UNITED CAMPUS MINISTERS
PROFESSIONAL GUIDELINES

Approved by the Tucker Foundation Board of Visitors on October 22, 2004

Office of Religious and Spiritual Life
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Spiritual Life Foundation
UNITED CAMPUS MINISTERS PROFESSIONAL GUIDELINES
Office of Religious and Spiritual Life at the Tucker Foundation
Dartmouth College

EXECUTIVE SUMMARY

The Office of Religious and Spiritual Life (ORSL) exists to cultivate religious and spiritual life at Dartmouth College, and to coordinate and facilitate the various ministries active on campus. The ORSL shall refer to the collective efforts of the affiliated religious and spiritual life organizations with the term United Campus Ministers (UCM). The UCM is an organization of Dartmouth College and consists of Campus Ministers and Advisors, as defined on page 3.

1. The ORSL functions under the institutional authority of the William Jewett Tucker Foundation, which is led by the Dean of the Tucker Foundation.

2. The College Chaplain and Associate Dean of the Tucker Foundation directs the ORSL, is a member of and the facilitator of the UCM, and oversees the UCM recognition process for religious and spiritual life professionals.

3. The UCM is an organization of the College.

1. The UCM supports spiritual growth in the Dartmouth community and the educational process of the College.

1. Members of the UCM are dedicated to serve those in their own traditions yet are bound one to another to serve the larger faith community.

2. The UCM endeavors to play an integral role in the mission of the ORSL, which states:

   The Office of Religious and Spiritual Life exists to encourage, promote, and facilitate opportunities for religious and spiritual growth for everyone at Dartmouth College.

1. While UCM members hold to beliefs and practices that may differ substantially from one another, the UCM values this diversity and seeks to build a creative vision of cooperative ministry for the Dartmouth College students, faculty, administration, and staff it serves.

2. For the purposes of the UCM, the individual campus minister or religious advisor of affiliated religious and spiritual life organizations is recognized as the member of UCM, not the denomination or organization that he or she represents.
DEFINITION AND GOALS OF UCM

The United Campus Ministers is a voluntary organization of affiliated Campus Ministers and religious advisors from College-recognized faith communities that have constituencies among students, faculty, administration, and staff at Dartmouth. In addition to tending to their own individual ministries, members of the United Campus Ministers shall work cooperatively to:

1. Provide a common ministry in such areas as they may decide or the College Chaplain may request;
2. Speak when possible, as determined by each individual, in a common voice with other communities of faith and the College on matters of shared concern;
3. Provide a regular forum within which officials of the College and UCM members may come to know one another in mutual trust;
4. Function as a unit in cooperation with the various constituencies of the College and surrounding community as opportunity offers.

ROLE & RIGHTS OF UCM MEMBERS

A. UCM members consist of Campus Ministers and Advisors:
   1. Campus Minister applies to an affiliated person who is not a College employee. He or she is recognized by a religious or spiritual agency (such as a regional or national religious body) and the Dartmouth College Chaplain.
   2. Advisor applies to an affiliated person who is employed by the College and is appointed by the College Chaplain to help resource and oversee a local group or organization.

B. UCM members shall meet the following qualifications:
   1. Campus Ministers must have endorsement from an ecclesiastical or other appropriate agency as a professional staff member with formal training in religious work;
   2. Campus Ministers and religious advisors must express willingness and ability to work cooperatively with members of the Tucker Foundation's staff and other departments of the College in order to help meet the College's goals for moral and character development;
   3. Campus Ministers and religious advisors must demonstrate willingness and ability to respect people of diverse religious traditions and viewpoints represented in the UCM and to conduct one's particular religious work with an understanding of this pluralistic reality.

C. UCM members may expect the active loyalty, confidence, and respect of their colleagues and are required to demonstrate these behaviors in the exercise of their professional commitments. This relationship shall not limit the expression of doctrine, opinions, or faith practice of any individual affiliate nor does it require standardization of administrative procedures, programmatic design, staffing or fund-
raising among constituent programs in so far as these practices are not in opposition to or incompatible with Dartmouth College policies.

D. UCM members may have access to available Dartmouth College Religious Preference Data Forms relating to their particular group or organization.

E. UCM members may have the right to use the name of Dartmouth College in the activities and publications of the group or organization (e.g., Al-Nur -- a campus ministry at Dartmouth College) and to be listed as a College organization in official College publications to the extent provided other Dartmouth College recognized organizations and pursuant to Dartmouth College standards and approval.

F. UCM members may have the right to request financial assistance from the Office of Religious and Spiritual Life to further the activities of the organization and the provision of the accounting services of the College. Recognition as a UCM member does not guarantee financial support. Each request will be judged on its merits and will be evaluated in terms of criteria such as the organization's contribution to campus, the special nature of the activity and the nature of its financial resources. UCM member requests shall be considered in the same manner as applications of other Dartmouth College recognized organizations and pursuant to Dartmouth College standards and approval.

G. UCM members may have the right to request a college I.D. card (through the college chaplain), which can extend many of the privileges enjoyed by employees of Dartmouth College.

H. Campus Ministers and Religious Advisors may apply, through the ORSL, for a Email mail account. No more than three Email mail accounts will be allocated to representatives of any single religious organization. Recognized religious groups are represented on the Tucker Foundation web-page and are permitted to establish their own web-page. The content and operation of web-pages is subject to Dartmouth College policies.

I. UCM members and any of their supporting staff must be aware of and comply with Dartmouth College standards and policies with respect to non-discrimination, harassment, and the maintenance of student privacy as well as priest/penitent confidentiality.

**RESPONSIBILITIES OF UCM MEMBERS**

A. A Campus Minister must affirm that his/her ministry is formally recognized by an ecclesiastical or other appropriate agency and that he/she is supported by a governing body or some type of advisory structure.

B. Campus Ministers and religious advisors must be cognizant of and comply with the Conditions for Recognition outlined below, provide the proper written materials and
meet annually with the college chaplain to review the necessary conditions and responsibilities.

C. Campus Ministers and religious advisors represent their particular faith tradition and serve the welfare of its constituents.

D. Campus Ministers and religious advisors seek to benefit the larger Dartmouth community of which their faith tradition and its constituents are an integral part.

E. When acting in an official capacity on behalf of the UCM, Campus Ministers and religious advisors may explicitly acknowledge and express their own faith tradition, as long as this is done in a way that maintains proper recognition of and respect for the religious pluralism of the group as a whole.

F. Campus Ministers and religious advisors must be prepared to respond to individuals in need of compassion and support beyond, as well as within, their own faith community. Campus Ministers and religious advisors must support the freedom of intellectual discourse befitting a college community.

G. Campus Ministers and religious advisors must refrain from undermining other religious groups, as defined in the statement on proselytizing in Appendix I.

H. Campus Ministers and religious advisors must consider his/her participation in the monthly UCM meetings to be a priority.

I. Campus Ministers and religious advisors must respond promptly to requests for budgets or other information concerning the status of the group or organization, keeping the ORSL and the Tucker Foundation informed of any changes in officers, representatives, advisors, or developments that might affect the status of the organization or group.

J. Campus Ministers and religious advisors must maintain the highest of standards for performance and professional conduct as a representative of the UCM and Dartmouth College.

K. Campus Ministers and religious advisors must present to or discuss these guidelines with their student leaders.

CONDITIONS FOR RECOGNITION

A. To be considered for recognition as a UCM member, Campus Ministers (and religious advisors, as requested) and any of their supporting staff must provide the ORSL with the following written materials:
   1. Documentation that confirms his/her ministry is formally recognized by an ecclesiastical agency and that he/she is supported by a governing body or some type of advisory structure.
2. Documentation that confirms he/she serves in a group or organization that has been properly recognized by the ORSL as an official campus ministry (See Appendix A)
3. Current, accurate descriptions of his/her group’s or organization’s personnel structure, including an outline of specific responsibilities
4. A signed UCM Covenant (See Appendix B)
5. A completed UCM Identification Form (See Appendix C)
6. An UCM Annual Report by July 15 of each year (See Appendix H)

B. Once all documents have been filed and recognition by the College is approved, a campus minister or religious advisor is understood to be “active”. The College respectfully requests proper notification of changes such as leaves-of-absence, changes in staff configurations or position descriptions, at least by the final day of classes in the term preceding the one for which they would take effect. When a new person arrives to work with a campus religious organization, either as an additional staff member or to replace a current staff member, the new person is not automatically recognized as a campus minister or religious advisor until the above mentioned requirements have been satisfied and recognition granted by the College Chaplain.

C. The College Chaplain will meet at least annually with each UCM member to review current practices and staffing, to confirm proper authorization for membership, and to update the member’s knowledge of any pertinent College procedures and policies. These reports will be kept on file in the ORSL. The College Chaplain, facilitator of the UCM, will report in a similar manner to the Dean of the Tucker Foundation. Failure to comply with the above conditions and responsibilities may result in the loss of membership or the failure to have membership renewed with an attendant loss of privilege.

ACCOUNTABILITY AND REVIEW

With the Tucker Foundation Board of Visitor’s adoption of these UCM Professional Guidelines, the ORSL establishes a formal process requiring the annual review during the summer term, once the Chaplain has received the annual reports, of the status and performance of all UCM members to provide a clear procedure for their supervision and accountability.

The College Chaplain is charged with the oversight and supervision of the religious and spiritual life of the College and the work of all UCM members. Procedures for oversight of the UCM and its members are made explicit in these Professional Guidelines. The Chaplain’s supervision neither limits an individual member’s expression of belief nor intrudes in the structural requirements prescribed by the member’s sponsoring religious agency. The Professional Guidelines are intended to establish a routine record of performance and achievement as well as to form the basis for any supervisory intervention should that be required or advisable.

PROVISION FOR FUTURE REVISIONS
These guidelines have been adopted by the Tucker Foundation Board of Visitors (2002) based upon recommendations of the ORSL, Campus Ministers and Advisors, the Dean of the Tucker Foundation, and other counselors. These guidelines are subject to change at any time by approval of the Board of Visitors at either its October or April meeting. Recommendations for changes should be deliberated among the members of the UCM and then, provided that the UCM accept these recommendations, be directed to both the College Chaplain and the Dean of the Tucker Foundation prior to the start of either the Fall or Spring term.
Obtaining Recognition of a New Student Religious Organization (SRO) at Dartmouth College
Procedural Checklist

1. Meet with the Chaplain for preliminary conversation and to obtain paperwork.

2. Fill out and submit all paperwork in electronic and hard copy to the College Chaplain which includes:

   a. A Constitution and By-Laws of the new SRO of the petitioning group or organization. Membership in the group or organization must be open to all interested persons at Dartmouth College. The Constitution should include at least:

      (1) Mission Statement

      (2) Slate of officers’ titles and their specific responsibilities

   b. A signed Covenant of United Campus Ministers (UCM) at Dartmouth. (Appendix B)

   c. A completed UCM Identification Form. (Appendix C)

   d. Signature document from prospective Campus Minister or prospective Advisor who is petitioning for admittance as a new SRO which will include the printed names and signatures of 10 students who are members of the petitioning SRO. (Appendix D)

   e. A document which states the current, accurate description of the petitioning SRO's personnel structure, i.e. names of officers (Appendix E)

   f. Signed acknowledgment of having read the UCM Professional Guidelines. (Appendix F)

   g. Submit a 200 word description of proposed SRO for Office of Religious and Spiritual Life (ORSL) brochure and webpage. (Appendix G)

   h. Letter of Authority for prospective campus minister from the sponsoring religious agency on official stationery.

3. Attend the next regularly scheduled monthly UCM meeting to present documents, meet with the Campus Ministers and Advisors, and field questions that may arise. The UCM members will receive electronic copies of all paperwork of the petitioning SRO before this meeting. After approval the SRO’s Minister or Advisor will:

   a. Receive letter of approved status of the petitioning SRO’s proposed presence on the Dartmouth College campus from the College Chaplain.

   b. Obtain Minister’s College ID card from the ID office which is currently on the second floor of Thayer Dining Hall. (College Chaplain must email the College ID office authorization for ID card before Campus Minister arrives at ID Office)

   c. Sign up for Email with chaplain’s Administrative Assistant

   d. Initiate updating the Tucker Foundation’s ORSL webpage with the new SRO's information by giving the new information to the chaplain’s Administrative Assistant who will forward the information to the current Tucker webmaster.

   e. Obtain information on creating a Dartmouth College website for and by the SRO from chaplain’s Administrative Assistant.
APPENDIX B

A COVENANT OF UNITED CAMPUS MINISTERS AT DARTMOUTH

As a member of the United Campus Ministers at Dartmouth College, I understand my ministry to be a part of a broader, collective effort to support spiritual growth in the Dartmouth community and the educational process of the College. To this end, I pledge to uphold the highest standards for performance and professional conduct outlined in the United Campus Ministers Professional Guidelines. More specifically,

1. I understand that the UCM is an organization of the College. Thus, I am required to be cognizant of and comply with all College standards, procedures and policies.

   • I affirm that my ministry is formally recognized by an ecclesiastical agency and that I am supported by a governing body or some type of advisory structure.

1. I pledge to play an integral role in the mission of the ORSL, which states:

   The Office of Religious and Spiritual Life exists to encourage, promote, and facilitate opportunities for religious and spiritual growth for everyone at Dartmouth College.

   • I support the freedom of intellectual discourse befitting a college community.

   • I realize that when acting in an official capacity on behalf of the UCM, I may explicitly acknowledge and express my own faith tradition, as long as this is done in a way that maintains proper recognition of and respect for the religious pluralism of the group as a whole.

   • I agree to act in accordance with the definition and goals of the UCM, the role, rights, and responsibilities of UCM members, the conditions of membership, and the statement on proselytizing, as outlined in the United Campus Ministers Professional Guidelines.

In signing this UCM Covenant, I verify that I am fully aware of and in agreement with the rights, responsibilities and conditions set forth in the United Campus Ministers Professional Guidelines. Moreover, I understand that a violation of these Professional Guidelines by an UCM member or group may result in the loss of UCM membership or the failure to have membership renewed with an attendant loss of privilege.

________________________________________________
Name

________________________________________________
Name of Group or Organization

________________________________________________
Signature

_________________________
Date
APPENDIX C

United Campus Ministers Identification Form
Office of Religious and Spiritual Life (ORSL)
Tucker Foundation, Dartmouth College

As a member of the United Campus Ministers at Dartmouth College, you are required to provide the ORSL with the most up-to-date and accurate information concerning your ministry on campus. Please answer all applicable questions and return this form to the ORSL.

Name _________________________________________________________________________

Denomination/Religious Affiliation _________________________________________________

Name of organization which oversees your ministry ________________________________

Name of person within that organization to whom you report _________________________

Please provide his/her contact information:

Address ______________________________________________________________________

Phone Number _____________________ Email __________________________

Is ordination required for your ministry? ________________________________

Were you ordained? _____________________ If so, provide date ______________________

Is there another requirement within your group or organization for religious professionals?

______________________________________________________________________________

Did you meet that requirement? ________________________________

What is your official title for your work on campus given to you by your overseer?

______________________________________________________________________________

What is your educational background? ____________________________________________
If you are an Advisor to a student organization or group, please describe the procedure you undertook to become the advisor for that student group. What are the requirements for your involvement as Advisor? Discuss your role in that group. What is your accountability structure?
Appendix D

Signature Document:
New Student Religious Organization (SRO) at Dartmouth College

Name of Proposed Student Religious Organization:

Advisor/Campus Minister:

<table>
<thead>
<tr>
<th>Printed Name:</th>
<th>Signature:</th>
</tr>
</thead>
</table>

Students:

1. __________________________________________________________
   Printed name          Signature

2. __________________________________________________________
   Printed name          Signature

3. __________________________________________________________
   Printed name          Signature

4. __________________________________________________________
   Printed name          Signature

5. __________________________________________________________
   Printed name          Signature

6. __________________________________________________________
   Printed name          Signature

7. __________________________________________________________
   Printed name          Signature

8. __________________________________________________________
   Printed name          Signature

9. __________________________________________________________
   Printed name          Signature

10. __________________________________________________________
    Printed name          Signature

Date: __________________________________________
Appendix E

Personnel Structure/Officers

Name of Proposed Student Religious Organization:______________________________

Advisor/Campus Minister:___________________________________________

Date:__________________________

Personnel Structure and Current Officers (i.e. President—John Doe, Vice President—Jane Doe):

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________
Appendix F

Acknowledgement

Name of Proposed Student Religious Organization:

I have read the UNITED CAMPUS MINISTERS PROFESSIONAL GUIDELINES.

Advisor/Campus Minister

Printed Name:       Signature:

Date:
Appendix G

Brochure/Webpage Description:
New Student Religious Organization (SRO) at Dartmouth College

Name of Proposed Student Religious Organization:
________________________________________________________________________________________

Advisor/Campus Minister:
________________________________________________________________________________________

Date:__________________________________

Submit a 200 word description of proposed SRO for Office of Religious and Spiritual Life (ORSL) brochure and webpage.
APPENDIX H

SUGGESTED TEMPLATE FOR UNITED CAMPUS MINISTERS ANNUAL REPORT

As a member of the United Campus Ministers at Dartmouth College, you are required to submit a brief annual report to the ORSL by July 15 of each year. The report is intended to keep the ORSL informed of general issues and challenges in campus ministry and of any changes or developments in your group's or organization's structure or status. Please type your responses for each of the following questions and submit your report (please include your name and that of your group or organization) to the ORSL by July 15.

United Campus Ministers Annual Report

(This report must be completed and returned to Chaplain Richard Crocker by July 15).

1. Name of religious Group:

2. Your name:

3. List your student officers or leaders for each of the following terms of last year:
   Summer
   Fall
   Winter
   Spring

4. Please list officers for the coming year, if available:
   Summer
   Fall

5. Please estimate the number of persons who were regular participants in your organization during each of the terms last year:
   Summer
   Fall
Winter

Spring
6. Briefly summarize the regular activities of your organization (E.g., weekly worship, retreats, etc.)

7. Briefly summarize any special events sponsored by your organization during the past year.

8. Please list separately any special events sponsored by your organization during the past year that were open to and advertised to the whole campus. Please indicate approximate attendance.

9. If you are filling out this form for an organization with multiple staff, please list all staff members for whom this report applies (e.g., all Campus Ministers affiliated with your organization).

10. Please estimate the annual budget of your campus ministry organization, and break the information down as follows:

   Salaries (total) (this should not include salaries for non-college related activities. E.g., if you are a local pastor, estimate only the portion of your salary that applies to college ministry.)

   Program activities

   Other

11. Please indicate the general sources of your funding. Include amounts.

   Donations?

   Support from national, or diocesan organizations?

   College funding?

   Other?
APPENDIX I

PROSELTYZING, SOLICITATION, DIRECTORIES/MAILING LISTS, AND CAMPUS MAIL

Statement on Proselytizing

In keeping with the spirit of the United Campus Ministers, members of the UCM shall acknowledge and welcome religious diversity and shall respect the sanctity of religious and spiritual conscience for each individual. They shall carry out their ministries in a manner whereby no one will be intimidated, threatened, or coerced and whereby participants may freely express their values and beliefs. To this end, the members of the UCM shall abide by the following guidelines:

A. Each member shall affirm and respect the rights of every religious group. No one shall seek conversions by harassing or deprecating the other groups.

B. Solicitation in the dormitories is not permissible according to the Student Handbook (See Appendix E):

1. Members of the UCM and their constituencies shall not:
   a. Canvass an entire dorm or floor;
   b. Randomly visit student rooms where no prior relationship has existed.

2. Members of the UCM and their constituencies may:
   1. Visit or solicit students of their own tradition as indicated on the official Religious Preference Form.
   2. Visit or solicit students who have requested more information or have invited the religious organization to phone or visit their room.
   3. Visit or solicit students who, on their own initiative, have made active affiliations with the group.

C. Members of the UCM and their constituencies may make witness of their religious commitments through personal relationships or through personal encounters in public places on campus (e.g., Thayer Dining Hall, Hopkins Center, the Green, town sidewalks) and may invite others to attend meetings of a religious nature. However, if the individual being approached indicates a desire to break off conversation, this desire shall be honored immediately and without question.

D. Literature may be distributed in public places on campus. It must be possible for the passerby to reject the offer. Individuals engaged in literature distribution in public campus places shall clearly identify the group with which they are affiliated.

E. All e-mails and advertisements published or posted must clearly identify the name of the group or groups sponsoring the event and the religious affiliation of the group(s). Moreover, the inclusion of an individual leader's name and contact information is encouraged.
F. Members of the UCM and their constituencies may utilize Hinman Boxes for:

1. Mailings to those students, faculty, administrators and/or staff who have shown interest in the religious group as described in Section B.2.

2. General advertisements about upcoming public events.

3. Mailings other than those described above shall:
   a. Comply with College requirements for the Intra-Campus Mail Service and the Use of College Directories and Mailing Lists, as specified by the current Student Handbook.
   b. First be submitted to and approved by the college chaplain.

G. Students invited to attend a meeting, whether social or programmatic, shall be informed of the identity of the religious group issuing the invitation.

H. The ORSL disavows any efforts to influence anyone in a manner that depersonalizes or deprives the individual of his or her inherent value as a person.

**Solicitation and Selling**

Soliciting and selling by students and non-students is prohibited in all residence halls, special interest and academic affinity program units, and in College-owned undergraduate society, coed, fraternity, and sorority units. No person may enter College residences to distribute or collect questionnaires and surveys, and/or to collect any other information in person from students in their place of residence, without obtaining advance written permission from the Dean of Residential Life.

The placement of advertising is allowed on designated first floor bulletin boards only. Advertising placed on any building or unauthorized location will be removed by residence hall staff, and charges for the cost of any repairs will be assessed. (Note: Cluster fund-raising activities must be authorized by the appropriate Residential Life or Dean of the College area staff.) Student Handbook, page 192.

**Use of College Directories and Mailing Lists**

The College prepares a number of directories and address lists to facilitate personal contact between volunteers, alumni, officers, students, and faculty members. No part of these directories or address lists (including the Dartmouth Name Directory and the group list on EmailMail) may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, electronic, mechanical, photocopying, or otherwise, without the prior written permission of the authorized officer specified in such directory or on such address list. Any use of the addresses or other information (including, but not limited to, the preparation of envelopes or mailing labels) for any multiple mailing without the express written consent of the appropriate officer is contrary to College policy and is prohibited. Violation of this policy may subject an individual or recognized organization to disciplinary action. Student Handbook, pages 215-16.

**Intra-Campus Mail Service**

Mail posted at the Hinman Post Office is distributed throughout the campus twice daily, primarily to central pickup and drop points within each College building or complex. Students may make use of this service free of charge for correspondence with College departments, personnel, or students. The return HB address of the sender must be on the outside of the envelope. No one may use the Hinman Mail system anonymously or to impersonate another individual or organization or in connection with violations of other College policies. This service will not handle U.S. mail (other than redirected mail), books, cartons, or packages. The facilities of the Hinman Post Office and the Intra-Campus Mail System may not be used for any commercial or political purpose. Student Handbook, page 123.
ADDRESSING ALLEGED VIOLATIONS OF GUIDELINES

A. When an allegation of violation of the UCM Professional Guidelines by a UCM member or group is made by another UCM professional, the following steps will be taken:

1. The aggrieved party will communicate the specific alleged violation(s) to the campus minister or advisor responsible for the matter in question. The goal at this stage is for the leaders who are directly involved to understand the situation completely and seek informal resolution.

2. If the matter cannot be resolved between the parties, the aggrieved party shall bring it to the attention of the College Chaplain by submitting a written complaint explaining the alleged violation with specificity. The campus minister or advisor may submit a responsive explanation to the College Chaplain within ten (10) days of receipt of the written complaint. Copies of all written submittals required by this section shall be provided to the opposing party either by mail or hand delivery.

3. The College Chaplain will first attempt to resolve the matter with the parties involved and decide if, in fact, a violation of the UCM Professional Guidelines has occurred. The College Chaplain shall make this determination within thirty (30) days of the receipt of the response to the complaint.

4. If the College Chaplain cannot determine whether a violation has occurred, the College Chaplain will consult with the Dean of the Tucker Foundation to determine whether a violation has occurred. This consultation and determination shall be made within ten (10) days.

5. If the Dean of the Tucker Foundation and the College Chaplain are unable to reach a decision or if either party involved disagrees with the decision, such party may request further action. Such request shall be submitted in writing to the Dean of the Tucker Foundation within thirty (30) days of the decision and shall state with specificity the reasons why the decision of the Dean and College Chaplain is erroneous and the specific action sought. A response may also be submitted in writing to the Dean of the Tucker Foundation within ten (10) days of the request.

6. The Dean of the Tucker Foundation will convene an independent, diverse committee to resolve the issue(s). The committee will consist of three recognized Campus Ministers or advisors, three students, one College administrator, and the College Chaplain.

   a. The Dean will chair this committee, which will render its decision promptly. The Dean will vote only on the occasion of a tie.

   b. The Dean will encourage the parties involved to inform their respective governing body that a committee is being formed to investigate the alleged violation.

7. If the UCM group, campus minister or advisor wishes to appeal the decision of the committee, this must be done in writing specifically explaining how the decision of the committee is in error. Any such appeal shall be submitted within seven (7) working days of the decision of the committee and given to the Dean of the Tucker Foundation. A response shall be filed within seven (7) working days of the appeal. The Dean will review all pertinent data and information before rendering a decision. The decision of the Dean may be appealed to the College Provost in the same manner as provided in this paragraph. The decision of the Provost is final.

B. At the conclusion of this process, if a violation of these Professional Guidelines is found, the offending UCM member or group may have recognition suspended or revoked, in whole or in part, by the Dean of the Tucker Foundation. A suspension may be for a specified period of time, after which the member or group is placed on probation.
APPENDIX K

TRAVEL REQUIREMENTS

Memo From Student Activities Office

Travel and Driving Policies

Before your group travels outside of the Hanover area (even if you don't require funding to travel) you must file an itinerary with the Student Activities Office (e-mail). Just send an Email with the list of who is going, where and how you will travel. If you are staying overnight please include a phone number.

As a general rule, whenever possible or practical, the college prefers students travel via a common carrier such as bus, train, plane, or van service.

Traveling by car?

The college has a firm Driver Policy that requires each driver to be approved by the college. To get approval you must have a clean driving record and attend a driver safety class. Allow at least one week to become approved. To drive a van (not a minivan) an additional van approval is required and this involves an on-the-road test.

We acknowledge that complying with the policy may be inconvenient and it may complicate your planning process, however, it is a rule that must be followed. If it seems impossible for your organization to comply with the policy, please come to the Student Activities office to see if there may be a way to follow the policy that you haven't considered.