Union

The driveway to the west of the Memorial green space

The driveway to the south of Todd Wehr Hall

The paved area to the south and behind Willmore Center

The circle drive between the Commons and Lane Library with the exception of two spots marked handicap

### **Motor Vehicle Enforcement**

Physical plant staff members, campus security, residence life staff, and local police personnel will assist with the enforcement of motor vehicle regulations on campus. These individuals will be responsible for issuing citations for all parking areas, service drives, and handicap access on campus. For citations issued by the Ripon Police Department, students should expect that their vehicle may be towed upon receiving a citation from the Ripon Police Department if blocking a fire lane, fire hydrant, or handicap access. Fines for these citations and towing must be resolved at City Hall in Ripon, and at the towing company's office. Generally the tickets received from the Ripon Police Department are not open for appeals.

For citations issued by Ripon College personnel, students will be required to pay for citations. Fines are to be paid in the business office and should be paid within two weeks of the citation date. An alleged violator of these parking policies may appeal a violation according to the instructions provided on the myRipon portal on the Campus Life tab. The appeal process is not a grace period for the alleged violation to continue. Citations will continue to be written for violations regardless if an identical citation is under appeal. If three or more citations are assigned to one vehicle, the vehicle will be towed by a local towing company. The vehicle is also subject to be towed at the student's expense for unresolved citations, blocking fire lanes, fire hydrants, or student access to facilities.

The student judiciary board hears and decides all student vehicle appeals.

### **Motor Vehicle Fines**

A student in whose name a motor vehicle is registered is responsible for any violations involving that vehicle. Below is a list of fines:

- fine for no registration/parking permit (\$50) (This fine is in addition to the per semester fee to register your vehicle.)
- fine for vehicle in a service drive without authorization (\$50)
- driving a vehicle in restricted areas (across lawns, etc.) (\$50 minimum fine plus restitution for damages)
- unauthorized parking in handicapped spaces (\$35)
- parking in an undesignated location, reserved space, or unauthorized lot (\$25)
- failure to move vehicle for snow removal (\$15)

Students with registered vehicles and three subsequent fines will result in the vehicle being towed

Students with more than three motor vehicle violations during a semester will be assessed the fine for each subsequent violation plus \$50.

Vehicles with no parking registration may be towed with three fines on record. If the vehicle is towed, all fines (college and/or city) and towing fee must be paid before the

vehicle will be released. Ripon College enforcement personnel may initiate having a vehicle towed if a vehicle is blocking traffic or if a vehicle has been abandoned in any College lot. In all situations, towing will be at the vehicle owner's expense. Ripon College accepts no liability or responsibility for student vehicles.

### **Off-Campus Living**

Ripon College offers its instructional facilities within a total social and residential environment. For this reason, all students except those living with their immediate families within 30 miles of Ripon are required to live in the College residence halls. The College reserves the right to make final decisions on extenuating circumstances where students are requesting off-campus housing. If a student's situation changes from academic year to academic year (or semester to semester), it is the responsibility of the student to inform the College of the change.

### **Official College Communication**

The College will use students' Ripon e-mail accounts as the official communication for emergency messages. RAVE text messaging will also be utilized in emergencies.

### **Posting Policies**

Ripon College provides spaces around campus for written communication by College community members. Outside businesses, vendors, etc., are limited to providing information to students by placing such material on tables in the campus mail center. At no time may an outside company publicize any products or services in the residence halls without the written permission of the dean of students. Publicity that promotes alcohol consumption is prohibited. Postings may not promote violence; contain abusive/hateful language that targets individuals or members of a certain race, gender, sexuality, and/or ethnic group. Any concerns should be reported to the dean of students office.

### **Service and Assistance Animals**

Ripon College is committed to compliance with federal, state and local laws regarding accommodation of individuals with disabilities. With respect to a request to use a service or assistance animal, Ripon College will determine, on a case by case basis and in accordance with applicable laws and regulations, whether such animal is a reasonable accommodation on campus. In doing so, Ripon College must balance the needs of the individual with the impact of animals on campus community members and Ripon College's obligations under this policy and any applicable law. As with other requests for reasonable accommodations for disabilities, an interactive process will be used for requests for service or assistance animals on campus and may involve additional conversations between Ripon college disability services and the requesting student.

Service Animals: The Americans with Disabilities Act (ADA) defines a service animal as "a guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, promoting minimal protection or rescue work, pulling a wheelchair, or fetching

dropped items.” Service animals are working animals, not pets, and are often permitted as a reasonable accommodation for persons with disabilities under the ADA. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals.

**Assistance Animals:** An assistance animal is an animal that is prescribed to a student with a disability by a healthcare or mental health professional and is necessary to afford the student with an equal opportunity to use and enjoy on campus housing. Ripon College requires that the student with the assistance animal engage in “active and ongoing treatment” in order to qualify to keep an assistance animal in on-campus housing at Ripon College. An assistance animal is not a service animal, and unlike a service animal, an assistance animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. Unlike service animals, assistance animals may be permitted in on-campus housing but cannot accompany a student to class or in other areas of the campus (e.g., libraries, dining areas, student centers, academic buildings, etc.).

Where it is not readily apparent that an animal is a service or assistance animal as defined by the ADA, the Fair Housing Act, or other applicable law, Ripon College may require sufficient information and documentation to determine whether the animal qualifies as a service or assistance animal under this policy and the applicable law.

**Request Process:** Students requesting to bring a service or assistance animal to campus must:

1. Make an appointment with the office of residence life at least 30 days prior to the desired animal move-in date or the date the animal will first be on campus.
2. Review the Ripon College policy regarding service animals or assistance animals before the appointment with residence life.
3. Submit the service/assistance animal registration form.

(Assistance Animal Only) Submit documentation on the letterhead of a healthcare or mental health provider, and dated no more than six (6) months prior to the request, that permits Ripon College to determine:

1. That the student has a disability for which the animal is needed.
2. That the student is involved in ongoing treatment from a qualifying healthcare or mental health provider.
3. How the animal assists the student including whether the animal has undergone any training.
4. The nexus between the student’s disability and the assistance that the animal provides.

Requests that do not show evidence of the necessity of the animal, or of ongoing treatment in the case of an assistance animal, will be denied.

**Exclusion or Removal of Service or Assistance Animals:** Consistent with federal, state, and local law, a service or assistance animal will be excluded from a Ripon College facility or property if that animal’s behavior or presence poses a direct threat to the health and safety of others. A service or assistance animal may also be excluded from a facility if that animal’s behavior, such as barking or displaying aggressive behavior, is dangerous or disruptive to the other participants within the facility.

(Assistance Animal Only) An assistance animal will be excluded from a facility or area where the animal is prohibited due to safety or health restrictions, where the animal may be in danger, or where the animal's use will compromise the integrity of research or other program. Examples of such areas may include: food preparation areas, research laboratories, and areas requiring protective clothing.

Policies and procedures for service and assistance animals are also enforceable through student conduct. Subject to any applicable laws, Ripon College reserves the right to revoke permission granted for a service or assistance animal's campus presence when these policies and procedures are broken. All service and assistance animals are expected to behave/be maintained in accordance with Ripon College policies, for example quiet hours, and the user/owner will accept violations of these policies on behalf of the service or assistance animal.

Appeal Process: If a student request for a service or assistance animal is denied, the appeal/grievance process will be the same as that for any other disability request or student conduct violation. The appeal will go to the vice president and dean of students.

### **Skateboarding**

Due to structural damage issues, you may be asked by College personnel to not use skateboards on steps, landings, and other areas on campus.

### **Snow Art**

The creation of objects out of snow must be tasteful and should reflect the academic mission of the College. Students found to be in violation of this policy will be fined \$50 and their student accounts may be assessed charges associated with the dismantling of any obscene creations.

### **Social Regulations and Standards of Conduct**

Students who choose to attend Ripon accept implicitly the standards which guide and govern academic endeavor and social relationships in the College community. They are expected to demonstrate respect and concern for other persons on the campus as well as for the property of other persons and the College and for the general community welfare. Students are free and, in fact, encouraged to propose changes in the academic and social policies of the College, but unless and until such policies are changed, students are expected to act responsibly within existing standards.

Students who bring discredit upon themselves or upon the College through conduct contrary to the standards of the community or of civil law or through unsatisfactory academic performance are subject to disciplinary action which may include dismissal from the College. If it is in the interests of the College, its members, or the privacy of persons involved, the College reserves the right to take such disciplinary action with or without public statement of the reason, and neither the College nor any of its officers shall be under any liability for such action.

Students with emotional problems which represent a threat to the well-being of others may be required to leave the College at the discretion of the dean of students. When such a

student has been identified, he or she may be asked to have an examination by a psychiatrist and to have the results of this examination released to the dean of students. Upon examination of the results, the student may be required to leave the College. If such a student does not submit to a psychiatric evaluation or refuses to sign a release for the results of this evaluation, he/she may not be allowed back in the residence halls and/or may be suspended.

Students making suicidal statements, attempting suicide, or taking action that threatens their health or safety will become subject to administrative actions. In such cases, the College reserves the right to contact the student's family or emergency contacts. A student permitted by the dean of students to continue at the College may be asked to:

Sign a release to enable College officials to receive copies of history and physical examination forms, discharge summary, and continuing care plans.

Follow the recommendations of the assessing general practitioner as well as those imposed by the dean of students.

Sign a release with the College counselor allowing the dean of students to know that the student is engaged in a committed counseling relationship of no fewer than four sessions.

Assume financial responsibility for off-campus assessment and treatment.

### **Stadium Safety**

State and local laws prohibit spectators at a sports facility (such as Ingalls Field or Willmore Center) from passing others above the floor or ground from one location to another, passing objects in a manner that threatens safety, bringing alcohol into the facility, and consuming alcohol illegally brought into the facility.

### **Telephone Service**

Ripon College provides basic telephone service to all students living on campus by offering access to a common telephone on the sleeping floors of each residence hall. These shared hallway phones may be used to place emergency calls (9-911), local calls, long-distance calls utilizing a credit card or prepaid phone card.

Students are reminded to be respectful when using common area phones as they are designed to be used by all floor residents. Students should refrain from making calls longer than 20 minutes, and when possible, should not make calls when quiet hours are in effect. Students needing to make calls longer than 20 minutes or place calls that are of a private nature should contact a residence hall director who may be able to make other calling arrangements for the student.

Costs for damages to common area phones which are not chargeable to individuals or groups will be prorated and charged against the deposits of all students before the refunds of these deposits are made.

Students are reminded that they should not accept collect calls nor should they make third party calls or sign up for any type of long distance calling plans on any campus telephones or any plans through the internet. This policy applies to all individuals and student organizations. Any student or student group found in violation will be billed for the cost of each call plus a fine. The fines begin at \$25 for the first violation and increase \$25 for each succeeding infraction.

## **Weapons**

Except for duly authorized law enforcement personnel, no person is permitted to possess, carry, or use a firearm or any other weapon in any building or on any grounds owned or controlled by Ripon College, or in any other posted locations off campus that are used for a Ripon College event. This prohibition applies whether or not the person possesses a concealed carry permit. Faculty, staff and students in violation of this policy are subject to disciplinary action up to and including possible dismissal. Visitors/guests in violation of this policy will be subject to dismissal from the Ripon College property and possible prosecution.

## **Judicial Systems**

The following statements on judicial practices and procedures outline a system for procedural due process. In matters of student discipline, as in all other College concerns, final responsibility rests with the board of trustees. The board, however, delegates its judicial authority to certain on-campus bodies identified as exercising general jurisdiction.

### **Bodies of Adjudication**

#### **Committee of Deans**

If either party wishes to have their case heard confidentially, without reference to the student judiciary board or the joint judiciary committee, a request may be submitted to the dean of students that the case be handled by the “committee of deans” (appointed by dean of students to include deans, vice presidents, or dean of students staff members). Provisions may be requested to not have the accused and accuser and/or witnesses in the same room during a hearing. The committee reserves the right to determine if it will use written documentation or have witnesses appear. In cases heard by the committee of deans, the only appeal is directly to the president of the College, and must be done in writing within 48 hours.

#### **Joint Judiciary Committee**

The joint judiciary committee handles appeals from the student judiciary board, has original jurisdiction in cases of disruptive behavior, and may have incidents referred to it by the dean of faculty, or may be used to appeal an academic dishonesty decision rendered by the dean of faculty in cases of alleged academic dishonesty and disruptive behavior. It consists of three faculty members appointed by the president (one of whom serves as chair), the dean of students, the dean of faculty, and three students ex officio (president of student senate, president of student judiciary board, and a student assistant hall director as approved by the dean of students). If the accused wishes to appeal the judgment of the joint judiciary committee, it must be done in writing to the president of the College within 48 hours of the rendering of the committee’s judgment.

#### **Student Judiciary Board**

The judicial function of student government is handled by this board. The board will investigate alleged infractions of institutional policies, determine guilt, and, with administrative approval, assess penalties in order to maintain acceptable conduct. It serves as an appeals body, conducts general investigations, arbitrates disagreements between students and organizations, interprets organizational constitutions, and rules on the conduct of campus-wide elections.

The membership of this board consists of two officers, three justices, two justices-at-large, and a court clerk. Each year the membership appoints members for the next year.

A judgment rendered by the judiciary board and approved by the office of the dean of students will be final, subject only to appeal by the accused to the joint judiciary committee. Such an appeal must be initiated in writing within 48 hours of the official judgment and should be directed to the dean of students.

### **Residence Life Staff**

Residence hall directors and/or the director of residence life handle a variety of disciplinary matters, particularly Class I and II offenses. Appeals of a hall director decision are referred to the director of residence life. Appeals of a director of residence life decision are referred to the dean of students.

### **Classes of Offenses**

Class I offenses ordinarily are handled informally by a hall director. Examples of Class I offenses may include, but are not limited to:

1. Violation of “quiet hours” in the residence halls
2. Removal of window screens
3. Possession of prohibited pets
4. Possession of prohibited furniture or appliances

Sanctions may include those listed under the sanctions section, but may not include probation, suspension, or expulsion without approval of the dean of students.

Class II offenses ordinarily are handled informally by a hall director but may also result in referral to the director of residence life and/or dean of students. Examples of Class II offenses may include, but are not limited to:

1. Unauthorized removal of residence hall furnishings
2. Unauthorized entrance of closed residence hall
3. Misuse of residence hall telephones
4. Unauthorized presence on a residence hall roof

5. Throwing materials out residence hall windows (\$50)
6. Urinating in public or public nudity (\$50)
7. Destruction of student or College property less than \$100 (except exit signs, see Class III)
8. Extreme or repeated violations of the College computer “ethical use” guidelines
9. Alcohol, marijuana, and other drug violations

Sanctions may include those listed under the sanctions section, but may not include probation, suspension, or expulsion without approval of the dean of students.

Class III offenses involve the misuse of fire equipment and fire materials, including fireworks, and are always handled by the office of the dean of students and/or student judiciary board.

1. Sanctions for damaging exit signs or fireworks include a \$150 fine, restitution, and disciplinary probation for the remainder of the current semester plus one more semester.
2. Sanctions for false fire alarms or tampering with fire equipment in individual rooms and public areas include financial restitution for damages incurred, a minimum \$500 fine, and disciplinary probation for the full extent of the offender’s years at Ripon.
3. Repeated violations or those involving alcohol abuse make the offender subject to suspension or expulsion.

Class IV offenses are handled by the office of the dean of students and/or student judiciary board and are the most serious. Examples of Class IV offenses may include, but are not limited to:

1. Unauthorized possession or use of firearms (including BB or paintball guns), weapons, and explosives
2. Destruction of student or College property in excess of \$100
3. Theft
4. Violence, the threat of violence, harassment or intimidation of any member of the College community

Sanctions include financial restitution for damages incurred and may result in suspension or expulsion from Ripon College. Class IV violations while under the influence of alcohol will be dealt with especially severely.

Disciplinary responses will increase if behaviors in any of the four type offenses intentionally select a person/property because of the person's belief or perception regarding race, religion, color, disability, sexual orientation, national origin, or ancestry, whether or not the accused's belief or perception was correct.

Depending on the severity of charges brought against a student, and for the protection of the College community, the dean of students reserves the right to impose an "interim suspension" without a hearing. Such a suspension will require the student to immediately leave campus until a disciplinary hearing occurs.

### **Title IX Policy Prohibiting Harassment Including Sexual Harassment/Misconduct**

It is the policy of Ripon College, consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the College community, that all varieties of harassment and intimidation — sexual and non-sexual, physical and non-physical, verbal and non-verbal — of employees and students of Ripon College are unacceptable and impermissible conduct which will not be tolerated.

Harassment includes behavior, speech, or writing that demeans or stereotypes individuals in a harmful way. Harassment may create an intimidating, hostile, or demeaning environment and often has the effect of interfering with an individual's full and free participation in the life of the College.

#### Procedure

If there may be cause for concern, students should notify or consult residence hall staff, Cindy Viertel as Director of the Counseling Center (920-748-8312), Chris Ogle as Dean of Students (920-748-8111), Julie Johnson as Athletic Director (920-748-8772), and/or Michele Wittler as the Title IX Coordinator (920-748-8119). Employees should notify or consult the vice president in their area, Jennifer Franz as the Director of Human Resources (920-748-8192), and/or Michele Wittler as the Title IX Coordinator (920-748-8119).

Individuals who may have been victims of sexual misconduct are encouraged to seek immediate medical, emotional or other assistance. First contacts should be made with the Ripon Police Department (920-748-2888) and the Ripon Medical Center (920-748-3101). Students may also wish to seek confidential counseling or support from the College Counseling Center (920-748-8312), College Health Services (920-748-8141), or ASTOP (Assisting Survivors Through Treatment, Outreach, and Prevention ) (1-800-418-0270).

#### Contact Information

Jennifer Franz, Director of Human Resources, ext. 8192, Smith 202B, [franzy@ripon.edu](mailto:franzy@ripon.edu)  
Julie Johnson, Athletic Director, ext. 8772, Willmore 108, [johnsonj@ripon.edu](mailto:johnsonj@ripon.edu)  
Chris Ogle, Vice President and Dean of Students, ext. 8111, Bartlett 101, [oglec@ripon.edu](mailto:oglec@ripon.edu)  
Michele Wittler, Title IX Coordinator, ext. 8119, Bartlett 105, [wittlerm@ripon.edu](mailto:wittlerm@ripon.edu)

#### Purpose

This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

#### Scope

This policy applies to all members of the Ripon College community.

Sexual Misconduct offenses include, but are not limited to:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

### **Sexual Harassment**

Sexual harassment is unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, denying or limiting someone's ability to participate in or benefit from the College's educational program and/or activities, and is based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

There are three types of sexual harassment.

Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

Factors that could be considered to determine a "hostile" environment include but are not limited to:

- the frequency of the conduct;
- the nature and severity of the conduct;
- whether the conduct was physically threatening;
- whether the conduct was humiliating;
- the effect of the conduct on the alleged victim's mental or emotional state;
- whether the conduct was directed at more than one person;
- whether the conduct arose in the context of other discriminatory conduct;
- whether the conduct unreasonably interfered with the alleged victim's educational or work performance;
- whether the statement/electronic communication is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;
- whether the speech or conduct deserves the protections of academic freedom or the 1<sup>st</sup> Amendment.

Quid pro quo sexual harassment exists when there are:

- unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
- submission to or rejection of such conduct results in adverse educational or employment action.

Retaliatory harassment is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

### **Non-Consensual Sexual Contact**

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon a person, that is without consent and/or by force.

Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttock, groin, genitals, mouth or other orifice.

### **Non-Consensual Sexual Intercourse**

Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object, by a person upon a person, that is without consent and/or by force. As with non-consensual sexual contact, the use of force is not "worse" than the subjective experience of violation of someone who has sex without consent. However, the use of physical force constitutes a stand-alone non-sexual offense as well, as it is the College's expectation that those who use physical force (restrict, battery, etc.) would face not just the sexual misconduct charge, but charges under the code for the additional violent and threatening behavior.

Intercourse includes vaginal penetration by a penis, object, tongue, or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

### **APPLICABLE DEFINITIONS:**

- Consent:
  - Consent is
    - ~ clear, and
    - ~ knowing, and
    - ~ voluntary [or affirmative, conscious and voluntary],
    - ~ words or actions,
    - ~ that give permission for specific sexual activity.
  - Consent is active, not passive.
  - Silence, in and of itself, cannot be interpreted as consent.
  - Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
- In order to give consent, one must be of legal age.
- Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.

~ Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.

~ The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.

~ Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

~ This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs. [Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy.]

• Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).

■ Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

■ NOTE: There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

### **Sexual Exploitation**

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping

- going beyond the boundaries of consent (such as letting people hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another person;
- exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- sexually-based stalking and/or bullying may also be forms of sexual exploitation

#### **Other Misconduct Offenses that will fall under this policy when gender-based**

- threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
- bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1<sup>st</sup> Amendment);
- violence between those in an intimate relationship to each other;
- stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community;
- use of alcohol or other drugs will never function as a defense to a violation of this policy.

For reference to the pertinent Wisconsin statutes on sex offenses, please see <https://docs.legis.wisconsin.gov/document/statutes/940.225>

#### **Confidentiality, Privacy and Reporting Policy**

Two options exist if you witness or are subject to sexual harassment and/or sexual assault.

##### **Confidential Reporting Options**

On campus, the College's Health Services nurse and the nurse practitioner, and the College's counselors can maintain confidentiality for anyone 18 years and older. Off campus clergy and sexual assault services also provide for confidentiality.

##### **Non-Confidential Reporting Options**

All College faculty and staff are required to share reports of sexual harassment or sexual assault with the College's Title IX Coordinator, Director of Human Resources, Director of Athletics, or a Vice President of the College. Resident Assistants (RAs) must pass on to their Hall Directors, the Director of Residence Life, or one of the aforementioned resources any reports they receive.

## **Phone Numbers of College Officials and Agencies**

The telephone numbers of College officials and relevant community agencies are as follows:

### **•Residence Hall Directors/Hall Offices:**

- Johnson Hall/Tri-Dorms/Apartments
  - Hall Director Apartment 745-7047
  - Johnson Hall Office 745-7048
  - Tri-Dorms Hall Office 745-7062
  - Apartments Office 745-7068
- Scott Hall
  - Hall Director Apartment 745-7054
  - Hall Office 745-7055
- Quad (Anderson, Bovay, Brockway, and Mapes)
  - Hall Director Apartment 745-7041
  - Quad Office 745-7077

### **•College Services:**

- College Counselor 748-8312
- College Health Services 748-8141
- College Night Watch/Security 748-8703
- Dean of Students 748-8111
- Director of Residence Life 748-8186
- Vice President for Finance 748-8108

### **•Community Agencies:**

- ASTOP (Sexual Assault Services) 748-0565
  - 24-hour crisis line 800-418-0270
- Crisis Intervention for Fond du Lac County 929-3535
- Solution Center 923-1700 or 800-852-9571
- Ripon Medical Center
  - general information 748-3101
  - emergency department 748-9126
- Ripon Police Department 748-2888 or 911

### **•Sexual Predators**

State information concerning registered sex offenders can be accessed at <http://offender.doc.state.wi.us/public/search/search.jsp>. Once there, search by location and enter the Ripon zip code (54971) to access names.

## **Federal Statistical Reporting Obligations**

Certain College officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to the campus security officer regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no

addresses are given) for publication in the annual Campus Security Report  
<http://www.ripon.edu/campuslife/safety/>

This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories), and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

### **Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed by the Vice President and Dean of Students to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

### **Procedure for Handling Infractions of College Regulations**

Alleged infractions of non-academic rules and regulations will be handled, according to their degree of severity, as follows:

1. Less serious offenses (generally Class I and II) will be adjudicated in the residence halls with hall directors and the director of residence life acting informally.
2. More serious offenses (generally multiple or repeated instances of Class I and II offenses, all Class III and IV offenses) will be reported in writing to the office of the dean of students. Initially, that office will make a preliminary inquiry into the nature and circumstances of each alleged violation and will then refer the case to the appropriate disciplinary body.
3. Offenses personally observed by non-student employees of the College should be reported in writing to the dean of students. The dean will handle disciplinary actions directly, which may include referral to the committee of deans. Appeals of the dean's decisions may be made to the president of the College, and must be done with 48 hours of written notification. In cases of classroom disruption or seriously inappropriate behavior, a referral will be made to the associate dean for academic affairs for immediate action or for referral to the committee of deans.
4. Offenses which are illegal may be processed through the local courts. Students found guilty in a court action may receive sanctions congruent with the Ripon College's penalty classifications. The dean of students will determine College sanctions, or refer to the

committee of deans, for cases handled by the local courts. The College reserves the right to investigate and take action itself prior to the outcome of a court action. It also reserves the right to impose an interim suspension until a hearing occurs. It also may re-examine an internal decision following the outcome of a criminal or civil court decision.

5. Parents or guardians of students placed on probation, suspended, or expelled may be notified by the College.

6. The standard of evidence used to reach disciplinary decisions shall be whether it is more likely than not that a violation of College policies has occurred.

7. Policy infractions identified in the process of providing information for an unrelated disciplinary matter will not be used against a student, except in extenuating circumstances.

### **Rights to all Accused Persons:**

1. to be notified of the alleged violation(s) of the Student Handbook, also known as charges, and the possible consequences that may result

2. to be heard by a fair and impartial decision maker

3. to have an advocate of their choice, who has the right to attend any hearing session as observer

4. a full and fair hearing, close in time to the alleged charge, that includes the right to be confronted with and reply to all pertinent testimony

5. to choose to offer information on their own behalf

6. to request and receive pertinent testimony from witnesses

7. to be notified in writing of any sanctions or actions which have been assessed

8. to appeal the decision in accordance with stated procedures

### **Rights of all Complainants**

1. to have an advocate of their choice, who has the right to attend a hearing session as observer

2. to provide the disciplinary board/committee with evidence to support the charges

3. to provide the disciplinary board/committee with witnesses supporting the charges

4. in an incident of alleged violence or non-forcible sex offense, the individual who submitted the complaint may be notified of the outcome of any student conduct process (FERPA regulations)

### **Sanctions**

The following sanctions may be imposed by disciplinary procedures.

1. Warning: a written or oral notice that repeat conduct may result in more severe disciplinary actions
2. Restitution: payment for damages and repair work
3. Fines: monetary sanction put on student's bill
4. Disciplinary Probation: a written reprimand that further disciplinary action will likely result in removal from the residence halls, suspension, or expulsion
5. No Contact Order: a written notice that prohibits a student from initiating contact with another student
6. Residence Hall Probation: a written notice of prohibiting entrance into a/any residence hall
7. Educational Sanctions: written reports, community service, projects specific to the issue, attendance at a course
8. Counseling: mandated counseling sessions with the College counselors or outside agency
9. Suspension: exclusion from classes, residence halls, campus, and/or other privileges or activities for a specific period of time
10. Interim Suspension: an immediate suspension from campus for a student judged to be harmful to self or others, a threat to the wellbeing of the College community, or when a student chooses to not respond to requests from the dean of students for a disciplinary hearing, until a disciplinary hearing occurs
11. Expulsion: exclusion from the campus for an indefinite amount of time. Formal application for readmission is required. Expelled students are prohibited from coming onto campus without advanced approval of the dean of students.

Other sanctions may be designed to respond to a particular infraction.

## **Student Judiciary Board Constitution**

(Updated Spring 2017)

### **Preamble**

A Student Judiciary Board is herein ordained and established as the judiciary branch of student government at Ripon College. It shall represent the students of the College and their interests while at the same time recognizing its responsibility to the College community as a whole. The Board will investigate alleged infractions of institutional

policies, determine guilt, and, with administrative approval, assess penalties in order to maintain acceptable conduct. It may serve as an appeals body, conduct general investigations, arbitrate disagreements between students and organizations, interpret organizational constitutions (including its own), and rule on the conduct of campus-wide elections.

#### **Article I — Name**

The name of this Board shall be the Student Judiciary Board of Ripon College.

#### **Article II — Membership**

**Section A.** The Student Judiciary Board shall consist of three permanent adjudicating justices, two officers, two justices at large, and a court clerk.

**Section B.** The permanent members of the Board shall consist of preferably not more than one member from each of the three upper classes; if however there is a more preferable student to become a justice, as deemed by the review board of the Judiciary Board, then having more than one member from each of the three upper classes is allowable. There shall not be more than one permanent justice from each of the following living groups: individual fraternities, individual sororities, Quad independents, Johnson Hall, Scott Hall, Tri-Dorms, campus apartments, and independent students living off-campus. In the event that the membership structure is not aligned with this constitution, the membership of the Judiciary Board will be restructured during the following appointments of new members to the Judiciary Board.

**Section C.** The three permanent justices of the Judiciary Board shall comprise the executive council, each having one vote within that council.

**Section D.** The two justices at large shall be randomly drawn from those students currently enrolled at the College. These justices shall serve for the length of one session and shall not be of the same living group, as defined above.

**Section E.** No person shall be simultaneously an officer or member of the Board and an officer or member of the Ripon College Student Senate.

**Section F.** Permanent members of the Board shall be selected on the first Tuesday of April to be active immediately after selection with approval of the dean of students. The selection process is outlined in Article I of the Student Judiciary Board By-Laws.

**Section G.** When there is a vacancy on the Board, the Board shall announce it publicly and accept applications for the position. The vacancy shall be filled with dispatch.

**Section H.** Adviser(s) to the Board shall be College staff members appointed by the dean of students, who shall be in attendance at all hearings. These adviser(s) are the official representatives of the College administration during judicial proceedings.

#### **Article III — Term of Office**

**Section A.** Members of the Board shall serve starting from the approval of the Dean of Students until the following year at the same time.

**Section B.** Shall a student not meet the responsibilities of the Board or of Ripon College, they may be removed from the Board by a two-thirds majority of the remainder of the Board voting as a whole. Students placed on disciplinary probation or suspended by the College will be automatically terminated from the Board.

#### **Article IV — Officers and Their Duties**

**Section A.** The Chief Justice of the Board shall be its presiding officer and the presiding officer of the Selection Committee. The Chief Justice shall be a member of the Joint Judiciary Committee and will also serve as an election official for the Student Senate elections.

**Section B.** If the incumbent Chief Justice should become incapacitated at any time, meaning unable to perform the duties, the most senior Justice shall temporarily replace the Chief Justice. If and when this occurs, the most senior Justice shall assume all rights and responsibilities of the Chief Justice. The most senior Justice will be the treasurer of the Board. The most senior Justice will be responsible for accurate managing and accounting of the finances and budget of the Board, and the most senior Justice will submit a written financial report upon request of the Board.

**Section C.** The three permanent Justices will be voting members on all general procedural matters. They will vote on guilt/innocence and sanctions at all judicial procedures.

**Section D.** The Student Defender and Prosecutor shall consult with each of the defendants and/or witnesses, informing them of the judicial system and of their rights as students. It is the defender's responsibility that, to the best of his or her ability, the defendant receives a fair hearing. It is the examiner's responsibility to gather evidence and present evidence for all cases, in conjunction with the defender when necessary.

**Section E.** The most senior Justice will be responsible for record keeping of all judicial proceedings.

#### **Article V — Jurisdiction**

**Section A.** The Student Judiciary Board often has original jurisdiction in cases of alleged student misconduct that are of general nature such as thefts, physical altercations, vandalism, etc. Exceptions that are deemed appropriate for more specialized jurisdiction include the following:

1. Cases of academic dishonesty shall be handled by faculty members, the dean of faculty, and/or the Joint Judiciary Committee.
2. Charges of violation of the College's policy on disruptive demonstrations shall be handled by the Joint Judiciary Committee.

3. Cases of alcohol and drug violations shall be handled by the office of the dean of students.
4. When the Student Judiciary Board is unable or unwilling to take a case, it may be handled by the appropriate dean or a committee of deans.
5. Because of the very nature of Ripon College, certain cases may arise in which misconduct can better be handled by an appropriate dean within a counseling context than by a hearing before a full board of the offender's peers. Nothing within the principle of the Student Judiciary Board's general original jurisdiction shall prevent, in special circumstances, this type of administrative procedure. Any of the following are criteria to be considered in deciding that a given problem is to be handled in this way:
  - a. a student's strong preference for administrative consideration concomitant with the willingness of the dean to handle the case;
  - b. the non-adversary nature of the case;
  - c. a previously established counseling relationship between the student and the dean;
  - d. the presence of psychiatric, highly personal, embarrassing, or confidential/privileged information.

**Section B.** The Student Judiciary Board shall conduct hearings in misconduct cases falling within its original jurisdiction, making thorough investigations, examining the evidence, deciding on guilt or innocence, and — with the approval of the College administration as given by the administrator(s) present — assessing penalties up to and including dismissal from Ripon College. Such actions of the Board may be appealed to the Joint Judiciary Committee in accordance with the policies of that body.

**Section C.** The Student Judiciary Board is vested with the power to conduct an investigation, without litigation, of a general problem situation within the area of student life. The findings of such investigations shall be turned over to the appropriate bodies for their action.

**Section D.** Individuals may bring charges against other students or student organizations.

**Section E.** The Board shall interpret the policies of all intracampus organizations when a question of constitutionality arises in a dispute involving the constitution, legislation, rules, or activities of intracampus parties. The Board may also serve as arbiter between disputing student organizations, upon request of any such organization..

**Section F.** Appeals from judiciary decisions of other Student Senate recognized student groups may be heard by the Student Judiciary Board, particularly when a constitutional issue is raised, a penalty appears excessive, or the judiciary process appears seriously faulty. Such appeals may be initiated by the student(s) concerned or, in unusual cases, by the organization. While the purpose of this provision is to protect the individual student from excessive penalties or capricious decisions, it

should be recognized that, in most cases, the Student Judiciary Board will see its role as reinforcing the actions taken by other jurisdictions and of strengthening student government at Ripon College by encouraging the solution of problems at the lowest possible level, in the most efficient manner, and with the greatest possible specialized knowledge applicable to any given situation.

## **Article VI — Procedure**

**Section A.** The Board shall handle cases according to the judicial procedure it deems necessary in accordance with its By-Laws so that both adversaries are assured a just and speedy hearing within the limits necessary for adequate preparation.

**Section B.** The students, faculty, or administration may bring to the attention of the Board any appropriate matter falling within the jurisdiction of the Board. Investigation of these matters shall be undertaken by the Student Prosecutor and Student Defender, who shall present the results of the investigation to the Executive Council. At this time, the Executive Council shall decide if there is sufficient evidence to warrant a hearing.

**Section C.** The Chief Justice, with the consent of the Executive Council, is authorized to subpoena any student to appear before the Board or to give testimony, and may request outsiders to appear. Should a witness and/or defendant not appear, they may be subject to a fine, the amount of which is left to the discretion of the Board. The Chief Justice may subpoena the records of all other student organizations and judicial councils.

**Section D.** Challenging the Justices-at-large is permitted. Both the Student Defender and the Student Prosecutor have one peremptory challenge in which they can remove any Justice at-large for any reason. Removed Justices at-large will be replaced by another.

**Section E.** All hearings and judicial proceedings are closed to the public.

**Section F.** The Judiciary Board may impose any penalty upon a guilty defendant that they deem just within the limits of their By-Laws, subject to administrative approval at the time of the sentencing, by a vote of a majority of those adjudicating members present and voting. The only exception to this shall be that a motion for suspension or expulsion from the College; it may not carry with more than one dissenting vote. Cases in which administrative approval is withheld shall be heard by the Committee of Deans.

**Section G.** The permanent Justices and the two Justices-at-large shall vote on all matters of adjudications and procedure. The permanent Board may vote on all matters of general board business.

## **Article VII — Meetings**

**Section A.** The Board shall meet at regularly scheduled times as determined by the Board or when the Executive Council deems necessary.

**Section B.** In the case of a refusal by the Executive Council to call a meeting, the Board's adviser may do so.

**Article VIII — Quorums**

For hearings, a quorum shall consist of at least four adjudicating Justices, two of whom are permanent adjudicating Justices. For procedural matters, a quorum shall consist of three-fifths of the total permanent membership of the Board.

**Article IX — Adoption**

This constitution shall be adopted by a three-fifths vote of the Board presently serving, with administrative approval.

**Article X — By-Laws**

By-Laws for the operation of the Student Judiciary Board may be made or rescinded by a three-fifths vote of the Judiciary Board at two (2) consecutive meetings of the Board. The By-Laws shall not conflict with any of the rights or responsibilities granted or required by this Constitution.

**Article XI — Amendments**

Amendments to this Constitution may be made by a three-fifths majority vote of the Board and must be approved by the dean of students.

*November 2015*

*April 2016*

*March 2017*

**Procedures of the Joint Judiciary Committee**

**Purpose and Scope**

The chief function of the Joint Committee is to handle appeals from the Student Judiciary Board. It may also exercise jurisdiction when specifically directed by the President of the College. This Committee provides both for the high degree of formality and for the broad, all-campus representation which may be called for in certain instances.

While it has jurisdiction in some cases of academic dishonesty and all cases of disruptive demonstrations, certain principles underlie decisions to grant such jurisdiction in other situations:

1. a desire to handle internally, yet formally, disciplinary situations which may arise;
2. the desire to avoid interfering with or prejudicing in any way cases which may find their ways into the Courts;
6. the necessity of dealing with situations which involve the vital interests of more than one segment of the campus community (i.e., students, faculty, administration).

Without stating specific guidelines, it is stipulated that this committee has the right to refuse appeals from what it deems to be minor penalties. At the same time, it must accept all cases referred to it by the President of the College, and, if the defendant so requests, it must hear appeals from all decisions of expulsion or suspension for disciplinary reasons from the Student Judiciary Board, provided that the carrying out of that portion of the penalty itself has not been suspended.

Except for those cases which are automatically handled by this Committee, cases, particularly those of appeal, will be screened by a sub-committee. The decision of this sub-committee will determine whether or not the larger group will hear the case. The sub-committee consists of the Chairman of the Joint Committee plus two other members to be selected by the Chairman with the stipulation that each of the three constituencies (students, faculty, and administration) be represented.

### **Membership**

The Joint Committee shall consist of three faculty members, with one designated to serve as Chairman; the Dean of Students, the Dean of Faculty, and three students — the President of the Student Senate, the President of the Student Judiciary Board, and a student assistant hall director as approved by the dean of students. Student representation on the Joint Committee must include members of both sexes. To satisfy this requirement, if all three of the officers specified above are of one gender, then the Student Senate position will be filled by the highest ranking officer of the other gender in the Senate. In the case of need for faculty or administrative replacement, the President will appoint a replacement for that particular case. No segment of the campus normally represented on this committee will be deprived of its full complement of votes (except, in the case of the student members, by the specific request of the accused).

Challenges for the purpose of disqualification may be made in connection with any hearing. However, any such challenge must be made as the first order of business at the time of the hearing and disposed of before proceeding further. Should a member be challenged, the full Committee, together with the defendant and College advisor, if any, will hear the basis of the challenge and all arguments pro and con. The defendant, with advisor, and the challenged member will then leave the room, and the remaining members of the Committee will vote on the challenge. A simple majority vote will decide the issue when there are not absentees. In any event, it will take a minimum of four votes to sustain the challenge and disqualify the member. In the case of the student members, the defendant has the right to request that students not sit in judgment of him/her, and in such case the hearing will be conducted by the remaining four members. However, should a specific student disqualify himself/ herself, be challenged for purposes of disqualification, or find it necessary to be absent, the place will be filled by a person of like sex drawn at random from a pool of 10 alternates nominated by the Student Judiciary Board.

### **General Procedure**

In the case of an appeal from the Student Judiciary Board, a screening sub-committee referred to above will be convened. If the Committee accepts the case for the full

Committee, the appellant will be notified by the Chairperson of the time and place of the hearing. It will be the appellant's responsibility to present the case.

When the Chairperson has been informed of a pending case (other than an appeal) he/she will notify (or cause to be notified) in writing the accused and any other persons involved or implicated, stating clearly the nature of the offense or, in the case of witnesses, the nature of the hearing and of their possible involvement. If the case is of such nature that there is a reasonable probability that a serious penalty would be assessed, the Chairperson will communicate that fact. The notification will give the time and place of the hearing and inform the accused that he/she may be represented by an advisor chosen from members of the campus community — i.e., student, faculty, or administration.

Except in unusual circumstances, the accused's parents will receive a copy of the notification. The accused will — except in unusual (and defensible) instances — be allowed at least 72 hours between the time of receiving notification and the time of the hearing in order to prepare a defense.

### **Procedures for the Hearing**

1. Other persons who may be present:
  - a. College advisor for the defendant (see above);
2. The Committee will meet in executive session at least 15 minutes prior to the time of the hearing for the purpose of clarifying the charges and handling any procedural problems that may have arisen or are anticipated.
3. After the hearing is called to order, the Chairperson will make all necessary introductions and will read the specific charges.
4. After the reading of the charge(s) the accused or advisor will be asked to plead guilty or not guilty. (The accused may choose not to enter a plea at this time.) The accused or advisor (not more than one, except by special permission of the Committee) will be asked to make any statement he/she wishes. (In the event that a statement is not made at this time, he/ she may do so at any later time during the hearing.)
5. Witnesses for the Committee will then be called, and other evidence may be presented.
6. Witnesses for the accused will be called and evidence may be presented.
7. All witnesses are subject to questioning by the members of the Committee, the accused, and advisor; any further evidence is subject to the scrutiny of all parties.
8. The accused, with advisor, must be given the opportunity to be present to hear all evidence presented either in person or in writing to the Committee, to challenge or offer rebuttal to any testimony, and to react to all evidence presented.
9. After all witnesses have been heard and questioned and all evidence presented and discussed, the accused and advisor will be offered another opportunity to make a statement or statements.

10. Following the final statement by the accused, all present except the Committee members will leave the room and the discussion and deliberation portion of the hearing will take place.
11. The Committee will first decide upon guilt or innocence. It will then, in the event of a finding of guilt, proceed to the determination of penalties. In appeals cases, the Committee may act to reduce sentences already imposed, or to change them, except that it may not increase the penalty.
12. The decision of the Committee, based on a simple majority vote, will be prepared in writing before recalling the accused. This written statement will be read aloud. An opportunity will be afforded for questions. The statement must include information as to channels for appealing to the President of the College, including a 48-hour deadline for submitting such an appeal in writing.
13. A copy of the written decision, as read to the accused, will be included in the letter sent to his parents and in the confidential personnel record maintained by the College for each student.
14. If the accused has chosen to remain silent or has declined to answer particular questions, that fact, in and of itself, will not prejudice the Committee's findings. On the other hand, the accused's silence will not prevent the Committee from finding him guilty should that be its decision on the basis of the other evidence presented. Although it is the obligation of the "prosecution" to prove guilt, rather than for the accused to prove innocence, the fact remains that if the accused chooses not to appear before the Committee, to remain silent, or to refuse to answer certain questions, the effect must be one of leaving charges unanswered or allegations irrefuted.

Records of judicial proceedings shall be maintained as follows:

1. A secretary shall be appointed for the Committee (either from its own membership or, depending on the situation, in the form of stenographic service from outside its membership).
2. The official record of a hearing shall consist of a dated page indicating the names of the Joint Committee members for that case, the name of the accused, the charge, the plea, the finding of guilt or innocence, the penalty levied, the signature of the secretary, and the signature of the Chairman of the Committee. In addition, the Committee shall keep on file for a period of at least four years any records or other material pertinent to the case: correspondence, copies of notification letters, and so forth, as well as a verbatim transcript of significant portions of the hearing.
3. The academic transcript of a student found guilty and expelled by the Joint Judiciary Committee for academic dishonesty will bear the notation "Academic Dismissal." Academic transcripts of students will not bear any notation of other outcomes of the Joint Judiciary Committee.
4. Records of cases, as well as individuals, may be subpoenaed, through proper channels, by law enforcement authorities. Records and personnel are utilized by law enforcement agencies to assist in investigative processes and, therefore, are subject, under certain legal restrictions, to being subpoenaed. Except in cases of subpoena,

information respecting disciplinary action will not be released without authorization by the student concerned.

## **Student Senate Constitution**

Ratified Spring 2017

### **Table of Contents**

Preamble

Membership and Structure

A. Membership

B. Executive Board

1. President

2. Vice President

3. Treasurer

4. Secretary

5. Executive Board Meetings

C. Student Senate

1. Representation

2. Responsibilities

D. Student Senate Representatives to College Organizations

1. Appointments

2. Responsibilities

E. Senior Class Board

Standing Committees of the Student Senate

A. Student Media and Activities Committee (SMAC)

B. The Finance Committee

C. The Budget Committee

Funding of the Student Senate

Student Senate Funded Organizations

Student Senate Meetings

Student Senate Calendar

Constitutional Amendments

Council of Student Organizations

Constitution

## **Preamble**

We, the students of Ripon College, in order to provide a legitimate representative forum for the student voice at Ripon College; ensure equal treatment and justice for all Ripon College students; engender a constructive relationship and dialogue among the student body and the administration, faculty, staff, and community for the purpose of attaining the institution's larger goals; administer and be responsible for the student activities fee budget; and promote the general welfare of the student body, institution, and community as a whole, do hereby ordain and establish this Constitution of the Student Senate of Ripon College, which shall always remain representative of and responsible to the students of this institution.

## **Article I — Membership and Structure**

### **A. Membership**

Membership in the Ripon College Student Senate is open to all students without regard to gender, sexual orientation, race, color, religion, age, national or ethnic origin, or disability. Certain academic qualifications, as found in the Student Senate Operating Rules, must be met to hold an Executive Board position.

### **B. The Executive Board**

The members of the Executive Board will be those students who are elected via the annual campus-wide election held by the end of the first full week of March to hold one of the following positions: President, Vice President, Treasurer, and Secretary. The members of the Executive Board will be non-voting members of the Student Senate. Executive Board members may be removed from office pursuant to the procedures outlined in the Student Senate Operating Rules. A description of the duties for these positions follows.

#### **1. PRESIDENT**

- a. The President shall be the chief representative of the student body and is responsible for directing the Student Senate and presiding over its meetings.
- b. The President is the chairperson of the Executive Board.
- c. The President may initiate policy in areas of student concern, formulate proposals and refer them to a standing committee or representative, to the Student Senate, or to the Executive Board for examination and possible action.
- d. The President has the power to call meetings as needed.
- e. The President is responsible for the administration of all campus elections.
- f. The President shall hold regular meetings with the advisor .
- g. The President shall reserve the right to appoint a parliamentarian when deemed necessary.

#### **2. VICE PRESIDENT**

- a. In the event that the President is unable to fulfill the necessary duties and responsibilities of the office of Student Senate President, the Vice President shall assume the office of President for the duration of the term.

- b. In the event that the President is unable to preside over a specific meeting, the Vice President shall take his/her place for that meeting only.
- c. The Vice President shall serve as a liaison between the Student Senate, Student Organizations, Ripon Live, Student Senate Representatives to College Organizations, the Student Activities Office, and the Special Graduate Trustees.
- d. The Vice President shall serve as the co-chair of the Council of Student Organizations (CSO) (see Article VIII).
- e. The Vice President shall be required to observe and report on the activities of Ripon Live to the Executive Board and to the Senate by specific request.
- f. The Vice President shall keep an up-to-date list of the heads of the Student Senate Funded Organizations for access by the President, Treasurer, or any Senator by specific request.
- g. The Vice President shall assist the President in any duties he/she deems appropriate or necessary.
- h. The Vice President shall regularly attend Ripon Live meetings so as to be aware of matters pertaining therein.
- i. The Vice President shall keep record of those organizations reporting each semester for What's Up With Your Group and One Fund Talk Back presentations.

### 3. TREASURER

- a. The Treasurer shall manage the finances for the Student Senate.
- b. The Treasurer shall receive all requests for Student Senate money and bring these requests to the Executive Board and the Student Senate for review in a timely manner.
- c. The Treasurer shall be responsible for full and accurate accounting of all Student Senate funds.
- d. The Treasurer shall be a voting member of the Finance Committee and will serve as its chair.
- e. The official advisors to the Treasurer are the Comptroller of the College and the Vice President for Finance of the College.
- f. The Treasurer shall be required to submit a written budget report to the Executive Board of the Student Senate, the Comptroller of the College, or to the Student Senate as a whole upon the request of any of the above groups.
- g. The Treasurer shall be responsible for the accounting of Student Senate-owned equipment allotted to student organizations. Should an organization no longer require a piece of equipment, the Treasurer shall attempt to find another organization that can make use of the item. If no organization wants the item, the Treasurer shall attempt to sell the item. If the item is not in sellable condition, the Treasurer will dispose of the item.
- h. All equipment availability and disposal will be reported to the Student Senate in a timely fashion.
- i. The Treasurer shall not be responsible to maintain inventory of those items owned by individuals and used by Student Senate Recognized Organizations.

### 4. SECRETARY

The Secretary shall perform all necessary clerical functions for the Student Senate and the Executive Board, including, but not limited to the items listed below.

- a. Taking and distributing the agenda and minutes of the Student Senate meetings to the Student Senators, the Student Senate appointed committee representatives, the Student Senate advisor, and the Ripon College newspaper in a timely manner, and the administration in a timely manner.
- b. Distributing the agenda and minutes electronically in a timely manner.
- c. Handling all correspondence as directed by the Student Senate and Executive Board.
- d. Keeping copies of agendas, minutes, correspondence, and other Student Senate papers on file.
- e. Reserving meeting rooms for Student Senate functions.
- f. Ensuring that Student Senate events are included in the College Calendar of Events.
- g. The Secretary shall be responsible for overseeing the Student Senate attendance policy. If desired, the Secretary may form a committee to assist him or her in the performance of these clerical functions. The members of this committee must be approved by the Student Senate.

#### Executive Board Meetings

- a. The Executive Board meets 30 minutes prior to the weekly Student Senate meeting.
- b. The Executive Board is responsible for setting the agenda for the upcoming week.
- c. The Executive Board has the ability to deny requests to be put on the agenda. To omit a request on the agenda it must be voted on by the Executive Board.
  - i. In the case of a tie, the president casts the deciding vote.
- d. The Executive Board reserves the right to executive discretion. Matters concerning what is discussed in the meeting are confidential.

### **C. The Student Senate**

#### 1. Representation

##### a. Living Groups

- i. Each Greek organization, as recognized by the Dean of Students, will elect one Student Senator who is a member of their respective organization.
  - a. Students in these positions are charged with representing every student from the Greek house they represent.
  - b. They should be communicating with their constituency regularly and vote based on the opinions received from who they represent.

##### b. Independents

- i. Any student who is an initiated non-expelled member of a Greek group is barred from representing independents. The only exceptions to this rule are expulsion from that Greek organization, or in the case of a need for at-large senators.
- ii. The number of Student Senate seats shall equal three percent (3%) of the total student body, rounded up to the nearest whole number. A number of seats equal to the Greek organizations, as recognized by the Dean of Students, shall be set aside for Greek representation. In addition, four (4) seats shall be reserved for the elected independent class senators. All other seats shall be open for appointments to special interest senators.

- iii. One senator per class will represent the entire class and will receive a list of those students belonging to their class, the remaining senators will be considered at-large.
  - a. Students in these positions are charged with representing every student from the class they represent (First-year, Sophomore, Junior, and Senior).
  - b. They should be communicating with their constituency regularly and expressing the amount of engagement they receive on each issue and vote based on the opinions received from who they represent.
- iv. Priority for at-large senators should be given to independents; however, in the case where there is not enough independent interest to fill the entirety of senate seats, a Greek student may represent independents in the at-large senator position.
  - a. The position of at-large senator should seek simultaneously to serve as an objective listener to those that represent classes of independents, but may also represent specific issues (multi-cultural, athletic, political, etc.).
  - b. These students should use their best judgement on voting matters after hearing the discussion from each independent class senator.

#### c. Elections

- i. The ability of a student to be placed on the ballot and vote in elections shall be considered a right.
- ii. Members of the student body shall be informed of the Student Senate elections in which they are qualified to vote and the time tables of these elections. This information will be provided to students via their official @ripon.edu email.
- iii. Should a senator leave before the end of their term, a new senator shall be appointed by the executive board after all of campus has been notified of the vacancy.
- iv. In the instance that there is an insufficient number of senators running for election, or in the instance that there are more applications than senatorial seats, the executive board must run an election. In the case of the former, once the election is complete, the executive board is to appoint senators with written advice from their advisor to fill the remaining vacant spots.

#### 2. Responsibilities

The following information also pertains to Student Senator alternates.

- a. Each Student Senator is a voting member of the Student Senate.
- b. Student Senators have the liberty to bring forth any new business or revisit old business at the appropriate time during a meeting.
- c. Each Student Senator is expected to express the ideas and opinions of their representative group. If a Student Senator's group is divided on an issue, it is the Student Senator's prerogative to abstain. Student Senators should report the business of Student Senate meetings back to the group they represent. If feedback is desired on any order of business, each Student Senator should seek input from the members of the group they represent.
- d. Each Student Senator is allowed two unexcused absences throughout the academic year. An absence is considered unexcused if a Student Senator does not have an alternate attend and does not contact the Executive Board with a 24-hour notice prior to the meeting. A

walk out is considered an unexcused absence; it also counts as an unexcused if your alternate Senator walks out. An unexcused absence can be counted as an excused absence at the discretion of the Executive Board, and special consideration will be given to emergencies. If a third unexcused absence occurs, the Student Senator will forfeit their title as a Student Senator. At this time, the group that the offending Student Senator represents will be asked to select a new Student Senator.

e. In the case that an independent Senator pledges to join a Greek Organization that is recognized by the Dean of Students, the said Senator must notify their current constituents, and the Vice President of Student Senate. This should be done through email informing the constituents that the Senator is currently pledging to join a Greek Organization on campus. In addition, the Senator must inform their constituents if they will continue to act as their Senator and represent their interests during the pledging process.

f. In the case that a Student Senator is not performing his or her duties, the constituents are able to do the following:

- i. Request a meeting with the Executive Board to address the issues. The Executive Board will then follow up with the Senator in question to hear both sides of the issue.
- ii. If after meeting with the Executive Board, no changes have occurred, the constituents then can create a petition. This petition must be signed by two-thirds of the Senator's constituents. It will include their signatures as well as their student ID numbers.
- i. Once the petition is received by the Executive Board, they will pass this case on to the Student Judiciary Board and they will determine whether or not the Senator will remain a Senator.

#### **D. Student Senate Representatives to College Organizations**

1. The Executive Board shall select an individual(s) from the pool of applicants to hold one of the following representative positions listed below. After the Executive Board has appointed students to fill the positions, the Student Senate must approve these appointments with a one time two-thirds vote. The numbers in parentheses indicate the number of students appointed. The Trustee Committee positions are to be filled by at least one male and one female student, only one of which may be a senior.

- a. Academic Standards (1)
- b. Alumni Board (4)
- c. Campus Safety and Security (1)
- d. Educational Policy (1)
- e. Faculty (3)
- f. Motor Vehicle (1)

#### **2. Responsibilities**

a. Students holding a representative position are not required to attend weekly Student Senate meetings, but are expected to stay informed of Student Senate issues regarding their committee. These students are expected to attend all of their representative organization's meetings.

b.If a representative has something to report from a meeting or needs Student Senate input on an issue, the representative is expected to attend the next scheduled Student Senate meeting.

c.In the case that a student appointed to a representative position is not adequately fulfilling his or her duties, he or she can be removed by a two-thirds vote of the Student Senate. If this occurs, the Executive Board will appoint a new representative which must be approved by a two-thirds vote of the Student Senate.

### **E. Senior Class Board**

The members of the Senior Class Board will be those students who are elected by means of the annual Senior Class-wide election, which shall be held prior to the 15th of October. The Senior Class Board shall be comprised of five graduating seniors who are in good academic standing with the College, have held or are holding a leadership position in a campus organization or living group, and are elected by the members of the Senior Class. The Senior Class Board shall elect a chairman, following the election. All Board members will participate equally in the following responsibilities.

#### **1.Responsibilities**

a.Attending Commencement Planning Meetings.

b.Attending regular meetings with representatives from the Office of Alumni and Parent Relations, the Office of Student Activities and Orientation, and the Assistant Director of the Annual Fund.

c.Assisting with choosing Commencement and Baccalaureate participants.

d.Making arrangements for the 100 Days Party.

e.Planning Senior Week activities.

f.All other responsibilities the Board deems worthy of attention.

g.In the event that a Senior Class Board Representative has information to report from a meeting or needs Student Senate input on an issue, the representative is expected to attend the next scheduled Student Senate meeting.

h.In the event that a member of the Senior Class Board is not adequately fulfilling the duties of his/her position, or behaving in a manner inconsistent with the responsibility of holding this leadership position, he/she may be referred to the Student Judiciary Board for further investigation and possible action.

## **Article II — Standing Committees of the Student Senate**

### **A. Ripon Live**

1.This committee shall be presided over by the Ripon Live President. The remainder of the Ripon Live Executive Board shall consist of the Secretary and Treasurer. Ripon Live will also consist of eight programming committees.

2.Ripon Live shall allocate funds for speakers, cultural events, and entertainment from the funds allocated to it by the Student Senate. Any student group may petition Ripon Live for equipment for activities.

3.Ripon Live shall be required to report three times per semester to the Student Senate regarding organizational activities. Failure to do so will result in a \$50 fine to the group.

4. Additional details concerning this committee may be found in the Ripon Live Constitution, which is available in the Student Senate Office.
5. In addition to the Ripon Live NACA advancement, Ripon Live shall submit a budget as scheduled by the budget committee for all organizations. This budget shall detail proposed committee and category expenditures dividing honoraria into separate committee funds.
6. Ripon Live may reallocate funds by submitting a proposal to the Senate to be passed once.

### **B. The Finance Committee**

1. The Finance Committee shall be composed of the members of the Student Senate Executive Board. The chairperson shall be the Treasurer.
2. It shall be the purpose of the Finance Committee to allocate the Student Activities Fee to Student Senate-funded organizations, and to investigate requests by campus organizations for Student Senate funds over and above budgeted amounts before such funds are allocated by the Student Senate. The Finance Committee shall recommend to the Student Senate, after investigation, whether all, part, or none of the requested funds should be allocated. The Student Senate will then vote on this matter.
3. All grievances set forth by any representative of any Student Senate-funded organization in regard to financial matters shall be handled by the Finance Committee.
4. The Finance Committee shall also be responsible for investigating illegal budget expenditures and accounts of delinquent repayments. The Finance Committee shall recommend to the Student Senate appropriate penalties for the violators. Prior to enforcement, a penalty must be approved by a two-thirds vote of the Student Senate.
5. The Treasurer and the members of the Finance Committee shall each have one vote in all matters where a vote may be required. Whenever a vote is required, a majority of the Finance Committee must be present.
6. Finance Committee meetings shall be closed to all but committee members, but the committee may ask persons to testify at its meetings, and any person may attend and speak at Finance Committee meetings by prior arrangement with the Treasurer.

### **C. The Budget Committee**

1. During budget hearings the Budget Committee is chaired by the outgoing Treasurer. The newly elected Executive Board shall constitute the remainder of the Budget Committee along with one Student Senator appointed by the outgoing Treasurer. The outgoing Executive Board may serve as non-voting advisory members of the Budget Committee at this time.
2. It shall be the purpose of the Budget Committee to allocate the Student Activities Fee to Student Senate-funded organizations and to conduct all budget hearings.

## **Article III — Funding of the Student Senate**

- A. The Student Senate shall receive its funds from that part of each student's comprehensive tuition fee designated as the Student Activities Fee.

B. There shall be a standing restricted account of the Student Senate to be designated as the Student Senate One-Fund Account, which shall contain all funds received from the Ripon College Advancement Office, as well as any other financial gifts donated to the Student Senate not already earmarked for a specific account. Other restricted accounts can be established by the Student Senate. Funds contained within the Student Senate restricted accounts shall be released only with the approval of the Student Senate and with the signature of the Treasurer.

C. Student Senate-recognized organizations may keep one restricted account (meaning it is for their organization's budget and funds for the year) with the Business Office, once that group has been approved by those standards set forth in Article IV, Section A of the Student Senate Constitution. Funds contained within this account may only be released with the signature of the Student Senate Treasurer.

D. At the end of the fiscal year, all balances in Student Senate-funded organization accounts, with the exception of the restricted accounts set up by the Student Senate, shall be deposited into the Student Senate One-Fund Account. The balance of the Student Senate One-Fund Account at the end of one fiscal year shall be the starting balance of the Student Senate One-Fund Account for the next fiscal year.

E. There shall exist a Student Senate Contingency Account, Intramural Sports Programs Account, Residence Life Account, and the Dean's Discretionary Account. The percentage taken from the Student Activities Fees for each purpose is specified in the Student Senate Operating Rules.

F. The Student Activities Fee recommendation shall come from the Finance Committee and must be approved by the Student Senate. If approved, the recommendation shall be presented to the President of the College by the date determined by the Vice President for Finance of the College in order that it shall have ample time to be received and reviewed by the Board of Trustees of the College. The amount charged as the Student Activities Fee should be reviewed on an annual basis.

#### **Article IV — Student Senate-Funded Organizations**

A. Any organization wishing to be allocated a regular budget from the Student Senate must be a Recognized Student Organization.

1. In order to become a Recognized Student Organization, the organization must submit an Intent to Organize request and a Constitution for the approval by the Senate.

2. The Intent to Organize and Constitution must be approved by the Student Senate with a two-thirds majority vote at two consecutive Student Senate meetings.

a. A student group wishing to organize must have a representative present in order to be voted on during the senate meeting.

3. In the event a group would like to amend their constitution, it must be approved by a two-thirds vote by the Student Senate at two consecutive Student Senate meetings.

a. A representative from the group must be present in order to be voted on during the senate meeting.

B. Recognized Student Organizations must follow the guidelines found in the Operating Rules for Budgeting of Student Senate-Funded Organizations in order to receive/spend money from the Student Senate.

C. Any campus club or organization that receives funding from the Student Senate is expected to fulfill any requirements and participate in any activities as determined by the Student Senate. Failure to do so shall result in a penalty to be determined by the Student Senate.

D. Student Senate funded organizations that are not meeting their requirements will be penalized by either removal as a recognized organization or be given a budget of no more than \$100 for the following school year. Not filing registration information with the Student Activities and Orientation Office and/or not submitting a budget request for two consecutive years will result in an automatic disbandment of the organization.

### **Article V — Student Senate Meetings**

A. The time, place, and location of regular meetings are established by the President. The President and Secretary are responsible for making this announcement in such a way that all Student Senators have an opportunity to know of a meeting.

B. A quorum for a Student Senate meeting is a majority of its voting membership.

C. Special meetings may be called by the President or by a quorum of the Student Senate. Twenty-four hour notice must be provided to all Student Senators for a special meeting.

D. The Order of Business for a Student Senate Meeting is:

1. Call to Order

2. Approval of Minutes From Previous Meeting

a. Additions, corrections, changes, and approval.

3. Committee Reports

a. Student Representatives from Committees as well as Executive Board report at this time.

4. Old Business

a. Previous meeting's business to be taken up again, approved a second time, or otherwise.

5. New Business

a. This is the time for one-funds to be discussed, constitution revisions and approvals, budgets, and other matters only if they are approved as agenda items by the executive board. Items for addition to New Business are at the discretion of the chair and executive board.

6. Announcements

a. Events and news on campus.

7. Open Forum

a. This is the time for subcommittee selections, and other tasks that are official senate business. No business may be brought up that requires funding and approval of that funding that meeting.

8. Adjournment

E. The parliamentary code for meetings is the latest edition of Robert's Rules of Order, unless otherwise directed by the President, with two-thirds approval of the Student Senate.

F. A vote shall pass with the designated amount of yes votes, as defined in Roberts Rules of Order. Abstentions will count as an absent seat. The vote will continue as long as quorum is maintained.

G. In the event of a tie vote, the President of the Student Senate shall break the tie.

### **Article VI — Student Senate Calendar**

The following dates serve as a guideline for the completion of annual Student Senate activities.

- A. The first Student Senate meeting shall be held no later than the third full week of classes during both the fall and spring semesters.
- B. The election of the Senior Class Board of Representatives shall be completed prior to October 15th.
- C. The election of the Student Senate Executive Board and Special Graduate Trustee for the next academic year shall be completed by the end of the first full week in March. The new Executive Board shall assume office at the last Student Senate meeting before April 1st.
- D. Student Senate representative positions for the upcoming academic year should be appointed and approved by the end of April.
- E. Budget Hearings shall be carried out between April 1 and April 14.

#### **Article VII — Constitutional Amendments**

- A. Any member of the Student Senate may propose an amendment to this Constitution.
- B. The amendment will be reviewed by the Executive Board and a recommendation made to the Student Senate.
- C. The approval of a proposed amendment or revision to this Constitution requires a two-thirds majority vote of the Student Senate at two consecutive Student Senate meetings.
- D. This Constitution is to be reviewed at least every three years and updated or revised if necessary.

#### **Article VIII — Council of Student Organizations**

- A. The Council of Student Organizations (CSO) shall be a standing body under the joint administration of the Student Activities Office and the Student Senate.
- B. The advisor to the CSO will be the Student Activities Director or the Director's appointed representative.
- C. The membership of the CSO shall be composed of those members designated to represent each Student Senate Recognized Organizations (SSRO). Each SSRO shall be required to have one representative present at the first CSO meeting of each semester.
- D. The leadership shall consist of a member-elected chair and the Vice President of the Student Senate.
  - 1. The chair shall be charged with the scheduling and conduct of meetings and shall serve as the chief advocate of the Student Senate Recognized Organizations.
  - 2. The Vice President of the Student Senate shall serve as the primary officer of Senate oversight for SSROs. This shall consist of monitoring SSRO activity and providing assistance in the interest of the proper functioning of SSROs.
- E. The purpose of the council is to create an opportunity for interaction between organization representatives for the purposes of offering opportunities to share resources, receive information and training beneficial to SSROs, and ensure resource accountability.

F. Leaders of SSROs shall appear before the Student Senate for a "What's Up With Your Group?" presentation at least once per semester.

G. The semester schedule for CSO meetings shall consist by default of one mandatory meeting to be held at the beginning of each semester. Should an emergency arise that requires the presence of the SSROs at an additional meeting, with no opportunity to seek consent from the CSO, Student Senate may call a mandatory meeting with a 2/3 majority vote. This requires at least 72 hours advance notice and the consent of the CSO chair.

### **Article IX — Constitution**

In accordance with Robert's Rules of Order, the Constitution of the Ripon College Student Senate cannot be suspended under any circumstances, including a vote by the senators.

## **Student Senate Operating Rules**

*Ratified Spring 2017*

### **Table of Contents**

#### Election Procedures

##### A. Student Senate Executive Board Elections

###### 1. Eligibility for Candidacy

###### 2. Election Rules

###### a. Campaign Funding

###### b. Campaigning

###### 3. The Election Ballot

###### 4. The Election

##### B. Removal from Elected Positions

##### C. Resignation from Elected Positions

##### D. Senior Class Board Elections

#### Budgeting of Student Senate Funded Organizations

##### A. One Funds

##### B. Budget Hearings

##### C. Allocation Decisions and Appeals

##### D. Requisitions

##### E. Outside Purchases

##### F. Personal Cash Purchases and Method of Reimbursement

##### G. Deposits

##### H. Budget Changes and Item Transfers

##### I. Bookkeeping Procedures

#### Responsibilities and Consequences of Student Funded Organizations

##### A. Responsibilities

##### B. Consequences

Illegal or Unauthorized Orders and Purchases  
Operating Rules Amendments

## Article I. Election Procedures

### Section A. Student Senate Executive Board Elections:

During each academic year, a campus-wide election shall be held to elect individuals to hold one of the following positions for the upcoming academic year with at least two (2) full weeks notice. The election will be an open ballot election (defined as being allowed to run for more than one position).

1. President
2. Vice-President
3. Treasurer
4. Secretary

In the event that a candidate is elected to more than one office, they have the discretion to choose which office they assume. During the Spring Semester the Student Senate shall coordinate and oversee the election of the Special Graduate Trustee with the nominee confirmed no later than May 1st.

1. Eligibility for Candidacy
  - a) All candidates for Student Senate Executive Board positions (numbered 1-4 above) must be validated by the Registrar of Ripon College as having met the following criteria:
    - i. Completion of at least one semester of study at Ripon College.
    - ii. Have a cumulative grade point average of at least 2.50 on a 4.00 scale.
    - iii. Junior standing or below at the time of the election, with no intent to graduate early.
  - b) All candidates for Student Senate Executive Board—Special Graduate Trustee exempted--must study on the Ripon College campus during the election period.
  - c) In addition, candidates for the position of Student Senate President must have also met the following criteria:
    - i. Sophomore standing or above at the time of the election.
    - ii. At least one semester of experience as either an ex officio or voting member of the Student Senate or the Executive Board.
  - d) All candidates for the position of Special Graduate Trustee must be validated by the Registrar of Ripon College as having met the following criteria.
    - i. Being a member of the current academic year's graduating class.
    - ii. Have a cumulative grade point average of at least 2.50 on a 4.00 scale.
  - e) All candidates shall sign a "Consent to Run" form and an "Acceptance of Election Rules" form. Inherent to this agreement is a candidate's acknowledgment that they are liable for immediate disqualification by the election administrators.
  - f) In addition to fulfilling the aforementioned requirements, each candidate shall file a "Petition for Candidacy" form with the Student Senate Executive Board at least one (1) week before the date which election administrators have set for polls to open. In order for this form to be fully completed, it must have the signatures of at least fifty currently enrolled Ripon College students.
  - g) Only candidates who fulfill the aforementioned requirements will have their names printed on the official election ballot.
  - h) Write-in candidates shall be allowed for the four executive board positions, provided they meet the criteria outlined in Article 1, Section A, Subsection 1 points a and c. There will be no write in candidates

for Special Graduate Trustee. Write-in candidates implicitly agree to follow election rules and the eligibility requirements and are subject to immediate disqualification at the discretion of the election administrators.

## 2. Election Rules

Any candidate who is found to be in violation of the following regulations is subject to immediate disqualification by the election administrators.

### a) Election Administrators

- i. Three election administrators will be responsible for administering and overseeing the executive board elections.
- ii. The election administrators shall be the out-going President and Vice President of the Student Senate and the President of the Student Judiciary Board.
- iii. In the event that one or more of the previously mentioned individuals is a candidate, they shall not serve as one of the election officials. Instead, a member from the Student Senate Executive Board or the Student Senate will be appointed by the remaining official(s) to serve as an election administrator in their place.

### b) Campaign Funding

- i. Candidates may spend up to, but not in excess of fifty dollars on their campaign. They must keep this record and bring it to ballot counting in order to have their expenditures verified.
- ii. A candidate may not obtain funds from Student Senate, or from any Student Senate-Funded Organization to help finance their campaign.

### c) Campaigning

- i. Candidates may publicize their candidacy however they desire. Generally accepted forms include: posters around campus, email, Facebook, and verbal campaigning.
- ii. Each candidate is permitted to name one campaign manager. These campaign managers will aid their candidates with the election, and will be permitted to officially speak on their candidate's behalf.
- iii. Candidates are not permitted to engage in ad hominem attacks against their opponent(s). Candidates, campaign managers and anyone perceptibly acting to further a candidate's candidacy shall not be permitted to engage in ad hominem attacks against their opponent(s). Ad hominen attacks are defined as: Verbal or written statements made to voters that seek to tarnish the reputation of another candidate. These statements can be directed at a person's integrity, temperament, moral fiber, social standing or person that is immaterial to their capacity to serve.
- iv. Candidates are expected to respect the campaigns of other candidates. Therefore a candidate, or supporters of a candidate, should not remove or deface another candidate's campaign materials.
- v. Candidates may not campaign until the designated campaigning period, defined as one (1) week before polls open.

## 3. The Election Ballots

- a) The out-going President of Student Senate shall design the ballots.
- b) All eligible voters will be contacted via email with a link to an electronic voting page.

## 4. The Executive Board Election

- a) The executive board elections will be held between the beginning of the third week of February and the end of the first full week of March of each academic year.
- b) Members of the student body shall be informed of the election timetable with a link to an electronic ballot. The ability of a student to be placed on the ballot and vote in the election shall be considered a right.
- c) Current degree-seeking Ripon College students and alumni who graduated at the end of that school year's fall semester shall be the only individuals eligible to vote.
- d) Current Ripon College students may vote for only one candidate for each position for a ballot to count.
- e) The ballots shall be counted only after the polls are closed.
- f) The election administrators will be responsible for counting the ballots.
- g) The Election Officials shall determine whether a ballot is valid or not, however must do so following the guidelines as stated below:
  - i. Only one box may be checked per position.
  - ii. Write-in votes shall be counted only if the name listed is spelled correctly.
  - iii. Ballots with votes for only one position shall be counted.
  - iv. Each ballot submitted must be through a ripon.edu email address.
- h) All candidates, their campaign managers, and a representative from each student media organization may be present at the ballot count.
- i) Any candidate or campaign manager who was present at the ballot count may request a recount of the ballots within 24 hours after the closing of the polls.
- j) If on the first ballot no candidate should receive a majority of the votes cast for that position, the candidate who received a plurality of the votes shall go before Student Senate. The candidate shall take office so long as Student Senate approves them with a 2/3 majority. The other candidates for office are encouraged to attend this hearing.
  - i. Should the Senate not approve this candidate, a run-off election shall be held between the two candidates that received the most votes.
- k) Should no candidate run for a position, the incoming Student Senate Executive Board may appoint a student to hold the position. This student must be willing to hold the office, meet the criteria for the executive board outlined in Article 1, Section A, Subsection 1 points a and c, and must be approved by a two-thirds majority vote of the Student Senate.

## Section B. Student Senate Independent Senatorial Elections

### 1. Elections for Returning Students

- a) The Executive Board shall give two (2) weeks' notice before independent elections.
- b) Rising sophomore, junior, or senior candidates will fill out an election form and submit it to the Executive Board by 5PM the Friday before elections.
- c) Non-Greek, degree-seeking Ripon College students shall be eligible to vote in elections corresponding to their class standing. They will be contacted via email with a link to an electronic voting page by the Monday of the elections.
  - i. The polls officially open at the time the email is received. The polls will officially close on Friday at 5PM of that same week.
- d) The Senators elected for the rising sophomore, junior, and senior classes will start their terms the following semester.

### 2. Elections for Incoming Students

- a) The Executive Board shall run elections for the incoming first-year class by the third full week of classes of the Fall semester.
- b) First-year candidates will fill out an election form and submit it to the Executive Board by 5PM the evening before elections.

- c) All current degree-seeking first-year Ripon College students shall be eligible to vote and will be contacted via email with a link to an electronic voting page by the Wednesday of the first full week of classes.
  - i. The polls officially open at the time the emails are sent. The polls will officially close on Friday at 5PM of that same week.

### Section C. Removal from Elected Positions

1. If a student elected to hold one of the Student Senate Executive Board positions is not fulfilling his/her duties, or has performed an act that students feel is not appropriate for a student in his/her position, they may be removed from office through the following procedure:
  - a) A petition clearly stating what the Executive Board member has done and why this warrants his/her removal from his/her position must be signed by one-half of the Student Senate members and submitted to the President of the Student Senate and the Dean of Students.
  - b) At the first Student Senate meeting following the submission of the petition, this issue shall be addressed. The Student Senate members that signed the petition must all be present and will be expected to explain to the other Student Senate members why they feel the offending Executive Board member should be removed from his/her position. Immediately following this, the offending Executive Board member will have an opportunity to defend him/herself and explain his/her actions.
  - c) The Student Senate shall then vote on whether or not to remove the offending Executive Board member from his/her position. In order to be removed, two thirds of the entire voting membership of the Student Senate must be in favor of doing so at two consecutive meetings.
  - d) If the offending Executive Board member is removed, the remaining Executive Board members shall appoint an eligible student to hold the position. The appointed student must be willing to hold the position and must be approved by a two-thirds majority vote of the Student Senate.
2. If the removal of an Executive Board member from his/her position is voted down, the petitioning Student Senate members may not make another attempt to remove this Executive Board member based on the same criteria.

### Section D. Resignation from Elected Positions

1. Any student that is elected to hold a Student Senate Executive Board position may attempt to resign during the course of his/her term.
2. The Executive Board member wishing to resign must state his/her reasons to the Student Senate in writing. The resignation may then be accepted by a majority vote of the Student Senate.
3. If an Executive Board member's resignation is accepted, the remaining Executive Board members shall appoint an eligible student to hold the position. The President of Student Senate will send out a campus-wide email notifying students of the vacancy, and call all interested students wishing to be considered for the position, to respond within 24 hours with their name and a brief paragraph detailing why they would be a good fit for the position. The Executive Board will then appoint a student for the position. The appointed student must be willing to hold the position and must be approved by a two-thirds majority vote of the Student Senate.
4. In the event of an unanticipated Executive Board Position vacancy the remaining Executive Board members shall appoint an eligible student to hold the position. The appointed student must be willing to hold the position and must be approved by a two-thirds majority vote of the Student Senate.

5. In the event of the President's vacancy, the Vice-President will then take over responsibilities. If the Vice-President is unwilling or unable to take this office over, there must be a campus wide election for this position, following the same election rules as previously stated. All other offices will be made on an appointment basis.

#### Section E. Senior Class Board Elections

1. The elections shall be held prior to October 15th of each academic year.
2. Each candidate must be validated by the Registrar of Ripon College as being a member of the current academic year's graduating class.
3. Only current seniors may vote in the election.
4. The ballots shall be counted only after the polls are closed.
5. Three Election Officials will be responsible for counting the ballots. The Election Officials shall be the President and Vice President of the Student Senate and the President of the Student Judiciary Board. In the event that one or more of the previously mentioned individuals is a candidate, then a member from the Student Senate Executive Board or the Student Senate will be appointed by the President of the Student Senate to serve as an Election Official in their place.
6. All candidates, their campaign managers, and a representative from each student media organization may be present at the ballot count.
7. Any candidate or campaign manager who was present at the ballot count may request a recount of the ballots within 24 hours after the closing of the polls.
8. Each candidate shall file a "Petition for Candidacy" form with the election officials by the date determined above. The signatures of 10 percent of the current senior class must be included in this document.
9. The top five vote receivers will serve on the board. If there is a tie in the first election there will be a runoff election between those candidates.
10. Write-in candidates shall be allowed in the election of Senior Class Board members. Write-in candidates implicitly agree to follow election rules and the eligibility requirements and are subject to immediate disqualification at the discretion of the election administrator.

### **Article II. Budgeting of Student Senate Funded Organizations**

#### Section A. One-Funds

1. Student Senate recognized organizations may petition for additional funding for unbudgeted expenses through the One-Fund Account. Ripon College community members may request money from the one fund contingent upon the scope of the event.
2. In order for a one-fund to be considered it must have an itemized description of expenditures and a detailed explanation of how the money is to be used.
3. If a one-fund request totals \$5,000 or more, there will be a mandatory roll-call vote on the request. This is based off the original request, regardless of any motions made once it has been brought to the floor. Such a mandatory roll-call vote will be conducted in the form of a secret ballot.
4. Recognized organizations are strongly encouraged to search for the best available value in all items submitted for purchase.
5. The Treasurer of Student Senate shall monitor the expenditure of the one-fund and transfer any excess back into the one-fund.
6. In order for a one-fund request to appear on the new business portion of the agenda, it must be submitted no later than six PM the Wednesday before it is to appear, along with having the signature of the organization's advisor. One-funds not appearing on the agenda may be considered in new business, at the discretion of the executive board, provided that it is brought to their attention prior to the start of the meeting in which it is to be heard.

7. Groups may request Student Senate money for the intent to distribute a good to campus.
  - a. Groups seeking Student Senate money for the purpose of distributing to campus will be capped at \$300 per One Fund request.
  - b. One Funds requesting Student Senate funds for the purpose of distribution must meet the following criteria:
    - i. Serve the greater good of academic or campus life
    - ii. Benefit the greatest number of people at Ripon College
8. The approval of a One Fund requires a majority of the Student Senate votes.
9. Following the Student Senate's approval of a group's one-fund request, a representative of that group shall be required to return to the Senate within a period of three meetings following the usage or return of those requested dollars to give an accounting on the outcome of the money spent (event held, equipment purchased, attendance expected and achieved, etc.) during the time allowed for the One Fund Talk Back portion of Committee Reports. It shall be the purview of the Vice President to ensure groups are aware of and understand this responsibility and expectation. In the event of a failure, repercussions will be determined by Student Senate in accordance with the Student Senate Constitution. This requirement can be waived at the discretion of the Executive Board if so requested by the one-funding group.
10. A representative must be present in order for the one fund to be discussed and voted upon.
11. If a student group wishes to have a certain item factored into their budget, they must have first One Funded for that item for two consecutive years before that item can be considered.

## Section B. Budget Hearings

1. The Budget Hearing Committee shall consist of the newly elected Executive Board, one Student Senator, and the outgoing treasurer. The Student Senator shall be selected by a majority vote of the newly elected Executive Board.
2. Before budget hearings commence, the Treasurer of the Student Senate should ascertain from the Vice President for Finance of Ripon College the estimated amount of money the Student Senate will receive for the next year.
3. Budget hearings shall be held between April 1 and April 14.
4. Budget hearings shall be conducted by the Budget Committee, with the outgoing Treasurer of the Student Senate serving as the chair, presiding over the hearings as an ex-officio member.
5. Three-fifths of the Budget Hearing Committee must be present when the budget hearing business is conducted.
6. It shall be the responsibility of the Chair of the Budget Committee of the Student Senate to inform the Dean of Students, all Student Senate Funded Organizations, and the entire student body of the exact times and place in which the budget hearings are to be conducted.
7. A time schedule shall be posted at the Student Senate Office of times available for budget hearings. It shall be the responsibility of organizations desiring to receive a budget allocation from the Student Senate to sign up for these hearings.
8. Those existing organizations, as well as any newly recognized organizations, that wish to be considered for Student Senate budget allocations must submit the following:
  - a) A requested number of typed formal budget requests. The budget request must describe in detail how the money an organization requests will be expended, if received.
  - b) One list of current or potential members.
  - c) A current constitution and/or statement of purpose.
  - d) An inventory of all equipment and supplies, as well as current location of that inventory.
9. The Budget Committee may postpone an organization's budget consideration in order to give that organization more time to prepare a more detailed and precise budget.

10. Only organizations whose membership is open to any and all students of Ripon College shall receive budget consideration from the Budget Committee, with exceptions being made by a two-thirds majority vote of the Student Senate.
11. At the budget hearings, each petitioning organization must be prepared to answer any questions the Budget Committee may have pertaining to its activities and its requests for funds.
12. Annual budget requests cannot include clothing, jerseys, uniforms or one-time purchases of any kind. If Student Senate funded organizations wish to purchase clothing, jerseys, or uniforms the organization must propose to the Senate a one-fund request including but not limited to the following: rationale for purchase, design of item(s), number of items, and costs (per item cost and total cost). In addition, any one-time purchases (e.g., computers or stage equipment) must be requested to the Student Senate for approval.
13. That part of the allotment going to the Student Senate shall be named the Student Senate Office Account.
14. The President shall have a special discretionary fund, in order to provide for emergency situations that may arise during the course of the academic year. The amount of this discretionary fund will be calculated as one-half percent (0.5%) of the total Student Activities Fund (before budgets for Student Senate funded organizations are established). The President must obtain the signatures and approval of two other members of the Executive Board and one Senator if he/she wishes to allocate more than \$100 from this fund for any one purpose.
15. Two and a half percent (2.5%) of the Student Senate budget allotment shall be budgeted as a buffer to be placed in the Student Senate Contingency Fund. In the event that the original budget allotment is spent, as well as the One-Fund moneys, the Contingency Fund will be used to provide for emergency expenses of the Student Senate and student organizations. The allocation of these funds must be approved by a two-thirds vote of the Student Senate.
16. Five percent (5%) of the Student Senate budget allotment shall be placed in the Student Senate One-Fund Account. These funds will be distributed during the allocation process for the purchase of big-ticket, one-time items by student organizations in need of such funds.
17. Six percent (6%) of the Student Senate budget allotment shall be placed in an Intramural Sports Account. This amount shall be placed under the control of the Intramural Director at the beginning of the academic year, who is responsible for submitting an itemized budget to the Student Senate Treasurer.
18. One percent (1%) of the Student Senate budget allotment shall be placed in the Dean's Discretionary Fund.
19. One and one half percent (1.5%) of the Student Senate budget allotment shall be placed in the Student Activities Office account in order to provide resources to Student Senate recognized groups.
20. Three and one fourth percent (3.25%) of the Student Senate budget allotment shall be placed in the Resident's Life Account.
21. Two thousand dollars (\$2000) of the Student Senate budget allotment shall be placed in an account to be used by the Senior Class Board in planning required events. \$1500 will be given to the Senior Class Board, and \$500 will be given to the Senior Class Fundraising Officers, to carry out their activities. The Senior Class Board is responsible for submitting an itemized budget to the Student Senate Treasurer.
22. Five hundred dollars (\$500) of the Student Senate budget allotment shall be paid to a qualified attorney for one-time legal consultations by students of Ripon College. The Student Senate President shall be responsible to select the attorney with the approval of the Dean of Students and the advice and consent of the Student Senate by a two-thirds vote.
23. Fifteen to eighteen thousand dollars (\$15,000-18,000) to be determined annually by the finance committee shall be advanced to Student Media & Activities for the purpose of contracting performers at the National Association for Campus Activities (NACA).
24. Any funds in excess of the Student Senate budget allotment, received from the Student Activity Fees, shall be deposited in the Student Senate One-Fund Account.
25. Additional funds for student organizations, other groups, or individuals shall be made available through the Student Senate One-Fund Account and, if necessary, the Contingency Fund. Such funds can be obtained by submitting a formal, written request to the Student Senate Executive Board, which reviews it and passes

the request to the Student Senate. It then must be approved by a majority of the Student Senate. All budgets \$100 or less will be voted on as a collective item on the agenda.

26. All organizations who submit the paper work noted in Article II Section B Subsection 8, 24 hours or less after the deadline will receive a 10% deduction of their budget, before the budget can be approved by the budget committee.

27. All organizations who submit the paper work noted in Article II Section B, Subsection 8, between 25-48 hours past the deadline will receive a 20% deduction of their budget, before the budget can be approved.

28. Deductions will be negotiable between the organization and the Budget Committee in regards to what line items the deductions will come from.

### Section C. Allocation Decisions and Appeals

1. After the budget hearings have been held, the Budget Committee shall meet and discuss the budget requests. They shall decide at that time what portion of the Student Senate budget each petitioning organization shall receive.

2. Allocation decisions are based on several criteria:

a) Financial management and responsibility (past and present).

b) Organizational responsibility.

c) Clarity in presentation of proposed budget.

d) Detailed itemization of proposed expenditures.

e) Any further requirements the Budget Committee deem appropriate.

f) If these criteria are not met to the satisfaction of the Budget Committee, it has the power to reasonably limit the budget allotment or penalize the offending student organization.

3. The Budget Committee shall inform each organization of its decision regarding their proposed budget and the time at which the Student Senate will vote upon the budgets. If questions arise, the organizations may state their case before the Student Senate at the time when the budget proposals are considered.

4. The Budget Committee shall then present the proposed budgets for the Student Senate funded organizations to the Student Senate representatives. The Student Senate shall take action on the recommendations of the Budget Committee.

5. Acceptance or rejection of the entire budget or of each organization's proposed allotment shall be decided by a two-thirds vote from those Student Senators present at two consecutive meetings.

6. If any organization feels that it has not received its fair and due share of the funds in the budget allotment, it may appeal to the Student Senate later for additional funds, through a written request.

7. The proposed budget must be less than or equal to the estimated budget for the upcoming year. In the event that the projected budget is less than the previous year's amount, a sequester of all groups funds will be implemented.

### Section D. Requisitions

1. All charges against, and all deposits of income into Student Senate-funded accounts are made using the Ripon College Requisition Form.

2. Requisitions shall be made available to Student Senate-funded organizations in the Business Office of Ripon College.

3. All requisitions shall be properly and completely filled out. It must be signed by the Business Manager/Treasurer of the organization in order to be processed. If not signed properly, it will be returned for the proper signatures.

4. Invoices or receipts shall accompany any requisitions unless otherwise authorized by the Student Senate Treasurer.

5. All requisitions shall be left at the Business Office for the signature of the Student Senate Treasurer.

6. Upon receipt of requisitions, the Student Senate Treasurer shall sign each requisition and return them to the Comptroller of Ripon College for payment via issuance of a check.

#### Section E. Outside Purchases

1. There will be no charging of non-budgeted items outside of the College by Student Senate organizations, except with prior approval of the Student Senate Treasurer.

2. Payment of those purchases made outside of the College shall be made in one of three ways:

a) The organization may be given a check prior to purchase.

b) A member of the organization may pay for an item and submit a valid reimbursement claim to the Student Senate Treasurer.

c) The organization may charge an item to their account.

3. When making purchases from vendors outside the College, organizations must submit a Requisition Form to the Business Office. The Business Office will then issue a Purchase Order Form. Purchase orders require the signature of the Student Senate Treasurer and the College Comptroller.

#### Section F. Personal Cash Purchases and Method of Reimbursement

1. Sometimes it becomes necessary, especially in emergency situations and last minute circumstances, to purchase items with personal funds and then be reimbursed. This is not recommended, but it is permissible as long as it does not become a regular practice.

2. A receipt for any cash purchase, signed by the purchaser, must be attached to the completed Ripon College Requisition Form, in order to obtain a reimbursement.

3. The properly completed requisition form must then be submitted to the Business Office by the organization and it will be handled as any other requisition. These requisitions must specifically state what the funds were used for.

#### Section G. Deposits

1. All money given to the Student Senate organizations should be through checks made out to "Ripon College \_\_\_\_\_" (organization, e.g. College Days) and sent to the Business Office. The Business Office will keep an accurate and itemized list of all checks deposited and will send a copy to the organization.

2. Changes in this policy will only be valid with the prior approval of the Student Senate Treasurer.

#### Section H. Budget Changes and Item Transfers

1. No budget changes or item transfers shall be made without the prior approval of the Student Senate. The Student Senate Treasurer may approve reallocations of under \$100; however Ripon Live may reallocate \$500.

2. No Student Senate funded organization shall transfer funds to another Student Senate organization without the prior approval of the Student Senate Treasurer.

3. Any Treasurer approvals must be reported to the Student Senate.

#### Section I. Bookkeeping Procedures

1. All Student Senate-funded organizations shall be required to keep complete and accurate records of all expenditures, receipts, and deposits.

2. The financial records of all Student Senate-funded organizations shall be made. Senate organization that fails to submit its books upon due notice shall immediately be subjected to suspension of its Student

Senate funds, pending investigation and recommendation of the Finance Committee. All expenditures, after Student Senate funding is suspended, shall be treated as illegal.

3. The financial ledgers of the Business Office shall be the official ledgers of all Student Senate organizations.
4. These ledgers are available to any or all students, upon request.
5. Each semester the Student Senate Treasurer will review the records made available by the College Comptroller of each organization to ensure that appropriate records are being kept.

### **Article III. Responsibilities & Consequences of Student Senate Funded Organizations**

#### Section A. Responsibilities

1. When an organization receives funds from the Student Senate, the organization is directly responsible to the Student Senate for the use of said funds.
2. All organizations must keep legible, orderly, and up-to-date records of all financial transactions.
3. All organizations may only make expenditures on budgeted items, which have been approved by the Budget Committee and the Student Senate at the time of the acceptance of the proposed Student Senate budget. Any necessary, non-budgeted purchases must be approved by a majority vote of the Student Senate through either a one-fund or reallocation request.
4. All organizations shall cooperate with one another and respect one another. Failure to do so may result in punitive action.
5. No organization is permitted to deficit spend.
6. If an organization is faced with a potential financial crisis, it may appeal to the Student Senate for additional funds in order to avoid deficit spending. This may be done during the course of the academic year.
7. All goods purchased with Student Senate funds are the property of the student body, to be administered by the Student Senate, and may be used by the students with said organization's knowledge.
8. Organizations are responsible for keeping track of and taking care of all items purchased with Student Senate money. Inventory must be monitored and cared for.
9. All Student Senate organizations are required to have a representative attend the first Council of Student Organizations meeting of the semester.
10. All Student Senate Organizations are required to update their constitution every four years. Organizations will be required to come before Senate, via proper protocol to make amendments as necessary. If no amendments need to be made, the Organization will still be required to come forth to Senate and note that changes do not need to be made.
11. All organizations shall be responsible for complying with all of the One-Fund requirements as stated in Article II, Section A of the Student Senate's Operating Rules.
12. Organizations shall be required to complete all registration materials within a time period established with the Vice President of the Student Senate and the Student Activities Office.
13. All organizations shall be required to appear before the Student Senate for one What's Up With Your Group presentation per semester.

#### Section B. Consequences

1. If any Student Senate-funded organization overspends its total budget for the academic year, the Business Office will immediately alert the Treasurer of the Student Senate of this fact. The Finance Committee will then open an investigation of the organization and report its findings to the Student Senate as soon as the investigation is complete. The Student Senate may take any action it deems appropriate.
2. The Finance Committee shall investigate any financial misconduct (this includes, but is not limited to: overspending budget, spending funds on non-budgeted items without consent, keeping inaccurate records, and not allowing students to use Student Senate property). The Finance Committee shall report its findings

to the Student Senate and make recommendations for possible penalties. The Student Senate then determines what action shall be taken.

3. Possible penalties for financial misconduct include:

- a) Removing access to organization's Student Senate funds for a period of time.
- b) Disestablishment of the organization.
- c) Removal of any or all privileges offered to student organizations.
- d) Any other penalty deemed appropriate by the Student Senate.

4. If an organization has improperly used or carelessly lost an item(s), the said organization will be responsible for the repair or replacement of the item(s). It will be left to the organization to determine who is responsible for providing the money to repair/replace an item. If it occurs that an organization cannot hold anyone accountable for the damaged or missing item(s) and the item(s) is necessary for their functioning, the following actions shall be taken:

- a) The organization's budget allotment for the upcoming fiscal year shall be set at the same amount the organization received during the fiscal year in which an item(s) is damaged or lost.
- b) The cost of replacing or repairing the item(s) shall be deducted from the organization's budget allotment as soon as these funds are received by the organization.

5. Failure to attend the first CSO meeting each semester, without prior notification, will result in a \$50 deduction from the organization's budget. The president of the organization will be contacted and if there is no response in two business days, the Treasurer will deduct during the fiscal year.

6. All organizations are required to appear before Student Senate for one What's Up With Your Group presentation per semester. Failure to do so will result in a \$20 deduction from the group's current budget. If that organization does not have the necessary funds for said deduction, a deduction of \$20 from next year's budget will be recommended to the Budget Committee.

7. Following the Student Senate's approval of a group's one-fund request, a representative of that group shall be required to return to the Senate within a period of three Senate meetings following the usage of the funds to report on the usage or return of those requested funds. Failure to do so will result in a \$20 deduction from the group's current budget. If that organization does not have the necessary funds for said deduction, a deduction of \$20 from next year's budget will be recommended to the Budget Committee.

#### **Article IV. Illegal or Unauthorized Orders and Purchases**

##### **Section A.**

An illegal or unauthorized order or purchase is defined as one that has not been accounted for in an organization's budget or one that has not received prior approval of the Student Senate and/or the Student Senate Treasurer.

##### **Section B.**

If an illegal or unauthorized purchase is made, the Student Senate may withdraw its financial support of that organization or it may decide upon other specific action to be taken against the organization involved.

##### **Section C.**

Any individual who illegally spends money or places an unauthorized order shall be given a bill for the cost of the unauthorized order or purchase. If the offender refuses to render payment, the invoice shall be sent to the Business Office of Ripon College, attached to the offender's official college bill, and treated like any other college debt.

#### **Article V. Operating Rules Amendments**

##### **Section A.**

Any member of the Student Senate may propose an amendment to these Operating Rules.

Section B.

The Executive Board will review the amendment and a recommendation made to the Student Senate.

Section C.

The approval of a proposed amendment or revision to these Operating Rules requires a two-thirds majority vote of the Student Senate at two consecutive Student Senate meetings.

# WHERE TO CALL

Where to Call: 920-748-\*\*\*\*

<b>For</b>	<b>Who</b>	<b>Where</b>	<b>Phone</b>
Absences	Office of the Dean of Students	Bartlett 101	8111
Academic Policies & Appeals	Michele Wittler	Bartlett 105	8119
Admission	Office of Admission	Evans Welcome Center	8337
Athletics	Julie Johnson	Willmore	8772
Bills	Business Office	Smith Second Floor	8106
Calendar of Events	Cindy Hutter	Bartlett 101	8111
Collaborative Learning Center	Tom Truesdell	420 Thorne Street	8156
College Cars	Plant Department	Plant Department Building	8142
College Days (Newspaper)	Harwood Union	2nd floor	8105
Computer Center	Kemper	Student Assistant Desk (12-1 p.m., after 5 p.m.)	8357
Counseling Center	Cindy Viertel	Bartlett 302	8312
Employment, On-campus	Office of Financial Aid	Smith 109	8101
Financial Emergency	Christophor Ogle	Bartlett 101	8111
Food Service	Doug Stenfeldt	Pickard Commons	8169
Grades	Michele Wittler	Bartlett 105	8119
Greek Life	Sharon Jackson	Pickard Commons Lower Level	8112
Health	Kathy Welch	Bartlett 301	8141
Housing	Mark Nicklaus	Bartlett 103	8186
International Student Affairs	David Scott	Todd Wehr 208	8384
Intramurals	Nate Ebert	Pickard Commons Lower Level	8300
Judiciary Bodies	Office of the Dean of Students	Bartlett 101	8111

Library, Ripon College	Information Desk		8175
Loans (Personal)	Christophor Ogle	Bartlett 101	8111
Mail Center	Amanda Przybyl	Harwood Basement	8166
Maintenance (Plant Department)	Brian Skamra	Plant Department Building	8174
Meeting Rooms	Cindy Hutter	Bartlett 101	8111
Music	Sarah Kraaz	Rodman 151	8120
Choir	Sarah Kraaz	Rodman 151	8120
Orchestra		Rodman 153	8790
Jazz Ensemble	Kurt Dietrich	Rodman 150	8786
Off-Campus Study Programs	Michele Wittler	Bartlett 105	8119
One Card Office	Cindy Hutter	Bartlett 101	8111
Personal Problems	Cindy Viertel	Bartlett 302	8312
Radio Station, WRPN-FM	Harwood Union	2nd floor	8147
Student Activities	Sharon Jackson	Pickard Commons Lower Level	8112
Student Senate		Bartlett 201B	
Student Support Services	Dan Krhin	Bartlett G1	8107
Theatre	Ken Hill	Rodman 133	8136
Transcripts	Michele Wittler	Bartlett 105	8119
Tutoring	Dan Krhin	Bartlett G1	8107
Withdrawals	Office of the Dean of Students	Bartlett 101	8111

The College reserves the right to update the Student Handbook during the year if necessary.