



edgewood college student
RIGHTS & RESPONSIBILITIES

2011 – 2012

FALL SEMESTER 2011

August Seminar	Monday – Thursday	August 15 – 18
Classes Begin	Wednesday	August 24
Last Day to Add a Class	Wednesday	August 31
Labor Day (no classes)	Monday	September 5 (<i>Holiday</i>)
Fall Break	Monday – Tuesday	October 10 – 11
Last Day to Withdraw from Class	Wednesday	November 2
Thanksgiving Holiday	Wednesday	November 23 classes end at noon
Thanksgiving Holiday	Thursday – Sunday	November 24 – 27 (<i>Holiday</i>)
Classes Resume	Monday	November 28
Last Class Day	Friday	December 9
Evaluation Week	Monday – Friday	December 12 – December 16
Commencement	Sunday	December 18
Grades Out By	Friday	January 6
Christmas Break	Friday – Sunday	December 23 – January 2 (<i>Holiday</i>)
Session I		August 22 – October 14
Session II		October 17 – December 9

Alternate Week and Graduate courses begin on Monday, August 22.

Due to Monday holidays during the semester, specific dates for alternate week courses are:

- Monday, August 22 – Sunday, August 28
- Monday, August 31 – Sunday, November 6
- Tuesday, September 6 – Monday, September 12
- Monday, November 14 – Sunday, November 20
- Monday, September 19 – Sunday, September 25
- Monday, November 28 – Sunday, December 4
- Monday, October 3 – Sunday, October 9
- Monday, December 12 – Sunday, December 18
- Monday, October 17 – Sunday, October 23

WINTERIM 2012

Classes Begin	Tuesday	January 3
Last Day of Class	Friday	January 13

SPRING SEMESTER 2012

Martin Luther King Jr. Day	Monday	January 16 (<i>Holiday</i>)
Classes Begin	Monday	January 23
Last Day to Add a Class	Monday	January 30
Spring Recess	Monday – Friday	March 12 – March 16
Classes Resume	Monday	March 19
Last Day to Withdraw from a Class	Tuesday	April 10
Easter Holiday	Friday – Monday	April 6 – April 9 (<i>Holiday</i>)
Classes Resume	Tuesday	April 10
Last Class Day	Friday	May 11
Evaluation Week	Monday – Friday	May 14 – May 18
Commencement	Sunday	May 20
Memorial Day	Monday	May 28 (<i>Holiday</i>)
Grades Out By	Friday	May 25
Session I		January 23 – March 9
Session II		March 19 – May 11

Alternate week and graduate courses begin on Monday, January 23.

- Monday, January 23 – Sunday January 29
- Monday, March 19 – Monday, March 25
- Monday, February 6 – Sunday, February 12
- Tuesday, April 10 – Monday, April 16
- Monday, February 20 – Sunday, February 26
- Monday, April 23 – Sunday, April 29
- Monday, March 5 – Sunday, March 11
- Monday, May 7 – Sunday, May 13

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RIGHTS TO ACCESS STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff): a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C., 20202-4605.

5. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, stalking, bullying, and/or other conduct which threatens and/or endangers the health of any person.

Edgewood College, in accordance with the Act, has designated the following categories of information about students as public unless students choose to exercise their right to have any or all of this information withheld, through notifying the Registrar's Office. This information will be routinely released to any inquirer unless it is requested that all or part of this list be withheld. These categories are: 1. Name; 2. Address; 3. Email Address; 4. Telephone listing; 5. Date of birth; 6. Place of birth; 7. Major field of study; 8. Participation in officially recognized activities/sports; 9. Height and weight of student athletes; 10. Dates of attendance (including current classification and year, matriculation and withdrawal dates); 11. Degrees and awards received (type of degree and date granted); 12. Most recent previous educational agency or institution attended; 13. Credits earned towards degree; 14. Credits enrolled; 15. Full or part time status

Edgewood College, in accordance with the Act, reserves the right to contact parents or guardians of students who violate the College's Policy on Alcohol and Other Drug Use.

STUDENTS RIGHTS AND RESPONSIBILITIES

STUDENT CODE OF CONDUCT

Edgewood College has as its primary objective, the academic, social and personal development of each student. The College strives to preserve for all of its students an environment that is conducive to academic pursuit, social growth and individual discipline. Students are expected to behave in a moral and ethical manner, both on and off campus. It is essential that mutual respect for, and sensitivity to, the needs of others be accepted by all members of the college community in accordance with the Dominican and Christian ideals of Edgewood College.

All students are expected to act responsibly and within the regulations and standards established by the College and all civil laws and ordinances. It is impossible to list every category or specific example of conduct serious enough to warrant discipline; therefore, the College reserves the right to initiate disciplinary action and seek appropriate sanctions for conduct which is not specifically identified in the Code and regardless of whether the conduct occurred away from the College's premises or involved a College related activity. The College will handle student disciplinary matters independent of any related civil or criminal proceedings.

Edgewood College does not monitor online communities. The College does not prohibit students from joining and participating in online communities as individuals. However, any online behavior that violates the Student Code of Conduct which is brought to the attention of a College official will be treated as any other violation of the Student Code of Conduct.

The Student Code of Conduct shall apply to all undergraduates, graduate and professional students attending Edgewood College. Additionally, all students are responsible for complying with the rules, regulations, policies, and procedures contained in other official College publications including but not limited to the Residence Life Handbook, Parking policies, Student Athlete policies along with program handbooks and announcements which may be issued from time to time.

Please contact the Dean of Students if you have questions about the interpretation of the Student Code of Conduct.

Misconduct which is subject to disciplinary action includes, but is not limited to, the following:

1. Cheating, plagiarism or any form of academic dishonesty.
2. Forgery, alteration or misuse of campus documents, records, or instrument of identification; knowingly furnishing false information to the College.
3. Misrepresentation of oneself or of an organization to be an agent of the College.
4. Obstruction or disruption, on or off campus property, of the academic, research, administrative or disciplinary processes, or other College activities or of other authorized non-College activities.
5. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens and/or endangers the health of any person.
6. Attempted or actual theft of and/or damage to property of the College, property of any member of the College community, guest or visitor or other personal or public property, on or off-campus.
7. Unauthorized entry into, unauthorized use of, or misuse of any building, structure, equipment, keys and/or facility; unauthorized and/or fraudulent use of ID cards and/or entry cards; any actions which allow for unauthorized entry into buildings.
8. Theft or other abuse of computer facilities and resources, including but not limited to:
 - a.) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b.) Unauthorized transfer of a file.
 - c.) Use of another individual's identification and/or password.
 - d.) Use of computing facilities and resources to interfere with the work of another student, faculty member or college official.
 - e.) Use of computing facilities and resources to send obscene or abusive messages.
 - f.) Use of computing facilities and resources to interfere with the normal operation of the college computing system.
 - g.) Use of computing facilities and resources in violation of copyright laws.
 - h.) Any violation of the College computer policies.
 - i.) Any attempt to gain access to a computer or a network, on campus or off campus, without authorization (i.e, hacking).
 - j.) Sending or causing to receive, harassing, obscene or pornographic drawings, images, photographs, or the like.
9. Use, possession, manufacturing, distribution, or sale of any drugs or agents that are controlled substances having potential for abuse, except as authorized by law and as

- specified in the College policy on alcohol and drug use.
10. Distribution, use or possession of alcoholic beverages other than as specified in the College policy on alcohol and drug use.
 11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
 12. Abuse of, or tampering with fire alarm systems, tampering with fire emergency equipment or any other emergency equipment. Arson.
 13. Discrimination as specified in the College Non-Discrimination policy.
 14. Any form of gambling not approved by law.
 15. Sexual misconduct as specified in the College Sexual Misconduct policy.
 16. Engaging in behavior that is disorderly, lewd, indecent, obscene, and/or disruptive to the community.
 17. Failure to comply with directions of College officials, law enforcement officers, or designated agents acting in performance to their duties and/or failure to identify oneself when requested to do so.
 18. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operation of the College and/or infringes on the rights of other members of the College community and/or the community at large; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
 19. Abuse of the student judicial process, including but not limited to:
 - a.) Failure to obey the notice from a judicial officer or other College official to appear for a meeting or hearing as part of the student judicial process.
 - b.) Falsification, distortion, or misrepresentation of information during the course of the student judicial process.
 - c.) Disruption or interference with the orderly conduct of a student judicial proceeding.
 - d.) Institution of a student judicial proceeding in bad faith.
 - e.) Attempting to discourage an individual's proper participating in, or use of, the student judicial process.
 - f.) Attempting to influence the impartiality of a hearing officer and/or a member of the Judicial Board prior to, and/or during the course of, the student judicial process.
 - g.) Harassment (verbal or physical) and/or intimidation of a hearing officer and/or a member of the Judicial Board.
 - h.) Failure to comply with the sanction(s) imposed under the Student Code of Conduct.

- i.) Influencing or attempting to influence another person to commit an abuse of the student judicial process.
20. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
21. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts, they are violations of this rule.
22. Commission of any act that could be found to be a violation of any federal, state or local law.
23. Violation of any College policy, rule or regulation published in hard copy or available electronically on the College website. This may include, but is not limited to: Residence Life, Library, Fitness Center and Parking policies.
24. Making false reports of a fire, bomb threat, or other dangerous condition (including falsely activating the Blue Light or other emergency phones on campus); failing to report a fire; interfering with the response of College or municipal officials to emergency calls.
25. Conduct not specifically listed under this code.

DISCIPLINARY PROCEDURES

Please refer to the College's Judicial Affairs online at www.edgewood.edu for the most recent versions of college policies and for additional information regarding disciplinary procedures.

The following procedures will generally be observed for changes involving violations under the Code and other policies referred to in this Handbook. The procedures described in this Handbook are not intended to emulate legal proceeding but to advance the educational mission of the College. Formal rules of evidence and procedure used by the courts do not apply to student discipline proceedings at Edgewood College.

Gathering Information

Cases dealing with non-academic violations of College policies or the Student Code of Conduct are brought to the attention of the Dean of Students Office for thorough investigation. Preliminary information is collected from people who have knowledge of the incident, evidence or other information pertinent to the situation. The Dean of Students, Associate Dean or a designee notifies the student that a conference will be held to discuss the matter and the student's alleged involvement in it.

Student Involvement and Determining Who Hears the Case

Cases involving violations of the Student Code of Conduct and or College Policies are handled by the Dean of Students Office. The Dean of Students or a designee will be named as the hearing officer for the case.

The Hearing Officer for the case will have the discretion to hear the case alone or to refer the case to the Judicial Board.

Cases involving violations of Residence Life policies by resident or commuter students will be handled by the Associate Dean of Students or a professional Residence Life staff member. Please refer to the Residence Life Handbook for further information.

Cases involving violations made by graduate and professional (RAAD) students will be handled by the Dean of the School of Graduate and Professional Studies or a designee. All rights and responsibilities will be ensured for all graduate and professional students; however, the choice of hearing officer or makeup of the judicial board may be adjusted to accommodate the adult learner perspective.

Cases involving plagiarism or other forms of academic dishonesty will be referred to the Academic Dean. Each instructor has the right to determine academic consequences resulting for any occurrence of academic dishonesty in a course. Please refer to the Policy on Academic Honesty for further information.

Judicial Board

The Judicial Board will be composed of members of the Student Affairs Committee or other members of the Edgewood College community as designated by the Dean of Students. The Dean of Students or the Associate Dean or a designee will chair the Judicial Board hearings. To find the student responsible, members of the Judicial Board must determine that the student “more likely than not” violated the Student Code of Conduct and or College Policies.

Judicial Board Hearings

When a case is referred to the Judicial Board, the student is given a statement of charges. After a date is set for a hearing, the student appears before the Judicial Board to discuss the case and answer questions. If several students are involved in a situation, the individuals are heard alone – not in or as a group.

A hearing may be conducted in the absence of a student who fails to appear after campus officials have made a reasonable effort to provide advance notice of the hearing time, date, and location.

All information upon which the decision of responsible or not responsible is to be based must be introduced as evidence at the hearing. The final decision of the Judicial Board shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.

Notes on the hearing or the responsibility for taping the session will be taken by the chair of the Judicial Board or a pre-determined individual for the Judicial Board hearing. Record of the case and the findings will be the property of the College but will not become part of the student’s official academic record unless the outcome is suspension or expulsion.

The Judicial Board may announce a decision at the conclusion of the hearing or retire to consider the evidence and communicate its decision in writing to the parties within five days of the hearing subject to the requirements of the Family Educational Rights and Privacy Act or other applicable laws. Therefore, the student filing the complaint will be notified whether or not the complaint has been denied or sustained but will not be informed of sanctions imposed except in cases involving sexual assault. The accused student will be notified of the Judicial Board’s findings on each of the alleged conduct violations and any related sanctions. The College may also legally notify parents of students who are under the age of 21 of any violation of the College’s alcohol or drug policies and/or laws.

Right to Assistance

The student shall have the right to choose a faculty or staff member of the Edgewood College community to serve as their judicial advisor. The College will maintain a pool of qualified advisors from which a student can select. The role of the judicial advisor during the hearing is limited to consultation with the student involved. The complainant and/or the student accused are responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in the hearing unless requested by the Board to do so.

Students who have concurrent criminal charges pending against them may have legal counsel present, the cost of which is to be borne by the student. The role of legal counsel is limited to consultation with the student involved and therefore counsel is not permitted to speak or participate directly in the hearing.

Student Status Pending Hearing or Appeal

Pending a hearing or appeal, the student involved may continue to have the same rights and privileges accorded other students. However, grades or diplomas shall be withheld pending final determination of charges that could result in suspension or expulsion.

In certain circumstances, the College may temporarily limit or suspend a student's rights and privileges. Examples of limitations could include such actions as temporary removal from the residence halls, removal from co-curricular activities, restriction to a specific area on campus in-between classes and interim suspension of student status. These measures would be taken in light of the severity of the alleged violation, the safety of or impact on the community.

Right of Appeal

Either party may appeal in writing the Judicial Board's finding of a violation. As part of the hearing process the student is informed of the right to appeal and procedures to be followed. The following will be considered grounds for appeal: a procedural error or irregularity which substantively affected the outcome of the judicial process, new evidence that was not available at the time of the hearing and which could have a substantial impact on the outcome of the judicial process, bias on the part of a judicial board member which substantively affected the outcome of the judicial process or the belief that the sanction imposed is not commensurate with the findings of fact established during the hearing process.

Outcomes of hearings conducted by an individual may be appealed once to the next level. A student found in violation of the Student Code of Conduct following a Judicial Board hearing may appeal the findings or sanctions to the College President. Alleged victims may also appeal the findings or sanctions to the College President. The appeal must be made in writing to the President within three business days after the decision has been made.

The President will name a panel of at least 3 members to review the written appeal. The panel will be composed of members of the Student Affairs Committee that were not involved in the original judicial hearing and/or trained designees.

After receiving an appeal and reviewing all available information, the Appeal Board may elect to: affirm the finding and the sanction originally determined, affirm the finding and change the sanction or dismiss the case. The decision of the appeal board is final.

The imposition of sanctions may be deferred pending the appeal proceedings. This decision will rest with the hearing officer of the original case. The responsibility for monitoring the sanction will rest with the Dean of Students, Associate Dean of Students or their designee.

Judicial Sanctions

The following are sanctions which may be imposed for violations of the Student Conduct Code:

- a. **Disciplinary Reprimand:** A warning to the student that the cited behavior is not acceptable by College standards and that future misconduct will necessitate further disciplinary action by the College.
- b. **Disciplinary Warning:** Notice to the student that future misconduct will result in more severe disciplinary action by the College.
- c. **Disciplinary Probation:** A specified period of time during which the student is removed from good disciplinary standing. The student may be restricted from representing the College in any extracurricular activity or running for or holding office in any student group or organization. Probationary status may permit the student to remain in the residence halls and at the College on the condition that he/she complies with the sanctions determined by the hearing officer. Failure to maintain behavioral expectations will result in further disciplinary action.
- d. **Restitution:** Student is held responsible for damages to personal or community property through financial compensation or appropriate service.
- e. **Fine:** Monetary sanction which must be paid within a designated time.
- f. **Suspension from the Residence Halls:** Student is removed from the residence halls, without refund of housing fees, and is not allowed to live in the residence halls or have residence hall visitation privileges for a designated period of time.
- g. **Dismissal from the Residence Halls:** Student is removed from the residence halls, without refund of housing fees, and is no longer allowed to live in the residence halls or have residence hall visitation privileges.
- h. **Deferred Suspension:** a specified period of time in which a student is allowed to continue attending classes, however, the student's continued enrollment at the College is clearly in jeopardy. Should a Judicial Hearing Officer or the College Judicial Board find a student in violation of the Code of Student Conduct during the period of Deferred Suspension, the board will automatically consider imposing a lengthy suspension or an expulsion from the College. The disciplinary action will be recorded as a part of the student's record in the Dean of Student's office.
- i. **Suspension:** Temporary loss of student status for a specified time with resultant loss of all student rights and privileges. A suspended student will be required to leave campus and not be permitted to return until the time of the suspension is elapsed. A suspended student will lose credit for subjects carried that semester and fees and tuition will be forfeited according to the normal withdrawal policy. The disciplinary action will be recorded as a part of the student's record in the Dean of Student's office.
- j. **Expulsion:** Permanent termination of student status. An expelled student shall receive a grade of "F" in all courses carried during the term he/she is expelled and fees and tuition will be forfeited according to the normal withdrawal policy. The action of expulsion will be noted in the student's permanent record.

- k. Immediate Removal from Campus: A student who presents a threat to his or her own well-being or to the rights, safety and/or property of others may be subject to immediate removal from the Edgewood campus. The student may not re-enter any campus building, including the residence halls, or be present on campus without the written permission of the Dean of Students or a designee.
- l. Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified above, including but not limited to the following: community service, educational or research projects, mandated counseling or therapy; relocation to another College living area; restriction from specified College premises; loss of specified privileges.

Temporary or Permanent Dismissal from the College for Administrative Reasons

No student is permitted to engage in conduct which is an undue threat to self, or others, or which interferes with the effective enjoyment of college and academic life by others. Where conduct may have been caused by a mental or physical condition (including but not limited to eating disorders or substance abuse), the Dean of Students may require a medical (including mental health) evaluation of the student at the student's expense. The College may select the medical provider for this purpose. The evaluation will be reviewed by the Dean and a team of administrators reviewing the situation. The committee will be comprised of professional staff members as may be appropriate, such as from Health Services and the Counseling Center. The decision of that administrative committee will be final.

Where reasonably possible in light of the conduct and circumstances, the College will seek mechanisms to enable the student to continue moving toward the achievement of academic goals either immediately or in the future. The College will act with respect for the laws regarding the educational opportunities of persons with disabilities, while recognizing that there may be situations where conduct or threatened conduct by any person, including persons with disabilities, requires their temporary or permanent dismissal from the College.

Edgewood College Conduct Sanction Paradigm

Edgewood College has as its primary objective the academic, social, spiritual, and personal development of each student. The College strives to preserve for all of its students an environment that is conducive to academic pursuit, social growth and individual discipline. Students are expected to behave in a moral and ethical manner, both on and off campus. It is essential that mutual respect for, and sensitivity to, the needs of others be accepted by all members of the college community in accordance with college policy, all civil laws and ordinances and the Catholic Dominican values of Edgewood College.

We strive to take an educational approach to student misconduct that promotes learning and insight while balancing community safety. For this reason, we believe that it is mutually beneficial to inform students of those behaviors that will likely result in temporary or permanent separation from the College. These behaviors are described on the next page.

<i>Policies Related to:</i>	Possible Student Suspension/ Residence Hall Removal	Automatic Student Suspension/Dismissal
Persons		
Alcohol	Repeated or a history of violations; Sale of alcohol to minors, hosting alcohol party for minors	4 alcohol violations; Severe violation; Use of alcohol as a date rape drug
Assault - Physical	Assault (minor, single incident)	Causing serious injury via assault or repeat offenses
Assault - Sexual	Sexual contact (e.g. touching, fondling) without consent; Sexual harassment (low level)	First, second, third degree assault (includes vaginal or anal intercourse; mouth to genital contact)
Drugs	Use of illegal drugs; Inappropriate use of legal drugs	Distribution or sale of illegal or legal drugs; Possession of date rape drugs (beyond alcohol); Use of date rape drugs (includes alcohol); Manufacture of drugs
Gambling	Gambling (at significant expense)	
Harassment	Harassment or stalking (low level)	Harassment with threats and/or violence; Stalking
Harassment of Staff	Harassment of employee-verbal	Harassment of employee-physical
Hate Crime	Hate Crime (low level, verbal)	Hate Crime (verbal, physical)
Hazing	Hazing	Causing serious injury via hazing
Identity	Identity theft (low level)	Identity theft; Making or selling fake ID's
Sexual Misconduct	Consensual public sexual activity; Exposing oneself (single incident); Lewd and lascivious conduct (verbal)	Unknowing recording of sexual acts; Sexual exploitation; Exposing oneself (multiple incidents)
Violence	Threat of violence (single incident)	Serious threats or act of violence

Property		
Explosives	Discharging fireworks (including firecrackers) inside a building	Possession or use of explosives (beyond firecrackers)
Theft/ Burglary	Theft	Breaking and entering; Theft leading to injury; Theft with resale of stolen property
Use of Keys	Misuse or abuse of keys	
Vandalism	Vandalism	Vandalism leading to or causing injury; Vandalism of significant scope

Operation of College		
College Records		Changing restricted/confidential college records
Computer		Intentionally creating and launching a computer virus
Restricted/ Confidential Information	Inappropriate viewing or sharing of restricted information	Theft and sharing of restricted information

Welfare, Health, & Safety		
Fire	Damaging fire equipment; Misusing fire equipment; Initiating false fire alarm	Causing or attempting to cause a fire
Traffic	Repeated violation(s)	Traffic violation causing injury
Weapons	Possession of weapon	Use of weapon against person or property; Possession of firearms or illegal weapons

In addition to the Student Conduct Code, Edgewood College has established policies to set expectations comply with particular laws and address academic and non-academic matters of importance to its students. The following general policies are applicable to all Edgewood students. Please review these policies to ensure a clear understanding of the College's expectations. Edgewood College also reserves the right to make changes to the information and policies contained in this Handbook at any time. Any such changes shall take effect whenever the administration deems it necessary. College policies are listed below.

Please refer to the College's Judicial Affairs website at: www.edgewood.edu for the most recent versions of college policies and for additional information regarding disciplinary procedures.

COLLEGE POLICIES

ACADEMIC

Additional policies may be found in the Edgewood College catalogue. The current catalog may be found at <http://www.edgewood.edu/catalogue>.

ACADEMIC HONESTY POLICY

As members of a scholarly community dedicated to healthy intellectual development, students and faculty at Edgewood College are expected to share the responsibility for maintaining high standards of honesty and integrity in their academic work. Each student should reflect this sense of responsibility toward the community by submitting work that is a product of his or her own effort in a particular course, unless the instructor has directed otherwise. In order to clarify and emphasize its standards for academic honesty, the college has adopted this policy.

The following are examples of violations of standards for academic honesty and are subject to academic sanctions: cheating on exams; submitting collaborative work as one's own; falsifying records, achievements, field or laboratory data, or other course work; stealing examinations or course materials; submitting work previously submitted in another course, unless specifically approved by the present instructor; falsifying documents or signing an instructor's or administrator's name to any document or form; plagiarism; or aiding another student in any of the above actions.

Plagiarism, which is defined as the deliberate use of another's ideas or words as if they were one's own, can take many forms, from the egregious to the mild. Instances most commonly seen in written work by students in order from most to least serious are:

- Borrowing, buying or stealing a paper from elsewhere; lending or selling a paper for another's use as his or her own; using printed material written by someone else as one's own
- Getting so much help on a paper from someone else, including a college tutor, that the student writer can no longer legitimately claim authorship
- Intentionally using source material improperly, e.g., neither citing nor using quotation marks on borrowed material; supplying an in-text citation but failing to enclose quoted material within quotation marks; leaving paraphrased material too close to the original version; failing to append a works-cited page when sources have been used
- Unintentional misuse of borrowed sources through ignorance or carelessness

Sanctions recommended for dishonesty are an “F” on the assignment and/or an “F” in the course. More serious violations may be referred to the Academic Dean’s Office for appropriate action.

ALCOHOL AND DRUG USE POLICY

In compliance with federal law, the Edgewood alcohol policy is included below for student and employee review. Please review the policy below.

Preface

College culture nationwide exaggerates the connection between social fun and excess alcohol use. This misperception is especially strong in Madison even though well over 60%* of Edgewood students either abstain or drink in low risk manner. In other words, most Edgewood students figure out how to enjoy their social time without drinking in a risky way or without drinking at all. Low risk drinking is roughly defined as infrequent (1 time per week or less) alcohol use in a safe environment where a person’s Blood Alcohol Content is below .05 (about 3 drinks for a 140# female, or 4 drinks for a 170# male over 3 hours).

The Wisconsin drinking age is 21 years of age. Edgewood College, its students, faculty, and staff are subject to all laws of the State of Wisconsin regarding possession, consumption, sale, and distribution of alcoholic beverages or drugs. All students are required to show proof of age when purchasing, or accepting alcoholic beverages on campus. Students who fail to provide this information, use false information, violate the law and/or college policy are liable for disciplinary action.

Edgewood College expects students who choose to use alcohol, to drink in a safe manner.

Excess drinking is strongly discouraged for its risk to the drinker and for its negative effects on the campus community. The campus is committed to providing educational programs to promote low-risk use or abstinence, to educate students about the risks of excess drinking, and to promoting alternatives to excess drinking. (**From Edgewood CORE Alcohol and Drug Survey Spring 2010*)

Seeking Assistance

At the discretion of the appropriate College authorities, assistance for problems with drug or alcohol may be offered in lieu of, or concurrently with, disciplinary action. An assessment and/or evidence of satisfactory progress toward elimination of the problem may be required as part of any such agreement.

A conscientious effort to seek help will not, by itself, jeopardize an employee’s job or a student’s enrollment. Employees or students in need of help for an alcohol or drug problem are encouraged to utilize the Personal Counseling Service (John Boyne at 663-2281) or the Employee Assistance Program (Heitzinger and Associates 1-800-362-3902 Ext. 1310).

General Policies

1. Alcoholic beverages may be possessed, purchased and/or consumed only by persons of legal drinking age, and then only in areas designated by the college at college-sanctioned functions.
2. No person may procure, sell, dispense or give alcoholic beverages for or to an underage person.
3. Intoxication and/or alcohol abuse shall not be tolerated and will not be accepted as an excuse for unlawful behavior or misconduct.

4. Alcoholic beverages will be permitted at approved college events in accordance with the guidelines established by the college. (See guidelines below).
5. Alcoholic beverages are never to be used as a reward for achievement or given as a prize or award.
6. Using, possessing, manufacturing, selling, buying, or transferring drugs by students or employees of Edgewood College on any campus property or at any College-sponsored function is expressly forbidden.

Residence Hall Restrictions

1. No alcoholic beverages are allowed in Marshall, Regina, Marie Stephen Reges, and Dominican Halls.
2. When all of the residents of Rosewood, Siena, and Weber Apartments are of legal age, they may have alcohol in their apartment; however, they may not serve it to or consume it in the presence of minors. When transporting, alcohol containers must be sealed and covered. Kegs, defined as any containers requiring a tap to operate, are not permitted at any time.

College Guidelines for Serving Alcohol at College-Sponsored Events

Edgewood Alcohol Policies that apply to on and off campus Edgewood sponsored events. (Policies 1 through 9)

1. Students at events where alcohol might be served are responsible for legal and safe use of alcohol.
2. A faculty or staff member is required to be present at the entire event. The staff or faculty chaperone assumes the responsibility of adhering to the Edgewood College guidelines and state law and insuring that low-risk use of alcohol is maintained by those who choose to drink. Low risk use denotes alcohol free driving, moderate amounts and behavior within the student code of conduct. (Moderate amounts are 2 drinks or less for most women, and 3 drinks or less for most men).
3. Students who choose to drink will demonstrate their legal drinking age.
4. Students who choose to drink will purchase only their own drinks and not purchase drinks for other students even if the other students are of legal age.
5. Only those beverages sold and provided by the sponsoring organization of an event are to be consumed. No one is to bring his/her own beverages to or from an event.
6. Soft drinks and food must be made available for the duration of any activity where alcoholic beverages are served.
7. No alcohol will be given away for free or as a prize or used in any way as a fundraiser.
8. Drinking games will not be allowed at campus events.
9. No person will be served alcohol if they are already visibly intoxicated.

Edgewood Alcohol Policies that apply to on-campus events

(Policies 10 through 15).

10. In order to serve alcoholic beverages at a college sponsored event, approval must be obtained from the Director of Dining Services at least one month in advance. This procedure is governed by the Event and Conference Committee. Please see guidelines below.
11. The staff or faculty chaperone is required to meet with the Director of Dining Services prior to the start of the event to review the regulations and responsibilities of the chaperone. The event may be cancelled if the review session is not scheduled or attended. All events must terminate by 9:00 p.m. Sunday through Thursday and by 10:00 p.m. on Friday and Saturday.
12. Alcohol must be purchased through the Edgewood College Dining Service. It is the responsibility of the sponsoring organization to provide compensation to the bartender(s). Bartenders will be arranged by the Edgewood College Dining Service.
13. Alcoholic beverages are to be consumed only in the designated room(s) approved for the event. The rooms designated include: Washburn Heritage Room in Regina Hall, Lake Room in Regina Hall, President's Dining Room in Regina Hall, Nona McGreal Room in Predolin Humanities Center, Commons in Predolin Humanities Center, Gallery in DeRicci Hall, and the Todd Wehr Edgedome.
14. The Edgewood College alcohol license must be displayed at all times during the event.
15. Performers from entertainment acts will also be subject to the Edgewood College alcohol policy and state regulations on alcohol consumption.

Edgewood Alcohol Policies that apply only to off campus events

(Policies 16 through 19).

16. Edgewood College sponsored off-campus events that include alcohol must have a staff or faculty chaperone and are subject to the laws of Wisconsin or the country in which they occur. If the event will be paid for by the college, only one drink per legal age person can be reimbursed.
17. Edgewood student code of conduct applies to off campus events.
18. Chaperones need to make efforts to ensure that students who choose to drink are 21 or older, for events in the USA, and need to maintain low-risk alcohol use by students during the off campus event. Low risk use denotes alcohol free driving, moderate amounts and behavior within the student code of conduct. (Moderate amounts are 2 drinks or less for most women, and 3 drinks or less for most men).
19. Chaperones need to plan to ensure these conditions and clearly communicate these expectations to their student participants.

Educational and Disciplinary Sanctions

Individuals found in violation of any of these policies will be subject to the appropriate sanctions. Please refer to the section entitled "Sanctions in Disciplinary Cases".

Consequences of Non-Compliance

Employees or students who engage in any of the prohibited conduct above are subject to disciplinary action which, depending on the type and seriousness of the violation, may include: verbal or written warnings, probation, revocation of privileges, community service time, financial restitution, suspension, termination, or referral to legal authorities for prosecution. Edgewood College reserves the right to contact parents or guardians of students who violate the Policy on Alcohol and Other Drug Use, in accordance with the Family Educational Rights and Privacy Act (FERPA).

The full copy of the alcohol policy, including descriptions of hazards of various drugs and legal consequences, can be seen in the 2009/10 Student Handbook available online and in the Dean of Students Office in Predolin 215; 663-2212.

Questions or comments can be directed to John Boyne, Alcohol and Other Drug Abuse Counselor, 663-3383; jboyne@edgewood.edu.

Health Risks

Individuals over 21 years of age have the right to choose to consume alcohol. Edgewood College urges those individuals to exercise sound judgment and responsibility in making that decision. Edgewood College does not condone underage drinking of alcohol.

Alcohol is a central nervous system depressant. Initially it may appear to stimulate a person and reduce inhibitions. Greater amounts of alcohol will depress deeper parts of the brain, leading to loss of judgment and impaired sensory perception and motor skills.

Risks from excessive drinking, even if only occasional, include: physical and sexual assault, fights, injuries, and diminished academic performance. Brain damage from alcohol abuse is permanent and recent studies suggest that the brain development continues into a person's early 20's making that damage more significant.

Abuse of alcohol can pose a number of other health risks, both physical and psychological such as impaired ability to reason; damage to the heart and liver; irritation of the stomach lining, possibly leading to ulcers; and depression of brain centers, causing poor coordination, confusion, disorientation, stupor, anesthesia, coma, and death.

Marijuana produces an intoxicating effect that slows reasoning abilities. Concentration and problem-solving abilities are impaired. Slowed reflexes and reaction time, poor peripheral vision may also result.

Marijuana has multiple adverse effects on the body including increased heart rate, lung damage, increased cancer risk, diminished immune systems and risk of memory impairment. Long term use has also been linked to increases in anxiety, depression and lower academic performance.

Important psychological and emotional developmental tasks (such as career establishment or developing emotional intimacy) can be delayed or stalled with heavy use of marijuana.

Club Drugs refer to a large group of drugs often used at raves or dance parties and other settings that, as a group, have a wide variety of effects and risks. Some of the drugs in this informal grouping include: ecstasy, GHB, Ketamine, LSD, Rohypnol. Ecstasy is the most common of these drugs and it's taken for euphoric effects, heightened energy and emotional

warmth it produces in some users. The risks of this drug are serious for even occasional use. Risks include: increased heart rate, nausea, dizziness, muscle tensions, teeth clenching, dangerously high body temperature, depression, and anxiety. Long term use can lead to memory problems and depression. Pills sold as ecstasy often include other substances that create even more serious health risks.

Stimulants (Amphetamines, Cocaine) Drugs that stimulate the central nervous system have a high potential for abuse because continuous use can result in severe dependence. Low doses of stimulants cause increased heart rate, blood pressure, and breathing rate. Sleeplessness and anxiety may also result. Higher doses cause irritability and excitability. Users may also experience feelings of paranoia and illusions or hallucinations. Abuse of these substances causes increased risk of heart failure, malnutrition, and a weakening of the body's immune system.

Most prescription drugs used to treat Attention Deficit Disorder are amphetamines and produce the same risks from misuse as other forms of amphetamines noted above. Illegal use of ADD prescription drugs carries very serious criminal penalties.

Depressants (Barbiturates, Narcotics, Hypnotics, and Tranquilizers) Use of substances which depress the central nervous system can produce habituation and physical dependence. Depressants slow the bodily functions, causing sleepiness or grogginess, impaired motor skills, poor memory, and faulty judgment. Larger doses may cause unconsciousness or death. Taken over a period of time, these substances result in a physical dependency. Withdrawal from physical dependency must be medically supervised. Abruptly stopping the drug can cause delirium and convulsions.

The use of central nervous system depressants in combination with alcohol significantly increases the risk of death. The most common form of unintentional overdose results from the combination of barbiturates and alcohol.

Misuse of prescription opiates such as OxyContin or Vicodin is very dangerous because of the risk of addictions and overdose. Overdose risk is especially high when combined with alcohol. Legal penalties for such misuse are also very serious.

Hallucinogens (PCP, LSD, and Mescaline) Hallucinogens can cause habituation or psychological dependence. There are minimal withdrawal symptoms when regular use of the drug is stopped. Unpleasant psychological reactions are common, however. Risks include breaks from reality, flashbacks, emotional breakdown, and memory lapse. More severe reactions can include convulsions, partial paralysis, delusion, hysteria, and outbreaks of violence.

Legal Sanctions: Alcohol and Other Drug Regulations

The following is a summary of the laws of the state of Wisconsin and of Madison ordinances pertaining to alcohol and other drugs.

Madison Ordinances

In addition to the state laws around alcohol, Madison enforces several local ordinances around alcohol as follows:

It is prohibited in Madison to have an open container of alcohol on public property or public streets (except for events with permits). Violations are subject to a \$200 fine.

Madison also prohibits the dispensing of alcohol for sale without a permit (such as at house parties). Fines for this violation start at \$660.

The fine for underage consumption is \$172, 2nd is \$298, 3rd is \$424, and 4th is \$676. The fine for underage consumption on licensed premise is \$361, 2nd is \$424, and 3rd is \$676.

The fine for procuring to an underage person is \$361, the 2nd is a criminal offense.

The fine for Fake ID is \$424.

The fine for an underage person being in a licensed tavern is \$361.

Age Requirements

The legal drinking age in Wisconsin is 21. Procuring or attempting to procure alcohol before age 21, or attempting to enter premises where alcohol is served and admission is limited to those over 21 years of age, is unlawful and may be punished by a fine, suspension, or revocation of motor vehicle operating privileges, or compelled participation in a supervised work program, or any combination of these penalties.

Selling alcohol to an underage person, or procuring alcohol for an underage person, is illegal and punishable by a fine of up to \$500 Wis. 125.07. If death or serious injury results from the sale or procurement of alcohol for an underage person, the person responsible for that sale or procurement could be guilty of a Class G or H felony. Wis. Stat. 125.075.

An underage person, who uses a false identification card to obtain or to try to obtain alcohol, or to be in a tavern illegally, may be subject to fines up to \$500, suspension or revocation of his or her driver's license, and compelled participation in a supervised work program, or a combination of the above penalties. Wis. Stat. sec. 48.344, 125.07(4) (a) and (b), 125.08(3) (b), 125.09(2). A person who makes or falsifies ID cards could be subject to fines up to \$1250 and/or 30 days in jail. Wis. Stat. 125.075

Operation of a Motor Vehicle Under Wisconsin law, no person may legally operate a motor vehicle when that person's blood alcohol concentration is greater than 0.08%. A person whose blood alcohol concentration exceeds this level may be convicted of driving while intoxicated. A person under the age of 21 who operates a motor vehicle while that person's blood alcohol level is more than 0.0% but not more than 0.08% may be punished by suspension of motor vehicle operating privileges. If the person refuses to take a test for intoxication, his or her driver's license may be revoked for up to six months. Wis. Stat. sec. 346.63(2m) and 346.65 (2q).

A first offense for driving while intoxicated is punishable by a fine of up to \$300 and suspension of operating privileges for not less than six months nor more than nine months.

Two convictions in a five-year period will result in a fine of between \$300 and \$1,000 and imprisonment from five days to six months and revocation of operating privileges for not less than one year nor more than 18 months. Three convictions in a five-year period will result in a fine of from \$600 to \$2,000 and imprisonment from 30 days to one year in the county jail and revocation of driving privileges for not less than two years nor more than three years. Wis. Stat. sec. 346.65(3).

In addition, the court may order a person convicted of driving while intoxicated to perform

community service work in lieu of part of the fine imposed. The offender may also be ordered to pay restitution, and a driver improvement surcharge in the amount of \$250 will be assessed. Wis. Stat. secs. 346.65(3) and 346.655(1).

A person who causes injury to another person by the operation of a motor vehicle while intoxicated will be subject to a fine of from \$300 to \$2,000 and may be imprisoned for 30 days to one year in the county jail. Wis. Stat. secs. 346.63 (2) and 346.65 (3).

A person who causes the death of another person by the operation of a motor vehicle while intoxicated is guilty of a Class D felony, punishable by a fine of up to \$10,000, or imprisonment up to five years, or both. Wis. Stat. secs. 940.09(1) and 939.50(3).

Drinking or Possession of Alcohol in a Motor Vehicle

An underage person who knowingly possesses, transports, or has under his or her control any alcoholic beverages in a motor vehicle may be subject to fines from \$20 to \$400. Wis. Stat. sec. 346.95(2).

No person may drink alcohol in a motor vehicle when the vehicle is on a highway. No person in a motor vehicle on a highway may have on his or her person an opened bottle or container of alcohol. No owner or driver of a motor vehicle may keep an open container of alcohol in the passenger compartment of the vehicle, while the vehicle is on a highway. A violation of this section is punishable by a fine of up to \$100. Wis. Stat. sec. 346.935.

Controlled Substances

Federal and state law prohibits the sale, manufacture, distribution, possession, or use of controlled substances. Controlled substances include, but are not limited to, narcotics, depressants, stimulants, hallucinogens, and cannabis or marijuana.

Activities in violation of state and federal law are classified and punishable as follows:

Administering Dangerous Drugs

A person who administers to, or causes another person to take, a poisonous, stupefying, narcotic, or anesthetic substance with the intent to facilitate the commission of a crime, is guilty of a Class F felony. Such behavior is punishable by a fine of up to \$10,000, imprisonment up to 10 years, or both. Wis. Stat. secs. 941.32, 939.50(3).

Manufacture Delivery and Possession of Controlled Substances, Wis. Stat. sec. 961.41.

Schedule I or II Drugs Substances with no or severely restricted acceptable medical uses, which have a high potential for abuse, and which may lead to severe psychological or physical dependence. Examples: Cocaine, Opium, Heroin, LSD, Morphine, Methadone, Mescaline, Psilocybin. See <http://www.usdoj.gov/dea/pubs/scheduling.html> for complete listing of scheduled drugs.

Manufacture or delivery of narcotics is punishable by a fine of up to \$50,000 and up to 30 years imprisonment. Manufacture or delivery of Heroin, PCP, or Cocaine is punishable by a fine of from \$1,000 to \$1 million and/or imprisonment up to 30 years. Manufacture or delivery of non-narcotics is punishable by a fine of up to \$30,000 and up to 10 years imprisonment.

Possession of these substances is punishable by a fine of up to \$10,000, or imprisonment of up to two years, or both.

Schedule III Drugs Substances having an accepted medical use, but which have a potential for abuse, and which may lead to moderate or low physical dependence or high psychological dependence. Examples: Codeine, Hydrocodone, Ketamine.

Manufacture or delivery of Schedule III substances is punishable by a fine of up to \$30,000 or imprisonment up to 10 years, or both.

Possession of these substances is punishable by a fine of \$250 to \$10,000 and imprisonment for up to two years in the county jail.

Schedule IV Drugs Substances which may cause limited physical or psychological dependence in relation to Schedule III drugs. Examples: Chloral Hydrate, Tranquilizers, some Barbiturates, and some Amphetamines.

Manufacture or delivery of Schedule IV substances is punishable by a fine of up to \$20,000 and imprisonment up to 6 years. Possession of these substances is a misdemeanor, punishable by a fine of \$500, or up to two years imprisonment, or both.

Schedule V Drugs Substances which have limited physical or psychological dependence in relation to Schedule IV drugs. Examples: Some codeine preparations.

Illicit manufacture or delivery of Schedule V substances is punishable by a fine of up to \$10,000, or imprisonment up to two years, or both.

Illicit possession of these substances is a misdemeanor punishable by a \$500 fine and up to a year imprisonment.

Marijuana Possession of marijuana in a public place is a misdemeanor punishable by a fine of \$100.

Possession of marijuana with intent to manufacture or sell is punishable under Wisconsin law by a fine of from \$500 to \$25,000 and imprisonment up to 3 years.

Distribution to Minors

Any person 18 years of age or over who is convicted of distributing a controlled substance, including marijuana, to a person under 18 years of age may be subject to a doubling of applicable fines and periods of imprisonment. Wis. Stat. sec. 961.46.

Compliance with Applicable Federal, State and Local Laws

This policy is subject to amendment. Edgewood College reserves the right to amend, add, delete, or modify this policy, and any others, for any purpose including compliance with local, state, or federal law.

ALCOHOL AND DRUG EMERGENCY AND CRIME VICTIM AMNESTY POLICY

Purpose

The Alcohol and Drug Emergency and Crime Victim Amnesty policy is designed to encourage students to seek help in an alcohol or drug emergency or without hesitating because of worry about getting themselves or their friends in trouble with 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 Edgewood Security at 663-4321 or the Professional Residence Life Staff at 225-1643.

Policy Statement

Judicial amnesty protects a student from getting into trouble with the college 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.

This means that all students involved in reporting an alcohol or drug emergency will not face college judicial sanctions for violating school alcohol or drug policy. The incident will not be added to their official disciplinary records. 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.

Because of the serious nature of such emergencies, the student in need of assistance will be asked to visit with the alcohol and drug counselor for an alcohol and drug abuse assessment. This is not a judicial sanction. The purpose of the alcohol assessment is to minimize the chances of future serious alcohol or drug incidents through education.

Alcohol and Drug Emergency amnesty can be sought as many times as needed. Amnesty incidents will be carefully reviewed by the college to ensure safety and good faith use of the policy. Good faith will be defined as using this policy to seek assistance for oneself or others and not primarily to avoid consequences of disciplinary action.

This Alcohol and Drug Emergency policy does not preclude disciplinary action regarding other violations of College standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing, etc. Students should also be aware that this College policy does not prevent action by local and state authorities.

COMMUNICABLE DISEASE POLICY

The College's commitment to integrity, human dignity, and concern for others with regard to communicable diseases is stated in the following goals:

1. To educate all members of the College community about communicable diseases. The Office of the Dean of Students will coordinate the programs of all departments and student organizations.
2. To comply with Federal, State and local health laws.
3. To comply with Federal, State and local laws protecting persons who have a communicable disease.
4. Students who have a communicable disease may attend classes and will not be denied any rights, privileges or services offered by the College including access to housing, cafeteria, and athletic facilities. Exceptions based upon an actual health risk will be decided on a case-by-case basis.
 - a. The College will consider the special needs of students with a communicable disease through services offered by the Director of Health Services, and the Dean of Students. These services include support, education and referrals.

- b. In the course of College activities, students should treat students and staff who have a communicable disease as they would treat any student or staff.
5. Statements on Faculty and Staff.
 - a. Faculty and staff who have a communicable disease have the right to work. Exceptions based upon an actual health risk will be decided on a case-by-case basis.
 - b. In the course of college activities, faculty and staff should treat employees and students who have a communicable disease as they would treat any employee or student.
 - c. Faculty or staff who have a communicable disease are encouraged to notify their immediate supervisor who will deal with concerns on a case-by-case basis, in consultation with the appropriate administrator.
 6. The College supports and will comply with laws respecting confidentiality of individuals having a communicable disease.

COMMUTER STUDENT LOCKER POLICY

- Free lockers are available for storage of personal belongings and are located in the Predolin Humanities lower level stairwell near Weber Hall. The lockers are reserved for Edgewood College commuter student use only from 7:00 a.m. – 10:00 p.m., when the Predolin Humanities Building is open for business.
- Check out lockers at the Campus Assistance Center in the Predolin Lobby. You may check out the lockers on a daily basis only. You must provide your name and Edgewood College ID number for the use of the locker. All property must be removed by 10:00 pm.
- Lockers are monitored nightly and unclaimed property will be removed at 10 p.m. and stored for no more than 1 week.
 - If your property is removed for not complying with the policy, contact Campus Security at x4321. Property may be claimed by providing proof of ownership and your student ID. A \$15.00 service fee will be billed to your student account.
 - If you lose your locker key, contact Campus Security at x4321. Proof of ownership and your student ID must be provided before Security will open your locker. Loss of key will result in a \$15.00 key replacement fee and will be billed to your student account.
- The lockers are the property of Edgewood College. Users must agree to abide by all city, state, and federal laws. The Campus Security staff reserves the right to open lockers in instances where locker procedures are being abused or in the case of an emergency.
- Edgewood College is not responsible for any lost, stolen, or damaged items.
- Concerns and questions regarding this program are to be reported to the Campus Security Office at ext. 4321.

DRESS POLICY

Students are expected to dress appropriately while on campus. Shoes or hard-soled sandals must be worn in campus buildings, in accordance with health and safety regulations.

FACILITIES CLOSING TIMES

(hours vary during summer months)

Predolin and DeRicci: Exterior doors will be locked at 10 p.m., except for the main Predolin door. Both buildings can still be accessed through the main Predolin entrance until 2:00 a.m. At 2:00 a.m., Security will clear the buildings and students/visitors will need to leave at that time. During Final Exams, the buildings will remain open 24 hours a day.

Both buildings along with main entrance door will be locked during closed periods of the College (holidays, weather closings). Summer hours vary and will be posted at the main Predolin entrance, the Campus Assistance Center, and at <http://my.edgewood.edu/sites/services/cac>

Regina Hall: 10:00 p.m. (except for the main door leading to Phil's – which will be locked at midnight)

Library: Hours vary; check the Library home page, the outer door of the Library, or call ext. 3278.

Edgedome: 10:00 p.m., unless there are scheduled events

Sonderegger: All doors locked at 10 p.m.

Dominican Hall: Classroom portion of Dominican Hall will be locked at 10 p.m.

Mazzuchelli: All doors locked at 10 p.m., open only for scheduled classes on weekends

Residence Halls: All exterior doors are locked 24 hours a day

Swipes are installed on all buildings—buildings can be accessed with ID/swipe cards during closed periods with prior authorized approval.

For any event scheduled after closing hours by faculty/staff or students, the person in charge of the event is responsible for closing and locking all doors or contacting security. Permission should not be given to students to use campus facilities for study or recreation after they are locked. Buildings are opened at 7:00 a.m.

Please also refer to the Visitor policy page 46 for more information on facility access.

GLOBAL EMAIL POLICIES

Edgewood College Email is the official email of the college.

Edgewood email is the medium by which official information will be shared with students. Therefore, all students are expected to check their edgewood.edu email account regularly and to respond appropriately. Edgewood email is intended as an educational service tool. Use of computing facilities and resources to send obscene or abusive messages is a violation of the student conduct code. Students are not allowed to send global emails. Global e-mail is defined as a message to the entire student, faculty, and/or staff Edgewood campus population.

NON-DISCRIMINATION POLICY

Overview

Edgewood College will not tolerate discriminatory or harassing behaviors. The College's

Dominican Catholic heritage and its mission call all members of the community to foster a learning environment that is free from any form of discrimination or harassment. Edgewood College is committed to maintaining an environment free from discrimination, including discriminatory harassment. To fulfill this commitment, the College will work to prevent discrimination from occurring and will ensure that federal laws, state laws, and campus policies prohibiting discrimination are fully enforced.

Edgewood's mission and values call us to utilize a social justice framework to guide both preventative and reactive efforts. Several basic principles of Catholic Social teaching* provide such a framework:

Principle of HUMAN DIGNITY

Every person is created in the image of God

Principle of RESPECT FOR HUMAN LIFE

Every person has a right to life consistent with that dignity

Principle of HUMAN EQUALITY

Every person is sacred and social-with the right to grow in community.

Principle of SOLIDARITY

Loving our neighbor has global dimensions in an interdependent world; no one is excluded from our circle of concern. There is an interconnection among all peoples demanding that we value and respect the person and experience of each and every human being.

Principle of the COMMON GOOD

Creating social conditions, which provide for people to reach their full human potential while also realizing their human dignity.

*Byron, W.J., S.J. "Ten Building Blocks of Catholic Social Teaching," America (October 31, 1998): 9-11

Laws and this non discrimination and harassment policy affect all relationships within the College community, including:

- Student conduct toward other students.
- Faculty and staff conduct toward students.
- Student conduct toward faculty and staff.
- Supervisory conduct toward faculty or staff employees.
- Faculty & staff employee relationships with other faculty & staff employees.
- Conduct between members of different protected classes.
- Conduct between members of the same protected class.
- Conduct by members of the College community toward persons outside the College community, if the College concludes there is a sufficient connection between the conduct and the College to warrant the College taking action.

Definitions

Discrimination occurs when a member of the College community is subjected to disparate treatment in employment or in the provision of educational benefits and services, based on gender, sexual orientation, race, religion, color, creed, national origin or ancestry, age, disability, or any other characteristic protected under applicable law. Although gender identity is not considered a protected class under Wisconsin law, it is covered in this policy.

Harassment includes unwanted, unsolicited, and offensive conduct that tends to injure, degrade, disgrace, or show hostility toward a person because of one's gender, sexual orientation, race, religion, color, creed, national origin or ancestry, age, disability, or any other characteristic protected under applicable law. Although gender identity is not considered a protected class under Wisconsin law, it is covered in this policy.

Examples include:

- Abusive, degrading, intimidating, or offensive remarks, jokes, or gestures.
- Slurs, negative stereotyping, or threatening, intimidating, or hostile acts.
- Posting of graphic material on walls, bulletin boards, in electronic communication or elsewhere on the College's premises that shows hostility, aversion, or is derogatory to an individual group.
- Differential treatment of an individual with regard to terms and conditions of employment because of that individual's gender, sexual orientation, race, religion, color, creed, national origin or ancestry, age, disability, or any other characteristic protected under applicable law.

Note that the examples listed above are not meant to be a complete list, but rather provided so that individuals have a more concrete understanding of the range of behaviors that might constitute discrimination or harassment.

Policy Statement

Edgewood College will not tolerate discriminatory or harassing behaviors. The College affirms and protects the rights and opportunities of all persons to a working and learning environment for students, faculty, staff members and the public which enables all persons to seek and obtain the services of the College without discrimination. No person shall, on the basis of gender, sexual orientation, race, religion, color, creed, national origin or ancestry, age, disability, or any other characteristic protected under applicable law, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, including discriminatory harassment, under any program of the College. Although gender identity is not considered a protected class under Wisconsin law, it is covered in this policy. Faculty, staff and students who cause these rights to be violated may be subject to discipline up to and including dismissal.

As a Dominican Catholic institution of higher education, Edgewood College is committed to the search for truth, the advancement of knowledge and the principles of academic freedom. This policy is not intended to limit or restrict faculty or students in the legitimate exercise of their academic freedom, as the conduct defined under this policy is not within the scope of protected academic freedom.

This policy also prohibits behavior that could be considered to be retaliation in reaction to a report of discrimination or harassment incidents.

PLEASE NOTE: Additionally, for situations that may involve sexual harassment, please refer to the College's Sexual Misconduct Policy.

Discrimination and/or harassment take many forms. While some actions are blatant, others are more subtle and, although equally hurtful, the intent to do a discriminatory or harassing act is less clear. Edgewood College strives to provide learning opportunities that educate all members of the community on the impact that discrimination and/or harassment has on individuals and the community as a whole.

AVAILABLE OPTIONS

Step 1. Seek Support

- If you'd like to start by talking about the situation and your options, contact one of the following support people:
 - Coordinator of Programs for Diversity and Inclusion
 - Center for Multicultural Education/Ethnic Studies Program Director
 - Disabilities Services Coordinator
 - Director of College Ministries
- If you are ready to act but you would like a support person to assist you, contact a support person listed below.
- If you are ready to take action on your own, you may talk with the person directly or skip to step 2.

Step 2. Inform the college

With or without a support person, please contact one of the following offices:

- If you're a student: Dean of Students Office, 215 Predolin, 663-2212
- If you're a staff member: Human Resources or your supervisor, 215 DeRicci, 663-2387
- If you're a faculty member: your Academic Dean or the Academic Vice President, 220 DeRicci, 663-2200
- If the complaint is against someone from one of these offices, go to either of the other two areas

Further Reporting Options: Ethics Point

- On-line hotline report to an off-campus reporting site

For details regarding this option go to www.edgewood.edu or my.edgewood.edu Campus Resources, Human Resources.

Step 3. Gathering Information

Information will be gathered by the Dean of Students' Office, by the Director of Human Resources, or by one of the Academic Deans. Depending on the nature and severity of the complaint, reports of discrimination may be resolved through either informal or formal processes. (Please see the sexual misconduct policy for information regarding complaints of sexual misconduct.)

Step 4. College Response

Informal Resolution

Informal resolution of the concern may be appropriate prior to or in lieu of formal action.

Formal complaint

If one chooses to proceed with a formal complaint, the process begins with the filing of a complaint with the Dean of Students office (for students), an Academic Deans' office (for faculty) or Human Resources office (for staff). The complaint may initially be communicated either orally or in writing. In either case, to be considered a formal complaint, the filing of the complaint must be documented in writing and signed by the complainant.

Response Options

The College's response will depend on the nature and severity of the incident and whether or not it can be determined that a policy violation has occurred. The range of responses includes, but is not limited to:

- Intervention by supervisor or appropriate authority
- One-on-one meeting
- Facilitated conversation or mediation
- Educational activity
- No action at this time
- Disciplinary action, if appropriate

Persons who believe that they are being or have been subjected to discrimination are encouraged to seek resolution as soon as possible after an incident. Due to the private nature of educational and personnel records, the college may not be able to fully disclose the actions taken in response to a report of discrimination. The college recognizes the right of all individuals involved in claims of discrimination to a fair framework for encouraging resolution of complaints. Falsification, distortion or misrepresentation of information during the course of a complaint resolution process may be grounds for disciplinary action.

If there is an immediate threat to safety:

- Call Security: 663-4321
- Call Madison Police as needed: 911

Policy on Non-Discrimination on the Basis of Disability

It is the policy of Edgewood College to ensure that no qualified person shall, solely by reason of disability, be excluded from participation in, or be denied the benefits of, any program or activity operated by Edgewood College. It is the responsibility of the student seeking services to provide all necessary information and documentation of special requirements for assistance well in advance of actual need for those services. It is recommended that all information be submitted 30 days prior to the beginning of a semester. Request for some services may require more notice. Services for students with disabilities are coordinated through Learning Support Services, DeRicci 206. Telephone: 608-663-2281. For further information regarding services for students with disabilities, see our webpage at: <http://edgenet.edgewood.edu/lss/DisabilityServices/default.htm>

Disability Disclosure

Students may disclose the presence of a disabling condition and request the accommodations they believe are requisite for obtaining equal access to participation in, or benefits of, Edgewood College programs and activities by completing an Edgewood College Application for Accommodations available from the Director of Student Accessibility and Disabilities Services in Learning Support Services. It is the responsibility of the student to provide medical or other diagnostic documentation of his or her disability as requested by the Director. Students may be required to participate in additional evaluations to document their need for accommodations. Each student shall be expected to make timely and appropriate disclosure and requests and to engage in appropriate levels of self-help in obtaining and arranging for accommodations or auxiliary aids.

Appeal of Denied Accommodations

If a student who is denied requested accommodations wishes to appeal the decision, he or she may do so in accordance with the procedures set forth in the Edgewood College Guidelines Applying to Nondiscrimination on the Basis of Disability. A copy of the Guidelines is available from the Director of Student Accessibility and Disabilities Services in Learning Support Services.

Grievance Procedure

Students who believe they have been discriminated against on the basis of disability may bring a complaint to the Director of Student Accessibility and Disabilities Services. If the complaint is against the Director of Student Accessibility and Disabilities Services, it should then be filed with the ADA Appeals Committee. Copies of the grievance procedure are available from the Director of Student Accessibility and Disabilities Services in Learning Support Services.

MILITARY RECRUITING AND ROTC POLICY & PROTOCOL FOR EDGEWOOD COLLEGE

Under the current Solomon Amendment (2005), colleges that receive federal funding for “student financial assistance” are obligated:

1. to permit its students to enroll in a Reserve Officers Training Corps (ROTC) program at another institution. In this case, Edgewood students may enroll through the college’s Collaborative Program in the University of Wisconsin’s ROTC program;
2. to permit the military to have “access to campuses or access to students (who are 17 years of age or older) on campuses for the purposes of military recruiting in a manner that is at least equal in quality and scope to the access to campuses and to students that is provided to any other employer;
3. to permit access by military recruiters “for the purposes of military recruiting to the following information pertaining to students (who are 17 years of age or older) enrolled at an institution (or any sub element of that institution): a) names, addresses and telephone listings; b) date and place of birth, levels of education, academic majors, degrees received, and the most recent educational institution enrolled in by the student.”

For Edgewood, this means that the college must allow access to the campus and students recruiters from ROTC and military recruiters from the 5 branches.

Additionally, some ROTC programs offer scholarships to students who join the training program. The college will include among the financial aid information it distributes mention of the scholarship opportunities through ROTC.

The college will follow the following policy for military recruiting and employment visits to the campus.

1. The Career Services Office will be the sole coordinator of military visits to campus for the purpose of recruiting current students. Recruiters will be asked to call only Career Services to determine which campus events are appropriate for them to attend.
2. The Admissions Office will be the sole coordinator for the military visits for the purpose of recruiting prospective Edgewood students (or those admitted but not yet matriculated). Recruiters will be asked to call only the Admissions Office to determine which campus events are appropriate for them to attend.
3. The Academic Dean's Office coordinates the college's Collaborative Program with the University of Wisconsin and will follow the written agreement between the two schools that allows Edgewood students to enroll in UW ROTC courses.
4. It is the right of the college to determine what events are "appropriate" for military recruiters to attend within the prescription of the Solomon Amendment.

As a Dominican liberal arts college, Edgewood College fosters civil discourse about difficult issues and engages students in learning from multiple perspectives. Therefore, the college will make on-going efforts to offer information about non-military vocational and volunteer opportunities, and opportunities to discuss differing viewpoints on controversial issues.

MISSING RESIDENT POLICY

In compliance with the "Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat. 3301 (2008)" Missing Student Notification Policy and Procedures, it is the policy of the Office of Residence Life to actively investigate any report of a missing resident who is enrolled at the College and residing in on-campus housing. Each resident will be notified of the Missing Student Notification Policy and Procedures via the Residence Life Handbook.

For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Each resident, upon checking into his/her assigned room, is required via the Personal Data Card to identify the name and contact number of the individual(s), a primary contact and secondary contact, to be notified in case of an emergency or in the event that the resident is reported missing. In the event the resident is under the age of 18 or is not emancipated, the College is required to have the primary emergency contact be a custodial parent or guardian.

If a member of the College community has reason to believe that a student is missing, Security should be notified. Upon receiving notification, Security, Residence Life and other applicable college personnel will make reasonable efforts to locate the student to determine his or her

state of health and well-being. These efforts may include, but are not limited to, checking the resident's room, class schedule, friends, ID card access, locating the resident's vehicle, and calling his/her reported cell phone number. As part of the investigation, the College reserves the right to make contact with emergency contacts to help determine the whereabouts of the resident.

If upon investigation by Security and Residence Life Staff, the resident has been determined by Security to be missing for at least 24 hours, the following will occur. Security will contact the resident's designated emergency contact and will inform the appropriate law enforcement agency within the next 24 hours. Investigation will continue in collaboration with law enforcement officers as appropriate.

PARKING POLICIES

General Information

Edgewood College provides parking for students, faculty, staff and visitors of the college. Parking facilities are limited and members of the college are encouraged to participate in the alternative transportation program by riding the shuttle or Madison Metro, carpooling or joining the Registered Walker/Biker Program. Permits are required to park on campus (including handicap parking). Please be aware that purchasing a permit does not guarantee an immediate parking space will be available. Please take this in consideration when planning to park on campus.

General Parking is available in the Parking Ramp, DeRicci Lot, and Regina Lot.

Application for an Edgewood College parking permit constitutes the applicant's agreement to comply with all College parking regulations. The permit remains the property of Edgewood College, and may not be copied, re-sold, or transferred to an unregistered vehicle by the registered holder.

Edgewood College accepts no responsibility for loss or damage to any vehicle or its contents, however caused, while parked in any College parking lot.

Please note: Freshmen students who live on campus are not eligible for an on-campus parking permit during their first year at Edgewood College. Included in the policy are students who have earned retro-active or transfer credits or who are older than traditional age.

All new full time hires, faculty and staff, must participate in the alternative transportation program until a space is available on campus.

Obtaining a Permit

To obtain a permit please visit Edgewood Express at, <https://express.edgewood.edu/ics/Students/> and login with your username and password. Under Parking, you should register your vehicle and request a permit. After completing the online application you must pick up your permit in person at the Security Office located in the lobby of Weber Hall (Monroe Street Campus) or the Front Reception Desk at Deming Way. Permits will not be mailed.

Please bring your Edgewood College ID with you when picking up your permit. Student parking fees will be billed to student accounts each semester. The total price of faculty/staff permits will be evenly divided and deducted from each paycheck.

PARKING REGULATIONS

Parking at Edgewood College is by permit only. All Edgewood College students, faculty and staff parked on campus must display a valid parking permit. Permits are required in all college lots.

Permits must be fully affixed to the lower left hand corner of the front windshield. The permit must be fully visible. Failure to display a permit properly will result in a citation.

A temporary permit must be obtained on days users are driving a different vehicle to campus.

The parking staff is available to assist motorists & ensure their safety. Persons who abuse the staff in any way may have their parking privileges suspended.

Students, faculty and staff may not park in visitor parking for any reason. Violators will be cited.

Motorists parking in a handicap space, no parking area, fire lane or expired parking meter will be ticketed and may be towed at the motorist's expense.

Vehicles parked in a restricted lot without a proper permit will be ticketed and towed at the owner's/motorist's expense. (See restricted lot information below)

Failure to follow parking rules will result in parking citations. Vehicles that receive 3 or more parking tickets (paid or unpaid), will lose parking privileges and be towed at the motorist's expense. Vehicles parking on campus after being towed will be towed immediately. Students who are towed two or more times in a year are subject to a judicial hearing.

Resident Students must park in the ramp. Violators will be ticketed and towed.

Restricted Lots

There are several restricted lots on campus. Restricted lots include the Campus School Lot, Siena Lot, and on the Edgewood High School Lot. Special permits are required for all of these lots. Please familiarize yourself with our restricted lot information. Please note: the Campus School and High School lots require special permits and are enforced by the city of Madison.

Marshall Lot

A designated permit is required for the Marshall Lot. Violators will be ticketed and towed. The lot is monitored by camera. Marshall Lot users are not allowed to park in any lot other than the Marshall Lot.

Visual Theatre Arts Lot

The Visual Theatre lot is designated for assigned/carpool groups only. A special permit is required. Violators will be ticketed and towed. This lot is monitored by camera.

Siena Lot

The Siena parking lot is for Siena permit holders only. All others will be towed. Visitors may not park at these locations. Visitors will be towed. Siena residents may not park in other lots.

Edgewood High School and Campus School Lots

Members or Visitors of Edgewood College are not permitted to park in the Edgewood High School or Edgewood Campus School Lots.

Resident Parking

Resident Students must park in the ramp. Violators will be ticketed and towed.

PARKING TICKETS AND APPEALS

Parking Tickets

Failure to comply with Edgewood College parking rules and regulation will result in parking tickets.

Fine Structure

Failure to display permit properly.....	\$25.00
Parked in Visitor Parking.....	\$50.00
Parked in a no parking area.....	\$25.00
Overnight Parking (may be towed on 1st offense).....	\$50.00
Transferring a permit.....	\$50.00
Speeding.....	\$25.00
Parked in a Firelane.....	\$75.00
Parked in a Handicap Space.....	\$75.00
Traffic Violation.....	\$25.00
High School/Campus School.....	\$50.00
High School/Campus School.....	\$50.00 City of Madison Violation

Parking fines must be paid within 10 days at the Business Office, 217 DeRicci Hall. Fines not paid within 10 days will be doubled and added to the student's account. Outstanding fines result in a hold on grades and registration and a possible revocation of parking privileges.

Appeals Process

Citation appeal forms are available in the Security Office or Campus Assistance Center. Appeals must be made within 10 days of the ticket date. Appeals will be reviewed by the Parking Appeals Review Committee. Students, faculty, and staff will be notified of the status of their appeal through the mail or email. Denied appeals must be paid within 10 days of notification. Please note: Ignorance of regulations, late arrivals for appointments or inability to find a convenient parking space will not be accepted as grounds for an appeal.

Visitor Parking

All visitors must register their cars at the Campus Assistance Center located in the Predolin Lobby.

Visitors may park in the designated visitor spaces located in the front row of the Regina Parking Lot. If there are no visitor spaces available, visitors may park in any available space (except handicap, unless you have a valid handicap permit), including the College's parking ramp. Please do not park in the High School, Campus Grade School, Siena, Rosewood, Library

or Marshall Lots. Parking in these lots will result in the motorist's vehicle being ticketed or towed at the their expense.

The overnight visitor and host will need to produce identification to Security before receiving permission for the visitor to stay on campus overnight. The overnight visitor will also need to place a Registered Guest Parking Permit in their car. Failure to do so may result in the vehicle being ticketed and possibly towed. Overnight guests must park in the ramp.

Non-resident students, faculty and staff may not park overnight on the Edgewood College campus without prior approval from the Security Office.

Handicap Parking

Students, faculty or staff parking in a handicap stall need to display both their Edgewood College parking permit and their state issued handicap permit. The handicap permit needs to be visible to Security Staff. The handicap permit must be issued to the permit holder. The use of someone else's handicap permit will result in a citation and loss of parking privileges. The vehicle will be towed at the motorist's expense and the State Department of Transportation will be notified.

Temporary Permits

If a student, faculty, or staff member (with a permit) is driving a different vehicle for the day, they must obtain a one-day temporary parking permit from the Security Office.

Students, faculty, and staff who have not purchased a yearly permit can purchase temporary day passes for \$5 each and temporary week passes for \$25 each. Freshmen are limited to 5 weekdays per semester.

Temporary permits must be displayed facing outward on the rearview mirror.

Temporary permit holders must follow all College parking rules, including not parking in visitor stalls.

Parking Fees

Based on one academic year

Resident Student (limit of 100 permits).....	\$450
Commuter Student (12+ credits).....	\$224
Commuter Student (7-11 credits).....	\$90
Commuter Student (1-6 credits).....	\$58
Deming Way Student, part time.....	\$48
Faculty & Staff (full time) Reserved Marshall Lot.....	\$282
Faculty & Staff (full time) all other lots.....	\$282
Faculty & Staff (part time) all other lots.....	\$58
Riding the shuttle to Monroe Street Campus.....	FREE

Replacement Permits

Replacements for permanent parking permits can be obtained through the Security Office. You must bring in your old permit to obtain a free replacement permit. Please remember to remove your permit before selling or trading in your vehicle.

There is a \$30 charge to replace lost permits.

Duplicate Permits

Duplicate permits for secondary cars may be applied for in writing at the Security Office.

Short Term Parking

Parking meters are provided for short term parking on campus (i.e. dropping off items, etc.) located in the Regina Visitor's Lot and DeRicci Drive. 20 minutes maximum per vehicle (this will be monitored). Violators will be ticketed.

PETS POLICY

With the exception of guide dogs for the visually impaired, fish are the only pets allowed on campus.

POSTING POLICY

Publicity Regulations

Notices may be posted only in the designated areas. No commercial advertising may be posted. Any notice posted in violation of the regulations will be removed.

Posting

Posted materials should be attractive, in good taste and free of error.

1. All advertising materials to be posted must have the name of the recognized campus organization or department clearly identified as the sponsoring group. All signs must be dated, including signs taped to classroom doors to inform students about room changes, instructor illness, etc.
2. All materials to be posted must be stamped by the Office of Student Activities and posted by the sponsoring organization.
3. The bulletin boards are reserved for Edgewood College events and campus resources only. One posting is allowed for events held off campus on the designated bulletin board in the Predolin Commons. For sale or for rent postings are now allowed.
4. Please be advised that some bulletin boards are limited to the use of academic departments only. Each designated bulletin board is clearly marked.
5. Posters or other similar materials may not be posted on any exterior surface of the College buildings. Nothing shall be affixed to any walls, windows, doors or doorframes.
6. In all buildings, one flyer per event per bulletin board.
7. Persons who post are asked to be considerate of others who have posted. No posters may cover previously posted material.
8. Posting is first come, first serve basis, up to space limitations.

9. Posted materials must be removed from all areas upon the expiration date by the sponsoring organization. If they are not removed upon the expiration date, staff will remove them and they will be discarded.
10. Large posters cannot be up more than 7 days, and must be submitted to the Office of Student Activities one week prior to the display date.
11. Off-campus groups requesting the use of our bulletin boards for their advertisements must have their materials approved by the Director of Student Activities.
12. Sidewalk chalking is allowed only on pavement that is not covered by a shelter.
13. Permanent signage will no longer be allowed in the entrance of the Predolin Commons.

The Office of Student Activities reserves the right to remove materials that are not posted in concordance with this policy.

SEXUAL MISCONDUCT POLICY

Overview

The mission of Edgewood College is to provide a learning and working environment that fosters the intellectual, spiritual, and social development of the individual. Edgewood College expects that all members of the College community will conduct themselves in a responsible manner that shows respect for others and for the community at large.

Students, faculty, and all other employees are subject to criminal statutes, and various federal, state and local laws, which regulate civil conduct, including sexual misconduct. The College is also bound by, and supports, all applicable laws.

Consistent with law, Edgewood College intends to provide a safe and welcoming campus environment. In order to attain this goal, the College seeks to provide safety, privacy where possible, and support to victims of sexual misconduct. Edgewood College offers educational programming to promote the awareness of rape, acquaintance rape, and other sexual misconduct, forcible and non-forcible. Edgewood College will offer educational programs aimed at prevention of sexual offenses. There are instances where conduct or content of a sexual nature is a legitimate part of the curriculum, whereas the same conduct might be sexual harassment in another context. Reports of sexual misconduct will be taken seriously and incidents will be responded to appropriately and in a timely manner.

Laws and this Sexual Misconduct policy affect all relationships within the College community, including:

- Student relationships with other students.
- Faculty and staff conduct toward students.
- Student conduct toward faculty and staff.
- Supervisory conduct toward employees.
- Employee relationships with other employees.
- Conduct between members of different sexes.

- Conduct between members of the same sex.
- Conduct toward persons outside the Edgewood community may be considered a violation of this policy if the College concludes there is a sufficient connection between the conduct and the College to warrant the College taking action.

The following conduct is prohibited:

- There is a fundamental difference between student discipline and criminal law. A person who commits a sexual assault as defined under the criminal law may be subjected to discipline for a violation of this policy if the College concludes in accordance with its own procedures and standards that the conduct adversely impacts the Edgewood Community regardless of whether or not the incident occurred on the College's premises or the accused has been convicted of any crime.
- Sexual harassment
- Stalking, whether or not it is based on sex.
- Violence and the threat of violence, to persons and property are prohibited by this policy, whether or not based on sex.

DEFINITIONS

Sexual Assault

The Edgewood community, particularly less experienced students should have a good understanding of the criminal laws dealing with sexual assault. Sexual assault is defined very broadly by criminal law. It includes a wide variety of conduct from sexual intercourse to sexual contact, without the consent of the other person. Criminal sexual contact can be as limited as a single instance of touching a woman's breast, buttocks, or genital area, or touching a man's buttocks or genital area, without that person's consent, even if the person touched is fully clothed.

In some instances a person can be convicted of the crime of sexual assault because the person with whom there was sexual contact is presumed by the law to be incapable of giving consent. This includes situations where the person is intoxicated because of drug use, and also includes some forms of sexual contact with a minor.

Every student and employee of Edgewood College should know the laws of sexual assault. A copy of the current version of the State of Wisconsin Sexual Assault law, § 940.225, Wis. Stats. is listed on page 41-42.

Edgewood College does not enforce the criminal laws. However, conduct which would constitute a sex crime would usually also be sexual harassment as defined by this policy.

Sexual Harassment

Sexual harassment includes:

- unwelcome sexual advances or requests for sexual favors;
- unwelcome verbal or physical conduct of a sexual nature;
- making submission to such conduct an explicit or implicit term or condition of an individual's employment;

- making submission to, or rejection of, such conduct a factor in academic or employment decisions affecting the student or employee;
- permitting such conduct to unreasonably interfere with a student's academic performance or an employee's work performance.

Examples of sexual harassment can range from the obvious – such as conditioning a grade or a job on granting sexual favors, to unwelcome things which may not be obvious, but which if repeated will be deemed prohibited, such as showing or telling dirty jokes, or leering. Voyeurism, such as a peeping Tom, is prohibited by this policy.

The College may conclude that an instance of sexual contact was sexual harassment, even if that conduct would not meet the standard of a criminal sexual assault. Furthermore, the College may even conclude that an instance of sexual contact was sexual harassment because it was without another person's consent, even if that conduct would not meet the standard of a criminal sexual assault. For example, it is possible the College would conclude under some circumstances that a person who was intoxicated on alcohol could not and therefore did not give consent to sexual contact, even though the criminal courts might not reach the same conclusion.

Sexual harassment can also include exploiting consensual sex, such as by recording consensual sex where the person did not consent to the recording. Sexual harassment can include using the telephone, e-mail, or other electronic media to transmit sexually inappropriate material.

Stalking

Stalking occurs when another person repeatedly and purposefully engages in such a course of conduct directed at a specific person, which is unwelcome and has the reasonable effect of threatening the person's physical or mental well-being. Here are some examples: unwelcome communication, (such as face-to-face communication, electronic communication, written letters, or gifts), threatening or obscene gestures, and following.

Violence

Edgewood College reserves the right to apply a broader definition of violence than might be the case under civil law. Repeated unwelcome touching whether or not sex based, hair pulling and pinching are examples of violence. Violence includes violence toward a person's property.

Available Options

File a complaint with the City of Madison Police Department or other law enforcement agency.

The person with the complaint may request that an Edgewood College representative assist them in reporting to the Police Department, and thereafter during the process. Law enforcement may always be contacted, regardless of any other actions the person chooses to take under this policy. It is important to preserve evidence as may be necessary to the proof of criminal sexual assault.

Seek Support

There are people you can talk to. You can call or approach either of these people confidentially and off the record and tell them what happened. They will listen and explain your options. Talking to either of these people does not constitute reporting the incident to the College.

- Director of Personal Counseling, 663-2281
- Director of Health Services, 663-8334

File a complaint with the College by making a written report.

For students who are filing a complaint, the report must be to the office of the Dean of Students. For faculty who are filing a complaint, the report must be to the office of the Academic Dean. For non-faculty staff members who are filing a complaint, the report must be to the office of the Director of Human Resources. If one of these College officers is alleged to be the person who engaged in sexual misconduct, the written report may be filed with one of the confidential sources or with the office of the President. Once received, the complaint may be investigated by another office. For example, if a student files a complaint about the conduct of a faculty member, the complaint would be filed in the office of the Dean of Students, but may be investigated by the office of the Academic Dean. Once a report is made, the College will conduct an investigation and issue sanctions, if appropriate. If you file a complaint with the College, and the College concludes there was a violation of this policy, the following remedies may be considered:

- No contact agreement between yourself and the other person.
- Change in academic and living situations if requested by you and reasonably available, for yourself or the other person.
- Dismissal or expulsion of a person found to have violated these policies.
- Discipline short of dismissal or expulsion for a person found to have violated these policies.
- Public Service for a person found to have violated these policies.
- Referral to law enforcement.

In the case of employees, the remedy may be discipline of the employee found to have violated this policy, ranging from counseling or a warning, through termination of employment.

Referral to counseling, mental health, and student services are available both on campus and in the community.

RIGHTS

The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. If representatives are permitted at any stage of the investigation, they must be members of the College community.

Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual misconduct.

Complaints will be investigated by the Dean of Students’ office, or by the Director of Human Resources’ office, or by the Academic Dean’s office.

Both the accuser and the accused must cooperate in the investigation.

The decision of the Dean of Students or the Academic Dean or other designated decision maker may be appealed to the President, whose decision is final. If the complaint is against the President, the decision may be appealed to the Board of Trustees, whose decision is final.

Complaints against the Dean of Students, the Director of Human Resources or the Academic Dean will be investigated and decided by a person appointed by the President.

WISCONSIN SEXUAL ASSAULT LAWS: STATUTORY LANGUAGE

1) FIRST DEGREE SEXUAL ASSAULT s. 940.225

1) Whoever does any of the following is guilty of a Class B felony: (a) Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person. (b) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon. (c) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence. Penalties for a Class B felony = imprisonment not to exceed 60 years (s. 939.50(3)(b)).

2) SECOND DEGREE SEXUAL ASSAULT s.940.225 (2) Whoever does any of the following is guilty of a Class BC felony: (a) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence. (b) Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim. (c) Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition. (Consent is not an issue) (cm) Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent. (Alcohol is considered an intoxicant) (d) Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious. (Consent is not an issue) (f) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person. (g) Is an employee of a facility or program under s.940.295(2)(b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program. Penalties for a Class BC felony = a fine not to exceed \$10,000 or imprisonment not to exceed 30 years, or both (s. 939.50(3)(bc).)

3) THIRD DEGREE SEXUAL ASSAULT s. 940.225 (3) Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class D felony. Whoever has sexual contact in the manner described in sub. (5)(b) 2. [intentional penile ejaculation] with a person without the consent of that person is guilty of a Class D felony. Penalties for a Class D felony = a fine not to exceed \$10,000 or imprisonment not to exceed 10 years, or both. (s. 939.50(3)(d).

4) FOURTH DEGREE SEXUAL ASSAULT s. 940.225 (3m) Except for sexual contact as described under third degree sexual assault, whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor. Penalties for a Class A misdemeanor = a fine not to exceed \$10,000 or imprisonment not to exceed 9 months, or both (s. 939.51(3)(a)). DEFINITIONS UNDER s. 940.225 (note gender

neutral language):“CONSENT”, as used in this section, means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. Consent is not an issue in alleged violations of sub. (2)(c), (cm), (d) and (g). The following persons are assumed incapable of consent but the presumption may be rebutted by competent evidence, subject to the provisions of s.972.11 (2): (b) A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct.(c) A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act. (s.940.225(4)) (Case law explains that failure to physically resist is not consent.)“SEXUAL CONTACT” means any of the following:

1. Intentional touching by the complainant or defendant, either directly or through clothing by the use of any body part or object, of the complainant or defendant’s intimate parts if that intentional touching is either for the purpose of sexually degrading; or for the purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery under s.940.19 (1).
2. Intentional penile ejaculation of ejaculate or intentional emission of urine or feces by the defendant upon any part of the body clothed or unclothed of the complainant if that ejaculation or emission is either for the purpose of sexually degrading or sexually humiliating the complainant or for the purpose of sexually arousing or sexually gratifying the defendant. (s.940.225(5)(b) 1&2) “SEXUAL INTERCOURSE” includes the meaning assigned under s.939.22(36) as well as cunnilingus, fellatio or anal intercourse between persons or any other intrusion, however slight, of any part of a person’s body or of any object into the genital or anal opening either by the defendant or upon the defendant’s instruction. The emission of semen is not required. (s. 940.225(5)(c)) MARRIAGE NOT A BAR TO PROSECUTION. A defendant shall not be presumed to be incapable of violating this section because of marriage to the complainant. (s. 940.225(6)) DEATH OF VICTIM. This section applies whether a victim is dead or alive at the time of the sexual contact or sexual intercourse. (s. 940.225(7)) Sources for this fact sheet: Section 940.225 and s. 939.50-51 of the Wisconsin Statutes This information sheet was compiled in 2000 by the Wisconsin Coalition Against Sexual Assault (WCASA). WCASA is a membership organization of sexual assault centers, other organizations, and individuals throughout Wisconsin working to end sexual violence. For information sheets on other topics or to become a member contact WCASA, 600 Williamson St., Suite N-2, Madison, WI 53703, (608)257-1516, www.wcasa.org. For more information about sexual assault or to receive support with a sexual assault experience, contact your local sexual assault program. This sheet may be reproduced in its original format only. This information does not constitute legal advice.

SMOKING POLICY

Wisconsin’s Clean Indoor Air Act of 1984 and the City of Madison’s Ordinance 23.05 regulate smoking in certain public areas. It is unlawful to remove or destroy any “No Smoking” signs or to smoke in any no smoking areas. Smoking is prohibited in all campus facilities and buildings. Smoking is prohibited within 25 feet of all buildings. All building entrances are to be smoke-free.

Thank you for your cooperation in keeping Edgewood College healthy and safe.

SOCIAL MEDIA POLICY

Purpose

Edgewood College understands the importance and value of utilizing social media outlets to foster and enhance the sense of community amongst College constituents. With this in mind, Edgewood College encourages faculty, staff, and students to participate in social media in an effort to create an online atmosphere that reflects the College's values.

This document outlines an institutional policy that covers the use of social media (Facebook, YouTube, and others not specified) by faculty, staff, and students, where that use represents either implicit or explicit institutional sanction. This policy does not cover personal use of social media.

The Policy will serve as both a resource for faculty and staff, and provide remedies for use of social media that is contrary to the policy.

Faculty, Staff, and Students of the College adhere to policies outlined in the Faculty, Staff, and Student Handbooks, and in the College's Electronic Use Policy; this policy outlines additional considerations specific to social media.

Legal Considerations

All content published by the College must be accurate and consistent; information distributed via social media must match the information distributed through print materials and through www.edgewood.edu.

Like all educational institutions, the College is bound by the Federal Educational Rights and Privacy Act (FERPA). Students must give their consent before we publish content about them.

Similarly, please respect the privacy of colleagues/peers and ensure that you have their approval before publishing content about them.

Use of content (video, music, photos, text) in social media is covered by local intellectual property law. Faculty, staff, and students should not use text or media (video, images, etc.) without the permission of the owner. Wherever possible, all sources should be cited. Please refer to the Edgewood College Copyright Policy.

All social media efforts on behalf of the College are covered by existing codes of conduct for students, faculty, and staff. All social media efforts on behalf of the College should support the Mission, Identity, and Vision of the College.

Getting Started

Please follow these steps when launching a new social media presence:

What already exists? The Office of Marketing & Communications maintains an audit of social media sites for the College. Social Media Resources are available on the Marketing & Communications Sharepoint site on my.edgewood.edu.

What's going on in my area or department? Check with your immediate supervisor, department chair, Dean, or faculty advisor to let them know you're considering "joining the conversation" on behalf of both the College, and the particular unit of the College.

Who is the contact? The social media outlet utilized should provide information about who

maintains the presence, and how one may reach them via email or phone. There should always be at least one person responsible for maintaining the presence.

Visual Identity

The outlet should be readily identifiable as being part of the College by adhering to the Graphic Standards established by the Office of Marketing & Communications.

Ongoing Expectations

Who Does the Work? We are accountable to our audiences. When launching social media initiatives, we must commit to regular updates, accuracy, and prompt responses to audiences when appropriate.

Proofreading

As a College, we are held to the highest standard for grammar and spelling. Proofread content before publishing.

Commitment

An engaging social media presence takes consistent time and energy – if done poorly, (not updated regularly, not responsive to audience) it can do more harm than good. Consider your purpose, and consider your ability to commit time to this venture before engaging.

Recommendations

Consider informing the Office of Marketing & Communications about your new social media efforts. The Office will add the new presence to the audit of College sites, and can serve as a resource to support your efforts.

Responsible Parties

Deans, Chairs of academic departments, Supervisors, and faculty advisors are responsible for the social media outlets created by and for their particular units of the College.

Process for Resolving Concerns

Social media technology is evolving and no policy or procedure can address all situations and circumstances that may arise. Faculty, Staff, and Students of the College adhere to policies outlined in the Faculty, Staff, and Student Handbooks, and in the College's Electronic Use Policy. Any circumstances that may arise will be followed up using the procedures identified in the above-mentioned handbooks and Electronic Use Policy.

SOLICITATION

Campus organizations wishing to raise money through on-campus solicitation may do so with permission of the Director of Student Activities. No outside soliciting is permitted on campus. Please report violations to the Director of Campus Security, a Student Development Staff member, or the Dean of Students Office.

STUDENT-ATHLETES' ABSENCE FROM CLASS GUIDELINES

Edgewood College competes in the NCAA-Division III and the Northern Athletic Conference in 16 intercollegiate sports for women and men. Although games are strategically scheduled to avoid as much missed class time as possible, the nature of the Conference and the NCAA scheduling, often necessitates competitions to be held mid-week and mid-afternoon, particularly in the sports of baseball, golf, soccer, softball, and tennis. Although most other

sports are conducted in the evening, travel arrangements sometimes require participants to leave earlier in the day. Thus, participation in varsity sports may, at times, require a student-athlete to miss class.

While emphasizing that it is the student's responsibility to balance academic and athletic endeavors, the College administration and faculty recognize the commitment of Edgewood College student-athletes, and wish to facilitate as far as possible, their participation in intercollegiate athletic programs.

Accordingly, the College has adopted the following guidelines and procedures regarding a student-athlete's absence from class:

1. At the beginning of each academic semester, the Athletic Department will provide to all faculty, a list of all students participating in varsity sports programs during that semester, as well as a schedule of athletic events that may necessitate absence from class.
2. Each student affected will personally notify his/her instructor no less than two (2) weeks in advance of any class or laboratory session that must be missed due to athletic participation, and will ask to make arrangements for makeup of missed work. While it is the intention of these guidelines that such requests will be granted whenever possible, there may be cases where tests, assignments, or lab sessions cannot readily or fairly be made up or rescheduled, and in such cases the instructor reserves the right to deny the request. (Such cases may include unsatisfactory academic performance in a class, or laboratory sessions that are held off-campus – e.g., clinical nursing labs, – or lab work that requires participation from an entire class.)

In other cases where a request is denied, the student may appeal the denial to the academic appeal process for the department in which the course is offered. The decision of the Departmental Appeal Board shall be final.

3. Student-athletes excused from class in accordance with these procedures will not be penalized for their absence as long as they fully comply with the terms of the agreed-upon arrangement for makeup of missed work. Student-athletes who fail to do so may be subject to academic penalty at the instructor's discretion.
4. In accordance with NCAA and Edgewood College Athletic Department regulations, this policy is in effect only for games (including re-scheduled games) and trips. Students may not miss class to attend practice.

Nothing in this document shall be deemed a limitation upon the expressed or implied powers or duties of the Board of Trustees or the administrative offices of the College.

VISITOR POLICY

The College retains the right to set standards of behavior for students, faculty, staff and visitors. A visitor is anyone who is not a current Edgewood student, faculty or staff member. These standards ensure the safety and security of all. Some areas of the campus are open to the public and some are not. The College reserves the right to further limit public access at any time. Specific hours of operation for each building vary. Questions regarding open hours for any building or area should be directed to the Edgewood College Campus Assistance Center in the Predolin Humanities Center Lobby.

The following general guidelines apply at all times:

- Space for parking on campus is limited. Visitor parking permission may be obtained at the Campus Assistance Center located in the Predolin Humanities Center upon check-in.
- All non-Edgewood students under the age of 17 must be accompanied and supervised by an adult at all times.
- Individuals or groups who contract for use of the facilities assume responsibility for maintaining the orderly conduct of guests.
- A designated member of Edgewood College should be available on campus for assistance at all events.
- Visitors must be able to produce identification and state the purpose for their presence on campus if asked to do so by Security.
- Security or other designated College agents may ask a visitor to leave campus if certain conditions exist, including, but not limited to; violent, threatening or intrusive behavior, harassment, possession of weapons, illegal drugs or unauthorized possession of alcohol, or lack of an appropriate purpose.
- Any behavior deemed inappropriate by Security or other agent of the College may result in contacting the Madison Police Department.

Individual departments and offices may have additional guidelines specific to the type of event or the type of facility in use. The additional guidelines may be viewed at the Campus Assistance Center. Visitors are expected to comply with these guidelines.

CLERY ACT INFORMATION

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, all interested persons are entitled to request and receive a copy of the Edgewood College Annual Security Report. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Edgewood College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies on drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Dean of Students Office (in Predolin 215) or by accessing the following website: www.edgewood.edu/parentsfamily/safetySecurity/.

The 2009 Campus Crime Report has been compiled for the 2008 calendar year from crime reports received from the Madison Police Department, Edgewood College Security Department and campus security authorities. In general, reports are confidential unless the victim gives permission to document identifying information or for security or police to investigate. Report forms request specific information (dates, locations, nature of offense). This information is used to compile statistics, while preserving confidentiality, avoiding duplicate or inaccurate reporting, and assigning reports to appropriate FBI crime classifications. For questions regarding the preparation of the Annual Security Report, contact Edgewood's Campus Security Department.

The following is a detailed listing of criminal offenses reported to the Edgewood College Security Department, City of Madison Police Department and data collected from other campus administrators as required by the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act.

Crime statistics as reported to the Federal Government according to the Clery Act*

*NOTE- The Federal Government requires under the Clery Act that all campus crimes be reported to them by October 15 of each year for the preceding calendar year.

**The United States Department of Education has now changed how they report certain incidents that used to be classified as thefts. Thefts are now listed as burglaries, which will increase the number of burglaries on campus over previous years.

V. Alcohol and Other Drugs

A. Definitions

The terms used in this policy are defined as follows:

1. Alcohol: Any liquor (distilled spirits), beer (fermented malt beverages), or wine containing ethyl alcohol.
2. Drug: Any controlled or illegal substance, including narcotics, depressants, stimulants, hallucinogens, cannabis or its derivatives, inhalants and any prescription drug not medically authorized.

The Wisconsin drinking age is 21 years of age. Edgewood College, its students, faculty and staff are subject to all laws of the State of Wisconsin regarding possessions, consumption, sale and distribution of alcoholic beverages. All students are required to show proof of age when purchasing, or accepting alcoholic beverages on campus. Students who fail to provide this information, use false information, violate the law and/or college policies are liable for disciplinary action.

		Campus Security Act Reporting 2008-2010				
Crimes Reported	Year	Campus Residential Facilities	Total On-Campus	Non-Campus Building or Property	Public Property	Total
Aggravated Assault	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Arson	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Burglary	2008	4	4	0	0	4
	2009	1	1	0	0	1
	2010	1	1	0	0	1
Manslaughter Negligent	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Murder & non- Neglegent Manslaughter	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Motor Vehicle Theft	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Robbery	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Sex Offences-Forcible	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Sex Offences- Non-Forcible	2008	1	1	0	0	1
	2009	0	0	0	0	0
	2010	0	0	0	0	0

Hate Crimes			
	2008	2009	2010
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Manslaughter	0	0	0
Murder	0	0	0
Motor Vehicle Theft	0	0	0
Robbery	0	0	0
Sex- Force	0	0	0
Sex- Non Force	0	0	0
Theft	*	0	0
Simple Assault	*	0	0
Intimidation	*	0	0
Vandalism	*	1	0
* New Reportable Stats Beginning 2009			

Arrest Year	Off-Campus										Total On-Campus (Includes CRF)		
	Campus Residential Facilities (CRF)			Public Property			Buildings or Property						
	2010	2009	2008	2010	2009	2008	2010	2009	2008	2010	2009	2008	
Liquor Law	5	1	0	0	0	0	0	0	0	0	5	1	0
Drug Law	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0

Year	Campus Residential Facilities (CRF)			Public Property			Non-Campus Buildings or Property			Total On-Campus (Includes CRF)		
	2010	2009	2008	2010	2009	2008	2010	2009	2008	2010	2009	2008
	Alcohol	78	43	122	0	0	0	0	0	0	78	43
Drugs	23	1	13	0	0	0	0	0	0	23	1	13
Weapons Possession	0	0	1	0	0	0	0	0	0	0	0	1

EMERGENCY PROCEDURES

To ensure the safety of all Edgewood college students, guests, faculty and staff, the following procedures will be used in emergency situations.

Emergency help

- For Police, Fire, or Ambulance dial 9-911 from campus, office, or residence hall telephone.
- After placing a 9-911 or other emergency call, place a follow-up call to Edgewood College's Security Office at extension 4321.

Fire

- Please pull the fire alarm as you evacuate the building and call 9-911.
- For a fire emergency, DO NOT try to extinguish the fire.
- Disabled persons should go to the nearest safe room facing the street, shut the door, open a window and hang an article of clothing from the window. This will indicate your presence to firefighters.
- All other persons should evacuate the building to the designated meeting area.

Tornado

A tornado warning will be activated for Edgewood College in any of the following ways:

- a tornado warning for our area is announced on the weather radio;
- a tornado is reported as sighted for our area;
- the Dane County emergency sirens outside are activated.

All individuals should move to designated shelter areas (hallways, basements) MOVE AWAY FROM THE WINDOWS. Remain in those areas until a designated College official gives the "all clear."

Ambulance / EMS

Call 9-911. Give the exact location of the building, room number and directions to this area. If possible, stay with the person until help arrives.

Bomb Threat / Chemical Spill

Call 9-911. Evacuate the building or area. Do not re-enter the building until an "all clear" is given.

Natural Gas fumes

- Evacuate the building or area. Do not use any electrical device, including lights, telephone or the fire alarm.
- Call 911 from a safe area.
- Do not re-enter the building or area until an "all clear" is given.



EDGEWOOD COLLEGE

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