



# RIPON

— C O L L E G E —

STUDENT HANDBOOK

2024-2025

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# Ripon College

# Student Handbook

## Mission Statement, Vision, Core Values

### Mission Statement

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

### Vision Statement

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

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

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

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

### Core Values

We are committed to:

- *Serious Intellectual Inquiry.* A standard of academic excellence fosters scholarly and artistic achievement and promotes lifelong learning.
- *Integrity.* Ethical conduct guides the college. Decisions and actions reflect the principles of honesty, fairness, candor, respect, responsibility, trust, inclusiveness, and openness.
- *Diverse Community.* Differences of perspective, experience, background, and heritage enrich the college. Relationships are sincere, friendly, welcoming and supportive.
- *Stewardship.* Ripon College is a responsible steward of its mission, traditions, and resources.
- *Service.* Service within and beyond the campus enables effective governance, encourages community engagement, and creates leadership opportunities.

## Campus Services

### Break Transportation

There will be transportation provided to Ripon College students at specific times during the academic school year. Students will be transported to or from Chicago's O'Hare International Airport and Milwaukee's General Mitchell International Airport. Contact the student activities office to make

reservations. A fee of \$30 is charged for transportation to or from Milwaukee. A fee of \$40 is charged for transportation to or from Chicago. Because vehicles and space are limited, advance REGISTRATION IS REQUIRED. Without a reservation, transportation is not guaranteed. We recommend students contact the student activities office BEFORE making flight arrangements. Late reservation will incur a \$5 fee. Special shuttles may be requested with 2 weeks notice and are not guaranteed and are charged at the full rate.

### **Center for Career & Professional Development**

The Center for Career and Professional Development (Career Center) provides students with career guidance through innovative hands-on opportunities that measurably prepare students for life after Ripon College. Students encounter a proactive approach to career and professional development through a variety of interactive learning activities and events in which they practice using their strengths, career center resources and liberal arts education to develop a strong story focused on career goals and real experiences. We focus on four impact areas:

*Curriculum Integration:* We provide curriculum-based sessions throughout a student's four years enhanced with classroom workshops and activities. We integrate career development readiness skills into Catalyst 100 and 200 level courses. We are active in the junior year experience and work closely with senior seminar courses. Additionally, we offer a two-credit career exploration course, *Self-Identity and the World of Work* (IDS 130), that is available to all students. Upon completion of this course, students will have a deeper understanding of self and career paths that align with their professional career goals and interests through a variety of self-assessments, reflection, career research, and informational interviews.

*Co-curricular Experience:* We provide opportunities that enhance a student's discovery and participation in career development readiness skills including: Lunch 'n Learns with advice and assistance; interactive workshops; guest speakers; and dining etiquette dinners; to name a few. Students also have access to Handshake, our online career pathway tool and job/internship posting center. We provide and encourage 1:1 assistance for all students.

*Extra-curricular Support:* We provide activities and opportunities that supplement students' career discovery through a variety of on- and off-campus adventures including the annual WorkForce-Jobs, Internships and Graduate Schools Career Fair-, Career Treks, Graduate School Spotlights, Employer Spotlights, and on-campus employer recruitment and interviews.

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

The Career Center, located in lower level Pickard Commons, includes several student spaces for social engagement, group meetings, private interviews, or study. The Career Center includes a spacious lounge, a large conference room with large flat screen monitor and video capabilities, two studio rooms, equipped with large flat screen monitors and laptop accessories for Zoom interviews, and Rally's Career Closet that provides professional attire for students which can be borrowed or adopted (at no cost) for formal presentations and/or interview. All spaces include mobile whiteboards for student use.

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

Center for Diversity and Inclusion Inaugurated in 2015, the Center for Diversity and Inclusion (CDI) has become a transformative space on campus that promotes affirmation, validation and visibility for all members of our campus community.



This space came to be formed by Black Student Union leaders advocating for a space for BIPOC and LGBTQIA+ students on campus. With the support of President Zach Messitte. The center has grown throughout the years becoming a safe space for all students.

We host different events throughout the semester where students are able to build community. Our office focuses on creating social mobility and unity. We started the Peer Mentoring Program for first year students. Where upper-level undergraduates work with first-year students as they transition from high school to college by role-modeling leadership, academic and social skills. New students benefit from the experiences and campus strategies of older, more experienced, "Peer Educators" who can answer questions about Ripon College and campus culture. The purpose of this program is to establish a community and build a support system for you.

Furthermore, our office provides the following amenities of a cozy lounge area, the Jerry Thompson Study Room, and a space for students to gather to have conversations and programs; that represent diversity and inclusion. The CDI also offers its own collection of culturally relevant books, movies, sacred traditions, and features a social justice mural painting by Ram Rojas featuring Malcolm X, Yuri Kochiyama, Mahatma Gandhi, César Chávez, and Maya Angelou. We are committed to building a broadly diverse community, nurturing a culture that is welcoming and supportive, and engaging diverse ideas for the provision of culturally competent education, discovery, and community building for all Ripon College students they do not need to identify as BIPOC or LGBTQIA+ in order to use the space or come to any events. Everyone is welcome.

The CDI engages in coordinated efforts to interrogate and explore identity, promote culture, and contribute to social justice. All are welcome to our space regardless of race, ethnicity, nationality, sex, sexual orientation, gender, gender identity, creed, religion, age, social class, socioeconomic status, physical and cognitive differences, political views, and immigration status. Through innovative programming, campus-wide collaborations, and a variety of resources; we seek to create opportunities in this space for continuous cross-cultural and intersectional dialogue, activities, and programming. The goal is to support all our students in learning from each other and grow in having hard conversations. It is essential to have a space to have ongoing dialogues that support the student's experiences.

**HIGHLIGHTS** The recognition of various signature celebrations such as: Latinx Heritage Month, Black History Month, Womxn's HERstory Month, Asian American and Pacific Islander Heritage Month, LGBTQIA+ Pride Month, alongside year-long intercultural programming brings further awareness, education, and justice to the visibility of culture. We are committed to critical thinking, dialogue, and reflections that allow for further connections. The building of community allows students to connect with one another. Proudly display cultural dress/music/traditions, speak in their native language, and further examine the differences and similarities by engaging in these experiences.

The Diversity Coalition is composed of student organizations dedicated to fostering inclusion at Ripon College: Asian Student Association, Black Student Union, La Unida, Queer-Straight Alliance, Ripon Area Racial Justice Alliance, RC Feminists, Ripon College Men of Color Initiative, and WiGs. The Diversity Coalition works to:

- Identify and address the unique concerns for students identifying as diverse and intersectional
- Facilitate discussions about diversity in education and other professions
- Engage students of different races and ethnicities, through campus and community activities
- Unite different cultures and voices of every student's ideas and thoughts
- Advocacy work is done
- Promote underrepresented students access to higher education
- Sponsor educational events that enhance awareness of diversity issues at Ripon College
- Group of leaders that promote equity on campus
- Support group to the establishing the Multicultural Affinity Alumni Network

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

Every May during commencement weekend we host the Intercultural Convocation. This tradition celebrates diverse students and their accomplishments at Ripon College. It celebrates our student body and their families that have supported their educational journey. This ceremony was spearheaded by Yazmin Doroteo, Director of Multicultural Affairs, Maythe Salcedo, Ripon Scholar 23', and Meili Freeland Ripon Scholar 23' in Spring 2023. With the support of President Folse and the Commencement Committee.

### **Commencement**

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

### **Counseling Services**

Counseling services is located in Bartlett Hall. Confidential, no cost personal counseling, consultation, educational programming and referral are available to all currently enrolled students. Licensed, masters level therapists utilize a brief counseling model, generally seeing students for 6-8 sessions (or less) in a semester. Counseling and wellness-theme activities work to help students resolve emotional difficulties, learn effective coping skills, address the effects of trauma, and improve overall functioning.

When personal and academic concerns intersect with one another, on-campus referrals may be made to student support services, the office of career and professional development, the registrar's office, or a student's faculty advisor. Off-campus referrals may be made for more specialized or extensive assessment and treatment, with the fees for these services becoming the responsibility of the student.

Appointments for counseling may be scheduled by sending a request to [rccounseling@ripon.edu](mailto:rccounseling@ripon.edu). Students are responsible for the timely cancelation of appointments they do not plan to keep. Repeated failure to do so may result in the loss of access to services for the remainder of the semester. For more information, please see the counseling services web page at <http://www.ripon.edu/counseling/>.

### **Financial Aid**

The office of financial aid administers scholarship, grant, loan and student employment programs offered from federal, state, institutional and outside sources. All related questions should be directed to the office located on the first floor of Smith Hall or by contacting us at [financialaid@ripon.edu](mailto:financialaid@ripon.edu) or 920-748-8101. The office is open between 8 a.m. and 5 p.m. Monday through Friday.

For more information regarding Financial Aid, please visit our page on the Ripon website at <https://ripon.edu/financial-aid/>. Or on the portal, on the Student Tab, by clicking Financial Aid on the left side. More policies can be found on the [Consumer Information Page](#) on the Ripon College website as well.

### **Food Service**

*The Spot:* The Spot is located in Harwood Memorial Union. All of your favorite grill items are prepared to order, so they're always fresh. Enjoy a juicy, home-style burger, or a tender grilled chicken breast sandwich accompanied by an order of crispy seasoned fries.

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

*"We Proudly Serve" Starbucks:* Our "We Proudly Serve" Starbucks coffee shop is located in the lower level of Pickard Commons. Starbucks features many of the signature gourmet drinks. In the showcase we feature our homemade bakery items.

*Pickard Commons:* SAGE is proud to provide dining services for the students, faculty, and staff of Ripon College. The Commons is the main dining hall on campus. We recognize the value of choice in meal plans, menus, convenience, and nutritional content. Our objective is to offer variety, great service and a quality dining experience, which is why we have designed a choice of plans to satisfy everyone's needs.

**Special Diets:** The dining team will make every effort to provide specific diets to students with special dietary needs. Please contact the food service office at 920-748-8169.

**Meal Plan Options:** All students living on campus are required to have a meal plan. Students living off campus are welcome to purchase Rally Dollars to use for meals. You may select one of the following plans that fits your timetable and lifestyle. Meal plan usage is allowed only during fall and spring semesters.

270 Block Meal Plan with \$100 Dining Points per semester

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

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

80 Block Meal Plan with \$1250 Dining Points per semester

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

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

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

### **Guests**

Guests of students are welcome in Pickard Commons and may purchase meals with a cash/credit/debit card or a student can use Dining Points or Rally Dollars.

### **Franzen Center for Academic Success (Tutoring)**

Tutoring is a great supplement to the classroom experience as it provides personalized attention and helps clarify the material. It can be a valuable resource for students who want to excel academically. The Franzen Center for Academic Success is a great resource for students looking for academic assistance and offers a variety of tutoring services free of charge. You can find all the necessary tutor information on the Franzen Center tab in the Ripon Portal. In addition, the center also has six collaborative rooms you can reserve for studying or group work.

One of the tutoring services available at the Franzen Center is Contracted Tutoring, which allows you to request tutors for any course. The Franzen Center will try to find tutors to work with you and a contract will

be signed between you and the tutor to meet 2-3 hours per week. These sessions can be one-to-one or small-group tutoring.

If you want Writing/presentation tutoring, you can submit your papers and/or presentations to tutors for review. The tutors will review your work for different areas such as organization, citations, and grammar. After the review, you'll sit down with the tutor to go over their feedback. Questions on the writing process are also encouraged! You do not need to submit a paper to meet with a tutor. Finally, you can also practice your presentations in a collaborative room with a tutor and receive constructive feedback. You can check the current semester hours on the Franzen Center tab in the portal.

Quantitative Drop-in Tutoring is another tutoring service that allows you to meet with tutors without an appointment to gain academic assistance. The tutors can help you in 100 and 200-level courses in Chemistry, Math, Physics, Biology, Psychology, Economics, and Catalyst 120. The hours for quantitative tutoring are posted on the Ripon Portal for each semester.

Lastly, there's Peer Led Undergraduate Tutoring (PLUS), which is a workshop with a peer leader who works closely with the course professor to create hands-on activities for students. PLUS workshops are available for some of the high tutor request courses such as BIO 122/123, BIO 211/312, PHY 131 and CHE 111.

### **Health Services**

Health Services' purpose is to maintain the optimum physical health of the Ripon College student body through accessible, educational, and cost effective health care. Primary medical care is provided and referrals are coordinated with other community resources as needed. Health Services is a confidential environment dedicated to providing quality care, respecting autonomy, assessing the response to public health needs of the campus community, and promoting healthy life choices.

Medical care is provided to all enrolled students Monday through Friday. Walk-in care nursing visits and appointments with the Nurse Practitioner are available during the academic year. Visits are at no cost to students and can be scheduled by email at: [bellingm@ripon.edu](mailto:bellingm@ripon.edu) and/or [rhealth@ripon.edu](mailto:rhealth@ripon.edu). Health Services is located on campus at 301 Bartlett Hall.

Physician services are available in the community on a fee-for-service basis. It is recommended to review personal health insurance coverage before scheduling. Emergent and Urgent Care is available 24 hours a day/7 days a week at the local hospital, Ripon Medical Center.

### **Library**

Lane Library prepares socially responsible citizen scholars to explore, research and innovate with our collections, expertise and resource-rich space.

Lane Library was built in 1930 funded by a generous donation from Rollin B. Lane, a former student and real estate developer of the land that is modern day Hollywood. Lane Library is a handsome neo-classical facility that was expanded in 1974 to provide more room for collections and study space. Today, the library provides carefully curated collections, spaces and services for the Ripon College community.

Our main collections include:

- 100,000+ Monographs
- 100,000+ e-books
- 25+ Databases with access to scholarly and popular articles
- Federal and State Government publications
- Scholarly periodicals
- Popular periodicals

- Reference books
- Maps

Our special collections include:

- The Western-Americana Collection, works documenting the development of the American West, with an emphasis on the travels of Lewis and Clark
- Wisconsin's Own Library, including the largest collection of Wisconsin Poetry in the state
- The Catalyst collection of books hand-selected to support Catalyst 300 projects
- Rare books from the 16<sup>th</sup>-20<sup>th</sup> centuries in closed stacks
- DVD collection
- Textbook collection
- The College archives
- The faculty and alumni collection
- The classical antiquities collection
- A board games collection
- Technology for check-out: Chromebooks, Digital SLR cameras, Video cameras, graphing calculators, DVD drives, jump drives, charging cables, tripods and microphones, headphones

Our spaces include:

- The North and South Reading Rooms for group study
- The Franzen Academic Success Center with group study rooms, white boards, and space for tutoring and group work
- A silent reading room on the 4<sup>th</sup> floor
- Two reservable group study rooms equipped with flat screen televisions able to play DVDs or to be used as a display screen with a laptop
- The Waitkus computer lab with 20 computers for use when classes aren't held there
- The stacks, located on floors 2, 2A, 1 & 1A for quiet studying

Our services include:

- Research support, available 7:30AM-5:00PM on week days.

Librarians can help you:

- Learn how to use the library's collections and databases
- Brainstorm your research topic
- Expand the number or sources you can use for a project
- Track down a hard-to-find book, article or document
- Interlibrary loan a book or article
- Figure out how to use citation management software
- Plan out your research process
- And more... just ask a librarian!

### **Lost and Found**

All lost items should be reported and any found articles should be turned in to the mail center, Harwood Union ground floor (ext. 8166). You may claim your items there.

### **Mail Center**

Mail to students on campus must be addressed to:

Student's Name  
600 Campus Drive, Unit #  
Ripon, WI 54971

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

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

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

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

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

Fax machine services are available in the mail center.

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

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

### **OneCard Functions**

Once issued a OneCard, you agree to all stipulations stated in this policy. Your OneCard serves as your official campus ID. It should be carried with you at all times you are on the Ripon College campus, and you must present the card when asked. It can also be used for the following services on campus:

- Door access to buildings
- Library card
- Meals/a la carte item purchases at dining locations (Pickard Commons, Starbucks, Spot, Willmore)
- Printing/copying on campus
- Valid ID to pick up checks in the business office
- Valid ID to pick up a package in the mail center

The door access, library barcode and meal plans (see Food Service section) are preloaded onto your OneCard. Rally Dollars can be loaded onto your card via credit/debit card at <https://rallydollars.ripon.edu> or via cash or check at the OneCard office. Minimum amount you can deposit via credit card is \$20 and the maximum is \$1,000. The OneCard office is located in 101 Bartlett Hall. Rally dollars can be used to purchase meals or a la carte items at any dining location. Rally dollars carry over during your enrolled time at Ripon College. Upon graduation, withdrawal or dismissal, all balances of \$20 or greater will be refunded upon request to [onecard@ripon.edu](mailto:onecard@ripon.edu) via check to the address on file with Ripon College if requested within

60 days. Balances under \$20 will be forfeited and are not refundable (we encourage you to spend those dollars on campus before you leave).

Each OneCard cardholder is responsible to protect and maintain their card. Lost or stolen cards should be reported to the OneCard office immediately. If lost or stolen after business hours, please send an email to [onecard@ripon.edu](mailto:onecard@ripon.edu). Ripon College is not responsible for any Rally Dollars, meals or points used before the OneCard is reported lost or stolen. Replacement cards can be obtained at the OneCard office for a fee. Each OneCard cardholder is also responsible for managing their account transactions via <https://rallydollars.ripon.edu>. Please report all unexplained transactions to the one card office.

Rally Dollars are non-transferable and no cash withdrawals are permitted. If a location goes into an “off-line” state for any period of time, and your account goes to a negative balance, your account will be charged for the purchase; you are responsible for repayment of any negative balance on your account.

### **Physical Plant Department**

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

Students requiring maintenance or housekeeping services should go through their hall director to prepare a work order request. In case of emergency, students should call the physical plant at 920-748-8142 between 7:30 a.m. and 4:30 p.m. Monday through Friday or the after hours emergency number, ext. 8703 (920-748-8703). This will connect you to a radio paging system. Follow the directions at the voice prompt. Press “1” for maintenance and security. The radio system call time is limited to 20 seconds, so give a brief, concise statement or contact number to ensure follow-up.

### **Registrar**

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

Transcripts may be ordered in three ways: online, by mail, or in person. Please consult the Ripon College website ([ripon.edu/transcripts](http://ripon.edu/transcripts)) for more details. Transcripts will be issued when all financial obligations to the College are fulfilled.

The registrar is responsible for maintaining the computer database for all undergraduate academic records. The registrar also is responsible for the reservation of rooms in the College’s academic buildings for classes. It is important that students provide the registrar with up-to-date information about address changes and/or marital status for themselves and their parents. To make a change, contact the office of the registrar.

### **Student Support Services**

The Student Support Services (SSS) program is a United States Department of Education funded TRIO program and provides a network of academic, personal and graduate school preparation and career support for a large number of students on the Ripon College campus. Students use the program’s services on an appointment or drop-in basis and receive guidance and information about the transition to college, the value



of tutoring, study skills, financial literacy, graduate school, professional internships and direction toward college graduation.

Information and workshops on resumes and editing of applications for graduate and professional school and scholarships are also regularly offered. SSS also facilitates a series of workshops on financial literacy and investing for retirement open to all students on campus. Every fall semester, SSS sponsors an early participation “Bridge” program for first generation students before the Fall semester begins to expose participants to the expectations of college and to guide students on the importance of regularly interacting with SSS staff, SSS Peer Contacts and Ripon College faculty. Student Support Services has a mandate to inform and guide students to graduate school with several students each year receiving acceptances to paid summer research programs and graduate programs at schools across the country. In the past few years, SSS students were accepted to graduate school at the University of Minnesota, Gonzaga University, Viterbo, University of New Mexico, Alverno, Ohio University, DePaul University, the University of Oklahoma, UW-Oshkosh and UW-Madison. During the academic year, students meet and interact with the full-time SSS staff and student Peer Contacts and also participate in a variety of off-campus cultural and educational programs including trips to Chicago, Milwaukee, Madison and Green Bay. Students have attended many cultural/educational events to see Broadway productions, along with trips to museums and art exhibits. Recent trips have included “Hamilton” and “Les Miserables”.

Students potentially qualify for the SSS program if they are citizens, a national or permanent resident of the United States, if neither parent graduated from a four-year college or university (first generation), and/or are eligible under U.S. Department of Education guidelines for taxable household income and family size, or if students hold documentation of a physical or learning disability which may require educational accommodations. The SSS program’s goal is to increase the retention and graduation rates of our students by creating a supportive, welcoming and informational service environment on the campus.

A wide range of disability services are provided to individuals with documented physical or learning disabilities by offering a variety of services based on a reasonable, success based accommodation model. Reasonable accommodations include, but are not limited to, note taking assistance, extended test time, alternative test location (a quiet, distraction-free environment for testing), in addition to instruction and access to reading software (Kurzweil) and voice to text (Dragon Speak or Google voice typing) support. Not all students require the same set of accommodations, and Student Support Services is highly motivated to support each student by determining and providing accommodations that will meet their needs. Additionally, students with disabilities are encouraged to meet with staff on a regular basis in a supportive “coaching” atmosphere to focus on success strategies and receive assistance with organization, study skills, and self-advocacy. Students with a diagnosed and documented disability should make an appointment to meet with Student Support Services, in order to determine eligibility and discuss needs. SSS is located in G1 Bartlett Hall or can be reached by dialing 920-748-8107.

### **Study Rooms**

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

### **Technology Services**

Information technology services (ITS), located in Kemper Hall, supports the mission of the College by providing access to and support of information resources and technologies that enhance teaching, learning,



and living in the College community. Open-use computer labs are available for students in Lane Library, Kemper, Rodman, and Todd Wehr. Specific resources and services can be found on the College's website at [www.ripon.edu/itservices](http://www.ripon.edu/itservices). Users of the College's information resources agree to the terms set out in the document entitled "Ethical Use of Technology at Ripon College," which can be found at [my.ripon.edu/ICS/ITS/ethical](http://my.ripon.edu/ICS/ITS/ethical).

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

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

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

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

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

## **Student Activities and Organizations**

### **Athletics**

Ripon is a member of the National Collegiate Athletic Association (NCAA) Division III and the Midwest Conference, an association of 9 colleges in Iowa, Illinois and Wisconsin. The other colleges in the conference are Beloit, Cornell, Grinnell, Illinois College, Knox, Lake Forest, Lawrence, and Monmouth. First-year students are eligible for participation in all varsity sports.

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

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

### **Campus Recreation Program**

The campus recreation program is also competitive at Ripon. These sports and activities are organized by students and funded by the student activity fees.

Campus Recreation for men and women are scheduled throughout the year. Sports and activities may include flag football, basketball, bowling, dodgeball, innertube water polo, volleyball, badminton, ultimate Frisbee, tennis, indoor soccer, kickball, floor hockey, billiards, ping pong, hiking, skiing, Zumba and yoga. Contact Madeline Koster, Director of the Willmore Center and Athletic Facilities, at [kosterm@ripon.edu](mailto:kosterm@ripon.edu) for more information.

### **Committees of the College**

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

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

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

Other key committees made up completely or partly of students:

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

### **Diversity Student Organizations**

Asian Student Association aims to educate on the Asian culture in an interactive and informative way.

The purpose of Black Student Union is to increase awareness on Ripon's campus and to create racial competence regarding black culture, traditions and values.

The Cultural Diversity Club educates on international cultures and flavors.

Queer Straight Alliance is a gay, lesbian, bisexual, transgender, questioning, and ally support and social change organization for Ripon College students, faculty, and staff. The organization seeks to educate students and the college community and provide support for anyone facing issues of sexuality. Membership is open to all members of the campus, regardless of sexual orientation and gender identity.

La Unida is a group of student advocates and allies working to support the development of an inclusive culturally pluralistic campus environment that educates others on the different aspects of Latin American

cultures while serving as a platform and support system for those who share an interest and/or a background of Hispanic culture.

The mission of Ripon College Men of Color Initiative (RCMCI) is to support the development of an inclusive culturally pluralistic campus environment, made up of student advocates and allies who identify in a racially or ethnically marginalized community, where diversity, academic achievement, community, and support are at the forefront. RCMCI brings a diverse community of students together to educate and to support one another, while serving as a platform and support system for social justice topics and developmental growth. Our mantra: We may be different shades but we all share a similar story and experience that makes us stronger.

RC Feminists aim to promote intersectional feminism, women's rights, and the equality of all genders.

### **Fine and Performing Arts**

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

The music department offers a number of performing ensembles including orchestra, choral union, concert choir, chamber singers, jazz ensemble, symphonic wind ensemble, Rally Band, chamber winds, guitar ensemble and various chamber ensembles. All students, not just music majors, are encouraged to participate. Visit [ripon.edu/music/](http://ripon.edu/music/) for more information.

The department of art and art history offers courses in a wide range of media and about art made world-wide. Students display their work in Rodman Center for the Arts. Classes go on field trips to museums in Milwaukee, Madison, Chicago, and elsewhere. The Caestecker Gallery in Rodman hosts four exhibits annually. Visit [ripon.edu/art-history/](http://ripon.edu/art-history/) and [ripon.edu/studio-art/](http://ripon.edu/studio-art/) for more info

Plays, concerts, and art gallery exhibits are free to the public.

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

### **Greek Council**

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

### **Greek Groups**

- Interfraternity Council Members:
  - Phi Delta Theta — Mapes
  - Phi Kappa Pi (local) — Anderson
  - Sigma Chi — Brockway
  - Theta Chi — Brockway
- Panhellenic Council Members:

- Alpha Chi Omega — 3rd Johnson
- Alpha Delta Pi — 4th Johnson
- Kappa Delta — 2nd Johnson

At Ripon, primary Sorority recruitment takes place during the first semester. Primary Fraternity recruitment takes place at the start of second semester. Information on recruitment is available at all times from the student activities office. Membership in recruitment for organizations is open to unaffiliated, undergraduate students. Graduate students may not participate in Greek recruitment, hold office in a Greek organization, or live in Greek housing areas.

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

### **Legal Services**

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

### **Media**

There are several student media organizations on campus. The College Days is the official student newspaper, published digitally on a monthly basis. Parallax is a collection of poetry, prose, artwork and photos published each spring. WRPN-FM is the campus radio station that broadcasts online.

### **Student Programming Council**

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

### **Special Graduate Trustee**

Each spring students elect a member of the senior class to serve two years as a full member of the board of trustees. As the board is the final authority on campus, this position is important as it helps communicate student opinions and ideas to the board. To review the full list of Trustees, including Special Graduate Trustees, please visit this website-

<https://ripon.edu/about-ripon/administrative-offices/college-leadership/trustees/>

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

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

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

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

### **Student Organizations**

The existence of student organizations relies on student interest and activity during any given year. In addition to the student organizations previously mentioned, Ripon College also has the following recognized organizations: Art Club, Blue Mountain Project, Collective Campus Christian Ministries (3CM), Chemistry Club, Circle K, College Days, College Democrats, College Republicans, COMMunity, EGOR (Environmental Group of Ripon), English Equestrian Team, Ethics Bowl, Investment Club, Math Club, Military Club, Physics Club, Pinky Swear, Pre-Law Society, RC Ducks Unlimited, RC Gaming, RC Paranormal Investigators, Ripon Psychology Club, Society for Physics Students, Society of Pre-Health Professions, Student Judiciary Board, Student Programming Council, Student Volunteers for the Blue Mountain Project, WIGS (Women and Gender Studies), Writer's Block and WRPN. Students who are interested in expanding the base of existing student organizations are encouraged to establish new student organizations. The procedures for starting a new organization are available on the Ripon portal. For more information, contact the student activities office at ext. 8112.

### **Student Senate**

The student senate exercises the legislative and executive functions of student government on campus. Among these functions are appointing students to various College committees, acting as the liaison between the administration and faculty on one hand and the students on the other, and administering the total budget from student activities fees. The membership consists of representatives of groups on-campus as well as independent students representing each of the four classes (first-year, sophomore, junior, senior).

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

### **Voting in Ripon**

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

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

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

A voter may register in the City Clerk's office at City Hall, 100 Jackson Street, or they may go to [MYVote.wi.gov](http://MYVote.wi.gov) and complete a registration form, print out and either mail registration form with copy of proof of residence to City Clerk at 100 Jackson Street or bring completed registration form along with proof of residence to the clerk's office. Students living on campus should note the 600 Campus Drive is the mailing address, not the residence address. Residence address is the address of the residence hall. Anderson Hall is 608 West Thorne Street; Bovay is 612 West Thorne Street; Brockway is 604 West Thorne Street; Mapes is 600 West Thorne Street; Tri-Dorms (Shaler/Evans/Wright) is 333 Seward Street; Johnson Hall is

416 West Thorne Street; Scott Hall is 524 West Thorne Street; and the Campus Apartments is 430 Woodside Avenue. To register, students need to provide proof of residence. A Ripon College ID can be used for this proof (must include photo) ONLY if the voter provides a fee receipt dated within the last nine months or the institution provides a certified housing list, that indicates citizenship, to the municipal clerk and student lives on campus. Students living off-campus will need to provide other form of proof of residence. Valid forms of proof of residence can be found on the Wisconsin Election Commission (WEC) web site, <http://elections.wi.gov/> or the City of Ripon web site under Department, Clerk, Voting Information, <http://www.cityofripon.com/>

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

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

#### *Registering to Vote and Voting in Student Hometowns*

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

#### *More Information About Voting in Wisconsin*

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

## **Residence Halls**

Ripon College offers its instructional facilities within a total social and residential environment. Attending this institution is a complete living situation in which all may participate. For this reason, all students, (exceptions can be considered for those who are married, have children, or who are living with their immediate families within 30 miles of Ripon), are required to live in the College residence halls. In this way, Ripon College strives to be a true "community of scholars" in the best sense of those words.

There are eight residence halls on campus offering a variety of living options. Typically, first-year students are housed together within groups. First-year students who pledge to fraternities and sororities continue to live in their halls until their sophomore year when they move into upper-class living areas.

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

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

1. The right to read, study or sleep free from undue interference in or around one's room.

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

2. The right to recreation in and around the residence hall.

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

3. The right to personal privacy.

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

4. The right to a physical environment that is clean, healthy, safe and orderly.

The responsibility for the College to maintain such an environment and for students to assist in this effort.

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

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

6. The right to participate in the process of self-governance.

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

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

## **Appliances**

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

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

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

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

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

6. Space heaters are permitted in the residence halls. The following guidelines will be enforced: The space heater must not have an open heating element. The space heater must have an emergency shut-off if the

heater is tipped over or if the heater gets too hot. Students found in violation of these policies will receive a \$50 fine and the appliance will be confiscated.

### **Beds, Lofts**

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

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

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

### **Christmas Trees**

Live Christmas trees are not allowed in student rooms. Violations are subject to a minimum \$25 fine.

### **Damages**

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

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

1. Determination of students to be charged for damage shall be made at the discretion of the director of residence life.
2. Individuals or groups directly involved in behavior leading to damage will be charged for such damage. In addition, intentional damage may result in disciplinary action.
3. If no individual or group can be identified as being directly involved, then all occupants of a particular residence hall area (floor, wing, house, etc.) may be charged for damage to that area. This is often referred to as common area damage.
4. All occupants of a particular residence hall may be charged for damage to that building.
5. Students residing in a particular campus area may be charged for damage occurring in that part of the campus.
6. Damage costs which are not chargeable to individuals or groups will be prorated and charged against the deposits of all students before the refunds of these deposits are made. This is listed as common area damage or CAD charges.

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



## **Door Propping**

Students who prop doors of residence hall building entrances will be fined \$50 and may face additional disciplinary action for repeat violations, as well as incurring some responsibility for actions of those who have entered. Opening a door during restricted access hours for a student who is not a resident of the building, or anyone else, is dangerous and compromises the College's security efforts. As such, this behavior is considered a door propping violation and is also subject to the above fine.

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

## **Fire Protection**

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

1. Students should not overload electrical circuits by the use of too many electrical appliances. Damage to the building and/or individual property may result. The College will not be held liable for damage to individual property.
2. Wastebaskets should be emptied frequently.
3. Cleaning fluids should be kept tightly closed and lighter fluids may not be stored in the building.
4. Charcoal or gas grills are not to be stored in the building.
5. Students should become familiar with convenient building exits.
6. Students should know the location of the local fire alarm.
7. Students should know the location of the nearest fire extinguisher. NOTE: Not all residence hall fire alarms are connected with the local fire department. Requests for assistance must be made directly to the fire department (911).

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

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

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

## **Guests in Residence Halls**

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

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

### **Guest Rooms**

A limited number of guest rooms in Johnson, Scott, and Tri-Dorms are available to friends of students at a charge of \$25 per night. Students wishing to reserve guest room space should check with staff members of the appropriate hall.

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

### **ID Cards/OneCard**

Every Ripon College student with a room assignment is issued a OneCard that will be active to allow entrance into your assigned residence hall 24/7 and other residence halls during most of the day and early evening. Students residing off-campus do not have OneCard access to the residence halls. Students are expected to carry their OneCard at all times and to produce it if requested by any College employee (including Resident Assistants). OneCard access is designed to add building security.

### **Keys**

Each student is issued a room key. In order to maintain security, any lost key will result in a \$75 lock change to students living in traditional halls and \$375 to students living in the campus apartments. These charges will be billed directly to the student. Lock changes are always initiated if a borrowed key is not returned within 24 hours.

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

### **Occupancy**

1. The College reserves the right to reassign a student to another room if necessary. The right to occupy a College room is given only to the students to whom the room is assigned. No student or other person is permitted at any time to take up residence in a College room without authorization. Charges and/or disciplinary action may be taken against room occupants for such behavior.

2. Room changes may be effected only at the direction of the hall director and must be reported to the director of residence life.
3. The student's room and board contract terminates 24 hours after one's last final examination, when residence halls close, or the day following withdrawal (whichever occurs first).
4. The College may charge students who return to campus prior to scheduled times. Accommodations may not be possible. A \$100 charge per night will also be assessed to students who do not check out of their room at specified times.
5. Residence halls are open for inspection by College officials at any time. The reasons for staff entries into students' rooms vary considerably, and for that reason a more detailed statement follows (see Search and Inspection of Residence Hall Rooms).

### **Romantic Relationships**

Housing options in campus-owned residence halls and apartments are not intended for romantic couples. Students are not required to disclose their reason for requesting a specific roommate, however, residence life does not encourage or accept romantic partners living together, regardless of gender identification, choose to live together. If residence life becomes aware of a romantic relationship between residents of the same apartment, one or more residents may be required to move out of that space.

### **Pets**

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

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

### **Property Loss Protection**

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

1. Students should not keep large sums of money in their rooms. It is easier and safer to open an account in a local bank.
2. Door-to-door soliciting in the residence halls is not permitted (including fundraising requests, distribution of products or flyers, sales pitches, etc.). An exception is made only when permission has been obtained from the dean of students.
3. Students are reminded that companies such as those selling linens, china, crystal, silverware, cookware, etc. must have permission from the dean of students. Beware of agreeing to make arrangements for such companies. In Wisconsin, 18 years of age is the age of majority, and a student will be held to a signed contract within the confines of pertinent laws.

### **Quiet Hours**

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

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

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

### **ResNet**

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

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

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

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

- Check with five or more of your friends to ensure their access to shared drives/the Internet also is down in their rooms.
- Contact your hall director/coordinator or the hall director on duty by calling 920-896-5344 between 8 p.m. and 7 a.m. They will contact the appropriate personnel to get you back online as quickly as possible.
- If only your building is out, consider using one of the six public access labs on campus to complete your work.

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

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

### **Restroom Policy**

Most bathrooms on residence hall floors are single-gender. Visitors of a different gender are not allowed in those bathrooms. Gender-neutral bathrooms are available in all residence halls and academic and administrative buildings. Each floor in the residence halls has the option of creating an additional gender-neutral bathroom option if a unanimous vote is overseen by a resident assistant.

### **Roof Access**

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

### **Room Changes**

All room changes must be approved by the appropriate residence hall staff. All parties to a room change must be in full agreement and must complete appropriate paperwork with their residence hall director. Students are responsible for finding someone with whom to make a room change. In the case of unapproved

room changes (i.e., switching room keys, etc.), a fine of \$50 per individual involved will be assessed. The director of residence life reserves the right to assign students to any available beds.

### **Scooters**

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

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

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

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

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

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

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

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

The principle of student privacy is hereby reaffirmed while recognizing that there may be needs for staff members to enter student rooms or to respond to certain specific situations and for the maintaining of institutional policies. Further, all residents, including those who are members of the residence halls staff, must be comfortable and free to move about their place of residence. For the staff to do less would not only restrict their freedom but also limit their opportunities to serve other residents. Considerable limitations and safeguards are imposed in order to avoid serious invasion of privacy. These procedural safeguards are as follows:

1. Students, student residence hall staff, members of the administration and service staffs may go freely about their business in the residence halls, may enter student rooms when doors are open and may enter closed rooms for specific and proper reasons. As a matter of courtesy, staff members will knock before opening closed doors and, when possible, will receive an invitation to enter before doing so. In the event the room is locked and there is good reason for residence hall staff to address the behavior taking place in a room, a hall director has the right and authority to key into a student's room in order to address the behavior or emergency that has prompted their action.
2. Inspection of rooms, as already noted, may be conducted for a variety of reasons, most of them based on clearly seen needs and on good common sense. Those of a non-routine nature, particularly those which seek highly visible items such as lounge furniture, are controlled by more restrictive procedures. Inspections for hygienic, maintenance and similar purposes do not require written authorization but entry must be for this purpose only.
3. Search of rooms for specified and possibly concealed objects is permissible only under the most restrictive procedures. Written authorization (for each case and for each room to be searched) must be given by the president, dean of students or director of residence life. Unannounced searches are permissible, with written authorization, but the resident should be present if possible; reasonable attempts to find the resident will be made before the search is conducted.

### **Single Rooms**

Single rooms are allocated at the discretion of the director of residence life. Single-singles are an additional \$200 per semester, double-singles are an additional \$500 per semester, and apartment singles are an additional \$700 per semester. Students who receive a single-single or double-single by request or default will be charged the appropriate fee at the beginning of each semester. Students that lose a roommate may move in with another roommate of their choosing, be assigned a roommate, or may be relocated at the discretion of the director of residence life to avoid incurring a charge for a single room. Students who lose a roommate during a semester will be given a one semester grace period to find another roommate, while incurring no charge. The director of residence life reserves the right to assign students to any available beds.

### **Smoking/Vaping**

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

### **Sports in Residential Facilities**

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

## **Storage Policies**

### **General Policies**

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

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

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

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

### **Summer Storage**

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

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

### **Academic Year Storage**

1. In the fall, hall directors will allow through the first Monday of classes for students to remove their "summer" storage belongings. The items not removed after that time will be auctioned off or thrown away. As soon as space is open, no later than the following Wednesday, students will be allowed to make use of storage facilities for the school year. The following Monday the physical plant staff, with the cooperation of the residence life staff, will remove all remaining articles from hallways, lounges, other public areas and Quad utility rooms other than that on shelves, stairwells, etc. Personal property will be disposed of while misplaced College-owned furniture will be placed in storage. Students must remove belongings by the last day of classes. The day following the last class day will then be used to once again begin the process of summer storage.
2. Small personal items may be placed in storage. Non College-owned furniture (couches, chairs) cannot be placed in storage during the academic year. In addition, students may remove room furnishings and place them in storage as described below in #3, until the storage facilities are full. Desks, draperies, blinds, bed ends and closet doors may not be removed from student rooms. Students who make room changes or withdraw from the College will be required to return all furniture to their room before being considered checked out. Charges will be assessed accordingly. Boxes must be broken down to be placed in storage.
3. Room furnishings may be removed from student rooms according to the following guidelines:
  - a. Furniture may only be moved at the designated time at the beginning of the year.

- b.
- c. Furniture to be moved must be labeled with its original building and room number. It may be stored only in designated storage areas (no corridors, lounges, etc.), and may not be moved off campus.
- d. A student must coordinate the removal of room furniture with a residence hall staff member. This process will include signing and agreeing to a contract which includes the following:
  - i. Specific location about the new location of the furniture.
  - ii. The agreement that the furniture will be returned to its place of origin by the last day of classes (or prior to any room change that occurs).
  - iii. The agreement that the student assumes complete financial responsibility for damage done to the furniture or premises during the move or once stored, and that if the piece(s) is not returned, he/she will pay a \$25 charge per piece if the furniture is found in storage by a staff member, or a full replacement cost if the piece is not found. In addition, storage privileges for that person will be revoked the following year.

### **Student Rooms**

1. Students may not alter in any way the permanent structure of their rooms or residence halls. Public areas and exteriors of buildings may not be changed in any way without prior permission of the director of residence life.
2. It is suggested that students not paste, tape, nail or tack decorations on walls. Masking tape may be used on varnished surfaces. Use of command strips/hooks is recommended to hang decorations in student rooms. Adhesive removal charges will be given at end-of-the-year room checks for any strips/hooks not removed. Bulletin boards, pictures and other decorations may be hung from moldings by the use of string or wire and molding hooks. Students will incur costs for damages that occur. Please see campus apartments guidelines for specifics in this area.
3. Students are not permitted to paint their rooms. Students who paint their room will be charged for the full cost of repainting the room.
4. Upon request, a student must remove within 72 hours furniture judged to be a housekeeping/fire hazard. If it is necessary for the College plant department to remove such furnishings, the student will be billed for their services.
5. Personally owned furniture must be removed from rooms before the last day of occupancy. Moving expenses incurred by the College will be billed to the student.
6. College furnishings are not to be removed from such areas as public lounges, lobbies and storage areas. No College owned furniture may be moved outside the building. A \$25 fine will be assessed per day until the furniture is returned. In addition, students are not permitted to remove or disassemble desks from their student rooms. A \$25 fine per day will be assessed until the desk is returned or reassembled.
7. Students are not to modify items of furniture by such practices as “stacking” beds or putting springs and mattresses directly on the floor in such a way as to scratch the floor or damage the carpet.
8. Waterbeds are not acceptable because of structural and physical limitations. Students with waterbeds will be charged \$25 per day until the waterbed is removed.
9. Signs, banners, and other displays may not be affixed to the exterior of residential rooms or lounges without permission from the director of residence life. Window displays visible to the public are limited to seasonal decorations. Any other item will be asked to be removed by the student. Any item not voluntarily removed will be removed and disposed of by residence hall staff.
10. Students are to be responsible for their room and its contents throughout the duration of time that they are assigned to that room. In order to protect their rights, students should lock their room doors when not at home to prevent others from entering their rooms and being a disturbance to their floor community.



### **Vacation Period Housing**

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

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

### **Window Screens/Windows**

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

### **Campus Apartments**

#### **Furnishings**

All Ripon College furniture and appliances that are provided must remain in the apartments with the exception of the desk chair. (Desk chairs may be placed into student storage.) Residents wishing to loft their beds must use a loft rented from College Products or contact a member of the residence life staff to inquire about the use of a limited number of loft kits available that coordinate with the bedroom furnishings owned by the College. Wooden or metal lofts built or designed by students are not allowed in Campus Apartments.

#### **Heating and Air Conditioning**

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

#### **Housekeeping**

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

#### **Keys and Locks**

Residents are not permitted to install padlocks or any other type of locking device on any door in their apartment. If a door key is lost, a resident should contact a member of the residence life staff immediately to process a core change. Residents will be charged to replace lost keys and/or to replace the lock core. Due to the special nature of the type of locks used in the apartments, a re-core charge of \$375 will be assessed (5 doors at \$75 each).

#### **Kitchens**

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

Knives used for cooking purposes may also be kept only in the kitchen area, and knife blades should not exceed eight inches in length.

### **Mechanical Systems**

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

### **Recycling/Garbage**

Students should not allow garbage, newspapers, recyclables, or refuse to remain in their apartment for long periods of time. Each resident is responsible for disposing of his or her own garbage. All recyclable items and garbage must be bagged and taken to the designated bins located on the first floor of the building (room 108) and placed in the appropriate containers. Boxes must be broken down. The second floor vending room should not be used for garbage collection. Students found to be dropping off their apartment's garbage here may face disciplinary action.

### **Repairs/Damages**

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

### **Room/Area Decorating**

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

### **Social Events**

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

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

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

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

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

### **Alcohol**

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

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

State law also prohibits:

1. Anyone, regardless of age, from opening or drinking from a container of beer or intoxicating liquor in a moving vehicle, and
2. Anyone under legal age from having intoxicating liquor in a motor vehicle, and
3. Anyone of legal age or older from having alcoholic beverages in a motor vehicle while any minor is in such vehicle.

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

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

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

## Alcohol in Residence Halls

1. Ripon College students who are at least 21 years of age may possess and consume alcoholic beverages in residence hall rooms as long as minors (persons under age 21) are not present. Room doors must be closed.
2. Underage students may never be present in a room where students who are of age are consuming alcohol or where alcohol is present.
3. While consuming, or in possession of alcohol, students must have a valid proof of age in their possession and must produce it upon request.
4. Brewing and/or distilling alcoholic beverages is not permitted.
5. Kegs of beer, drinking game devices, common containers, or any alcohol paraphernalia (party balls, pony kegs, WOP containers, beer bongs, beer/water pong tables, etc.) are prohibited on campus. Students found in possession of common containers or any alcohol paraphernalia may be assessed a common container sanction of \$100 as well as be held accountable for additional sanctions associated with a violation of the campus alcohol policy. The College will confiscate any unlawful or unauthorized items. Once confiscated, the items will not be returned.
6. Open intoxicants (bottles, cans, glasses, or other containers containing alcohol) are not allowed in hallways, public areas (only at pre-approved residence hall lounge events) or outside.
7. Students not using alcohol themselves, but knowingly associating with other students or student groups, who are violating the College alcohol policy, may be subject to the same disciplinary action as those students who were actually violating the College alcohol policy. This includes public places on campus; this may apply to individuals who are in a public place (i.e., hallway) with another student who is violating the alcohol policy.
8. Approved events must take place in a lounge space. Students or specific student groups who host unapproved events in hallways, lounge spaces, or in two or more student rooms are subject to disciplinary action that could include disciplinary probation, organizational probation, monetary fines, limits to future social events, loss of that group's individual housing lottery, etc.
9. Underage students should not be in possession of alcohol, open or unopened, or the empty containers from such beverages. Additionally, underage students in attendance at or participating in any gathering where alcohol is present are considered in violation of the alcohol policy and subject to disciplinary action (except at pre-approved residence hall lounge events).
10. Room parties: A \$100 sanction will be assessed room occupants who are responsible for hosting a "room party." A room party is defined as a gathering of 12 or more in a suite, or more than 2 guests per present resident in an apartment, 8 or more students in a double room or 5 or more students in a single room where alcohol is being consumed. A student with a single room found hosting a room party will be billed \$100. Two roommates who are present at a room party held in their room would each be billed \$100. This \$100 charge will be in addition to any sanctions associated with a violation of campus alcohol policy for which the student may also be responsible. Residence hall staff may confiscate alcohol if underage persons are present.
11. Students may apply to host events in a residence hall lounge at which alcohol is present (limited to 70 people including hosts). Permission to host an event must be obtained whether or not alcohol is present. Application for permission to host such events must be made to the director of residence life and/or director of student activities at least five days in advance using the lounge event application form, available from the student activities and orientation office. Notification of approval or disapproval of each application will be made no later than two days prior to the requested date for an event.

\*Consumption of alcohol at these events must be restricted to persons of legal drinking age as per Wisconsin statutes, and compliance with this restriction is the responsibility of the individuals who sign the lounge event application form and the members of the group hosting the event. Alcohol may not be purchased for or provided by the student hosts. All such events will be of a "bring your own beverage" format. Specific procedures are provided on the lounge event application form.

\*The location, duration, and frequency of such events will be managed in such a manner as to balance student needs for social activities and for a good environment in which to study. It is expected that events be limited to weekends (Friday and Saturday evenings), and may not occur during periods of final examination.

\*Other than a pre-approved lounge event, alcohol is never allowed in common spaces (such as lounges, hallways, etc.), four or more students found consuming alcohol in a lounge will be found in violation of the College's alcohol policy as well as assessed an additional \$100 charge for participating in an unrecognized lounge party.

### **Alcohol Misuse/Abuse**

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

1. Blatant, public, and/or irresponsible behavior most often precipitates a staff member's response.
2. Room occupants are always responsible for the actions of their guests, both student and non-student, which the consequences stated below will reflect.
3. The College reserves the right to notify parents/guardians of students' alcohol policy violations.
4. Alcohol violations will be cumulative over the course of one's time at Ripon College. Violations during the finals period will be subject to additional penalties.

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

### **Alcohol Enforcement**

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

### **Emergency Alcohol Amnesty**

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

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

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

## **Marijuana and Other Drugs**

### **State Law**

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

### **College Policy**

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

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

1. Drug misuse includes (but is not limited to) possession, using, selling, giving away, dispensing, mixing, administering, aiding or assisting others, participating with others in such activities, or being present where such activities are taking place.
2. If a drug case is initiated in civil court rather than on the campus, serious College sanctions may await disposition of the case in the court. The College's policies are, however, separate from those established by federal or Wisconsin state statutes.
3. The College does reserve the right to have residence life staff and/or deans immediately contact the local police to confront suspected violations, particularly in the case of uncooperative residents, repeated situations, if drug paraphernalia is found, or to help determine the source of a violation.
4. While empowered only to take action within its own provinces, the College will cooperate with the law enforcement agencies in accordance with statutory procedures.
5. Conversely, as an educational institution rather than a law enforcement agency, the College recognizes the appropriateness of handling certain drug problems individually and from a counseling and medical, rather than from a disciplinary, point of view.
6. Students are urged to reflect very seriously upon their own attitudes and actions with regard to drug abuse and to seek out information and counseling assistance as it may seem most appropriate to them. In the latter instances, it should be noted that information given to the College counselor (as well as to other physicians and clergy) is protected under the laws of "privileged communication."

## **Marijuana Enforcement**

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

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

## **Other Drugs: Enforcement**

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

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

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

## **General Regulations - Conduct**

### **Academic Policies**

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

### **Absences from Class**

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

Professors will establish individual attendance policies in consideration of the extent to which attendance itself constitutes a part of the learning experience and contributes to the educational integrity of a particular course. Students must be excused from classes for College sanctioned activities (e.g., participation in field

trips for their other courses and athletic events). Students who will miss class due to College sanctioned activities must notify their professors in advance to arrange for make-up work.

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

### **Academic Integrity Policy**

Ripon College's statement of educational mission is printed in the Catalog. It notes that Ripon College is not only established as a community for liberal education but also that Ripon College is "dedicated to the growth and development of the individual members of its community." In order to fulfill the College's mission as a community for liberal education dedicated to the growth and development of the individual members, a high degree of academic integrity is required. The College is concerned with developing the members of the community in their ability to use responsible inquiry; effective communication; and the other skills of analysis, understanding, and transmittal. For that development to occur, each individual must use his or her own resources; each must develop his or her own talents in cooperation with others; each must be honest with him or herself as well as with others in assessing and presenting the skills that have been developed and the information that has been accumulated. Only in this way will the maximum growth in ability occur, and only in this way will a true community of learning flourish.

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

### **Artificial Intelligence and Academic Integrity**

Various tools of artificial intelligence have emerged recently, bringing new opportunities for generating ideas and challenging traditional ideas of what it means to create and write. Artificial intelligence (AI) can be a legitimate tool in classrooms, and instructors may allow its use or even require it in their courses. Students should be aware that information derived from AI apps may be biased, incomplete, or factually false.

Ripon College reminds students that use of AI apps must be ethical and in accordance with the college's academic integrity policy. It is the student's responsibility to be transparent in how they use the AI-based tool, including what work is their original contribution and what is the result of AI.

Artificial intelligence tools draw information that is based on existing published materials, so using information from an AI app without citation is plagiarism. Generating answers with an AI app that you then claim as your own is cheating. Individual instructors may create their own policies about use of AI in their courses. Students must clearly identify the use of AI-based tools in submitted work. Any work that utilizes



AI-based tools must be clearly marked as such, including the specific tool(s) used. Check with your instructor for the preferred citation format.

### **Academic Honor Code**

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

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

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

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

### **Academic Dishonesty**

From the Faculty Handbook:

Cases of academic dishonesty are initially the responsibility of the instructor in the relevant course, who is encouraged to consult with colleagues, their Department Chair, and the Dean of Faculty. The instructor has the authority to assess any penalty up to and including immediate failure in the course if convinced that academic dishonesty occurred.

Common penalties for major offenses (e.g., cheating on an examination, substantial plagiarism on a paper or essay) include failure of the exam, assignment, or course. Common consequences for minor offenses or unintentional plagiarism focus on education and remediation rather than discipline. Instructors are required to state how incidents of academic dishonesty relate to grades in the course on their syllabi.

Reasonable confidentiality about the student's identity should be exercised in all cases of academic dishonesty, but all cases must be reported to the Dean of Faculty who maintains a record of the incident. Faculty are required to submit an official report for major offenses. Faculty are required to submit a minor documentation for minor offenses but may choose to submit an official report instead. Students will receive a letter from the Dean of Faculty's office only when an official report has been submitted.

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

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

Instances of more than one major occurrence during a student's undergraduate or graduate career may be grounds for expulsion from the College with the student's permanent transcript bearing the notation "Academic Dismissal." The Dean of Faculty determines this or other penalties beyond those levied by the instructor for a given course. It should be noted that any record of academic dishonesty during a student's undergraduate career at Ripon College will not have any bearing on their graduate student standing at Ripon College, nor upon the disposition of any charges of academic dishonesty levied against them during their graduate career at Ripon College.

### **Emergency Closing Policies and Procedures**

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

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

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

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

1. The College community through the respective vice presidents.
2. The College community and the public through the office of marketing and communications. When severe weather conditions may warrant closing, all faculty, staff and students should be alert for announcements.

### **Grade Disputes**

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

Procedures from the Faculty Handbook:

Student Appeals of Final Course Grades

According to the “Joint Statement on the Rights and Freedoms of Students,” endorsed by the Board of Trustees in 1969, students have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

#### Assumptions:

1. The instructor has probably assigned the appropriate grade.
2. At the same time, the student’s academic record is a very important matter and the right to appeal must be safeguarded to ensure fairness.
3. The student, not the instructor, bears the burden of proof that grading was prejudiced or capricious.

#### Appeal Procedure

1. The Academic Standards Committee will not accept an appeal from a student later than three weeks after the start of the semester following the grade in question being given and will not act until the student demonstrates that they have consulted their Academic Advisor(s), instructor(s) of the course in which the grade is being contested, and the Department Chair or Program Coordinator that oversees the area of study that the course was offered in, indicating that the student has consulted each of them concerning the grade in question.
2. When a written appeal has been submitted, the ASC will seek the assistance of a full-time faculty member to act as Hearing Officer, giving preference to someone a) not on the Committee, b) not in the department offering the course in question, c) having knowledge of the discipline involved, d) holding tenure, and e) who has not had the student in class.
3. The committee and the Hearing Officer will have no responsibility concerning that portion of a grade based on material that does not have documentation (e.g., participation grades).
4. The Hearing Officer may conclude, after preliminary consideration, that the student has no grounds for appeal, and may recommend to the committee not to hear it. Otherwise, the officer will continue conversations with the student, examine evidence submitted by the student, and have conversations with the instructor who assigned the grade. Understanding and mutual agreement should be sought.
5. Within three weeks of having agreed to review the appeal, the Hearing Officer will report to the ASC in writing the important facts of the case. Both the student and instructor will then have one week to read the report and to give the committee written supplements. In addition to the report, the Hearing Officer’s recommendation regarding the grade will also be submitted in writing to the ASC committee, and it will remain confidential within the committee.
6. The committee will make final disposition of the case by reporting its decision to the Faculty as an Information Item with names, both of the instructor(s) and the student, deleted.
7. After a student has presented to the committee two appeals, on two different unsuccessful grade appeals, any further appeal by that student will be referred to a Hearing Officer or otherwise further considered only upon a two-thirds vote of the ASC.

### **Bias Related Policy**

#### **Ripon College Statement on Diversity and Inclusion**

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

#### **Bias Statements**

Ripon College is committed to free speech, the open exchange of ideas and views and to providing a safe and inclusive campus environment. Our core values enshrine the diversity and integrity of our community, envisioning Ripon as a place where “differences of perspective, experience, background and heritage enrich

the college” and where “actions reflect the principles of honesty, fairness, candor, respect, responsibility, trust, inclusiveness, and openness.”

The College expects that all members of our campus community will strive to foster an environment that honors these core values. Bias incidents often fall beyond the scope and protection of existing federal and state laws pertaining to discrimination, harassment and hate crimes. The college community is obligated to judiciously address biased behavior, while also respecting freedom of speech and expression. Offensive speech, by itself, is not necessarily grounds for triggering a bias incident.

Ripon College as a bias incident response protocol that is designated to address incidents that might harm or threaten individuals or groups based on characteristics of identity including, but not limited to, sex, pregnancy, gender identity or expression, race, color, creed, national or ethnic origin, religion or religious affiliation, sexual orientation or preference, age, marital or family status, disability, or veteran status.

For speech/expression to constitute a bias incident, it must lack any relationship to an educational, political or artistic goal. Furthermore it must directly threaten or intimidate an individual or group based on one or more of the characteristics of identity listed above.

### **Definitions**

Bias is:

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

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

Hate Crimes are:

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

More information can be found at: <https://docs.legis.wisconsin.gov/statutes/statutes/939/IV/645>

### **Bias Incident Flowchart**

1. Complainant experiences bias incident. The complainant may discuss the incident with any member of the faculty/staff for assistance in completing the bias incident report form on the myRipon portal, or go directly to myRipon portal and submit a report.
2. The dean of students and/or dean of faculty evaluates the incident and assesses the need for interim measures, including possible involvement of the Title IX team or outside law enforcement.
3. The deans may then also seek the advice of appropriate members of the administration, faculty, staff and the bias incident response team to determine whether or not the initial report merits a formal investigation by the bias incident response team.
4. If grounds for a formal bias investigation are not determined, the case and details are then recorded for the record.

5. If grounds for a bias investigation are determined, the deans will ask the bias incident response team to investigate the case and submit its findings to the appropriate vice president(s). The Bias Team is only responsible for presenting findings and does not determine or recommend sanctions or penalties.

### **Incident Response Team**

Appointed by the dean of students and the dean of faculty, the incident response team is comprised of faculty and staff.

### **Anti bias protocol- report form**

The form is NOT intended for in-progress incidents, if you are actively involved in or witnessing a bias or hate incident, please call the Ripon Police Department at 911 or a member of the residence life/security staff after 8pm each night at 920-748-8703.

If you have witnessed or experienced an incident of bias or intolerance that has occurred within the Ripon community, please use the bias form to report the incident, including as much information as possible. Once submitted the dean of students or dean of faculty will review, possibly including the bias response team. Anyone with knowledge of a bias incident on campus may report the incident using the bias incident reporting form.

### **Chalking Policy**

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

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

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

### **Cleaning**

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

### **College Fleet Vehicles**

The College maintains a small fleet of vehicles for the convenience of the College community. Vehicles can only be used for official College business (field trips, athletic events, trips to attend meetings, etc.). College vehicles all have an I-Pass for the Illinois tollway system. The cost to use a College vehicle is charged to the individual department or organization. Anyone who will be driving a College vehicle must be an approved driver of the College. The driver approval process and paperwork to complete for driver approval can be found in the portal under the student tab. Students must be at least 19 years old to become an approved driver and must reapply each academic year. Use of College vehicles is scheduled through the plant

department. The demand for vehicles often exceeds the supply so students are encouraged to plan ahead. The following regulations apply to student use of College cars:

- College vehicles may be used for official College business only.
- Student drivers must be approved in advance by the Finance/Human Resource Office.
- Students must provide a list of occupants prior to departing campus.
- Students should familiarize themselves with emergency information located in the glove compartment of each vehicle.
- Students must complete a pre-use inspection and report post use damage or cleaning required. Students or student groups will be responsible for cleaning charges or vehicle misuse.

### **Community Conduct**

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

### **Confidentiality of Student Records**

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

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

### **Consensual Relations Policy**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty- student, staff-student, administrator-student, supervisor-supervisee, faculty of different ranks) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative

role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of the respective vice president to whom the employee reports, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes Resident Advisors (RAs) and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action of the employee that could include dismissal from the College.

### **Cooperation and Compliance**

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

### **Drones**

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

### **Expression & Assembly Policy**

Rational, orderly debate and critical examination of issues and ideas are fundamental to a free society, as well as the academic enterprise. Ripon College affirms the freedom of inquiry of all members of its community, in keeping with the mission and core values of the College.

As an institution committed to academic freedom, Ripon College also encourages free expression and assembly, consistent with the interests of personal safety, privacy, and pursuit of one's academic and vocational objectives. It also values integrity and seeks always to promote civil conduct, granting basic respect and consideration to others.

The College therefore reserves the right to regulate the time, place and manner of individual or group expression and assembly, to uphold its academic mission and core values. Accordingly, actions or other expression that meet the following general guidelines will be considered inappropriate:

- Disruption or obstruction of the essential operations of the College or the normal conduct of business of members or guests of the community
- Infringement on the rights of others in the community, including their reasonable expectations of safety, peace and privacy
- Coercion, intimidation, harassment or bias (as defined in the Ripon College Title IX Policy Prohibiting Harassment and the Ripon College Bias Related Incident Protocol)

All of these are destructive of the pursuit of learning and inconsistent with the College's aim of fostering a diverse community and developing productive, socially responsible citizens.

Application of the above general guidelines regarding time, place and manner will be determined on a case-by-case basis, informed by the specific context and circumstances.

The College wishes to go on record with respect to action deemed disruptive of the academic process. Among such actions are efforts by individuals or by groups to prevent approved speakers and other visitors to the campus from speaking, to disrupt the operations of the institution in the course of demonstrations, or to obstruct and restrain other members of the academic community and campus visitors by physical force.

The president, or in her absence, her delegate, is directed to maintain order and to protect the rights of all

members of the academic community. The College will make every effort to resolve problems internally and only in extreme circumstances will external authority be resorted to. All members of the community who engage in disruptive demonstrations are subject to disciplinary action which, in extreme cases, may result in separation from the College. It is, however, anticipated that problems can be resolved through communication and negotiation rather than through the application of sanctions.

### **Firearms and Fireworks**

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

### **Fire Pit Reservations**

A registration form must be completed in order to reserve the fire pit by the Harwood Memorial Union, and it must be completed by the person designated to be in charge during the actual fire at least three business days before the event. The form is located online or by visiting the student activities and orientation office. Please note that all fires must be started by the fire starter kit provided by the student activities and orientation office (SAO). All supplies must be picked up and returned when the office is open.

Fire Pit Policy:

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

### **Hazing**

The College defines hazing as any willful act by one student alone or acting with others, directed against any other student, that:

- subjects the student to indignity or humiliation;
- intimidates the student by threatening or ostracizing in public;
- submits the students to ignominy, shame or disgrace among fellow students;
- humbles, or is calculated to humble with pride, stifles the ambition or blights the courage of the students attacked;
- constitutes and legal assault, by striking, beating, bruising, maiming or any other physical violence, or merely seriously threatens to do these acts.

Specifically forbidden hazing activities include, but are not limited to:

- any brutality of a physical nature, such as whipping, paddling, beating, branding or calisthenics;
- late night sessions which interfere with scholastic activities (1 a.m. Sunday through the end of Friday classes);
- forced or required consumption of any food, alcohol, drug or other substances;
- excessive exposure to the elements;
- forced or required theft of any property;



- any activity or situation that would subject an individual to extreme mental or physical stress, such as permitting less than six hours of continuous, uninterrupted sleep per night, or forces or required extended exclusion from social contact;
- forced or required conduct that could result in extreme embarrassment, such as nudity or sexual behavior;
- running personal errands for others, such as driving them to class, cleaning individual rooms, washing cars, etc.;
- “road trips” (dropping someone off to find their way back) or “kidnaps”;
- forced or required wearing apparel publicly or privately which is conspicuous and not normally in good taste;
- forcing, requiring or encouraging the violation of any College policy or federal, state or local law.

Hazing is forbidden by Ripon College, and any chapter or student suspected of hazing will be investigated and may face judicial action. If hazing occurs, the chapter will be suspended for a specified time period. Repeated hazing by the same organization will subject the group to permanent suspension from campus.

### **Hoverboards**

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

### **Missing Student Notification Policy**

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

### **Motor Vehicle Policies**

Two parking options are available for purchase: Economy and Premium. Economy permit holders can park in either of the economy parking lots on campus (the ST or the RW lots). Premium permit holders can park in any of the premium lots on campus (R, I, or O lots). Resident Assistants may still purchase RA parking permits (RA) for lots near their buildings.

Yearly parking permit choices with associated fees for the 2023-2024 academic year are as follows:

- Economy permits cost \$150.00
- Premium permits cost \$400.00
- RA permits cost \$400.00

To be eligible for parking privileges, a student must be in good standing with their student account (regardless of class seniority). Payment for a parking permit will not be accepted and consideration for a parking spot will not be given until the student’s account is brought into good standing. If a parking permit is purchased while a student account is not in good standing, the payment will be credited toward the student account balance. Once the outstanding balance is resolved, a student will be eligible to proceed with the standard parking application process.

Students who are eligible for purchasing a parking permit must complete the Parking Permit Application form available on the myRipon portal at Campus Life > Parking > Purchase Parking Permit, or browse to: [https://my.ripon.edu/ICS/Campus\\_Life/Parking/](https://my.ripon.edu/ICS/Campus_Life/Parking/)

Payment must be made in full prior to being considered for available parking permits.

An early registration period (April 1 through May 31) has been established to allow returning students who are in good standing with their student account to request vehicle parking by class seniority on a first come first served basis. After the designated early registration period ends, all parking will be awarded on a first come first served basis regardless of class seniority. The completed registration form and payment must be received prior to the registration request being time stamped for the awarding process. Payment does not guarantee a specific vehicle registration request as the permit requested may not be available or a student may not be eligible to purchase a parking spot due to an outstanding student account balance. Student requests are honored if spaces are available.

Student's leaving or arriving at the winter break will be credited half, or required to pay half, of the amount of yearly registration. The fee must be paid before each student will be allowed to obtain a parking permit. Students should not transfer their parking permit to another student (i.e. graduating at semester, going abroad, transferring, etc.) without approval from the Parking Office as all fines are added to the student account on file for each unique permit number. Students requesting parking reimbursement at semester must do so by January 31st by submitting a written request along with the parking permit that was issued to them.

Students will receive a parking permit that is valid for either the Economy lots or Premium lots. There will be distinct symbols to distinguish Economy lot permits from Premium lot permits. Additional signage marks each lot on campus as to whether it is considered an Economy Lot or Premium Lot. ST and RW lots are Economy lots. R, I and O lots are Premium lots. Parking in lots outside of the permit designation or parking in non-student parking areas (i.e. Quad Circle, service drives, Woodside lot, Smith lot) may result in a parking citation and fine. Students are to park only in their designated lot(s) throughout the school year, which includes the school day, evening, weekend, special events, and spring and fall break periods.

Vehicle registration and parking permits will only be issued to students who reside on campus. Students living off campus will not be eligible to purchase a parking permit for Ripon College parking lots and should park their vehicle on the public streets while on campus. Each resident student is limited to having one vehicle at a time registered with the Parking Office. Vehicles include but are not limited to: any type of passenger vehicle, pick-up truck, any motorcycle.

Parking permits should be placed in the bottom left corner of the rear window, on the driver's side of the vehicle (for motorized bike/moped/scooter, inquire at the Parking Office ([parking@ripon.edu](mailto:parking@ripon.edu)) for permit placement). A change in registered vehicle (temporary or permanent) or a change in license plates requires notifying the Parking Office ([parking@ripon.edu](mailto:parking@ripon.edu)). Failure to do so may result in valid ticketing of vehicle. If a replacement parking permit is needed due to a vehicle change, students may turn in their old parking permit to the Parking Office to be issued a new one. There is a replacement fee if a student is unable to turn in their old permit.

Mopeds/scooters are to be parked only at the bike rack at any resident/academic/common building or any other campus facility, not in a lined vehicle parking space. Yearly registration fee is \$50.00. Students are to provide their own chain and lock to secure moped/scooter to the bike rack when not in use. Mopeds/scooters are not to be leaned against buildings or parked/stored inside of buildings. Vehicle parking policy applies to moped/scooter owners as does ticketing for violations.

### **Parking Locations**

The following are the parking locations on Ripon College campus:

Kemper Lot (R Lot) - Premium

Thorne Street Lot (I Lot) - Premium

Scott Hall Lot (P Lot) – RA and EMT parking only

Tri-Dorms Lot (O Lot) - Premium

Willmore Storage Lot (ST Lot) - Economy

## Rodman/Willmore Lot (RW Lot) - Economy

Vehicles remaining on campus during the winter break period should be parked in a lot that they have a permit for unless otherwise communicated for snow removal purposes. Any necessary communications about winter break parking will be sent via email. All student vehicles must be removed from campus during the three-month summer break period, unless other arrangements are made for summer housing. Students staying on campus during those times should contact the Parking Office (parking@ripon.edu) to make arrangements for parking.

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

### **Guest/Temporary Parking Pass**

Guest or Temporary parking passes can be obtained at any time on the MyRipon portal at Campus Life > Parking > Guest/Temporary Parking Passes. These passes are valid for use only in the assigned guest parking lot – check the portal for information on where the guest lot is located (the Woodside Lot is not for overnight parking at any time). Vehicles found using the temporary guest pass that are parked in any other lots will be ticketed. Temporary parking passes for students and their guests are limited to eighteen (18) nights per semester, whether for personal use or the use of a guest. Failure to abide by these guidelines may result in citations being issued by Ripon College enforcement personnel. In addition, The City of Ripon Police Department reserves the right to assist with enforcement issues.

### **Snow Removal**

After snow accumulations, student parking lots may require plowing. On days when this occurs, signs will be posted at the mailroom, the entrance to the Pickard Commons, and at individual residence halls by 8:00 am on the day of removal. Students will likely receive an email the day preceding the intended snow removal as well. Vehicles will have to be moved out of the lots by 1:00 PM and may be returned when the lot is cleared and removal equipment is gone. Vehicles remaining in lots during snow removal are subject to citation and may be towed.

### **Service Drives**

Service drives are off limits for parking at all times. The Quad Circle is considered a fire lane and parking there will result in ticketing and fines. Vehicles may not park in service drives, even if their hazard lights are engaged. Service drives may be utilized for drop-off and pick-up but vehicles should not be left unattended at any time. Failure to abide by these guidelines concerning service drives will result in citations being issued by Ripon College enforcement personnel. The City of Ripon Police Department reserves the right to assist with enforcement issues. In addition, vehicles may be towed at the owner's expense. Each service drive has signs posted referencing the Wisconsin State Statute 346.55 paragraph 3 which reads: "No person may leave or park any motor vehicle on private property without the consent of the owner or lessee of the property."

The areas identified as service drives are:

The Quad circle service road

The service road west of Bovay Hall

The road behind and to the west of Johnson Hall

The drive from Congress Street to the back of Merriman House

The drive to the basement of East Scott Hall

The decorative driveway to the south and west of Harwood Union

The driveway to the west of the Memorial green space

The driveway to the south of Todd Wehr Hall

The paved area to the south and behind the Willmore Center

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

Woodside Lot is neither student nor overnight guest parking at any time.

### **Motor Vehicle Enforcement**

Physical plant staff members, campus security, residence life staff, parking lot monitors, and local police personnel will assist with the enforcement of motor vehicle regulations on campus. These individuals may be responsible for issuing citations for all parking areas, service drives, and handicap access on campus.

For citations issued by the Ripon Police Department, students should expect that their vehicle may be towed upon receiving a citation from the Ripon Police Department if blocking a fire lane, fire hydrant, or handicap access. Fines for these citations and towing must be resolved at City Hall in Ripon, and at the towing company office. Generally, the tickets received from the Ripon Police Department are not open for appeals.

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

### **Motor Vehicle Parking Violations**

The registered student driver of a motor vehicle on campus is responsible for any violations involving that vehicle. Parking violations and corresponding fines include, but are not limited to the following:

- No registration/parking permit (\$50.00)
- Unauthorized parking in service drive (\$50.00)
- Driving in restricted areas (across lawns, etc.) (\$50.00 minimum fine plus restitution for damages)
- Unauthorized parking in handicap spaces (\$35.00)
- Parking in an undesignated location, reserved space, or unauthorized lot (\$25.00)
- Failure to move vehicle for snow removal (\$15.00)

Students with registered vehicles and 3 subsequent fines will be towed until those fines have been satisfied at the business office. Students with more than three motor vehicle violations during a semester will be assessed the fine for each subsequent violation plus \$50.00. Vehicles with no parking registration may be towed. If the vehicle is towed, all fines (college and/or city) and towing fee must be paid before the vehicle will be released. Ripon College enforcement personnel may initiate having a vehicle towed if a vehicle is blocking traffic or if a vehicle has been abandoned in any College lot. In all situations, towing will be at the vehicle owner's expense. Ripon College accepts no liability or responsibility for student vehicles.

### **Off-Campus Living**

Ripon College offers its instructional facilities within a total social and residential environment. The College reserves the right to make final decisions on extenuating circumstances where students are requesting off-campus housing. If a student's situation changes from academic year to academic year (or semester to semester), it is the responsibility of the student to inform the College of the change.

### **Official College Communication**

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

## **Posting Policies**

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

## **Service and Assistance Animals**

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

**Service Animals:** The Americans with Disabilities Act (ADA) defines a service animal as “a guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, promoting minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.” Service animals are working animals, not pets, and are often permitted as a reasonable accommodation for persons with disabilities under the ADA. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals.

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

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

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

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

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

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

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

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

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

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

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

### **Skateboarding**

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

### **Snow Art**

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

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

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

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

Students with emotional problems which represent a threat to the well-being of others may be required to leave the College at the discretion of the dean of students. When such a student has been identified, he or she may be asked to have an examination by a psychiatrist and to have the results of this examination released to the dean of students. Upon examination of the results, the student may be required to leave the College. If such a student does not submit to a psychiatric evaluation or refuses to sign a release for the results of this evaluation, he/she may not be allowed back in the residence halls and/or may be suspended. Students making suicidal statements, attempting suicide, or taking action that threatens their health or safety will become subject to administrative actions. In such cases, the College reserves the right to contact the student's family or emergency contacts. A student permitted by the dean of students to continue at the College may be asked to:

1. Sign a release to enable College officials to receive copies of history and physical examination forms, discharge summary, and continuing care plans.
2. Follow the recommendations of the assessing general practitioner as well as those imposed by the dean of students.
3. Sign a release with the College counselor allowing the dean of students to know that the student is engaged in a committed counseling relationship of no fewer than four sessions.
4. Assume financial responsibility for off-campus assessment and treatment.

### **Stadium Safety**

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

### **Weapons**

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

## **Judicial Systems**

### **Bodies of Adjudication**

#### **Committee of Deans**

If either party wishes to have their case heard confidentially, without reference to the student judiciary board or the joint judiciary committee, a request may be submitted to the dean of students that the case be handled by the "committee of deans" (appointed by dean of students to include deans, vice presidents, or dean of students staff members). Provisions may be requested to not have the accused and accuser and/or witnesses in the same room during a hearing. The committee reserves the right to determine if it will use written

documentation or have witnesses appear. In cases heard by the committee of deans, the only appeal is directly to the president of the College, and must be done in writing within 48 hours.

### **Joint Judiciary Committee**

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

### **Student Judiciary Board**

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

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

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

### **Residence Life Staff**

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

### **Classes of Offenses**

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

Title IX Policy Prohibiting Harassment Including Sexual Harassment/Misconduct It is the policy of Ripon College, consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the College community, that all varieties of harassment and intimidation — sexual and non-sexual, physical and non-physical, verbal and non-verbal — of employees and students of Ripon College are unacceptable and impermissible conduct which will not be tolerated. Harassment includes behavior, speech, or writing that demeans or stereotypes individuals in a harmful way. Harassment may create an intimidating, hostile, or demeaning environment and often has the effect of interfering with an individual’s full and free participation in the life of the College. See [Ripon.edu/harassment](http://Ripon.edu/harassment) for more information.

## **Procedure**

Procedure If there may be cause for concern, students should notify or consult residence hall staff, Emily Johnson (920-748-8312, [rccounseling@ripon.edu](mailto:rccounseling@ripon.edu)), Chris Ogle Dean of Students (920-748-8111, [oglec@ripon.edu](mailto:oglec@ripon.edu)), and/or Jennifer Finco the Title IX Coordinator (920-748- 8815, cell 317-409-1306, [fincoj@ripon.edu](mailto:fincoj@ripon.edu)). Employees should notify or consult the vice president in their area, Jennifer Franz, the Interim Director of Human Resources (920-748-8192, [franzj@ripon.edu](mailto:franzj@ripon.edu)), and/or Jennifer Finco the Title IX Coordinator (920-748-8815, cell 317-409-1306, [fincoj@ripon.edu](mailto:fincoj@ripon.edu)).

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

## **Contact Information**

Jennifer Franz, Interim Director of Human Resources, ext. 8192, Smith 202B, [franzj@ripon.edu](mailto:franzj@ripon.edu)  
Chris Ogle, Vice President and Dean of Students, ext. 8111, Bartlett 101, [oglec@ripon.edu](mailto:oglec@ripon.edu)  
Jennifer Finco, Title IX Coordinator, ext. 8815, cell 317-409-1306, Willmore 251, [fincoj@ripon.edu](mailto:fincoj@ripon.edu)

## **Purpose**

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

## **Scope**

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

Sexual Misconduct offenses include, but are not limited to:

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

## **Sexual Harassment**

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

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

There are three types of sexual harassment.

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

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

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

Quid pro quo sexual harassment exists when there are:

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

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

#### Non-Consensual Sexual Contact

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

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

#### Non-Consensual Sexual Intercourse

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

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

### **APPLICABLE DEFINITIONS**

#### • Consent:

Consent is:

- clear, and
- knowing, and
- voluntary [or affirmative, conscious and voluntary],
- words or actions,

- that give permission for specific sexual activity.
- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
- In order to give consent, one must be of legal age.
- Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
  - Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
  - The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.
  - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
  - This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs. [Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy.]

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

- Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

### **Sexual Exploitation**

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

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

- invasion of sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping
- going beyond the boundaries of consent (such as letting people hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another person;

- exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- sexually-based stalking and/or bullying may also be forms of sexual exploitation

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

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

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

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

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

#### **Confidential Reporting Options**

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

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

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

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

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

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

- Johnson Hall/Tri-Dorms/Apartments
  - Hall Director Apartment 745-7047
  - Johnson Hall Office 745-7048
  - Tri-Dorms Hall Office 745-7062
  - Apartments Office 745-7068
- Scott Hall
  - Hall Director Apartment 745-7054
  - Hall Office 745-7055

- Quad (Anderson, Bovay, Brockway, and Mapes)
  - Hall Director Apartment 745-7041
  - Quad Office 745-7077

#### **College Services:**

- Counseling Services 748-8312 or 748-8344
- College Health Services 748-8141
- College Contract Security 748-8703
- Dean of Students 748-8111
- Director of Residence Life 748-8186
- Vice President for Finance 748-8108

#### **Community Agencies:**

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

#### **Sexual Predators**

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

#### **Federal Statistical Reporting Obligations**

Certain College officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to the campus security officer regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report <https://ripon.edu/student-life/campus-safety/>

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

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

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

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

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

1. Less serious offenses (generally Class I and II) will be adjudicated in the residence halls with hall directors and the director of residence life acting informally.
2. More serious offenses (generally multiple or repeated instances of Class I and II offenses, all Class III and IV offenses) will be reported in writing to the office of the dean of students. Initially, that office will make a preliminary inquiry into the nature and circumstances of each alleged violation and will then refer the case to the appropriate disciplinary body.
3. Offenses personally observed by non-student employees of the College should be reported in writing to the dean of students. The dean will handle disciplinary actions directly, which may include referral to the committee of deans. Appeals of the dean's decisions may be made to the president of the College, and must be done with 48 hours of written notification. In cases of classroom disruption or seriously inappropriate behavior, a referral will be made to the associate dean for academic affairs for immediate action or for referral to the committee of deans.
4. Offenses which are illegal may be processed through the local courts. Students found guilty in a court action may receive sanctions congruent with the Ripon College's penalty classifications. The dean of students will determine College sanctions, or refer to the committee of deans, for cases handled by the local courts. The College reserves the right to investigate and take action itself prior to the outcome of a court action. It also reserves the right to impose an interim suspension until a hearing occurs. It also may re-examine an internal decision following the outcome of a criminal or civil court decision.
5. Parents or guardians of students placed on probation, suspended, or expelled may be notified by the College.
6. The standard of evidence used to reach disciplinary decisions shall be whether it is more likely than not that a violation of College policies has occurred.
7. Policy infractions identified in the process of providing information for an unrelated disciplinary matter will not be used against a student, except in extenuating circumstances.

## **Rights to all Accused Persons**

1. to be notified of the alleged violation(s) of the Student Handbook, also known as charges, and the possible consequences that may result
2. to be heard by a fair and impartial decision maker
3. to have an advocate of their choice, who has the right to attend any hearing session as observer
4. a full and fair hearing, close in time to the alleged charge, that includes the right to be confronted with and reply to all pertinent testimony
5. to choose to offer information on their own behalf
6. to request and receive pertinent testimony from witnesses
7. to be notified in writing of any sanctions or actions which have been assessed
8. to appeal the decision in accordance with stated procedures

## **Rights of all Complainants**

1. to have an advocate of their choice, who has the right to attend a hearing session as observer
2. to provide the disciplinary board/committee with evidence to support the charges
3. to provide the disciplinary board/committee with witnesses supporting the charges
4. in an incident of alleged violence or non-forcible sex offense, the individual who submitted the complaint may be notified of the outcome of any student conduct process (FERPA regulations)

## **Sanctions**

The following sanctions may be imposed by disciplinary procedures.

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

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



## WHERE TO CALL

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

For	Who	Where	Phone
Absences	Chris Ogle	Bartlett 101	8111
Academic Policies & Appeals	Katy Crane	Bartlett 105	8119
Admission	Office of Admission	Evans Welcome Center	8337
Athletics	Chris Schumacher	Willmore	8774
Bills	Alycia Harbin	Smith first Floor	8106
Campus Recreation	Maddie Koster	Willmore Center	8740
Counseling Center	Emily Johnson	Bartlett 302	8344
Employment, On-campus	Linda Kinziger	Smith 109	8101
Financial Emergency	Linda Kinziger	Smith 109	8101
Food Service	Dustin Tessmer	Pickard Commons	8169
Grades	Katy Crane	Bartlett 105	8119
Greek Life	Bri Cyr	Commons Lower Level	8112
Health	Mary Belling	Bartlett 301	8141
Housing	Mark Nicklaus	Bartlett 103	8186
International Student Affairs	Yazmin Doroteo	Bartlett G2	8190
Judiciary Bodies	Chris Ogle	Bartlett 101	8111
Library, Ripon College	Information Desk	Lane Library	8175
Loans (Personal)	Linda Kinziger	Smith 109	8101
Mail Center	Katelynn Kruse	Harwood Basement	8166
Maintenance (Plant Department)	Suzie Fude	Plant Department Building	8142
Meeting Rooms	Lauren McConnell	Commons Lower Level	8164
Off-Campus Study Programs	Kari Clark	Smith 202B	8118
One Card Office	Katelynn Kruse	Bartlett 102	8166
Student Activities	Bri Cyr	Commons Lower Level	8112
Student Support Services	Dan Krhin	Bartlett G1	8107
Theatre	John Dalziel	Rodman 133	8711
Transcripts	Katy Crane	Bartlett 105	8119
Tutoring	Brenda Gabrielson	Bartlett G1	8702
Withdrawals	Office of the Dean of Students	Bartlett 101	8111

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