

**The Franklin
College Student
Handbook:
A Guide to
Student Life
2023-2024**

revised Summer.2023

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Franklin College Vision, Mission and Values

Mission

Franklin College empowers students through an experiential education, grounded in the liberal arts and sciences, promoting impactful careers and meaningful lives.

Vision

Franklin College envisions a vibrant, inclusive learning community fueled by transformative experiences and innovative partnerships.

Values

Franklin College upholds a common set of values that enhances the community and sustains personal, spiritual, intellectual and professional growth for a lifetime. We value:

People of INTEGRITY who exhibit

- honest and ethical conduct and speech
- responsibility in personal, academic and professional lives

Commitment to INCLUSIVITY that honors

- all forms of diversity
- the dignity of self and others
- empathy, sincerity and openness

Culture of INTELLECTUAL CURIOSITY that promotes

- deep reflection about knowledge, beliefs and ideas
- the ability to recognize, formulate and ask discerning questions
- independent thinking

Drive for INNOVATION and CREATIVITY that encourages

- a willingness to take risks
- adaptability to an ever-changing world
- the ability to solve complex problems

Spirit of COMMUNITY that fosters

- a collaborative environment that is responsive to the needs of others
- a supportive, service-minded network
- respect for the personal beliefs, faiths and convictions that give purpose and meaning to our lives

A. Academic Information

*** For complete information regarding academic policies and procedures, please refer to the Academic Catalog which can be found on the Franklin College website – <http://franklincollege.edu/academics/>

1. Academic Contacts

Vice President of Academic Affairs and Dean of the College Office

The Franklin College Vice President of Academic Affairs and Dean of the College's office is your contact for:

- Academic dishonesty
- Academic probation
- Attendance at commencement
- Dismissal and suspension
- Grade challenges
- Late course withdrawals
- Other Academic Concerns

For concerns dealing with the above areas consult either the current Franklin College *Academic Catalog*, which is the official publication, or the Vice President of Academic Affairs and Dean of the College's Office directly.

Academic Records Office

The Franklin College Academic Records Office is your contact for:

- Academic advisement
- Academic petitions
- Application for degree
- Course schedule adjustments
- Degree and enrollment verification
- FERPA compliance
- Good Student Insurance Discount/Enrollment Verification
- Grade processing
- Major/Minor Declaration
- Off campus course approvals
- Permanent academic records
- Registration
- Transcripts
- Transfer credits

For concerns dealing with the above areas, consult either the current Franklin College *Academic Catalog*, which is the official publication, or the Academic Records Office directly.

2. Academic Procedures

Details may be found in the online Franklin College *Academic Catalog*. You are expected to be familiar with its contents. <http://franklincollege.edu/academics/>

1. Class Attendance

Since many classes at Franklin College involve active participation through discussions, small group or laboratory work, attendance is expected. Each student shall maintain satisfactory attendance in all scheduled classes in accordance with the policy announced by individual classroom instructors. There is no campus-wide attendance policy, but poor class attendance almost always leads to class failure. If, a student is absent from class, it is their responsibility to complete material due or make up work missed.

In the event of an unforeseen extended absence from campus due to illness, family death, or other emergency, a student may request assistance in communicating with their faculty members by contacting the Vice President of Student Development (317) 738-8080. The Vice President does not verify or excuse absences, but will send written notification of the absences to the student's instructors upon the student's request. Instructors are not required to modify any course policies in such circumstances and each student's situation will be handled on a case-by-case basis. Franklin College recognizes the challenge a student may face when balancing their own wellbeing with the demands of academic coursework. Students are encouraged to seek assistance from on-campus resources for academic, physical and emotional support.

2. Administrative Withdrawal Policy

Under certain circumstances, Franklin College may administratively withdraw a student from a single class or multiple classes. The four classifications of administrative withdrawals follow.

Academic Withdrawal - The Registrar may administratively withdraw or drop a student from a course or courses for academic reasons such as, but not limited to, the following: academic probation, extended academic probation, academic suspension, academic dismissal and unapproved credit overload. A student may also be removed from a course for which all prerequisites have not been satisfactorily completed. An academic drop or withdrawal will be processed according to the established drop and withdrawal deadlines. A grade of "W" will be assigned in the case of a withdrawal. The student's GPA will not be affected.

Disciplinary Withdrawal - As a result of college judicial proceedings, a student may be suspended or dismissed from the college for disciplinary reasons. In such cases, regardless of the timing during a semester, the student is withdrawn from classes, earns no credits for the semester and is assigned a grade of "W" for each class. The student's grade point average is not affected. The judicial process is under the jurisdiction of the Vice President of Student Development and Dean of Students. The student will forfeit all tuition and fees for the semester or term regardless of when the sanction is imposed. Students wishing to return to the college must apply for readmission.

Excessive Absence Withdrawal- Students are expected to prepare for and participate in all classes for which they are registered and to act in a manner consistent with the college's values of respect and responsibility while attending classes. When the college determines that a student has unapproved excessive absences, the student may be withdrawn. Administrative withdrawal could significantly impact a student's financial aid, athletic eligibility, academic standing and progress towards degree.

The Registrar, in consultation with the Vice President of Academic Affairs and Dean of the College, may administratively withdraw a student from all courses or from individual courses for unapproved excessive absences. A student is considered excessively absent when he or she has missed two consecutive weeks of class. Such students will have seven calendar days to respond to email and written notification that their continuation at the college or in the course is in jeopardy. Students are responsible for maintaining an accurate mailing address with the college. Failure to respond within the seven-day period and to correct the behaviors to the satisfaction of the faculty member(s) involved will result in an administrative withdrawal. Students wishing to return to the college after being withdrawn from all courses must apply for readmission.

If the withdrawal for excessive absences is processed prior to the established semester/term deadline to withdraw from classes, a grade of “W” will be assigned. This grade will not affect the student’s grade point average. If the withdrawal is processed after the established deadline to withdraw from classes, a grade of “WP” or “WF” will be assigned. The grade of “WP” is not calculated into the GPA. However, the grade of “WF” is calculated into the GPA as a grade of “F.” The student will forfeit applicable academic credit, tuition, and fees for the semester or term regardless of when the withdrawal is posted.

Emergency Withdrawal: As a result of medical necessity or other emergency, a student may be withdrawn from a class or classes. Such requests are made through the Associate Dean for Student Success approved by the VPAA. Such withdrawals will only be granted based on appropriate documentation. Once approved by the VPAA, the student is withdrawn from all applicable classes and is assigned a grade of “W.” The student’s grade point average is not affected. Where appropriate and with an instructor’s permission, a student could receive a grade of “I” (incomplete) in one or more classes. For more information on incomplete grades, see Grading and Credit System in the Academic Policies and Procedures section.

Please visit the policy for [Withdrawing from the College](#) for more information regarding tasks to be completed when withdrawing.

- C. Policy on Academic Probation, Suspension and Dismissal.** Student academic status is reported to the Vice President of Academic Affairs and Dean of the College upon completion of each academic period (fall semester, winter term, spring semester, and summer sessions). A student **who has attempted at least 12 hours at Franklin College** will be placed on academic probation when the following minimum academic standards are not met:

Freshman	0 – 26 credits	cumulative grade point average of 1.60 (A=4.00) at the end of first semester; cumulative grade point average of 1.80 (A=4.00) beyond first semester (up to 26 credits)
Sophomore	27-57 credits	cumulative grade point average of 1.90 (A=4.00)
Junior, Senior	58 + credits	cumulative grade point average of 2.00 (A=4.00)

Graduate Students see Program Specific Graduate Program Handbook for Further Information.

The cumulative grade point average is computed exclusively on academic credit earned at Franklin College. A grade of S or U has no effect upon the cumulative grade point average.

Franklin College reserves the right to suspend any student whose grade point average falls below 1.00 for any academic period.

When a student is placed on academic probation, the period of probation begins immediately. **A student on probation** may not participate in intercollegiate sports; hold office in student government, social organizations, clubs, political groups, or residence halls; or serve in a leadership position of any school publication or broadcast operation. Further, a student on probation may not participate in commencement exercises. Students placed on academic probation may have their course schedules administratively adjusted to add a required academic strategies course designed to assist students in returning to good academic standing. Other conditions for academic probation may be applicable as determined by the Office of Academic Affairs. If on probation during the fall or spring semester, it is recommended that a student take no more than 14 credit hours. Students who fail to achieve the minimum required grade point average after a period of academic probation will be subject to academic suspension. Should academic probation be extended as an alternative to immediate suspension, the student must then meet or exceed the minimum grade point average standards noted above at the conclusion of the extended probation.

Students who have demonstrated a past history of academic probation or whose GPA falls below a 1.00 for any academic period may be subject to academic suspension. **Students who have been suspended** are not permitted to enroll in any credit bearing course until after the end of the stated suspension period and must contact the Office of Admissions for readmission. A suspended student who is readmitted on academic probation must maintain the minimum academic standards stated above during each academic period following readmission. If a student who was suspended and readmitted does not return to good academic standing after one academic period, this student will normally be dismissed. **Dismissal from the college is final, and the student is no longer eligible to apply for readmission.**

3. **Academic Dishonesty and Plagiarism**

Students are expected to maintain high standards of personal integrity in their academic coursework. In all matters relating to academic dishonesty (including plagiarism), the initial level of communication toward resolution of the problem will be a personal conference between the student and the appropriate member of the faculty.

The faculty of Franklin College recognize the following as violations of academic honesty:

1. Dependence upon the assistance of others beyond that which is expressly approved by the instructor in writing papers, preparing laboratory reports, solving problems or carrying out other assignments.
2. Plagiarism. Plagiarism is the use, whether by paraphrase or direct quotation, of published or otherwise recorded materials or the unpublished work of another person without full and clear acknowledgment.

- a. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations are grounds for sanctions against members of the academic community. This includes, but is not limited to, purchasing or acquisition of term papers, speeches, and printed materials from “term paper mills.”
 - b. It also includes appropriating portions of another’s work to use without attribution
3. Cheating on quizzes, tests, any kind of assessment or examinations by:
 - a. Referring during the examination to books, papers, notes, and electronic devices not specifically authorized by the instructor.
 - b. Receiving during the examination information from another person or communicating information to another person or attempting to receive or communicate information.
 - c. Using a substitute to take a quiz, test or examination or acting as such a substitute.
 - d. Buying, selling or stealing a copy of an examination in advance of its administration or referring to such an examination after it has been obtained by another.
 - e. Obtaining through any means the tests of a professor that he or she normally does not let circulate.
 - f. Participating in or attempting to practice any other form of deceit on a quiz, test, paper, speech or assignment of any kind.
 4. Permitting another student to use one’s work as their own
 5. Mutilating, stealing, hiding or illegally removing or keeping Franklin College library materials or materials made available for student use by a faculty member or a college department.
 6. Unauthorized reproduction of copyrighted materials.
 7. Falsification or misinterpretation of research information.
4. **Procedures for Cases of Alleged Academic Dishonesty and Plagiarism**
 - a. Upon detecting an instance of academic dishonesty, the faculty member will promptly discuss the matter with the student involved. Upon determination of responsibility, the faculty member must submit a full report of the offense, with sanctions requested, to the Vice President of Academic Affairs and Dean of the College with a copy to the student or students involved. The Vice President of Academic Affairs and Dean of the College will investigate the charge thoroughly. If the Vice President of Academic Affairs and Dean of the college concurs with the faculty member’s determination, written notification will be sent to the student, with a copy to the faculty member, the registrar, and the dean of students. The letter will include the sanction(s) imposed as a result of the violation based on the following guidelines:
 - b. For the **first offense**, a student who is responsible for committing academic dishonesty as a minimum will receive a penalty of “F” grade or zero for the piece of work, examination, paper, lab work, etc., involved. Additional sanctions may be imposed. The maximum penalty will be for the course final grade to be lowered by not more than one letter grade, whether or not the “F” grade or zero on the assignment has already done so.

- c. Determination of a **second offense** of this type at any time during the student's academic career at Franklin College will usually result in the student being dismissed from the college. **Dismissal from the college is final, and the student is no longer eligible to apply for readmission.**
- d. If the Vice President of Academic Affairs and Dean of the College does not concur with the faculty member's determination, written notification will be sent to both the student and the faculty member indicating that decision.

5. Appeals

- a. Either the student or the faculty member may appeal the decision of the Vice President of Academic Affairs and Dean of the College within five (5) calendar days of the receipt of notification. The appeal will be reviewed by the Academic Appeals Committee which is comprised of the faculty members of the Student Life Committee and a designee of the Steering Committee. Appeals to this committee are submitted in writing to the Vice President of Student Development and Dean of Students.
- b. In cases which involve a sanction of academic dismissal, the student may appeal their case to the President of the college within five (5) calendar days of the receipt of the decision of the Academic Appeals Committee. The President's decision is final.
- c. All appeals and appellate decisions must be communicated in writing.

6. Classroom Misconduct

A student engaging in behaviors that negatively impact the learning experience for others and/or compromise others' safety may be asked to leave class. Such behaviors may include, but are not limited to, loud talking that distracts from course content, egregious use of explicit or biased language or making threats to self or others.

Subsequent or more serious incidents of disruption will be referred to the Vice President of Academic Affairs and Dean of the College and Vice President of Student Development and Dean of Students for disciplinary action.

7. Copyright Policy

As an institution of higher learning, Franklin College supports and encourages the exchange and sharing of information for the advancement of knowledge. The college does this with the expectation that all persons associated with the college will fully comply with the provisions of the U. S. Copyright Law of 1976, as amended, (Title 17, United States Code) and the Digital Millennium Copyright Act (DMCA). It is important that any claimed Fair Use of copyrighted materials for any purpose should be undertaken only after:

- a. carefully considering the Fair Use guidelines that are readily available and posted on college web pages and intranet
- b. accurately documenting the decision in the event of a challenge by the copyright holder

Individuals who purposely or through negligence infringe on Copyright Law do so at their own risk and assume full responsibility for their actions. Anyone associated with Franklin College

who infringes on Copyright Law may be subject to disciplinary action by the college. For students, such infringements are addressed through the standard judicial process, except in cases that take place in an academic context which constitute academic dishonesty. Any materials stored on Franklin College servers that do not comply with copyright law are subject to immediate removal.

Incidents of suspected copyright infringement in an academic context should be reported to the Vice President of Academic Development and Dean of the College. All other cases should be reported to the Vice President of Student Development and Dean of Students. The URL for the electronic version of this policy is available at <http://franklincollege.libguides.com/copyright>.

What constitutes a copyright violation? Some examples are:

- Downloading copyrighted music, text, video, graphics, etc. from a website that has not obtained the rights to offer this material to the public and does not compensate the authors/producers for allowing access to their material.
- Hosting a website that provides others with access to copyrighted materials (usually music) without permission from the authors/producers. [For example: peer-to-peer (P2P) sharing.]
- Posting either entire or significant portions of copyrighted materials on a web page thereby allowing unauthorized access to the content.

There are some exceptions that apply to the use of copyrighted materials in an academic setting under the fair-use provision of copyright law. To learn about these exceptions and for additional information about how copyright laws and regulations might apply to you, visit the website: <http://copyright.gov>.

The following is a summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws.

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

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

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

8. Intellectual Property Ownership Policy

A. Introduction

Franklin College ("College") recognizes and is committed to encouraging research, and creative activity through multiple forms of artistic expression, and encourages the publication of the products of these creative activities. The college is also committed to the protection of the intellectual property rights of faculty, staff, and students, as well as the rights of the college.

B. Copyright Law and Intellectual Property

The protection of all creative works and intellectual property depends on the existence and the application of the federal Copyright Act. A brief summary of copyright law as well as the penalties and disciplinary actions for infringement of the law can be found here:

<http://franklincollege.libguides.com/copyright>.

While not a requirement for claiming copyright ownership, it is highly recommended that all intellectual property works be identified with author's name, date of creation, and revision date(s). A notice of a copyright claim by the author can serve as fair warning and a deterrent to anyone who might be tempted to inappropriately use materials that are under copyright protection. The college is not responsible for policing the use or misuse of intellectual property that resides in shared resource locations such as the college's Learning Management System or the college's intranet.

C. Copyright Ownership

1. Staff, administrators, and other non-faculty employees In general and as a default, Franklin College owns the copyright to any works created by its employees in the course of their college duties ("work for hire"). This includes, but is not limited to, copyright in works such as publications, software, web design, graphic and artistic work, photographs and other visual images, and audio recordings. The college may, at its discretion, grant the employee a non-exclusive license to use the work for mutually-agreed purposes if an employee requests it. Any such agreement shall be in writing and signed by both parties.

2. Faculty "Faculty," as used in this section, means tenured, tenure-track, term, and part-time faculty. "Faculty" includes staff, librarians, and administrators when they create work while teaching a course for credit. It is a tradition among institutions of higher education to acknowledge that faculty members hold copyright to their intellectual property created while preparing materials in conjunction with their teaching duties. While the college does not assert any copyright ownership in faculty-produced works in general, it shall retain a non-exclusive, royalty-free, perpetual license for works developed for Franklin College courses or curriculum in order to ensure that such material is available for the support of the educational purposes of Franklin College. Copyright in works created outside the scope of teaching duties shall be owned by the faculty member, and the college does not claim copyright or licensing rights for these works, except as noted below. The following are limitations or exceptions:

a. Faculty rights in work created as a college-assigned task

In cases where a faculty member creates the work as part of a task explicitly assigned by the college, such as the development of a new course, and receives either of the following:

1) financial support provided directly by or procured by the college in addition to the faculty member's regular salary

2) release time

An agreement will be signed between the faculty member and the Vice President of Academic Affairs and Dean of the College concerning copyright ownership in that work. If the author is granted copyright ownership, then the college retains a non-exclusive, royalty-free, perpetual license to use the work for the college's educational, promotional, and public-relations purposes. If the college retains copyright in that work, then the author may request in the signed agreement to have a non-exclusive, royalty-free, perpetual license to use the work for educational purposes. Shared copyright ownership is, of course, a third option. Sabbatical leave and the salary paid during such leave will not be considered "significant financial support" in determining copyright ownership in works created as a result of that leave.

b. Faculty rights in work created with external grant or contract support When work is created with the support of a grant or contract from an outside entity, such as a government entity (local, state, federal, or foreign), a foundation or other non-profit, or a commercial entity, the terms of that grant or contract will determine ownership of the intellectual property in that work.

c. Exceptions The Vice President of Academic Affairs and Dean of the College has the authority to negotiate exceptions to this section for particular members of the faculty. Such exceptions are valid only if in writing and if signed by the Vice President of Academic Affairs and Dean of the College and the faculty member.

3. Students "Students," as used in this section, means anyone enrolled as a full-time or part-time student at Franklin College, including students who are auditing classes.

a. Rights "Student Works" are those works produced by Franklin students in fulfillment of class assignments, as projects for academic credit, or as projects with co-curricular or extra-curricular organizations. Student Works are owned by the student(s), and the college will retain a non-exclusive, royalty-free, perpetual license to use the Student Work for educational, promotional, and public relations purposes.

b. Crediting of the College and Financial Contributors Franklin College will decide whether to put its name on a given Student Work. The Vice President of Academic Affairs and Dean of the College or the President of the College may request the student(s) who own(s) each Student Work to agree to credit, in a manner satisfactory to the Vice President of Academic Affairs and Dean of the College or President, any donor to Franklin College whose donation contributed directly to the production of such Student Work.

c. Preservation of student work It is the responsibility of the student to retrieve and preserve their works that are stored on college servers or desktop computers. The college has no obligation to preserve student work and reserves the right to delete it from college equipment after the end of the semester in which the work was created.

4. Works created by outside vendors and contractors The college expects to own the copyright of any works produced by outside vendors. The college official signing the contract for such works is responsible for ensuring that the college will own copyright of that work.

D. Disclosure

Employees and students who create works in which the college may have an ownership interest should make an immediate disclosure in writing to the Vice President of Academic Affairs and Dean of the College.

E. Digital copies of intellectual property

Works that merit copyright protection as intellectual property and that reside on college owned devices in digital format are entitled to the same rights and protections as any such works in any other format. The college follows best practices in preventing unauthorized access to its servers. Anyone using college owned servers agrees to indemnify and hold harmless Franklin College against any loss, damage, liability, or expense that the individual incurs as a result of loss or theft. In addition, the college is not responsible for monitoring the accessing of materials placed in shared resource locations such as the college's Learning Management System or the college's intranet. Employees and students who use college computers are responsible for the removal of their works from the college's servers and from college owned personal computers when they retire or otherwise leave Franklin College. The college is not responsible for archiving or otherwise protecting these materials when an individual leaves the college.

F. Interpretation and dispute resolution

College constituents should try to resolve disputes informally with the aid of appropriate administrators or committees on campus. If an informal resolution cannot be reached, the Vice President of Academic Affairs and Dean of the College will appoint and convene an ad hoc committee composed of an appropriate mix of faculty, staff, administrators, and students depending on the issue to be resolved. The decision of the committee may be appealed to the President of the College, in which case the decision of the President or the President's designee shall be final.

The IP policies of Emerson College, Catholic University of America, University of the Ozarks, Goucher College, Aquinas College, and Butler University were consulted in writing this policy. 10 January 2012 (Revision 8)

9. Federal Family Educational Rights and Privacy Act (FERPA) Information

The 1974 Federal Family Educational Rights and Privacy Act was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, to provide students some control over the disclosure of information from their records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act office concerning alleged failures by the institution to comply with the act.

A summary of Franklin College's statement of compliance with the 1974 Family Educational rights and Privacy Act (FERPA or the Buckley Amendment), a copy of the amendment and the full statement of compliance are available in the Academic Records Office for your review. The offices and departments of the college which collect and maintain academic, financial, academic advising, personal counseling, disciplinary, placement, and other information about students shall

adhere to the following policy regarding the release of such information. For students wishing to review their educational record, a student request to inspect educational records form must be completed in the Academic Records Office. Information will then be accessible to the student for review within 30 working days from the receipt of the written request. At its discretion, the college may disclose directory information in response to inquiries about individual students.

Items considered directory information include:

1. Name, local address, local phone number, photo and campus email address
2. Date and place of birth
3. Home (permanent) address
4. Confirmation of current enrollment (or admittance) including class level and major
5. Dates of attendance
6. Whether full or part-time student
7. Awards and honors received, including dean's list, degrees conferred and dates
8. Previous institutions attended
9. Past and present participation in officially recognized college activities, including athletics
10. Physical and performance statistics of members of athletic teams

Students may, if they desire, request that certain or all directory information not be released except upon their written consent. To make such a request a student must complete the FERPA Authorization to Release Student Information form on GrizLink. (New students are notified of this policy upon admittance.) Please consider very carefully the consequences of any decision by you to withhold any "Directory Information." Should you decide to inform the institution not to release any or all of this* "Directory Information," any future request for such information from non-institutional persons or organizations will be refused.

The institution will honor your request to withhold any "Directory Information." However, Franklin College does not assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

All other information about students is restricted information. Non-directory or restricted information may be released to parents and/or guardians of students defined as dependent by the Internal Revenue Service. For all other purposes, written consent of the student must be obtained before release of restricted information to any person, office or agency without a legitimate educational interest.

A school official is one of the following: a person employed by Franklin College in an administrative, supervisory, academic, research or support staff position; a person serving on an institutional governing body; a person or agency employed by (or under contract to) Franklin College to perform a special task, such as an attorney or auditor; or a student serving on a committee or assisting another school official in fulfilling their professional responsibilities.

A school official is determined to have a legitimate educational interest if the information requested is necessary for that official to: perform appropriate tasks that are specified in their position description or by a contract agreement; perform a task related to a student's education; perform a task related to the discipline of a student; or provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

Access to this information does not constitute authorization to share this information with a third party.

Please do not hesitate to contact the Academic Records Office with any questions you may have or to clarify details of this federal law.

Parent Notification Policy

Franklin College strives to create a partnership among parents, students and the college to increase student success. As part of that partnership, Franklin College will ensure that the parents of dependent students* are notified when the student is placed on academic probation or finds their education or on-campus housing are at risk for medical or disciplinary reasons.

* “Dependent students” are those students who are claimed as dependents on parents’ tax returns and/or who have self-identified through the appropriate Academic Records Office forms.

10. Study at Cooperating Institutions

When a Franklin College student is engaged in study abroad or in connection with an approved cooperative arrangement at another institution within the United States, the academic policies, procedures and due process provisions of that institution shall apply and they will be honored by Franklin College.

B. Financial Information and Regulations

1. Business Office Policies

The Franklin College business office is responsible for the administration of all payments, adjustments and reimbursements to student accounts.

2. Financial Clearance

Students will be denied registration privileges and housing applications if a balance is owed the college in an amount greater than \$500 as of the due date for these activities. On August 15 and January 15, students owing an amount greater than \$500 may be dropped from class schedules and housing assignments. No student will be granted a diploma, academic transcript or financial aid transcript until financial obligations to the college have been satisfied. Delinquent bills for any recognized campus organization may result in withholding a student's transcript, diploma or registration.

3. Financial Responsibility Agreement

This policy requires all students to complete our financial responsibility agreement each semester prior to enrollment. This agreement outlines the student's commitment to pay ALL expenses incurred at the college (including penalties that result due to past due payments). This requirement must be completed prior to enrollment. You can access this policy at <https://franklincollege.edu/campus-resources/business-office/> or [here](#) as a PDF.

4. Fee Reductions

Franklin College reserves the right to change the manner of delivery of instruction and/or course content as necessitated by health and safety considerations, public health directives or guidance, and other causes outside the control of the College, in the College's sole discretion. Franklin College will not provide whole or partial refunds of tuition for any course which changes in the manner of delivery of instruction or content during the course, as stated above.

Registration constitutes a contractual agreement between the college and the student. If a student withdraws from all classes or reduces the number of hours carried, he or she **may** be entitled to a reduction in tuition, board and other charges. Adjustments are based on the date of official withdrawal or drop as recognized by the Vice President of Student Development and Dean of Students and the Academic Records office. See Academic Policies for Withdrawal and Add-Drop procedures in the catalog. Fee reduction dates may not be the same as academic add/drop dates. The fee reduction policy is subject to change annually.

Students who reduce their enrollment from full-time to part-time (less than 12 hours per semester) **through the last day to drop a course** may be eligible for a fee reduction based on the difference between full-time and part-time tuition charges. **Students must be aware that a change to part-time status may put their athletic, housing, board and financial aid eligibility in jeopardy.**

Refunds will be credited to federal and state financial aid sources first and then to institutional sources. Any remaining credit balance will be refunded to the student. Refund calculations will be completed within 30 days of the recognized withdrawal date. In order to withdraw and receive a fee reduction of school charges, a student must comply with four withdrawal requirements. The student must:

1. Complete appropriate withdrawal process through the Center for Student Success.
2. Receive confirmation of withdrawal from the Vice President of Student Development and Dean of Students.
3. Clear all financial accounts through the Business Office.
4. Report to the Office of Financial Aid if the student received any financial aid (scholarship, grant, work or loan).

Proper withdrawal papers must be submitted to the Center for Student Success. Students who are dismissed, suspended or withdrawn for disciplinary reasons or excessive absences by the college are not entitled to fee reductions. Students who fail to observe withdrawal regulations may place their eligibility for refunds in jeopardy.

5. Calculation of Fee Reductions

Graduate Students see Academic Catalog and Graduate Student Program Handbook for further information.

For graduate tuition and refund policies, please [click here](#).

Fall and Spring semesters

When a student is eligible for a fee reduction for fall or spring semesters, the **tuition** charges will be adjusted according to the following table:

Prior to or on the first day of classes	100%
After the first day, during the first week of classes	90%
During the second week of classes	75%
During the third week of classes	60%
During the fourth week of classes	45%
During the fifth week of classes	30%

No fee reduction is given after the fifth week of classes.

Housing contracts may be terminated without penalty by the student if written notification is received by the Department of Residence Life on or before June 1. Termination of the contract for any reason after June 1 but prior to occupancy will result in a \$500 cancellation fee*. Cancellation of the housing contract after a student has occupied the room may receive a fee reduction for their room costs in accordance with the fee reduction schedule.

When a student is eligible for a fee reduction for fall or spring semesters, the room and/or board charges will be adjusted according to the following table:

Prior to or on the first day of classes	100.0%
After the first day, during the first week of classes	93.5%
During the second week of classes	87.0%
During the third week of classes	80.5%
During the fourth week of classes	74.0%
During the fifth week of classes	67.5%
During the sixth week of classes	61.0%
During the seventh week of classes	54.5%
During the eighth week of classes	48.0%

No fee reduction is given after the eighth week of classes for room and board.

*Students who withdraw prior to the start of the semester will not be assessed a cancellation fee.

Please note: The on-campus housing contract is for the entire academic year (August – May). If a student moves out of their assignment without consulting the Office of Residence Life, they will forfeit all housing charges (August – May) resulting in a 0% refund.

Students who are removed from housing for student conduct violations will forfeit the remainder of their housing charges for the term.

Students who are released from their housing contract between the conclusion of the fall and beginning of spring term will be subject to a \$1500 cancellation fee.

6. Immersive Term

No additional tuition and room fees for immersive term are charged to students who are enrolled full-time in either the fall or spring semester unless the student is starting at Franklin College during Immersive Term. Part-time tuition fees are charged to students who are not enrolled in either term full-time. Immersive Term board is charged to all students living on campus during immersive term. Some individual courses may require additional course fees. No refunds for or reductions in tuition and room are allowed for those students not enrolled in Immersive Term or who reside off-campus during Immersive Term.

Board reductions will be calculated on a pro-rata basis of 25% per week of Immersive Term charge.

As there is no additional charge for Immersive Term room for those students enrolled full-time in the fall semester, no fee reduction applies. No reduction of tuition or room is made for those students not enrolled in Immersive Term or who reside off campus during Immersive Term.

7. Summer School

When a student is eligible for a fee reduction for summer school, the **tuition** and **room** charges will be adjusted according to the following table:

Prior to or on the first day of classes	100.0%
After the first day, during the first week	50.0%

No fee reduction will be given after the first week of classes.

Non-Refundable Charges include activity fee, student services fee, late registration/payment fee, payment arrangement fee, private music lessons, art course fees, theatre course fees, parking annual permit, audit fees, Running Start fees, room cancellation fee, study abroad costs and Immersive Term travel.

If withdrawal becomes necessary, please contact the student development office for more information and to set up an exit interview.

8. Expenses and Financial Policies (2023-2024)

<p>Graduate students see the Academic Catalog and Graduate Student Program Handbook for further information.</p> <p>For graduate tuition and refund policies, please click here.</p> <p>Regular Full Time Student (12 or more hours per semester)</p>	
Tuition deposit	\$200
International Student Deposit	\$500

Tuition (12 to 20 hours per semester)	\$36,600
Immersive Term Tuition (for students starting in Immersive Term)	\$475
Room:	
Basic Occupancy	\$6,510
Single in double occupancy	\$8,510
Cancellation of housing contract after June 1	\$500
Cancellation of Housing Contract After Occupancy	\$1,628
Immersive Term (for students starting in Immersive Term)	\$550
Transition to Teaching Ninth Semester Student Teaching Room (per semester and immediately following graduation)	\$1,600
Board:	
Comprehensive Meal Plan (excluding Immersive Term)	\$4,780
14 Block Meal Plan (excluding Immersive Term)	\$4,670
Limited 10 Block Meal Plan (excluding Immersive Term)	\$4,240
Griz 5 Meal Plan	\$510
Griz 50 Meal Plan	\$430
Immersive Term	\$495
Student Activity Fee	\$200
Student Services Fee	\$550
Extra Hours Fee Per Credit (more than 20)	\$465
Part-time Student	
Tuition per credit hour	
Four Credit Hours or fewer	\$530
5 - 11 Credit Hours	\$1,350
Student Activity Fee per credit hour	
Four Credit Hours or fewer	\$0
5 - 11 Credit Hours	\$7
Student Services Fee per credit hour	
Four Credit Hours or fewer	\$0
5 – 11 Credit Hours	\$22
Post-Graduate Activity Credit Tuition per Credit Activity Credit	\$500
Activity Credit Course Fees as noted in “Other Educational Fees” below will still apply	
Summer School (2023)	
Tuition per credit hour	\$260

Room, double occupancy	
Summer I (May 31 – June 30)	\$350
Summer II (July 5 - Aug 4)	\$350
Intersession Housing	
Intercession I - May / June	\$110
Intercession II - July	\$0
Intercession III - August	\$210
Transition to Teaching	
Tuition Per Credit Hour: Individual Courses, excluding EDUT 489 (non-Franklin College graduate)	\$475
EDUT 489 (non-Franklin College graduate)	\$1,900
Tuition Per Credit Hour: Individual Courses, excluding EDUT 489 (Franklin College graduate)	\$420
EDUT 489 (student teaching) tuition for Franklin College graduates	\$1,680
EDUT 489 (student teaching) non-refundable course fee	\$500
Non-refundable application fee due upon provisional acceptance to the program	\$100
Other Educational Fees	
High School advanced program/Running Start	
Tuition Per Course (max of two 4 credit hour courses)	\$465
Tuition Per Credit Hour more than 4 credits	\$120
Lab Fee for science courses	\$75
Audit Fee (per course, max of two per semester)	\$205
Mature Students Registration Fee Per Semester (maximum of two per semester)	\$25
Private Music Lessons (per course plus normal tuition charge)	\$250
ART 135 3D Foundations (non-refundable)	\$50
ART 140, 240, Graphic Design I-II (non-refundable)	\$10
ART 170 Painting (nonrefundable)	\$125
ART 190, 290, 390, 395 Digital Fine Art Photography I-IV (non-refundable)	\$10
ART 270, 370, 470 Painting II – IV (non-refundable)	\$50
ART 175, 275, 375, 475, Ceramics I – IV (non-refundable)	\$85
ART 345, 445 Graphic Design III-IV (non-refundable)	\$15

BIO/CHE 390 Professional Development Planning	\$20
CWR 280/380 Poetry I-II	\$15
EDE 124, 225, 230, 235, 330, 336, 337, 344, 345, 366, 443, 444, 456, 457	\$30
EDU 210	\$50
EDE 401, EDU 401 CPR/AED/Heimlich Maneuver for Education Majors	\$35
EFE 284, 384, 385, 484	\$50
EXE 222 First Aid and CPR/AED for the Professional Rescuer	\$45
EST 489 plus \$500 Student Teaching Fee as noted below	\$50
INE 200, 300, 400	\$50
PDP 200 Preparing For Your Internship	\$25
POL 275 Law & Politics in American Society	\$200
PED 004 Activity Credit - Bowling	\$60
PED 004 Activity Credit - Golf	\$50
PED 110 Lifeguard Training	\$50
PED 115 Officiating in Volleyball (also covers PED 116)	\$50
PED 116 Officiating in Basketball (also covers PED 115)	\$50
SPA 111 Elementary College Spanish II	\$30
SPA 210 Intermediate Spanish	\$30
SPA 315 Advanced Grammar and Composition	\$50
SPA 312 Pronunciation for Communication	\$60
THE 235 Scenic Painting	\$100
THE 236 Production Design	\$50
Student Teaching Fee (EST 489 and SST 489)	\$500
Drop or Postpone Education Field Placement	\$50
Drop or Postpone Student Teaching Placement	\$100
Immersive Term Course Fee	\$100
Immersive Term Travel Course	\$4,000
Program Abroad: Non-FC Partner or ISEP program (semester)	\$5,000
Other Institutional Fees	
Parking Permit (per year)	\$50
Parking Permit (per semester)	\$30
Parking Fines Per Violation (accumulates over career)	
First violation	Warning
Second violation	\$5
Subsequent violations	\$25

Blocking dumpster/docks/delivery area	\$50
Parking/driving off pavement	\$50
Parking in accessible (handicapped) space without placard	\$50
Replacement ID Card	\$15
Replacement of Mailbox Key	\$30

Amount of fees are subject to change annually. Other fees may be incurred based on course enrollment. Additional fees not listed may be implemented.

9. **Billing and Payment of Charges**

All student billings and payments are administered through an online portal. **The College does not send account activity statements. All account activity will ONLY be available online.** Tuition, room and board and fee charges are assessed by the college on an academic year basis. However, charges are payable on a semester schedule. The fall semester is due on August 15 and the spring semester is due January 15 each year. Students who arrive on campus with a balance after the due date and no arrangements made for payment of the balance may have their class registration dropped until a payment schedule is arranged with the business office (phone (317) 738-8033).

10. **Running Start**

Specially qualified high school students may be admitted as part-time students under the Running Start Program. Running Start students are charged \$465 per course. A student may take no more than two courses per semester. Courses with labs are charged \$75 lab fee. Courses with more than four credits will be charged an additional \$120 per credit hour.

11. **Mature Students**

Tuition is free for students age 65 or older (maximum of two classes per semester). Mature students are charged a \$25 registration fee each semester (maximum of two classes per semester).

12. **Financial Aid Office**

The primary purpose of the Franklin College financial aid program is to assist those students who without financial assistance would be unable to attend Franklin College. A strong merit scholarship program is also present to reward students who demonstrate outstanding academic performance.

The Office of Financial Aid staff are available to provide financial aid counseling services and to help students explore the various sources of financial assistance, including scholarships, grants, work, loans and external funds.

The Office of Financial Aid staff is responsible for coordinating financial aid from Federal, State, college and external sources. All need-based sources of financial assistance use the data provided each year on the Free Application for Federal Student Aid (FAFSA). The application deadline for Indiana State grant consideration is April 15th and all students are urged to file the FAFSA each year. All students are required to complete a Franklin College Financial Aid application, available via their online financial aid system.

13. Withdrawing and Financial Aid

a. Return of Title IV Funds

Title IV aid includes the Pell Grant, the Federal Supplemental Educational Opportunity Grant (SEOG), Direct loans (subsidized as well as unsubsidized), the Perkins Loan, and Graduate/Parent PLUS loans.

When a student is a recipient of one or more of the above-mentioned Title IV programs and officially withdraws (or unofficially withdraws by ceasing to attend), regulations require a calculation to determine if any Title IV aid must be repaid.

Prior to withdrawing for the semester, you are encouraged to contact the Office of Financial Aid. State and institutional aid are also subject to a return calculation.

For other information and procedures regarding withdrawing from the college, please go to [Withdrawing from the College](#).

b. Repayment Calculation

The amount of Title IV aid to be repaid is calculated based on the percentage of time completed within a semester, which involves calculating the amount of Title IV aid earned by the student, and the amount of institutional charges for the semester. The Office of Financial Aid considers the date the student completes his or her exit interview with the Office of Student Affairs as the official date of withdrawal. This is considered the date the student began the official withdraw process. For students who unofficially withdraw, the 50% point within the semester is considered as the withdrawal date in determining earned Title IV aid.

If the amount of disbursed Title IV grant or loan funds is greater than the amount earned, the unearned funds must be returned. If the amount of disbursed Title IV grant and/or loan funds is less than the amount the student has earned and is otherwise eligible to receive, he or she is notified by the Office of Financial Aid regarding a post-withdrawal disbursement of the earned aid that was not received.

All unearned Title IV funds must be returned within 45 days of the date of the institution's determination that the student withdrew, and must be returned in the following order: 1. Direct unsubsidized loan funds, 2. Direct subsidized loan funds, 3. Perkins loan funds, 4. PLUS loan funds, 5. Pell Grant funds and 6. Supplemental Educational Opportunity Grant funds.

14. Work-Study and On-Campus Employment

Federal College Work-Study

Students with demonstrated financial need may be allocated a specific amount of money within their financial aid as part of the Federal Work-Study Program. Students who qualify may earn up to the amount allocated by working no more than 20 hours per week in various offices on and off campus. To be eligible, a student must submit the FAFSA annually prior to the deadline and follow the steps listed below to obtain a position. Please note that acceptance into the work-study program does *not* guarantee employment. Furthermore, work-study funds are only paid relative to work performed.

Graduate Students are not eligible for work-study.

Steps to Finding a Work-Study Job

1. Go to your GrizLink homepage by visiting <https://GrizLink.FranklinCollege.Edu> and search student work.
2. Click on Student Applicants. (This page will give you the options of searching the database for jobs, reviewing recently posted jobs, options for email notification of openings, or linking to the Job Planner which will let you view jobs that have been offered in the past.)
3. Review Job Descriptions. (Click on the job title to view details about the job such as pay, hours, duties, etc. Please look closely at *Funding Source* to determine if this job is open to any students or only those students which qualify for Work-Study.)
4. Click here to apply for this job. (Choose this link, located at the top of the job description, when you wish to apply for the job.)
5. Fill out Application. (Completely fill out the application for the position. Be sure to provide accurate information and a phone number in which you can easily be reached.)
6. Submit Application. (When you are satisfied with the application, simply click on submit application. A copy of your application will be directly sent to the job's supervisor. The supervisor will contact those students whom they wish to interview and/or hire for the position.)

Tips for Finding a Work-Study or On-Campus Job

- Apply to many jobs to increase your chances. There is no limit.
- The best time to find a job is the beginning of first semester. Apply early.
- Keep schedules in mind when applying. For example, if you are an athlete, your time could be limited in the evening.
- Make personal connections on campus with staff and faculty to identify job opportunities and to express interest in a position.

Students or parents that have questions about the Federal College Work-Study program can call the Coordinator of Campus Employment with Student Financial Services at (317) 738-8007.

C. Information on Campus Resources and Services

1. Academic Resource Center

Located on the first floor of Hamilton Library, the Academic Resource Center provides students with opportunities to expand upon their knowledge and understanding in a collaborative and supportive environment. Popular ARC programs and services include the Write Place, Math Study Center, Spanish tutoring, and Supplemental Instruction. The ARC also coordinates accommodations for students with disabilities. For more information about the Academic Resource Center or to set an appointment, please call (317) 738-8286.

2. Campus Safety and the Security Procedures

Franklin College is dedicated to providing a safe and secure environment for all members of the campus community. The security office coordinates campus safety and security. The office is located on the ground floor of the student center, room G24.

The office is staffed by a director and six full-time security officers. Foot and vehicular patrols are conducted 24 hours a day, seven days a week, 365 days a year. This full-time staff is supplemented by student security assistants during the academic year. Police officers and sheriff's deputies are also used on a part-time basis for additional security coverage.

The security office can be contacted from off campus by calling (317) 738-8888 and from on campus by dialing extension 8888.

College security officers are charged with seeking the enforcement of federal, state, and local laws; the enforcement of college policies; the protection of college property; the reporting of violations of criminal codes and other rules and regulations; response to the campus fire alarm system; the enforcement of parking and traffic regulations; and providing a dusk-to-dawn escort service. Although security officers have no arrest powers, the department maintains an outstanding working relationship with the Franklin City police department, which responds immediately if assistance is needed. Liaison is also maintained with county, state and federal law enforcement agencies.

Reporting Procedures

Members of the campus community are requested to report emergencies and criminal activity to the director of security or other security officers by dialing the emergency extension (317) 738-8888. Emergency calls or reports of crimes may also be made directly to the Franklin City Police/Fire Departments by dialing 911—if the emergency or crime is occurring at the time. Other crime reporting may be made to the police on the non-emergency line (317) 736-3670. When a call is made to the security office, officers will respond immediately to the situation and assess the need for additional personnel. Security or other employees receiving the report of an incident will advise victims of their option to file criminal charges with local law enforcement authorities as appropriate. Individuals with further questions about pursuing legal action can contact the Student Development Office for assistance.

The college acknowledges that there may be instances when a pastoral or professional counselor becomes aware of a campus crime as a result of a confidential disclosure by a client. In these situations, the counselor may inform the client of appropriate procedures to report the crime. A

confidential crime report may be submitted by the client directly to the director of security or through the counselor.

If a crime has occurred and rapid dissemination of information to the campus is necessary, special crime alerts are prepared and distributed throughout campus. These may take the form of voice mail or email broadcasts, memorandums, or text messages. These media are also utilized periodically to remind students and employees of routine security measures in which they should be engaged. Annual notice of crime statistics is provided through a notice, in an email message to all employees and students, and is posted on the college's internal web page. Copies of this annual report are also available in the security office, and are provided to all prospective students, employees and other interested persons upon request.

Facilities Security

Most campus buildings and facilities are accessible to members of the campus community and to guests and visitors during normal working hours, Monday through Friday. Some non-residential buildings are open weekends for limited hours if special events are taking place. After buildings have been secured, entry can be obtained by employees who work in a building if their One Card has been given access and/or they have been issued the proper key. Students may gain access after closing if they have obtained a valid memorandum from the appropriate faculty or staff member. For buildings with card access, security will then add the appropriate access to the student's One Card.

Physical facilities personnel maintain the buildings and grounds with a concern for safety and security. When broken windows, locks or lights are reported to the security officer or discovered by officers on their daily rounds, they are reported to physical facilities. These reports are responded to quickly and the needed repairs or replacements are made to maintain a high level of safety and security for the campus. Periodic inspections are made of all campus lighting, trees and shrubbery, and security call-boxes, and recommendations are made for improved safety measures.

All residence halls and fraternity houses have automatic fire alarm systems which are connected to the security office by two-way radio. When activated, the security officer will respond to determine the cause of the alarm, ensure that the building has been evacuated, and allow persons to return when their safety is assured. All residence life staff members undergo thorough training in the enforcement of residence hall security policies. Security measures, especially regarding locking of doors, are reviewed with all residents by their residence hall staff in floor or hall meetings. All doors leading directly into the residence halls remain locked at all times and access is obtained with a student's One Card. Residents are responsible for the actions of themselves and their guests. During breaks and the summer recess special security procedures are established, including changing the accesses on One Cards to gain entry to residence halls. Any student authorized to remain on campus during breaks will be registered with the residence life office and given the necessary access on their One Cards.

Educational Programs

Students are regularly provided information through informational sessions in the residence halls and in fraternity houses about safety and security measures and how to report incidents. Programs about the appropriate use of alcohol and the effects of both alcohol and drugs are provided through residence hall and Greek programs and general campus programming. The college provides programming to enhance the awareness and prevention of sexual assault and sexual harassment through designated staff members who give presentations and provide resources on

request. In addition, each of these issues is addressed in pamphlets, brochures and other literature distributed throughout the campus via bulletin boards, the student newspaper, employee newsletters, and within this handbook.

Emergency Information and Communication

During emergencies, including severe weather, it is important that the college be able to communicate clear, concise information to the campus community. Franklin College, as part of its emergency management plan, has developed a purposely redundant system for effectively sharing information. This system includes text messages, emails, telephone calls, the Franklin College website and word of mouth. All methods of communication may be used during an emergency or selected methods may be employed based on the content of the information and/or nature of the emergency. Typically, emergency text messages contain information about what is happening and what should be done immediately. Emails do the same and may contain additional information related to the emergency. The website usually will have more details.

Students are given opportunities to enroll in the emergency text messaging system at the start of each academic year. It may be done while registering your vehicle for a parking permit or by going to GrizLink <https://GrizLink.FranklinCollege.Edu> and searching for things like “Emergency text messaging” or “Parking.”

3. Campus Safety and Security Report (Clery Act)

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

By October of each year Franklin College produces an annual Campus Security and Fire Safety Report. The report is available to all students and employees on GrizLink <https://GrizLink.FranklinCollege.Edu> by searching “Safety and Security Report.” or it may be requested in booklet form in the security office. The phone number for the security office is 317-738-8888.

The report contains three years of on /off campus crime statistics reported for the following offenses: Murder, negligent/non negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, arson, motor vehicle theft, hate crimes, domestic violence, dating violence and stalking.

The report includes arrests or disciplinary referral information for alcohol, weapons and drug violations.

The Security Report includes information on how procedures for crime reporting, general security information, educational programming, definitions of crimes, and the sexual misconduct policy. Information is also included on victim assistance, disciplinary procedures, compliance information concerning the Drug Free Schools and Community Act and information on hate or bias related crimes or incidents. The report also includes fire safety amenities in residential facilities and timely warnings/emergency notification system.

4. Career Development

Career Development provides strategic student services that are designed to meet immediate and long-term career needs of students. Central to this service is career counseling and consultation normally conducted on an individual basis. Direct assistance is given to the student on how to select an appropriate major, an internship, explore a career, graduate and professional schools, how to find a job and other related questions.

Combined with the career planning functions of the office are certain other services to complement the primary service of counseling and planning, including on-campus recruitment, special workshops, guest speakers, interview registration, networking opportunities with alumni and other professionals.

To enhance students' exploration of career opportunities, many publications and materials are available, ranging from how to choose the right vocation to specific information on graduate schools, occupations, government and educational jobs and the basics of resume preparation and interviewing. Students may also access much of this information on the Career Development link in Grizlink. Part-time, full-time job, work-study positions and internship opportunities are posted through Handshake at www.joinhandshake.com (use FC email and password to access Handshake).

The career development office administers the internship program. These internships allow students to gain hands-on experience in specific occupational or professional areas. In the majority of internships, the student is expected and encouraged to apply himself or herself directly in work activity. A student receives 1-12 academic credits for successfully completing the internship.

5. Commuting Students

Commuting students are an integral part of the Franklin College community and are encouraged to become actively involved in all programs and activities on campus.

The commuter lounge in the lower level of the Napolitan Student Center offers a comfortable atmosphere for students to study and relax between classes. This lounge serves as the "living room" for commuter students. The lounge of the first floor of Old Main, the second-floor lounge in Hamilton Library, and the first-floor lounge in the Napolitan Student Center are also common relaxation and study areas for commuting students between classes.

The food service also offers a special meal package for commuting students who would like to take advantage of food service in the student dining room. Commuter students may also put money onto their "One Card" and use "Ben Bucks" to purchase food in the dining hall or other venues on campus.

Mailboxes for commuter students are provided in the student center. Keys for the mailboxes may be obtained through the student mail services in the student center. All commuter students are assigned a mailbox; mail will not be forwarded to home addresses.

The Associate Dean of Students and other Student Development staff are available to assist commuter students with getting involved on campus, addressing their concerns and adjustment to campus.

Lockers to store personal belongings and academic materials are available, free of charge, for commuter students in the lower level of the student center.

Designated parking for commuter students is in the Hamilton parking lot behind Hamilton Library and the Napolitan Student Center. Commuters must give themselves ample time to get to campus, find parking if nothing is available in the Hamilton lot and then get to class.

The Associate Dean of Students is designated as the liaison with commuter students. If commuter students have concerns or need assistance, they may visit Student Development or call (317) 738-8080.

6. Counseling Center

The counseling center provides mental health counseling and emotional/behavioral support services for a variety of concerns and issues. Services are free and confidential for students during the sessions for which they are actively enrolled in Franklin College coursework. Due to licensing requirements, the counseling center provides counseling only to students who are at that time physically in Indiana, so if students are doing coursework in another state or abroad at any point, they can discuss additional options with the counseling center prior to or during that time. The counseling center reserves the right to refer students off campus for more acute mental health needs they may be unable to provide. The center is also available to provide educational programs in classrooms and with campus organizations. The center is located on the second floor of the Student Center Room 222. The professional staff, Sara Kinder, Director, and Annie Kruse, Counselor, are available by email directly or can both be reached at counselingcenter@franklincollege.edu. The counseling center hours are 8 a.m.-5 p.m. Monday through Thursday and 8 a.m.- 4 p.m. on Friday during the months of August – May, and intermittently throughout June and July.

7. Disability Services

Franklin College is committed to providing equal access to students with disabilities. Reasonable and appropriate accommodations will be provided to students with disabilities to ensure equal access to academic programs and other college-sponsored activities. It is the responsibility of the student to contact the Academic Resource Center at 317-738-8286 or kschmidt@franklincollege.edu to formally request accommodations.

8. Diversity and Inclusion

Committed to maintaining a diverse community in an atmosphere of mutual respect, Franklin College strives to provide an opportunity for students to live and study among others who may differ in their race and ethnicity, culture, political and social worldviews, language, religious and spiritual understandings, and geographic characteristics, gender, gender identities and sexual orientations, learning and physical abilities, age and social and economic classes.

To be successful in this diverse environment, students can expect support from several administrative and academic departments, including the Office of Diversity and Inclusion where our mission is to promote a campus community that fosters the holistic development of students by providing intentional services to support their academic pursuit, expressing genuine care for their personal development and wellbeing, advocating on their behalf and encouraging the full use of all college resources. Our vision is to build and sustain an inclusive campus environment that values and respects all members of the Franklin College community, while amplifying the voices of our community that have been historically excluded. The Center for Diversity and Inclusion espouses social justice and equity by providing a wide variety of programs and services for the Franklin College campus including identity-based student organizations, heritage and history months, events and programs that promote the mission like, the B.O.S.S. (Building Opportunity through Support and Structure) Mentoring Program, Diversity Advocates, Brother to

Brother, Sister to Sister, diversity workshops/trainings, resource library, diversity programming support/consultation, academic assistance, mentoring and support, Save Zone Training, diverse living/learning communities, multicultural organization and advisor support and oversees the Multicultural Lounge and the Center for Diversity & Inclusion.

The CDI has also partnered with Residence Life to create the Arthur Wilson Black Experience House and the Building Our Leaders through Diversity (BOLD) themed community. The CDI hopes to improve the sense of belonging for all students, especially those from marginalized communities, and thus aid in the retention of the student population and enrich the Franklin College experience for all members of the campus community.

9. Email

All Franklin College students have email accounts through the campus IT system. Students are expected to check their email on a regular basis. The college frequently uses email for official communication with students. Failure to check email does not excuse students from obligations to the college.

10. Facility Reservations Procedures

Faculty and Staff should electronically access the Master Calendar by going to their GrizLink homepage <https://GrizLink.FranklinCollege.Edu> and search “Reserve Space.”

Students and/or student organizations should contact their faculty or staff advisor and that person should make the reservations.

Students and faculty both should make requests at least three weeks prior to the date desired but no less than two working days prior to the event. Larger events using multiple facilities should request reservations months in advance. The event management coordinator will respond to requests within 48 hours. Requests will either be accepted or declined. If declined, an explanation will be included.

11. Food Service

Food service at Franklin College is provided by Parkhurst Dining. Resident students are required to purchase a meal plan. Commuters, college employees and visitors are welcome to dine on campus. Prices vary depending upon the meal. Meals are served in the main dining room of the Napolitan Student Center. The dining room is closed during all school breaks. For policies related to food service, refer to Section D: General College Policies and Regulations of this handbook.

Food service hours can be found by going to your GrizLink homepage <https://GrizLink.FranklinCollege.Edu> and search “Dining.” Students may also use their meal cards at select restaurants in the city of Franklin. A list of participating restaurants may be found on GrizLink <https://GrizLink.FranklinCollege.Edu> by searching “Dining.”

For additional information about food services and dining services policies [click here](#).

12. Greek Life

Franklin College is home to five national fraternities and four national sororities, as well as a chapter of Order of Omega, a national Greek honorary society. Our chapters enhance the community through academic success, philanthropic initiatives, community service, and leadership. Currently on campus we have chapters of:

Fraternities:

Kappa Delta Rho
Lambda Chi Alpha
Tau Kappa Epsilon
Sigma Alpha Epsilon
Phi Delta Theta

Sororities:

Pi Beta Phi
Zeta Tau Alpha
Delta Delta Delta
Alpha Kappa Alpha Sorority, Inc.

Each fraternity and sorority is governed by the rules of the college, the Greek governing councils, The Interfraternity Council and Panhellenic Council. They are also governed by their inter/national organizations. Greek organizations offer students opportunity to enhance their intellectual, physical, spiritual, and social development. To achieve this, the organizations and individual members must maintain a level of excellence that meets the mission, vision, values, purpose, and aims of their organizations as well as the standards of the Code of Conduct as described in the 2022-2023 Student Handbook. There is a cost associated with membership in Greek-lettered organizations. The cost varies by the organization. Some organizations offer payment plans to pay off fees throughout the semester. Other organizations require fees to be paid prior to initiation. Either way all financial responsibilities are handled with the organization. Please follow us on social media for further information. Twitter (@FCGreek), Facebook (FCPanhellenic), and Instagram (@FCGreek, @FCPanhel, and @IFC_Franklin).

13. Hazing

Hazing is defined as an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of Franklin College. The items listed below include, but are not limited to, areas that may meet the college's definition of hazing, or other College code violations. Some behaviors may be categorized in numerous categories.

Consumption: Consumption may include but is not limited to eating, drinking, inhaling, snorting, and inserting any substance. Substances may include but are not limited to food, alcoholic beverages, non-alcoholic beverages, water, drugs, and any mixture of substances. Consumption may or may not occur as a result of being physically forced, directed to, feeling pressured to, or being coerced by affiliated members either directly or indirectly as a condition of membership.

Disproportionate Responsibilities: Requirements of tasks or duties for new or potential members that are not required of initiated members or are required at a frequency that is greater than initiated members. Disproportionate responsibilities may include but are not limited to cleaning, working at organization events* (e.g. sober monitors, designated sober drivers), subjecting members to unusual or unnecessary rules (e.g. pledge roles, carrying pledge packs), surrendering personal items (e.g. wallets, cell phones), and fundraising. When new members are required and are the sole contributors to the fundraising effort, this may constitute

disproportionate responsibilities. Or if these responsibilities are required for membership but are inconsistent with the requirements for the national initiation process.

Humiliation and Degradation: Any guideline, rule, or required behavior in which the intent or objective is to embarrass, mock, chastise, and/or diminish a member or members as a condition of membership. Examples of humiliation and degradation may include but are not limiting to calling a member by a name that is not their own (e.g. requiring a person to use a fake name, referring to a person as “pledge”), subjecting members to unusual or unnecessary rules (e.g. pledge roles, wearing specific clothing and/or costumes, required periods of silence), body shaming, yelling, and name-calling. The use of the word “pledge” or “associate member” is not problematic in and of itself; the time and manner in which the term is used is important to consider when applying this definition.

Intimidation: Verbal, non-verbal, and/or written behaviors in which members are reasonably fearful for their personal health, safety, well-being, and/or membership. Examples of intimidation may include, but are not limited to, a “penalty” or “strike” process that will result in termination of membership for failure to complete arbitrary expectations or requirements that are not consistent with constitutional agreements and commitments.

Mental and Emotional Duress: Any guideline, rule, or required behavior that negatively impacts a member’s mental and/or emotional state. Examples may include, but are not limited to, requiring members to endure hardships such as isolation, sleep deprivation, completing menial tasks, being yelled at, name-calling, being provided little to no notice for required attendance at an event or meeting, or subjecting members to unusual or unnecessary rules (e.g. pledge roles).

Obstructing and Endangering the Academic Process: Activities or behaviors that impact a student’s ability to be successful in their academic process. These activities may or may not include being required to miss any academic obligation (e.g. class), completing academic work for others, and/or modifying a member’s routine in such a way that they are unable to reasonably complete their academic commitments.

Personal Servitude: Activities performed for the benefit of initiated members and/or groups of members, which may include but are not limited to wake-up calls, driving, performing tasks, running errands, purchasing food, and cleaning. These activities may or may not include getting a “signature” of an initiated member for having completed the activity.

Physical Exercise, Exertion and Labor: Physical behaviors may include but are not limited to running, wall-sits, push-ups, sit-ups, and/or standing for extended periods of time. Physical labor may include but are not limited to assembling, painting, or fixing structures (e.g. elevated surfaces, tables) for member and/or organization use prior to being initiated. These physical behaviors may or may not occur as a punishment or result for not meeting other requirements of membership.

Physical Abuse: Physical abuse behaviors may include but are not limited to hitting, slapping, punching, kicking, choking, pushing, paddling, throwing items at an individual, and/or directing an individual to complete an activity that would reasonably cause injury to a person.

Restriction of Freedom: Any guideline or rule, whether required or suggested, that limits, bans, and/or impedes upon a member’s ability to function in the same manner as any other member for

any given period of time for the primary purpose of restriction. Restriction of freedom may include but is not limited to blindfolding, binding of body parts, dictating who members can or cannot speak to, limiting use of facilities (e.g. doors or staircases), and confining members to small and/or enclosed spaces. Restrictions of a member's freedom that results from internal judicial processes or participation in events with ritual based on membership status may not apply to this definition.

Sleep Deprivation and Schedule Modification: Any behavior that endangers individual health and safety and/or disrupts the academic process. These behaviors may include but are not limited to late-night activities, early-morning activities, requirement to stay awake for long durations of time, little to no notice given for required attendance at an event or meeting, being required to be at the chapter facility or designated space for a substantial amount of time (e.g. every day when not in class), and/or any combination of activities that limit a person's ability to get the recommended amount of sleep. When new members are required to sleep at a chapter facility, in a designated space that is not their normal bedroom, and/or in a space all-together, this may constitute sleep deprivation and schedule modification.

Sexual Abuse and Harassment: Any unwelcome conduct or behavior of a sexual nature that creates or contributes to a hostile environment. A hostile environment exists when conduct is sufficiently severe, pervasive, or persistent to limit or deny a person's ability to participate in or benefit from the College's educational programs or affects employment. Behaviors may include, but are not limited to, non-consensually viewing, sharing, gathering, possessing, or creating sexually explicit material; sexually explicit behaviors (e.g. kissing, touching of intimate areas, genitals, breasts, buttocks, and/or digital, oral, vaginal, or anal penetration of any person); being forced to view partial or full nudity of another person (of the same or different gender); being forced to be partially or fully nude; being forced to engage in sexual acts or contact; and/or being forced to divulge information about a person's sexual history.

It is not a defense to an allegation of hazing that the expressed or implied consent of an individual was obtained. In addition to this policy, NCAA student athletes must follow the hazing policies and guidelines set forth by the NCAA, HCAC, and Franklin College athletics department. When allegations of violations of this policy are received, the group or organization, as well as an individual, will be subject to adjudication.

14. Health Services

Health Center services at Franklin College are available, free of charge, to all students. A complete and accurate health form is required to be on file in the Health Center. The Health Center nurse provides first aid and treatment of minor illness and injuries to students enrolled at Franklin College. In the event a student is too ill or not stable enough to come to the clinic, 911 should be called. Emergency services personnel will assess the student and transport them to the local hospital if necessary. It is difficult for the nurse to respond to the scene of an illness leaving the Health Center unattended. Students may call the Health Center nurse at (317) 738-8090 during normal business hours (Monday-Thursday: 8 a.m. – 5 p.m. Friday: 8 a.m. – 4 p.m.) for all other non-emergent concerns and/or to make an appointment with the nurse.

The Health Center is located on the second floor of the Napolitan Student Center. Masks are required for all students presenting with any fever and/or respiratory concern such as cough or sore throat. Although appointments are not required, they are preferred.

The City of Franklin maintains an emergency ambulance service on 24-hour call. The Emergency Department of Johnson Memorial Hospital, located at 1125 W. Jefferson St. in Franklin provides 24-hour medical emergency care. Johnson Memorial Immediate Care Center is located at 2085 Acorn Blvd. in Franklin for the provision of non-emergency services, as well as The Little Clinic located in the Franklin Kroger at 970 N. Morton St. The nurse is happy to provide other options to obtain medical care in the area catered to student-specific concerns.

Health education plays a vital role in one's ability to stay safe and healthy while attending college. Physical activity, nutrition, sleep, stress management, mental health, sexual health, and vaccinations are just a few of the topics pertinent to Franklin College students. The nurse is able to provide resources addressing the aforementioned areas and is available to discuss and find resources regarding any other student-specific health concerns.

Written excuses for class/work are not provided by the Health Center nurse. Students are responsible for monitoring how excused absences for classes are used, and to obtain the necessary documentation from an advanced level medical professional if a written excuse is needed. Students are expected to communicate any absences related to illness or injury with their professor/coach/employer.

15. Information Technology

The Office of Information Technology is located in the basement of Old Main. The IT Team is ready to help solve any technical issues that may arise by supporting all software and hardware on campus including computers, classroom and lab equipment. The IT Team is also responsible for device connectivity and Wi-Fi across campus. The staff can be reached Monday – Friday 7am-5pm by calling 317-738-8148, or they can be reached via email using helpdesk@franklincollege.edu or chat at <http://service.franklincollege.edu>. You can also visit the IT office any time during business hours. No appointment necessary!

Email - All Franklin College students have an email account. All student email addresses are formatted in preferred name.last name@franklincollege.edu. Email is the primary method of communication between students and instructors, so monitoring of campus email is necessary.

Microsoft Office - All Franklin College students are given free installs of the Microsoft Office suite. To download for any windows or mac computer, go to your GrizLink homepage <https://GrizLink.FranklinCollege.Edu> and search "Download Office".

16. Intercollegiate Athletics

Franklin College is a member of the National Collegiate Athletic Association (NCAA III) and the Heartland Collegiate Athletic Conference.

Intercollegiate sports at Franklin College are:

Baseball (men)	Outdoor Track (women and men)
Basketball (women and men)	Soccer (women and men)
Cross country (women and men)	Softball (women)
Football (men)	Swimming & Diving (women and men)
Golf (women and men)	Tennis (women and men)
Indoor Track (women and men)	Volleyball (women)

Lacrosse (Women)

In addition, Franklin College sponsors co-educational programs in cheerleading and competitive Esports. Franklin College is a member of the National Association of Collegiate Esports (NACE).

Athletics are integral ingredients in the holistic educational mission of Franklin College. Coaches should be educators first and foremost who administer their programs within the framework of the college's educational goals. Athletes at Franklin College should be students first and foremost whose highest priority is to earn a college degree and whose conduct on and off the playing field or floor is as important as athletic ability and performance.

It is the educational goal of Franklin College for its athletic program—i.e., varsity sports, intramurals, physical education, recreation clubs and informal recreation—that every graduate leave the campus with:

- a. A conceptual understanding of what it means to be physically well.
- b. The substantive knowledge necessary for healthy living.
- c. The habits and skills which will provide for a lifetime of beneficial and enjoyable recreation.
- d. Those character traits and leadership skills which are the benefits of competitive sports, and
- e. Memories of testing oneself in competition which will serve as sources of pride and satisfaction all the graduate's life.

Further, it is the goal of Franklin College that its competitive sports program (in descending order of priority) should:

- a. Contribute to the physical, mental and spiritual well-being of the participants.
- b. Serve as laboratories of leadership wherein valuable lessons are learned concerning discipline, sacrifice, duty, teamwork, self-confidence, goal setting, striving and the pleasure/pain which accompany both victory and defeat.
- c. Improve and sustain the college's reputation and morale.
- d. Aid in the recruiting of students and the raising of financial contributions.
- e. Contribute to satisfying the public's desire for spectator sports.

If a student participates in intercollegiate athletics at Franklin College as an undergraduate student and continues as a graduate student at Franklin College, that student may compete in intercollegiate athletics as long as they are enrolled as a student full-time and have remaining seasons of eligibility. A student-athlete who has graduated with a degree from an institution other than Franklin College and enrolls in graduate studies at Franklin College is no longer eligible to participate in intercollegiate athletics regardless of remaining seasons of eligibility.

Franklin College is committed to providing equitable opportunities and resources for all students to participate in intercollegiate, intramural, and recreational sports.

17. Intramural and Recreational Sports

A full program of intramural, fitness and recreational sports programs and events also is offered seasonally. Information and entry forms are always on the athletic website, franklingrizzlies.com.

Franklin College is not liable for injuries that occur during intramural activities. The college does not insure you or your property and assumes no responsibility for damages or personal injury. You release the college from all liability for any accident, damage, or injury caused to person, whether such acts or omissions be active or passive.

18. Lost and Found - Security

Any found items should be turned in at the Security office on the ground floor of the Napolitan Student Center.

19. Mail Services

Franklin College provides each enrolled student (resident or commuter) with a campus mailbox. Students retain the same mailbox throughout their enrollment at the college. Students who withdraw from the college and then return for subsequent semesters will receive a new mailbox. Mailboxes are located on the ground floor of the Student Center.

Student mailbox keys are issued by Mail Services. If a student fails to return their mailbox key or loses the key and needs a replacement, there is a charge of \$30.00 to replace that key.

Each student is assigned a unit # for their mailbox. Student mail is delivered to and distributed in the Student Center. When packages are sent to students and arrive in the mail room, they are checked in and an email is sent to the student. Students must have an ID to pick up packages that will not fit in their mailbox.

Students are expected to check their mailbox on a regular basis. The college frequently uses the mailboxes for official communication. Failure to check for mail does not excuse students from any obligation to the college.

Student mail/package(s) should have their unit # included in their address. Please use the word UNIT when addressing student mail, as the U.S. Post Office may not recognize "P.O. Box" or "Box" numbers as a Franklin College address and the mail piece may be returned to the sender.

To address a student:

Student's name
Student's unit number
Franklin College
101 Branigin Blvd.
Franklin, IN 46131-2623

To address faculty/staff:

Faculty/Staff name
Department name
Franklin College
101 Branigin Blvd.
Franklin, IN 46131-2623

Mail Services sells postage stamps, meter postage, and envelopes. Mail Services also offers a limited variety of free postal priority mailing supplies. There is outgoing drop off for U.S. Postal mail, UPS and FEDEX. The cut off time for outgoing mail is 9 a.m. The outgoing mail slot is located on the ground floor of the Student Center below the mail room window.

Mail Services' hours of operation are Monday - Friday 7 a.m. to 4 p.m. There is no Saturday and Sunday mail delivery. Mail Services is closed on the designated holidays for the Franklin College's staff personnel. The telephone number is (317) 738-8077.

20. Medical Emergency Procedures

If an individual requires medical attention and is unable to come to the health center for an evaluation, 911 should be called to address the problem immediately. Security will contact the college nurse or the Vice President of Student Development and Dean of Student's office in a timely fashion.

Calling 911 does not require medical treatment or transport to a hospital facility, but if either is needed this is the fastest and safest way to ensure timely and appropriate care. It is not appropriate to call the health center to evaluate the student at the site of the incident. The reasons for this are:

1. Time is a factor. By the time the call is made, and the nurse can get to the site, the individual's condition can deteriorate. An ambulance is likely to be on site sooner.
2. The health center is staffed by one nurse 8 a.m. – 5 p.m. during the week, but is closed noon – 1 p.m. During those hours the nurse may be providing care to another student, attending a meeting at another location or may otherwise be unavailable. Obviously, outside of those hours a nurse is not present.
3. If called, the nurse would not have the supplies that may be needed to treat the illness and/or to assist with diagnosis of the problem. An ambulance would have these things available upon their arrival.

Faculty and staff are not expected to make, and should not be making, a decision as to whether a situation requires immediate medical attention or not. Although a person may appear stable, he/she may not be. This cannot be known without medical data and an evaluation by an appropriate health professional. The health center will be alerted to the situation by security or the Vice President of Student Development and Dean of Students office, and, if available, can access a student's health record for health history, immunization date, and insurance information that may be needed by the ambulance crew.

College employees are not to use personal transportation to take an injured or sick person to emergency medical care. In such situations, an individual should be transported by ambulance. Employees cannot prohibit a person from transporting themselves to emergency care or having a non-employee do so. Individuals who arrange their own transportation assume all risks associated with that transportation.

There is no cost to the individual who is injured or ill or to the college for calling 911. When the squad arrives, its personnel will do an evaluation and determine the person's needs. The patient can refuse treatment and/or refuse to be transported. In such cases the individual signs a release and no charges occur. Simply put, calling 911 provides an individual with the best care in the shortest time period possible.

20. Non-traditional Students

The college does recognize that not all students are the traditional college age (18 to 24 years of age). Services provided by the college are available to all students regardless of age. However, students of other ages frequently have different needs and concerns. The Associate Dean of Students, whose office is in Student Development, is specifically available to assist non-traditional students. For assistance, please stop by the office, or phone (317) 738-8080.

21. Professional Development Program

The mission of the professional development program at Franklin College is to prepare all students with the knowledge, human skills, and creative problem-solving frameworks to find, choose, and thrive in jobs that are fulfilling and meaningful.

At Franklin College, professional development is not an “add on” to the academic experience. Instead, students will find the eight core competencies of professionalism — self-development, communication, critical thinking, equity and inclusion, leadership, professionalism, teamwork, and digital fluency — intentionally integrated throughout the liberal arts curriculum and in all academic disciplines.

All students will have the opportunity to engage with a qualified practitioner partner, someone who works or has recently worked in the field of study, in the classroom.

Additionally, students can take part in a range of co-curricular activities offered through the Offices of Career & Professional Development, located in the Dietz Center for Professional Development, and the Office of Global Education, located on the first floor of Old Main.

The integrated professional development program consists of the following required and optional components to help each Franklin College student to be ready for what’s next:

Required

1. Complete the liberal arts curriculum focused on critical thinking, global awareness, effective communication, problem solving, and systems knowledge. These skills are needed in today’s complex, dynamic and entrepreneurial workplaces.
2. Acquire professional skills (All are required for students to access alumni networks and official college recruiting activities.):
 - a) construct a professional resume (approved by the student’s academic department);
 - b) participate in at least one official mock interview;
 - c) establish a professional online profile (as defined by the academic department); and
 - d) develop a fluency with relevant technologies and digital tools.
3. Participate in professional experiences:
 - a) at least one off-campus, credit-bearing (1) internship, (2) field experience, or (3) undergraduate research experience approved by the academic advisor and
 - b) a networking opportunity as defined by the academic department in consultation with the offices of career development and professional development (e.g. departmental alumni/professional panels, alumni engagement networking events, or internship-related networking opportunities).
4. Articulate the relevance of liberal arts, disciplinary, and applied experiences at Franklin College in a culminating document.

Additional Opportunities

- Workshops that address skills and competencies needed in the workplace
- Networking opportunities with alumni and other professional friends of the college
- Activities to develop an appreciation of the arts and
- Special topics courses which focus on issues relevant for professional success and the betterment of the student, their peer groups, and society.

22. Religious Life Program

The Religious Life program welcomes all Franklin College students and strives to create a safe environment for students to put into practice the beliefs of their various religious and spiritual traditions. In addition to Christian worship services, students are invited to develop their spiritual lives through workshops, field trips, discussion groups, and services designed to engage students of any religious background. Opportunities are also available for students who may be exploring their spiritual lives for the first time. The college chaplain is also available to assist students in finding appropriate communities of worship in the local area. All Religious Life activities are optional, and students will not be asked to participate beyond their comfort level.

Rev. Dr. Hannah Adams Ingram serves as college chaplain and is available to meet with members of the campus community to discuss spiritual life, religious questioning, discernment about future goals and more. Meetings can be scheduled by email at HAdamsIngram@franklincollege.edu or by phone at (317) 738-8140. The Religious Life offices and student lounge are housed on the second floor of the chapel and are open daily for student use. FC students, faculty, and staff may request to be added to the Religious Life mailing list in order to receive a weekly email detailing Religious Life activities. They may also follow @FCChaplain on Twitter.

23. Student Government Association

The purpose of the Student Government Association is to represent the student body, act as a channel of communication between the students and the administration, regulate and allocate student activity fees and be the means by which students can voice their concerns. Student Government Association appreciates the participation and input of all students. Questions about Student Government Association should be directed to any Officer, Class Senator, or Student Organization Representative. Executive Offices of Student Government Association include:

- President
- Vice President of Administration
- Vice President of Communication
- Vice President of Finance
- Vice President of Diversity and Inclusion

The responsibilities of the Executive Officers are to set agendas for Student Government Association meetings, lead these meetings, represent the student body at Board of Trustees meetings and assist Committee Members in the completion of their assigned tasks. Standing Committees include:

- Audit Committee
- Dining Services Committee
- Diversity, Equity and Inclusion Committee
- Student Services Committee
- Traditions & Programs Committee

The rest of Student Government Association is comprised of Student Representatives for selected offices and student organizations on campus, At-large Representatives and Commuter Representatives. These spots are filled through campus-wide elections and appointments.

24. Student Organizations

A diverse and encompassing student-oriented activities program is the focal point of out-of-class campus life. Social, cultural and educational programs are presented through the cooperative efforts of The Center for Student Involvement, Student Government Association, the Student Entertainment Board, Greek organizations and other organizations and clubs. By participating in these programs and organizations, students gain valuable experience and the opportunity to

develop their interests and leadership abilities. A complete directory of campus organizations is available in the Center for Student Involvement, room 214, Napolitan Student Center. Franklin College recognizes the need for new organizations to form as interests and needs of the student body change. The policies and procedures for establishing new organizations listed below.

Starting a New Organization

Recognition of new and established organizations by the Center for Student Involvement will be granted upon the following guidelines:

1. New student organizations must apply for recognition based on the Procedure of Recognition. Established organizations must maintain their status based on the Active Organization Policy.
2. Student organizations must nominate and select members without regard to race, color, sex, creed, handicap or national origin (unless exempted by Federal Law).
3. Recognition will not be granted to any organization whose stated purpose, intent or likely consequence of activities is anarchistic, subversive or disruptive to College activities. Recognition will also not be granted to any organization whose purpose is inconsistent or incomplete without the goals, mission and purposes of Franklin College.

Procedure of Recognition for New Student Organizations

Recognition will only be granted to organizations which comply with the guidelines listed above under "Starting a New Organization." New student groups desiring to function on the campus should submit the following information to the Director of Student Involvement and Greek Life:

1. A formal letter of intent, outlining the group's purpose, objectives, general plans and activities. This letter should include an explanation of why this group is needed on campus and does not replicate the mission or purpose of another recognized student organization. The letter should also indicate ways the organization plans to sustain itself over time, beyond the membership of its original founding members.
2. Constitution, standing rules and bylaws of the group. The group may utilize the sample constitution template on the Center for Student Involvement's GrizLife documents page.
3. Name(s) of the organizing students, officers and positions (if already determined).
4. Name(s) of at least one faculty/staff adviser. The adviser's signature should be included at the bottom of the letter of intent. Recognition will be official upon approval of the Director of Student Involvement and Greek Life. Recommendations regarding recognition may be required from the Center for Student Involvement. To maintain recognition, each organization must comply with the Active Organization Policy which includes the re-recognition process on GrizLife by the pre-determined deadlines outlined in this document. Any revision or change in officers, advisers and constitution or bylaws shall be reported on GrizLife as soon as they have occurred. Inactive organizations must follow the Procedure of Recognition to regain official recognition status.

Privileges of Recognition Status

The following privileges are granted to active, recognized student organizations at Franklin College:

1. The use of the name Franklin College in the title of the organization.
2. Eligibility for financial support from Student Government Association.

3. Assistance from the Center for Student Involvement staff.
4. Permission to utilize and maintain an organization storage unit and/or filing cabinet.
5. Permission to utilize resources and supplies in the Center for Student Involvement project area.
6. Use of the Business Office for financial advising and banking services. All organizations are required to maintain on-campus accounts rather than off-campus accounts, with the exception of national fraternities and sororities).
7. Use of College facilities and room reservations.
8. Use of campus services, including mail, printing and copier services.
9. Use of a Bookstore charge account.
10. Use of an organization social media account(s) once permission has been granted by the Office of Marketing. Failure to comply with this request will result in existing social media accounts being deleted.

To serve as an officer in a student organization, a student:

1. Must be an enrolled student at Franklin College
2. Must have a minimum 2.0 cumulative GPA
3. Cannot be on social or academic probation
4. Must meet any other requirements specified by the organization's constitution/bylaws/policies. Those requirements may be higher or more restrictive than numbers 1, 2, and 3 above. The organization's expectations take precedent.

25. Vehicle Reservation Procedures

Franklin College maintains a fleet of six vans (maximum 12 riders) and two SUVs (maximum seven riders) for employees use for college business including academic related trips, athletic events, and recruiting. When using carpool vehicles safety must take precedence over all other priorities. Seatbelts and safe driving practices should be used at all times, including having proper amount of rest before driving and not driving when under the influence of alcohol or prescription medications that affect ability to operate a vehicle in a safe manner.

All employees are required to submit their request through the Facilities work order system. It can be found by going to your GrizLink homepage. <https://GrizLink.FranklinCollege.Edu> and searching "Reserve a vehicle."

The following outlines the procedures for using carpool vehicles.

A. Scheduling a Vehicle

- Request are filled on a first come first serve basis, the request should include:
- Requestor's name
- Requestor's telephone number
- Dates of travel
- Account number to charge
- Number of persons traveling
- Destination

A Franklin College employee must be the primary driver. If additional drivers are needed an employee must request a student to drive providing the student is 21 years of age, has a valid

driver's license and has signed a background check permission slip. All student drivers must be approved to drive by our insurance provider. Background permission slips may be obtained through Facilities. Please allow a minimum of 48 hours for the approval process.

Students are not permitted to schedule vehicles at any time. Sorority or Fraternity groups are not permitted to use carpool vehicles even if a Faculty or Staff member reserves the vehicle.

B. Picking up the Vehicle

To ensure vehicle is available to others, please do not pick up vehicle until schedule time of use. Keys to vehicles are picked up at the front office of facilities (physical plant). A confirmation sheet will be signed by the person picking up the keys. Keys must be picked up by an employee of the college. At the time of pick up, a "carpool envelope" will be given to the employee.

Drivers will receive a Shell card that is good at over 70 different gas stations. A list of eligible stations is placed in each vehicle. All shell gas cards require a pin number for corporate fuel credit cards. The pin number is written on the outside of the carpool envelope provided.

The departmental charge for using the vehicle is .36 per mile and is charged to the department account number the requestor has given Facilities.

Both beginning and ending miles should be recorded on the carpool envelope this will ensure correct billing.

C. Driving the Vehicle

In case of an accident the vehicle registration is in the vehicle along with an accident report form for writing the name(s), address, license plate number, details of the accident along with the names and addresses of any witnesses. Following an accident, the police should be contacted and an accident report requested to be made by the officer responding.

All college vehicles can only be used for business purposes and will not be available to employees for their own private use.

D. Fueling the Vehicle

Drivers will receive a Shell card that is good at over 70 different gas stations. A list of eligible stations is placed in each vehicle. All shell gas cards require a pin number for corporate fuel credit cards. The pin number is written on the outside of the carpool envelope provided.

E. Returning the Vehicle

Vehicles must be returned to the carpool area with a full tank of fuel, and free of trash or debris. Please be considerate and respect the next user of the vehicle. All trash should be removed prior to returning.

Key packets with keys, beginning and ending odometer reading, and credit card should be returned to the facilities office.

In the event that travel is completed after hours there is a key drop in the front door at Facilities. If vehicle is left with trash or debris a \$100 per vehicle cleaning charge will be applied to the department.

F. Departmental Charges for Vehicle Use

Mileage will be totaled and will be billed back to the department at the beginning of each month. Any questions concerning carpool charges should be sent to facilities.

26. Vending Machines

Vending machines are located in each residence hall, Old Main and the Johnson Center for Fine Arts. If equipment malfunctions, students should contact physical facilities by calling (317) 738-8177 or submit a work order to report an issue with a vending machine. To request a refund, please call (317) 738-8177.

D. General College Policies, Regulations and Student Responsibility

Our aim at Franklin College is that each student will develop a personal sense of responsibility for their life as well as a concerned understanding of the rights and needs of others.

Franklin College is a community of adults. This implies a great deal of responsibility. Students must decide for themselves when to study, what to eat, when to rest, whom to befriend, what courses to take and how to manage time and resources. Realizing that the campus is not immune to the problems of the larger society in which we live, college personnel are available to assist students in developing independence.

Similarly, students are expected to take an active role in the solution of their own problems. Though personal attention is the trademark of this small college, students are encouraged to be assertive in their relations with others and to take initiative in resolving issues of concern.

All students are expected to know and observe the local, state, and federal laws as well as the college regulations as published in the Franklin College Catalog and in The Franklin College Student Handbook.

1. Alcoholic Beverages Policy

Section 1: Philosophy

Franklin College, as a learning community, strives to structure a healthy campus environment which provides appropriate role models, caring mentors, sound rules equitably administered and accurate information on the use and abuse of alcohol. Within this context, the college stresses four critical values regarding consumption of alcoholic beverages: responsible choice, responsible use, responsible hosting and responsible caring for the members of the Franklin community.

Franklin College recognizes the legal, responsible use of alcoholic beverages by those members of the community who are of legal age (21 years) under Indiana State Law. All members of the Franklin community of legal age who decide to use or serve alcohol are expected to do so responsibly. Anyone who chooses to use or serve alcohol must accept responsibility for learning appropriate behaviors that do not result in harm to oneself or others in the community. Anyone who chooses to use or serve alcohol must do so in light of all regulations and laws governing alcohol use and will be held fully accountable and responsible for any consequences arising from such use.

Alcohol and other chemical dependency problems can be treated successfully if they are identified as early as possible and appropriate treatment programs are instituted. Students who request help from an RA, college counselor or Student Development staff member before any behavioral problems occur will not face disciplinary action but may be subject to other non-punitive interventions. A behavioral problem will generally be interpreted as repeated and/or extreme alcohol-related difficulties and/or violations of college policy.

Section 2: Use of Alcoholic Beverages

1. All Franklin College students are responsible for complying with Indiana law. Attention is called to the Indiana alcoholic beverages law that among other things, provides:
 - a. No persons under 21 years of age may use or be in possession of alcoholic beverages,

- b. No persons may make alcoholic beverages available (barter, deliver, manufacture, sell, exchange, provide or give away) to those under 21,
 - c. Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.
2. Persons 21 years of age may responsibly consume alcohol beverages in private college residence hall rooms where at least one resident of the room is 21 years of age and present. Alcoholic beverages of any kind are prohibited on campus grounds and in all other campus buildings, unless authorized (see Section 3 below). Only alcohol in its original, closed container may be transported on campus by a person of the legal age to possess or consume alcohol.
 3. The Johnson-Dietz suites are unique because they have a combination of private bedroom spaces and a common room. If all residents of a Johnson-Dietz suite are 21 or older, alcohol may be consumed by persons 21 or older and stored in the common room of the suite. If some residents are 21 or older and some are not, alcohol can only be consumed and stored in the bedroom of a resident who is 21 or older.
 4. Kegs, party balls or other large containers holding alcoholic beverages are prohibited.
 5. Drinking contests or games that are associated with alcohol, whether alcohol is present or not, are not permitted.
 6. Persons 21 years of age may responsibly consume alcoholic beverages in fraternity houses and sorority suites provided (1) that the national organization of the chapter has no prohibitions against the consumption of alcohol on chapter premises, (2) that such consumption complies with all regulations and restrictions of such national organization (3) that chapter advisors approve such consumption and (4) that such consumption adheres to all Indiana law and Franklin College policies related to alcohol. Franklin College shall not be responsible or liable for any consumption at any event which takes place at fraternity or sorority chapter houses/suites.

Section 3: Specific event authorization

1. Student organizations wishing to sponsor an event involving alcohol may apply through the Vice President of Student Development and Dean of Students. Other campus personnel should apply through the Vice President of Finance. All events for which approval is sought must be judged by the college to be consistent with the educational, social and service traditions of the institution. Application must be made at least four weeks in advance of the event. The application may be amended or restricted to avoid obvious concerns. A decision by the Vice President of Student Development and Dean of Students not to assign space may be appealed to the president. A decision of the president is final. The college will not provide nor be responsible for providing alcoholic beverages, nor will the college be liable for any alcohol consumption at an event which is not sponsored by a department or administrative office of the college as represented on the event application.
2. “Guidelines for Responsible Hosting” as they appear in the attachment to the event application, and as published below, must be observed at all times in connection with all

events involving alcoholic beverages. The college will consider disregard of these guidelines to be cause for disciplinary action.

Section 4: Guidelines for Responsible Hosting

1. All parties/events with alcohol will have a guest list of those persons invited to be at the event. The list will indicate those persons who are 21 years of age. Guests 21 years of age will be clearly designated and are the only persons allowed to possess and/or consume alcohol at the event. The list will be submitted to the appropriate office by the date and time indicated on the application/registration form.
2. Alcohol consumption should NOT be the central focus of the event. Kegs, party balls, spiked punch bowls or other large containers holding alcoholic beverages are therefore prohibited.
3. Advertisement and invitation for an event should not mention alcohol as an inducement to participate in the event, and brand names of alcoholic beverages should not be used in the promotion of events.
4. The host of the event must control the location at which alcoholic beverages are available, so that persons who are showing signs of intoxication may not have access to additional alcoholic beverages. It is unlawful to furnish (i.e. barter, deliver, sell, exchange, provide or give away) alcoholic beverages to any person who shows any signs of intoxication or is known to be intoxicated.
5. Non-alcoholic beverages must be made equally available, at the same location as the alcoholic beverages, for the entire period during which alcoholic beverages are available.
6. Some kind of food (not heavily salted) must be readily available for the entire period during which alcoholic beverages are available.
7. Uniformed security personnel may be required by the college to monitor some events. Other appropriate security should be present and sober at all events.
8. Sober escort service and/or ride service should be provided to departing guests who show signs of intoxication.
9. Alcohol consumption and availability must be governed by all applicable Indiana rules, regulations and statutes.
10. Sponsors of events which involve alcoholic beverages must make certain that adequate liability insurance coverage is secured for that event.
11. Sponsors must post signs at location where alcoholic beverages will be served, indicating that "alcoholic beverages will not be served to persons under the age of 21," and the "sponsor will not allow alcoholic beverages to be served to persons who may be intoxicated."

Disregard of these guidelines will be interpreted by the college as a violation of the student conduct code.

Section 5: Violations of Alcohol Policies

1. Violations of the alcohol beverage policy by students will be addressed through either the college or Greek judicial system. If a violation of the law has occurred, the person(s) may also face charges simultaneously in the civil or criminal courts. College disciplinary proceedings will not necessarily be abated or subject to challenge should civil/criminal charges be dismissed. (*See the Franklin College Code of Conduct and Judicial System for the explanation of how such violations are adjudicated.*)
2. When violations occur, individuals and living units or organizations may each have charges filed against them separately.
3. Violations by a living unit or organization could result in the following: probationary status, fines, required educational programming, loss of privileges, notification of national office (if applicable) or withdrawal of college recognition of the group.
4. Violations by individuals could result in the following: probationary status, fines, required educational programming, required alcohol assessment, removal from housing, or suspension from the institution.

Section 6: Amnesty Policy and Indiana Lifeline Law

Franklin College strives to maintain a balance between student support and accountability. The College believes in addressing student health and safety concerns directly, and confronting dangerous behaviors, but also encouraging students to seek help in situations where their own, or another student's health is endangered. As such, a student who seeks assistance on behalf of themselves or another individual experiencing an alcohol and/or drug related incident, may not be subject to conduct action for the alcohol and/or drug use under the Code of Conduct if the Office of Student Development becomes aware of the alcohol and/or drug use solely because the individual(s) sought medical attention. Students who participate in student conduct investigations may also be eligible for Student Conduct Amnesty at the discretion of the vice president for student development or designee. Student(s) involved in reported incidents of sexual misconduct may receive student conduct amnesty for the alcohol and/or drug violation(s) only. Student Conduct Amnesty is only granted to individual students, not student groups and/or student organizations.

Purpose of Policy

The College is committed to promoting a safe and healthy environment for all students and wants students to feel confident they can make the right decision if there is an alcohol and/or drug related incident.

Procedure

College Students who are granted Student Conduct Amnesty may be required to meet with a student conduct officer. During this meeting, the student conduct officer will discuss the situation with the student and provide them with appropriate resources. After the meeting, the officer will have the student complete appropriate educational actions. Failure to attend this meeting or follow through with the assigned educational actions from the student conduct officer will result in the student losing the opportunity for Student Conduct Amnesty, and the incident will be processed as a normal student conduct case. Even though student conduct action may be waived due to the student

receiving Student Conduct Amnesty, the Office of Student Development may notify the appropriate parent/guardian/emergency contact of any student(s) under the age of 21 who receives Student Conduct Amnesty. Although a record of the incident will be kept on file and used as prior conduct history should subsequent student conduct matters occur, it will not go on the student's educational record, and the file will be maintained in accordance with Student Conduct Records. The vice president for student development or designee will make decisions whether to grant Student Conduct Amnesty. The availability of Student Conduct Amnesty for students with repetitive or severe violations will be determined on a case by case basis.

1. Student Conduct Amnesty may be granted to College students who initiate and seek assistance and/or treatment on behalf of themselves, or another individual. Student Conduct Amnesty for alcohol and/or drug violation(s) may also be granted to student(s) involved in reported incidents of sexual misconduct.
 - a. All reports of sexual misconduct will be assessed, and individuals found responsible will be held accountable regardless of their use of alcohol and/or other drugs.
2. If a representative from a student group/student organization calls for assistance, the student group/student organization will not receive Student Conduct Amnesty. The act of responsible intervention, however, will be considered when sanctioning for policy violations.
3. This policy is only applicable to the Franklin College Code of Conduct and does not preclude law enforcement agencies from enforcing the law.
4. The Student Conduct Amnesty Policy applies to emergencies related to alcohol and drug use and is not applicable to other prohibited behaviors (s). Other prohibited behaviors will be handled using the appropriate college policy.

Indiana Lifeline Law

Franklin College's student conduct policy practices recognize and adhere to the State of Indiana's Lifeline Law that:

- Indiana's Lifeline Law provides that a person is immune from arrest or prosecution for certain alcohol offenses if the arrest or prosecution is due to the person: (1) reporting a medical emergency; (2) being the victim of a sex offense; or (3) witnessing and reporting what the person believes to be a crime.
- Within the State of Indiana, "the Lifeline Law provides immunity for the crimes of public intoxication, minor in possession, minor in consumption, and similar laws, to persons who identify themselves to law enforcement while seeking medical assistance for a person suffering from an alcohol-related health emergency. In order to receive immunity, the reporting individual must demonstrate that they are acting in good faith by fulfilling the following expectations:
 - Providing their full name and any other relevant information at the request of law enforcement officers.
 - Remaining on the scene until law enforcement and emergency medical assistance dismiss.
 - Cooperating with all authorities.
- The Indiana Lifeline Law will not interfere with law enforcement procedures or limit the ability to prosecute for other criminal offenses such as providing alcohol to minors, operating vehicles while intoxicated, or the possession of a controlled substance.

For more on Indiana's Lifeline Law visit: www.IndianaLifeline.org

2. **Athletic Event Sportsmanship Policy - “Win With Class”**

The Franklin College athletic department enthusiastically endorses the ideals of the NCAA and the Heartland Collegiate Athletic Conference on the priority of good sportsmanship at collegiate athletic events. We want our student and alumni fans to recognize how much their support means to the men and women who represent Franklin College in athletic competition. All our student-athletes enjoy the atmosphere of a vocal, enthusiastic home crowd. However, we want to define and reinforce what is appropriate in demonstrating that support. Simply put, we ask the Grizzly faithful to be positive in the support of our Franklin teams without being derisive or disrespectful toward opponents.

Our coaching staff is committed to the priority of representing Franklin College with class on and off the field or court. We remind players that this responsibility goes with the privilege of wearing a Franklin College uniform. We expect our sports programs to be respected not only because we win, but also because we do so with class. We expect no less from our fans – especially student fans – and we expect that effort to be led by those who are student-athletes.

It is our hope that student leaders will take it upon themselves to insist that their peers honor the “Win with Class” principle:

“Franklin College fans create a loud, enthusiastic home court/field advantage for the Grizzlies by encouraging the efforts of the home team while being respectful to opposing players, coaches, fans or game officials.”

Franklin College has an obligation to ensure safety of participants and spectators as well as the integrity of the event. The college is also accountable to the NCAA and the Heartland Conference for compliance with sportsmanship guidelines for each organization. Guidelines which apply to all athletic events hosted at Franklin College include:

1. No alcoholic beverages are allowed at the site of athletic events. Persons possessing alcohol will be removed from the event. Persons exhibiting symptoms of intoxication and/or underage persons exhibiting symptoms of consumption will be subject to college disciplinary action and/or arrest.
2. No signs, banners, shirts, etc., may contain profane, vulgar or inappropriate personal references. (The rule of thumb in determining what is appropriate is whether you would be embarrassed if your parents or younger siblings saw the item.) Persons carrying or wearing such items will be removed from the event.
3. Organized chants may not contain profanity, vulgarity or inappropriate personal references. Individuals using profanity or inappropriate language, or gestures will be subject to removal from the event. (See rule of thumb in #2 above)
4. Fans who directly confront, challenge or intimidate opposing players, coaches, fans or game officials will be removed from the event. Such fans will be prohibited from attending future athletic events.

- Fans who disregard or interfere with the directions of security personnel, game administrators or other college officials will be removed from the event, subject to disciplinary action and/or arrest and be prohibited from attending future athletic events.

3. Care Policy

Franklin College's Care Policy addresses the health and safety concerns of its students that might otherwise go unattended throughout the year. It is anticipated that the program will affect only a small number of students who are experiencing life-threatening concerns. The policy's health orientation objective is focused on individual safety. The Care Policy respects the individuality of the student while conveying the message that Franklin College will not allow students to continue injuring themselves or others. The Care Policy is designed to provide our students with the best health care and follow-through to insure success at Franklin College.

Franklin College is concerned about the physical and emotional health of its students. In those instances where a student appears to be experiencing a life-threatening concern, Franklin College will mandate an assessment of the student's health based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that potential injury will actually occur; and whether reasonable modifications of policies, practices or procedures will mitigate the risk. The college will require that follow-up recommendations be adhered to completely. The college reserves the right to deny any recommendation if deemed unacceptable, unprofessional, biased, or unethical.

The term life-threatening refers to a very serious, acute

- Destructive, self-deprecating, or other serious inappropriate behaviors.
- Drug and alcohol abuse.
- Eating disorders.
- Any behavior that points to possible imminent danger, foreseeable danger or existing danger to oneself or another member of the college community.

When a student's behavior is perceived to be life-threatening, the matter will be referred to the Vice President of Student Development and Dean of Students and/or a designee for review. The Vice President of Student Development and Dean of Students, and/or a designee, will meet with the student to discuss the situation and provide guidelines for further course of action. If further review is deemed necessary, the student will be required to have an assessment by an appropriate health care professional. At this point, the student will be encouraged to discuss the matter with their family. If the counselor or medical professional determines that the student's situation is potentially life-threatening, the student will be required to have a thorough evaluation to determine the appropriateness of the student's continued status.

The student shall pay the costs and expenses for any assessment or evaluation required under this policy. The student shall complete any forms to authorize the assessment or evaluation to be sent to the Vice President of Student Development and Dean of Students and/or a designee. The college will keep the assessment or evaluation confidential except as may be necessary to comply with applicable laws and regulations or provide the information to appropriate college personnel with a need to know of such information.

The results of the external assessment/evaluation and follow up recommendations will be forwarded to the Vice President of Student Development and Dean of Students and/or a designee.

These results and recommendations will be discussed with the student, who will be expected to follow through with the recommendations. It will be suggested that the student share the evaluation results and recommendations with their family. The college reserves the right to contact the student's family in a timely manner if the situation is life-threatening.

If the results of the assessment confirm that the student's situation is acute and/or life-threatening, the student may be required to take steps to reduce or eliminate the risks including withdrawal from classes and/or moving out of the residence hall to fulfill the recommendations given from the assessment. This may include, but is not limited to, mental health counseling and substance abuse treatment. In the event that a student is treated for a medical/psychiatric emergency, he/she must meet with the Vice President of Student Development and Dean of Students, and/or a designee, immediately upon returning to campus and follow the Vice President of Student Development and Dean of Students' letter of recommendation.

Following release from the hospital for a life-threatening psychiatric emergency, the student must meet with the Vice President of Student Development and Dean of Students and/or a designee within 24 hours. The student must provide the college with a psychiatric evaluation stating that it is safe and appropriate for the student to return to the college environment and/or the residence halls. The psychiatric evaluation must also specify follow-up treatment recommendations for the student to complete. The student will be expected to follow these treatment recommendations in order to remain at the college.

Students who exhibit life-threatening behaviors will not be permitted to live in or visit the residence halls until a psychiatric evaluation and release of information form is signed. Once the health service provider documents that the student is healthy enough to live on campus and remain in classes, s/he may move back onto campus and resume classes.

The student who has followed through with the assessment process and withdrawn from classes will receive the designation withdrawal on their academic record.

The student who has been withdrawn from classes may apply for readmission. A student will contact the admissions office once the follow up recommendations have been completed. Franklin College will require documentation from a medical or mental health professional stating that the student is able to resume academic and social responsibilities at the college. The student must also meet with the Vice President of Student Development and Dean of Students and/or a designee to confirm this standing.

The student whose behavior is thought to be life-threatening and does not follow through with the assessment and recommendation process will be involuntarily withdrawn and will be ineligible to re-enroll without permission of the Vice President of Student Development and Dean of Students and/or a designee.

4. Changes to the Student Handbook

The college and its various units reserve the right to revise, amend, alter and change from time to time its policies, rules, regulations and financial charges including those related to admission, instruction, graduation and behavioral expectations. Suggestions for changes or improvements for the Student Handbook should be addressed to the Vice President of Student Development and Dean of Students.

5. Demonstrations

The rights of free speech and peaceable assembly are fundamental to the democratic process. Franklin College supports the rights of students and other members of the college community to express their views as long as such expressions appropriately respect and do not impede the rights of fellow community members to fully enjoy their college experience. The college recognizes its obligation to maintain on the campus an atmosphere that ensures safety and is conducive to academic work, preserves the dignity and seriousness of college ceremonies and public exercises, and respects the rights, safety and dignity of all individuals.

Campus demonstrations may be held provided that they are conducted in an orderly manner, do not interfere with vehicular or pedestrian traffic and do not interfere with classes, scheduled meetings and ceremonies, placement interviews or with other educational processes of the college. Such demonstrations may take place only during normal business hours of the institution and may not include structures of any type, including tents, sleeping bags, hammocks, etc., nor the use of amplification devices which create a distraction from the academic environment.

Demonstrations conducted in a manner other than the above will result in immediate disciplinary action. Failure to follow instructions from college officials, campus security and/or other law enforcement officials may result in arrest, suspension and/or expulsion.

6. Discrimination, Harassment and Related Misconduct

Franklin College's Policy on Prohibited Discrimination, Harassment and Related Misconduct that prohibits all forms of discrimination and harassment based on protected states can be found here: https://franklincollege.edu/wp-content/uploads/2020/08/Amended-and-Restated-Policy-on-Prohibited-Discrimination_08-25-20.pdf

7. Drone Policy

The use of any unmanned aerial vehicle (UAV), commonly known as a drone is prohibited on the Franklin College campus. Exceptions to this policy may be made under special circumstances. Approval for recreational use will not be permitted.

Franklin College puts a high value on the privacy and security of the campus community. Any request to operate a **drone/UAV** over the property of Franklin College must be requested in compliance with this policy.

- a. The operation of any UAV equipment on and over lands owned and operated by Franklin College shall follow all state and federal regulations and requires a prior permission be granted by the Director of Security.
 1. The Director of Security will review requests for approval of use, noting any limitations.
 2. Local Law Enforcement use of UAV technology in execution of a search warrant or as part of a tactical response to an immediate threat is automatically authorized, subject to applicable laws and government regulations.
 3. Operators will check in with the Director of Security or in their absence, the officer on duty, before use on campus and will notify the same upon completion of use.
- b. Written requests shall include:
 1. Equipment to be used, (include information about the UAV control systems, communication systems, etc.)

2. Date and approximate time to be used
 3. Location(s) to be used
 4. Purpose(s) of the operation
 5. The identity and contact information of users or other remote operators
 6. All forms of data (including imagery) to be collected
 7. Current status of any required licenses or permission (when applicable)
- c. For approval of a request:
1. Plan must be submitted at least three business days prior to operation on campus
 2. The plan must include all required information in its content. It may be submitted in writing or via email to the Director of Security
 3. The requested operation must not pose an unacceptable threat to health, safety, privacy, or the environment
 4. The requested operation must be judged by administrators to be in the best interest of the college
- d. The Director of Security will notify operators of approval to operate on campus. This must be received before the UAV is brought onto campus.
1. The college holds the right to immediately shut down the operation of an UAV if it creates any type of electronic interference, poses a hazard to sensitive campus equipment, invades the privacy of any student or employee, or interferes with any college activity. The user will be solely responsible for any damage that occurs while operating the UAV.
 2. Any questions or comments about this UAV policy shall be directed to Director of Security (317) 738-8888 or by email at sleonard@franklincollege.edu.

8. Drug Policy

Possession or use of stimulants, depressants, hallucinogens, marijuana or other agents having potential for abuse violates state and federal law and is expressly prohibited at Franklin College. The manufacturing, selling, bartering, exchanging and giving away of such drugs or agents to any person is also illegal and prohibited. Only those drugs authorized through the prescription of a licensed medical professional will be permitted. Possession, use or sale of illegal drugs and/or possession of drug paraphernalia of any kind may result in immediate removal from the residence halls and/or suspension from Franklin College.

The Drug-Free Schools and Communities Act of 1989 mandates that institutions of higher education adopt and implement a program designed to prevent the unlawful possession, use, dispensation or distribution of illicit drugs and alcohol by students and employees.

Franklin College has developed this policy not only in response to the federal drug-free legislation, but also to attempt to provide a healthy environment by preventing the use of illegal drugs and the abuse of alcohol within the college community. The misuse of alcohol and the use of drugs can lead to serious health risks, such as the loss of muscle control, headaches, increased likelihood of accidents, impaired judgment, personality disorders, addiction and death.

The college prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances and alcohol by any member of the faculty, staff or student body on college property or at any college-sponsored function, whether on or off-campus, including college

fraternity houses. The college requires the cooperation of the entire campus community in its pursuit to maintain a drug-free environment in all phases of campus life.

Any faculty or staff member or student who violates this prohibition, or who does not cooperate with the college in its attempts to maintain a drug-free environment, will face disciplinary action up to and including expulsion or dismissal from the college and referral for prosecution. Individuals violating any town ordinances, state laws, or federal laws relating to alcohol or drug possession or use also risk fines and imprisonment.

If questions arise related to any of these guidelines or policies, students should direct them to the Student Development office, while employees should direct questions to the human resources office.

Faculty, staff and students are encouraged to familiarize themselves with area resources available for substance abuse, counseling and treatment. Staff members in the Franklin College counseling and health center, as well as the college chaplain, are available to assist students with substance-related problems and to provide referral to community agencies. All counseling is of a confidential nature.

9. Fires/Bonfire/Fire Pits

Fire Policy for activities and events

Fire is a significant risk for property damage and injuries. Proper controls are vital to manage these risks. Outdoor fires are not allowed on campus property without prior permission from the Director of Security and only for approved activities and events. See the Director of Security for details on requesting permission and the procedures for outdoor fires. Outdoor fires are defined as any type of open flame outdoors, including campfires, bonfires, and fire pits of any kind. This does not include charcoal or propane grills or smokers, and does not include approved maintenance procedures.

The Griz Pit fire pits are available to reserve. Student organizations that want to reserve the space must get approval from the Center for Student Involvement and their adviser must reserve the space in Virtual EMS. Individual students must also get permission to use the Griz Pit from the Center for Student Involvement.

A non-approved fire will be extinguished by authorities. Those responsible for such fires are subject to discipline through the college's judicial system.

Procedures for requesting permission for outdoor fires

Note: This is the *minimum* set of procedures that must be followed. These are subject to change without advance notice and may be affected by current environmental conditions at the time of request. Common sense approaches to creating open fires must be used.

- Persons requesting permission for open burning shall contact the Director of Security at least five working days before the event.
- Fires shall not be located within 50 feet of a structure.
- Accelerants such as gasoline, diesel fuel, or kerosene shall not be used to kindle a fire.
- Charcoal lighter fluid may be used on wood before the fire is lit. It may not be sprayed on flames.

- Running, dancing and horseplay shall not be allowed in the vicinity of an open fire.
- Fires shall not be left unattended.
- Fire extinguishers and designated fire monitors may be required. Need will be determined by the Director of Security.
- All fires will be completely extinguished and cold before the fire watch ends.
- Any campus official may order the extinguishment of any fire on campus.
- Participants shall obey the orders of a responding fire department.

Sanctions

A non-approved fire may be extinguished by authorities. Those responsible for the fire are subject to discipline through the college's conduct system.

10. Food and Beverages Policy

Consumption of food and beverages is prohibited in all classrooms, in auditoriums/theaters, public areas of Old Main, the sanctuary of the Richardson Memorial Chapel, laboratories and in the campus center unless the college has designated the area for such purposes. Drinks are allowed in most areas of the Hamilton Library but must be in a covered container. Food is allowed in the library except for the computer labs. The cost for any damage resulting from violations of this policy, or from negligence, will be charged to the persons responsible.

11. Food Service/Dining Policies

Board Requirement

All students living in residence halls or in fraternity houses are required to board at the dining room. The charge for board (food service) for the semester is billed with the room charge. Immersive term board is charged only to those students living on campus during immersive term. Three meal plans are available. These plans are subject to change. Each semester, a student may change to a different meal plan only through the 10th class day. After the 10th class day, meal plans cannot be changed.

Board plans may be used when class is in session and may not be used during break periods (i.e. thanksgiving, winter, spring breaks).

Student meal charges represent a variety of meal plan choices that give the student a certain number of meals per week or semester or a comprehensive plan allowing unlimited meals. Some plans also provide dining dollars for use at "We Proudly Serve Starbucks™".

Current plan choices are:

- Plan A: Comprehensive meal plan + 30 Dining Dollars
- Plan B: 150 Meals per Semester + 100 Dining Dollars
- Plan D: Limited meal plan 10 meals per week

- Dining dollars can be used for purchases at "We Proudly Serve Starbucks™"
Dining dollars can also be used off campus at several local restaurants.
- The dining hall is open all day and in the evening with a variety of service offered.
- Unused meals do not carry over and are not available for use at a later date in the semester.

- Unused meals or dining dollars that are associated with the meal plan do not carry over from semester to semester.
- Ben Bucks, money that a student adds to their meal plan, do carry over from semester to semester and year to year.

Occasional Meals

Commuter students, faculty, guests of students and staff who wish to eat in the dining room may pay a nominal guest meal charge for an unlimited meal during board meal hours. Payment terms may include cash, guest meal compliments of another person using Ben Bucks or dining dollars, or utilization of your own one card's balance. Dining hall hours will be posted in the residence halls and in the student center. Persons interested in making department charge arrangements for larger groups may contact the catering manager at (317) 738-8113.

*There are two plans for commuters only:

Grizz 5 Plan - five meals per week with \$50 in dining dollars

Grizz 50 Plan - 50 meals per semester with \$75 dining dollars

Exemptions

A student may apply for food service exemption for medical reasons. All requests for exemptions must be submitted in writing to the Vice President of Student Development and Dean of Students along with any supporting statements the student feels are appropriate, such as a physician's statement which thoroughly and specifically discusses the medical condition and includes specified dietary needs. A final decision will be made by Student Development staff in conjunction with Parkhurst staff regarding their ability to provide the special diet. The decision will be provided in writing to the student. Food service exemptions are not granted for:

1. Meals missed because of part-time employment.
2. Meals missed because of weekends away from campus.
3. Meals missed because of academic schedules.
4. Financial emergencies.

Dining Hall Policies

Students must present their IDs to a cafeteria line checker every time they enter. IDs are not transferable; thus each student is required to use their own ID. All food is to be consumed in the dining room. **No food or beverages are permitted to be taken out of the dining room.** These policies will be in effect throughout the entire school year.

Catering Policies

The college's contract with Parkhurst calls for Parkhurst to provide food and beverage services on the Franklin College campus, both for resident student dining and for internal and external catering functions. The intent is to meet the food service needs for every individual and department in the Franklin College community. Contact for inquiring or booking catered events is the catering manager at (317) 738-8113.

In the current agreement with the college, Parkhurst has been granted "the exclusive right to operate all food services on or from the student center." Parkhurst does not have exclusive rights in the other campus facilities; however, the following policy applies. Student organization and college department events held in facilities other than the student center should be limited to pitch-in, self-prepared food events, events where professionally prepared foods are brought in

(i.e. pizza, Subway, etc.), or events that are catered by a licensed caterer. All outside organizations must use Parkhurst Dining.

There are times when using Parkhurst Dining within the student center has some limitations. In recognition of this, the following is a list of exceptions to the Parkhurst Dining exclusive agreement for the student center.

1. Authorized student organization or college department sales.
 - Authorizations for campus sales are obtained through the office of the Director of Student Activities and Greek Life through Griz Life and must be approved two weeks prior to the actual event.
 - Purchased or donated items must be pre-packaged or prepared by a licensed food handler (Parkhurst or an approved substitute).
 - Donated food items may be solicited from outside organizations only when approved by the Director of Student Activities and Greek Life in conjunction with the Operations Manager.
2. Student organizations, with permission from the Director of Student Activities and Greek Life and college departments, with permission from the vice president for business and finance, may provide their own self-prepared and/or purchased foods for meetings and other informal events.

Any other requests for exceptions should be directed to the Vice President of Student Development and Dean of Students at Franklin College.

12. Grizzly Park Policy

1. Priority use of all areas of Grizzly Park is for Franklin College athletic and intramural activities, classes and recreation of students and employees.
2. All alcohol policies that are in effect for campus extend to Grizzly Park. There may be no open containers of alcohol.
3. Grizzly Park is a tobacco-free environment.
4. The entrance to Grizzly Park, off Greensburg Road, will be open at dawn and closed at dusk. Faculty, staff and students may use the facility beyond those hours but are encouraged to have a companion and cell phone before and after daylight hours. Parts of the trail farthest from the campus are especially dark.
5. The parking lot for all venues within Grizzly Park is accessible only via Greensburg Road.
6. Vehicular traffic (including golf carts) on the walking/jogging trail is prohibited except in emergency situations.
7. Leashed dogs are welcome in Grizzly Park, and on the trail, but owners are responsible for picking up after them.
8. The Mickel-Hoover tennis complex is intended for tennis only. No bicycles, skateboards, rollerblades, pets, or street shoes are permitted.
9. The H. Dean Evans '51 Track Complex is available for recreational use, but only lanes 7, 8 and 9 should be used.
10. McDowell Field and Behrens Field are not available for use by outside groups unless authorized in advance by the director of athletics.
11. The walking/jogging trail is for pedestrian or bike rider use only. No rollerblades or skateboards are permitted. This restriction includes all grassy areas as well.

13. Hazing

Hazing is defined as an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of Franklin College. It is not a defense to an allegation of hazing that the expressed or implied consent of an individual was obtained. In addition to this policy, NCAA student athletes must follow the hazing policies and guidelines set forth by the NCAA, HCAC, and Franklin College athletics department. When allegations of violations of this policy are received, the group or organization, as well as an individual, will be subject to adjudication.

14. Hover Boards

Due to fire and other safety concerns, hover boards are banned from the Franklin College campus. Hover boards include, but aren't limited to self-balancing scooters, battery-operated scooters, and hands-free Segways.

These items may not be used, stored, or charged on campus property. This includes all buildings, campus homes, and vehicles parked on campus.

15. Inclement Weather

Please be aware if the college cancels classes (but remains open) due to inclement weather, it will not be reported through the media, but through internal communications only. This will include the emergency text messaging system, our website and email.

If the college completely closes, it will be reported internally as well as through the media. This means only essential services/personnel are expected to report to campus.

16. Noise Ordinance, City of Franklin

The City of Franklin has a noise ordinance. It is very specific in its requirements particularly as it relates to events held outside that involve the playing of instruments or amplified addresses or music. It is in effect 24 hours a day, seven days a week. Approval of a variance must be obtained through the City's Board of Works, which typically meets the first and third Tuesdays of the month. To hold an event outside that involves music or other noise that carries more than 50 feet, a variance must be obtained in advance. The ordinance also addresses loud music being played within private vehicles while driving on public streets. For further information about the ordinance and the variance process, contact the Director of Security.

17. Non-Discrimination Policy

In accordance with its Policy Statement on Non-Discrimination, ([Click here to link](#)) the college does not unlawfully discriminate in offering equal access to its educational programs and activities or with respect to employment terms and conditions on the basis of an individual's age, color, creed, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation, marital status or veteran status

If you have any questions, problems, or complaints regarding a violation of this Policy on Non-Discrimination, discrimination in general or Title IX, you may seek assistance from the Director

of Security/Title IX Coordinator: Steve Leonard, 101 Branigin Blvd., Franklin, IN 46131, (317) 738-8899, TitleIXresponse@franklincollege.edu

18. Off-Campus Events

Franklin College neither sponsors nor assumes any responsibility for events coordinated by fraternities, sororities, or other recognized groups away from campus. The presence of members of the faculty or administration of Franklin College as guests at off-campus functions in no way indicates official sponsorship of these events.

19. Parental Notification Policy

Franklin College strives to create a partnership among parents, students and the college to increase student success. As part of that partnership, Franklin College will ensure that the parents of dependent students* are notified when the student is placed on academic or disciplinary probation, finds their on-campus housing at risk for medical or disciplinary reasons, is suspended or dismissed for disciplinary reasons, or is at risk of harm to self or others.

**“Dependent students” are those students whose parents claim them as dependents on their tax returns or who have self-identified through the appropriate records office forms.*

20. Parking and Other Regulations Related to Motor Vehicles

All students and employees are required to register vehicles that they wish to park on campus. Information regarding vehicle registration, regulations and parking are in a brochure that is available from the Security Office on the lower level of the student center. Failure to register a vehicle or abide by these regulations can result in fines, loss of parking privileges and, if excessive, judicial sanctions.

21. Posting Policy

Posted or distributed materials do not necessarily reflect the opinion of Franklin College.

Materials distributed through campus mail must be approved by the Director of Student Involvement and Greek Life. Any materials from off campus businesses or organizations will not be distributed through the mail. They may however be posted on campus bulletin boards or distributed to central locations within the residence halls, campus center and academic buildings with prior approval from the Director of Student Involvement and Greek Life or in their absence the Vice President of Student Development and Dean of Students according to the guidelines listed below.

Franklin College will restrict the promotion of alcoholic beverages, tobacco products and controlled substances on campus property. Businesses and organization involved with alcoholic beverages must stress food or entertainment in their advertisements. Such advertising in all cases must try to address only students of legal age and must comply with all legal regulations and requirements.

Sponsors of printed materials must boldly display their name on all said literature. Posters regarding sales, rental properties, job listings, etc. must identify the name of the sponsoring person in addition to the phone number and an expiration date for the information.

Posting is limited to designated bulletin boards provided by Franklin College in public areas of academic buildings, the campus center, residence hall lobbies, television lounges, vending areas, etc.

Outdoor flyers posted in areas maintained by Grounds Department should be posted no more than one week in advance and if posted materials are destroyed by weather or other means they should be removed immediately.

Floors, trees, interior walls, exterior walls, lamp posts, doors, windows, cars, trash receptacles, sign posts, and telephone poles are NOT designated posting areas. (Areas around individual offices and residence hall rooms may be excluded – check with the director of student activities or director of residence life for residential areas if there is a question.)

Permission for any exception to this policy must be obtained from the Associate Dean of Students or the Vice President of Student Development and Dean of Students.

Only registered campus organizations and college departments may post materials in classrooms.

One piece of printed literature per event will be allowed in any one designated posting area.

All posted literature is to be removed by the sponsor within 24 hours following the conclusion of the event.

Posters and other printed literature other than banners will be limited to dimensions of 11” x 17” or smaller unless authorized by the director of student activities and organizations.

Other equipment such as easels, tables, and chalkboards are available through the facilities services office for special displays or for use in rooms where bulletin boards are unavailable.

Chalking Sidewalks: Only registered campus organizations with approved events may chalk on sidewalks. Chalking is restricted to sidewalks and parking lots and NOT on planters, walls and other building surfaces.

Large Signs, Banners or Displays: Banners may be posted only inside the student dining room, in the rotunda of Old Main with approval from Academic Affairs, and inside or outside of residence halls, Spurlock Center and the fence of Goodell Field. Large signs, banners or displays of any kind other than listed above may not be posted outside of campus buildings without prior approval of the Director of Student Involvement and Greek Life or in their absence the Vice President of Student Development and Dean of Students.

Materials from Political and Other Off-Campus Groups: Political banners, signs, bunting or other types of publicity from other off-campus groups are not to be posted in public areas on the campus. If, however, a group has reserved a particular room for an event, they may use those materials in that room while they have it reserved according to the above listed guidelines.

Failure to abide by the above listed policies may result in the loss of privileges to post or distribute materials on campus.

22. Religious Solicitation

Religious organizations external to Franklin College may not solicit membership or funds, distribute literature, or otherwise advance their presence or materials on Franklin College property. They may, however, post materials in accordance with the Franklin College posting policy. College offices, academic departments, or registered student organizations may invite religious groups external to Franklin College to present programs in accordance with existing college policies. Religious organizations wishing to rent space on campus may do so in accordance with existing policies concerning facilities usage. Use of campus facilities does not grant the right to solicit to the campus community.

23. Selling and Solicitation

Franklin College is a private community and, as such, can regulate the procedure for the selling of goods, merchandise and services to the members of the campus community. This policy does not intend to regulate what an individual may purchase, but rather the intent is to state the procedures for selling of items by students and non-students on campus or at college events.

1. General Regulations

- a. Any individual selling merchandise must do so in accordance with the statutes of the state of Indiana and ordinances of the City of Franklin. Local ordinances are available from the office of the city clerk.
- b. All individuals must have written permission from the Student Development office in order to sell any goods or services on campus. The written permit that is issued must be in the seller's possession.

2. Selling by Itinerant Merchants

- a. All general regulations as stated above must be followed.
- b. A merchant may not be in the residence halls selling merchandise on a door-to-door basis.
- c. A merchant that is sponsored by a Franklin College student organization may present their program to a group (e.g. Greek apparel). This presentation should be in main lounge areas and will be approved on a one-time basis only. In addition, the college may charge for the use of facilities.

3. Selling by Students

- a. Franklin College students or organizations must abide by the general regulations stated in #1 above and the guidelines regarding solicitation by the college community. (Guidelines and applications are available on GrizLife).
- b. All sales, fundraisers and contest, etc. must be conducted in accordance with state, local and campus regulations.
- c. A student or organization must have the approval of the Director of Student Involvement and Greek Life and the Office of Institutional Advancement through Griz Life for solicitation of on-campus or off-campus constituencies. Solicitation must be approved two weeks prior to the actual solicitation.

- d. Selling may not be done on a door-to-door basis. Students may be in a main lounge or public area and respond to students expressing interest. Permission to sell merchandise in a residence hall or fraternity house should also be obtained from the building coordinator or fraternity president.

4. Administration

- a. The regulation and supervision of this policy will be handled by the Student Development office.
- b. Violations of this policy by non-student merchants will be referred to local authorities.
- c. Violations of this policy by students or student groups will result in disciplinary action through the college judicial system.

24. Service Animal Policy

Franklin College complies with the Americans with Disabilities Act, Indiana state law and the most recent guidance from the Department of Justice regarding service animals. For detailed information regarding service animals at Franklin College, contact Disability Services at (317) 738-8286.

25. Skateboarding and Rollerblading Policy

Students and employees of Franklin College are allowed to skateboard and roller blade on campus property, except in Grizzly Park, if it is done in a responsible and safe manner. This activity is not allowed on any public walkway in heavy traffic periods or on steps at any time. Students and employees are encouraged to use Franklin Greenways Trail instead of college walkways or parking lots. Persons who are not Franklin College students or employees are not permitted to skateboard or rollerblade on campus.

26. Smoking/Tobacco Products Policies

Franklin College is committed to providing a healthy, comfortable, and productive environment for the students, faculty, staff and visitors of this campus.

Franklin College is a smoke/tobacco-free campus. This policy applies to all faculty, staff, students and visitors on our campus. Smoking and/or tobacco use is prohibited within the boundaries of college property including all buildings, facilities, indoor and outdoor spaces and grounds owned, rented, operated, and/or licensed by the college, parking lots, walkways, sidewalks, college vehicles, private vehicles parked or operated on college property. For the purposes of this policy, smoking and tobacco use include but are not limited to cigarettes, cigars, cigarillos, electronic cigarettes, pipes, smoking apparatuses, spice, cloves, all smokeless tobacco products, hookahs and vaporizers.

Enforcement of this policy will depend on the cooperation of all faculty, staff, and students not only to follow this policy but also to encourage others to comply in order to promote a healthy environment in which to work, study and live. Anyone who observes a policy violation may courteously and without confrontation inform the individual of the smoke/tobacco-free policy. Violators of this policy will face progressive discipline, as with all other policies, as stated in The Student Handbook.

27. Social Media Policies and Procedures

Social Media Requirements and Best Practices

The use of social media is widespread for Franklin College departments and organizations, and these communication platforms have the potential to create a significant impact on the reputation of the college. If creating or maintaining a social media account representing a college group or organization, please be mindful the account is the property of the college and has a direct impact on its image and reputation.

Please note: This document is just a basis for requirements and best practices of social media. All other questions and concerns should be directed to the Brandon Eades, Coordinator of Social Media unless otherwise stated.

Social Media Coordinator: Please direct inquiries to Brandon Eades, 317-738-8067
beades@franklincollege.edu.

Emergency and Crisis (in the event of a campus emergency or crisis, such as a fire, storm damage, etc.):

- *Do* repost/retweet/share official college statements only.
- *Do not* post statements of your own.
- All inquiries received should be directed to the official college accounts, as listed in the Additional Resources section below.

Need to create an account:

- **You must contact the Social Media Coordinator before starting the account** by completing the [Marketing Request Form](#) on [GrizLink](#).
- The coordinator will contact you to discuss the account.

Already have an account:

- Make sure the coordinator has the information for your account by completing the [Marketing Request Form](#) on [GrizLink](#).
- The coordinator requires names / contact information of those with access to the account.

Post Frequency:

- Update your accounts frequently, engage with other social media accounts through the college, monitor your accounts, and remember to post throughout the evenings and weekends as well.
- Post frequently but keep it relevant.
- If you **do not** have enough resources to maintain a social media account, **do not** start one. Remember, your posts can be shared by the college's social media accounts.
- If your account is not regularly updated, you may be advised to close the account.
- **Suggestions** for posting (this includes retweeting or sharing content):
 - Twitter: twice / week
 - Facebook: twice / week
 - Instagram: twice / week

Accuracy:

- Avoid shorthand as posts reflect writing ability.
- Make sure you have all the facts before posting.

- Captions and content need to be professional. As stated earlier, the accounts are a reflection of Franklin College. If professionalism wavers, the account may be shut down and removed.
- Contact the social media coordinator, Brandon Eades with any questions you may have regarding content accuracy & professionalism.

When to delete:

- Delete comments if your team/organization/department feels they are vulgar or disparaging towards others.
- If you see anything concerning of disparaging of the college, please take a screenshot and send to [Brandon Eades, Social Media Coordinator](#).

Brand Consistency

- Approved college logos may be used as profile pictures. These can be found on [GrizLink](#).

Keep in mind:

- Franklin College social media accounts **ARE NOT** to be used to express personal views or beliefs.
- All posts should be relevant to the college and/or your team/organization in some way.
- Retweeting and sharing posts from outside sources are considered an endorsement of or belief in the content. Choose wisely which outside organizations you choose to share. If personal views or beliefs are expressed through an official college account, the college can and will remove the account from future use.
- If utilizing the assistance of students in maintaining social media accounts, the faculty adviser or staff member is responsible for the content of the account and should be included as one of the primary administrators.

Confidentiality and Respect:

- Do not post confidential or proprietary information about the college, its students, alumni or employees.
- Make sure your posts do not violate the Family Educational Rights and Privacy Act (FERPA) or the Health Insurance Portability and Accountability Act (HIPAA).
- Keep in mind the copyright and intellectual property of others. Do not use graphics or photos from the internet without legal permission.
- If you do not have permission, then do not use it, and if you have to think twice about a post then do not post it.

Additional Resources:

- Below is a list of the official college social media accounts and their department origins. A list of all social media accounts can be found [here](#).

Institutional

Facebook: [Franklin College](#)

Twitter: [@FranklinCollege](#)

Instagram: [@franklincollegegrizzlies](#)

TikTok: [@franklincollegegrizzlies](#)

LinkedIn: [@Franklin College](#)

YouTube: [youtube.com/c/franklincollege](#)

Division of Institutional Advancement/Alumni Association

Facebook: [Franklin College Alumni Association](#)

Twitter: [@grizalumni](https://twitter.com/grizalumni)

Instagram: [grizalumni](https://www.instagram.com/grizalumni)

LinkedIn: [Franklin College Alumni Career Network](https://www.linkedin.com/groups/1234567890123456789/)

Athletics

Facebook: [Franklin College Athletics](https://www.facebook.com/FranklinCollegeAthletics)

Twitter: [@FCGrizAthletics](https://twitter.com/FCGrizAthletics)

Instagram: [@Franklingrizzlies](https://www.instagram.com/Franklingrizzlies)

Center for Student Involvement

Facebook: [Franklin College CSI](https://www.facebook.com/FranklinCollegeCSI)

Twitter: [@FCInvolvement](https://twitter.com/FCInvolvement)

Instagram: [@fcinvolvement](https://www.instagram.com/fcinvolvement)

Hashtags:

- Here is are the most commonly used hashtags throughout our platforms.

#FranklinCollege

#GoGriz

#GrizAlumni (Alumni related posts only)

#TeamGriz (Athletic related posts only)

#VisitFC

28. Student Complaint Policy and Procedures

The college has an obligation to provide an avenue for students to share concerns, to identify problems, and to appropriately address areas of concern. Federal regulations and accreditation agencies require policies specific to a variety of concerns. Additionally, the College must track significant concerns and monitor the quality of our services.

Franklin College strives to address student concerns in a prompt and responsive manner. The purpose of this policy is to outline the processes by which Franklin College students can register concerns and complaints and seek redress. Students have multiple ways to express concerns either informally or formally as indicated below. This document also provides a process for reporting and tracking concerns that are not addressed by or remain unresolved after exhausting other existing procedures.

Initial Steps to Resolve Concerns

- (1) Members of the Franklin College community are first encouraged to address difficulties and resolve conflicts that arise directly with the parties involved.
- (2) The next step for resolving a concern is generally to approach the supervisor responsible for the area related to the concern.
- (3) Should this prove unsatisfactory or inappropriate for resolving a specific concern, a student may file a formal complaint as outlined later in this document.

Most student concerns are governed by one of the college's established procedures. Before filing a formal complaint, a student is expected to seek resolution through the channels as explained in the following section.

Established Policies and Procedures for Addressing Student Concerns

Information can be found in several different locations regarding the policies and procedures in each of the following areas:

- **Academic Records and Privacy**
See the academic policies section of the college catalog for the full FERPA policy which can be accessed at: <http://franklincollege.edu/wp-content/uploads/2018/04/2017-2018AcademicCatalog.pdf>
- **Academic Integrity**
There are specific procedures for students who wish to dispute an academic decision which can be found in the academic policies section of the college catalog at: <https://franklincollege.edu/wp-content/uploads/2018/08/PDF-2018-2019-Academic-Catalog.pdf>
- **Admissions**
Every student has the right to one appeal of an admission decision. You may do so through your admissions counselor or by contacting the Office of Admission at 1-888-852-6471; admissions@franklincollege.edu.
- **Athletics**
See the Student-Athlete Handbook for more information on the grievance policy in Athletics at Franklin College.
http://static.psbins.com/5/i/yo7o91fymuoxwj/2017-18_Franklin_College_Student_Athlete_Handbook_Final.pdf.
- **Discrimination, Harassment, and Misconduct**
Discrimination, Harassment, and Misconduct are addressed through the procedures found on the Franklin College website at: <https://franklincollege.edu/wp-content/uploads/2020/08/2020-8-14-final-procedures.pdf>
- **Disability Services**
A student with disability should first contact the Assistant Dean for Academic Services when accommodation-related concerns arise. More information on the formal complaint process is also available on the Disability Services web page, or by calling or emailing the Academic Resource Center at (317) 738-8288; arc@franklincollege.edu.
- **Residence Life**
Concerns related to various aspects of Residence Life can be submitted by email (Residencelife@franklincollege.edu) or by phone at (317) 738-8080. The concern will be routed to the appropriate parties for response.
- **Financial Aid**
Prospective and current students have a right to request a review of a financial aid decision. To request such a review, contact the Financial Aid Office at (317) 738-8075 or by email at finaid@franklincollege.edu.
- **Student Conduct and Campus Life**

Concerns related to student conduct may be referred to the Dean of Students Office by calling (317) 738-8080.

- Tuition, Fees, and Student Accounts
Complaints and concerns regarding handling of and decisions about tuition, fees, and student accounts should be communicated to the Business Office (317) 738-8031.

Student Formal Complaint Process

The formal complaint process governs concerns that are either 1) not addressed by or (2) not resolved through any of the established policies described in the previous section. A student who feels that he or she has been treated unfairly or unjustly by any employee has the right to file a formal complaint. Complaints may be submitted by a student currently enrolled, a person enrolled in the previous academic year, an alumnus who earned a degree from the institution in the past 12 months. Complaints may be filed up to 120 days from the date of the incident.

Complaints may not be filed anonymously and may not be submitted by a parent, relative, employer or the public, etc. (even if related to a student).

For a complaint to be considered it must:

- Be signed by the student submitting the complaint
- Be submitted in writing
- Include nature of the complaint and college department/employee involved
- Outline the steps taken previously to resolve the complaint
- Express the desired resolution
- Be delivered via email to studentcomplaints@franklincollege.edu

Complaints received at this email address will be reviewed by the Vice President for Student Development who will assess whether the reported concern conforms to the criteria for a formal complaint outlined above. If it is determined to constitute a complaint, the complainant will be informed of that. The complaint will then be forwarded to the college official(s) best positioned to handle the concern. The official(s) will consider the complaint and respond in writing to the student generally within 30 calendar days of the submission of the complaint with recommended appropriate resolution. The Vice President for Student Development will keep a record of student complaints.

Institutional Record of Student Complaints

Complaint information that is tracked:

- Date complaint received
- Student(s) identified in complaint
- Nature of the complaint
- Steps taken to resolve the complaint
- Final decision or action taken by college
- Any external contact initiated by the student

Franklin College will maintain and annually review this record of student complaints. Giving attention to patterns of complaints will allow for improvement in college operations. This review will consider:

- Total number of complaints received
- Types of complaints received by generic category

- Total number of complaints referred to external agency for final resolution
- Summary of complaints, actions taken, external referrals make

Complaints to External Agencies

Student complaints not resolved through the College's formal complaint process outlined here may be reported to an external agency, including the Higher Learning Commission, The Office of Civil Rights and the Indiana Commission on Higher Education. We recommend that students refer to the specific agency's policies and requirements for filing as many agencies require students to first exhaust their college's grievance procedures.

29. Title IX

Pursuant to Title IX, Franklin College prohibits gender discrimination in all programs and activities of the college and requires that the college be proactive in preventing discrimination and in responding to concerns or allegations of discrimination. Title IX applies to all programs and activities available to students at Franklin College. These include but are not limited to athletic programs, academic programs, admission procedures, financial aid, career services, counseling and health services. Although Franklin College's policies and procedures relating to Title IX are founded on the laws of the United States and the state of Indiana, they are also guided by the mission and values of the college.

The goal of Title IX is to ensure equal opportunity and gender equity for all members of the campus community. The Title IX Officer is responsible for the College's compliance with Title IX of the Education Amendments of 1972. The Title IX Officer will monitor and oversee implementation of Title IX Compliance at the College, including coordination of training, education, communications, and administration of reporting procedures for faculty and staff.

Education, Training and Resources

In compliance with Title IX, Campus Violence Elimination Act (Campus SaVE Act), Violence Against Women Reauthorization Act (VAWA) and related legislation, Franklin College will provide prevention and awareness training for new employees as well as ongoing training for current faculty and staff. This training will be provided through the Office of Human Resources. All members of the college community are encouraged to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual misconduct on campus. It is the collective responsibility of all members of the Franklin College community to foster a safe and secure campus environment.

Examples of ongoing campaigns and trainings are listed below:

- Franklin College Not Anymore Training -Dating Violence/Domestic Violence/Sexual Assault/Stalking/Bystander Training online training
- Safe Zone Training
- Student Programming throughout the academic year
- Monthly Newsletters from the Student Health Center with weekly reminders

The college follows all federal regulations issued for reporting, training, and disciplinary proceedings. All new employees are required to participate in a training program. The college is committed to offer, on an ongoing basis, the following programs:

- Awareness programs
- Bystander intervention
- Prevention and awareness campaigns
- Primary prevention programs

The following individual is available to discuss any concerns or provide additional information on Title IX:

Steve Leonard, Title IX Officer
Franklin College
Office of Security
101 Branigin Blvd., Franklin, IN 46131
by phone at (317) 738-8899
or via email TitleIXresponse@franklincollege.edu

A chart of available resources may be found here ([click here to link](#))

Off Campus Resources

<http://www.rainn.org>

<http://www.onestudent.org>

<http://itsonus.org>

Police Emergency, 911

Franklin Police Department

Johnson County Sheriff's Department

Johnson Memorial Hospital

National Sexual Assault Hotline 1-800-656-HOPE

Dept. of Education, OCR

32 Old Slip, 26th Floor

New York, NY 10005

(646) 428-3800

<http://www.ed.gov/ocr>

30. Travel Policies and Expectations for Student Overnight Travel Sponsored by FC

This document outlines Franklin College's ("Franklin's") policies, procedures and expectations for Franklin-sponsored overnight travel involving students and groups of students. Franklin-sponsored overnight student travel comprises any overnight trip organized under the auspices of Franklin, including trips resulting from class assignments, required or optional class trips and trips sponsored by student organizations, faculty or staff for any purpose, including intercollegiate athletic competitions and educational, recreational, service or other experiences.

With the exception of the behavioral expectations section set forth below, this policy shall not govern individual students or groups of students traveling independently and without Franklin's sponsorship or supervision, in vehicles not owned or leased by Franklin, for internships, study abroad programs, class assignments, field experiences, research or any other related purpose. Such students shall abide by the behavioral expectations noted below and any other separate procedures/policies required for their participation in such experiences. Student overnight travel that is in part funded by, but not sponsored by, Franklin shall be subject to the requirements of the sponsoring organization and not to the requirements set forth in this policy. Eligibility for such funding shall be determined by the Franklin department providing such funding. Regardless of whether student overnight travel is sponsored by Franklin, students' behavioral expectations shall be subject to the Franklin College Student Code of Conduct.

- A. Approval of trips:** All Franklin-sponsored overnight student trips ("trips" or "overnight trips") shall be approved by the Franklin cabinet officer under whose office the trip is sponsored. The form that shall be used for purposes of documenting this approval (the "Approval Form") shall be available in any cabinet level officer's office. The Approval Form also must be signed by a Franklin faculty or staff member who has agreed to serve as trip sponsor (the "Faculty/Staff Sponsor"). The Faculty/Staff Sponsor may include, but shall be not limited to a coach, a professor, an advisor or

any other full or part-time Franklin employee who is not a student. Once signed by the responsible cabinet officer and Faculty/Staff Sponsor, the responsible cabinet officer shall send copies of the Approval Form to the Vice President of Student Development and Dean of Students, the Vice President of Academic Affairs and Dean of the College, the Vice President of Finance and the Physical Plant office. The Approval Form shall be submitted as early as possible, but no later than 25 calendar days prior to the start of the trip. Multiple overnight trips of the same individuals with the same purpose (e.g., athletic team travel) may be addressed in the aggregate and submitted on one Approval Form listing all the applicable travel dates and destinations.

- B. Behavioral Expectations:** In all cases, the primary expectations of students shall begin with Franklin's mission and values. Recognizing that each participant traveling on a Franklin-sponsored overnight student trip is an ambassador of Franklin, each such participant shall be expected to abide by Franklin's mission, values and policies, and all local, state or national laws where the student is located. Faculty/Staff Sponsors may establish additional expectations and restrictions regarding student behavior as deemed appropriate to the context, mission or goals of the trip (e.g., expectations and restrictions regarding the use of alcohol, curfews, etc.).
- C. Lead Faculty/Staff Sponsor:** The Lead Faculty/Staff Sponsor shall be the faculty or staff member (as described above) who is the designated leader and coordinator for the trip. This person shall be responsible for completing and submitting the Approval Form, ensuring that all requirements for the trip are satisfied and supervising the participants and the events of the trip. The Lead Faculty/Staff Sponsor shall attend all portions of the trip. Additional, secondary Faculty/Staff Sponsors who are also on the trip may be designated to assist in these matters. All sponsors shall be employees of Franklin College who are not Franklin students. (Employees of Franklin College for these purposes may include less than full time employees).
- D. Faculty/Staff Sponsor participation:** A Faculty/Staff Sponsor shall accompany the students on all Franklin-sponsored overnight trips. International travel shall require at least two Faculty/Staff Sponsors to be on the trip (see international travel requirements below). For domestic trips, groups of fifteen or less students may be accompanied by one Faculty/Staff Sponsor. Sixteen or more students shall be accompanied by at least two Faculty/Staff Sponsors. For groups exceeding thirty students, an appropriate number of Faculty/Staff Sponsors shall be recommended by the Lead Faculty/Staff Sponsor and approved by the responsible cabinet officer based on the number of participants and the context of the trip. Individual graduate students not using college owned or leased vehicles may travel without a faculty/staff sponsor. Exceptions may be granted by a cabinet officer for a small number of students (four or less) to travel without a Faculty/Staff Sponsor to educational conferences, workshops or training events that do not otherwise require the involvement of a Franklin employee. Such exceptions may only be made for trips not using Franklin leased or rented vehicles. If students are traveling in their own vehicles or otherwise funding their own transportation, a Franklin employee or Faculty/Staff Sponsor need not be with them as they travel. Once at the destination, however, unless otherwise approved, the Faculty/Staff Sponsor(s) is responsible for overseeing the trip and the student participants.

- E. Documentation of Health Insurance Coverage/Emergency Contact Information:** In compliance with Franklin policy, all full-time students must have a minimum sickness insurance policy. All students participating in overnight trips shall submit a Student Travel Medical Certificate providing information on insurance coverage and emergency contact information as a requirement to participate on a trip. The Lead Faculty/Staff Sponsor shall be required to carry with her or him insurance information and emergency contact information for each participant who submitted such information prior to the trip. The Faculty/Staff Sponsor also shall provide the same information to the responsible cabinet officer and the director of security no later than one day prior to departure. At the Faculty/Staff Sponsor's discretion, the information also may be provided to other Franklin officials as deemed necessary.
- F. Waiver Forms:** All participants must sign the applicable Franklin travel waiver form. These waivers shall be collected and retained by Franklin for at least three years after the trip is completed. A single waiver may be signed by a participant for multiple trips for the same purpose (e.g., athletic team trips).
- G. Failure to Comply with Submission of Documents:** Participants who fail to comply with the requirements as listed here, or with the requirements certain trips may have in addition to these, shall not be permitted to go on the trip.
- H. Students Driving Franklin College or Rented Vehicles:** It is strongly encouraged that faculty or staff members drive on all trips. All drivers shall provide copies of valid licenses to drive vehicles owned, leased, or rented by Franklin. Students may drive these vehicles if the trip is within the continental United States, they are at least 21 years of age, and they have cleared a background check (paid by the college). Names of all drivers for each trip shall be submitted to and approved by the Franklin Physical Facilities office at least five business days prior to departure. Exceptions to the restriction limiting student drivers to trips within the continental United States may be made with the approval of the Vice President of Student Development and Dean of Students and the Vice President of Academic Affairs and Dean of the College. When using multiple vehicles, it is encouraged that arrangements be made so that communication may be maintained between all vehicles by cell phone or some other means. It is strongly advised that a faculty/staff member be present in the vehicle when a student is driving. At a minimum, a faculty/staff member must be traveling in another vehicle on the same route and with the same destination as any student driven vehicles.
- I. Intercollegiate Travel:** Franklin College's athletic director shall maintain additional policies regarding travel between Franklin and other colleges and universities.
- J. Travel Outside of the Continental United States:** Franklin College's Director of International and Off Campus Studies shall maintain additional policies regarding travel outside of the continental United States.
- K. Overnight Accommodations:** Students shall be allowed use of an overnight facility that corresponds with their gender identity. Transgender and nonbinary students will be consulted in the planning process. Faculty and staff coordinating travel may also

consult with the Title IX Coordinator, the Director of the Center for Diversity and Inclusion, and/or Residence Life staff as they plan overnight travel.

Under no circumstances should a transgender or nonbinary student be denied the opportunity to participate in any overnight trips or other opportunities based on overnight accommodations. The college shall make all reasonable efforts to accommodate transgender and nonbinary students' rooming and housing preferences and/or desire for greater privacy on overnight trips. If the College is constrained by the policies of host institutions, it will assess whether reasonable alternative arrangements may be made so that the student may participate in the trip.

31. Withdrawing from the College

To officially withdraw from the college during a semester or when not planning to return to the college for a subsequent semester, students must complete the following procedures prior to leaving campus or remotely if withdrawal notification is received over the summer. Failure to complete the official withdrawal process in a timely manner may result in additional charges or a loss of some financial aid.

1. Complete an exit interview with a representative from the Center for Student Success, located on the first floor of Hamilton Library. Send an email message to studentsuccess@franklincollege.edu or call (317) 738-8288 to schedule an exit interview.
2. Meet with the business office and the financial aid office to verify the status of financial obligations to the college and complete any additional required financial aid forms.
3. Return FC ID card, mailbox key and parking permit to the Student Development Office.
4. If living in campus housing, check out properly with the Area Coordinator or Resident Assistant. At your check out, the Residence Life staff member will accept your room key. Failure to complete a proper check-out will result in additional fees.
5. If living in a fraternity house, notification of the chapter president is required. Any outstanding financial obligations to the fraternity will be billed to you.

For information regarding administrative withdrawals by the college, please see the Administrative Withdrawal policy located in Academic Procedures.

For information regarding withdrawing from the college and its impact upon financial aid, please see information in Withdrawing and Financial Aid.

If, in the future, circumstances allow for return as a student to Franklin College, application for readmission will be required. This can be done on the Franklin College website. Submission of additional information, such as transcripts from other colleges, verification of health status or completion of other expectations in-order to be readmitted will be required.

32. Weapons Policy

Possession or use of firearms, explosives (including fireworks), dangerous chemicals or other weapons (such as guns, rifles, air guns, pellet guns, BB guns, non-folding sharp-edged instruments [including hunting knives, swords, axes, bows and arrows], paintball guns/grenades, tasers and martial arts weaponry) is prohibited on Franklin College property.

33. Preparedness Plan

In response to the recent COVID-19 virus and in order to provide a safe environment for Franklin College's students and employees and to mitigate the spread of COVID-19, a

Preparedness Plan is hereby established that sets forth the policies, practices and conditions that the College will implement to meet the industry guidance for its students/employees that are based on Centers for Disease Control and Prevention and Indiana Department of Health guidelines; federal Occupational Safety and Health Administration standards; and applicable executive orders from the Governor of the State of Indiana; related to safety and health of the college's campus ("Franklin College's Return to Campus Plan")

https://franklincollege.edu/wp-content/uploads/2020/08/Plan_082120.pdf

E. Residence Life

Franklin College firmly believes that campus residences offer unique opportunities for socialization and participation in community governance, and that the challenges of group living are a contributing factor in students' overall education and personal development.

The developmental philosophy of the Student Development office is reflected in a well-trained professional staff (Associate Dean of Students and Live-On Professional Staff) and paraprofessional staff (Resident Assistants, House Representatives) who share responsibility for maintaining a positive living and learning environment in campus residences.

A Resident Assistant is a student staff member who lives in a residence hall and whose primary responsibility is to facilitate the development of a community atmosphere among the students on each floor. RAs plan programs and activities for residents, provide support, handle emergencies and document violations of college policy.

Each hall has a live-on professional staff member. Coordinators manage operational functions in their assigned community, provide personal advice, manage student conduct, supervise the resident assistants, and coordinate developmental programming.

1. Residency Requirements

All freshmen, sophomore and junior year students are required to live in college residence halls or fraternity houses except:

- a. Students residing with parents or legal guardians who live in Johnson County, Marion County, or at a location that is less than a 30-minute drive to campus as determined by the college (verification of residence may be required).
- b. Students residing with their spouses (verification of marriage may be required)
- c. Students with military veteran status verified by the Academic Records Office.
- d. Students who obtain medical waiver. Forms for this may be obtained in the Vice President of Student Development and Dean of Students' office.
- e. Senior year students who have 91 or more credit hours.
- f. Students over 22 years old.
- g. Students who have obtained an exception from the Vice President of Student Development and Dean of Students. Exceptions are rare. Requests must be submitted in writing using the form that is available in the Vice President of Student Development and Dean of Students' office.

Any student who fails to qualify for one of these exceptions will be billed automatically at the current lowest room rate.

Unless special permission is granted by the Director of Residence Life or the Dean of Students, you must be a full-time student at Franklin College regularly attending classes in order to occupy a residence hall room.

All students living in the residence halls, campus homes, and fraternity houses which do not offer food service are required to board at the student dining room in the campus center. The dining room is closed during Thanksgiving, holiday, spring breaks, intersession periods and summer session.

2. Residence Hall Administrative Regulations and Procedures

The policies outlined in Section 2 refer to a special class of college policies called Residence Life Regulations (commonly referred simply as ‘regulations’). While any regulation violation may proceed through the college’s judicial system at the discretion of Franklin College professional staff, the Office of Residence Life may adjudicate violations of Residence Life regulations using simplified procedures, which result in fewer procedural requirements for involved students and pre-determined sanctions.

If an item is confiscated for violating a Residence Life regulation, it will be held in the hall office, the residents of the room will be notified, and the owner may repossess the item upon returning to their permanent residence. If the responding parties do not respond to the confiscation notice within 30 calendar days, the item may be disposed. Depending on the time of year, notice may take the form of an e-mail from residence life staff, or a charge.

Sometimes, behaviors that are disruptive to a residential community – including but not limited to improper check-ins/outs, frequent lockouts or lost keys, or room damage – may result in financial charges on a student’s account. Students will be notified by an e-mail from Residence Life, or by a charge on a student’s account.

Individual roommates/suitemates who do not take responsibility for a regulation violation in a shared space may have the resulting financial charges divided between them, or the matter may be referred to the college’s judicial system for additional information-gathering.

In any case, students who believe that they have been held accountable in error should first speak with the professional staff member of their building, and then make a written appeal to that professional staff member. Appeals are granted on the grounds that a student did not possess a prohibited item or otherwise did not violate a Residence Life Regulation. This process must be initiated no more than five business days from the date that the charge was posted, or from the date that the resident was notified of a potential regulation violation, whichever is earlier. If the appeal is denied by the hall’s assigned professional staff On occasion, an entire community (whether the hall or building) may be billed for regulation violations for which no resident takes responsibility. This community billing system encourages residents to be accountable to each other, residents to take responsibilities for mistakes, and to ensure that critical policies – including but not limited to prohibition on propped exterior doors and vandalism – are upheld by the full community. At any point, a resident may inquire to their building’s professional staff member if the hall has been billed for any regulation violations. Repeated or concerning violations may be addressed directly by the building’s professional staff or the hall’s RA in an e-mail or hall meeting.

- A. Room and Board Rates and Refunds:** Room (a bed on-campus) and board (food service) fees are assessed by the college on an academic year basis, exclusive of summer session. Housing contracts for returning students may be terminated without penalty by the student if written notification is received by the Department of Residence Life on or before May 10th. Termination of the contract for any reason after May 10th but prior to occupancy will result in a \$500 cancellation fee for returning students. Cancellation of the housing contract after any student has occupied the room and prior to the end of the contract will result in a penalty equivalent to 25% of the total housing contract obligation. The only exception to the cancellation fee is in regard to fraternity houses, explained below. Students who cease enrollment or receive an exception may receive a fee reduction for their room costs in accordance with the fee reductions schedule.

Returning students desiring to move into a fraternity house should sign up to move into their house during the room selection process held during Spring Semester. Students who sign a housing contract with Residence Life are expected to abide by all clauses in this contract, including the termination clause. New and Transfer Students who join or pledge to join a fraternity during the fall semester are not allowed to move into the fraternity house during fall semester but may do so at either the conclusion of the semester or the beginning of winter term/spring semester without violating the late termination clause of their housing contract. Specific procedures for new members moving into a fraternity house will be provided by the Associate Dean, the Director of Student Involvement and Greek Life, and fraternity house directors during the last month of fall semester.

Should a student's contract be terminated for disciplinary reasons, there will be no refund of room fees. The student will be expected to remove all belongings in accordance with the written decision of the hearing authority.

- B. Room Assignments:** Room selection for continuing students occurs during each spring semester for the following academic year. All students must be registered full-time for the upcoming fall semester and in good financial standing with the college to participate in room selection. Students must complete a room and board application before they may select or be assigned to a particular room. Priority for room selection is determined by earned credit hours as outlined in the procedures published and distributed in advance. Students who do not select a room online at the time assigned by the Office of Residence Life may lose the priority set by their credit hours.

Room assignments for new students are generally made in chronological order relative to the dates housing applications are received by the college. New students will be placed in traditional style housing (Else or Hoover-Cline). New students will not be assigned to live in upperclassmen only housing (Johnson-Dietz, Dietz Center) unless they have been approved to live in gender-inclusive housing, the BOLD community or has a medical accommodation that can only be met within those two communities. Transfer students who have earned 31 or more credit hours are eligible to live in upperclassmen only housing.

- C. Early Arrivals, Vacation and Break Housing:** Campus residences are closed during scheduled vacation periods such as Thanksgiving break, holiday break and

spring break. Only athletes and student organizations with approved permission from the Director of Residence Life will be allowed to arrive early to campus or remain over breaks as required by their respective team or organization. Other students who foresee difficulties in finding accommodations during vacation periods should contact the Director of Residence Life for assistance. If a student is given permission to remain on campus for reasons unrelated to college activities, they will be charged a fee of \$15 per night. Students who are approved for break housing after the application deadline will be charged a fee of \$35 per night. Students remaining on campus that do not have permission without advance notice (48 hours or less) will be charged an initial fee of \$50 followed by a \$35 per night fee for sequential nights on campus. Fees can be modified at the discretion of the Director of Residence Life. All fees for break housing will be billed to the student's account through the business office. Access to fraternity and sorority suites during break periods is strictly prohibited and considered a violation of policy which may result in disciplinary action.

- D. Academic Terms and Intersessions:** Students who are officially registered for coursework at Franklin College may reside in campus residences during Winter Term, Summer Term, or intersession periods between semesters. Students not registered for coursework will need to be granted written permission to stay during these periods. Students living on campus during winter term will be expected to participate in the board plan unless an exception is granted through the Student Development office.

Only students who present evidence of their intent to enroll in coursework during the subsequent academic term may reside in college residences during an intersession period. Intersession periods include the times between spring and summer terms and between summer and fall terms. These periods are not included in the normal housing contract. A special housing application is needed for these sessions and an additional fee will be charged. Intersession III housing is only available for students residing in campus housing during the fall semester of the academic year.

- E. Double as Single Rooms:** The majority of residence hall rooms are designed as double occupancy rooms. Some quads, singles, and suites are also available in the residence hall system. If space allows, a student may request a double occupancy room be assigned as a single occupancy room by contacting the Director of Residence Life. If approved, the resident will be charged at the "double as a single" room fee which is \$1,000 extra per semester and can be prorated for the portion of time a student has lived in the room alone at the discretion of the Director of Residence Life. When a student is living alone in a double room (having paid the "double as a single" room rate) and the college determines that demand for residence hall space exceeds available accommodations, the college reserves the right to assign a second student to the room and remove the double as single room charge from the original occupant's student bill.
- F. Consolidation:** If a student's roommate has moved out of a double occupancy room or if no roommate is assigned, the student may be notified they need to consolidate. If residence hall occupancy permits, a student may be provided the option to buy the room as the "double as a single" rate within a specific time frame. Students selecting

not to opt into the buyout option will be expected to keep the uninhabited part of the room clear so that the room is ready for another resident to move in at any time. It is the student's responsibility to consolidate with another student in the community, buy the room at the "double as a single" rate double as a single rate, if available, or be administratively assigned a roommate by the Office of Residence Life. If a student has been required to consolidate and needs assistance finding a roommate, the student should contact the Area Coordinator of their building.

G. Roommate Issues: Learning to work with different people is an integral part of the college experience and sharing living space with a roommate is one such opportunity. In an effort to help prevent roommate issues, residence life requires roommates to complete a roommate agreement at the start of fall semester or after a roommate change has occurred. This agreement will help residents create expectations for living in the room together and resolving conflicts. If residents cannot work out differences with each other, the residents should contact a residence life staff member to request a mediation meeting to ensure compliance with the original roommate agreement, or assistance creating new expectations of one another. Automatic room changes are exceedingly rare and counterproductive to the developmental intent of the Office of Residence Life.

H. Room or Roommate Changes: If a room or roommate change is desired, residents should contact the Area Coordinator. **Changes of any kind without permission from an Area Coordinator or the Director of Residence Life may result in the assessment of a \$50 improper check-out/check-in fee or disciplinary action.** Room changes will be approved on a case-by-case basis.

I. Check In/Check Out: Students living in the residence hall are expected to formally check in when they begin occupancy of a room and check out when they end occupancy of a room. Resident may not check-in or check-out without first obtaining permission from a Residence Life professional staff member. The procedure includes:

Check In:

1. Obtain a room key.
2. Verify your Room Condition Report accurately reflects the condition of your room. Make any changes to your room condition report within five business days of moving-in. Issues accessing your room condition report on the Housing Self-Service Portal should be addressed to a member of Residence Life staff.
3. Move into your room.

Check Out:

1. Remove all belongings, return furniture to its proper position, and clean your room.
2. Complete a Traditional Checkout by scheduling a room inspection or complete an Express Checkout by filling out an express checkout envelope. Failure to do one of these options will result in a \$50 improper check-out charge.

3. Turn your room key to the professional staff member conducting your traditional checkout, or submit your key to your community's express checkout box if completing an express checkout.
4. If withdrawing or graduating, return your mailbox key to mail services, your student ID to the Student Development Office, and your parking pass to the Security Office.

This procedure is in effect to protect you by checking for pre-existing damage and recording new damage to a room. Students will be assessed for any damage to college property, cleaning the room, disposal of personal property, or not returning furniture to the proper configuration.

- J. Keys:** The college attempts to maintain ample security in residence halls. Students are issued keys that unlock their respective rooms and card access for the exterior doors to their buildings. Students are not to duplicate or loan their keys or leave keys lying carelessly around. Such conduct is considered a threat to the safety of others and could result in a \$30 charge per occasion.

Students should always keep their rooms locked regardless of how long they will be away. Any damage or malfunction of a lock or key should be immediately reported to Residence Life, Security, or Facilities. A student who loses a key should immediately notify a member of the Residence Life staff or the Student Development office. A temporary replacement key will be issued until a new lock has been installed. The student losing the key is liable for the cost of the lock replacement, a non-refundable fee of \$30. The department of residence life reserves the right to change a lock on a room if the security of the room or occupant's possessions are seriously jeopardized.

- K. Lock Outs:** The first lock out of the academic year free of charge. Students will be billed a \$15 lock out fee for each additional lockout. When a student is locked out of their room, the student should contact the RA on Duty between the hours of 7:00 p.m., and 7:00 a.m. When a student is locked out during the day, they may call the RA on-call number and it will be forwarded to someone who will be able to respond. Responding staff will endeavor to assist with the lockout promptly; however, if they are responding to another emergency, response time may be delayed.

RA on Call. Elsey/Dietz Center (317) 738-8551, Hoover/Cline and Johnson-Dietz (317) 738-8550.

- L. Room Furnishings and Damages:** Each student room is furnished with a bed, chair, desk, chest of drawers, blinds and closets or wardrobes. Rooms in the Elsey Hall and the Dietz Center are also furnished with desk hutches and bookcases. Students are responsible for the condition of the room and room furnishings. Any pre-existing damages should be noted on the room condition report at check-in, and new damages will be the liability of the student at check out. This will be the case even if the damage is allegedly caused by another party. College-owned furniture may not be removed from the room and window screens must be left in the windows. If it is necessary for college personnel to return furniture to a room, a fee of at least \$50 may be assessed. The student will be charged replacement costs for items missing or repair costs for items damaged in the room.

Misuse of tape, decals, nails, etc. on walls and ceilings which requires repainting or repair of the room or labor and materials to remove such items will result in damage charges. Double-sided foam mounting tape and removable wallpaper is also prohibited.

Lofts or decks are not permitted in any residence hall at Franklin College. A charge of \$40 may be assessed for each day the loft or deck is found in a room after the student has been told to remove it. The furniture in Elsey Hall and the Dietz Center is designed to stack on other furniture in the room and be secured with pins provided by the college. Students may stack and reconfigure their furniture using only college supplied furniture.

M. Common Areas and Damages: Each residence hall has one or more lounges for studying, watching TV or socializing. Furnishings are provided for the use and enjoyment of all the residents and must remain in the lounge. Removal of lounge furnishings may result in a room-to-room search and a charge of \$25 may be assessed for each day the furniture is found in a room after the student has been told to return it. If missing items are not recovered, the community will be assessed replacement costs as appropriate.

The common areas (hallways, bathrooms, laundry rooms, kitchenettes, lounges and common living areas in suite-style buildings) are areas used by all hall or suite residents and their guests. Damages to common areas of residence halls and suites are usually very costly. While some damages are a result of accidents or normal wear and tear (these are expected and budgeted for by the college), the majority of damages are the result of carelessness by students or vandalism. Whenever possible, the residence hall staff will identify those responsible and hold them accountable for restitution. **If a responsible person cannot be identified, any damage to the public or common areas (including the building exterior) becomes the liability of all residents of the residence hall, floor, section, or suite.**

All damage assessments will be added to the student's account in the business office. Students have 10 business days from the date Room Condition Reports are sent to dispute any residence hall charges. Appeals must be made via e-mail to the student's assigned professional Residence Life staff member.

N. Maintenance and Housekeeping: The physical facilities staff maintains the residence halls' public facilities and common areas. This cleaning is done on a regular schedule and some of it, particularly bathroom cleaning, may require students to use other facilities for a short period of time. Students may submit their own work orders online for housekeeping or maintenance issues. Emergency facilities requests should be shared immediately with the RA on Call. Elsey/Dietz Center (317) 738-8551, Hoover/Cline and Johnson-Dietz (317-738-8550)

O. Room Cleanliness: Students are responsible for keeping their own rooms clean. Vacuum cleaners and limited cleaning supplies are available in each hall and may be obtained through an RA. Residents leaving their room excessively dirty when they move out of the hall will be subject to cleaning fees. All student rooms are inspected

during break periods for safety and cleanliness. Should a room be found unfit, a charge of \$25 or more may be assessed, the student will be notified to take corrective measures, and a follow-up inspection will be scheduled.

- P. Repairs:** The physical facilities staff does its best to keep the halls in good repair. Any items in need of repair in a student's room or in a public or common area should be reported via the campus work order system or reported to a member of the residence life staff. Physical facilities staff strives to complete repairs in a timely manner. Students can contact their Area Coordinator if they would like an update on a reported concern. Students may be assessed repair or replacement charges for any damages which appear to be the result of carelessness or vandalism.
- Q. Unauthorized Areas:** Students are not permitted in mechanical rooms, building services closets, maintenance storage areas or on the roofs of campus buildings. Should the student need access to such an area (e.g. to retrieve a ball or Frisbee), the student should contact physical facilities or campus security.

3. Residence Hall Health and Safety Regulations

- A. Alcohol Policies:** Residence Hall students should follow the college's Alcohol Beverages Policies which can be found here - [Alcoholic Beverages Policy](#)
- B. Business Operations:** Residents are prohibited from operating a business, whether online or in physical form, from their rooms or any part of the residence halls. Residence hall rooms may not be used to store items that could be considered inventory/assets in any business, nor may a residence hall address be used for the resident to receive mail/packages or inventory/assets for any business managed by the resident.
- C. Bicycles and scooters:** Bicycles and scooters may not be kept in stairwells, hallways or other public areas. Students are encouraged to use bike racks located throughout campus for bicycle and scooter storage. Modes of transportation powered by combustion are not permitted in the residence halls at any time. A charge of \$25 will be assessed for violations of this regulation. Bikes that appear abandoned at the conclusion of the academic term will be removed from the location they are found in. Students are encouraged to put owner identification on their bike in case the college needs to be in contact with them.
- D. Candles, Incense and Other Burning Substances:** Due to the potential for fire, candles and incense are strictly prohibited. Since students are prohibited from burning candles and incense, they are not to be present in student rooms. Students will be charged \$25 or \$10 per item found, whichever is higher.
- E. Decorations:** Residents are encouraged to decorate their own living space. They may decorate the interior of their space in a way that does not cause damage. Window displays (signs, flags, posters, etc.) that face outwardly (on windows) are prohibited. Curtains, while permitted are discouraged due to fire safety and to permit ample air circulation and prevent condensation around windows. Residents may be asked to

remove curtains by college staff if it impedes on air-flow and circulation.

- F. Electrical Appliances:** Stereos, radios, TVs, Blu-ray/DVD players, refrigerators (4.3 cubic feet or smaller), and microwave ovens (700 watts or smaller) are permitted in residence hall rooms. Coffee makers and electric kettles are permitted if there is an auto shut off feature. Hot plates, coil-type cooking devices (toasters, toaster ovens, electric grills), candle warmers using a hot plate, or any types of cooking equipment which have exposed heating elements are prohibited. Students are asked to use the kitchenette located in each hall when they prepare food. Window air conditioners are prohibited in all residence hall rooms. Regardless of their type, all space heaters, heat lamps and halogen lamps are prohibited. Students are not permitted to use two-prong extension cords. Students who intend to operate a large number of electrical appliances from one outlet will be required to have a plug-in outlet center (i.e. a surge protector or power strip). In case of overload, this center automatically shuts off, eliminating electrical shorts and the possibility of fires. These centers must be grounded and UL listed. Students will be charged \$25 per item found and may also be charged for cleaning, repair or replacement costs of damaged college property due to malfunction of a personal electrical appliance.
- G. Fire Alarms:** Whenever a fire alarm sounds, residents are required to immediately vacate their room and exit the building in an orderly fashion via the nearest exterior exit. Never use elevators during a fire alarm. All residents should remain outside until directed by a college official to return to the building. Residents who refuse to evacuate the building or those who re-enter a building before being authorized to do so will be subject to a \$50 charge and may be referred to the campus judicial process. Such misconduct is considered very serious since, in the event of a true emergency, it is likely that others may have to place their own safety in jeopardy in order to rescue the person inside the building.
- H. Fire Safety Equipment:** Residence halls are equipped with approved smoke detection devices and extinguishing equipment. Students are welcome to bring personal smoke detectors for use in the individual residence hall rooms. Eviction from the residence hall may result from tampering with or disabling any fire safety equipment, deliberately activating a fire pull station to create a false alarm, or any other fire safety violation. The minimum penalty for student(s) found responsible will be a \$50 charge and referral to the campus judicial process.
- I. Hall Security:** The cooperation of every person in the campus community is essential for safety. It is the personal responsibility of every student to report unusual occurrences or suspicious behaviors on the campus. Students should report such situations to a security officer, an RA, or another college staff member. Franklin College does not require students to be in the hall by a certain time; it trusts one's mature judgment for self-regulation. For protection and security of residents and hall furnishings, exterior doors are locked 24 hours a day. Students with permission to be in a building can access it using their student ID card at a proximity reader. Hallway doors lock on most residence halls. Regardless, no guest, Franklin College student or otherwise, is permitted on a residential hall floor until escorted by a resident who lives on that floor. Hallway doors are to remain locked at all times and should never be propped.

- J. Personal items in public areas:** Students are asked not to leave personal items in public spaces. This is especially important in restrooms, kitchenettes and laundry rooms. Should items be left unattended and unclaimed, they may be confiscated or disposed. Students may also be fined at least \$25 for the removal of personal items in hallways and other unauthorized areas.
- K. Pets:** Keeping pets in the residence halls, even temporarily, is strictly prohibited for the health and safety of both residents and their pets. The only exception is fish in aquariums of 10 gallons or less. No other aquarium pets (spiders, snakes, frogs, lizards, etc.) will be permitted. If a pet is found, a charge of \$50 will be assessed with additional charges of \$25 for each day the pet is found in a room after the student has been told to remove it.
- L. Postings:** Residents are permitted to post flyers and posters on their room door. Posting in other locations in the residence halls requires permission from the Director of Residence Life. Franklin College will restrict the promotion of alcoholic beverages, tobacco products, and controlled substances on campus property, including residence hall windows. Posting is limited to designated bulletin boards provided by Franklin College in public areas of residence hall lobbies, television lounges, vending areas, etc. Floors, interior walls, exterior walls, non-bedroom doors, windows, trash receptacles, and sign posts are NOT designated posting areas. Unauthorized postings will be disposed.
- M. Propped Doors:** Fire and safety regulations prohibit the propping open of any of the residence hall, academic or recreation building doors on campus. Exterior doors and locked hallway doors should not, under any circumstances, be propped open or left ajar since this poses a threat to the safety of others. Violators or communities will be charged a minimum of \$50 for each occurrence of a propped door reported by Residence Life or Security.
- N. Quiet and Courtesy Hours:** All students are entitled to reasonable quiet in campus residences. Quiet hours are established in all campus residence halls from 10 p.m. – 8 a.m., Sunday through Thursday, and from 11:59 p.m. – 8 a.m. Friday and Saturday. The sound level within the room must be such that it is inaudible outside of the room it originates. Residents are also expected to observe reasonable quiet in hallways, stairwells, lounges and restrooms during scheduled quiet hours. During the week of finals each semester, 24 hour quiet hours will be posted in order to respect the community's need to prepare for their exams. During courtesy hours (times when quiet hours are not officially in effect), it is still important for the student to exercise consideration. Since residents have varying study schedules, sleeping habits, and class meeting times, students must refrain from creating unnecessary disturbances in the residence hall. It is the responsibility of all residents to enforce quiet and courtesy hours with their peers. If cooperation is not received, the residence hall staff should be notified. At any time, a student who refuses to respect the rights of a student requesting reasonable quiet will be referred for disciplinary action through the judicial process.

- O. Room Occupancy Limit:** For every residence hall room, the occupancy limit is no more than three times the occupancy of the room. Occupancy limits are as follows: for single rooms, occupancy is three persons, doubles are six persons, triples are up to nine persons, and quads are up to 12 persons. All rooms that exceed this limit may be cleared of all individuals for the night except for the assigned occupants of that room.
- P. Severe Weather/Tornado Safety:** When the storm/tornado siren is activated, or when instructed by campus security or residence hall staff, students are encouraged to move to an interior part of the building away from windows. Hallways and basements are preferable. Residents should stay in a safe area until an official from campus security, residence life or physical facilities gives the all clear.
- Q. Sports:** The playing of various sports in campus housing is strictly prohibited. This includes, but is not limited to, basketball, football, hockey, Frisbee, golf, biking, rollerblading, boxing and hackey sack. All athletic activities are to be confined to areas of campus specifically designated for such purposes. A charge of \$25 will be assessed for violations of this regulation.
- R. Storage:** Storage space for personal items is not available in the residence halls. Items stored without the written consent of a residence life staff member will result in a minimum charge of \$25 to the owner. If an owner cannot be identified, items will be removed and disposition of the items is at the discretion of the Director of Residence Life. Franklin College is not responsible for items removed from unauthorized storage.
- S. Telephone Service:** Each residence hall has public phones located in common areas on each floor. These phones can be used to call on-campus phone numbers by dialing the four-digit campus extension. Emergency services may also be reached by dialing 911 directly.
- T. Throwing Objects In or Out of Windows:** Due to the danger for lives and property, dropping, throwing or, in any other manner, allowing objects to be thrown at or out of windows in the residence halls is strictly prohibited. This includes, but is not limited to, keys, IDs and other objects. Violators will be subject to a \$50 charge.
- U. Tobacco Use:** Tobacco use (both smoking and smokeless) is not permitted in any area of the residence halls or on the Franklin College campus. The cost for any damage resulting from violation of this policy, or from negligence by the student, will be charged to the person(s) responsible. Click here for the [Smoking/Tobacco Products Policies](#) Reference college Tobacco Policy Section.
- V. Trash Removal:** Residents are responsible for bagging trash which accumulates in their room or suite and disposing of such trash by depositing it in designated dumpsters and recycling containers. Students may not leave trash outside their room or suite door, or dispose of personal room trash in public area receptacles. This action will be subject to a \$25 charge per occurrence for the individual or the community.
- W. Vending and Laundry Machines:** Laundry facilities are provided for the use of the residents only. Residence Life does not assume responsibility for the damages to

clothes or other garments placed in the washers or driers. If a washer or dryer malfunctions, call the number posted in the laundry room to report the issue and the specific machine malfunctioning. If vending machines malfunction, report this to the Area Coordinator of the building. If money is lost in a vending machine, refunds or other compensation will be issued through the vendor at a later time.

4. Guest and Visitation Regulations

- A. Roommate Rights:** A resident's rights to privacy, safety, sleep and study take precedent over the rights of a roommate to host a guest. Therefore, a host must have approval from their roommate to host a guest in their room.

- B. Supervision of Guests:** All non-resident guests (any visitor, student or non-student, who does not live in the building) must be escorted at all times by their host. Non-residents of the building without an escort will be asked to leave the building. Repeated violations of this regulation may result in a ban from the building.

- C. Behavior of Guests:** Regardless of where or when a guest is on campus, the following guidelines apply:
 - 1. All campus policies and regulations apply to guests.
 - 2. Guests may be asked to leave the building or may be removed from campus if they violate college policy.
 - 3. The guest's host is responsible for their guest and can be charged with any college policy violations a guest commits (alcohol, damages, etc.) or any violations of Residence Hall Regulations.

- D. Guests in Restrooms:** Each residence hall provides public restrooms for visitors. Opposite gender visitors are to use these facilities when visiting and are to refrain from using the community's restroom. Residents who live in suite-style rooms should discuss bathroom usage and preferences when making roommate/suitemate agreements.

- E. Visitation by Adults (18 years old and older):** Residents are permitted to have adult guests in their rooms 24 hours-a-day, seven days-a-week as long as guests are not violating cohabitation (see policy below). Visitation for each individual room can be designated as more restrictive. This is a topic all roommate pairs should discuss when establishing a roommate agreement.

- F. Visitation by Minors (persons under the age of 18)**

Unless they are family members or Franklin College Students, minors may only visit residents in public areas of campus buildings. The appropriate public places in the residence halls include the main lounges. They are as follows:

Hoover-Cline Hall	First Floor Main Lounge
Elsy Hall	Lobby, Great Room & sorority suites
Johnson-Dietz Hall	The "Bubble" Lounge
Dietz Center	Main Lobby

- G. Cohabitation:** Cohabitation exists when a person who is not assigned to a particular residence hall room or suite uses that room or suite as if living there. Cohabitation is not permitted in any on-campus housing at Franklin College.

Examples of this may include, but are not limited to: accessing the room or suite while the assigned occupants are not present, utilizing a key to enter a room or suite to which one is not assigned, keeping clothing and other personal belongings in the residence hall or suite, sleeping overnight in the room/suite on a regular basis, and using the bathroom and shower facilities as if they lived in that room/suite. When a guest's continual presence hinders a roommate's ability to study, sleep, or occupy their assigned room.

Overnight guests are allowed on campus for a maximum of three consecutive nights. An excessive number of visits, even if they last no more than three nights in a row, may also be considered a violation of this regulation. All overnight visitations must be consistent with any applicable roommate agreements. A guest may stay or sleep only in the host's room. Excessive use or abuse of the visitation and guest regulations may result in the suspension of visitation privileges or being banned from a building. This is decided at the discretion of the Vice President of Student Development and Dean of Students.

5. Room Entry Procedures

- A. Maintenance and Inspection:** The College reserves the right to enter student rooms for routine maintenance. This includes care of heating facilities, replacement of window glass, inventory, etc. When the necessity arises to enter a student's room under these situations, the person entering the room will knock first and ask permission for entry. If the room is vacant, maintenance personnel will enter the room to take care of the necessary repairs.
- B. Health and Safety Inspections:** All student rooms are inspected for safety, sanitation, and compliance with break procedures during college break periods. If a violation of residence hall regulations or college policy is observed during a routine inspection, it will be addressed by the appropriate staff.
- C. Room Condition Assessment:** When a housing assignment changes, Residence Life needs to assess the condition of a room, its furniture, and the overall cleanliness of the room. Residence Life will endeavor to notify assigned residents that the room needs to be assessed and coordinate a time to do this. Residence Life will knock on the door and ask permission to assess the room. If the room is vacant Residence Life has been unable to reach the residents to arrange a mutually agreed upon entry time, Residence Life reserves the right to enter a resident's room to complete the assessment.
- D. Wellness Checks:** From time to time, Residence Life will receive a report a resident may be missing, unwell, or in danger. Two staff members will knock and announce themselves and key into the room if no one responds. If there is reason to believe that the resident may be in imminent danger, a single staff member may enter the room before the second staff member arrives. Individuals seeking more information about

the Franklin College Missing Person's policy can find that in the Annual Campus Safety and [Security Report](#).

- E. Search:** Occasionally, it will be necessary to enter rooms for the purpose of responding to emergency situations, locating stolen goods, or enforcing policy. (Room to room searches for *stolen* student property will *only* be conducted when the property value exceeds \$500 or is a family heirloom.) When the need for a search arises, the following measures will be taken:
1. Room searches by residence hall staff or Security are to be cleared with the Vice President of Student Development and Dean of Students or a designee unless unusual circumstances prohibit delay.
 2. Two members of the professional staff will be present during any room search.
 3. No rooms will be entered without knocking. Staff may key into a room when admittance is denied or it is necessary to enter the room when the occupant is absent.
 4. An incident report including the reason for initiating the room search, a summary of the search and recommendations will be filed immediately with the Vice President of Student Development and Dean of Students.

F. Franklin College Code of Conduct and Campus Judicial System

1. Student Code of Conduct

The college's educational experience encourages each student to develop a personal value system, with an emphasis on the following values: **Integrity, Inclusivity, Intellectual Curiosity, Innovation and Creativity, and the spirit of Community**. These values are defined in the Mission of Franklin College that is on page one of this handbook. The Code of Conduct and the judicial process are based on these values. The following behavioral expectations are extensions of the Mission and the values:

- Exhibit personal integrity, practicing honesty in all academic and social aspects of this learning community.
- Exhibit professional conduct and civility in classrooms, organizations and other group environments.
- Hold in positive regard the dignity and value of each member of the Franklin College community, treating each member with respect for their personal dignity and personal property.
- Respect the collective rights and property of the community.
- Approach the educational experience both inside and outside of the classroom with an openness to new perspectives: new ideas, new cultures and new experiences.
- Have tolerance for the convictions and opinions of others, even when not in agreement with one's beliefs.
- Abide by the college's policies as contained in the Franklin College Catalog, the Franklin College Student Handbook, and other official publications and contracts.

2. General Student Conduct Procedures

These Procedures apply to all allegations of misconduct not covered by Procedures for Reporting and Responding to Complaints of Discrimination, Harassment, and Misconduct Involving a Student,

Student Organization or Employee as the Respondent.

1. **A Student Conduct Coordinator receives an incident report and assigns the case**
Incident reports come from a number of different sources, including campus security, residence life, students, faculty, staff and sometimes local authorities.
2. **An assigned conduct officer reviews report and emails notice to student**
All communication and meeting notices are sent to the student's official Franklin College email account. The email notice outlines the alleged violation as it relates to the Code of Conduct. The conduct officer indicates the date, time, and location of the conduct meeting.
3. **Preliminary Conduct Review Meeting**
The preliminary review meeting is a time for the student to respond to the alleged violations of the Code of Conduct. The student has the right to have an advisor present at the preliminary review meeting; however, the advisor may not be a potential witness in the investigation or otherwise compromise the investigation. In most cases, no matter if the student accepts or denies responsibility for violating the code, the conduct officer will continue with the preliminary meeting to gather the student's information (witness names, witness statements, documents and electronic data, and any other relevant materials).
4. **Incident Report Follow-up (if necessary)**
This may include contacting witnesses, officers, and others who may have information on the incident and collecting relevant documents.
5. **Student found responsible or not responsible**
The decision letter is mailed to the student.
6. **Sanctions assigned if the student is found responsible**
Sanctions may include alcohol and/or drug education modules, alcohol and drug assessment, civic engagement, and reflection papers. Other sanctions may include conduct probation, suspension, or dismissal.
7. **Appeal Process**
Students are allowed five days to appeal the decision, and the following criteria must be outlined in the letter for consideration:
 - **Due Process:** A process or procedural error was made that was significantly prejudicial to the outcome of the proceedings as it affects the student appealing.
 - **New Information:** New information that was not available or known to the student appealing at the time of the conduct review meeting has arisen which, when considered, may materially alter the outcome. NOTE: Information that the appealing student chose not to present at the time of the conduct review meeting is not considered new information.
 - **Severity of sanction:** The sanctions were not appropriate for the specific violation of the Code of Conduct which the respondent was found to have violated.
8. **Student completes sanctions**
It is the student's responsibility to complete and provide proof for the specific violation of the Code of Conduct which the respondent was found to have violated.

9. Student disciplinary records

The College has federally mandated reported requirements and will keep the records for seven years after the charged student graduates or permanently withdraws from the College. If a student does not return after their suspension period, the seven-year period will start at the end of the suspension period. In cases involving dismissal, the College will keep the records indefinitely. Every student may review, upon request, all non-confidential contents of their conduct file, to the extent permitted by law.

10. Times of additional outreach

There may be times when the Student Conduct Coordinator is alerted of an incident that may not rise to the level of a violation within the student handbook or code of conduct. It is not uncommon that a conduct officer is assigned to reach out to the student(s) involved to discuss the incident and determine any steps necessary to avoid a repeat occurrence.

3. Prohibited Conduct by Students

The following are illustrations of conduct which are considered inappropriate and for which students may be held accountable:

Section 1 (Breaking the Law). Violation of any local, state, or federal criminal law while enrolled at the college.

Section 2 (Harming Others). Intentional, negligent, or reckless behavior that results in, or presents a strong potential for harm to the physical health or safety of any person, including physical assault, sexual assault, date or domestic violence, rape or stalking.

Section 3 (Sexual Misconduct). Violations of the Policy on Prohibited Discrimination, Harassment and Related Misconduct section of this handbook.

Section 4 (Harassment). Hazing, bullying or other serious forms of physical or mental harassment, abuse, threats or intimidation, sexual harassment or action which intentionally and unreasonably subjects another person to public ridicule. For further information on these violations see Hazing in the General College Policies section of this handbook.

Section 5 (Fire Safety). Misuse of fire safety equipment, including transmittal of a false alarm or tampering with smoke/heat detection devices or with extinguishing equipment or failure to evacuate during a fire alarm.

Section 6 (Academic Integrity). Academic dishonesty, such as cheating and plagiarism.

Section 7 (Disorderly Conduct). Disorderly conduct, reckless, lewd, indecent or obscene conduct or expression, excessive noise that is disruptive to persons who are engaged in legitimate educational pursuits on the campus or residing on campus.

Section 8 (Weapons). Possession or use of firearms, explosives (including fireworks), dangerous chemicals or other weapons (such as guns, rifles, air guns, pellet guns, BB guns, non-folding sharp-edged instruments (including hunting knives, swords, axes), bows and arrows, paintball guns/grenades, tasers and martial arts weaponry).

Section 9 (Disrupting College). Willful obstruction or disruption of teaching, research, administrative or disciplinary procedures or of other official college activities, including public functions held on college premises.

Section 10 (Drugs/Paraphernalia). Use, possession, or distribution of illegal or controlled substances, such as marijuana or prescription drugs not prescribed to the user; possession of or use of drug paraphernalia such as pipes, bongs, roach clips, grinders, or any other items used to produce, conceal or consume a controlled substance.

Section 11 (Theft/Vandalism). Theft (or unauthorized taking) of, or damage (including vandalism) to property including, property of the college, campus organizations, members of the college community, and college visitors, possession of stolen or misappropriated property, or unauthorized use of telephone, cable television or other pay services, or attempting any of these.

Section 12 (Computer Security). Actual or attempted violation of computer security or tampering with computer software or equipment, or any violation of the published campus computing guidelines. The unauthorized breaching/sharing of college information.

Section 13 (Unauthorized Entry). Unauthorized entry, occupancy, or use of college facilities or equipment; unauthorized possession or duplication of keys to college facilities or equipment. Being on the roof of college owned houses and campus buildings without authorization is not permitted; throwing anything off the roofs, out of windows or off of balconies of any college facility.

Section 14 (False Information). Knowingly furnishing false or misleading information to, or withholding information from, college officials; forgery; tampering with or unauthorized duplicating of college records, documents or identification cards.

Section 15 (Complicity). Complicity in the violation of a college policy, such as when a student is present for or aware of a violation of policy but takes no action to confront, prevent or report the violation to a college official, a failure to intervene as a bystander to an incident involving a violation of college policies. Resident students are responsible for what transpires in their rooms even if a violation is committed by a roommate or guest.

Section 16 (Non-Compliance). Failure to comply with the directions of a college official, including the terms of judicial sanctions, or willfully hindering such an official acting in the performance of their duties.

Section 17 (Alcohol). Violation of the college's alcohol policies. For more information on these policies see Alcohol in the General College Policies section of this handbook. [Click to link.](#)

Section 18 (Other College Policies). Violation of the college's published policies, contracts, regulations or rules of conduct including, but not limited to, campus solicitation and fund raising, student organizations, food service, motor vehicles, the policies of the academic records office, and the social responsibility policy.

Section 19 (Parking). Excessive (more than 10 per year) violations of college parking regulations.

4. Student Conduct Sanctions

The following disciplinary actions may be imposed by a student conduct coordinator, conduct officer or conduct board, upon a finding that a student has violated the Code of Conduct.

1. **Official Warning.** This is an official acknowledgement that the student's behavior violated a rule(s), and indicates more severe disciplinary sanctions may result if the student is found responsible for further actions.
2. **Vicinity Letter.** When a student under the age of twenty-one (21) is found to be in the vicinity of alcohol but not in possession of or consuming it, a Vicinity Letter may be issued. This sanction may only be given once in response to this behavior, as a warning, before additional consequences are taken.
3. **Residence Hall Reassignment.** The student is reassigned to another room and/or hall and may be restricted from their former residence.
4. **Conduct Probation.** Conduct probation shall be for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found responsible for violating the Code of Conduct of College Policies during the probationary period. Any violation committed during the probationary period may result in a review of the student's status at Franklin College. Conduct probation may prohibit you from participating in some leadership and/or employment opportunities on campus.
5. **Revocation or Denial of Recognition.** Group or organization misconduct may involve revocation or denial of recognition (including all privileges) from Franklin College.
6. **Removal from the Residence Halls.** The student may be required to move out of their residence hall and be restricted from living on campus for a specified period of time.
7. **Interim Measures.** The student conduct coordinator, Title IX coordinator or vice president for student development or designee may impose interim measures, including loss of privileges, residence hall relocation, no contact orders, and other reasonable measures, upon learning of a possible student conduct code violation. These measures may remain in place regardless of the outcome of the case. Students have the right to challenge the terms of the interim measure(s) or request a modification, by submitting a letter, as well as other supporting documents, to the issuer within three days. A decision will be made within five business days of the request.
8. **Interim Suspension.** An interim suspension may be implemented immediately and without prior notice, imposed by the vice president of student development or designee:
 - a) to ensure the safety and well-being of members of the College community or for the preservation of College property and/or
 - b) if the student poses a significant threat of disruption of or interference with the normal operations of the college. This is a temporary suspension during which the student shall be restricted from all or any portion of the College premises including classes, access to the residence halls or other campus facilities and/or all other College activities or privileges for which the student might otherwise be eligible, as determined to be appropriate by the vice president of student development or designee. These restrictions will remain in effect until the conclusion of the proceedings or administrative decision, at which time conditions for reinstatement to the College may be specified.

9. **Conduct Suspension.**¹ This is the separation of the student from the College for a definite period of time. Students who have been suspended are restricted from access to campus premises except by written permission from the vice president for student development or designee. Conditions for readmission may be specified.
10. **Conduct Dismissal.** This is the permanent separation of the student from the College without opportunity to re-enroll in the future. Students who have been dismissed are restricted from access to campus premises except by written permission from the vice president for student development or designee. “Dismissal after a finding of responsibility for a code of conduct violation” will appear on the student’s transcript.

NOTE: Recommendations for interim suspension, conduct suspension and conduct dismissal are forwarded to the vice president for student development or designee.

5. Student Conduct Discretionary Sanctions

The student conduct system promotes an educational response in an effort to enhance student development. In cases involving student organizations, the student conduct officer may consult with campus offices or national groups that provide oversight to the student organization to determine sanctions that promote safety, education and student development. In addition to the disciplinary action, the following conditions may apply:

1. **Developmental Experience.** The student may be required to attend and/or participate in a workshop, group, program and/or other related assignment. Students will be responsible for any associated costs.
2. **Required Mental Health and/or Behavioral Health Assessment.** The student must complete a mental health and/or behavioral health assessment and follow through with all recommendations made as a result of the evaluation. The assessment may be done in the campus Counseling Center or at an **accredited**, community based mental health facility by a specified date. The student will be asked to sign a consent form allowing the College to verify attendance and participation.
3. **Behavioral Standards.** The student may be required to follow clearly defined behavioral expectations and standards established by the student conduct officer. The student may be subject to further disciplinary action if they fail to follow such behavioral standards.
4. **Parental Notification.** As permitted by the Family Educational Rights and Privacy Act (FERPA), the student conduct officer or designee will notify the parents or legal guardian of students under the age of 21 who are found responsible for alcohol and/or drug violations of the Code of Conduct. In addition, parents or guardians may also be notified for other violations of the Code of Conduct as permitted by the Family Educational Rights and Privacy Act.
5. **Fine.** The student may be required to pay a fine for non-compliance of a college policy.
6. **Restitution.** The student may be required to compensate for loss, damage, defacement, theft, injury or unauthorized use of property. This may take the form of monetary or material replacement and/or appropriate services.
7. **Community Service.** The student may be assigned College community service, working in a campus department, or at a specified site within the local community. Failure to complete the assignment may result in a more severe sanction.

¹ If a student is found “responsible” for non-consensual sexual intercourse, the College must impose either Conduct Suspension or Conduct Dismissal as a sanction

8. **Restorative Justice Practices.** This is an alternative approach that promotes individual responsibility and community restoration through mutually beneficial solutions that foster repair, reconciliation and the rebuilding of relationships. This process involves helping students that have been charged with a violation of the Code of Conduct to understand the harm they may have caused others and facilitates the development of empathy for those harmed by their behavior(s). Restorative justice may not be used in Gender Based and Sexual Misconduct cases.
9. **Loss of Privileges.** The student may be denied specific privilege for a designated period of time. The student conduct officer or designee may designate any of the following loss of privileges to students against whom no conduct charges have been brought, if there is a concern for the well-being of either student(s), the community or to prevent disruption to the College community. Loss of privilege may include, but are not limited to:
 - **Facility Restriction.** The student may be denied use of or otherwise may be restricted from specified campus facilities.
 - **Social Restriction.** The student may be restricted from participation in College-sponsored activities for a specified period of time.
 - **Guest Privilege Restriction.** The student may be restricted from being able to have guests on campus for a specific period of time.
 - **No Contact Order.** This may include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, and may be for a designated period of time.
 - **Mediation.** When a case involves conflicts between student, groups, or organizations, the parties may be assigned to mediation by the student conduct officer. Mediation is a confidential and non-judgmental process whereby both parties to a dispute meet with a mediator (a neutral party), who will assist them in reaching a written agreement to resolve their conflict. Students are responsible for complying with the terms of the agreement. Violated agreements will not be remediated but may necessitate further student conduct action. Note: Mediation will not be used to resolve complaints involving sexual misconduct.

NOTE: More than one stated sanction may be imposed for any single conduct violation.

Only the Title IX Coordinator will only be involved in cases involving Sexual Misconduct and Harassment.

6. Off-Campus Conduct

The Student Code of Conduct has as its main focus misconduct that takes place on the college campus, but Franklin College students are also responsible to the college for certain actions committed off-campus. The college may take judicial action against a student for such an off-campus offense when: it is required by law to do so; the nature of the offense is such, that in the judgment of the Dean of Students or their designee, the student's actions violated college policy and merit intervention to assist in the student's wellbeing, academically or developmentally; the continued presence of the student on campus is likely to interfere with the educational process or the orderly operation of the college; or the continued presence of the student on campus is likely to endanger the health, safety, or welfare of the college community, or is intimidating or threatening to another individual within the college community; or the offense committed by the student is of such a serious nature as to adversely affect the student's suitability as a member of the college community. The action of the college with respect to any such off-campus conduct shall be taken independently of any off-campus authority. The prospect of criminal charges does

not preclude the possibility of a college judicial hearing. The college reserves this right even if criminal charges involving the same incident are pending, reduced or dropped.

Off-Campus Behavior – Students may be held accountable for off-campus behavior when civil or criminal charges are pending.

7. Prohibited Conduct by Student Organizations

Student organizations that have been complicit in, endorsed, encouraged, or engaged in persistent tolerance of its student members' violations of the Student Code of may be subjected to potential sanctions such as: Education requirements, "No Contact" Orders, housing restrictions, compulsory service, restitution, written warning, fines, probation, suspension, or dismissal.

8. Campus Judicial System

Franklin College stresses self-discipline, civility, and respect for the rights of others as the fundamentals of student conduct. It is consistent with the institution's educational mission that, when a student or student group has violated these fundamentals, the college may enact disciplinary proceedings. Such proceedings and any resulting disciplinary measures are intended to redirect behavior and reinforce understanding of the college's behavioral expectations, mission and values.

It is important to realize that the Campus Judicial System is an educational process. Students' rights to fairness in the disciplinary process is carefully observed, but specific rules of procedure differ from those maintained in the civil or criminal courts. The standard of evidence used in the College's judicial process is based on the preponderance of the evidence. This standard is used to determine if a student is responsible or not responsible for a violation of college policy.

9. Procedures of Adjudication

Violations of the student code of conduct are addressed by the procedures described below.

Procedures for Reporting and Responding to Complaints of Violations of the **Student Code of Conduct involving a student concerning academic dishonesty** is found here: [Click here to link.](#)

Procedures for Reporting and Responding to Complaints of **Violations of the Student Code of Conduct Involving a Student, Student Organization or Employee as the Respondent** is found here: [Click here to link.](#)