

Principia College Character Statement

Principia College students strive to be loving, inclusive, unselfish, and ethically courageous. They are willing to explore their spirituality and are inspired by God's law of good and God's Love for humanity. They engage in their communities and seek to improve them. They make choices that grow their spiritual and moral identity and develop their ethical thinking as citizens and contributors to their fields of study. They contribute positively to their environment, and they demonstrate respect for the community's code of conduct. Guided by the principles set forth by Christ Jesus, Mary Baker Eddy, the Discoverer and Founder of Christian Science, and by Mary Kimball Morgan, who established The Principia, a student's thought and behavior should align with high standards of integrity, a sincere love for humankind, and an honest heart.

In the words of Mary Kimball Morgan, the Founder of The Principia, "Developing the power to think accurately, wisely, and with intelligent discrimination; cultivating the ability to dissect thought and to discard that which is not constructive in daily living; strengthening the capacity to form high ideals and the courage necessary for standing by those ideals until they are outlined in Christian character - that is the work The Principia regards as true education."¹ Policy 12

Student Code of Conduct

Foundations of the Code of Conduct

The Student Code of Conduct serves as a collective agreement guiding student behavior within our community. It outlines expectations that support spiritual, ethical, and communal commitments while fostering a safe and inclusive environment conducive to student success and well-being. Students should expect to engage in constructive conversation with educators throughout their Principia experience for direction and guidance in ways that will "improve effective participation in the activities of this institution."² Aligned with the teachings of Christian Science and the Purpose and Policies of The Principia, the Code of Conduct emphasizes principles of moral and spiritual purity. Principia asks students to make choices that foster wholeness and integrity in oneself and in relation to others, and that positively impact the community.

In alignment with Principia's Belonging and Mattering Statement, students also share in the responsibility to "foster and sustain inclusive learning, living, and working environments where everyone feels they belong and are valued."³ Principia students therefore "commit to respectful engagement with one another and will work to remove prejudice and misunderstanding."⁴

¹ Education At Principia, page 231, Policy 12

² Education At Principia, page 235, Policy 19

³ Principia's Belonging and Mattering Statement: <https://www.principia.edu/debm>

⁴ Principia's Belonging and Mattering Statement: <https://www.principia.edu/debm>

A Commitment to Moral Courage

We share the responsibility for creating and sustaining an inclusive and community-minded culture, grounded in integrity, respect, and trust. The strength and vibrancy of our culture is diminished when an individual's choices work against our shared values. Students have an obligation to help each other meet conduct expectations in the spirit of the Matthew Code* and the Golden Rule and should not ignore actions that undermine our community's well-being. Students practice moral courage by holding each other to high ideals. They demonstrate love for one another when they challenge themselves, their friends, housemates, and all members of the community to act with integrity. Principia College recognizes the difficulty of this commitment and stands ready to support students as they develop these skills.

**About the "Matthew Code:" Principia embraces the spirit of the Golden Rule (Matthew 7:12; see also Science and Health 497:26) and the Matthew code (Matthew 18:15-17). These are valuable tools for resolving conflict in any Christian community; they direct us to love our neighbor (each other) enough to take our concerns to one another and treat others as we would like to be treated. In thinking through how to honor these foundational Christian teachings, please ask for support from an RC, the Director of Spiritual Life Programs, the Dean of Students, or any other member of Student Life. When a student asks for support, their conversations are considered confidential unless there is a concern of harm to self or others.*

Statement of Student Rights & Responsibilities

It is the aim of Principia College to prepare its students to be engaged citizens who appreciate their role and impact as members of a community. To best support the pursuit of higher education and enable an environment of mutual trust and respect among students, faculty and staff, the following rights and responsibilities are provided.

Student Rights:

- Respect for ideas, experience, environment, and person, which reflects consideration of personal values and beliefs regardless of identity or background.
- Conditions conducive to academic pursuit in a safe and healthy environment that supports the development of the whole person and is free from discrimination, harassment, and abuse.
- Access to fair processes in grievance resolution (see [Student Complaints](#)).
- Treatment choice, electing use of Christian Science treatment, and/or physical and mental health care resources.
- High-quality programs meeting professional standards.
- Access to the [College Ombudsperson](#) for informal guidance.
- [Equal Opportunity](#) and [Free Speech](#).
- [Student Right to Know Information](#)
- [Student Safety Amnesty Policy](#)

Student Responsibilities:

- Express respect and consideration for all members of the Principia College community, free from discrimination, harassment, and abuse, and in support of [Principia's Belonging and Mattering](#) and [Equal Opportunity Statements](#)
- Be familiar with [Housing Policies and Procedures](#), and uphold both the letter and spirit of the Student Code of Conduct. Failure to read any of the above documents will not excuse a

student from the responsibility to abide by all rules and procedures found therein.

- Understand their own degree requirements to the extent that they ensure completion of both academic and administrative components. Faculty and other staff will make every effort to advise students throughout this process, but the ultimate responsibility belongs to the student.
- Fill out surveys, assessments, and other college forms with honest and accurate information to the best of their ability.
- Maintain standards of academic integrity: Academic conduct expectations and processes are detailed in the [Principia College Catalog](#).

Student Conduct Expectations

Housing Policies

The residency program at Principia College embodies Mrs. Morgan’s vision of Principia as a family, and supports character development and self-government. Living in our community requires practicing respect, cooperation, patience, humility, inclusivity, and grace. The housing policy provides guidelines to ensure we live together safely, harmoniously, and lovingly, based on the Golden Rule. Students should familiarize themselves with these policies to understand our community’s standards and procedures. [Read the full Housing Policy](#).

Initial violations of housing policies will be handled by Residential Staff. If a student repeatedly violates housing policies, students will be subject to the Student Conduct Process. Any housing violations related to safety and/or security will automatically initiate the Student Conduct Process.

Housing Policy Violations: Offense Levels

Level 1

- Initial safety and/or security violations.
- Initial violation of housing policy reported.

Level 2

- Second safety and/or security violations.
- Second violation of housing policy reported.
- Third violation of house quiet hours, visitation & cohabitation policy.

Level 3

- All subsequent safety and/or security violations.
- All subsequent violations of housing policy reported.
- All subsequent violations of house quiet hours, visitation & cohabitation policy.

Alcohol and Other Drugs, Including Smoking and Vaping

Principia College is a “Dry Community”

A “dry community” means that all Principia College locations, events, and programs will be free

from alcohol, tobacco, vaping, and controlled or illicit drugs. The possession or consumption of alcohol, tobacco, or controlled or illicit drugs, including legalized marijuana, in any form is prohibited on all campus properties and at all Principia-sponsored activities and programs, including off-campus social events and parties, academic class work, sports activities, abroad programs, student internships, and all Principia transportation.

Principia fosters a safe, socially rich environment for academic, spiritual, and personal growth. Substance use conflicts with the college's Christian Science principles, emphasizing temperance, honesty, and purity. By enrolling at Principia College, students choose to live and work in a "dry community" for deeper, richer social experiences and spiritual commitments. They accept the responsibility not only to refrain from the personal possession or consumption of alcohol, tobacco, marijuana, and other drugs, but also to actively support their peers' responsibility and commitments to do the same. Students who fail to comply with this policy, who purchase or consume controlled substances underage, drive under the influence, cause disturbances or property destruction while under the influence, attend campus events intoxicated, or who bring or distribute alcohol, tobacco, or drugs and related paraphernalia onto campus property, will be subject to the conduct process.

Condoning Consumption

In support of the Principia College's desire to maintain a "dry community," the policy of condoning consumption will apply to any students who are found in the possession of alcohol, tobacco, vapes, marijuana, or other controlled or illicit drugs, or who are found where such substances are stored or consumed on campus. This means a student who has or has evidence of any of these substances in their possession, on their person, among their belongings, in their room, in their car, will be considered to be condoning consumption of those substances.

A student who is reasonably aware that substances are in use or located in a student's room, on-campus car, or other campus space will be presumed to be condoning the consumption of those substances. The purpose of this clause is to reinforce the expectation that these are community commitments to which all students have agreed, and for which all students must hold each other accountable to ensure a safe and healthy living and learning environment.

A student concerned about condoning consumption because of a roommate or friend's behavior can ask their RC for confidential support in approaching the topic with their roommate or friend. No student who makes a good faith effort to follow this policy will face disciplinary action.

Federal and State Controlled Substances Laws and Disclosure of Prescribed Medical Narcotics

Members of the College community are expected to follow applicable federal and state laws regarding the use of controlled substances. For the purposes of this policy, controlled substances include, prescribed medication not used as indicated or prescribed, illegal drugs, and chemical substances not used for their intended purpose. Students who are prescribed medical narcotics may use them as directed but must disclose them to their RC or other Student Life employees. Federal, state, and local sanctions for unlawful possession or distribution of illicit drugs range from probation and forfeiture of property to fines and imprisonment.

The use, cultivation, manufacture, sale, distribution, and/or possession of drugs or controlled

substances in violation of federal, state, or municipal laws is prohibited by the College and is not permitted in College Houses, on any College property, or while on College business.

State and Federal Alcohol and Drug Laws and Penalties. *Students should also understand that they are subject to state and federal laws regarding alcohol and drug possession, sale, or consumption which may lead to fines, community service, probation, loss of license, and/or imprisonment. Further, a student convicted of any offense under State or Federal law involving possession or sale of a controlled substance will lose eligibility to receive any grant, loan, or work assistance beginning on the date of conviction and ending on a date specified by whether it was a first or second conviction. Additionally, Illinois law 235 ILCS 5/6-16(c) states, “Any person shall be guilty of a Class A misdemeanor where he or she knowingly authorizes or permits a residence which he or she occupies to be used by an invitee under 21 years of age, and the person occupying the residence knows that any such person under the age of 21 is in possession of or is consuming any alcoholic beverage.”*

Substance Use Risks

The College recognizes that there are numerous health risks associated with substance use. Similarly, substance use can lead to legal consequences and poor academic performance in addition to having a greater impact on the larger community, contributing to a host of other potential consequences (e.g., violence, social conflict, and property destruction).

Violation of Substance Use Policy: Offense Levels

Level 1

- Initial condoning consumption cases.
- Initial cases of alcohol, tobacco, vaping, or drug consumption on campus or campus programs.
- Failure to report possession of prescribed narcotics.

Level 2

- Second condoning consumption cases.
- Second cases of alcohol, tobacco, vaping, or drug consumption on campus or off campus programs.
- Initial cases of controlled or illegal drug consumption.
- Initial cases of irresponsible, or unsafe off or on-campus substance use related behaviors, including DUI.

Level 3

- All subsequent condoning consumption cases.
- All subsequent cases related to alcohol, tobacco, vapes, or drug consumption on campus or campus programs.
- All subsequent cases of controlled or illegal drug consumption.
- All subsequent cases of irresponsible, or unsafe off or on-campus substance use related behaviors.
- All cases of purchasing for, providing to, or consuming with underage students.

Notice of automatic sanctions:

- *Level-one substance use offenses carry an automatic \$200 fine, charged to a student’s PrinBill under the description, “Substance Use Violation.”*
- *Due to the serious impact on community safety, cases involving driving under the influence or providing substances to underage students will result in automatic suspensions.*

Discrimination, Harassment, and Violence Based on Protected Class

Principia College is committed to providing a safe, inclusive college experience to students from all backgrounds. Principia College aims to protect and attract diversity within the student, faculty, and staff bodies through policies that actively prohibit discrimination. Under Illinois law (775 ILCS 5/1-102) discrimination, including harassment based on a protected class includes, unwelcome conduct based on an individual's race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, pregnancy, gender identity or expression, medical condition, veteran status, disability, or any other legally protected classification, that objectively and subjectively harms the person by denying the person equal access to educational opportunities, residence and community life, or terms and conditions of employment. Such discrimination may be directed at individuals or groups and can occur in any verbal, physical, or digital form or situation. Discrimination of a protected class is unacceptable at Principia College. Student infractions will be subject to the student conduct process.

Bullying and Intimidation

Bullying. Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause (or any reasonable person should know would cause) physical or substantial emotional harm to another person or group. Bullying conduct may not only cause a negative effect on individuals targeted, but also others who observe the conduct.

Bullying is considered severe, persistent, or pervasive and has the following effects:

- Substantially interfering with a community member's education, employment, or full enjoyment of the college.
- Creating a threatening or intimidating environment.
- Defaming another person.
- Substantially disrupting the orderly operation of the College.
- Unreasonable actions directed towards an individual (or a group) resulting in intimidating, degrading, humiliating, or undermining behavior that creates a risk to the health or safety of individuals.

Bullying is prohibited, and participating in such acts will be subject to Student Conduct Process

Intimidation. Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-being. Intimidation is prohibited and will be subject to Student Conduct Process

Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation will be in violation of retaliation policies and will be subject to the Student Conduct Process.

Assault, Endangerment, or Infliction of Physical and/or Psychological Harm

Physical restraint, assault, or any other act of violence or use of physical, verbal, or psychological force against any member of the community, or any act that threatens the use of

such force is forbidden. Conduct—whether reckless or intentional—that a person knows, or which any reasonable person under the circumstances would know, places oneself or another at risk of harm is subject to disciplinary action, whether or not the risk is realized.

Hazing

Principia College prohibits any form of hazing, whether the activities occur on, or off property owned or operated by the College. Hazing is defined as willful conduct that is intended to physically or emotionally intimidate, punish, embarrass, humiliate, ridicule, endanger, or place any student in a degrading or humiliating position for the purpose of initiation, affiliation, inclusion, or membership in any team, group, or organization. This includes specifically any activity which intentionally or unintentionally places a student in physical danger, places emotional stress upon the individual, interferes with normal classroom or athletic field procedure or atmosphere, or prevents a student from adequate opportunity for classroom preparation. Hazing has no place at Principia and will be considered a violation of the student conduct code. Students directly or indirectly involved in hazing incidents, either on or off school grounds, may also be considered ineligible for participation in sports by the school administration under athletic association standards. Willingness to participate on the part of the student subject to the hazing is not a mitigating factor. Consent is not a defense to hazing.

Discrimination, Harassment, Hazing, and Violence Policy Violations: Offense Levels

Level 1

- Initial instances of bullying, discrimination, or harassment in which there are no threats of physical or mental harm.

Level 2

- Second instances of bullying, discrimination, or harassment in which there are no threats of physical or mental harm.
- Any violation within this section directed at a protected class.
- Any action that threatens physical or mental harm.

Level 3

- Third instances of bullying, discrimination, or harassment in which there are no threats of physical or mental harm.
- Any additional action that threatens or inflicts physical or mental harm.
- Any additional violation within this section directed at a protected class.
- All Incidents of Hazing.

Healthy Relationships/Sexual Activity Policy

Principia College is committed to establishing and maintaining a community free from sexual discrimination, harassment, violence, and stalking to protect the personal safety of every individual and to support academic access and success. Behaviors that violate this policy will not be tolerated and will fall under the Principia College Policy for Resolving Reports of Sexual and Gender Harassment, Discrimination, and Sexual Misconduct. [See Policy Here.](#)

Students are expected to engage in all relationships, including those of a romantic nature, with pure motives and moral intention, and to develop strong, respectful, committed, and spiritually uplifting relationships with each other. It is expected that each student will consider, and be

responsible for, the impact of their choices on all aspects of their well-being (spiritual, social-emotional, and physical) and that of the other individual in the relationship, as well as, the well-being of the community, especially roommates and housemates. Principia College will intervene when a student's actions violate conduct, housing, roommate policies/agreements, or when sexual misconduct occurs. In such cases, relevant housing, student conduct, and/or sexual misconduct policies, processes, and sanctions will apply.

As an institution founded on the teachings of Christian Science, students at Principia College commit to striving for purer and deeper personal and spiritual commitments throughout their college experience, including in their relationships. Chastity has long been an expectation of Christian living and practice because it enhances spiritual growth and demonstration. While chastity these days most often refers to abstention from sexual activity outside of long-term committed relationships or prior to marriage, chastity can also be defined as "personal integrity" and "a purity of thought and intention."⁵ Mary Baker Eddy, the Discoverer and Founder of Christian Science teaches that, "unselfish ambition, noble life-motives, and purity, – these constituents of thought, mingling, constitute individually and collectively true happiness, strength, and permanence."⁶ It is to the benefit of the collective College community when its members engage in relationships that demonstrate purity, chastity, and integrity.

In support of this goal, Students are encouraged to pray about their relationships and to look to the Bible and the writings of Mary Baker Eddy for guidance and/or to talk with a practitioner or teacher of Christian Science, or other trusted community members. Students are also encouraged to access information and services provided by the Wholeness Program. We all come to our spiritual and moral commitments in our own time, and it can seem difficult to be in the world, but not of the world (John 17) when one's commitments run counter to the prevailing culture. This is something we confront in each successive stage of our spiritual development, whether we are wrestling with what it means when Mark writes that we must let certain things go to experience divine life fully (Mark 8), or when Luke writes that we must deny ourselves and take up the cross (Luke 9). The life of a disciple is not the life of human ease, even though it seems that many aspects of modern culture are designed to encourage this. Students will find support for their desire to pursue spiritual holiness and purity here on this campus.

Borrowing, Theft, and Petty Theft

Borrowing means that you have permission from the owner. Anything else is referred to as theft whether it is of property belonging to the College, a student organization, a member of the College community or a visitor to the College campus. Petty Theft is considered theft of items less than \$25. Students have a responsibility to manage the safekeeping of their personal property. The College is not responsible for the replacement or reimbursement of a student's stolen or missing personal property. However, the College will take action against students who commit theft.

Theft Policy Violations: Offense Levels

Level 1

- First violation of petty theft will result in an automatic \$100 fine.

Level 2

- First violations of the theft policy, which are minor in scope and/or impact.
- Second case of petty theft.

Level 3

- First violations of the theft policy, which are major in scope and/or impact.
- Subsequent violations of the theft policy.

⁵“Chastity.” *Merriam-Webster.com Dictionary*, Merriam-Webster, <https://www.merriam-webster.com/dictionary/chastity>

⁶ *Science and Health with Key to the Scriptures*, Mary Baker Eddy, p. 272:19–25
Updated June 2024

Pranks, Vandalism & Disorderly Conduct

Pranks are mischievous acts or practical jokes that:

- Cause or tend to cause annoyance or minor harm or damage.
- Show a playful desire to cause trouble.
- Intend to harm someone or someone's reputation.

At Principia, we distinguish between harmless and harmful pranks. The latter is not permitted and will be considered a violation of the student conduct code. A prank that is sexual or discriminatory in nature or that can be characterized as harassment against a protected class is never acceptable and will be handled according to those policies. For the complete pranks policy please refer to the [Housing Policy and Procedures](#).

Vandalism is the act of deliberately destroying or damaging property and is subject to the student conduct process.

Disorderly Conduct: As defined by Principia's Freedom of Speech and Expression Policy, students have a right to express their viewpoints, feelings, and beliefs. However, this expression may be limited based on discriminatory effect or community impact. Disorderly conduct is speech or action that impinges on the rights of other members of the community or the essential operations of the College and is subject to the student conduct process. Disorderly conduct includes, but is not limited to:

- Unauthorized access to College facilities.
- Failure to comply with campus safety policies.
- Conduct that restricts or prevents faculty, staff, or student employees from performing their duties.
- Conduct noise that disrupts the operations of the College, such as classes, meetings, events (such as admissions tours or job interviews), ceremonies, or other necessary business and community functions; and/or
- Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others.

Pranks, Vandalism & Disorderly Conduct Violations: Offense Levels

Level 1

- First violation of policies above, which are not harmful in scope and/or impact.

Level 2

- Second violation of policies above.
- First offense of policies above which are harmful in scope and/or impact.

Level 3

- All subsequent violations of policies above.

Banners, Posters, & Other Displays

Expression in the form of banners, chalking, or posters is subject to reasonable restrictions so that it does not impinge on the rights of other members of the community. Expression that results in harassment or bullying; threats, intimidation, or incitement of violence; and defamation or other unlawful invasion into the privacy of others will not be permitted. Members of the Principia Community are encouraged to communicate with respect and civility in the presentation and exchange of viewpoints. Students who fail to uphold these standards or adhere to rules for display may be subject to the student conduct process. Speak with the Director of Campus Events for details about display rules and regulations.

- **Posters/Flyers/Banners in the Concourse & Table Tents in the dining room:** All posting requests must go through the Director of Campus Events for these spaces.
- **Posters in Pub:** Posters/flyers must be pre-approved by the Pub Manager.
- **Posters/Flyers around Campus:** Posters and Flyers are allowed in designated areas around campus. Check with the Director of Campus Events for more information.
- **Posters/Flyers in Houses:** Each house has elected house board members that post flyers for campus events in their respective houses.

Note: No Posters/Flyers/Notices may be hung on doors or windows. This is a fire safety violation, and they will be removed. The only tape that should be used for hanging posters on any surface is blue painter's tape. If posters do not conform to these rules, they may be removed, and the individual or group may be fined or held financially responsible for damage.

Campus Safety

All Students are expected to adhere to the following rules regarding campus safety. Students who violate these policies will be subject to the student conduct process.

Weapons Policy

The personal possession of weapons in all campus buildings and on all campus property, including in personal vehicles and residences, is strictly prohibited. This prohibition applies to all students, employees, independent contractors, and visitors, including those who have a valid permit to carry a concealed weapon. Students and employees are also prohibited from possessing weapons while operating a Principia vehicle or while engaging in Principia business, including participation in or presence at off-campus official Principia activities.

Weapons are defined as firearms, knives over three inches, bows/crossbows and arrows/bolts, slingshots, water balloon launchers, decorative swords and weaponry, martial arts equipment, Tasers, as well as BB, pellet, airsoft, paintball, stun guns, ammunition, explosives, fireworks, replica firearms, and other potentially hazardous items.

Exceptions:

- **Law enforcement:** This weapons prohibition does not apply to authorized security or law enforcement personnel.
- **Authorized hunting:** An exception is made under the direction of our Land Stewardship

Manager to authorize select individuals to access a controlled and limited portion of College-owned property outside of the campus proper in order to assist in management of our deer population.

- Classroom instruction: Replica weapons used for instruction and curriculum in recognized programs, such as theater, are allowed under the supervision of trained professionals.

Storage: Campus Security, with the agreement of the College Administration, can provide secure storage of weapons, including firearms, on campus. Once the storage of the weapon or firearm is approved, arrangements are made with the Director of Campus Security as to how the weapon will be transferred to the secure storage area. If a student or employee leaves a weapon unclaimed at the end of their enrollment or employment at Principia, the weapon will be disposed of six months after their departure. Without specific prior permission from Principia College, firearms on campus are prohibited by Illinois State law; therefore, violations may be referred to local law enforcement for prosecution. If you are aware that an individual possesses a firearm or other weapon in violation of this policy, you should immediately report the issue to Campus Security.

Fire Safety

Principia's fire safety program is designed to reduce the dangers of fire to people and property. The rules relating to fire safety on the Principia College campus are set by the Office of the Illinois State Fire Marshal. Campus Security is responsible for ensuring compliance with these rules and works closely with the Fire Marshal's office and other local authorities in their effort to ensure a safe working and living environment. It is everyone's responsibility to support these rules and report any deficiencies immediately. Because of the number of Fire Safety rules, the Campus Security Website lists Fire Policies for Principia. If a rule has changed since the previous Fire Safety Inspection or is not specifically listed on the Website, the student/tenant will receive a warning. If the student room is not up to code after a warning has been issued, there may be a \$25 per day fine until compliance. Repeat noncompliance will result in increased fines and may result in discipline. Please direct any questions to Campus Security at 618-374-5470.

Tornado Safety

Principia has a tornado siren which will go off if a tornado or funnel cloud has been sighted, or if the national weather service has issued a warning for the immediate area. If you are in a building, go to the basement. If there is no basement go to an inside area of the lowest floor, away from all windows. If you are outside, lie flat in a depression, ditch, or ravine. Do not stay in a vehicle. Principia's siren is tested from April through October on the 1st Tuesday of the month at 10:00am. Schedule is subject to change due to breaks, holidays, or other Principia related activities. It is possible at times to hear the tornado siren from across the river that is sounding in St. Charles County, Missouri, but that does not necessarily mean you need to take cover here at Principia. If you are not sure, call the Front Gate.

Earthquake Safety

If you are indoors, stay there. Get under a bed or desk or stand within an interior doorway until the shaking stops. Stay away from windows. If you are outdoors, move to a clear area away from power lines, trees, buildings, etc., and lie down. If you are driving, stop your car and stay inside.

Do not park near anything that could fall on your vehicle. After an earthquake, evacuate the building. Never use a candle or an open flame due to the possibility of leaking gas lines. Report damages or injuries to the Front Gate (618-374-5111). Be aware that aftershocks are common.

Wildlife Safety

The campus and surrounding countryside are home to abundant wildlife, including deer, poisonous snakes, mountain lions/cougars, bobcats, and coyotes. Be alert to them when walking or driving. Also be aware that outer doors left open are often inviting to snakes and rodents that seek out the warmth of buildings when the weather cools down in the evening hours. Drivers should be alert to deer crossing the road. Do not attempt to capture, harm, feed, or displace the wildlife.

In-line Skating, Skateboarding, and Roller Skating

Walkways are primarily for pedestrians, so all skating, skateboarding, and hover boarding traffic must yield to pedestrians. Caution is also essential when using roadways and at intersections. These activities are not allowed on the Pub Patio area or inside any building. Guest skaters must be accompanied by their host community members. Skateboards may not be left inside any building or house hallway. Hover Boards may not be stored in any building or on Principia property.

Swimming in the River

It is not illegal to swim in the river, but students must make personal safety determinations based on their own assessment of their skills, fitness, and water conditions. If they are going to swim across the river, they should be accompanied by a sufficient number of boats to get swimmers out of the way of barges, or other danger.

Fireworks

The sale, use, or possession of fireworks, including firecrackers and rockets, etc., is illegal in Illinois. Any use on campus will result in fines at a minimum.

Camping/Campfires/Bonfires

Community members and their guests may camp and have campfires using an above ground fire bowl on Principia property with approval from Campus Security obtained at least 24 hours in advance. Large-scale fires (such as bonfires) require a 2-week advance approval from Campus Security and Landscaping. Campfires are restricted to the fire pit south of the Track House. Permit application forms are available at the security office bulletin board 24 hours a day. Students camping on a house lawn do not need permission or approval but should inform their resident coordinator. In support of the lawn service, tents may be left up on a house lawn over the weekend but need to be taken down during the week. Camping on the Chapel Green requires permission from Campus Security and tents must be taken down daily by 10am.

Unauthorized Entry or Access

Unauthorized entry into or presence within enclosed College buildings or areas, including athletic facilities, construction sites, and student rooms or offices, even when unlocked, is

prohibited and will be subject to the student conduct process.

Locks

Tampering with locks to College buildings, Houses, individual offices, or student rooms; unauthorized possession or use of College keys or key cards; lending key cards to an individual not assigned access to the same house or room; and alteration or duplication of College keys is against College policy.

Trespassers

Please report to the Gate House the presence of strangers (including salespersons or other solicitors) who appear to be uninvited or unauthorized. Hunters, hikers, horseback riders, or ATV users on our property should be reported to the Gate House immediately.

Window, Balcony, and Roof Safety

Nothing should be thrown or dropped from windows, roofs, or balconies. No one should enter or exit any building through any window or balcony. No one should be present on any building roof without authorization.

Bluff Safety

For your safety, as well as to protect the fragile bluff prairie ecology and rare species that only grow close to the edge, the bluffs and cave formations along the River Road are off-limits from any point below the bluff ridge towards the river or beyond the limits indicated by signs along the bluff trail. Some exceptions are made with permission (e.g., biology courses and prairie restorations). To obtain permission for an exception, first consult the Land Stewardship Coordinator (Ext. 5291) and then obtain permission from the Campus Security Director (Ext. 5473) and/or Workplace Safety (Ext. 5474).

Climbing Safety

Any climbing or rappelling on Principia property or buildings must be approved by Campus Security.

Unauthorized Use of College Facilities or Services

The unauthorized use of College property, including but not limited to College buildings, spaces, and grounds; College documents and records; or College furnishings, equipment, and materials, is a violation of College policy. The Acceptable Use Policy under Academic Policies provides guidelines for use of College computer systems and networks.

The Writer's Cabin

The Writer's Cabin is available for use during daylight hours. No overnight stays are permitted. No flames or fireplace use is allowed. Check out the key from Campus Security and must be returned by 9:00pm. Return the key to the security office during office hours (9am - 4pm

Monday through Friday) or the front gate at all other times.

Campus Safety and Unauthorized Access or Entry Violations Offense Levels:

Level 1

- First violation of any of the safety policies listed above, except the weapons policy.

Level 2

- Second violation of any of the safety policies listed above.
- First violation of the weapons policy above that does not include any threats or misuse.

Level 3

- All subsequent violations of any of the safety policies listed above.
- Second or more serious violations of the weapons policy.

Illegal Activity

Any illegal off-campus activity is not permissible on campus. Although the college is private property, it is not a haven from the law. Students who choose to engage in illegal activities (on or off campus) may face criminal prosecution and/or civil suits. We will cooperate with the police in the investigation of illegal activities. We reserve the right to do a drug test, breathalyzer test, and/or a room and vehicle search.

Student Conduct Process and Sanctions

The Student Conduct Process is an administrative and educational process that enhances collegiate success through enforcement of our community's Code of Conduct. Its mission reflects the expectation of Principia's founder, Mary Kimball Morgan, that students at Principia College be held to high standards of integrity and moral character. The Student Conduct Process is designed to balance and protect individual and community interests through the maintenance of its conduct codes.

Every student has the responsibility to understand and follow the letter and spirit of Principia College's conduct policies and procedures. Should allegations of a potential violation of the Principia Code of Conduct occur, the Student Conduct Process will be initiated as detailed below. Students are expected to participate in good faith with any investigation, adjudication, and resolution processes determined by the Student Conduct Process. Decisions about whether a student or group is responsible for a conduct violation are based on a preponderance of the evidence standard. This means that an allegation is supported by evidence that sufficiently demonstrates that it is more likely than not that a violation occurred. Without evidence that meets this standard, a student or group will not be found responsible.

While freedom of expression is an important student right, students must recognize Principia College's obligation, as well as their own, to protect and preserve the structures and standards of

an academic environment, including maintaining the safety, inclusion, and well-being of others. The Student Conduct Process asks students to act ethically and to take responsibility for how their actions impact the people, the culture, and the environment of Principia College. Failure to engage faithfully, honestly, and transparently in the conduct process will impact the severity of the sanctions imposed upon the student(s) by one level.

All Student Conduct Policies and Procedures will be reviewed biennially by Student Life in collaboration with community stakeholders. Student Life reserves the right to update any policies outlined below if changes to institutional, local, or state rules and/or procedures require us to do so.

Conduct Process

1. **Initiation of Allegations.** Principia College is responsible for investigating complaints of misconduct and determining the appropriate conduct process. The Student Conduct Administrator informs the party or parties involved in the allegation (responding party) and initiates the appropriate conduct process. The Student Conduct Administrator will also ensure the involved party(ies) understand the conduct system, their student rights, and any potential sanctions.
2. **Support Person.** The responding party's RC will act as a Support Person upon entering the student conduct process. The role of the Support Person is to provide social-emotional and spiritual support to the student throughout the conduct process. The RC may also provide relevant context to the Community Board concerning the impact of potential sanctions.
3. **Fact-finding.** After an allegation of misconduct is reported or discovered, an inquiry as to the facts and circumstances of the allegation is conducted by the Director of Security and the Conduct Assistant. Fact-finding will include documented accounts of the allegation provided by the reporting party, the responding party, witnesses, or other affected or knowledgeable (third) parties that may clarify facts or circumstances and present extenuating or mitigating factors. The name of any reporting or third party will be confidential and unknown to the responding party unless permission is given, or safety concerns necessitate revealing the author's name. The responding party, however, is given the opportunity to read all reports in their case (provided the name of any confidential author is removed), and to provide a response to each report as desired.
4. **Determination of Conduct Process Path.** Based on the information gathered, the Student Conduct Administrator determines whether the case proceeds as a level one, two, or three violation, which carries different procedures and sanction outcomes as delineated below.
 - a. **For Level 1 Violations.** All level one cases are conducted by the Student Conduct Assistant with support from the Student Conduct Administrator. When the SCA determines that the respondent has met all criteria for a level one case, the Conduct Assistant will review all case details and determine an appropriate outcome using a Level 1 outcome rubric. Once the sanctions are approved by the Dean of Students, respondents will meet with the SCA and Conduct Assistant to go over the sanctions. Any party may submit an appeal if it meets the criteria below.
 - b. **For Level 2 or 3 Violations.** All level two or three cases will be conducted by a

Community Board panel. The Student Conduct Administrator will set a time and location for the hearing and inform the appropriate members of the Community Board.

5. **Determination of Responsibility.** For level two and three cases only. The Student Conduct Administrator assembles the Community Board who reviews all reports generated during the fact-finding process and hears the responding party's response. The responding party may waive their right to respond, in which case the Community Board will proceed to determination of responsibility without a hearing. The Community Board reserves the right to call third parties to clarify elements of the fact-finding reports if needed. The Community Board reports its determination of responsibility to the Student Conduct Administrator who records the outcome and shares it with the responding party. If the respondent is found responsible, the board will then proceed to the sanction phase.
6. **Sanctions.** For level 2 and 3 cases. Based on the determination of responsibility established by the Community Board and informed by the facts and circumstances of the case, the Community Board will recommend one or more sanctions to the Student Conduct Administrator (SCA). As part of determining sanctions, they must consider proportionality and sanction precedent, and may consider any extenuating or mitigating circumstances. The Community Board Chair will share the recommended sanctions to the Dean of Students for approval. The SCA will share the sanctions with the responding party. The SCA and the Dean of Students may be the same person.
7. **Sanctions Implementation.** After sanctions are approved, the responding student works with the Student Conduct Administrator to implement their sanctions. The Student Conduct Administrator has the responsibility of record keeping for each Conduct Process.
8. **Appeals:**
 - a. **Appealing Findings:** The responding and reporting parties both have the right to submit a written appeal of the findings, including determination of responsibility and sanctions, to the Dean of Students within 7 days of being notified of the decision and sanctions. The burden of proof lies with the party requesting the appeal. Upon receipt, the Dean of Students will determine if the appeal has sufficient grounds to be reviewed by the President. If the SCA and the Dean of Students are the same person, the appeal goes directly to the President. If an appeal is granted, the President can either adjudicate the case or refer it back to the Community Board with an alternate set of panelists within 5 business days of receipt of the appeal. The Dean of Students will communicate the result of the appeal to the student requesting the appeal. Appeal decisions are final.
 - b. Appeals may be filed on grounds of:
 - i. Relevant, substantive, and new information not available at the time of the investigation or hearing.
 - ii. Alleged bias of Student Conduct Administrator, Community Board members or other parties involved.
 - iii. Significant and material procedural error that affected the outcome of the process.

Prohibition Against Retaliation

Retaliation against any individual who, in good faith, reports or discloses any alleged violation of this policy, files a report, or otherwise participates in a resolution procedure described herein is strictly prohibited. Any retaliatory conduct may result in level one sanctions or level two sanctions for repeated violations or violations that result in physical or mental harm to another person.

Community Board Process Defined

“With individual healing as our goal, rather than merely the establishment of an orderly school, we shall eventually find the result to be demonstrated order, honesty, and purity in the entire body of pupils, and we shall, as a school, become ‘every whit whole.’” (Mary Kimball Morgan, *Education at The Principia*, p.19)

In all its activities, Principia promotes healing and character unfoldment. Within this context, social accountability proceeds from the premise of each student’s innate goodness and perfection, and its goal is to help students develop their spiritual relationship with God and their ethical relationship with others.

The Community Board is an essential part of the Student Conduct Process. It is composed of two members of the student body and two employee representatives.

The Full Community Board Committee includes up to ten selected permanent members of the student body, and up to ten selected employee representatives. All members serve two-year terms, with half being selected each year. The Community Board exists to hear cases of student social accountability brought before it with the goal of supporting and maintaining the Purpose and Policies of The Principia. With healing and reconciliation as its primary objectives, the Board endeavors to express wisdom, responsibility, integrity, and good will in upholding Principia’s Code of Conduct. All Board members will receive training in the student conduct process and standards of evidence. Hearing details are confidential, although the Community Board reserves the right to share details as needed as part of the restoration or sanctions process or to correct rumors regarding a case. Every effort will be made to select panel members who do not have a close personal relationship with the respondent to avoid any appearance of bias in the conduct of a hearing board.

If there is a safety concern, the Dean of Students may temporarily suspend or restrict the movement of a student until a panel can hear the case.

If a student has been arrested and charged with a felony, when they are released and return to campus, they may be asked to leave campus immediately.

Principia College is committed to maintaining a fair process in which students are presumed innocent, are informed of the alleged violations of the Code of Conduct with which they are charged and have the opportunity to tell their side of the story.

After investigating a case, if a student is found not responsible, they will be exonerated, and no record of the incident will be kept in their file. However, substantiated violations will result in consequences. Sanctions are based on the severity of the violation, the student's history of previous violations, and their honesty during the investigation. Dishonesty will result in considering sanctions from the next higher level.

The Community Board recommends sanctions to the Dean of Students, who can either accept them or adjust the outcome, based on precedent or impact to the student or community. If changes are made, they must be equitable and fair, and in alignment with sanction levels. The Student Conduct Administrator and board chair will explain the adjustments.

Conduct Sanctions Delineated

Level I Violations (Minor or First-time Violations)

- Warning
- Probation
- Contact Restriction
- Restorative Justice Process
- Educational Programming
- Restitution
- Fines. A \$100 fine will be automatic for petty theft, and a \$200 fine will be automatic for substance use violations.
- Loss of Privileges
- Community Service
- Referral to appropriate College staff for support. This may include RC life coaching.
- Other discretionary sanctions related to the scope and severity of the violation.

Level II Violations: (Repeated or more serious first-time violations)

- Any sanctions from Level 1, with increased severity
- Immediate suspension for the rest of the semester
- Co-curricular suspension
- Other discretionary sanctions related to the scope and severity of the violation.

Level III Violations: (Most serious violations, including but not limited to flagrant violations of policy; abuse of or non-cooperation with college staff; incidents involving threats or violence; or repeated violations of policy)

- Any sanctions from Level 2, with increased severity
- Immediate suspension of up to a year
- Expulsion
- Other discretionary sanctions related to the scope and severity of the violation.

Conduct Sanctions Defined

Warning: Students who are accountable for minor violations generally receive a formal letter of disciplinary warning, a copy of which will be placed in their file.

Probation: Students who are accountable for typical first-time violations, or multiple lesser violations, but for whom the Community Board determines suspension is not appropriate, may be placed on probation. Probation consists of the stipulation that any further substantiated infractions of any Principia Code of Conduct will result in further sanctions.

Educational Sanctions: The College reserves the right to impose educational sanctions, including training and awareness programs related to the students' conduct violation. The student may incur the cost of the provision of these educational sanctions.

Restitution: The College reserves the right to require students to pay back the College for any damage, destruction, defacement, theft, or unauthorized use of property.

Fines: The college reserves the right to administer fines as part of accountability for the disregard of Principia's Code of Conduct, or any offense against the community or individual. Fines for subsequent offenses are generally increased. In addition to fines, serious or multiple offenses could result in a disciplinary hearing at Restorative Justice or Community Board, and possible suspension.

Contact Restrictions: Contact Restrictions are directives that restrict contact and/or communication between or among designated parties. For emergency situations involving personal safety, the Director of Campus Safety or Dean of Students may issue a temporary Contact Restriction which will be confirmed, modified, or rescinded by the Dean of Students or designee typically within 72 hours of its issuance.

Participation in Restorative Justice Process: Students will participate in a restorative justice circle facilitated by a trained peer or staff leader. More details about this process can be obtained through Student Life.

Loss of Privileges: Denial of specific privileges for a designated period of time.

Community Service: Students may be asked to give back to the community or harmed party in a way that is related to and in proportion to the conduct violation. Care should be taken that community service does not become a means of punishment but understood as community restitution.

Discretionary Sanctions: Work assignments, service to the College, or other related discretionary assignments may be required. Students may also be referred to appropriate College staff for support.

Immediate Suspension for the Remainder of the Current Term: Students may be immediately suspended for the remainder of the current term. Suspended students may not continue work in their courses as of the date of suspension. A student can re-enroll after a term's suspension only if they are willing and able to abide by the Principia's Code of Conduct and will need to reapply through the Admissions Office. Note: Suspension may impact a student's scholarship, financial aid, or federal or Principia loan eligibility.

Immediate Suspension for Up to One Year: Students who are accountable for second violations or severe violations may be immediately suspended for up to one year. Suspended students may not continue work in their courses as of the date of suspension. They may reapply through the Admissions Office for the term that begins following the passage of a full academic year. It is the responsibility of the student to demonstrate their readiness to return to Principia and abide by Principia's Code of Conduct. Note: Suspension may impact a student's scholarship, financial aid, or federal or Principia loan eligibility.

Expulsion: Students who have been expelled may not be on campus without written permission from the Dean of Students. They are immediately disenrolled from all classes and may not reapply

for admission.

Additional Information

International Students

Consequences for international students may be more severe, as according to the United States Department of Homeland Security regulations, suspension of an international student on F-1 or J-1 visa status could result in deportation from the United States. Due to visa issues for international students and to facilitate regulatory compliance when an international student receives notification of suspension, the suspension will go into effect up to 21 days later to allow the SEVIS principal designated school official (PDSO) to make necessary visa arrangements.

Students must comply with the policies regarding campus housing of suspended students. No action will be taken in SEVIS until the suspension goes into effect. The PDSO will notify the Dean of Students and/or Dean of Academics and the registrar when arrangements have been made.

Notification

As part of the Conduct process, the College retains the right to notify parents, academic advisors, athletic coaches, co-curricular program directors, personnel in the International and Off-Campus Studies Office, and/or others as appropriate.

Equity

When considering the impact of sanctions, the panel should consider questions of equity, and whether a particular sanction benefits certain groups, or unfairly burdens certain groups.

Jurisdiction

Principia College's policies normally apply to the conduct of matriculated students and any other defined student status, exchange or visiting students. These policies apply to conduct occurring on Principia College property or at College-sanctioned events or programs that take place off campus. In the event that a student organization violates a College regulation, the organization, as well as its individual members, may be held accountable for the violation and sanctioned by the College. Finally, students should also realize that they have the responsibility to ensure that their guests do not violate College policies, rules, and regulations while visiting and that student hosts may be subject to disciplinary action for misbehavior of their guests.

Records

Student Life will retain records of all reports, allegations, and complaints of student misconduct regardless of how the matter is resolved. Individual student conduct records are kept on file for five (5) years after graduation, except in cases resulting in expulsion, in which records are kept indefinitely. Students have an official College transcript maintained by the Registrar and a student Code of Conduct record maintained by Student Life. Generally, all determined violations addressed through the student conduct process are noted on a student's disciplinary record. A

student's disciplinary record is not released externally without a student's written permission or absent that, under narrowly defined circumstances. Principia College does not include conduct outcomes on transcripts.